

Minot State University
University Chairs Council
October 10, 2019
Meeting Minutes

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

Guests: Rebecca Ringham, Leisa Harmon

Absent: Niki Roed, Jacek Mrozik, Terry Eckmann

Welcome by Laurie Geller with meeting called to order at 3:35 p.m. A motion made by Lori Willoughby to accept September minutes as written and seconded by Robert Kibler. All approved the UCC minutes as written for September 2019.

Leisa Harmon was present to give an update on the curriculum process for the campus.

- Please proofread and edit the paperwork
- Be careful of run-on sentences.

Procedure is a six-week process at minimum. Process for making curriculum changes [HERE](#). Please make sure to have curriculum paperwork to committee ten instructional days before curriculum meeting. This is the same process for Faculty Senate Meetings. Curriculum will have two meetings January 2020 to make sure all changes have time to be approved to meet the MiSU catalog deadline.

Laurie Geller asked chairs if they have any faculty applying for Sabbatical; none at this time.

FYI make sure that all Travel authorization requests forms include fund/department numbers so everyone knows who pays when travel is complete.

Please note Faculty Senate approved the following at the last meeting (October 3, 2019)

- Voted to no longer offer courses less than 8 weeks
- Approved a credit hour policy and sent another charge to Academic Polices Committee:
 - *Motion to charge APC (Academic Policy Committee) to create procedures and guidelines that cover examples and expectations for scheduling and breaks across all synchronous courses, and a mechanism for comparing online and hybrid to traditional courses (Ringrose/Markel), Motion carried*

Reminders

- MiSU has received the HLC site team members for our April 2020 visit.
 - Discussion took place about previous HLC visits and why requirements have changed so much in that time period or were we as a campus not paying attention or some of both.
 - Over the next several weeks there will be reports to read, proof, and edit.

- Simple Syllabus getting closer to uploading syllabi. Simple Syllabus committee meeting is October 14.
 - Faculty can get ready by having course objectives together for spring classes.
- Orientation update given by Erik Kana
 - Transfer Student orientation (TSO) November 12 – Dec 19, 2019.
 - New Student Orientation (NSO) January 10, 2020 and figure for about 50 students.
 - Transformation day is October 11, 2019.
 - Please help get students registered before you leave for break.
 - Orientation holds will be removed so students can register prior to coming to campus.
- Course components and course descriptions – see email from Melissa Cantone on October 7; due to Melissa on November 1
 - Clarification of Hybrid courses – Hybrid courses are college courses that combine traditional classroom activities with online instructions.
 - HLC states a Hybrid course taught over 51% online/distance then it is classified as online/distance course.
- Program assessment reports due November 1 to Michael Brooks/Assessment Director and Laurie Geller/VPAA
- Budget workbooks due November 1 to Brent Winiger/VPAF and Laurie Geller/VPAA

Retention/enrollment/recruitment discussion about why students are leaving and not returning. CoB can see the numbers but do not know why students left. Questions and discussion arose.

- John Webster suggested that if students need to drop a course for financial or other hardship, would it be possible for the student to bank those tuition dollars to use at later date?
 - Student would have to apply and put explanation as to why dropping courses and be approved.
- Need to look at what on-campus student workers are making and possible need to increase their pay to get more students to work on campus.
- Katie Tyler will give a spring presentation to UCC
 - Enrollment Strategy outcome not getting better.
- Marketing - need clever creative marketing ideas for the campus –MN & SD are all down in students and knocking at our doors.
 - It was stated that we have marketing experts on campus and we need to utilize. As a campus, we are not getting the “WHY” out to transfer /new students. We need to tell potential students “WHY” they should come to come to Minot State.
 - One person said they do not see MiSU marketing out and about. In other towns, their Scheels has all the merch for local teams. Why not Minot?
 - One chair provided a Samsung video link listed below as an example of moving marketing message:
 - <https://wccftech.com/morse-communication-for-deaf-and-blind-now-possible-on-some-samsung-devices/>
- Chairs discussed the need to communicate their concerns to leadership.

UCC meet in two weeks – October 24 or close to that date.

Calendar

October 2019 (2010)

- 8 Second-year faculty self-evaluation, goals, and updated CV due to chairperson
- 11 Vice President for Academic Affairs sends Sabbatical binders and recommendations to Faculty Senate Sabbatical Review Committee (Due 2nd Friday in Oct. per bylaws)
- 11 Advanced Study Grant Applications due to Academic Affairs Office
- 21 Second eight-week classes begin
- 22 Chairperson's evaluation of and goals for second-year faculty due from chairperson to faculty
- 25 Second eight-week non-attendance course rosters due via Starfish
- 28 Annual assessment reports due from chairperson to the VPAA Office

November 2019 (2010)

- 1 Promotion and Tenure application packets due from faculty to chair
- 1 First draft of (Summer 2020-Spring 2021) year-long class schedule from Registrar's Office to departments
- 5 Second-year faculty self-evaluation and goals, chairperson's evaluation, and updated CV due from chairpersons to VPAA Office
- 11 University closed – Veterans Day
- 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)