



Minot State University
University Chairs Council
March 10, 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, Kate Marshall, Rick Hedberg, Beth Odahlen, Katie Tyler

Absent: John Webster, Terry Eckmann, Erik Kana, Holly Pedersen, Jacek Mrozik

Laurie Geller asked for any edits or corrections to the UCC minutes from February 17, 2021. A motion was made by Robert Kibler to accept minutes as written, seconded by Lori Willoughby. Any discussion – none; minutes approved as written.

Kate Marshall and Rick Hedberg gave update on the Giving Day April 14.

- Thank you for all the projects for Giving Day; there are 51 projects organized
- 50% match: A gift of \$5 to \$1000 will be matched at 50% (Example \$500 donated to project would receive \$750.)
- Update on Social Media Channels to follow: facebook, Instagram, & Twitter.
- Content Calendar – gives dates for sharing MiSU Giving Day.

Rick Hedberg – Wall of Fame Project (see example image below)

- Janna McKechnie will assist with whatever is needed to get the project rolling.
- Looking at adding to the Advancement database
- The idea came out of the recruiting committee. MiSU has many great alumni who have achieved many great ambitions, adventures, etc.
- This could become the Alum Speaker Series

	<p>Alum: Travis Hanson Year: 2004 Program of Study: Broadcasting Successes:</p> <ul style="list-style-type: none">• 4-time All-American in track & field at MSU• Intern with the Minnesota Vikings for two seasons• Producer at the NFL network for six years <p>Current Position: Fox NFL and CFB rules producer at Fox Sports</p>
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Beth Odahlen and Katie Tyler gave update on summer advising, orientation, and registration

- Orientation Dates – Virtual
 - Priority Transfer Orientation; April 12 – May 13
 - Summer Student Orientation; April 12-June 5
 - Distance Student Orientation; June 7 – July 30
 - Virtual Orientation
 - Register for advising appointments via Starfish
 - Advisor information available in TEAMS
 - Orientation dates for In Person
 - April 17
 - June 2, 3, 4, 24 & 25
 - July 23 & 23
 - August 18 (1/2 day; No registration on this day) & 19
- New Student Orientation
 - Advisors identified for NSO sessions by April 1.
 - Advisors need to attend training must RSVP by April 1.
 - Sessions are as follows.
 - April 6th ~ 11am to 12:30pm
 - April 9th ~ 8:30-10:00am
 - April 14th ~ 3:00-4:30pm
 - April 15th ~ 12:30-2:00pm
 - Change to in-person formats
 - No Placement exams
 - Leadership & Honors will not be at Registration
 - FYE will still be done via Registration form
 - Six one-hour advising sessions
 - Advising session will run 9am – 4pm (noon – 1pm lunch)
 - Advisors available ready for updates at 8:45am

Summer session and fall semester planning

- Kevin Harmon asked about summer & fall semester planning.
 - Most summer courses are online, do have a few face-to-face
 - Communication Sciences & Disorders per Mary Huston will have Clinic face-to-face and classes will be synchronous.
 - Lisa Borden-King stated that reading clinic will be on campus face-to-face.
 - Dan Ringrose asked about any word on when spacing will be adjusted for the classrooms?
 - Laurie Geller will bring up spacing issues at President Staff meeting tomorrow (3/11)
 - Assuming MiSU will be back to normal for fall 2021
 - Will need to make list for facilities to readjust and so registrar's office knows amount of people in classrooms.
 - MAFB is at 75% capacity with masks & Brigitte is back on MAFB working.

Mode of delivery on fall schedule; special cases explained on syllabi

- Discussed the special issue cases at Faculty Senate; it was suggested to put a description on syllabi; a blanket statement will not help.
- Make sure the Registrar has the mode correct for your unit's courses before registration on March 30.
- Questioned was asked about faculty opting to teach entirely online courses only
 - This would be on a case-by-case basis.

- Let Dr. Geller or HR know so we can accommodate and forward to Chair of department.

Course components and their relationship to SPLs – see attached spreadsheet

- Registrar may not be able to change the tags for fall courses.
 - Lecture / lab shown as both
 - Last fall Melissa Cantone brought forth all the different tags for course.
 - If you tagged a course a certain way it might not have been evaluated, but wanted it evaluated. Need to be aware of the tag assigned to the course.
- A spreadsheet of all the courses with components is posted on the UCC Teams site.

Summer and fall syllabi deadlines

- For summer 2021, faculty can access and edit syllabi starting on March 23rd. Summer syllabi due to chairs on April 6.
- For fall 2021, faculty can access and edit syllabi starting on April 23rd. Fall syllabi due to chairs on May 7.
- All deadlines: https://www.minotstateu.edu/academic/documents/Syllabi_Files/Syllabus-Deadlines.pdf

Second-year probationary (tenure-track) faculty – two evaluations are completed that year; first one is due to you on October 8 and second one on January 31; deadlines for all evaluations posted here:

<https://www.minotstateu.edu/academic/calendar.shtml>

Evaluation of adjunct faculty – see attachments (process and form) from Committee for Evaluation of Teaching. The committee wants your feedback; Nicole Wald is the chair.

Program reviews – upcoming program reviews (self-study and external consultant review – see

<https://www.minotstateu.edu/academic/academic-review.shtml>)

Program	Review Year
Computer Science	2020
Criminal Justice	2021
Sociology	2021
Entrepreneurship (IACBE??)	2021
Sports Management (master's; IACBE??)	2021
Biology	2022
Bioinformatics and Computational Biology	2022
Mathematics	2022
History	2022
Broadcasting and Professional Communication	2022
Geology	2022

Faculty Senate Updates:

- FS approved S/U grading for spring 2021
- Restructuring – please get comments to committee by Thursday, March 11
- Distinguished Lifetime Educator – deadline March 15
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Chair self-evaluations due to VPAA no later than March 31.

Other

Next UCC Meeting: Wednesday, April 21 at 3:00 p.m.

Calendar

March 2021 (2130)

- 6 Chairperson's evaluation of and goals for faculty due from chairperson to faculty for Second-Year and Later Faculty Only
- 12 Second eight-week non-attendance course rosters due via Starfish (4th day after classes start)
- 13 Faculty self-evaluation and goals, chairperson's evaluation, and updated CV due from chairpersons to VPAA Office for Second-Year and Later Faculty Only
- 15-19 Spring Break
- 26 Annual Chairs self-evaluation due to VPAA Office
- 31 Faculty / Chair Position Descriptions for 2021-22 due to VPAA Office

April 2021 (2130)

- 2 University Closed – Good Friday
- 5 The Tenure Committee completes pre-tenure review and distributes the results to the faculty member and the chair of the department/division.
- 5 University Open – No classes – Easter Break
- 17 Third year probationary faculty self-evaluation, goals, chairperson's evaluation, and updated CV due from chairperson to VPAA

May 2021 (2130)

- 14 Commencement