



**Minot State University
University Chairs Council
October 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

Meeting Minutes

1. Assessment Update – Lisa Borden-King
 - Feedback on assessment reports and plans
 - i. Lisa Borden-King indicated departments/chairs should have received feedback from Michael Brooks about last year’s assessment reports but not the assessment plans.
 - Initiative to create a committee of General Education, Academic Assessment, First-Year Experience, and Co-Curricular to pool assessment data related to student learning
 - i. Lisa Borden-King has created a committee to consider all student learning outcomes across campus, not just the ones in academic programs or general education, but all of them together.

2. HLC Focused Visit Monday and Tuesday, October 5 and 6
 - See attachments:
 - Schedule
 - HLC Criteria, Core Components, Action Items, Steps Taken, and Possible Questions
 - The possible questions HLC may ask different groups about different issues were shared. Chairs should be ready to respond to these items if called upon.
 - HLC cares that what we did is sustainable and will continue to be used to improve student learning.
 - General education – We have 6 semesters of general education data, or two full cycles. We have analyzed those data and reported the results to campus.
 - We have worked to link assessment, budgeting, and planning via the assessment reports, budget presentations, and Strategic Planning and Budget Council.
 - We had the modality review to determine whether syllabi in different modes are comparable on various items (class length, common SLOs and objectives, comparable learning activities, and comparable list of topics), and we eliminated 2-week courses.
 - We developed a co-curricular model with goals, outcomes, and initial involved areas.

Calendar

September 2020 (2110)

- 11 Sabbatical Application due from Faculty to Chair (Due 2nd Friday in Sept. per bylaws)
- 14 Final draft of Spring 2021 class schedule from Chairs to Registrar's Office
- 21 Assessment Day (No classes 8:00 a.m. to 2:50 p.m.)
- 21 Enrollment census date (NDUS)
- 22 Fall Load Reports due from Chairs to VPAA Office
- 25 Sabbatical Application due from Chairperson to Vice President for Academic Affairs Office (Due 4th Friday in Sept per bylaws)

October 2020 (2110)

- 8 Second-year faculty self-evaluation, goals and updated CV due to chairperson
- 9 Vice President for Academic Affairs sends Sabbatical binders and recommendations to Faculty Senate Sabbatical Review Committee (Due 2nd Friday in Oct. per bylaws)
- 16 Advanced Study Grant Applications due to Academic Affairs Office
- 22 Chairperson's evaluation of and goals for second-year faculty due from chairperson to faculty
- 23 Second eight-week non-attendance course rosters due via Starfish (4th day after classes start)

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