

**Minot State University**  
**Deans Council Meeting**  
**January 3, 2017**  
**Approved Minutes**

**Members:** Laurie Geller, Conrad Davidson, Jacek Mrozik, Cheryl Nilsen, Kris Warmoth, Lori Willoughby (absent due to snow; sent comments prior)

**Agenda**

1. Welcome – Meeting called to order at 1:09 p.m.
2. Guests – none
3. Approval of minutes from November 22, 2016
  - *Minutes approved as drafted.*
4. Dates / Deadlines / Announcements
  - a. See calendar – faculty evaluations and final draft of yearlong schedule coming up
    - *Dr. Geller highlighted the upcoming deadlines for faculty evaluations and the draft of the yearlong schedule.*
  - b. SBHE Policy 410.0: Responsible Conduct of Research (RCR) (see attached policy)
    - *The policy was shared and explained. The campus needs to adopt a policy that requires undergraduate and graduate students as well as postdocs who participate in sponsored (i.e., grant-funded) research activities to undergo RCR training. Institutional Review Board and the Institutional Animal Care and Use Committee have been contacted.*
  - c. Frontline recruiting and hiring training:
    - January 5 at 10:00 a.m. in Main 106 B
    - January 6 at 9:00 a.m. in Hartnett 326
      - *Deans were reminded of the training of the online application system.*
  - d. NDUS Faculty Sick Leave Policy – possible forum on Monday, January 9
    - *Ernst Pijning would like to hold a forum about the faculty sick leave policy.*
    - *No details are available yet.*
  - e. Student Satisfaction Survey – March 1 to 12
    - *Kevin Harmon has asked to give the Student Satisfaction Survey.*
    - *The survey has not been given in the while and Brent agreed to fund it.*
    - *Cari Olson will assist in distributing it.*
    - *We have the ability to write 10 of the questions.*
    - *Question: Can Cari disaggregate by major? This information would be helpful for accreditation reports as long as it does not identify anyone.*
  - f. Budget Recommendation Committee will resume meeting, as you know.
    - *Dr. Geller reminded everyone. No dates have been set.*
5. Discussions
  - a. Low enrolled courses, program rotations, curriculum updates – see spring spreadsheets (dated 12-27-16) and minimum class size policy (attached)

- *Dr. Geller encouraged all deans to work with chairs to move low-enrolled courses to independent studies, to make the rotation of courses more efficient, and to be proactive with these issues.*
  - *A discussion ensued about the increased cost of independent study courses to students and departments needing to budget for independent study salaries since CEL no longer pays these costs.*
- b. Student travel fund with twice-a-year applications reviewed by a committee
  - *This idea was discussed but will not be implemented. Deans and student organizations already have a procedure in place.*
- c. Faculty syllabi – please include date and time of final exam or a link to the final exam schedule (<http://www.minotstateu.edu/records/exams.shtml>)
  - *The deans agreed to email chairs and faculty about including a statement about the final exam time/schedule on all syllabi as well as to remind them that they must have some type of meeting (e.g., presentation, exam, discussion, group project, etc.) with their classes during final exam week. To be in compliance with the state and with accrediting bodies, we must adhere to our calendar year.*
- d. College-Student Inventory (CSI) – motion to discontinue its use
  - *The deans were made aware of a motion to discontinue using the CSI.*
  - *Funds from its use could be used to support the Student Satisfaction Survey.*
- e. HLC Assumed Practices (<http://policy.hlcommission.org/Policies/assumed-practices.html>)
  - Section B, #7c – The institution portrays clearly and accurately to the public its current status with the Higher Learning Commission and with specialized, national, and professional accreditation agencies....An institution that provides a program that prepares students for a licensure, certification, or other qualifying examination publicly discloses its pass rate on that examination, unless such information is not available to the institution.
    - *Dr. Nilsen has most of the programs that lead to licensure in her college. She will check on these programs.*
    - *Dr. Warmoth suggested the VPAA have a page with key statistics like this listed. Dr. Geller said she'd look into it.*
  - Section C, #3 – The institution has formal and current written agreements for managing any internships and clinical placements included in its programs.
    - *Most programs have these in place, but deans will check to be sure.*
- f. Course evaluations – Make sure faculty are sending those to their chairs and deans per the bylaws and also that departments/divisions have procedures in place. See below.
  - From the Bylaws:  
 Student Perception of Learning (SPL) forms will be sent electronically to students for all courses other than courses designated as clinicals single student courses. Other courses that may be omitted from the process may include courses where faculty have limited interaction with the students, and/or courses agreed upon by discipline-specific faculty within each academic unit. In order to keep procedures in line with Faculty Senate Bylaws (specifically Article IV Section 2.A.4 and 2.A.5) *all academic units shall develop procedures*

*delineating the selection process for which of these course evaluations are to be forwarded to the Chair and the Dean of the unit for inclusion in the annual evaluation process. These procedures will include how courses are selected, how many courses are selected, and when those courses are selected. No academic unit may select a date after the week before finals for this selection process to be completed. All course evaluations will be distributed to faculty at the conclusion of the full 16-week semester regardless of length of course.*

The procedures that govern administration and use of SPL forms for on campus courses will also govern courses at the MAFB, other distance sites, and dual credit courses.

All academic units will include procedures relative to the evaluation of courses by adjunct and special contract faculty members.

- *This issue generated a lot of discussion, including:*
  - *What is done if faculty will not send their SPL forms forward?*
  - *Students are being misled into thinking all SPL forms are being read since all courses are evaluated, when in reality, tenured faculty may not have all their courses included as part of their evaluation.*
  - *Could one more step be added by Cari Olson in which she sends only the mutually agreed upon completed SPL forms to the chairs and deans? This would likely take a lot of time.*
  - *Concerns about a faulty process and low return rate were expressed, as well as the length of the form deterring some students from completing it.*
  - *One word, online, needs to be added to the Bylaws; so above, it should read: The procedures that govern administration and use of SPL forms for on campus courses will also govern courses online, at the MAFB, other distance sites, and dual credit courses.*

g. Load reports – Is there a better way to do this??

- *The deans discussed using the section status report with an additional form to summarize load in a department for load reports, rather than retyping everything from the current section status report into another form for each faculty member.*
- *Dr. Geller and Dr. Willoughby will look into this.*

h. Other

- *Brent would like to set up a meeting with each dean to go over the prioritization process with the budget workbooks from department/division chairs. Dr. Geller will set up meetings.*
- *Dr. Mrozik asked if the Prioritization Committee would be reinstated to deal with the requests in the strategic planning goal sub-committees. The data from this committee are old and not useful for strategic planning now. Dr. Nilsen discussed some of the issues with the prioritization data that arose in the committee. Dr. Geller suggested using the Budget Recommendation Committee for these purposes; Brent, Cari, Rebecca, and Jonelle have the ability to pull most of the current data needed.*

- *Dr. Warmoth shared collaborative program trends for fall 2010-fall 2016, including the impact of the NDSU social work program. Dr. Warmoth also included the number of students enrolled in online courses with enrollments great than or equal to 15 students.*

**Next Meeting:** Tuesday, January 24 at 1 p.m. in the Academic Affairs Conference Room

**CALENDAR**

January 2017 (1730)

2	University Closed - New Year's Day Observed
3	First-year faculty annual self-evaluation and statement of goals due to Chair
9	Sixteen-week evening classes begin after 4 p.m.
9	First eight-week classes begin
10	Sixteen-week classes begin
12	Last day to drop first eight-week class at 100%
14	Evaluation and goals for first-year faculty due from Chair to faculty
15	Faculty Evaluation of Chair emailed to all MSU Faculty
16	University Closed – Martin Luther King Jr. Day
19	Last day to add or drop regular sixteen-week course without record (NDUS)
20	Final draft of yearlong class schedules from Registrar's Office to Departments
24	Evaluation and goals for first-year faculty due from Chair to Dean
25	Sixteen-week and first-eight week non-attendance course rosters due via Starfish
31	Annual self-evaluation and statement of goals for all faculty (other than first-year and Chairs) due to Chair
31	Faculty Evaluation of Chair due to Dean

**NORTH DAKOTA STATE BOARD OF HIGHER EDUCATION  
POLICY MANUAL**

**SUBJECT:** ACADEMICS

**EFFECTIVE:** December 14, 2016

**Section:** 410.0 Responsible Conduct of Research

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1. Responsible Conduct of Research is defined as the practice of scientific investigation with integrity. It involves the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research.
2. RCR is critical for excellence, as well as public trust, in science and engineering. Section 7009 of the America COMPETES Act of 2007 (America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education and Science) requires institutions receiving financial assistance, sponsorship or support from the National Science Foundation (NSF) to implement appropriate training and oversight in the responsible and ethical conduct of research. Other funding agencies, including the National Institutes of Health, National Institute of Food and Agriculture, and other federal funding sources have similar requirements. The intent of this policy is to require compliance with RCR requirements from all federal sources.
3. This requirement applies to undergraduate and graduate students, as well as postdoctoral researchers. Each institution that receives any external funding or support for research or education shall adopt a policy that requires RCR training for all undergraduate and graduate students, and postdoctoral researchers participating in sponsored research activities.
4. "Support" includes nonmonetary provision or access to equipment, supplies or lab space by paid or unpaid research participants.

**HISTORY:** New Policy. SBHE, December 14, 2016.

# Minot State University

## Minimum Class Size Policy

Effective July 2016

Minot State University is dedicated to ensuring that curricular programs and offerings are delivered in a timely and sequential manner giving students the confidence that they will complete their degree/program requirements on time. To ensure efficient use of institutional resources, Minot State University has established the following policy on minimum class size. This policy also applies to courses offered through the Center for Extended Learning (CEL).

The purpose of this policy is to define enrollments below which classes will be canceled or offered in an alternate format (i.e., independent study).

The university has established these minimum class enrollments limits:

100- and 200-level courses	10 students
300- and 400-level courses	8 students
Graduate courses	5 students

The following types of courses will be considered exceptions to the minimum class enrollment requirement:

1. Independent study
2. Clinical experiences
3. Methods Courses
4. Student teaching supervision
5. Private lessons/Ensembles
6. Honors Seminars
7. Internships/Field Experience
8. Practicums/Capstone Courses
9. Graduate Continuing Enrollment Courses
10. Independent/Directed Research/Thesis/Graduate Projects

The Chair with approval of the Dean may offer courses below the minimum class size requirements when:

- The course is required for graduation and if the class were canceled it would impede the student's normal progress toward graduation.
- The course is required in a program and the class must be offered in a sequence in order.

A class which fails to meet the minimum class size after two successive offerings will not be permitted to be placed on the term schedule unless compelling evidence is presented justifying its offering. In general, department/division chairs will be required to place these courses that are low enrolled for two or more successive offerings, as well as other appropriate courses, on a given rotation, such as every other fall semester.

### **Class Cancellation and Rescheduling Procedures**

Dean and chairs will closely monitor class sizes during the enrollment period each semester, proactively making adjustments to course offerings as needed and as soon as possible to allow for faculty teaching schedules and student class schedules to be adjusted if necessary. In addition, the Vice President for Academic Affairs (VPAA) will consult with the Registrar and the deans repeatedly during the enrollment period each semester regarding decisions to cancel or adjust course offerings. Care will be taken to ensure students can take the courses they need for graduation or a substitution can be made when appropriate.

When faculty members have their teaching loads reduced due to a class cancellation or other scheduling adjustment, the Chair and the Dean, in consultation with the faculty member, will reassign the faculty member to a different course or a different section of the same course. With permission of the Dean and the Vice President for Academic Affairs, a full-time faculty member may be assigned to other responsibilities according to the guidelines in the Reassigned Time Policy. Adjunct instructors and special contract faculty members will be notified that the course they were assigned to teach has been canceled. They may be reassigned to another course or a different section of a course depending upon demand.

The Dean will also send a list of courses proposed to run under an exception to this policy to the VPAA one month prior to the start of each semester. After consultation with the VPAA, the deans will notify the department/division chairs and the faculty members assigned to teach these courses of their decisions to offer these courses.