**A close up of a sign

Description automatically generatedMinot State University**

**University Chairs Council**

**May 6, 2020**

**Draft 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, Beth Odahlen, Heather Martin, Katie Tyler

**Absent:** John Webster, Lisa Borden-King

**Agenda**

1. Welcome given by Dr. Laurie Geller at 4:04pm.
2. Updates/Feedback/Reminders:
   1. THANK YOU! I appreciate you, your faculty, and your staff and all the work that has been done to keep this semester going.
   2. Recruit and Enroll Subcommittee – Jacek Mrozik, Gary Rabe, Bill Harbort
      1. Recruit committee team:
         1. Katie Tyler, Teresa Loftesnes, Bill Harbort, Jermaine Rolle, Michael Linnell, Gary Rabe, Cari Olson, Rick Heit and Jacek Mrozik-Chair.
      2. See attached power point for Fall 2020 Marketing Campaign
      3. The plan was presented to President Staff, approved and funded
      4. The campaign will run May 11 – June 30, 2020
   3. Retain and Graduate – Laurie Geller, Erik Kana
      1. There are five areas to fill in the gaps
      2. Faculty and staff are calling students to keep in touch with them.
   4. Chairs’ Roles, Duties, Etc. Working Group - Lori Willoughby, Paul Markel, Holly Pedersen, and Dan Ringrose
      1. Met via email and have a shared document they are working in. Hoping to start meeting more after finals week.
   5. Team members needed for HLC 4-year Site Visit April 11, 2022
      1. In less than 2 years HLC will be on campus for a full site visit.
      2. Looking for volunteers to help with the preparation.
   6. 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.pdf) for more details.
3. Summer items
   1. Summer orientation / registration for fall semester – Laurie, Beth, Heather, Katie
      1. Met with CAS chairs to discuss summer registration.
      2. CAS chairs wanted to start registering students now to get them into classes.
      3. First-year students & parents have asked to complete HS first and then worry about college registration afterwards.
      4. Website is being built for the new incoming students.
      5. Please review the Orientation Timeline – PowerPoint attached
      6. Dates – They are open for orientation times – dates will be set and get out to all chairs.
      7. Who will be point person so the same information is relayed to all chairs at the same time?
   2. Enrollment services survey results – see attachment



* + 1. Discussion about the starting of face-to-face classes and how to follow the COVID-19 guidelines.
       1. Teaching course in the Bubble classes, conference rooms, Dome, summer theatre??
       2. Alternate students into and out of classes (1/2 students one day and other 1/2 another day)
  1. Recommendations from the Transfer Working Group on the Recruit and Enroll Team led by Gary Rabe and Kevin Harmon that I would like to implement as a pilot or on a temporary basis immediately through the summer.
  2. *Give the register office the authority to equate all 100 and 200 level transfer courses.  This addresses a bureaucratic barrier that is created by having these evaluated at the Department level increasing the review time.  Transfer equivalencies are not being processed in a timely manner that is student friendly and equivalent to what our competitors are doing.*
  3. *Allow the registrar’s office to transfer credits equivalent to Gen Ed requirements not specific Gen Ed courses. For example, if a student has a lab science and we don't have an equivalent course, typically these courses not being recognized as satisfying a lab science Gen Ed.  This isn't the department's fault because they don't have a course to equate it to in their curriculum. This would apply to all Gen Ed categories.*
  4. *The Department of Education recently passed a rule that they did not distinguish the difference between regional accreditation and national accreditation.  We currently only accept credits from regionally accredited schools.  The recommendation from the transfer working group was to recognize nationally accredited schools and accept their transfer credits. [Comment: This one may raise more eyebrows and may need to wait.]*
  5. *Provide training for administrative assistants to help facilitate the transfer review process.  The transfer working group recognized that equivalencies and transfer evaluation often take days to weeks to be reviewed and approved by the chair. It was recommended that administrative assistance be allowed to access the TES system to help track outstanding equivalencies and facilitate their review and approval.*

1. Budget – Governor’s message, enrollment, existing issues
   1. Laurie convened a small committee to develop criteria or guidelines or principles that will be used to guide academic decision-making as we deal with reduced budgets, changes in enrollment, opportunities for growth, etc.
   2. Those people include Gary Rabe, Bill Harbort, Jay Wahlund, Lisa Borden-King, Jacek Mrozik, Cari Olson,
   3. The results of that group’s work will be shared with chairs and Faculty Senate.

**Calendar**

**May 2020 (2030)**

15 Commencement - Canceled

26 Summer classes begin – All online

**June 2020 (2040)**

1 Eight-week non-attendance course rosters due via Starfish

**July 2020 (2040)**

3 University closed - Independence Day