



Minot State University
University Chairs Council
December 13, 2021

Members: Lori Willoughby, Jay Wahlund, Bryan Schmidt, Paul Lepp, Robert Kibler, Darren Seifert, Erik Anderson, Dan Ringrose, Terry Eckmann, Mary Huston, Holly Pedersen, April Warren, Gary Rabe, Warren Gamas, Bill Harbort, Jessica Smestad, Sophia Rammell, Lisa Borden-King, Jane la Plante, Laurie Geller, Rebecca Ringham (non-voting)

Guests: Melissa Cantone

Absent: Daniel Ringrose (Joseph Jastrzembki), Bill Harbort

Meeting Minutes

Approve UCC meeting minutes from 11/15/2021, motion made by Lori Willoughby and seconded by Mary Huston. Minutes approved as written.

Melissa Cantone and Rebecca Ringham: Schedule, weird hours, Hartnett renovation, 8-week courses and alignment with 16-week courses

- Melissa noted that there are a couple of courses with hours of 9-11:50am and 1-3:50pm two days a week. The courses cause issues with classrooms as they block classrooms for three hours two times a week. 11am is a prime time that lots of faculty would like.
- This will be more problematic with Harnett Hall (HHall) renovations beginning.
- Could some classes run synchronously during HHall renovation?
- Laurie will send a summary of classes.
- Jessica Smestad noted that Honors has a room that can be used for classes.
- The library has study rooms for offices during the HHall renovation.

8-week course alignment

- There is no break between eight-week sessions
- Grades for 8-week courses were due Tuesday, December 14, 2021
- Per Rebecca, there can be no instructional days during finals week.

Final exams – Really?!

- Issues arose of holds going on so close to registration.
 - Students have met with their advisor, and all is good, but when they go to register, holds had been added.
 - Holds were for Title IX and immunization records.
 - Kevin Harmon will talk with Student Health and make sure holds are added earlier (add them October 1 for spring registration and March 1 for fall and summer registration).
 - Someone noted that students do not always get what they want and may have to stick around for one final.
 - Laurie noted the same is true for faculty and they should have a final exam or final activity or assignment scheduled during finals week.

General Education update

- Ad Hoc committee will be presenting at Faculty Senate on December 16, 2021.
- Joseph Jastrzembki stated they are still working.
- Much discussion was held about having several models for the Gen Ed. Per Rebecca each gen ed would need to be assigned to the degree. If a student This must be in campus connection.

Budget presentations, SPBC (Strategic Planning and Budget Council), state funding in future, low enrolled classes

- SPBC is meeting several times throughout the week for a total of about 15 hours.
- Brent has the state funding model out to about 2024; as 2024 is the academic year that MiSU gets hit with about a \$1 ML decrease from the state funding model.
- 20-plus positions were requested across campus during budget presentations.

Reminders and Announcements

- Please check your syllabi reports to determine which ones are missing, please do this several times to make sure all is uploaded and approved.
- Registration for spring 2022: Please keep getting students in classes
- New POWER Center director – Gina Brandt; Gina was hired as a Power Center coach; she applied for the director position and was hired.
- Evaluations: First year faculty – due to you January 3 and to the faculty member January 14
- Program reviews ([HERE](#)); this link has the Program Review process, Accreditation and Program Review cycle, Accreditation reports and Academic Program Review reports.
 - VPAA office has \$1500 for departments to use towards the review.
 - Departments due to have review completed are Criminal Justice, SPED, Social Science, ASPSW, Biology, TEHP, Art, Math, COB-IACBE and Comm Dis.
- Space proposal decision is made by President Staff, they will revisit but at this time is in limbo.
- Bill Harbort was unable to attend due to being in Bismarck talking with Art students. He was going to discuss Alumni spotlight.

Other: Lori Willoughby had asked about the status of the work of the Academic Design Committee. She has two departments in College of Business—BADM & BIT—that need leadership as she retires. She wanted to know if the restructuring will happen by fall 2022. Rebecca Ringham thought it would take several years to implement a new structure/ No clear timeline was available.

Calendar

December 2021 (2210)

24 University Closed – Christmas Eve Day Observed as Christmas Day (Friday)

31 University Closed - New Year's Eve Day Observed as New Year's Day (Friday)

January 2022 (2230)

3 First-year faculty annual self-evaluation, goals, and updated CV due to chairperson

14 Chairperson's evaluation of goals for first-year faculty due from chairperson to faculty

14 First eight-week non-attendance course rosters due via Starfish (4th day after classes begin)

15 Faculty evaluation of department chairs emailed to all MSU faculty

15 Final draft of (Summer 2022-Spring 2023) - Year Long class schedules from Registrar's Office to Departments

17 University Closed – Martin Luther King Jr. Day

18 Sixteen-week non-attendance course rosters due via Starfish (7th day after classes begin)

24 First-year faculty self-evaluation and goals, chairperson's evaluation, and updated CV due from chairpersons to VPAA Office.

29 Faculty Evaluation of chair due to VPAA Office

31 Faculty self-evaluation, goals, and updated CV due to chairperson (special contract and second-year and later faculty ONLY)