



Minot State University  
University Chairs Council  
November 15, 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:** Gary Orluck, Jacek Mrozik

Gary Orluck, Safety and Security

General Safety and Accessibility Inspection coming. They plan to have three people do safety inspections monthly, one building per month. Occupants of the building/offices will be notified before the inspection occurs. Minot Fire Department comes through once a year to inspect the campus. Please see the attached General Safety and Accessibility Inspection.

Jacek Mrozik, Enrollment Management

Hometown Scholarship was introduced with \$1000 per student from 12 counties. The target for October was 128, and applications received were 232. This was above target for amount of student applications expected.

- Applications are up. Processing them is slow due to staff turnover and new people.
- Next step is retention of students once enrolled.

Mary Huston made motion to approve the October 18 minutes as written and seconded by April Warren. October 18, 2021 meeting minutes approved as written.

Program assessment; Three-year reflection table

(see <https://www.minotstateu.edu/academic/assessment/academic-assessment.shtml>)

- Must have for HLC (PALS)
- Lisa BK met with departments while Assessment Director.
- Nathan Anderson, current Assessment Director posted directions for the three-year reflection table
  - Ask for help if needed or have questions or if you think you know what you are doing. Send just one line email to Nathan to make sure you are on the right track
  - Key piece of evidence for HLC
- Departments/programs need to pay attention to outcome related to assessment result and closing the loop.
  - Example: Accounting students are low in tax auditing – put into action Acctg/Finance department hired a tax auditor accountant – now department is waiting to see outcome after semester is completed.
  - Teacher Education Unit had low scores in relations to working with students with mental health and trauma needs. TEU started the Trauma Sensitivity models. Oh, look our numbers have gone up, so TEU will keep doing the training.
- 3-year reflection document needs to be completed before Christmas break.

## Registration and orientation for spring 2022

- Virtual orientation for fall – no face to face advising
- Advising starts November 29-December 17, 2021, with no appointments scheduled during Christmas break and restarts January 3-7, 2022.
- Use starfish to add the times the advisor will be available to meet.
- Dr. Geller will send out a follow-up email with the items discussed.

## Our inability to say “no” and its impact on workload and morale

- Items such as Gen Ed, FYE's, and many other items went through Faculty Senate with no debate just voted through last FY21 session.
- Please read all, discuss items and documents presented before approving.

## Reminders and Announcements

- Budget presentations after Thanksgiving
- Review of syllabi – syllabi were due to you on Nov. 12
- Ad Hoc General Education Committee presentations (Masks required)

### Presentation dates:

Nov. 15: 3-4:30 p.m., Conference Center

Nov. 16: 12:30- 2 p.m., Cyril Moore Science Center, Room 16

Nov. 17: 9-10:30 a.m., Aleshire Theater

Nov. 18: 9:30-11 a.m. and 12:30-2 p.m., Cyril Moore Science Center, Room 16

Nov. 19: 2-3:30 p.m., Aleshire Theater

On Nov. 16 and 18, the presentations can also be accessed via TEAMS.

- Academic design meeting on Tuesday, Nov. 30 from 3:30-5:30. RSVP due Nov. 18
- New POWER staff – Julie, Gina, and Rob, and in the process of hiring a director

## HELL YEAHS!

- \$25M renovation of Hartnett Hall approved!
- Surge in applications!
- Nursing for the Future with grant funding from Trinity Health

## Calendar

November 2021 (2210)

24 Faculty Senate Sabbatical Committee makes recommendations to University President (Wed. prior to Thanksgiving Day break per bylaws)

24 University Open – No Classes

25 University Closed – Thanksgiving

26 University Open – No Classes

30 Promotion and tenure packets with recommendations due from chairperson to VPAA Office

30 First draft of (Summer 2022-Spring 2023) yearlong class schedule from chairs to Registrar's Office and VPAA

December 2021 (2210)

1 Tenure-track faculty in their third year of appointment submit a pre-tenure portfolio to their chair

3 University President makes announcement of sabbatical recipients (1st Friday of December per bylaws)

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)