



**Minot State University  
University Chairs Council  
November 3, 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,

**Guests:** Rebecca Ringham, Steven Shirley, Kevin Harmon, Brent Winiger, Rick Hedberg, Andy Carter

**Absent:** Erik Kana

Laurie Geller opened the meeting. She indicated President's Staff was in attendance to discuss spring planning and fall semester issues.

Dr. Shirley welcomed everyone and started out with update on the COVID 19 ongoing pandemic. Dr. Shirley also wanted to have an open dialogue with the chairs as to what they are hearing and what is or is not working for students, staff, and faculty.

Chair responses:

Holly Pedersen, Special Education

- The HyFlex model allowed easier continuance of course if a faculty member was quarantined.
- Challenges are in the graduate area
- If issues should arise, the department works through it.

Robert Kibler, World Languages & Cultural Studies

- Speaking w/o mask when online is more positive and are not continually repeating yourself.
- Success online starts in the face to face classroom and it is carried to the online format.
- If faculty don't have training to optimize Blackboard & other technology, students will get less than best experience.

Ann Beste-Guldborg, Communication Sciences and Disorders

- Many undergraduate students have stopped attending face to face and are doing online; all is going well. Concerned they may lose some students due to GPA and testing required for the discipline.
- Graduate students attending in class and online. Some Canadian students would like to be home.
- Ann and department advise Canadian students last day face to face would be December 9, allowing them 14 days of quarantine once home. Students must continue to be online during this time.
- Second-year graduate students need to return to campus after Thanksgiving break; otherwise they may not have enough clinical hours and not graduate on time.

- Increase cases of COVID in the clinic and students, faculty, staff working in clinic have to test once a week. This past MSU testing which is open to public and some of students were unable to get tested as required.

Daniel Ringrose, Social Science

- Social Science department had a meeting to poll faculty about face to face vs. remote and how all is going.
- Social Science has a lot of HyFlex courses, which makes it easier for student to attend a time that works.
- The last 2 ½ weeks had not gotten any close contact information.
- Maybe leave as is for the rest of semester as students are using their feet to make the choice.
- Dan and faculty are hearing that MSU is going remote after Thanksgiving and completely remote for spring semester. Is that true?

Terry Eckmann, TEK

- The hyflex is working well, but students who are online are because they have COVID or are quarantined.
- 40-60% are face to face and it's great to have the option.
- Faculty are doing a wonderful job with Zoom and Blackboard, working hard to make it work.

Jay Wahlund, FIN& Acctg.

- Acctg & Fin are working at teaching face to face
- Hyflex is used solely for COVID issues with the students
- All faculty use face shields while in class
- Face to face is better for Acctg & Fin courses versus going completely online

Lisa Borden-King, Assessment Director

- I agree with Dan & Terry; part of the problem is reliable lists coming from Kevin Harmon's office. The list made it a bit clearer on who needed to be remote and who did not. Some testing events are running out of tests. First District Health booking 7-10 days out for testing and they are referring to MSU.

Kevin Harmon, VPSA

- They have made adjustments by adding 8-9am for MSU student, staff, & faculty only and then 9-11am it's open to public. They are increasing tests to 500. Also you can go to the Student Health center for Covid test. They keep about 100 on hand per week. MSU has hired 14 contact tracers who will be able to track all students' cases and close contacts. With this in place, they should be able to let faculty know within 24 hour time frame.

Dr. Shirley gave a shout out to Kevin Harmon, Deb Haman, Student Health employees, nursing faculty doing the swabbing, housing, feeding students.

Erik Anderson, Music

- If students are not quarantined they are attending classes. Music students are a tightly knit group.
- Gen Ed courses are seeing about 50% in class, a lot of questionable rationales for not being in class.

Lori Willoughby, BIT & BADM

- BIT & BADM are doing well and the attendance in classes varies
- Have faculty teaching from home (online only/web based)
  - Believe some faculty need to be back on campus and this would help the student body.
  - Some faculty have pushed the issue just like students.
- Discussion about other things to move MSU forward. Lori asked about Marketing – What are we doing to get past the 200 students MSU was down in fall 2020? Need to let students know it's safe to be at MSU.

Bill Harbort, Art, Broadcasting & Prof Comm

- Students do want to be on campus and present in classes.
- Experiential courses such as print making, graphic design, art, photography, etc. can be a challenge when student is ill/COVID/close contact. These classes need tools, and other items on campus and without these, they may fall behind. The same with broadcasting as students are working on the KMSU site, radio, etc.
- Art, Broadcasting, Public Comm theory based courses students are apt to stay on track.

Paul Markel, ASPSW

- General observation and appreciate seeing colleagues in the hallways, meetings and interaction. Miss seeing MSU students fill the hallways
- ASPSW just submitted assessment reports for last year. We are evaluating students work different now after the pandemic. So much is being shifted to online and seeing how students are doing in the student experience.

Bryan Schmidt, Science

- The upper level students are attending classes; the GenEd students not so much as some faculty have lectured to empty classrooms.
- Some student decide to go remote and then want to know how to do the labs online.
- Need to repeat and repeat to students that some classes cannot be done online.

Lori Garnes (SPED)

- Working with public schools looks at how needs to be in class vs who can be remote
- Key is not conjugate huge groups of people
- Maybe better guidelines experiential classes that we take extra precautions.

John Webster, Interdisciplinary Studies

- Science lectures can be done hyflex, online etc., but the labs themselves cannot.

Dr. Shirley advised that MSU will finish the semester face to face. MSU has 200 + Canadian students who need to quarantine for 14 days once back in Canada.

Approval of minutes from October 1, 2020 and October 6, 2020 UCC meetings, motion made by Lori Willoughby and seconded by Paul Markel. Minutes approved as written.

HLC Focused Visit update all went well. Three of the areas we and 4b Assessment Co-Curriculum need to continue to monitor.

HLC 4-Year Visit update: The 4-year will be in April 2022

- Fall 2020 assemble HLC team
- Spring 2021 pull together teams to start planning, reading, and writing

- Summer 2021 some team members work on writing
- Fall 2021 teams continue to write, add evidence, and polish
- March 2022 report submitted to HLC for 4-yr visit in April 2022

FYI may be getting calls from HLC writing team members requesting needed items for report.

GEER funds MSU received notice of who will be receiving money

- 3 of 7 MSU GEER requests were awarded
  - Biology
  - Communication Disorders
  - Nursing
- Received about \$349,000 for all three areas.

Additional discussion:

- Jay asked about a statement that would go on all syllabi about the mode of the class.
- Discussion about the different attendance options occurred.
- Rebecca explained that web based just means location (synchronous).
- Lori reminded the group to consider international students and the restrictions on how they can take courses and still be in the U.S.

## **Calendar**

### **November 2020 (2110)**

- 1 Annual Assessment Reports due from Chairperson to the VPAA Office
- 1 Promotion and Tenure application packets due from faculty to Chair
- 1 First draft of (Summer 2021-Spring 2022) Year Long class schedule from Registrar's Office to Departments
- 11 University Closed – Veterans Day
- 12 Promotion and Tenure packets with recommendations due from Chairperson to VPAA Office
- 25 Faculty Senate Sabbatical Review Committee makes recommendations to University President (Wed prior to Thanksgiving Day break per bylaws)
- 25 University Open – No Classes
- 26 University Closed – Thanksgiving
- 27 University Open – No Classes
- 27 First Draft of Year Long class schedule from Chairs to Registrar's Office/VPAA

### **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