

**Minot State University**  
**University Chairs Council Meeting**  
**May 2, 2018**  
**Meeting Minutes**

**Members:** Lori Willoughby, Jay Wahlund, Robert Crackel, 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

**Absent:** Deanna Klein, Alex Deufel

**Guests:** Rebecca Ringham, Erik Kana

Welcome given by Laurie at 4:32pm. Approval of April meeting minutes approved with minor corrections. Motion made by Robert Kibler to approve minutes and seconded by Niki Roed. Minutes approved with corrections.

Rebecca Ringham had a couple of items brought for discussion.

- The graduation application could begin in the Registrar's office electronically versus paper.
  - Use an online process for graduation apps instead of paper
  - Start/Implement in Spring 2019
  - The new process would help with graduation apps that get stuck or lost on advisors' desks or in departments.
  - Please reach out to advisors, departments, and faculty to see get feedback and questions before this goes live.
- Discussion about charging for late graduation apps. Mayville charges \$25 for late graduation applications. MiSU could also start charging a fee.
- Universal requirements – A committee could be created to address issues with university requirements. Pros and cons were discussed as well as using existing committees to address these issues.

Erik Kana discussed the Orientation Advisory Taskforce (OAT) and Academic Advising Council meetings.

- OAT met Friday, April 27 and discussed:
  - Not all colleges were represented, not enough faculty reps
  - Disparity between advising loads and compensation issues
  - Survey coming out Monday, April 30 to all advisors

Return-to-Learn – guidelines of concussion management (see attached document)

- Foundation of this Return-to-Learn policy includes
  - Cognitive and physical rest following concussion
  - A stepwise program that fits the needs of each individual
  - Recommendations made within the context of the multi-disciplinary team

- Communication between the student, course instructor and medical personnel regarding the student's condition and updates progress.

Academic Calendar – please review and notice some dates are included per Faculty Senate bylaws.  
Stage I and II academic program proposals – Please coordinate your proposals on and off campus to ensure the new programs make it into the catalog. Both approvals need to happen by Minot State's catalog deadline. If you need help, talk with Dr. Geller

COOP deadline is May 15; please complete and return to Gary Orluck.

Inside Higher Ed vs. HigherEdJobs – It's time to decide if MSU should stay with Inside Higher Ed or go back to HigherEdJobs. Lori Willoughby advised that she got zero applications from Insider Higher Ed. After discussion, decided to return to HigherEdJobs.com for placing ads.

Summer Registration dates are May 31, June 1, June 28 (if needed), June 29, July 20 and August 16. Please make sure that Heather knows who will be advising for your area.

Photo at graduation – new for graduation this year. Bring your phone and take pictures and send to #minotstate18 and it will appear on the video board.

Honors graduation will be Thursday, May 10 at 6:30 p.m. on third floor of Swain Hall.

General Education (GE) assessment – the chair of the GE Committee will remind faculty to complete assessment of their GE classes

Discussion about faculty development efforts discussed earlier at college chairs councils.

- PIL program
- Professional development
- Guest speakers
- Readings

Syllabi template and checklist have been emailed out and a Sharepoint site has been created for syllabi.

Summer UCC meetings will be set up later part of June or July – will not meet every month unless needed.

## **Calendar**

### **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