

**Minot State University**  
**University Chairs Council**  
**September 12, 2019**  
**Agenda**

**Members:** Lori Willoughby, Jay Wahlund, Robert Crackel, Paul Lepp, Robert Kibler, Scott Kast, Erik Anderson, Dan Ringrose, Terry Eckmann, Ann Beste-Guldborg, Holly Pedersen, Niki Roed, Gary Rabe, Paul Markel, Bill Harbort, Jessica Smestad, John Webster, Jane la Plante, Laurie Geller, Jacek Mrozik, Erik Kana

**Guests:** Rebecca Ringham, Melissa Cantone, Lisa Borden-King, Michael Brooks

**Absent:** Bill Harbort

Welcome by Dr. Laurie Geller with meeting called to order at 3:34pm.

Robert Kibler made motion to approve UCC meeting minutes from July 2019 as written, seconded by Terry Eckmann – minutes approved as written.

General HLC Update by Michael Brooks

- Michael wrote a draft over summer and is in the process of editing the draft and pulling evidence for HLC visit in April 2020 in coordination with Dan Ringrose, Vicki Michels, Lisa Borden-King, and Laurie Geller.
  - Readers include Jane la Plante, Bethany Andreasen, and Andy Bertsch.
- Co-curricular has 4 pilot groups assessing activities in the 4 areas (leadership, self-awareness, wellness, and career and professional development). More areas of campus are working on plans for next year.
- Modality review done in April 2019. Dan Ringrose's summary ([HERE](#)) will be used as an example for others to follow if needed. Michael will follow up and send a copy to chairs along with a form to be completed that will include:
  - What we did – What we found – How we are fixing issues.
  - One- page summary – all the same format with fillable boxes
  - Compressed course reviews started in summer 2018 – need to collect syllabi for summer 2018; administrative assistants can upload to HLC SharePoint site.
  - Summer 2018 syllabi – need to be uploaded by September 30, 2019
  - Modality review completed and uploaded September 30, 2019

Program reviews—these reviews need to be done on time. HLC flagged them in the 10-year visit.

- Rad Tech (BS) and Chemistry (BA) reports are written, and they have scheduled an external consultant to visit.
- English (BA) and Foreign Language (BA) reports are written and scheduling of consultants is in progress.
- Corporate Fitness and Wellness Management (BS) – Need report and consultant visit this fall.
- Art (BA), Art (BFA), Arts Administration (BS), Multimedia Studies (BS) – Need report and consultant visit this fall.

- Psychology (BA) – Need report and consultant visit this fall.
- VPAA office will have set aside \$1500 per department for external review.

#### Annual Budget Process and Timeline for 2020-2021

- September 23 – Assessment Day
- October 1 or before the Budget workbooks will be sent to departments/areas.
- November 1 all Assessment reports and budget workbooks complete and submitted to supervisors
- Late November/Early December the Campus budget presentations; SPBC will review requests and send recommendations to President's Staff
- Late December/Early January than President's Staff makes budgetary decisions (this will happen later during legislative years)

#### In this month's syllabus news from Lisa Borden-King and Michael Brooks...

- We are missing syllabi for this fall 2019. Goal to have all syllabi up before classes start.
- Please check your list of courses and ensure every section has a syllabus. If there are multiple sections of the same course that uses the same syllabus, make sure every section is listed on the syllabus.
- EX: BADM 120 = catalog #  
BADM 120-1 = section  
(1234) = Class #
- *Lori Willoughby made motion: Any course with one class number = one syllabus, any course with several class numbers = multiple syllabi, except for science labs & some clinicals. Scott Kast seconded the motion – motion approved (Effective for fall classes-retroactive).*
- Check with Michael Brooks if you have questions and to resolve discrepancies

#### Michael Brooks – Academic Program Assessment template

- See attachment. It was emailed to you on April 11. One chair responded with feedback as requested.



2019-2020-YPA-Form - Template Acader

- Old template – Use the form/template you used last year to submit the assessment results for 2018-2019, which are due NO LATER THAN November 1.
- New template – Complete portions of the new template for which you have the information (SLOs, SLGs, methods, assessment instruments, etc.) and submit NO LATER THAN November 1. Then use this template to submit 2019-2020 results next fall.

#### Rebecca Ringham and Melissa Cantone

- Instructional modes – We need to correctly identify courses and the modes of instruction
- We have students in face-to-face class and web-based at the same time and we need to split them out to accurately report them.
- If a class is 50% or more online, it will be classified as online or distance class per HLC.
- Component and course descriptions are the way to describe the course. Rebecca will send a list and definitions to chairs.

- Catalog pages and active courses, upon reviewing catalog there are 144 pages that were not updated at all. Please look at your catalog pages and please review, clean up and make sure all inactive courses are removed. Update anytime and deadline is March 1, 2020.

Department/Division Web Pages: Please update your web pages. Make sure new faculty and new programs (major, minors, etc.) are added and up to date. Get rid of out-of-date content. Contact Anton/IT if you need assistance.

Academic Hall of Fame – October 4, social at 3:00, ceremony at 3:30, Dr. Veronica Pinnick will be inducted. Reception will be SU Conference Center.

Assigning Advisors – When your administrative assistants assign advisors to students, please make sure the faculty member is notified of their new advisee. Also, please have them attach the PDF of the advisor card if you have them. If you don't have them, Doreen or Amanda in Publications and Design can get them to you or send you the template to complete to get one.

Other – Dr. Paul Markel asked if they do not hear from the Registrar's office then the student has all requirements to graduate.

Discussion about welfare of the campus, budgets, and decreasing enrollment – just seems to be no urgency from Dr. Shirley. No plan coming from Presidents Staff, seems like all is being ignored.

## **Calendar**

### September 2019 (2010)

- 13 Final draft of Spring 2020 class schedule due from chairs to Registrar's Office
- 13 Sabbatical application due from faculty to chair (Due 2nd Friday in Sept. per bylaws)
- 20 Fall load reports due from chairs to VPAA Office
- 23 Enrollment census date (NDUS)
- 23 Assessment Day (No classes 8:00 a.m. to 2:50 p.m.)
- 27 Sabbatical application due from chairperson to Vice President for Academic Affairs Office (Due 4th Friday in Sept. per bylaws)

### October 2019 (2010)

- 8 Second-year faculty self-evaluation, goals, and updated CV due to chairperson
- 11 Vice President for Academic Affairs sends Sabbatical binders and recommendations to Faculty Senate Sabbatical Review Committee (Due 2nd Friday in Oct. per bylaws)
- 11 Advanced Study Grant Applications due to Academic Affairs Office
- 21 Second eight-week classes begin
- 22 Chairperson's evaluation of and goals for second-year faculty due from chairperson to faculty