



**Minot State University**  
**University Chairs Council**  
**February 9, 2021**

## **Minutes**

**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

**FYI:** The Evaluation of Teaching Committee has been charged to explore the current orientation and evaluation processes for adjuncts and special contract faculty and to make recommendations to bring those processes more closely into alignment with what is offered to and required of tenure track faculty. The orientation and evaluation processes do not have to be identical to those for tenure track faculty but should be clear and communicated. In addition, the proposed policy and procedures should reflect instructional vs. non-instructional status and should be based on information and feedback from the chairs of departments.

- The committee will bring their ideas to chairs for feedback before sending anything to Faculty Senate.

## **Reminders:**

- Please have faculty submit their scholarship – See [Submit Faculty Scholarly Accomplishments](#) on the Academic Affairs page. Dr. Shirley asks for these yearly, if faculty could upload to the link. Maybe this could become part of the evaluation process on a yearly basis.
- Chair's Position Description from last meeting – please review and bring feedback to next UCC meeting on February 17.
- Department Budget Carryover – Brent Winiger has been invited to Feb. 17 meeting. He asked if chairs have any specific times that they want to address.
  - i. Holly Pedersen had brought up carryover and she would like to have a definitive answer. Can the money come back to departments, or to VPAA office to oversee?
  - ii. Dan Ringrose sent out a carryover draft proposal for all to review and tweak before meeting with Brent.
- Faculty Senate discussion meeting about three academic structure models on Feb. 18 (link to Teams meeting on the Faculty Senate page – see [Calendar](#))

## **Course Comparability Review on Assessment Day, Feb. 16**

Dan Ringrose, Lisa Borden-King and Laurie Geller meet on a weekly basis to discuss the HLC/Assessment.

- 1) [Syllabus Integrity Review](#) (see last page)
- 2) List of courses from the Registrar (summer 2020, fall 2020, spring 2021)
- 3) Department/Division faculty who teach/taught the courses
- 4) The syllabi for summer 2020, fall 2020, spring 2021 courses in [Simple Syllabus](#)
- 4) [Course Comparability Review for All Modalities and Locations](#) – Faculty enter information here.

5) Later you review the information entered by faculty and initial their action plans. You initial again when their plans are complete. You will do this directly in the spreadsheet, not the survey form.

Lisa and Laurie provided a refresher on how to do the course comparability review.

- Assessment Day will be held virtually  
Tentative Assessment Day schedule:  
**9:00 AM** – Mark Singer: Introduction and agenda  
**9:05 – 9:30** – Mark Singer: Overview of where we are now with the process of assessment reports and plans, and executive summary of Lisa’s feedback on program’s Fall 220 assessment reports and plans: Mark  
**9:30-10:20** – Jennifer Sherman; General Education Assessment, including 15 minutes for breakout room discussions and 10 minutes for groups to report back.  
**10:20-10:30** BREAK  
**10:30-10:50** – FYE Assessment  
**10:50-11:10** – Co-curricular Assessment  
**11:10-10:30** – Introducing SLAC  
**11:30-11:45** – Mark Singer: Items for departments to discuss and for PALs to bring to their next meeting.
  - Academic Assessment Committee will present an Executive summary of all assessment reports that Lisa Borden-King gave feedback on. As well as Mark Singer, Chair Assessment who has written executive summaries to share with you.
  - FYE program – John Webster share thoughts on FYE and get feedback.
  - Co-curricular committee will do the same with an executive summary.
  - The SLAC (Student Learning Assessment Committee) is an ad hoc committee this year that is pooling information from Academic Assessment, Co-curricular, Gen Ed & FYE. Not in a rigorous scientific way, but like a meta-analysis.
- Rebecca Ringham will get each chair a list of courses for the comparability review. Faculty who teach the courses should be doing the review. Everyone will need Simple Syllabus so all syllabi are available to do the course comparison. If course is not comparable, an action plan needs to be written and when it will be complete. Chairs needs to verify the action plan is okay and that it is completed.

**Committee for Evaluation of Teaching** – Charge from FS President, Lisa Borden-King: Make sure that each department/academic unit has a policy that is in compliance with the policy that was passed this fall. (stated below):

***Student Perception of Learning Forms***

*Student Perception of Learning (SPL) forms will be sent electronically to students for all courses other than single student courses. Other courses that may be omitted from the process may include courses where faculty have limited interaction with students, and/or courses agreed upon by discipline-specific faculty within each academic unit.*

*In order to keep procedures in line with Faculty Senate Bylaws, all academic units shall develop procedures delineating the selection process for course evaluations that are included in the tenured faculty annual evaluation process. These procedures will include how courses are selected and how*

*many courses are selected. Courses must be selected no later than September 15 for fall courses and February 15 for all spring courses. All SPLs will be distributed to faculty and the Chairs at the conclusion of the full 16-week semester regardless of length of course.*

**All academic units, whether colleges or departments/divisions, need to have their procedures to me no later than March 1. I will share your procedures with the rest of the committee.**

- The bylaws specify the fall and spring deadlines for tenured faculty members to select their courses for evaluation in those departments in which tenured faculty do not have to submit all SPLs each semester. Chairs need to keep track of this information.
- Course evaluations (SPLs) come directly from IR (Instructional Research) to chairs and faculty.
- Bill asked about what he should do with those SPLs he gets but is not supposed to include in the tenured faculty evaluation. He also asked how to handle student concerns in those evaluations. Chairs shared their thoughts (e.g., address issues with faculty in a one-on-one meeting; have the faculty member turn in all course evaluations).
- Gary Rabe stated the Tenure Committee requires tenure-track faculty applying for tenure to submit all SPLs.
- Dan Ringrose said the old CAS handbook noted that if departments did not have a procedure, then all SPLs must be included for all faculty.
- Lisa Borden-King noted that we need to follow the bylaws that govern the evaluation of faculty. If we do not like the bylaws, then let's change them.

**Next UCC Meeting: Wednesday, Feb. 17 at 3:00 p.m.**

### **Calendar**

#### **February 2021 (2130)**

- 8 Enrollment census date (NDUS)
- 12 Final draft of yearlong class schedules from Chairs to Registrar's Office
- 15 Promotion and Tenure Committees recommendations due to President
- 15 University Closed – Presidents' Day
- 16 Assessment Day (No classes 8:00 a.m. to 2:50 p.m. Classes resume at 3:00 p.m.)
- 22 Spring Load Reports due from Chairs to VPAA Office