

Members Present: Tracy Chisholm, Clint Saunders, Keri Keith, Larry Brooks, Amy Koehler, Laura Halvorson, Susan Indvik, Shubham Datta, Rodney Armstrong, Travis Rybchinski, Russ Gagnon, Tara DeCrans, Kayla O'Toole, Linda Burbidge, Beth MacDonald, Keith Knudson, Jackie Migler, Lexi Kvasnicka-Gates, Gary Albrightson, Scott Johnson, Zahra Moss

Guests Present: Craig Buxton

Approval of Minutes – Keri made a motion to approve the minutes from the September 24th meeting; Scott seconded; no discussion, passed unanimously.

Academic Affairs – Brooks

- There is some work being conducted on new programs which could start as early as Fall of 2021. Bridget Gustafson is working on a certificate in equine studies. Travis Rybchinski is working on a sports management program. Trisha Nelson is working on a visual communications program.
- During the Chancellor's Cabinet meeting held last week, the proposal for late start Spring Semester 2021 and have no spring break was not approved. The Spring 2021 calendar will move forward as scheduled.
- The Department Chairs met last week and it was decided that the online seat time checklist will be used to evaluate the semester credit hour policy for face to face and IVN courses.
- The Spring 2021 class schedule should be available on Monday, October 26th. The goal would be to register all students before the Thanksgiving break. There are some concerns about spring sports being cancelled so hopefully students will register before Thanksgiving.
- Currently we are not aware of any institutions in the system which will not allow their students to return to campus if they go home for Thanksgiving break. There are some concerns about students going home and being exposed to COVID which could prevent them returning after Thanksgiving.
- There has been some inconsistency with close contacts what they are being told and how they are identified. It is concerning that some students are taking advantage of the current protocols.

Curriculum Committee – Brooks

- WS 110 – Introduction to Women's Studies
 - It would be an introductory class. Will work as a great elective option for students. GERTA approval will not come until Fall 2022. The course will explore gender studies and social structures. Curriculum Committee passed course unanimously and recommends approval from the senate. Larry motioned to approve the course WS 110 – Introduction to Women's Studies. Scott seconded the motion. No discussion. Motion carries

CCF – Gagnon

- COVID
- Conversations came up around opportunity for students to start a face to face course in the spring semester and transition to an online delivery now that all courses are moving to the same objectives and course descriptions. DCB is not in support online courses may have different outlines, instructors, and grading policies than the F2F/IVN course.

Overload Pay Procedure Update

- The policy and procedure has been approved. The request form has not been completed and posted but faculty will be notified then it is posted. Must be completed during mid-November for fall semester and mid-April for spring semester.

High Enrollment Course Compensation

- Department chairs met last week. They have agreed on a current procedure to compensate faculty for high enrollment courses. If a faculty member is teaching five, three-credit courses and all classes are at full cap of twenty students, they would get paid \$25 per student per credit starting with the 101st student.
- There are concerns with late adds to dual credits. IVN courses. For example, if a faculty member has low enrollment in their F2F classes, but multiple sites and many students in their F2F/IVN course, there is no language in the procedure that would compensate faculty for the high enrollment course.
- Larry will send out the procedure and faculty members will have the opportunity to give feedback.

Assessment Day

- For the past couple of years, Fall Assessment Day has been scheduled on Columbus Day, which is also Canadian Thanksgiving. Under this model, dual credits students miss class on Assessment Day, a day which they would be available to attend class, and they also have a tendency to miss class during teacher's convention. To help minimize the number of missed class days for dual credit students, there was a proposal to move assessment day to the Friday during ND Teachers Convention. This topic was tabled until the November meeting.

Final Exams

- It has been encouraged of faculty members to give their final during the last meeting day of the class. Likely will fall on December 10/11th. If faculty want to give their final during finals week it will need to be done virtually. Grades are still due Monday December 21st.

Other

- HLC Verification Visit is on Monday, October 26th from noon to 4PM. Faculty were asked to clean up their work areas and wear your name tags.

Future agenda items: Revisions to the Faculty Evaluation Policy

Gary made motion to adjourn at 12:51 p.m.; Zahra seconded; Passed unanimously.

Next regular meeting will be November 19th at 12:10 PM. Faculty Evaluations Revisions

Respectfully submitted,
Laura Halvorson