



Minot State University
University Chairs Council
September 20, 2021

Minutes

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: Brent Winiger, Jerry Stai (Jay Wahlund)

Absent: Jay Wahlund

Lori Willoughby made motion to approve the UCC meeting minutes from 7/16/2021; seconded by Robert Kibler. No discussion and minutes approved as written.

Brent Winiger: Various budget related information

- Federal money to be spent and Brent was looking for suggestions and ideas from the chairs on how to spend the money.
 - Minot was awarded \$12.7M grant with \$2.2M left to spend.
 - Stipulation of money must be COVID related.
 - Money needs to be spent by April 30, 2022.
 - Ideas for money
 - Library electronic service for remote clientele - streaming.
 - Supporting students
 - Professional development for teaching virtually
 - Touchless doors/entry (waive hand to open) this could be problematic with keeping database up to date.
 - General student Covid testing
- Additional updates from Brent
 - Budget request workbooks going out in 2 to 3 weeks
 - Computers – rotating fund to buy computers through IT.
 - If nothing new is added to budget books, department chair does not need to give update. Must turn budget workbook in.
 - Question asked – If no budget workbook is submitted, how is that area held accountable? (i.e., athletics)
 - Business office: For anything over \$10,000 or for a series of buying that goes over \$10,000, please let business office know.
 - Catering (Sodexo) – anything over \$50 must go through Sodexo for first right of refusal. If Sodexo declines, get approval from Jonelle Watson and then can go off campus for food order.
 - MOUs and articulation agreements must be reviewed by the AG's office.
 - HR – Laurie Davis oversees personnel issues, advertising positions, etc. New adjunct positions – Having to post these in the new university system is a bit of a hassle. Bring Laurie Davis to a meeting to give better update on the HR issues.
 - Laurie Weber – Reminder to track attendance for financial aid purposes
 - Legislature declined the extraordinary repairs & renovations for Harnett Hall. Smaller scale renovations might pass going forward.
 - Chairs want to carry over money for professional development, project, equipment, etc. (pool money year to year).
 - Course fee money will carry over year to year (not all departments have fees)

- If budgets and enrollment were more stable, we could start doing something. Brent is not sure how to carve that out right now.
- Or a portion of unspent money could go to the VPAA office to help with items needed.
- Take to SPBC who can then bring to President Staff for approval.
- Chairs can write up document and forward together as whole to SPBC for the request.

University Communications (UC) would like leads to stories on faculty and students. Dr. Geller meets with UC once a month for 30 minutes for updates from academics.

Outstanding spotlight alumni project for the “digital screen” in Enrollment Services. Send to Bill Harbort. If interested, see Leaders in Action at UND for their version. Please get all information to Bill Harbort by Oct 1, 2021.

Teams MiSU Academic Affairs site – includes NDUS calendar for curriculum requests and templates for new programs, CIP codes, prefixes, etc. They now use an online form to submit changes, but the template can be completed by anyone and sent to Dr. Geller. Directions are included within the Teams site. Let Laurie know if you have questions

Tenure and Promotion – digital binders

Laurie Geller has met with the Tenure and Promotion chairs; Promotion Chair – Daniel Ringrose and Tenure Chair – Joseph Jastrzembski. The goal is to get everything online for all pretenure, tenure, and promotion applications. The electronic binder will mimic the physical binder. Moving forward, new faculty hires will be given a set of folders and can upload materials as they go. Announcement email will be coming out very soon explaining how the digital binders will work.

Faculty Scholarship Submissions – LINK on Academic Affairs site

- The easiest time to do this is when faculty update their CVs or when writing their annual evaluations.
- It allows us to aggregate, recognize, and share our successes.

IVN – transitioning away from using this platform; it is more expensive than other ones and it is no longer being supported by the system office.

SARA – SARA (State Authorization Reciprocity Agreements) it is an agreement among member states, districts, and territories that establishes comparable national standards for interstate postsecondary distance education (more about it here). As a result, we must provide specific information by specific deadlines to our distance students who seek licensure in our programs. MSU’s page about this is here: <https://www.minotstateu.edu/licensure/index.shtml>. Students do not collect and tell us this info; we must do it. There is some confusion about the previous sentence. Robert Norman will reach out to discuss.

Upcoming program reviews – see the table for upcoming reviews; course release for one person for one semester; VPAA provides \$1500 for external reviewer (travel and stipend). Internal review (self study) completed first to give the report to an external reviewer to review.

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

Committee for the Evaluation of Teaching: Feedback on advising assessment and adjunct evaluation – see attachments. Dane Shaffer is chair of the committee, and we can have her attend a meeting.

Annual Assessment and Budget Process and Timeline

- September 20 – Assessment Day
- October 1 or 4 – Yearly Program Assessment (YPA) reports due to VPAA and Director of Academic Assessment
- October 1 – Yearly Program Assessment Plans due to Director of Academic Assessment
- October 1 – Budget workbooks complete and submitted to supervisors for 2022-23
- Late November/Early December – Campus budget presentations; SPBC will review requests and send recommendations to President’s Staff
- Late December/Early January – President’s Staff makes budgetary decisions

Calendar

September 2021 (2210)

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)

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)