**Minot State University**

**University Chairs Council**

**March 10, 2020**

**Minutes**

**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

Absent: Lori Willoughby, Terry Eckmann, Gary Rabe,

**Agenda**

1. Welcome
2. Approve UCC meeting minutes from February 2020
   * Markel moved to approve; Beste-Guldborg seconded. Minutes approved as written.
3. Updates/Feedback:
   * Coronavirus/COVID-19
     1. Teams video
     2. Collaborate video
     3. Who makes the decision? What triggers the timeline?
   * Recruit and Enroll – Gary Rabe
     1. Bill gave an update of the committee’s progress
   * Retain and Graduate – Laurie Geller and Erik Kana
     1. Laurie gave an update of the committee’s progress.
   * BA degree and concentrations – sent to Academic Policies Committee (APC)
     1. This issue will eventually come to Faculty Senate after APC reviews it and makes a recommendation.
   * Modality and Location review – Feedback
     1. When are these due? What about the action plans?
        1. Deadlines for each action plan should be in the spreadsheet of responses. Deadlines will vary depending on the issue and frequency of the course offering.
        2. Chairs should sign off that they approve of the action plans in the spreadsheet. Then when the action plan is completed, the chair needs to again sign the spreadsheet.
        3. Chairs should check on the status of action plans prior to the start of each semester while faculty are writing their course syllabi.
     2. If faculty answered “no” to the items in the modality/location review, then an action plan is not required.
   * Budget Forum – Feedback
     1. Chairs discussed the budget forum.
4. Discussion about Online (Holly):
   * More general education courses online as well as our plan for overall support for distance education at MSU
     1. What is the plan to move online? To get more gen ed online?
     2. Fully online programs need gen ed online to function.
     3. Some of this is about planning or the lack of planning.
     4. Design thinking group on Recruit and Enroll – most popular vote was for increasing online delivery
5. Discussion about Chairs’ Roles and Duties:
   * Do we need a working group for policies regarding academic chairs (e.g., scope: selection of chairs, desired qualifications, duties and responsibilities, etc.)?
   * Professional development for academic chairs (how do we do this? what do we need?)
   * The chair's role within the academic unit and the chair's potential working with others across the university.
   * What's the toughest part of the chair’s job, what is the most satisfying part?
     1. The following people agreed to be on a working group:
        1. Lori Willoughby
        2. Paul Markel
        3. Holly Pedersen
        4. Dan Ringrose
6. Other

**Calendar**

**March 2020 (2030)**

6 Chairperson's evaluation of and goals for faculty due from chairperson to faculty for second-year and later faculty only

13 Second eight-week non-attendance course rosters due via Starfish

13 Faculty self-evaluation and goals, chairperson's evaluation, and updated CV due from chairpersons to VPAA Office for second-year and fourth-year and later faculty only (third-year faculty evaluations stay with the chair until the pre-tenure review is completed by the Tenure Committee)

16-20 Spring Break

23 Annual self-evaluations and goals for VPAA directs due to VPAA Office

30 Annual chair self-evaluation due to VPAA Office

31 Faculty / Chair position descriptions for 2020-2021 due to VPAA Office