



Minot State University
University Chairs Council
February 28, 2022

Members: Lori Willoughby, Jay Wahlund, Bryan Schmidt, Paul Lepp, Robert Kibler, Darren Seifert, Erik Anderson, Dan Ringrose, Terry Eckmann, Mary Huston, Holly Pedersen, Amy Lee, Gary Rabe, Warren Gamas, Bill Harbort, Jessica Smestad, Sophia Rammell, Lisa Borden-King, Jane la Plante, Laurie Geller, Rebecca Ringham (non-voting)

Guests: Jacek Mrozik

Absent: Paul Lepp

Minutes

Laurie introduced and welcomed Amy Lee, interim chair of Nursing.

Hartnett Hall renovation

a) Fall 2022 Classes

- Still about 80 classes scheduled in Hartnett this fall – 60 of those are non-art-specific and need new locations.
- We need to move existing classes to other locations or other times and locations to accommodate these needs.
- Disciplines not using Hartnett will need to adjust their class offerings to facilitate relocations of classes. This is everyone's problem, not just those with offices and classes in Hartnett.
- Help move classes or else Melissa and Laurie will do it.
 - Small classes in a spacious room – relocate to a smaller room/conference room.
 - a. The Deeter Conference room can hold up to 10 students
 - Time of the day – classes need to be 8 a.m. or other less busy times
 - a. Avoid 3pm time as this clash with Athletics.
 - b. Maybe look at evening times without interfering with Athletics
 - c. It might be possible to move Broadcasting to SU conference center
 - i. Radio Station
 - ii. TV Station
 - Move to synchronous delivery or asynchronous delivery – caution: international students
 - a. Per Libby Claerbout – International classes are going back to normal
 - i. FT 12 credits with 9 credits face to face and 3 credits online
 - ii. FT 15 credits with 9 credits face to face and 6 credits online
 - iii. Hybrid courses don't work well for our international students

b) Office spaces for about 20 faculty and staff in Hartnett Hall – *need to be out right after commencement*; boxes will be delivered before spring break

Model Hall (up to 10 offices):

Library (10 offices in study carrels on second floor):

Old Main (6 offices on third floor, 1 office on second floor):

Moore (3 offices on first floor):

Memorial (1 office on second floor in SPED area):

- Furniture will be stored
- Cold storage could be in Dakota Hall – could you label the door with the name of whose office contents are being housed in the room.
- No elevator in Dakota Hall
- Lori Willoughby advised that the offices in Old Main have shelves, so faculty will not have to store/box all of their books.

Various FYIs and Comments –

- Assessment Day,
- Gen Ed –Three existing ad hoc versions,
- Academic Design Committee,
- HLC (Higher Learning Commission) visit on April 11-12,
- Draft of new Strategic Plan,
- Catalog updates due March 1,
- Modality reviews (2021 and 2022),
 - Laurie will send an email about the modality spreadsheet to chairs
- More calendar dates below
- Questions asked if Heather Martin is just filling in for Beth. Heather is Director of ASC and has not hired Heather’s position. No approval for that position currently.
 - FYE is with Jessica Smestad
 - Orientation and Registration have been separated and Jim Sturm is working with Kevin Harmon, Heather Martin, Michelle Saylor (Enrollment) and Jacek Mrozik.
 - Students still want the orientation section but will not be connected to registration.
 - Jim Sturm is supporting the student leaders for the orientation. Orientation has gone to Student Affairs to oversee.

Enrollment Homework Assignment

- See attached form with pivot table and enrolled courses. Look at enrolment trends in your area.
- Down 1000 in headcount and 400 FTE at MiSU.

Calendar

March 2022 (2230)

- 6 Chairperson’s evaluation and goals for all faculty (other than first year & chairs) due from chairperson to faculty
- 11 Second eight-week non-attendance course rosters due via Starfish (4th day after classes begin)
- 13 Faculty self-evaluation and goals, chairperson’s evaluation, and updated CV due from chairpersons to VPAA Office.
- 14-18 Spring Break
- 25 Annual chairs self-evaluation due to VPAA Office
- 31 Faculty / Chair position descriptions for 2022-2023 due to VPAA Office