

**Minot State University**  
**University Chairs Council**  
**February 20, 2019**  
**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, Jane Laplante, Laurie Geller

**Guests:** Rebecca Ringham, Jacek Mrozik, Paul Lepp, Melissa Cantone, Teresa Loftesnes, Mike Linnell

**Absent:** Erik Anderson, Gary Rabe

Welcome given by Laurie Geller, with meeting called at 4:06p.m..

Terry Eckmann made an motion to approve January meeting minutes as written, seconded by Vicki Michels, all yeas no nays – minutes for January UCC meeting approved as written.

### **Guests**

Melissa Cantone and Rebecca Ringham discussed the Components and documenting course sequencing in Campus Connection (every other fall, only spring, etc.). See attached document –

- This will be a plus for students as it shows when typically offered
  - Fall, Fall, Spring, or Spr old yr – online or on campus etc
- Per Melissa, these can be modified to whatever the chair needs for the course. Email all course information to Melissa to upload and request typically offered
- Components need to be listed (must be agreed upon NDUS etc.). Most will default to lecture.

### **Announcements / Reminders**

Syllabi – Please make sure all syllabi in the SharePoint site along with the audit sheet. Some departments/divisions still have not uploaded syllabi.

Budget presentations scheduled for April 4, 11, and 12. There will be about 50 or more presentations over the three days.

- Dr. Shirley and Brent Winiger working on the process for these presentations and will be forwarded out to all.
- Academics scheduled tentatively on April 4.
  - Chairs to present and advocate for needed repairs, computers etc. for their areas.
  - Justifying current budgets as to not lose additional money from budget.
  - Presenting to President Staff, Dr. Shirley, Dr. Geller, Brent Winiger, Kevin Harmon, Andy Carter and Rick Hedberg.
- Any person can attend as open presentation, but will not be able to ask questions.

Spanish BA and BSEd are inactivated. JF Mondon moved forward to inactivate the Major and only have Spanish Minor. This minor could be paired with Nursing degree, Criminal Justice degree etc. Robert Kibler stated that most English programs need a two-year foreign language included.

BIS -Bachelor of Individualized Studies – new program in fall 2019

- Fully approved through State
  - This program will be build your own degree.
    - Seminar to learn how to build your curriculum
    - Capstone project at end of program
- Director needed for the BIS
  - Would involve release time

Bachelor of Science in Geology; BS added using existing courses no new courses created.

Academic Hall of Fame

- Nominations due March 5. For more info visit [here](#).
  - Nominations may be made by any individual or organization, either within Minot State University or from the community at large
  - Nominees must be MSU alumni who completed a significant portion of their education at MSU, and who have gone on to complete an advanced degree and make substantial contribution to the advancement of their field of study
  - Nominations must include a letter for support from the applicable academic Division or Department at Minot State University.

Non-credit travel procedure - International Office (Libby) has process.



Non-credit Travel  
Procedure Feb 2019

## Discussion / Updates

- Assessment / HLC update
  - HLC Focus site visit no later than June 2020; 2 person team; 2-day visit; 100 page report submitted 2 months prior to the visit. We must demonstrate the institution's progress in addressing the areas specified as the focus for the visit.
  - Year 4 – Full review on Standard Pathway (2021-2022)
  - Beta version of revised HLC Criteria available [here](#) and will be effective September 2020.
  - Revised SLGs and SLOs must be in catalog by March 1.
  - Michael Brooks said he would be happy to assist. Just email or call him.
  - Liaisons should be asking you about how we connect SLOs to syllabi in the course(s) in which the learning for that SLO happens. They are supposed to bring feedback to the next meeting in early March so we can decide one or more ways in which this should happen.
    - i. For example: This course contributes to: SLO \_\_\_\_\_, SLO\_\_\_\_\_, and SLO \_\_\_\_\_.

- Strategic Planning Retreat
  - Spring or Summer meeting to tweak the current Strategic Plan
  - Strategic plan needs to be reviewed at once a year
  - March 20 UCC meeting utilized to review the Strategic Plan before Strategic Planning retreat.
    - VPAA office will order water, assorted pop, food for meeting.
  
- Other
  - Veronica Pinnick rescheduled and will be on campus Thursday, March 21 for evening presentation. She earned her BS in Chemistry from MSU; and earned a Ph.D. and currently works at NASA.
  - Teresa/Marketing that February 26 will be the photo shoot and
  - Giving day is scheduled for April 10, 2019
  - Mike/PO let Chairs know that the Legislation Showcase scheduled for March 27.
    - Student, faculty and staff to be in attendance to highlight MiSU
    - Schedule time 9:00 am to 3:00pm

## **Calendar**

### **February 2019 (1930)**

19 Assessment Day (No classes 8:00 a.m. to 2:50 p.m. ~ classes resume at 3:00 p.m.)

22 Spring Load Reports due from Chairs to VPAA Office

27-28 Final Exam for first eight week classes

### **March 2019 (1930)**

1 Notice of non-renewal due to first-year faculty

4 Midterm grades must be submitted by noon via Campus Connection for sixteen week classes

4 Second eight week classes begin

5 Grades must be submitted by noon via Campus Connection for first eight week classes

6 Evaluation and goals for all faculty (other than first year & Chairs) due from Chair to faculty

12 Second eight week non-attendance course rosters due via Starfish

15 Annual self-evaluations and goals for VPAA directs due to VPAA Office

11-15 Spring Break

22 Annual Chairs self-evaluation due to VPAA Office