



Minot State University
University Chairs Council
April 21, 2021

Members: Lori Willoughby, Jay Wahlund, Bryan Schmidt, Paul Lepp, Robert Kibler, Scott Kast, Erik Anderson, Dan Ringrose, Terry Eckmann, Mary Huston, 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

Agenda

UCC minutes from March 10, 2021 – will approve the March minutes next meeting.

Summer session and fall semester planning

- Fall semester is back to normal with many people being vaccinated.
- Summer session – Masks will be encouraged but not mandatory (up to individuals)
- Fall syllabi due to chairs on May 7th.
- Fall adjuncts are still being hired so their syllabi would be late.
- All syllabus deadlines: https://www.minotstateu.edu/academic/documents/Syllabi_Files/Syllabus-Deadlines.pdf
- Lisa Borden-King will send out list to all chairs for which syllabi are missing.

Online classes for international students (Mary Huston)

- Interdisciplinary courses tend to be the biggest issue.
- Need to remember international students need to be in class some of the time if they want to take classes in the states or else they won't meet the needed face-to-face times.

MOU process being developed via committee this summer

- Lisa, Rebecca, Celeste, Melissa and Laurie will meet to develop a process.

BIS Director Position job announcement posted today (internal search)

- John Webster was instrumental in getting the interdisciplinary program started, but wants to go back to Geology fulltime.
- It should be faculty as they need to teach some of the classes.

Finals Week

- Revisited the discussion about final exam week and how some courses do not have finals

Enrollment Services Update – see attachment

- FYI review the attachment as Katie has updated the information

Committee for the Evaluation of Teaching – Two items

- 1. Evaluation of adjunct faculty – see two attachments (process and form) from Committee for Evaluation of Teaching. The committee still wants your feedback; Nicole Wald is the chair.
 - Faculty Senate charged the committee with developing a process for the evaluation of adjunct faculty.
 - Evaluation of adjunct faculty shows appreciation for contribution of adjunct by pay attention and having those conversations.

- Evaluation of adjunct faculty should at some point link to our assessment for our programs (e.g., teaching quality XCHP)
- This issue raises a question; when does an adjunct move into a special contract status? How many courses?
- 2. Advising evaluation from the Committee for Evaluation of Teaching and Academic Advising Council (Scott Kast and Lori Willoughby) – see two attachments (evaluation and survey)
 - Survey takes about 3 minutes to complete
 - Looking for feedback about the attachments for the survey
 - Too many demographic questions on the survey which means some students may be identifiable.
 - Some unites place advisor holds until student visits with faculty advisor and completes an evaluation of their advisor.
 - Two suggestions:
 - 1. Observation tool within the first two terms of teaching at MSU
 - 2. Remove *enrollments* from the form ~ not really needed
 - General trends in the unit would be useful, rather than “by faculty member.” I want to know overall if students are okay with advising in our area. Then I can address it with the group as a whole.
 - One problem is a lot of students change majors during the year, plus different advisors during registration sessions and the subsequent year.