

Minot State University
University Chairs Council Meeting
July 24, 2017
Meeting Minutes

Members: Laurie Geller, Lori Willoughby, Deanna Klein, Jay Wahlund, Robert Crackel, Alex Deufel, Robert Kibler, Aili Smith, Scott Kast, Erik Anderson, Dan Ringrose, Terry Eckmann, Ann Beste-Guldborg, Holly Pedersen, Niki Roed, Gary Rabe, Don Burke for Vicki Michels, Bill Harbort, Jessica Smestad

Guest: Steve Shirley

Agenda

1. Welcome
2. Discussion with Dr. Shirley about lead chairs.
 - a. *Dr. Shirley shares his reasons for attending. He heard from all chairs about their thoughts on a lead chair.*
3. First week back...
 - a. August 14 and 15—New Faculty Orientation
 - i. Please send me or your new faculty sample syllabi for the courses they will be teaching.
 - ii. Please make new faculty are on the schedule.
 - b. August 16—Convocation, college meetings, evening welcome back
 - c. August 17—Orientation / Registration sessions
 - d. August 18—Move-in Day (8 a.m.-12 p.m.) and Student Convocation (1 p.m. at Herb Parker Stadium)
 - e. August 21—Mini-sessions, 8 a.m. -12 p.m.; Open House 2:30-4:00 p.m.
 - f. August 18-21—Welcome Weekend for students
 - g. August 21/22—School starts at 4 p.m. on August 21 or the following day
4. Fall enrollments
 - a. Please check your current enrollments against those I sent you last week. You need to be working to resolve issues with low enrollments, curricula, etc.
 - i. *Laurie indicated she emailed all chairs (except Dr. Deufel said she was not emailed) about their enrollments with suggestions to fix them.*
 - b. For example: For 100-200-level 3-credit courses:
 - i. Five students generates \$3,375 in tuition and \$1275-\$3825 in state support depending discipline (total: \$4650-\$7200).
 - ii. Whereas 20 students generates four times that, or \$13,500 in tuition and \$5100-\$15,300 in state support depending on discipline (total: \$18,600-\$28,800).
 - iii. State support doubles for 300-400-level courses and doubles again for graduate level courses.
5. Students admitted with provision—Enhanced advising—Date/time for convocation week??
 - a. *Laurie will bring the Academic Success Plan booklets to the chairs meeting in August so they are available for department meetings during the week of convocation.*
6. College Chairs Councils—Schedule meeting times for fall
 - a. *Laurie will work to schedule meetings with each college for fall semester as well as meetings for all chairs.*

7. Contract forms
 - a. *Updates were made to the adjunct/overload/independent study contract form to include a check box for background checks.*
 - b. *Hiring guide—There needs to be a way to close the loop in Appli-Track by indicating when and who was hired for a position. Then an approval process could follow in the system. Laurie will talk with Marc about it.*
 - c. *Concerns were raised about the background checks, Faculty Rights Committee, and the role of Human Resources.*
8. Name of CEL
 - a. *For now, CEL is the same name.*
9. Faculty Handbook
 - a. *The Faculty Handbook needs lots of updates but some of them cannot be made until faculty vote on bylaws changes.*
10. HLC Visit
 - a. *The visit is during Halloween 2017. Laurie provided an update of the status of the assurance argument that Linda Cresap and others have been working on.*
11. Minutes for these meetings
 - a. *We need to keep minutes for these meetings. I will have Celeste attend and take minutes.*
12. Thank you!
 - a. *Laurie thanked the chairs for their work.*
13. Other

Next meeting: Tuesday, August 15, 2017 at 3 p.m. in the Westlie Room