

**Minot State University
University Chairs Council
July 18, 2019
Meeting Minutes**

Members: Lori Willoughby, Jay Wahlund, Robert Crackel, Robert Kibler, Scott Kast, Erik Anderson, Dan Ringrose, Lisa Borden-King (for Terry Eckmann), Ann Beste-Guldborg, Holly Pedersen, Niki Roed, Gary Rabe, Paul Markel, Bill Harbort, Jessica Smestad, Jane la Plante, Paul Lepp, Laurie Geller, Jacek Mrozik, Erik Kana

Guests: Rebecca Ringham

Absent: Alex Deufel, John Webster

Welcome given by Dr. Geller with meeting called to order at 4:06 p.m.

Approve UCC meeting minutes from March 2019 and May 2019

- Jessica Smestad made motion to accept March and May minutes as written, Jay Wahlund seconded. Minutes approved as written.

Dr. Geller gave a brief update on the restructure of her direct reports. Dan Ringrose asked if Dr. Jacek and Dr. Kana would be classified as deans? No, they are not deans; Dr. Geller delegated the change of some of her direct reports, but all will still flow up to her. If issues arise, you still have access to Dr. Geller.

- Promotion/Tenure stays the same – no dean role and chairs will write the letters.
- Associate VP for Academic Affairs – Jacek Mrozik and Erik Kana. They are taking on some of VPAA workload, so Dr. Geller can work on HLC, Strategic Planning etc.
- The chairs believe for academics that both Jacek and Erik need to be attending President Staff meetings – more academic presence.
- Dr. Lisa Borden-King will take over head of the TEU.

Blackboard shells—Opening blackboard shells early allows student to start course early. Please let your faculty know that they are *not to open* their shells before the first date of class; they should only be open during the dates of the course.

Grade appeal form changed last year. Please see it [HERE](#) (also attached). Question asked if the form is kept for HLC purposes. There are deadlines on the form to keep the form moving. Rebecca can do a search on how many grade changes during the appeal issue. “F” to “W” grade request is different form.

Enrollment event and tour dates—see attached file

Michael Brooks = HLC Assessment Liaison Officer (ALO). He will be the point of contact for HLC.

Program reviews – Six reviews need to be completed over the next year. My office has set aside \$1500 for each external consultant. This will cover some or all of the cost for flights, hotel and stipend for external consultant. HLC noted our program review process and it needs to be in order.

Dr. Geller was given a \$100,000 at this time she has not decided what to do with the money at this time

Budget process for 2020-2021 will start in fall again as we need to be ready for HLC in April.

- August 15, 2019 HLC Retreat (Strategic plan) – There will be about 40 faculty, about 40 staff/Directors and students for total of 85-95 attendees. There will be a sign up sheet being sent around for names. Survey will go out to the campus to help drive the retreat.
- VPAA office will provide food for the day, with breakfast, lunch and beverages through the day.

Syllabus news - Lisa Borden-King (see attached file)

- Internal need / HLC comments about syllabi
 - Simple Syllabus phone call on July 22, 2019 to discuss software.
 - What Simple syllabus will do for MiSU
 - General review process – template to be available
 - Certain areas can be locked down – “Course Objectives”
 - Students able to log in and get needed syllabi, list of books etc for course
 - Administrator role can change syllabi template and it updates all syllabi
 - Chair will control other areas

When logging into Simple Syllabus (link to be provided at later date) – Automatically goes into blackboard – archives old syllabi (allows faculty or students to pull up archive syllabi if needed). Estimated time is Simple Syllabi middle of October start for spring 2020 syllabi. Dual credit have huge variations with the syllabi for each course. Please let Lisa Borden-King or Michael Brooks know any ideas. Modality/location review spring 2019 course over modality – (IVN, IS, Online, On Campus modes).

Staff teaching loads—concerns brought to Dr. Geller about policy for faculty to teach 1 over load per semester, but some staff are teaching 2 overloads. Should we have a teaching policy for staff? The majority of the UNIV courses are taught by staff not faculty; this was brought up as fairness issue. Staff are paid adjunct pay plus their 8 hr pay, not right if they are away from desk and being paid for both unless they make up the time away from their desk.

Automatic emails during summer were sent to prompt student to enroll, but not all were using the automatic emails. We can discuss later.

Web administrators, training session, deadlines, etc.

- Teresa working at cleaning up the websites
- Anton can make changes if needed – just email him.
- If you find a dead link or links please sent to Anton to remove or fix.
- Web experts on campus Graphic design, Marketing, Tawnya Bernsdorf

Calendar

First two weeks back...

August 19-20—New Faculty Orientation

- Please send me or your new faculty sample syllabi for the courses they will be teaching.
- Please make sure new faculty are on the schedule.
- Please make sure your department/division web page is up to date.

August 21—Convocation, college meetings (?), welcome back evening event

August 22—Orientation / Registration sessions

August 23—Move-in Day in the morning and Student Convocation in the afternoon

August 26—Mini-sessions, 8 a.m. – 12 p.m.

August 23-26—Welcome Weekend for students

August 26/27—School starts at 4 p.m. on August 20 or the following day

August 29—Last day to drop first eight-week class or withdraw from all classes and receive a 100% refund

August 29—Final draft of spring 2020 class schedule to chairs

September 4—Last day to add or drop a course without record (NDUS)

September 4—Last day to drop a 16-week class or withdraw from all classes and receive a 100% refund