**A close up of a sign

Description automatically generatedMinot State University**

**University Chairs Council**

**April 9, 2020**

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

**Guests:** Rebecca Ringham

**Minu5**

1. Welcome
2. UCC meeting minutes from March 2020 approved (moved and seconded by Ringrose and Kibler)
3. Updates/Feedback:
   * COVID-19 semester – THANK YOU to you your faculty and staff for so quickly getting courses online /ready for remote learning!! How is it going? What are faculty saying? What are students saying?
     1. Some students are a bit panicked (e.g., student teachers)
     2. TEAC worked to fix the requirement that students take the PRAXIS to graduate
     3. Those with questions about teaching licenses should email Lisa Borden-King
     4. The Fargo testing site if up for nursing students to take their exam.
     5. Zoom – breakout rooms are better; Darren has asked about Zoom licenses for the system; Ann said Zoom is user friendly for teletherapy; music uses Zoom for one-on-one lessons
   * Recruit and Enroll – Gary Rabe provided an update. He indicated they are prioritizing the recommended items.
   * Retain and Graduate – Laurie Geller provided an update about the main items being explored and recommended for retention and graduate strategies – advising, financial aid, campus/residence life, first-year experience, and second-year experience.
   * Chairs’ Roles, Duties, Etc. Working Group - Lori Willoughby, Paul Markel, Holly Pedersen, and Dan Ringrose – no report
   * HLC focused visit – October 5-6 – FYI, this visit was moved to October.
   * Enrollment services update from Katie – see attachment



1. Reaching out to current students to support retention and student success– see Excel spreadsheet and draft of a script
   * Callers – Rebecca Ringham, Cari Olson, Laurie Weber, and Erik Kana are organizing a calling and texting campaign and making sure we don’t have multiple people calling the same students. They are trying to do a better job of taking notes and not have multiple versions of the files that need to be combined.
   * Documenting contacts and responses

  

1. Syllabi
   * May 1 – Summer syllabi due to chairs and to Academic Assessment Committee who will have two weeks to review 100+ syllabi
   * May 11 – Fall syllabi due to chairs
   * See [deadlines](https://www.minotstateu.edu/academic/_documents/Syllabi_Files/Syllabus-Deadlines) for more details.
2. S/U grading
   * [See policy](https://www.minotstateu.edu/academic/_documents/Policies/S-U-Grading-Policy_Spring2020.pdf)
   * The online form for students to use to request changes to grading is about 98% complete. It will be ready no later than next week.
3. Summer session
   * Registration will be virtual and not all in one day. Some items will be moved to Welcome Weekend.
   * Placement tests – Accuplacer online with Tom Rakness in CEL
   * Chairs need to support the process the best they can.
4. Annual evaluations and SPLs next spring
   * We discussed adding a note to faculty evaluations about spring 2020.
5. Other
   * Please let faculty know the FSSE responses are anonymous.

**Calendar**

**April 2020 (2030)**

10 University closed – Good Friday

13 University open – No classes – Easter Break

14 Classes Resume

5-17 The pre-tenure review completed by Tenure Committee shall be addressed as part of the third-year faculty member's annual evaluation. At a minimum, the faculty member, in consultation with the chairperson, will address any concerns or deficiencies identified by the pre-tenure review and document a strategy to ameliorate them.

17 Third-year faculty self-evaluation and goals, chairperson's evaluation, and updated CV due from chairpersons to VPAA Office

**May 2020 (2030)**

15 Commencement - Canceled

26 Summer classes begin – All online