CHAIRS’ COUNCIL MEETING
22 August 2013
2:00 PM
Stevens Conference Room

Present: Boyer, Cook, Council, Drinka, Duncan, Gelling for Webster, Magel, May, Reed, Sather-Wagstaff, Schwert, Slator, Wood

The College’s roadmap allocation was discussed. The college received the following:

1) Base funding to cover one-half the salary and fringe benefits for each of three existing tenure-track faculty positions in Chemistry & Biochemistry that were previously unsupported with appropriated funds (e.g., long-standing COBRE, EPSCoR, and other salary commitments).
2) Base funding to cover one-half salary and fringe benefits for an existing tenure-track position in Computer Science currently funded by INBRE but for which INBRE funds will no longer be available after May 2014.
3) Base funding in partial fulfillment of commitments to the COBRE-funded Center for Protease Research for personnel.
4) Base funding for the hire of an external chair in Geosciences (beginning FY15).
5) Base funding for a tenure track Bioinformatics/Genomics position in Biological Sciences (administrator returning to faculty position).

It is realized that this allocation does not satisfy all college needs, nor does every department benefit directly from it. Nevertheless, this allocation represents a substantial investment of dollars (~$662,500) in the college by the Provost and the President. It is a significant first step to putting the college onto a firm financial footing and providing a foundation for further budget growth. To Dean Wood’s knowledge, CSM received the largest total dollar amount of roadmap funding of any college and he is thankful to the Provost and President for their support.

In addition to the direct allocation of roadmap funding to the college, funding was also allocated to the following overarching initiatives, from which the college stands to benefit at least indirectly:

1) Base funding for graduate student assistantship stipend support ($200,000) – How this will be allocated has not yet been determined.
2) Base funding for graduate assistantship health insurance subsidies ($100,000) – A memo from Dean Wittrock has been circulated to departments outlining the distribution of these funds (The Graduate School will provide a health subsidy of $12.50 per pay period for all doctoral graduate assistants who are supported by a full-time assistantship, i.e., 20 hours per week).
3) Base funding for the library’s acquisition budget ($75,000).
4) Base funding for a faculty spousal hiring pool ($100,000).
5) Base funding for a faculty ombudsperson ($100,000).
As was the case for the college allocations, the support for overarching initiatives does not fully satisfy the need for most items. However, these allocations are significant (and historic) first steps and the Provost and President have indicated their intent to augment these allocations in the future.

The North Dakota Higher Education Challenge Fund has been established to provide 2:1 matching funds to private contributions with the goal of advancing the academic mission of ND universities and college. To start, up to $10M will be available to NDSU and proposals will be handled on a “first come, first served” basis. All proposals must be approved sequentially by the Dean, The Provost, the President, and the Foundation. Dean Wood and Keri will develop a list of donors to make aware of the program. By October 1, Dean Wood will compile a list of 3-5 strategic needs, budget estimates and prospective donors.

There was discussion of summer salary regulations.

A “Space Move and Use Change Form” (http://www.ndsu.edu/fileadmin/vpfa/forms/FM-SpaceMove.pdf) should be completed for any moves.

Once again this year, Dean Wood would like to meet with each department for one hour. The purpose of this meeting will be for the dean to make a few brief remarks and then take questions from faculty and staff. Please contact Nancy or Diane to schedule.

Dr. Duncan reported on the first meeting of the STEM building committee.

Dean Wood plans to announce an Associate Dean position opening soon.

The electronic "Chronicle of Higher Education" subscription is now available to all members of the campus community. The Provost’s office is covering the cost of the university-wide subscription.

Dr. Sather-Wagstaff, as the College Senate Executive Committee representative, welcomes input and concerns from chairs/head and faculty.

The meeting adjourned at 3:00 PM.

Submitted by,

Nancy Suttle
26 August 2013
CHAIRS’ COUNCIL MEETING

5 September 2013
2:00 PM
Stevens Conference Room

Present: Boyer, Çömez, Cook, Council, Drinka, Duncan, Magel, May, Reed, Sather-Wagstaff, Slator, Voronov for Webster, Wood

Absent: Schwert

Dean Wood announced that the Dean’s Office staff will move to Minard Hall on October 2.

Dr. Çömez is the new interim director of the Center for Science and Mathematics Education.

Space is available on the south end of the Research 2 building that would be suitable for one or more large, multi-disciplinary research groups. Please let Dean Wood know if interested.

Dr. Sather-Wagstaff noted that the ad hoc Curriculum Review Committee is in need of a chair. A replacement (tenured full professor) is also needed for Tom Barnhart on the Standing Committee on Faculty Rights.

Dr. Slator asked about the status of new course fees. Dean Wood will check.

The remainder of the meeting was dedicated to discussion of assessment and general education with Dr. Larry Peterson.

The meeting adjourned at 3:00 PM.

Submitted by,

Nancy Suttle
6 September 2013
CHAIRS’ COUNCIL MEETING

19 September 2013

2:00 PM

Minard 206

Present: Boyer, Çömez, Cook, Council, Drinka, Duncan, Magel, May, Reed, Sather-Wagstaff, Schwert, Slator, Webster, Wood

Dean Wood clarified his comments from a previous Chairs’ Council regarding faculty paying a month or two of academic year salary from grants and using the salary savings for summer salary. Such funds need to be spent by the end of the fiscal year they were generated, i.e. June 30.

Karin Hegstad reported to the Deans’ Council on course fee implementation that is part of the NDUS Pathways to Student Success. There have been some delays in the process for rolling course fees into tuition and no new fees have been approved in the interim. However, there are some fee proposals that have been approved, but not yet implemented. In addition, new courses that require fee support have been developed since Finance and Administration took the “snapshot” of course fees about a year ago. Karin Hegstad said that she would try to make sure these are included in the process. Dean Wood suggested that departments that anticipate needing a new course fee in the next 1 ½ years complete a request and forward it to the Dean’s Office which will be forwarded up the chain of command. There are some course fees that will remain separate, usually those involving an unusually high cost and benefitting a relatively small group of students, e.g., music lessons, horseback riding lessons, and field trips. However, all new fees of this type will now need to be approved by NDUS as well as NDSU.

Dean Wood is a member of the Laboratory and Chemical Safety Committee which is recommending that some students be required to take CPM 451, a one-credit lab and chemical safety course.

There was discussion of the Advising Hub proposal.

Dr. Duncan provided an update on the STEM building which will be located east of the Memorial Union in the Churchill Field green space.

The meeting adjourned at 3:00 PM.

Submitted by,

Nancy Suttle
23 September 2013
CHAIRS’ COUNCIL MEETING  
10 October 2013  
2:00 PM  
Minard 206

Present: Boyer, Çömez, Cook, Council, Duncan, Magel, May, Reed, Sather-Wagstaff, Schwert, Slator, Webster, Wood

Dean Wood presented a spreadsheet from the Provost showing the final academic infrastructure investment/roadmap allocations. He noted that the $6.4M roadmap figure is based on a biennium, thus the FY 14 allocation totals $3.2M.

The Gardner Institute has been retained to assist with the “Pathways to Completion” effort to decrease D-F-withdraw rates and increase student success. A list of eligible courses with high enrollments and high D-F-W rates will be identified and faculty will be offered the opportunity to participate. The goal is to have 4-5 courses across CSM and CAHSS directly involved in the initial phase of this effort. The Provost has offered buy-out funds to facilitate faculty participation. This initiative is extremely important because increasing the success rates of students while maintaining high standards and high expectations will lead to increased levels of funding based on the new state higher education funding model. This model rewards successful completion of courses and degrees.

President Bresciani announced that the 10% of operating funds that were swept in 2010 during a budget crisis will be returned to the College along with an additional 3% inflation adjustment. Dean Wood plans to use those funds for strategic college-wide initiatives, rather than returning the funds proportionately to each department. He asked chairs/heads for suggestions. Ideas included addressing salary gaps, providing faculty and/or graduate travel funds, small research grants, recruiting expenses, graduate student stipend supplements and funding the Learning Assistant program.

Due to time constraints, there was a very brief discussion of the last two agenda items (discussion of PT&E policy on independent reviews by department chairs/head and departmental PT&E committees, and departmental processes for assigning graduate students to advisors when more than one faculty member is willing to fund an assistantship). These topics will be revisited in-depth at the next meeting.

Dr. Sather-Wagstaff noted that the Senate Executive Committee will be having monthly meetings with the President.

The meeting adjourned at 3:05 PM.

Submitted by,
Nancy Suttle
11 October 2013
CHAIRS’ COUNCIL MEETING

31 October 2013

2:00 PM

Minard 204

Present: Boyer, Çömez, Council, Drinka, Duncan, Magel, May, Reed, Sather-Wagstaff, Schwert, Slator, Webster, Wood

Absent: Cook

Dean Wood announced that Sylvio May is the new chair of the Physics Department.

He also mentioned that he will be out of the office at meetings November 6-10 and 17-26.

There was discussion of the relationship of chairs/heads and PTE committees. Item 4.5.3 in the current College PT&E policy is:

The department’s Chair/Head and Departmental PTE Committee (if applicable) will perform separate evaluations and formulate independent written recommendations. The College PTE Committee and the Dean will perform separate evaluations and formulate independent written recommendations.

The language implies there should be no communication between chairs/heads and the departmental PTE committee. This is inconsistent with several departments’ guidelines and possibly the College’s intent. Dean Wood suggests amending 4.5.3 to be:

The department’s Chair/Head and Departmental PTE Committee (if applicable) will perform separate evaluations and formulate independent separate written recommendations. The College PTE Committee and the Dean will perform separate evaluations and formulate independent written recommendations without discussion or communication.

This issue will be discussed at the upcoming College-wide faculty meeting on November 5.

Of the operating funds returned to the College by President Bresciani’s directive, $16,000 is being distributed back to departments and $50,000 is being retained for College-wide initiatives, such as the Learning Assistants program. Use of LAs has been shown to increase retention, student success and the quality of education. Because the entire $50K won’t be used for LAs this year, Dean Wood plans to use the remaining funds for graduate student and faculty travel grants.

Dr. Sather-Wagstaff reported for the Faculty Senate Executive Committee that policy 103 on position openings was updated but the timeline of 10 working days to apply for titled and/or compensated positions (less than .5 FTE or less or interim) was not changed.
The meeting adjourned at 3:00 PM.

Submitted by,

Nancy Suttle
1 November 2013
CHAIRS’ COUNCIL MEETING

5 December 2013

2:00 PM

Minard 206

Present:  Boyer, Çömez, Cook, Council, Drinka, Duncan, Gordon, Magel, May, Reed, Sather-Wagstaff, Schwert, Webster, Wood

Absent:  Slator

Dean Wood welcomed Associate Dean Rob Gordon to Chairs’ Council. Dr. Gordon’s start date is January 1, 2014.

The 2014 Community Lecture will be presented on April 23 by Dudley Herschbach, recipient of a Nobel Prize in Chemistry and Professor Emeritus at Harvard University. Physics alumnus Darrell Strobel, who received the prestigious Kuiper Award in Planetary Science, will also be visiting NDSU in April to receive the Alumni Association’s Bolley Award.

The preliminary report of the ad hoc committee on conflict of interest in PT&E policy was discussed and will be brought up again at a future meeting.

Concerns about the length of time required to advertise and hire post-doctoral positions were discussed.

Drs. Wood and Duncan provided updates on the STEM building.

Dean Wood reported on the Provost’s position search.

Forms associated with proposed revisions to policy 352 were distributed via email by Dr. Sather-Wagstaff.

The meeting adjourned at 3:05 PM.

Submitted by,

Nancy Suttle
9 December 2013
Chairs Council Minutes

January 24th 2014

Present: Duncan, May, Slator, Schwert, Council, Gordon, Magel, Sather Wagstaff, Gelling, Cook, Comez, Reed, Drinka

The Alumni Association is looking for presenters from all departments on campus. Their hope is to put together events where they will take three faculty members on the road to various target cities and invite alumni and key decision makers. The goal is to show case all the good things that NDSU contributes to the area and the nation. Please forward names of your faculty members you think would be good speaking in layman’s words to Keri Drinka.

Nancy will be changing the April 18th Chairs Council meeting as it is scheduled on Good Friday.

The Provost will be present at the Faculty Senate meeting scheduled for Monday, January 27, 2014 at 3:30 in the Prairie Rose room of the Union.

The format for Brag Sheets will remain the same this year as they were last year. If you need a template, please contact Nancy Suttle.

FY 15 salary increases will be less than 3%. There is simply less dollars to deal with.

The goal of revising Policy #332 is to replace the current SROIs which are not effective, with a better system. The proposal is to have a three-pronged model with feedback from students, faculty and peers. Discussion followed as many think this system is way too burdensome. Please send any comments, concerns, and suggestions to Sean Sather Wagstaff.

All student appeals should go to Rob Gordon as the Associate Dean rather than being referred to Dean Wood.

State Board policy states signing off on any software licensing agreements must go through the General Council. Discussion followed about the impact this will have on faculty members.

Dean Wittrock is hosting “Stakeholder Group” meetings for multi-discipline programs. A 9 credit College Teaching Certificate is targeted to graduate students. There is some push to grow this program as it could be beneficial in trading teaching time for supervising time.

Meeting adjourned at 10:40.

Respectfully submitted,

Keri Drinka
The question of whether part-time academic staff are required to hold office hours was discussed and the general consensus is that they are expected to be available for office hours. This is in relation to an inquiry from the University System as it tries to determine if certain non-benefitted employees (such as part-time academics) need to be covered by health insurance as part of the Affordable Healthcare Act.

Dean Wood will be requesting information from chairs/heads on teaching assistants in order to build a case for increased funding in the next biennium.

Dean Wood will be out of town the week of February 17-21.

There was discussion of the reasons for the lag between receiving DCE course approvals and funding for courses that began in January.

Seven departments submitted 70 proposals for Learning Assistants next academic year. After fall semester, matching funds from departments will be required.

Sales tax is reimbursable when faculty, staff or students are charged tax when purchasing business-related items with a personal credit card or cash. However, the university would prefer, if possible, that other means of purchase (e.g., NDSU credit card, purchase order) be used if at all possible.

Dr. Sather-Wagstaff provided an update on Senate discussion of policy 332 on the assessment of teaching.

Provost Rafert has stated in Faculty Senate that funding will be available for spousal hires.

An update on the STEM building was given by Dr. Duncan.

The spring college faculty meeting is scheduled at 3:30 PM on Tuesday, March 4, 2014.

The basement of the Library will be available to house the Math Emporium as of fall 2015.
One of the challenge grants where state funds match private contributions is to make Geosciences Hall ADA-compliant. Dean Wood mentioned that the Ladd-Dunbar Hall remodeling and addition are first on the building priority list for state funding in the next biennium, and that there is a possibility of continuing the addition on to Geosciences Hall.

The meeting adjourned at 10:50 AM.

Submitted by,

Nancy Suttle
March 3, 2014
Brag sheets for all faculty should be sent to the Dean’s Office as soon as possible.

Nominations for spring student commencement marshal should be forwarded to Nancy by March 26.

The consulting firm of Eva Klein and Associates has been retained to help develop a strategic plan for the Research Park. Their recommendations for areas of focus for the Research Park and the university include energy/environment, life sciences/agricultural sciences/biological sciences, and other technologies (e.g., nanotechnology, unmanned aerial vehicles, and disaster management).

The Provost has announced the availability of an additional $80,000 for spousal hires. The college has requested funds for a potential dual-career hire in Mathematics.

Announcements from Deans’ Council:

The Registrar’s Office is forming a Scheduling Advisory Committee. Chairs/heads were asked to nominate a faculty member to serve.

President Bresciani has stated that, under the new funding model, students should be encouraged to take full course loads whenever possible. He stated that he would be asking the deans for advice on strategies.

New memos of understanding between a donor(s) and the Development Foundation for contributions of $50,000 or less will only require the Dean’s signature, $50,00 to $1,000,000 will require the Dean and Provost’s signatures, and greater than $1,000,000 will require Dean, Provost and President’s signatures. In all cases, the next level up is to be notified when the MOU’s are signed.

Provost Rafert recently attended an ADVANCE national meeting for Presidents and Provosts. He noted that universities aspiring to be ADVANCE institutions may try to recruit from institutions that have previously had ADVANCE grants.

The state has provided $1,000,000 to the North Dakota University System to develop a master plan. The plan has to be completed before any capital projects including, presumably, the STEM building can be started.
International travel is coming under increasing scrutiny by auditors. Dean’s Council is considering whether to require submission of a report with a daily log of activity following international travel.

Faculty are encouraged to complete the EDGO and FORWARD campus climate surveys.

Instructors are asked to let the ACE Tutoring Office know when a take-home exam is being scheduled. ACE would also appreciate receiving study guides so that tutors are able to better assist students.

There was continued discussion of the ad hoc committee’s recommendations on PTE conflict of interest issues, in particular eliminating the candidate and chair/head interviews with the College PTE committee and adding representatives from all departments to the College committee.

Dr. Sather-Wagstaff provided an update on policy 332 Assessment of Courses and Instruction.

There was discussion of hiring a College-wide grant writer and how the salary would be funded.

Dr. Çömez announced that judges are needed for the Southeast Regional Science Fair on March 18.

The meeting adjourned at 11:10 AM.

Submitted by,

Nancy Suttle
20 March 2014
Present:  Boyer, Çömez, Cook, Council, Duncan, Gordon, Ihle for May, Magel, Reed, Sather-Wagstaff, Schwert, Slator, Webster, Wood

Absent:  Drinka

Kristi Wold-McCormick and Ranelle Ingalls of Registration and Records attended to provide policy updates and information on the new CourseLeaf catalog management system.

Changes to NDSU's academic standing policies include:

- Undergraduate students must have an institutional GPA of 2.00 to maintain good academic standing.
- Students will receive an academic warning if his/her term GPA is below 2.00 even though the institutional cumulative GPA is > 2.00.
- Academic probation is issued when a student who entered the term on good standing or academic warning earns an institutional GPA below 2.00. Students on probation may not enroll for more than 16 credits in the following semester without adviser approval.
- Continued probation is a formal extension of academic probation status and is issued when a student makes forward term progress by attaining a minimum term GPA or 2.00 but his/her cumulative institutional GPA is still below 2.00. Students on continued probation may not enroll for more than 16 credits in the following semester without adviser approval.
- Academic warning, probation and continued probation will not appear on official transcripts but will be on unofficial transcripts.
- Academic suspension is issued when a student who entered the term on either probation or continued probation earns both a term GPA and cumulative institutional GPA below 2.00. This includes students admitted on probation for their first semester at NDSU or readmitted on probation following an academic suspension.
- Students may appeal suspension and, if the appeal is approved, must make satisfactory academic progress in subsequent terms.
- Transfer and returning students who have been suspended from another institution may not be considered for admission or readmission until one year has lapsed or the suspension has been lifted.

NDSU will be implementing CourseLeaf, a catalog management system, for bulletin and curriculum changes.
Dean Wood mentioned that the Vice President Rusch may add a grant writer to the VPRCA staff.

Dean Wood asked for discussion on the possibility of having the Associate Dean serve as the non-voting chair of the College Curriculum Committee to assist the committee in reviewing curricular changes, course submissions, etc. Chairs/heads were in unanimous support.

Faculty and staff are encouraged to attend the open forums of the candidates for the Provost position.

The meeting adjourned at 10:55 AM.

Submitted by,

Nancy Suttle
1 April 2014
CHAIRS’ COUNCIL MEETING

9 May 2014
10:00 AM
Minard 204

Present: Çömez, Cook, Council, Duncan, Gordon, Magel, May, Reed, Sather-Wagstaff, Schwert, Slator, Webster, Wood

Absent: Boyer

Dean Wood reminded chairs/heads that instances of sexual harassment must be reported, either to him, or directly to Evie Myers (faculty/staff) or the Vice President for Student Affairs (students).

He also noted that graduate students are required to attend graduate student training (which includes harassment training).

The STEM building ground-breaking is scheduled for May 22.

The University is in the process of hiring an export control officer to assist in compliance with federal regulations on exported items and technology.

The CAHSS/CSM development officer search is being extended. The search committee made some changes in the minimum qualifications to attract a larger pool of candidates.

Dean Wood is planning a summer retreat for chairs/heads. Topics will include development, budgeting and strategic planning. Any other topics of interest should be forwarded to him.

The Office of the Vice President for Research and Creative Activity would like to sponsor an undergraduate research symposium in late fall 2014. Departments interested in participating should nominate a faculty member to assist in coordinating.

Dr. Gordon met with Enrico Sassi, director of the Center for Writers, to discuss a pilot program to place a disciplinary writing consultant in the College to assist students and faculty in writing research papers and grant proposals. He is requesting $3,500/semester, beginning spring 2015, for salary support; the Dean’s Office will provide half with the remainder to come from departments.

Dean Wood provided an update on the recently completed salary budget process, noting that he was able to make some headway in addressing market issues.

Dean Wood plans to review the chair/lead evaluation process and suggest changes in the evaluation instrument to reduce redundant and confusing questions.
Since course fee applications are not being approved, several chairs expressed concerns about lack of funding to purchase lab supplies, etc. Dean Wood stated that it would be appropriate for Department Heads/Chairs to contact VP Bollinger to ask if his office would provide funds [note added in proof: However, on reflection it is clear that such requests must go through the Dean and then the Provost].

There was a short discussion of the EPSCoR director search.

The meeting adjourned at 10:55 AM.

Submitted by,

Nancy Suttle
12 May 2014