



**Minot State University  
University Chairs Council  
December 1, 2020**

**Members:** Lori Willoughby, Jay Wahlund, Bryan Schmidt, Paul Lepp, Robert Kibler, Scott Kast, Erik Anderson, Dan Ringrose, Terry Eckmann, Ann Beste-Guldborg, Holly Pedersen, April Warren, 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, Melissa Cantone, Rick Hedberg, Kate Marshall

### **Agenda**

Approval of minutes from November 3, 2020 – Still need approved.

Rick Hedberg and Kate Marshall from MSU Foundation gave an update on the 3<sup>rd</sup> Annual Giving day slated for April 14, 2021. The 2020 Giving Day campaign was shifted to assist MSU students. MSU foundation has given out \$75,000-80,000 to assist MSU students due to pandemic-related costs.

- Matching funds will be 50% match up to \$1000 with \$500 match.
- Departments, campus clubs, etc. can send information to Kate Marshall.

Kate gave an update on the website

- Let Kate know if you want to use last year's idea.
- All information needs to be to Kate Marshall by February 10, 2021.

Foundation has the major capital campaign ongoing which is about halfway through and have raised about half the money. This is a media campaign so not much money has been used for advertising.

Question was asked about how to get the money raised from previous year. Kate will resend email to each department with the amount and who donated. These are not appropriate funds; these are local funds.

Melissa Cantone gave a presentation on Course Scheduler. Course Scheduler was supposed to go out live in March of 2020, but due to Covid 19 it was placed on hold.

- A quick presentation was given on the features of Course Scheduler.
- Question asked about scheduling FYE classes using this.
- Link on student advisee site.
- Make sure filters are set correctly,

Update on Tenure, Pre-Tenure, and Promotion Applications during Covid

- Celeste and Jeni Anderson scanned all tenure and promotion binders. Celeste will upload all files to Teams in appropriate folders.

- Tenure Chair – Gary Rabe; Promotion Chair – Stewart Kelly
- Laurie will be sending information to chairs and pre-tenure applicants to upload pre-tenure documents into Teams. The binders and documents need to be uploaded by December 1 for department chairs and to VPAA office by February 1, 2021.
- Binders will go to the library room 222 if any Tenure or promotion committee member wants to review the original paperwork.
- Gary thanked, Laurie, Celeste and Jeni for doing all the items to make the committees' job easier.
- Gary also mentioned the possibility of bringing a proposal to Faculty Senate to change the submission process to digital going forward.

#### Syllabi and Attendance Statement

- Rebecca is working with Darren/IT to pull the attendance expectations into syllabi automatically.
- Rebecca is hoping Neil can write query that will work correctly.

Budget Presentations – Information being updated and posted here:

<https://www.minotstateu.edu/strategicplan/pages/Annual-Budget-Presentations.shtml>

Holly Pedersen see the attached flyer about professional development.

Other – None

## **Calendar**

### **December 2020 (2110)**

- 1 Tenure-track faculty in their third year of appointment submit a pre-tenure portfolio to their chair.
- 4 University President makes announcement of Sabbatical recipients (1st Friday of December per bylaws)
- 15 Promotion and Tenure packets due from VPAA to Promotion and Tenure Committees
- 21 Grades due at noon
- 24 University Closes at 12:00 PM – Christmas Eve Observed
- 25 University Closed – Christmas Day Observed

### **January 2021 (2130)**

- 1 University Closed - New Year's Day Observed
- 3 First-year faculty annual self-evaluation and statement of goals due to Chair
- 14 Chairperson's evaluation of and goals for first-year faculty due from chairperson to faculty
- 15 Faculty Evaluation of Chair emailed to all MSU Faculty
- 15 Final draft of Year Long class schedules from Registrar's Office to Departments
- 16 First eight-week non-attendance course rosters due via Starfish (4th day after classes begin)
- 18 University Closed – Martin Luther King Jr. Day
- 19 Sixteen-week non-attendance course rosters due via Starfish (7th day after classes begin)
- 24 First-year faculty self-evaluation and goals, chairperson's evaluation, and updated CV due from chairpersons to VPAA Office
- 29 Faculty Evaluation of Chair due to VPAA Office
- 31 Faculty self-evaluation, goals, and updated CV due to chairperson – Second-Year and Later Faculty Only