

Minot State University
University Chairs Council Meeting
April 4, 2018
Meeting Minutes

Members: Lori Willoughby, Deanna Klein, Jay Wahlund, Robert Crackel, Alex Deufel, Robert Kibler, Scott Kast, 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, Rick Hedberg, Kate Marshall, Darcie Handt

Absent: Erik Anderson

Rick Hedberg and Kate Marshall gave an update on the MiSU day of Giving, April 11, 2018. Kate show the updated website: <https://give.minotstateu.edu/campaign>. Kate showed where to located items for certain colleges. Rick and Kate asked to share on our own facebook pages, but also showed how the system allows you to send out a direct text to family and friends. Reminder that up to \$1000 match per \$1000 donated.

Darcie Handt ND Cares Executive Director of the US Army, Retired came to discuss the how Education and engaged partners at the local, state, and tribal levels around priority issue (e.g., substance abuse, suicide prevention and resource gaps). Which is goal 2 on their strategic plan for 2018-19.

Mr. Handt came to visit to make a proposal for Military Cultural training. Would like to insert into an existing program. Vicki Michels noted that it would fit best with her departments

- Addiction Counseling
- Psychology
- Social Work

Develop understanding between VA and regular life. There would be no cost to the university except for lights etc. Could issue a certificate at completion of the 4 or 8 hours sessions. (see attached documents)

Approval of the March 7, 2018 meeting minutes – Robert Kibler made motion to approve minutes with correction and Ann Beste-Guldborg seconded – Minutes approved with minor corrections.

See the attached document for the recommendation from IAC Committee (HLC Update). The IAC brought forth ten points that MiSU needs to address – see attached document.

#4 syllabi need to show specific learning outcomes and activities. Use the template and have the Admin assistants for each department review all criteria are on the syllabi if not let the chair know so they can discuss with faculty member. Once all is okay and chair signs off on syllabi, then upload to blackboard for students. The forward unto VPAA office electronic copy to be uploaded to VPAA share point.

Gary Rabe feels the Assessment committee needs to review the syllabi. The review needs to be done before students register.

MiSU is budgeting for an Assessment person to help with CAAPE / Assessment etc.

#10 relates to all the above nine – the biggest item to remember is document-document-document.

#5 retain suspension of scheduling 2-week classes until a process is created and implemented Holly Pedersen stated that SPED 283 is on the books for 2 weeks course and does have students enrolled.

Draft of Approval Process for Compressed Format Courses see attached document.

Cengage proposal would there be any interest – cost of all material is \$120 per semester. CoB uses many Cengage books. The Bookstore and Cengage would need to work out the logistics.

Schedule of course offerings – see your folder; due Wednesday, April 11. Much discussion about the pages – want to send electronically to VPAA. Many of the chairs already have it electronically but Mark Singer would like to insert himself so nothing gets deleted. Then it will be posted publically with chairs updating once a year. This would help with advising students.

See calendar below for important dates.

Question asked about P-Cards and travel... per Jessica Aga/Business Office can't put any other persons travel on your p-card.

Asked about the new Taglines, the group Flint met with President Staff and other members of the University in the Westlie room but new tagline were not good.

Next UCC meeting: May 2 at 4:00 p.m. in the Jones Room

Calendar

April 2018 (1830)

- 2 University Open – No classes - Easter Break
- 3 Classes Resume
- 3 Annual self-evaluations and goals for VPAA directs due to VPAA Office
- 3 Fall 2018 book orders are due to the Bookstore.
- 6 Last day to withdraw from term or drop with record (NDUS)
- 17 Evaluation and goals for all faculty (other than first year & Chairs) due from Dean to VPAA Office
- 20 Chair self-evaluations due from Deans to VPAA Office
- 20 Last day to drop second eight-week class
- 23 Sixteen and second eight-week Electronic Course Evaluations invite sent
- 30 VPAA directs Annual self-evaluation & goals due to Human Resources office

May 2018 (1830)

- 1 Second eight-week Electronic Course Evaluation closes
- 2-3 Finals for second eight-week classes
- 6 Sixteen-week Electronic Course Evaluation closes
- 7 Grades must be submitted via Campus Connection by noon for second eight-week classes
- 7-11 Finals sixteen-week classes
- 11 Commencement
- 14 Grades must be submitted via Campus Connection by noon for sixteen-week classes
- 14 Maymester classes begin
- 21 Spring grades are posted
- 25 Maymester classes end
- 29 Summer classes begin

HLC Update – Recommendations from IAC Committee

It is the recommendation of the IAC Committee that a Focused Visit related to core components 2A, 3A, 4B, and 5C be conducted two years from HLC Board action. Minot State University should show progress in and provide specific evidence to the focus visit team specifically addressing the following items:

1. Produce all requested documentation, complete, organized and accessible when requested by HLC, the team, IAC or Board. (2A)
2. Develop, implement, and monitor a plan to assure that course level outcomes are being assessed to the extent necessary to ensure outcomes are being met for all programs and in all modalities. (3A/4B)
3. Develop and implement policies and processes to ensure that the work, contact hours, and assessment practices for all courses taught in a compressed format are equivalent to their 16-week counterparts. (3A)
4. Provide copies of syllabi for any and all courses offered through multiple modes of delivery, demonstrating that the scope and specified learning outcomes and activities for the courses are equivalent. (3A)
5. Retain its suspension of scheduling 2-week classes until these new processes have been fully implemented. (3A)
6. Implement, monitor, and ensure that all course syllabi contain a minimum standard of information as approved by the Faculty Council by designing a syllabus template that includes but is not limited to: outcomes, term, number of credits of the course, work schedules or assignments, and critical course and institutional policies. (3A)
7. Create and implement a review process and accountability system to ensure that all syllabi comply with these expectations. (3A)
8. Provide a detailed assessment plan that includes learning outcomes and standardized assessment practices in co-curricular programming and activities. (4B)
9. Designate a place and establish a procedure in which all assessment data is reviewed, stored and available to constituent groups. (4B)
10. Provide two complete cycles with clear evidence that it consistently and systematically links its planning process, assessment of student learning, and budget prioritization. Further, the institution must take steps to establish appropriate policy to assure that the process is systematic and sustainable beyond current personnel, who have institutional history and know how the system works. (5C)

Approval Process for Compressed Format Courses (Draft!)

1. Before putting a course on the schedule, the chair will ensure that the in-class clock hours are sufficient – equal to the hours of a full-term course. The Associate Registrar will also verify the hours.
 - 1 credit = 50 minutes X 16 weeks = 800 minutes = 13.33 clock hours
 - A 3-credit course, therefore, requires 50 minutes X 16 weeks X 3 credits
 - A 3-credit course needs 2,400 minutes (40 hours) of class time
2. According to the MSU Undergraduate Catalog, the definition of a *credit* is:

Credit is defined in terms of semester hours. In addition, credits remain on the student's record indefinitely.

For all MSU degree programs and courses bearing academic credit, the “credit hour” is defined as the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- A. one 50-minute period of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately sixteen weeks for one semester or the equivalent amount of work over a different amount of time. In courses, such as those offered online, in which "seat time" does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement; or
- B. at least an equivalent amount of work (typically two to three hours) for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours

APC - 2/3/15 & FS - 2/19/15

According to the MSU Graduate Catalog, a *credit* is defined as follows:

Credits: The University is on a semester system. The semester hour is the unit of credit used at MSU. The credit hour definition is available in the [Undergraduate Catalog](#). For graduate enrollment, full-time load is nine (9) semester hours in a 16-week session and five (5) semester hours in an 8-week session in fall and spring semesters and six (6) semester hours in summer semester.

[Comment: I thought we approved a graduate credit to include 2-3 hours outside of class for every 50-minute class session.]

Thus, each credit should also require at least two hours of work outside the classroom for every 50-minute session (at least 90 hours for a 3-credit course).

3. At least two weeks prior to the start of the course – but after the course has been put on the schedule, the instructor of the course will provide a copy of the syllabus to both the chair of the department and one other department chair. The two chairs will review the syllabus to determine whether the amount of work required outside of class generally meets the requirement in number 2. Prior to the first day of class, the chairs and the instructor should reach consensus that the amount of work is sufficient.
4. The Vice President for Academic Affairs will work with chairs and instructors when consensus cannot be reached and when exceptions to these guidelines are requested.