

Minot State University
University Chairs Council
January 16, 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, Niki Roed, Gary Rabe, Vicki Michels, Bill Harbort, Jessica Smestad, Laurie Geller

Guests: Rebecca Ringham, Jacek Mrozik, Erik Kana, Mike Linnell, Teresa Loftesnes, Kate Marshall, Rick Hedberg

Absent: Holly Pedersen

Welcome by Laurie Geller with meeting started at 4:05p.m.

Alex Deufel made motion to accept November 28, 2018 meeting minutes as written and seconded by Robert Kibler; minutes approved as written.

Kate Marshall and Rick Hedberg took a few minutes to update chairs on Giving Day. Giving Day is scheduled for April 10, 2019. All projects due to Kate on or before February 11, 2019.

Rebecca Ringham discussed the Blackboard Grades Integration with Campus Connection. Grades can be pulled from Blackboard to Campus Connection – do we want a mass rollout or do we want to pilot certain areas? Vicki Michels suggested maybe one person in each department. Lori Willoughby asked if the grade button should be grayed out until available/needed. Gary Rabe volunteered his Criminal Justice department. Others also volunteered.

Reminders

- Syllabi – Please make sure they are in the Sharepoint site along with the audit sheet.
- Evaluation of Chair Survey / Form – The old one went out to your faculty today in an online format.
- Budget books are due February 1, 2019 to Laurie Geller/VPAA. Question asked if they can ask for additional money – yes but no guarantee.
- Assessment Day – February 19 (no class until after 3pm)

Discussion / Updates

- Assessment / HLC update is addressing 5C, and how this will happen. The 2020 HLC Focused Site Visit shows the Minot State Annual Budget Process and Timeline. [Here](#)
- Certificate programs are going to need goals and outcomes and an assessment plan.
- Student Satisfaction Inventory: To view the SSI form, please go to: <https://www.ruffalonl.com/complete-enrollment-management/student-success/student-satisfaction-assessment/student-satisfaction-inventory/samples>. Click on FORM A under Four-year college/university.

- We have opportunity to write a few questions. I would like any suggestions by Wednesday, January 23, 2019.
- Our SSI results from spring 2017 are located [HERE](#) and the results of the version for online only learns are located [HERE](#).
- Issues and concerns are
 - How many hours students per work
 - Unethical behavior – academic dishonesty
- Program Reviews – Cari is keeping a list of all programs [HERE](#). If you are writing a program review (non-accredited programs), then your report is due at the end of the semester in which you write the report and a reviewer needs to be brought in the following semester. See next page for a list of programs that need to finish or start a program review.
 - English completed by 2/15/19 and given to Dr. Kibler.

Program	Degree	Accrediting Agency or Program Review (Self-study and External Review)	Date of Last Visit or Review	Date of Next Visit or Review
Social Science	BA	Program Review	??	??
Chemistry	BA	Program Review	2008	2015
Corporate Fitness and Wellness Management	BS	Program Review	2007	2016
Radiologic Technology	BS	Program Review	2010	2017
English	BA	Program Review	2010	2017
Foreign Language	BA	Program Review	2011	2018
Foreign Language Spanish	BA	Program Review	2011	2018
Art	BA	Program Review	2012	2019
Art	BFA	Program Review	2012	2019
Arts Administration	BS	Program Review	2012	2019

- Strategic Academic Priorities
 - As a campus need to start a list – with a plan and should academic be developing list? Budget books need to be in a bigger picture
 - Examples: Rotation of computers, changing and updating carpeting, painting of walls, etc.
 - Maybe more of our time be spent to see where our priorities land and where we as a University wants to be.
 - Dr. Shirley come to UCC meeting to visit with Chairs.
 - Strategic planning conference later in spring
- Other
 - Graduation Applications are going electronic. Students will be submitting their application to Registrar’s Office instead of advisor. Do to the change summer or fall 2019 applications will be due by March 22. If any questions or concerns please contact Rebecca Ringham, Registrar.

Calendar

January 2019 (1930)

- 8 Sixteen week classes begin
- 10 Last day to drop first eight week class at 100% refund
- 14 Evaluation and goals for first-year faculty due from Chair to faculty
- 16 Faculty Evaluation of Chair emailed to all MSU Faculty
- 17 Last day to add or drop regular sixteen week course without record (NDUS)
- 18 Final draft of Year Long class schedules from Registrar's Office to Departments
- 21 University Closed – Martin Luther King Jr. Day
- 23 Sixteen week and first eight week non-attendance course rosters due via Starfish
- 31 Annual self-evaluation and statement of goals for all faculty (other than first-year and Chairs) due to Chair
- 31 Faculty Evaluation of Chair due to VPAA Office

February 2019 (1930)

- 1 Final draft of Year Long class schedules from Chairs to VPAA
- 4 Enrollment census date (NDUS)
- 6 Last day to drop first eight week class at 50% refund
- 11 Evaluation and goals for first-year faculty due from Chairs to VPAA Office
- 11 Promotion and Tenure Committees' recommendations due to President
- 15 Final draft of Year Long class schedules from Chairs to Registrar's Office
- 18 University Closed – Presidents' Day
- 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