

**Minot State University**  
**University Chairs Council**  
**September 26, 2018**  
**Minutes**

**Members:** Lori Willoughby, Jay Wahlund, Robert Crackel, Alex Deufel, Robert Kibler, Scott Kast, Erik Anderson, Dan Ringrose, Terry Eckmann, Ann Beste-Guldborg, Holly Pedersen, Niki Roed, Gary Rabe, Vicki Michels, Bill Harbort, Jessica Smestad, Laurie Geller

**Guests:** Rebecca Ringham, Erik Kana, Jacek Mrozik

**Absent:** Terry Eckmann, Jessica Smestad

Welcome by Laurie Geller and meeting called to order at 4:11pm.

Alex Deufel made motion to approve minutes and Vicki Michels seconded the motion - minutes for August 22, 2018 are approved as written.

Mike Linnell gave updates on behalf of Teresa Loftesnes/Marketing.

- Photos in classrooms will be happening to update the photo gallery to use on webpages.
- Web page changes are getting updates as soon as possible, please be patient.

Just a few announcements and reminders of upcoming events:

- North Dakota Women in Higher Education Network conference, November 2 at Grand Hotel – Registration is open [HERE](#).
- Transfer-mation is October 12; Kickstart Class Days are Oct. 18-19
- Co-curricular reminder: Please provide co-curricular info for your area [HERE](#) no later than Sept 28.
  - Working definition: *Co-curricular activities* are activities that students are involved in outside of the classroom that complement the learning that occurs inside the classroom. These activities would not be awarded a grade and currently may or may not be being assessed.

Assessment Day – see attached draft format. Will this work? What are the next steps?

- Assessment committee can't change a lot as things are already done. Discussion about terms and definitions of key assessment terms has occurred during the Academic Assessment Committee meetings. Michael Brooks has brought forth many different definitions. Catalog has program outcomes and goals listed that need cleaned up. This will happen once everyone is on the same page.
- Assessment discussion went to the direction of a timeline needed to follow so what happens through the year feeds into the next year. Not all can be fixed right now, but we need to set up a regular schedule to do general maintenance and upkeep of campus (carpeting, classroom, etc.). Much discussion about this issue.
- Question was asked: what is the operating money used for? Is it for maintenance in each areas? Do chairs need to pay for everything? Chairs agreed the campus needs a plan for general maintenance.

- Someone also asked if MiSU has a policy manual; the answer was no.
- The discussion items listed above need to reach people who make decisions. It was asked if Dr. Shirley and Brent Winiger could attend the next chairs meeting. Further discussion was about a master plan for facilities; one used to exist with a regular rotation of updates and changes, but since facilities was outsourced (or due to a change in the leadership in many positions), nothing has materialized to address this issue.
- Many are worried about what happens when HLC comes to campus in 2020 – Academics will be okay as we are working to fix our HLC issues, but other departments besides academics are not or may not be working on HLC issues. After talking, it was decided to have a plan in place to discuss issues before inviting Dr. Shirley and Brent Winiger to the chairs meeting.

Program reviews this year and last year – see attached Excel file.

- CAEP will be on campus early October.
- List of self-studies
  - Laurie Geller will follow up to make sure self-studies are completed.
- External person to do the program review as it is an outside eye from the department.
- Need to have deadlines.

Compressed-format courses –

- These do included 8-week courses per email to HLC liaison.
- Site visit in October 2017 was most concerned with 2 week courses (Maymester), but other compressed courses must also be reviewed for comparability to full-length courses.
- Lisa will email the chairs with a deadline for when chair needs to review and when assessment committee needs to review the program review.

Conversation about how all is going without the deans.

- A gap was created when the deans level was deleted
- Some of chairs feel out of the loop from higher administration at MiSU.
- ASPSW has not noticed any difference.
- Felt an academic voice was lost for each department/division when deans were eliminated
- The deans provided a person for the chairs to talk with for assistance.
  - Load reports, syllabi, contracts, faculty issues, etc.

It was discussed if Dr. Shirley would be willing to attend monthly departmental meetings to hear what is happening in all aspects of the University.

- Outreach is missing without the deans
- VPAA getting pulled in so many directions due to all issues normally handled by the deans' level. 80% VPAA time is spent putting out fires, etc.
- It was talked about to have Laurie take all items form each college meeting to Dr. Shirley. Chairs worried about the vision of the University.
- Robert Kibler made a motion to have Dr. Shirley attend one UUC meeting every quarter – motion seconded by Alex Deufel – discussion
  - Erik Kana stated the need to have clear reasoning to invite Dr. Shirley to come to UCC meetings.
  - Results: 12 yes, 1 nay, motion passed

Question asked what Laurie does with the load reports.

- Used to document, reassignment, reduction in courses
- Used for viability, money, staffing, etc.
- Deans' level of review

### **Calendar**

#### **September 2018 (1910)**

28 Sabbatical application due from chairperson to VPAA Office: Last Friday in Sept. per bylaws

#### **October 2018(1910)**

8 Assessment Day (No classes 8:00 a.m. to 2:50 p.m. ~ classes resume at 3:00 p.m.)

8 Second-year faculty self-evaluation and statement of goals due from faculty to Chair

12 Advanced Study Grant Applications due to Academic Affairs Office

10-11 Final exams for first eight week classes

12 Sabbatical Review by College Chair and recommendations due to Faculty Senate Sabbatical Review Committee

15 Midterm grades must be submitted by noon via Campus Connection for sixteen week classes

15 Second eight week classes begin

16 Grades must be submitted by noon via Campus Connection for first eight week classes

18 Last day to drop second eight week class at 100%

22 Evaluation and goals for second-year faculty due from Chair to faculty

23 Second eight week non-attendance course rosters due via Starfish

25 Annual Assessment Reports due from Chairperson to the VPAA Office