**A close up of a sign

Description automatically generatedMinot State University**

**University Chairs Council**

**June 11, 2020**

**Draft Minutes**

**Members:** Lori Willoughby, Jay Wahlund, Robert Crackel/Bryan Schmidt, 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, Lisa Borden-King, Jane la Plante, Laurie Geller, Jacek Mrozik, Erik Kana

**Guests:** Rebecca Ringham, Melissa Cantone

**Agenda**

1. Welcome and meeting started by Dr. Laurie Geller at 2:34pm.
2. Hold UCC meeting minutes from May 2020 until next meeting to allow enough time to review them.
3. Fall Semester 2020 Planning – COVID-19 Sub-Group   
   (Academic Members: Laurie Geller, Dan Ringrose, Erik Anderson, Lisa Borden-King, Sophia Rammell, Bryan Schmidt, Paul Markel, Jacek Mrozik, Erik Kana, Rebecca Ringham)
   1. “No perfect solution” as there will be fall semester planning and will include classroom capacity.
   2. Calendar for fall semester is to end face-to-face at Thanksgiving break and students stay home and distance learn via online/remote like spring session. This would last until the end of the fall semester.
   3. Physical distancing with masks and looking at 3-feet between each desk/computer stations etc.
   4. Masks at this time are optional this may before mandatory at a later date. Erik Anderson stated that NDSU are all required to wear masks.
   5. Flexibility in teaching – “Semester of Accommodation”
   6. All students, faculty and staff can be tested for COVID 19 before the semester begins.
   7. Ability to hold class face-to-face with students accessing the course remotely. Reduced class size does not allow all students to be face-to-face.
   8. Disruptions (e.g., students or entire classes having to quarantine or isolate)
   9. Medically vulnerable students and faculty will be able to learn at a distance with some faculty being online/remote only.
   10. Cook Hall is offline as to use for quarantined students if need be.
   11. Campus-wide syllabus statements need to be the same on all syllabi.
   12. Classroom capacity –
       1. Chairs need to analyze classrooms to determine how many will fit using the distancing guidelines. Deadline: Tuesday, June 16
       2. Chairs also need to determine technology needs. Deadline: Tuesday, June 16
       3. Classes may be moved to another location. For example: A class of size 10 in a room that will hold 30 with distancing may need to move to a smaller room so a larger class can use it.
4. VPAA Advisory Group update – Introduction and 10 Guiding Principles/Conduct

(Laurie Geller, Gary Rabe, Bill Harbort, Lisa Borden-King, Jay Wahlund, Jacek Mrozik, Cari Olson)

Introduction:

In beginning this process of strategic budget planning, the goal is to move forward to ensure the health of MSU and the experience of our students. We anticipate that this process will be difficult, but it is also crucial to our ongoing presence as an institution of higher education. The current situation is not sustainable.

Overall guiding conduct for this process.

1. The overall purpose of strategic budget planning is to allow us to use resources for the best impact on student learning and institutional health.
2. No one number or data point will ever be used to make decisions regarding specific programs. We should rely on multiple sources of information in our decision-making process.
3. Strategic budget decisions are made with the interests of the entire university in mind and not just from the perspective of a particular program or area.
4. Strategic budget decisions are made with the interests of students in mind as a primary consideration, but not the sole criterion.
5. Budget decisions must encompass more than just the Academic area of MSU and should include consistent decision-making processes and data points where appropriate across Academics, Athletics, Student Services, Advancement, and Administration and Finance.
6. Budget decisions must be data and mission driven.
7. Cuts of convenience and cost-sharing cuts are not strategic ways to make decisions.
8. MSU exists to serve many different constituents, including our students, the state of North Dakota, employers, and donors; the needs of these constituents are primary considerations in a strategic budget process.
9. Budget decisions must be transparent in process and outcome.
10. Minot State exists to serve communities – local, state, regional and national – through the education of students who can then contribute to their community in meaningful ways.
11. Enrollment, Load, [Reassigned Time](https://www.minotstateu.edu/academic/_documents/contracts/policy_reassigned_time.pdf), and [Minimum Class Size Policy](https://www.minotstateu.edu/academic/_documents/contracts/policy_min_class_size.pdf)

**Calendar**

**July 2020 (2040)**

3 University closed - Independence Day