

**Minot State University**  
**University Chairs Council**  
**August 22, 2018**  
**Meeting 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, Michael Brooks

**Absent:** Alex Deufel

Welcome given by Laurie Geller with meeting called to order at 4:10pm. All members present except for Alex Deufel.

Minutes from May and July meetings presented, with Robert Kibler making a motion to approve both sets of minutes with second by Niki Roed. Minutes approved as written and will be posted on the UCC page.

Laurie introduced our new Director of Academic Assessment, Michael Brooks. Everyone introduced themselves to Michael so he could put faces to names. Michael then gave a brief update about himself and his family.

First day numbers presented by Rebecca Ringham; see attached documents.

- Overall, up head count for first day numbers
- Up in Social Work in Fargo
- Up 500 credit hours over all

Erik Kana: Academic dishonesty flag in Starfish discussion as to how to raise the flag.

- The instructor submits in starfish
- Student is notified via email
- Chair of Department notified
- Kevin Harmon/Student Affairs notified

Question asked about whether the students should be able to read the comments about them in Starfish. Chairs agreed that students should see the comments.

Discussion about the syllabi review process: Chairs thought it would get easier after faculty get used to process. Upload to SharePoint all compressed (2 wk., 8wk etc.) as well as 16 wk. syllabi into folders for each department ex: CJ, Music, Nursing, and Math & CS etc. Please also upload the audit checklist in SharePoint.

HLC Core Component 5.C – linking planning, assessment, and budgeting that is systemic and sustainable – see attached draft of annual assessment table with added columns for discussion.

The form was in Assessment report form Cari Olson a few years ago. The last two columns on the sheet added by Laurie Geller.

Issues: The institution meets Criterion Five, Core Component 5.C, “the institution engages in systematic and integrated planning,” but with concerns for the following reasons:

- The evidence that assessment data is used for planning to drive budget decisions is inconsistent; and
- There is no apparent direct link between the University Assessment Committee and the Strategic Planning and Budgeting Council.

Actions to be taken: Core Component 5.C

- Documentation of two complete cycles of planning that provides clear evidence that the institution consistently and systematically links its planning, assessment of student learning, and budget prioritization processes; and
- Evidence that the institution has taken steps to establish an appropriate policy to assure that the process of planning is systemic and sustainable beyond current personnel.

Much discussion about HLC issues occurred. Gary Rabe asked how to incorporate all areas together, not just academics.

Chair evaluation form committee – Lori W., Ann B., Dan R. – we should set a deadline reminder.

### **Announcements/Reminders**

- Thank you and your faculty and staff for all the help at registration and welcome weekend and more!
- North Dakota Women in Higher Education Network conference, November 2 at Grand Hotel (see Save the Date attachment)
- Cadaver lab in Swain – pretty much complete and currently has two cadavers.
- Department/Division Web Pages: Please update your web pages. Make sure new faculty and new programs (major, minors, etc.) are added and up to date. Get rid of out of date content.
- Discussions on teaching, second Wednesday of each month in the NW Art Center. Look for poster soon. These are meant to be fun, yet productive. Snacks will be served.
  - September 12
  - October 10
  - November 14
  - December – none
  - January 9
  - February 13
  - March 6
  - April 10

## **Calendar**

### **August 2018 (1910)**

- 26 Last day to drop first eight-week class at 100%
- 29 Final draft of Spring 2018 class schedule to chairs
- 29 Last day to add or drop a course without record (NDUS)

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

- 3 Labor Day – University closed
- 5 Sixteen-week and first eight-week non-attendance course rosters due via Starfish
- 7 Sabbatical Application due from faculty to chair: First Friday in Sept. per bylaws
- 13 Final draft of spring 2018 class schedule from chairs to Registrar's Office
- 17 Enrollment census date (NDUS)
- 21 Fall load reports due from chairs to VPAA Office
- 21 Last day to drop first eight-week classes
- 28 Sabbatical application due from chairperson to VPAA Office: Last Friday in Sept. per bylaws