



**Minot State University  
University Chairs Council  
October 6, 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, James Sturm

**Absent:** Erik Anderson, Gary Rabe

### **Meeting Minutes**

- Introduce and welcome Jim Sturm, Director of Looyenga Leadership Center. James Sturm is from Buffalo NY and he has 30+ years leadership experience in higher education.
  - There will be four leadership workshops for students, starting Wednesday, Oct 14 at 3:30pm.
  - Emerging Leaders will be a 7-week program aimed at first-year and second-year students. Jim will be sending out nomination forms to faculty and staff.
  - LEAD 201 course will be available spring 2021 – Collaborative Leadership.
  - Jim is willing to come and speak to your class and discuss leadership program.
- Approval of minutes from September 8, 2020 UCC meeting.
  - Robert Kibler made motion to accept minutes and seconded by Ann Best-Guldborg. Minutes approved as written.
- HLC Focused Visit Update – The visit went well. The team asked that we commit to a couple of items: 1) Hire a new Director of Assessment after the April 2022 HLC visit, and 2) The VPAA and VPAF must serve as co-chairs of the Strategic Planning and Budget committee.
  - Laurie Geller gave a big thank you to all who assisted with getting this HLC visit.
- OER Courses – Reminder to send these to Laurie by October 8; Registrar’s office can tag these in Campus Connection.
- Please respond to Katie Tyler’s Sept. 25 email about Fall Preview Day Oct. 22 and 23.
  - Live Stream Q&A Oct. 31,
  - Virtual National Fair Oct. 18: ~45-min with a Q & A faculty panel
  - Some chairs indicated they feel unsafe and their faculty are not willing to join Fall Preview Day October 22 & 23 in person.

- Jessica Smestad asked if they can set up tables with information but w/o staffing the tables.
- Laurie will draft a message to Katie to share these concerns on behalf of the chairs.
- Burning Glass Webinar
  - Set and align education-to-career pathways
  - Interactive for marketing campaigns
  - Cari Olson has Burning Glass that she is utilizing. If you are interested in knowing more about your majors and their connections to careers, please contact her.
- Spring semester planning
  - How do we want spring classes to look? Do students know what they want? Online or face-to-face on campus?
  - Currently, more students seem to be attending remotely rather than in-person in some cases.
  - Some students think it is weird to be on campus with so many cameras and microphones; the students seem to be much quieter.
  - The new HyFlex model doesn't provide the same social experience or "college experience" for students.
  - Much discussion on the spring semester planning
- The request amounts that Laurie has received is well over the \$750,000. She will get as many request as possible to reach the \$750,000 for the Governor's Emergency Education Relief Fund (GEERF) – Higher Education COVID Modified Learning and Workforce Grants due 5 p.m. October 7



GEER Applications  
for HE Institutions.p



GEER-Certification-  
and-Agreement.pdf

- Academic Structure
  - Faculty Senate will be discussing academic structure at their October 22 discussion meeting. If you want to listen, there is a Teams link on the Faculty Senate web page.

## **Calendar**

### **October 2020 (2110)**

- 8 Second-year faculty self-evaluation, goals and updated CV due to chairperson
- 9 Sabbatical Application due from Chairperson to Vice President for Academic Affairs Office  
(Revised for this year only)
- 16 Vice President for Academic Affairs sends Sabbatical binders and recommendations to Faculty Senate Sabbatical Review Committee (Revised for this year only)
- 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