

Minot State University
University Chairs Council Meeting
July 16, 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/Joe Engler, Bill Harbort, Jessica Smestad, Laurie Geller

Guests: Erik Kana, Jacek Mrozik, Laurie Weber, Katie Tyler

Absent: Joe Engler

Dr. Geller welcomed all to the meeting and which started at 10:04 a.m.

Laurie Weber, Financial Aid Director talked about the FN/FNN and MSU grading policy. She stressed that if a student never attended the class they should not receive an FNN grade at the end. This issue should have been caught during attendance reporting earlier in the semester. Laurie also stated that for online courses, just logging in does not meet attendance. Students must log in and do an assignment or some type of assignment. Laurie W. handed out a document about FN/FNN and MSU grading policy.

Katie Tyler, Enrollment Service Director came to talk about 2018-2019 Enrollment Services Recruitment Events for MSU. (See attached Document)

- Red & Green Day was presented with two ideas to get feedback from chairs.
 1. Advertise each college is available for one hour for drop-ins.
 2. Couple of faculty members from specialty areas come and talk for 30 minutes
 - Discussion about the two options and Gary Rabe likes the second option and Dan Ringrose agreed.
- Preview Days will be held, one in the fall and one in the spring. Enrollment is hoping for 50 students for each Preview Day session.
- KickStart Days – Katie is looking for a list of classes that students can attend. This event will occur when ND schools are closed for ND Teachers Conference October 18-19, 2018. Although there was discussion that the conference was moved to October 11-12, 2018. Katie will contact Superintendent Baesler's office for clarification.
- Transfer-mation will be held for transfer students – have four ideas listed for the new event so any ideas would be great.
 1. Provide half hours appointments throughout the day
 2. Provide live chat or virtual events
 3. Host a regular, open house style event
 4. Provide session that prospective student can get official transcript evaluation.
 - Discussion about Transfer-mation, and Gary Rabe like option three.

Katie also advised that SAT admission scores for MSU are changing from 900 to 920 due to changes in the SAT.

Further discussion Katie let all know that there are new layout for the program sheets to be more clear and concise. They are modeling the Moorhead State website. It was stated marketing needs to make sure messaging is the same across all areas, program sheets, preview book, and websites.

Katie stated that all program sheets need to be completed and ready to go is September 1, 2018. Katie understood that Teresa was reaching out to all chairs to check and update program sheets, but several chairs had not received any email from Teresa/Marketing.

Also, someone asked if they can create their own tag line to Be Seen, Be heard, Be ????. Katie said to email Teresa/Marketing to get approval.

Minutes from May meeting will be approved at the next UUC.

Syllabi—Requirements, common student learning outcomes, short-format courses (see attachment)

- We agreed syllabi are due to chairs on Friday, August 17 for review of required content.
- A website was created that has the syllabus information.
- Template with items that have to be on the syllabi and cannot be changed is posted.
- Assessing for learning outcomes in all sections of the course.
 - HLC looking at 1) contact hours are correct, 2) same content is being taught in all sections regardless of modality and length of course, 3) learning objectives and outcomes are the same for all sections of the same course regardless of modality, and 4) assessments of student learning are comparable.
- Compressed-format course syllabi need to be reviewed before syllabi handed out to the class, but we will have to tackle that one during the semester. Not everything can be done before the start of fall semester.

Course releases: program review for one semester. Program coordinators get 1/3cr release for undergrad. It is asked if this should be service vs. a course release. . There are no guidelines, policy or process anywhere (stated it was a “dean thing”).

Chair evaluation form—a committee needs to create a new one. Laurie asked for volunteers: Lori Willoughby (COB), Ann Beste-Guldborg (CEHS), and Dan Ringrose (CAS).

Laurie touched on the email from Dr. Shirley about the HLC update. HLC concurred with the Institutional Actions Council team; the flagged criteria are all now “met with concerns” instead of some of them being “not met.” MSU taken off the Open Pathways and put on the Standard Pathway. MSU will have a focused site visit no later than June 2020 and its 4-year review in 2022.

Strategic Plan: Erik Kana, Cari Olson and Laurie Geller are reviewing the Strategic Plan. Dan Ringrose asked about how the budget and assessment cycle will connect to the MSU Strategic Plan (5.C from HLC).

Announcements

- Thank you for submitting your COOP plans on time.
- Remaining registration dates – July 20 (afternoon session only – 31 students registered) and August 16.
- New logo...thus, new letterhead, business cards, name tags, program sheets, etc.
- Professional development efforts focused on teaching
Goal 2, Objective 3, Action Item 3. *Expand the availability of and participation in faculty development efforts focused on engaged pedagogy for today's students.*

- Hiring—staff hires in progress: Director of Academic Assessment, Director of NW Arts Center, cataloger for library; faculty hired in nursing (3 almost), social work, music, math, computer science, biology (in progress), sociology, teacher education, English.
- Cadaver lab being built in Swain – Aaron Ament (biology) will take care of it.
- School psychology – on hold no new admissions for fall 2018.
- Budgets for each department was out late June 2018. If you need your budgets please let VPAA office know as we can run them for you.

First two weeks back...

- August 13 and 14—New Faculty Orientation
 - a. Please send me or your new faculty sample syllabi for the courses they will be teaching.
 - b. Please make sure new faculty are on the schedule.
 - c. Please make sure your department/division web page is up to date.
- August 15—Convocation, college meetings, welcome back evening event – I am happy to visit college meetings, but I don't know that I should be leading them.
- August 16—Orientation / Registration sessions
- August 17—Move-in Day and Student Convocation (2:30 p.m. at Ann Nicole Nelson Hall)
- August 20—Mini-sessions, 8 a.m. -12 p.m.
- August 17-20—Welcome Weekend for students
- August 20/21—School starts at 4 p.m. on August 20 or the following day
- August 26—Last day to drop first eight-week class at 100%
- August 29—Final draft of Spring 2018 class schedule to chairs
- August 29—Last day to add or drop a course without record (NDUS)

FYI unless there is a reason to reactivate those programs already inactive:

In addition, in accordance with SBHE 403.1.1 Program Termination, MiSU seeks to terminate the programs listed below. These programs were placed on inactive status under SBHE Policy 403.1.3 during spring 2016, and MiSU does not have plans to continue them.

- B.A. in Physics (CIP Code 40.0801)
- B.S.E. in Physics Education (CIP Code 13.1316)
- Physical Science Minor (CIP Code 13.1329)
- B.S.E. in Physical Science Education (CIP Code 13.1329)
- B.A. in Studies in the Community and Environment (CIP Code 03.0103)
- B.A. in Foreign Language French Education (CIP Code 13.1325)
- B.S.Ed. in Foreign Language French (CIP Code 13.1325)
- M.A.T. in English Education (CIP Code 13.1305)
- B.A. in Economics (CIP Code 45.0601)
- B.A.S. in Applied Management (CIP Code 52.0299)

In accordance with SBHE Policy 403.1.3 Place Program on Inactive Status, Minot State University (MiSU) submits abbreviated Stage II proposals to place the following programs on inactive status starting January 1, 2019:

- Master of Arts in Teaching: Mathematics (CIP Code 13.1311)
- Master of Arts in Teaching: Science (CIP Code 13.1316)