

Minot State University
University Chairs Council
November 14, 2019
Meeting Minutes

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

Guests: Rebecca Ringham, Katie Tyler

Absent: Holly Pedersen

Welcome and meeting called to order by Dr. Laurie Geller at 3:38 p.m.

October 2019 meeting minutes had one correction, motion made by Lori Willoughby and seconded by Jane la Plante. Minutes approved with the one correction.

Discussion about the definition of *hybrid course*. Minot State University states a hybrid is one in which 2/3 of the course content is delivered in a face to face format and 1/3 of the course content is delivered via another mode (online/distance).

Registrar's office working on developing a hybrid component this fall to utilize spring semester 2020.

A discussion on student issues began with talk about student complaining about not knowing their grades in a course in order to make a decision to drop or not, grades posted on faculty doors, taking too long to get grades back, etc. Students are very frustrated. It was stated that not all faculty use the grade book section of Blackboard.

TES (Transfer Evaluation System): Use needs to be restricted to chairs, not regular faculty members due to limitations with the software..

Erik Kana discussed orientation & registration for the fall 2020 incoming students with first date being in April (date not set yet). Erik is asking about two options for the orientation –

- Two Fridays in April with advising during afternoons only.
- Saturday – campus classrooms open and the student leaders would also be available.

Katie Tyler gave her Recruiting and Enrollment Presentation, see link below.

- <https://infogram.com/fall-2020-applicant-comparisons-november-7-1hmr6grgmm084nl?live>

Discussion and questions about admission processes occurred throughout and after the presentation.

Top 5 state that students are recruited from:

- ND – 855
- MT – 85
- CA – 51
- MN – 42
- AZ - 28

Informational items - Simple Syllabus Deadlines

- Nov. 22 – All syllabi due from faculty to chairs
- Dec. 2 – Chair review of compressed courses (i.e., 8-week) due to Academic Assessment Committee
- Dec. 9 – Chair review of 16-week courses due
- Dec. 9 – Academic Assessment Committee review of compressed courses due; faculty notified of needed revisions
- Dec. 11 – All revised syllabi due from faculty to chair
- Dec. 16 – All syllabi must be approved and ready for spring semester 2020

Reminders

- Nov. 16 – Fall Preview Day this Saturday
- Nov. 29 – First draft of yearlong schedules due
- Dec. 1 – Tenure track faculty in their third year of appointment must submit a pre-tenure portfolio to their chairs
 - Third-year faculty include: Charlie Young, Zeb Wallace, Chriss Klassy, Angela Bischof, Robyn Walker, Kayla Fisher, Rebecca Daigneault, Wenjing Zheng, Nancy Gordon, Megan Fixen
- Dec. 4-6 – Budget presentations

Calendar

November 2019 (2010)

- 15 Promotion and Tenure packets with recommendations due from chairperson to VPAA Office
- 27 Faculty Senate Sabbatical Review Committee makes recommendations to University President (Wed. prior to Thanksgiving Day break per bylaws)
- 27 University open – No Classes
- 28 University closed – Thanksgiving
- 29 University open – No Classes
- 29 First draft of year-long class schedule from chairs to Registrar's Office/VPAA

December 2019 (2010)

- 1 Tenure track faculty in their third year of appointment must submit a pre-tenure portfolio to their chairs
- 2 Classes resume
- 6 University President makes announcement of Sabbatical recipients (1st Friday of December per bylaws)
- 15 Promotion and Tenure packets due to Promotion & Tenure Committee members for review.
- 24 University closes at 12:00 PM – Christmas Eve observed
- 25 University closed – Christmas Day observed