



Minot State University  
University Chairs Council  
July 21, 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~~, John Webster, Lisa Borden-King, ~~Jane la Plante~~, Laurie Geller, Rebecca Ringham (non-voting)

**Absent:** Bryan Schmidt, Paul Lepp, Erik Anderson, Jessica Smestad, Jane la Plante

Approve UCC meeting minutes from 3/10/2021 and 4/21/2021. Lori Willoughby made a motion to accept minutes as written and seconded by Robert Kibler. Minutes for March 10 & April 21 were approved as written.

HLC Update – Dan Ringrose gave a brief update on the progress. There are five sections. Section 1 – promised to Dan, Section 2 & 3 are done, Section 4 in progress, & Section 5 need some updates. We need to show progression over the last 3 to 5 years. Applaud to Lisa Borden-King on her role in the Assessment Director with help with HLC report.

Laurie Geller advised there are two candidates who will be interviewing for the Assessment Director position. The presentation for will be Thursday, July 29, 2021. Requesting at least three chairs to attend each presentation.

Academic Affairs Council – Three chairpersons needed to reconstitute the Academic Affairs Council.

- The main purpose of AAC would be to oversee and approve:
  - Policy review
  - Travel abroad
  - Make recommendations to President Staff
  - Curriculum process – changes etc.
  - Budget
  - MOU's and Articulation agreements

The loss of campus communications – the University Cabinet meeting could be done via monthly paper. The UC is just a tell all of what is happening on campus in their areas. UC has no academic representation.

Dan Ringrose and Bill Harbort said it needs to be renamed not be called AAC –

2021-2022 Covid Protocols document in the works – discussed at President's Staff on July 20 and now being reviewed by legal counsel. I will share when we get it back from AG's Office.

- No mask mandate
- No mass testing
- 1<sup>st</sup> vaccination clinic on campus will be August 27@ 7:30-11am in the student union conference center.

- Can't require isolation or quarantine, but if tested positive student, faculty or staff keep off MSU campus.
- If employee is positive they can work from home if able otherwise must take sick days.
- MSU can ask for proof of vaccination under certain situations.
- MSU is not limiting attendance

Discussion about what type of COVID statement should be on syllabi.

- Mask
- Not attending class (staying home when sick)
- Write general statement for all syllabi
- Attendance
- Hyflex (make available to students)

Questioned asked about MAFB classes – Per Dr. Geller – MAFB and would close earlier than MSU.

Laurie Geller gave an update President Shirley daughter. Dr. Shirley will be off campus most of fall semester. He will be on a reduced work schedule with being on campus maybe once a week.

### Syllabi

- Check that your syllabi are approved
- Check that syllabi are not in progress
- Please have all Syllabi in before semester and to show HLC that all Syllabi are in on time.

### Low enrolled classes

- See spreadsheet in Teams and email
- Please review all low enrolled and move to Independent Study, cancel, etc.
- MSU is down in enrolled as of July 20, 2021.
- July 22 is next orientation day at MSU.
  - 32 student enrolled or orientation
  - ½ day only (morning session)

### Convocation Week

- See calendar below
- New Faculty Orientation will be ran by Jan Repnow, Zeb Wallace, & Lacey Cornelius.
- Convocation mini sessions are back. Laurie Geller advised that Strategic Planning may present a session.

### Sabbatical deadlines

- See calendar below
- Please note that applicant will be submitting electronically.

State Fair Parade – Saturday, July 24, 8:45 a.m. lineup on Broadway near Post Office. Come walk and bring a friend.

### Calendar

#### **August 2021 (2210)**

- 16-17 New Faculty Orientation – Jan Repnow, Lacey Corneliusen, Zeb Wallace, Laurie Geller
- 18 Convocation in morning. faculty meetings in afternoon, welcome back event at Roosevelt Park in evening
- 19 Registration / New Student Orientation

- 20 Move-In Day and Student Convocation
- 20-22 Welcome Weekend
- 23 Mini-sessions (8:00 a.m. to 12:00 p.m.)
- 27 Final draft of Spring 2022 class schedule to chairs
- 27 First eight-week non-attendance course rosters due via Starfish (4th day after classes begin)
- 31 Sixteen-week non-attendance course rosters due via Starfish (7th day after classes begin)

**September 2021 (2210)**

- 6 Labor Day – University Closed
- 6-10 The President of the University, considering the financial situation, determines the maximum number of sabbaticals that can be awarded, and notifies the Faculty Senate President.
- 10 Sabbatical application due from faculty to chair (due 2nd Friday in Sept. per bylaws)
- 14 Final draft of Spring 2022 class schedule from chairs to Registrar’s Office
- 15 Tenured Faculty must select fall courses being used for annual course evaluation.
- 20 Assessment Day (No classes 8:00 a.m. to 2:50 p.m. ~ classes resume at 3:00 p.m.)
- 20 Enrollment census date (NDUS)
- 21 Fall load reports due from chairs to VPAA Office
- 24 Sabbatical Application due from chairperson to VPAA Office (due 4th Friday in Sept. per bylaws)