

**Minot State University**  
**University Chairs Council Meeting**  
**March 7, 2018**  
**Meeting Minutes**

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

**Guests:** Rebecca Ringham, Erik Kana, Rick Hedberg, Kate Marshall

**Absent:** Scott Kast, Terry Eckmann, Holly Pedersen

Dr. Geller welcomed all faculty. Meeting called to order at 4:05 p.m. Laurie asked if there were any edits, corrections, additions to February 7, 2018 meeting minutes. Motion made by Alex Deufel to accept the minutes as written, and seconded by Lori Willoughby. Minutes accepted as written.

Rick Hedberg and Kate Marshall presented the MSU day of Giving. What makes this different is that this giving campaign is *Online Only*. The online giving event will be April 11, 2018 for a 24-hour period only. There will be \$50,000 in matching funds up to \$1000 per match. This is a way for academics to fundraise, including requests for funding of equipment, faculty, facilities improvements, scholarships, operations, other; doing this would also help tie budgets and needs to strategic planning. All college fundraising ideas needs to be Kate Marshall by Wednesday, March 21, 2018 to make the web. If no colleges submit any ideas, each college will have general scholarship fund set for donations.

See calendar below for important dates. Dr. Geller asked if chair self-evaluations should be due the same time as faculty annual evaluations – January 31. The group decided the March 23 date was okay. The chairs asked: what do you (Dr. Geller) need for the faculty evaluations? Dr. Geller advised that sometimes the SLP surveys are sent with the evaluations, which makes for a very large file. Cari Olson/IR always has the SLP surveys in electronic format if anyone needs them. Discussion then changed to how often a current CV be submitted with self-evaluations. Consensus was to submit CVs every year with self-evaluations and goals. Adjuncts should send an updated CV every 3 years. Also, the original signed evaluation documents should be the ones on file in the Academic Affairs Office. Copies or electronic files should be kept by the department and the faculty members, but originals should be in the Academic Affairs Office which holds the official personnel files of all faculty.

HLC update: Dr. Shirley sent out brief note to campus about the progress of the hearing. Dr. Geller stated the meeting was positive and included excellent dialogue and a great team. The Institutional Action Council team read all documents submitted by MiSU. We should hear from the IAC team about 2-weeks after the hearing date.

The IAC team asked about syllabi requirements, policy, and procedure was a question asked by the IAC team. Chairs will be overseeing the process to ensure these are correct. Deb Kinzell will review all two week / short format syllabi to make sure they meet the hours before placed on the schedule. The faculty need to submit their syllabi for each course to the chairs office the last Friday of the first week of classes. Dr. Geller will resend the template for the syllabi.

Overloads – how many during the academic year and during summer?

- Excerpt from Overload policy:
  - *Faculty members are permitted a one-course overload per academic year, typically not to exceed 4 credit hours or the equivalent for the course. However, this can be increased to one course per semester if enrollments in particular programs warrant the additional overload.*
  - *Faculty may teach 9 credits during a summer session in any combination (Maymester, 8-week summer session, dynamically dated, or other session), with only one class allowed during the Maymester. Permission to teach more than 9 credits is not granted during the summer except under extraordinary circumstances such as the late resignation of a faculty member. Such permission requires approval of the Chair and the Vice President for Academic Affairs.*

Much discussion about the policy – some faculty want to teach 9 credits during summer, often for the money, and then scholarship and service sometimes get neglected. There is no policy to say you have to teach overloads or chairs must give faculty overloads. Consensus to add language that gives the chair discretion about letting faculty teach in the summer. Dr. Geller will draft language.

Pre-tenure review for tenure-track faculty in the second semester of the third year – see meeting handouts. Discussion to have pre-tenure binder completed with all requirements as if submitting for tenure. May not need as many peer letters. Chairs will hold the 3<sup>rd</sup> year annual evaluation until pre-tenure binder received. Having the review in the third year will allow faculty time to correct any issues with scholarship, service and teaching.

Discuss Dr. Shirley's request – *Review current policies/procedures to identify additional measures we can take to ensure more efficiencies with our academic offerings. Provide recommendations over the next few months.*

- a. Ideas:
  - i. Restructure – Do we need colleges? Do we need so many departments/divisions?
  - ii. Course offerings
  - iii. Course rotations
  - iv. Minimum enrollments
  - v. Average class sizes
  - vi. Size of programs
  - vii. Travel costs

The consensus of chairs was administration knows the issues and should address them. For example, the policy about low enrolled courses could be enforced. Asking the chairs to identify issues pits chairs against chairs and does not help them work together.

P-Cards, business office auditors pushing for p-cards in each department, less paperwork, save money and faster processing. We will invite someone from the Business Office to a future UCC meeting to answer questions about p-cards.

All posters that list MiSU on them need to be reviewed by Publication & Design to make sure they meet graphic standards. Many posters & flyers out there do not meet the standards or do not have the MSU logo. Future meeting will have Doreen Wald come to UCC and talk with us.

**Next UCC meeting:** April 4 at 4:00 p.m. in the Jones Room

## **Calendar**

### March 2018 (1830)

- 9 Last day to drop second eight-week class at 100%
- 13 Evaluation and goals for all faculty (other than first year & Chairs) due from Chair to VPAA
- 14 Second eight-week non-attendance course rosters due via Starfish
- 12-16 Spring Break
- 20-22 Summer/Fall 2018 Registration for currently enrolled students
- 23 Annual Chairs self-evaluation due to VPAA
- 23 Summer/Fall 2017 Graduation Applications Due to Registrar's Office
- 29 Faculty / Chair Position Descriptions for 2016-17 due to VPAA Office
- 29 VPAA directs Annual self-evaluation & goals due to Human Resources office
- 30 University Closed – Good Friday

### 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)