**Minot State University**

**University Chairs Council**

**January 23, 2020**

**Minutes**

**In Attendance:** Lori Willoughby, Jay Wahlund, Robert Crackel, Scott Kast, Erik Anderson, Robert Kibler, 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

**Absent:** Paul Lepp, Dan Ringrose

**Guests:** Rebecca Ringham, Rick Hedberg, Kate Marshall, Beth Odahlen

**Agenda**

1. Welcome
2. UCC meeting minutes from December 2019 – We will approve these in February.
3. Guests: Kate Marshall and Rick Hedberg – Giving Day 2020
   * Giving Day is April 15, 2020.
   * Last year we raised over $200,000 from over 760 gifts and funded 54 projects on campus.
   * Equipment, travel, items needed in your area
   * 50% match for gifts up to $1000.
   * Others are interested in providing matches. – special education up to $10,000; alumni association up to $10,000, etc.
   * If you have others in your area that can serve as a match or a challenge, let them know. The Foundation can help facilitate this or they can ask someone for you.
   * Academic Challenge Dollars – the project with the highest number of unique donors will receive $1000 and the second highest will receive $500.
   * Email projects to Kate along with a few sentences and pictures to describe it.
   * Deadline: Projects are due to Kate no later than February 7, 2020.
4. Guest: Beth Odahlen – First-Year Learning Communities
   * During fall 2019, 18 FYEs were offered. For fall 2020, we will need 18-19 of them.
   * Please reach out to your faculty regarding these for next year and see if there are faculty who want to teach in these.
   * Have faculty with questions reach out to Beth.
   * We need fall FYEs finalized soon so students can register for them in April 2020.
   * Erik Anderson, Lori Willoughby, and Lisa Borden-King are your faculty representatives for FYE.
   * A committee is working on how to improve or update the FYEs in the future.
   * UNIV 110 is offered once a year online for online students. Right now an online learning community is not possible since there isn’t one course that they all need to take; the population of these students is too small.
   * Is there a way to reserve seats for students majoring in the major-specific FYE? (i.e., hold seats for new CJ majors in the CJ-specific FYE)
   * How much wiggle room is there in the cap? It depends.
   * What about a career-focused FYE to help undecided students? Difficult to implement.
   * What about the FYE ad hoc committee’s recommendation to add FTE to support FYE? About 60% of people teaching a UNIV 110 are doing it as an overload. Finding people to do this is a struggle all the time.
   * Send ideas for FYEs to Beth ASAP.
   * A summary will come out from the committee later this semester.
5. Rebecca – Commencement Announcements
   * Nominations for student speakers; must be a graduating student (Deadline is Feb 21)
   * Nominations for honorary degree (Deadline is Feb 15)
   * Banner carrier suggestions; must not be a graduating student (Deadline is Feb 21)
6. Lisa – Assessment Day, Feb. 18 in the Conference Center, 9:00 a.m. – 3:00 p.m. (tentative schedule below)

* 9:00-9:30 a.m.: HLC update & discussion (will end up being longer than ½ hour)
* 9:30-10:30 a.m.: General Education Assessment Report and Activities
* 10:30-10:45 a.m.: Break
* 10:45-11:30 a.m.: Co-Curricular Assessment Development Report
* 1:00-3:00 p.m.: Modality/Location review for the year—please work on this in departmental groups for a while at least to get feedback and ask clarifying questions before returning to your departments to complete the work. Due March 1, 2020.
  + This will be a once a year process for a while at least to catch what we need to catch. This should get easier as we do this.
  + People should stay together in the Conference Center long enough to understand the task while also
  + When they take a course, regardless of how they take it, they should expect to have the same level of learning regardless of location and modality.
  + We need to show we can do this continually in ways that are productive.
  + Put the course comparability form on the syllabus site.

1. Discussion about December meeting with Dr. Shirley
   * Two groups—Recruit & Enroll and Retain & Graduate—have been formed to take the lead on goals 2 and 3 of the strategic plan.
   * Gary provided a summary of his work on his team and the “demographic apocalypse” that will happen in about 5 years, although we are better positioned than other areas for demographics in the future.
   * Someone asked about whether academic departments are expected to cut 20 fulltime and 40 parttime faculty based on Dr. Shirley’s presentation. Laurie indicated she has not been told to do so.
   * Other concerns were raised about the budget, enrollment, communication, decision-making, and the future.
   * The chairs discussed ways to address low enrolled courses and programs by offering courses less frequently, updating the curriculum, etc.
2. PSY 111 – proposed change (discussion if needed)
   * Paul provided the rationale for the proposed change.
   * Others provided their concerns.
   * Paul indicated it should be pulled out as a separate item, rather than in a package of psychology curriculum items so it can be discussed and voted on separately. He said he is happy to let the process work and he is happy to visit with faculty who have concerns.
3. Advising Welcome Email – See attachment (if time)
4. Other

**Next UCC Meeting: Feb. 13, 2020 at 3:30 p.m.**

**Calendar**

**January 2020 (2030)**

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

31 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

**February 2020 (2030)**

1 Notice of non-renewal due to first-year faculty

1 Tenure track faculty in their third year of appointment must submit a pre-tenure portfolio to VPAA Office

7 Final draft of year-long class schedules from chairs to VPAA

10 Enrollment census date (NDUS)

15 Promotion and Tenure Committees’ recommendations due to President

14 Final draft of year-class schedules from chairs to Registrar’s Office

17 University closed – Presidents’ Day

18 Assessment Day (No classes 8:00 a.m. to 2:50 p.m. ~ classes resume at 3:00 p.m.)

21 Spring load reports due from chairs to VPAA Office