

CHAIRS' COUNCIL MEETING

2 September 2014

3:00 PM

Minard 206

Present: Boyer, Cook, Council, Duncan, Gordon, Kelter, Magel, May, Reed, Schwert, Shen, Slator, Webster, Wood

Dean Wood announced that he will be out of the office September 4 through 10.

Paul Kelter, Director of the Center for Instructional Excellence and Innovation and the Center for Science and Mathematics Education, and Gang Shen, Faculty Senate Executive Committee representative, were introduced.

Provost Ingram joined the meeting to hear comments and discuss concerns. Distance and Continuing Education courses and revenue were discussed and the Provost assured chairs/heads that she would not be sweeping funds from department DCE accounts. Other issues brought forward were course/lab fees, static TA budgets, improving communications between academic units and administration, the proliferation of paperwork, payroll forms and auditing requirements, the cumbersome process for hiring temporary positions such as post-doctoral researchers, and central advising. The Provost noted that she would be interested in attending departmental faculty meetings if her schedule permits. She departed at 3:45 PM.

Dean Wood provided additional information on possible changes to DCE funds. Some departments have accumulated large balances in DCE and other funds and the Provost wants Deans to more actively manage those funds. Provost Ingram also considers DCE as base funding, although the allocations are not permanent but based on courses taught and enrollments. Dean Wood asked departments to develop strategies for effectively spending down large accumulated balances in discretionary funds. Since these balances have accumulated over a period of time and are not recurring funds, no open-ended commitments should be made based on them. Suggestions for strategic spending include professors of practice, post-docs, lecturers and startup packages for new faculty.

Policy states that adjunct professor appointments should have a memo of understanding regarding the expectations and term of appointment. In practice, the terms of adjunct faculty are indefinite. The Provost would like to adhere to policy by instituting a time limit on their appointments. Chairs/heads would prefer that it be on a case-by-case basis as some adjuncts need only be in that status for a year or two, while others serve as adjuncts for their entire careers.

The meeting adjourned at 4:10 PM.

Submitted by,

Nancy Suttle
4 September 2014

CHAIRS' COUNCIL MEETING

23 September 2014

2:30 PM

Minard 206

Present: Anderson, Boyer, Cook, Council, Duncan, Gordon, Kelter, Magel, May, Reed, Schwert, Shen, Slator, Voronov for Webster, Wood

Robert Correll, new science librarian, was introduced. He is interested in building strong communications with faculty and students and being part of the scholarly process.

Dean Wood is hosting a reception for new faculty and department chairs/ heads at 5:30 on Thursday, September 25.

Lisa Nordick and other DCE staff will attend the October 14 meeting to discuss offering non-credit and executive education programs. The November 4 meeting has been rescheduled to October 28 and Larry Peterson/CULE team will attend.

Monique Anderson, new director of development for Science and Mathematics and Arts, Humanities and Social Sciences, was introduced. She has met or will be meeting soon with all chairs/heads to discuss potential projects and donors, but Dean Wood will make final decisions on which major donor projects she will be working on.

An editorial change has been made on the College Promotion, Tenure and Evaluation guidelines to make the date that portfolios are due in the Provost's Office (December 17) consistent with University policy. It was pointed out that the 2014-15 NDSU PT&E guidelines the date that portfolios are due in the Dean's Office is October 20 but it is October 15 in the College guidelines. Due to this confusion, the later deadline (Oct. 20) will be adopted by the Dean's Office.

Provost Ingram announced at Dean's Council that the North Dakota University System has decided that students on the tuition cap plateau will no longer be charged DCE fees effective next academic year. Vice President Bollinger expects that the revenue lost from this new policy will be more than compensated for by increased revenue elsewhere, e.g., the state's new funding model.

President Bresciani will appoint three committees (teaching/learning, research, outreach) to gather information for a University strategic plan. The reports of these committees will be due by the end of the semester and vetting of a strategic plan will occur during spring.

In the absence of policies and procedures for the College Curriculum Committee (CCC), Dean Wood drafted a document which has been discussed and revised by the CCC.

He asked chairs/heads for additional comments and suggestions. A draft will be presented for discussion at the October 21, 2014 College faculty meeting.

Announcements:

President Bresciani requests consistency in communication and use of the University tagline “Student-Focused/Land Grant/Research University” wherever possible.

Provost Ingram has asked for spring extra section requests within the next week.

R.S. Krishnan is stepping down from his position as Vice Provost and will return to the English Department.

The search for the College of Business Dean has been temporarily halted. An interim dean of the College of Business will be named by the Provost. The search for the “permanent” Dean will be restarted later this fall. [note added in proof: It was just announced that Dr. Jane Schuh has been appointed to the interim deanship.]

The meeting adjourned at 3:30 PM.

Submitted by,

Nancy Suttle
26 September 2014

CHAIRS' COUNCIL MEETING

14 October 2014

2:30 PM

Minard 232A10

Present: Anderson, Boyer, Cook, Council, Duncan, Kelter, Magel, May, Schwert, Shen, Slator, Stockwell for Reed, Voronov for Webster, Wood

Lisa Nordick, Lisa McNamara and Kari Bitz of Distance and Continuing Education attended to discuss potential non-credit outreach opportunities. The goal is to allow faculty to provide practical information in their areas of expertise to the general public, business leaders and industry executives.

Dmitri Kilin's Science Café presentation was held on Tuesday, October 14.

Dean Wood reminded chairs/heads of the importance of acknowledging contributions to their Development Foundation funds.

The announcement and application for Spring 2015 Learning Assistants will be sent soon. Departments are expected to provide matching funds to pay for part of their LA salaries.

A budget analysis of each department's local and DCE funds, including expected revenue, carryover from the previous fiscal year, current commitments and strategic plans for spending, are due to Dean Wood by October 31.

As part of the University strategic planning process, Provost Ingram has convened three task forces on teaching, research and outreach. College representatives are Sean Sather-Wagstaff (teaching) and Mark McCourt (research).

The Research and Technology Park is compiling a database of research equipment and faculty expertise.

An internal search will be held to fill positions of Vice Provost for Academic Affairs and Vice Provost for Faculty Affairs.

The Deans will meet soon with the current UDPs to discuss the process of selecting University Distinguished Professors.

Representatives from the National University of Science and Technology in Pakistan were on campus recently to discuss joint graduate programs in environmental science, computer science, transportation/logistics, materials science, neuroscience and STEM education.

The meeting adjourned at 3:40 PM.

Submitted by,

Nancy Suttle
15 October 2014

CHAIRS' COUNCIL MEETING

28 October 2014

2:30 PM

Minard 232A10

Present: Boyer, Cook, Council, Duncan, Kelter, Magel, May, Reed, Schwert, Shen, Slator, Wood

Absent: Webster

Dean Wood reminded chairs/heads that departments and individuals representing departments should ensure that publications and other communications are consistent with NDSU's key message of a student-focused, land-grant research university.

Chairs/heads are invited to a demonstration of Digital Measures software, a database for managing faculty data, at 9:00 AM on Wednesday, October 29, in Minard 206.

Budget exercise reports on local/DCE/self-support funds are due to Dean Wood by October 31, 2014.

Dean Wood pointed out that when DCE funds become "regular" appropriated funds in the future, carry-over from one fiscal year to another will no longer be possible unless there are extenuating circumstances.

Deans Wood, Peterson and Clark Johnson are drafting a document of recommended principles, priorities and processes for budget planning and resource allocations within Academic Affairs.

Justification is needed for any new (never taught before) spring DCE courses that are being proposed. Please provide information to Dean Wood who will discuss with the Provost.

An open meeting to discuss the new STEM building will be held on Friday, October 31, at 3:00 PM in the Peace Garden Room.

Participation in the upcoming 2014 United Way Campaign is encouraged.

Dr. Duncan noted that, as a part of the Mathematics Department curricular reevaluation, he would like to meet with departments to discuss needs for lower-level math courses.

Larry Peterson and Seth Rasmussen, members of the CULE (Core Undergraduate Learning Experiences) team, joined the meeting to discuss integrating/embedding general education courses into major requirements.

The meeting adjourned at 3:50 PM.

Submitted by,

Nancy Suttle
29 October 2014

CHAIRS' COUNCIL MEETING

9 December 2014

2:30 PM

Minard 232A10

Present: Anderson, Cook, Council, Duncan, Magel, May, Reed, Schwert, Shen, Slator, Webster, Wood

Absent: Boyer, Kelter

Enrico Sassi of the Graduate Center for Writers provided an update on the disciplinary writing consultant program. Matt Warner will be working 20 hours/week in the College this spring to survey writing needs, provide formative assistance and help with writing initiatives. Enrico and Matt will contact each department chair/head to schedule informational meetings.

Dean Wood reminded chairs/heads that, per the recently-approved College Curriculum Committee policy, membership on the committee will be on a rotating basis with those serving limited to two 3-year terms. The Departments of Statistics, Physics and Computer Science need to name a representative by Fall 2015; Chemistry & Biochemistry, Mathematics and Geosciences by Fall 2016; Biological Sciences, Psychology and Coatings & Polymeric Materials by Fall 2017. All departments will need to name an alternate by Fall 2015. Representatives rotating off in the above sequence may be immediately re-elected/-appointed by their departments and will be eligible for up to two terms. In other words, current service by folks appointed before the institution of the new policy does not count towards the two-term limit.

Dean Wood clarified the request from the Provost to provide reasons on a summary Excel spreadsheet for extensions of the probationary period in the promotion and tenure process.

AnnaLisa Nash, NDSU's export control officer, is working to ensure compliance with federal regulations governing the transfer of goods, services and data to non-U.S. persons and locations. Export control applies to faculty traveling to foreign countries for research and consulting, and also to information and technology transferred to foreign nationals doing research in NDSU laboratories (deemed export). For some countries the simple act of transporting a computer with certain seemingly innocuous hardware/software technology can be in violation of the rather complex export control laws. **Penalties levied on non-compliant individuals can be severe and include confiscation of computers at customs and immigration, significant fines, jail time, and disbarment from federal grants.** Currently, the laws are most restrictive for China, Cuba, North Korea, Sudan, Syria, and Iran, but many other countries have some restrictions and the lists change frequently. Moreover, there exist lists of specific individuals in all kinds of countries with which any interaction is forbidden by one or

more federal agency. Dean Wood suggested that faculty members with upcoming foreign travel contact AnnaLisa for current updates and advice. E-mail: annalisa.nash@ndsu.edu; telephone: 231-6455.

Dean Wood noted that some endowed scholarships generate only modest amounts of available scholarship dollars and departments may be reluctant to make such small awards. However, it is important to make these awards regularly, both in terms of donor and recipient appreciation. Monique Anderson mentioned that there are about 20 scholarships in the College without memos of understanding that stipulate the criteria for awarding the scholarships. She is researching them and will seek input from chairs/heads in the cases where there is no current donor to check with.

The Governor's budget did not recommend funding for any capital projects, including the Dunbar Hall renovation, but did recommend fully implementing the new funding model.

Provost Ingram has distributed her entire FY 14 extra section budget. She suggested to Dean Wood that any additional needs should be handled with current College/department resources.

The College will be receiving significant new funding to fulfill commitments for new faculty positions in Coatings & Polymeric Materials and Chemistry & Biochemistry to the NSF-EPSCoR project dealing with Sustainable Material Science. There will also be significant support the Math Emporium.

Dean Wood provided a comprehensive update on the new DCE funding model, including advantages and disadvantages.

The meeting adjourned at 4:00 PM.

Submitted by,

Nancy Suttle
16 December 2014

CHAIRS' COUNCIL MEETING

9 February 2015

1:00 PM

Minard 232A10

Present: Anderson, Boyer, Cook, Council, Duncan, Gordon, Kelter, Magel, May, Reed, Schwert, Shen, Slator, Webster, Wood

Charlene Wolf-Hall, Vice Provost for Academic Affairs, attended to discuss and answer questions regarding upcoming changes in summer school.

In an update from Deans' Council, Dean Wood noted that there are issues resulting from students adding courses late. There is discussion about developing a policy on late adds and implementing a more rigorous process for approving adds after the deadline.

There has been discussion of the adoption of Digital Measures, a software package for managing and producing reports of faculty data (e.g., publications, grants, courses, etc.) at Dean's Council. There is consensus that this package would be beneficial so Provost Ingram plans to purchase Digital Measures for campus use. It will be used initially for annual reports and PTE portfolios, but the plan is to eventually upload entire faculty CV's. Eventually this software will be able to generate automatically such things as NSF and NIH Bio Sketches in addition to annual reports and PTE portfolios and will be a huge time-saver for faculty and staff. The university currently has a contract for a different type of software, Academic Analytics, but the Provost has serious concerns about the accuracy of that system. Although Academic Analytics and Digital Measures do fundamentally different things, it is likely that we will not renew our contract for AA and the savings will be used to help cover the cost of DM.

Dean Wood is considering adding a new staff position funded with the Dean's Office DCE permanent allocation and some funding from Geosciences to serve as a half-time assistant for the Department of Geosciences and also to help administer the Learning Assistants program, assist with inputting data into the Digital Measures database and assist with development efforts.

Jolynne Tschetter, Executive Director of Corporate and Research Foundation Relations, attended to provide an overview of her position and answer questions. She would like to be the interface between departments and businesses, and would appreciate receiving departmental "white papers" and overviews.

There was a short discussion of departmental website upgrades.

The meeting adjourned at 2:25 PM.

Additional note: It was announced at Dean's Council that the new tuition model (Pathways) awaiting Chancellor's approval has two components:

1. DCE courses on campus would be rolled into regular tuition beginning Fall 2015
2. Course and program fees would roll into regular tuition beginning Fall 2016

To deal with additional needs for course and lab fee income that have arisen since these were "frozen" a couple years ago or will arise in the future, we are told that in a new budgeting process starting this spring/summer, deans will be able to make requests for increases to appropriated budgets to cover such increased costs.

Submitted by,

Nancy Suttle
11 February 2015

CHAIRS' COUNCIL MEETING

23 February 2015

1:00 PM

Minard 206

Present: Anderson, Council, Duncan, Hershberger for Cook, Magel, May, Reed, Schwert, Shen, Slator, Wood

Absent: Boyer, Gordon, Kelter, Webster

Dean Webster is the recipient of the 2015 Waldron Award.

Dean Wood provided updates from Deans' Council:

- The search for a new CEO of the Development Foundation is behind schedule and the Capital Campaign is on hold.
- President Bresciani may request a change in who is identified as an "officer of the institution".
- The Provost is requesting only a College annual report summary, not department reports. However, the Dean will still need departmental reports with data such as refereed publications, presentations, proceedings, proposals submitted, grants awarded, etc. Departmental reports should also list three highlights/bullet points.
- The Digital Measures database will be implemented by NDSU. After it is, annual reports, PTE portfolios, and many other types of reports will be managed by DM.

Dean Wood mentioned that the President was surprised by the relatively low attendance and lack of discussion at his meeting with College faculty and staff on February 10.

He reminded chairs/heads that any ideas for development projects should be proposed and approved by him before being discussed with Monique.

Departments need to provide Monique with two high-priority funds that the Development Foundation can target for contributions during the faculty/staff campaign.

Dean Wood has received and approved DCE budget plans for Biological, Geosciences, Mathematics and Statistics. Psychology and Computer Science are currently under review. He has not received one from Chemistry and Biochemistry yet.

Policy 152.2, Membership in Professional and Service Organizations, was reviewed. The Dean will no longer approve payment of professional society memberships for individual faculty from university funds, which includes indirect cost funds as these are not allowable under policy except under very limited circumstances. Institutional

memberships may still be paid from University funds. Per concurrent policy 812.12, individual membership are allowable from grant funds if written into the grant budget and the membership (including journals) may only be used on the grant project or projects from which the dues/fees were paid.

Course fees will be rolled into tuition in Fall 2016. The Provost intends to have a process in place which would allow requests for new budget increases.

Publication Services will no longer provide support for written departmental and College newsletters, although departments may elect to continue preparing and sending their own newsletters. Laura McDaniel will be developing a College communication plan in which the annual College newsletter is replaced by, e.g., quarterly emails or postcards to alumni with links to interesting stories about students and alumni on our website. She will attend the April 6 Chairs' Council to discuss the plan.

Under the new administration in the College of Business, interest in the proposed Professional Science Master's program has been renewed.

Dean Wood will be developing a list of College priorities to address the new University strategic plan. He asked that each department prepare a "mini-roadmap" proposal. He will assemble a committee with representatives from each department to review and rank the proposals in early April. He asked for nominations to the committee from chairs/heads by February 27.

The meeting adjourned at 2:30 PM.

Submitted by,

Nancy Suttle
25 February 2015

CHAIRS' COUNCIL MEETING

12 January 2015

1:00 PM

Minard 206

Present: Boyer, Cook, Council, Gordon, Kelter, Magel, May, Reed, Schwert, Slator, Webster, Wood

Absent: Anderson, Duncan, Shen

Dean Wood will be out of the office on a development trip January 19-23.

The Budget Office transferred FY 2014 DCE allocations into departmental 30903 accounts, followed by a sweep of transfers that occurred after July 1, 2014, including some transfers from the Dean's Office for other commitments that should not have been swept. Nancy is working with the Budget Office to correct those.

On July 1, 2015 the DCE allocation will become permanent base funding. Dean Wood is requesting a report from each chair/head how they plan to apportion their amounts. He encouraged increasing TA budgets and reducing faculty salary gaps. He also requests updated budget plans for how remaining DCE funds and local funds will be spent.

Currently summer school has three components: distance and continuing education, self-support and appropriated funding through the Provost's Office. This will be reorganized when Charlene Wolf-Hall takes over. The Provost would like to combine the self-support and appropriated models into a single summer-school model. This will likely result in the revenue from summer school being distributed, on a pro rata basis, over all departments involved in summer school. On the other hand, it seems likely that there will be greater freedom to offer summer courses, as long as some to-be-determined minimum enrollment is met.

Dean Wood provided comments on topics discussed at the Deans' retreat on January 8.

He asked that chairs and departments consider revamping their websites to make them more engaging for donors and prospective students. He asked for one or two volunteers willing to begin the process.

The meeting adjourned at 2:20 PM.

Submitted by,

Nancy Suttle
15 January 2015

CHAIRS' COUNCIL MEETING

26 January 2015

1:00 PM

Minard 206

Present: Anderson, Boyer, Cook, Council, Duncan, Gordon, Magel, May, Reed, Schwert, Shen, Slator, Webster, Wood

Absent: Kelter

College faculty and staff are invited to a presentation/question-and-answer session with President Bresciani on Tuesday, February 10, at 3:00 PM in the Prairie Room of the Memorial Union.

Dean Wood provided an update on Academic Analytics, a database of faculty information that can be used for comparisons with other institutions.

Dean Wood summarized the DCE allocation process and noted that the internal transfers from the Dean's Office that had been swept by the budget office have now been re-posted to the receiving departments.

There have been several issues recently with payroll forms being submitted late for work that has been done months prior. Federal and state laws mandate that employees must be paid at the time they are performing the work. This applies also to grant funds that are anticipated but have not yet been received. Additionally, graduate students are limited to working 20 hours per week total; it is the hiring department's responsibility to: 1) fully inform graduate students they hire of the university's policies vis-à-vis employment hours and especially the risks to international students if they work more hours than permitted by policy and state and federal laws; 2) submit the appropriate hiring paperwork in a timely matter so that the payroll office can detect situations in which the graduate students may be working more than one job that exceeds a total of 20 hours; and 3) for domestic students only, get prior permission from the graduate dean before offering any employment beyond the standard 20 hours. International students may have their visas revoked if working greater than 20 hours per week. The Dean's Office won't approve any payroll forms that are not in compliance.

There was discussion of establishing a separate merit pool for exceptionally productive faculty.

The meeting adjourned at 2:05 PM.

Submitted by,

Nancy Suttle

30 January 2015

Chair's Council Notes
March 9, 2015

Announcements were made, including the following

- Dr. Wood will be accompanying the Geosciences field trip March 12 – 20
- The Math Emporium will start Fall 2015; advisors should be aware it is for first and second year students; active learning not lecture format
- Dr. Wood has invited Dr. Carl Wieman, a Nobel laureate in Physics who is a proponent of active learning to speak next fall at a pedagogical luncheon and to give a specialized physics and/or general public science talk; as of yet he has not responded
- Space it at a premium in the Dean's office. Currently exploring moving conference room to lunch room on second floor and convert current conference room to two offices

Budget Planning – Dr. Wood reviewed the form and criteria. Proposals are due Monday, April 20. Each department may submit 2 proposals but one must be collaborative with another department(s). A committee will review the proposals and rank them. The input of Chair's Council will also be sought, with the final decision on rankings resting with the Dean. All proposals should build on current strengths and relate to the University Strategic Plan, show a clear return on investment, and demonstrate a positive impact beyond the department level.

Classroom Modernization Project – There are \$40,000 available in the classroom modernization fund. Departments can submit a mini-grant request for modernization of a classroom or instructional lab. Maximum 2 page whitepaper requesting funds due by Thursday, April 30.

Development

- Power of One campaign for NDSU's 125th Anniversary kicks off on March 10. Gifts of \$125 are encouraged. Brochures were distributed to all faculty and staff. Please encourage participation. Highlighted funds for each department are on the Foundation website.
- Reminder that if your department receives an in-kind (non-cash) contribution, be sure to notify Monique or the Foundation, to ensure it is properly documented.
- Department databases – if a department is maintaining its own alumni database, please forward a copy to Monique so that the development records can be updated with the same contact information.

Department Websites – please be sure that faculty ranks are up to date on websites. Outdated information is still out on some sites.

Scott

CHAIRS' COUNCIL MEETING

23 March 2015

1:00 PM

Minard 232A10

Present: Council, Duncan, Gordon, Kelter, Magel, May, Reed, Schwert, Shen, Slator, Wood

Absent: Anderson, Boyer, Cook, Webster

Marc Wallman and Kim Carlson of Information Technology Services attended. Discussion items included renewing monthly Microsoft "Girls in Computing" sessions, NDUS-centralized IT services, laptops in the STEM building, password security, Typo3 and "shadow" financial tracking systems.

Dean Wood and Nancy have a budget meeting scheduled with the Provost and Jody Dewald next week.

The spouse of an AHSS faculty member with expertise in glass-blowing and fabrication is seeking a half-time position. It could be funded on a fee-for-service basis. There may be cross-College interest.

Departments are reminded to maintain the same level of DCE credits as they offered in FY 14.

The spring faculty meeting will be at 3:30 on Thursday, March 26, in QBB 104. One nomination is still needed for the PT&E Committee and two nominations are needed for Faculty Senate.

The meeting adjourned at 1:50 PM.

Submitted by,

Nancy Suttle
23 March 2015

CHAIRS' COUNCIL MEETING

May 4, 2015

1:00 PM

Minard 206

Present: Anderson, Boyer, Cook, Council, Duncan, Gordon, Magel, May, Reed, Schwert, Shen, Slator, Webster, Wood

Absent: Kelter

The 2015 Community Lecture presented by Thomas Joiner on April 29 was very well-attended.

The last Science Café of the semester will be Tuesday, May 12, at 7:00 PM in Stoker's Basement of the HoDo. Dr. V. Ramamurthy will present "Science and Scientists".

Dean Wood asked if departments wished to continue the collaboration with the Graduate Center for Writers. The general consensus was that it was valuable for graduate students and the College should continue to support the program.

Dean Wood encouraged chairs/heads to prepare preliminary salary recommendations due to time constraints during the upcoming budget process. The Dean's Office expects to receive the College allocation from the Provost late Friday, May 15 and chairs/heads should return their recommendations to Nancy by 8:00 AM on Tuesday, May 19 in order to meet the Provost's deadline of May 21.

There was a discussion of catering options for the College picnic.

Graduate student travel grants are currently awarded on a first-come/first-served basis which causes concerns about fairness. It was suggested that students presenting at their first conference and who have not received an award before be given priority. Additionally, an abstract, rationale for need and an advisor's statement were also recommended.

Following general budget comments, the meeting adjourned at 2:10 PM.

Submitted by,

Nancy Suttle
May 5, 2015