



Minot State University  
University Chairs Council  
October 18, 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:** Joseph Jastrzembski (for Dan Ringrose), Dannah Schaffer (chair of Committee for the Evaluation of Teaching)

**Absent:** Dan Ringrose

## Minutes

Mary Huston made a motion to approve September 20, 2021 UCC meeting minutes as written and seconded by April Warren. Meeting minutes approved as written.

Dannah Schaffer, Chair of Committee for the Evaluation of Teaching – Feedback on advising assessment and adjunct evaluation – see files in Teams folder

- Question was asked about how often a chair would need to attend a class period of new adjunct faculty member to see how they are doing.
  - At least one time within the first semester of teaching.
  - Must be informed of their observation at least two weeks prior to the date and full-time faculty member of the Academic Unit Chair to observe.
- Advisor evaluation – Chairs provided some feedback. Dannah will take it back to the Committee for the Evaluation of Teaching for discussion and revisions.

Overloads – see [current policy](#)

- Can we clear up course overloads? What has changed in the last 10+ years that people are getting more overloads when we have over 600 fewer students? Discussion was held about workloads and other issues.
- The Faculty Senate passed a resolution that from 5pm on Friday to 8am on Monday faculty do not need to respond to emails.

SPOL for assessment

- Nathan will be conducting a pilot on SPOL using BSEd in Math and general education, with the relevant to potential areas of improvement:
  - program assessment efficiency
  - program assessment relevance
  - institutional memory

Hometown Pride scholarship, Fall Preview Day, and Enrollment Management

- 195 applications in 2021 versus 94 last year at same time
- Katie Tyler did a lot with orientation together with Beth Odahlen. We hope to hire a person to help with orientation person, but until then, please be patient.
- We will let new students know that chairs and faculty will not be available to advise new students during Christmas break December 18, 2021, through January 2, 2022.

Chairs who are applying for tenure or promotion – Who writes the letter in the binder?

- The VPAA will write letters for chairs going up for tenure and / or promotion
- Senate may need to update the bylaws.

## Reminders and Announcements

- Budget requests – Due November 8 to me and Brent Winiger; more info coming from SPBC
- TES evaluation 10% of courses – due to me Oct 22 if you have comments (see email I sent on 10/07/21).
- Tenure and Promotion – digital binders. Please notify Joseph Jastrzembki for tenure questions and Daniel Ringrose for promotion questions.
- Upcoming program reviews –Please email me the name of the faculty member who will write your self-study report and the semester in which they will do it. Due November 15, 2021.
- Outstanding spotlight alumni project for the “digital screen” in Enrollment Services. Due to Bill Harbort on Oct. 1, 2021.
- [Teams MiSU Academic Affairs site](#) – includes NDUS calendar for curriculum requests and templates for new programs, CIP codes, prefixes, etc.
  - If you need help with this, just ask. I can hold a session on the various processes if you would like.
  - Certificate programs

Other: No other comments.

## Upcoming program reviews:

Computer Science	BS	Program review	2020
Human Services: Intellectual and Developmental Disabilities	AS	NADSP	2021
Human Services: Intellectual and Developmental Disabilities	BS	NADSP	2021
Sports Management	MS	Program Review	2021
Criminal Justice	BS	Program review	2021
Sociology	BA	Program Review	2021
Professional Communication	BA	Program Review	2022
Biology	BA	Program Review	2022
Bioinformatics and Computational Biology	BS	Program Review	2022
Mathematics	BA	Program review	2022
Geology	BA	Program Review	2022
History	BA	Program Review	2022
Various COB programs		IACBE	2022

## Calendar

### October 2021 (2210)

- 8 Second-year faculty self-evaluation, goals and updated CV due to chairperson
- 8 VPAA sends sabbatical binders and recommendations to Faculty Senate Sabbatical Committee (Due 2nd Friday in Oct. per bylaws).
- 16 Advanced Study Grant applications due to Academic Affairs Office
- 22 Chairperson’s evaluation of goals for second-year faculty due from chairperson to faculty
- 22 Second eight-week non-attendance course rosters due via Starfish (4th day after classes start)

### November 2021 (2210)

- 1 Notice of non-renewal to second-year faculty.
- 1 Promotion and tenure application packets due from faculty to chairperson
- 1 First draft of (Summer 2022-Spring 2023) yearlong class schedule from Registrar’s Office to Departments  
Minot State University Academic Year Calendar 2021-2022
- 5 Second-year faculty self-evaluation and goals, chairperson’s evaluation, and updated CV due from chairperson’s to VPAA office (1 of 2 evals)
- 8 Budget workbooks due to VPAF and VPAA
- 11 University Closed – Veterans Day
- 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