

Members Present: Tracy Chisholm, Janelle Green, Laura Halvorson, Scott Johnson, Larry Brooks, Trisha Nelson, Clint Saunders, Linda Burbidge, Tara DeCrans, Kayla O’Toole, Keith Knudson, Beth MacDonald, Travis Rybchinski, Keri Keith, Paige Baade, Heidi Hauf, Nicole Burke, Mary Jund, Leslie Stevens, Jackie Migler, Erin Williams,

Guests Present:

Approval of Minutes – Scott made a motion to approve the minutes from the September 23, 2021 meeting; Keith seconded; motion passed.

Dean’s Minute – Dr. Migler

- No update (Dr. Migler is gone today)

Academic Affairs –Larry Brooks

- Dental Assistant/Hygienist passed yesterday. Move onto the board next week
- \$35,000 received from federal funds to promote Vaccination Confidence. Making campus aware of all vaccines over the course of the next 2 years. Will be working with SNO to spread out these funds.
 - Vaccine incentive extended to November 7th.
- Nov 2/3 CTE board will be here for the vision visit. Evaluating CTE programs.
- Lisa Johnson reached out asking if any campuses would like to offer courses during Winter Session. Please let Larry know if you want to offer anything between fall and Spring Semester.
- Higher Learning Commission have emailed in regards to nursing campus at U of Jamestown. Looks like we will be able to offer the program there, but have a couple more steps to go.

Curriculum Committee – Heidi Kippenhan (for Larry Brooks)

- 12 course proposals changes submitted. 10 course description changes and 2 course pre req changes, and 3 course deletions.
 - 1) Course Proposal – BIOL 115 course description change
 - 2) Course Proposal – ASC 92 course description and prerequisite change
 - 3) Course Proposal – ASC 93 course description and prerequisite change
 - 1) Course Proposal – MATH 277 course description change
 - 2) Course Proposal – MATH 166 course description change
 - 3) Course Proposal – BIOL 111 course description change
 - 4) Course Proposal – BIOL 124 course description change
 - 5) Course Proposal – BIOL 150 course description change
 - 6) Course Proposal – BIOL 151 course description change
 - 7) Course Proposal – BIOL 220 course description change
 - 1) Course Proposal – BIOL 221 course description change
 - 2) Course Proposal – EMS 297 course description change
 - 3) Course Proposal – Delete HORT 177
 - 4) Course Proposal – Delete HORT 178
 - 5) Course Proposal – Delete HORT 235
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- Course proposals need to be submitted when found for course description is different from NDUS descriptions.
- Keri moves to approve all course changes listed above. Janelle seconds. Motion passes.

CCF—Trisha Nelson

- Trisha reported that CCF met
 - Met earlier this month. Several updates
 - NDUS report came from Lisa Johnson: OERs/funding available for curriculum and resources. Math Quantitative course to replace College Algebra or higher for graduation completion. Personal and Business math would be more helpful to our students
 - Licensure in home state. Departments will be asked to help with those different efforts.
 - E Performance is still a conversation. Made clear that the use or nonuse will be up to individual campuses. Want faculty to have representation on the campus level.
 - No AAC report.
 - SAC report: meeting was routine, impact of Title IX changes but nothing of note to report
 - No president report.
 - Talk and discussion about academic freedom and SB 2030. No real time frame to expect response from AG office.
 - Moving everything over to MS Teams.
 - Resolution introduced asking past offices to be Ex Officio members to stay and help with the knowledge transfer. Will be voting on that in November.
 - Discussion about evaluating of Presidents at each institution. Faculty as well as others should have a voice. Not all institutions do it the same way. Would like regular visits and similar standards. Chancellor will be grouped into the conversation to see if this initiative would be supported at the chancellor level.

Teach Evaluations-Clint Saunders

- Revising Teaching Evals. Currently set up on a point system, some things are not applicable, so you get a 0 out of 5 if you didn't do it that day because it didn't apply it hurts the overall score. Changing from a point system to a pass fail, not applicable, what categories should be involved. What makes a good class might be different for each class. Evaluation based on department. Not strictly a number system because it didn't apply that day. Should not hurt your score.
- Self Eval/Student Eval all done prior to teaching eval. Who ever does the evaluation, would need to review these prior to the observation day.
- General or Departmental and changing from point to pass fail. Feel free to take some time and think about it, please send it onto Erin or Clint. Will review then with the committee.

Salaries-Keri Keith

- Met with Dr. Migler. Had a good meeting with him. Where we are at financial to do movements like this. Some thoughts from Dr. Migler about balancing budgets. Plans moving forward include gathering numbers and comparing to Lake Region salaries. Still looking at where are the numbers currently at and hope to have them in the next few weeks.

Course Caps-Tracy Chisholm/Open Discussion

- Set for most classes. Did get set back to pre COVID but set to the amount that the classroom can hold.
- Larry reported some have course caps. Is there a particular course or instructor concerns could reach out to Larry.
- Put into place prior to help with those higher enrollment courses. Instructors submitted to Department Chair and then onto Larry. It did get averaged out according the enroll the class could handle. There is a high enrollment policy in place, so if that isn't being followed then maybe we need to re look at the policy.
- Speech is the example: is Dual Credit cap lower because you run out of time.



- When Salary Committee met with Dr. Migler, online classes pay could change, so course caps might become more important. What true course caps are when looking into the online pay schedule. What classes can take more and what can. Campus course caps need to be a hard set, and online will then do what they need to do.
- If we develop course caps, we need a set of guidelines for setting caps.
- Ongoing item on agenda.

Strategic Plan

- No current discussion.

Other

- Baseball is going around with check in sheets. Midterms were due last week and its seems to be a lot to go around and do it again. Midterms are posted.
- Student comments are floating in saying they want to leave and complete the semester from home after Thanksgiving.
- Overload forms need to be submitted within 3 weeks. You have to submit the form so you can be paid in a timely fashion.
- Laura gave kudos on the campus retention rates.

Janelle made motion to adjourn at 12:59pm Travis seconded; Passed unanimously.

Next regular meeting will be November 18th, 2021 at 12:10pm.

Respectfully submitted,
Laura Halvorson