

CHAIRS' COUNCIL MEETING

August 14, 2015

1:00 PM

Minard 206

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

The College picnic is scheduled for Wednesday evening, August 19, at Oak Grove Park.

Dr. Carl Wieman, a Nobel Laureate in Physics, will participate in a Pedagogical Luncheon via video conference on September 15, 2015. He will be speaking on the importance of reforming STEM education.

The College ended fiscal year 2015 slightly in the black in its overall appropriated funds, returning \$4,700 or 0.025% of the budget to University coffers.

Dean Wood outlined one-time funding opportunities available from the Provost's Office, including approximately \$500,000 for a first round of Teaching Equipment Replacement/Upgrade proposals. Chairs should prioritize their department's proposals and forward to him. (Note that the deadline for this first competition was very tight, i.e., August 17, and has already passed. However, the Provost anticipates to have additional calls in the future).

Enrollment management (formerly extra section) funds have been allocated to the College for specific course needs which will be tracked by Vice Provost Wolf-Hall.

A draft of a policy on proposed family and medical leave for graduate students was distributed and discussed.

A draft of a revised graduate student travel grant application was discussed. For the next round of grants (September 1 through December 31, 2015) the criteria for funding will be a) whether this is the first presentation at a professional meeting while a graduate student at NDSU and b) whether the student has received funding in a prior round. A word limit and signature lines will also be added to the form.

Facilities Management is doing a comprehensive space audit to be in a better position to respond to a potential audit that could be commissioned by the NDUS/State Board in the near future. It is important that departments cooperate fully with FM's efforts to ensure that NDSU can defend future requests for capital projects.

Three candidates for the position of CEO of the Development Foundation/Alumni Association will be interviewed at the end of August/early September (note: since the meeting one candidate has withdrawn).

The Provost is providing salary funds to each College for a half-time development officer. Since Monique Anderson's position is shared by CAHSS and CSM, the Provost will cover her salary, releasing funds to the Colleges for other uses. There was discussion of proposed reorganization of the reporting structure for development officers.

Chairs were asked to encourage students to participate in the Three-Minute Thesis competition sponsored by the Graduate School.

A consultant, the Educational Advisory Board, has been retained to help with student success and retention efforts. New software, Student Success Collaborative, will be used to help facilitate advising.

Contracts and background checks are required for all graduate students receiving an assistantship as of fall semester. The Provost will cover the cost of background checks for graduate students. The Provost has proposed modifying the manner in which departments and colleges are charged for background checks for faculty and staff. The Provost Office will charge back a flat fee to the Dean's Offices. The mechanism for the Dean's Office billing the departments is still under consideration.

The meeting adjourned at 2:45 PM.

Submitted by,

Nancy Suttle
August 18, 2015

CHAIRS' COUNCIL MEETING

September 10, 2015

2:00 PM

Minard 206

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

Nominations for student commencement speakers for the December graduation ceremony are due to Rob Gordon by September 23, 2015.

19 applications were received for the September 1 through December 31, 2015 graduate student travel grant program. 7 of the applicants are first-time presenters.

Dr. Wittrock is stepping down as Dean of the Graduate School and Interdisciplinary Studies and returning to the faculty in Psychology on December 31.

A reunion of 1960s alumni took place on Friday, September 11. Activities included a "State of the College" address by Dean Wood and campus tours.

This fall semester 57 Learning Assistants are assisting in 20 courses in 7 departments.

Dr. Carl Wieman, Nobel Laureate in Physics, will give a video lecture at the Faculty Development Luncheon on September 15 in the Ballroom at 11:30 AM.

Dean Wood announced that John Glover has accepted the position of CEO of the Development Foundation/Alumni Association.

The Dean's Office is in the process of restructuring staff positions such that Diane Goede will assume the Assistant to the Dean duties and Nancy Suttle's responsibilities will focus solely on budget/finance.

Monique Anderson provided an update on Jim Falck's gift to the College of Arts, Humanities and Social Sciences.

All employees must submit travel authorization requests to their supervisor/department head prior to traveling. The approved request should be forwarded to the Dean. Lack of prior authorization results in no insurance coverage during travel and issues with reimbursement of expenses.

There have been many late payroll forms submitted recently. Dean Wood reminded chairs/heads that federal regulations require that payment must be made when work is being performed and asked that they convey this to faculty and staff involved in hiring. Occasionally extenuating circumstances may lead to late submission of forms. In those

cases an explanation should be included. It was also noted that the Provost and the Budget Office want the practice of paying instructors "by the student" to cease as this is a major contributor to delayed payments. Department's may pay instructors based on enrollment tiers, e.g., one rate for 1-10 students, another for 11-20, etc. However, in every case payment must be based on enrollment at the start of the course and the instructors must be paid as they complete the work. Finally, no one should be allowed to work until and unless they have been officially appointed into a position. Folks working for NDSU without being appointed are not covered by workmen's compensation insurance and leave the department/college/university open to violations of Export Compliance laws.

There was discussion of the Research and Discovery Grant Challenge Initiative RFP and matching requirements. Dean Wood also noted that proposals from CSM need to have other fields (such as arts, humanities, social sciences) well-integrated.

The NDSU policy manual is in need of major revisions due to changes such as no longer having a General Counsel's office on campus and the dissolution of the EDGO office.

There was discussion of concerns about policies and procedures in the Research Office. .

The meeting adjourned at 3:00 PM.

Submitted by,

Nancy Suttle
September 21, 2015

CHAIRS' COUNCIL MEETING
1 October 2015
2:00 PM
Minard 206

Present: Jeff Boyer, Warren Christensen, Greg Cook, James Council, Ben Duncan, Rhonda Magel, Sylvio May, Peter Oduor, Wendy Reed, Brian Slator, Nancy Suttle, Dean Webster, and Scott Wood

Absent: Monique Anderson

Agenda Item 1: Announcements

There has been a call to update common course contacts. Please remember to send this information to Nancy Suttle.

Dean Wood is serving on the search committee for the new Graduate School Dean. Please send any external or internal candidate suggestions to him. He will extend an invitation to the individual to apply for the position.

Dean Wood is pleased to announce Marla Spivak, University of Minnesota professor of entomology and 2010 MacArthur Fellow, has agreed to be the speaker for the 2016 Community Lectureship Series scheduled on April 28, 2106.

Please remind faculty to encourage students to participate in the 2015-2016 3-minute Thesis Competition. This year's competition is scheduled for February 10th, 2016. Up to six graduate students will be selected to represent the College of Science and Mathematics at the university-wide competition. Students who place as finalists in that competition will receive cash prizes.

A call to departments was made last year for classroom modernization. Dean Wood has agreed to fund the Center for Student Success in the Statistics Department. In an ongoing effort to enhance the tutoring experience for the students taking various basic Statistics classes, the Statistics Department proposed a new design for the tutoring space. They proposed setting up two computers with some easily movable tables and chairs and some tabletop white boards for tutors to write on. Also a Steelcase media scape for multiple computers and collaboration.

Dean Wood is working on a draft of a development plan in an effort to guide the Director of Development's efforts when visiting with donors.

The all College faculty meeting is scheduled on October 27, 2015 at 3:30 p.m. in Sudro 26.

Agenda Item 2: Faculty Hiring

There are currently no plans for existing faculty positions to be swept by the college or the Provost when a faculty member resigns/retires from their position. However, college policy is to sweep any positive differential between the funds in the open line and the salary actually offered to the replacement hire. Chairs may make a request to retain some or all of that differential. Thus, the filling of open lines will continue as normal, although it would be advisable where appropriate to justify filling of existing lines with reference to the Grand Challenges and the Strategic Vision and Plan. However, it is highly unlikely that a new faculty line would be funded by the Provost outside of the two current RFP processes and without justification in terms of the Grand Challenges and the Strategic Vision and Plan.

Agenda Item 3: Consulting Authorization Requests

The Provost is examining these forms closely and asking for more information. A new form will be forthcoming. Requests for consulting activity periods lasting more than one year will not be approved. Authorization for long-term activity must be sought on an annual basis.

Agenda Item 4: Digital Measures

Faculty members from each college volunteered to have their information added to Digital Measures. The main focus is on the last three years of information. Kim Carlson and Diane Goede will receive training on the software in the near future and Kim will assist in data entry.

Agenda Item 5: Criminal Background Checks

Discussion occurred on the importance of completing background checks before students begin employment in order to stay in compliance with SBHE policy. Background checks are mandated for graduate students serving in teaching roles, whether or not these positions are paid positions. The Graduate Dean will notify Deans to follow-up with students to ensure background checks are completed. Deans' assistants will be copied on e-mails to assist in tracking. Dean Wittrock is working on creating a universal course number to identify students who are teaching for course credit.

Agenda Item 6: Policy 327

Revisions to Policy 327 have been finalized and sent to SCC. 360 reviews would change from every three years to every five years. The initial review would be conducted after three years. Reviews can be requested earlier than five but must be at least every five years. Annual evaluations still need to occur.

Agenda Item 7: Confidentiality of Searches

The minutes of search committee meetings are public record and must be provided to anyone upon request. Personal information must be removed, i.e., address, home/cell telephone numbers, employee ID numbers, driver's license numbers.

Agenda Item 8: Post-Doc Hiring Policies

Discussion occurred on the policy regarding the hire of post-docs. A post-doc can be hired on a grant without a search if certain conditions are met, however, the post-doc cannot be transferred to another grant/project unless they were hired with a search. A search must be done if hiring a post-doc to work on more than one successive grant/project. Dean Wood suggested the position title should be research scientist instead of post-doc when conducting a search for a position that is expected to be long term, i.e., more than 1-2 years. It is recognized that the current search process for post-docs takes too long. Vice Provost Bilen-Green and Lois Christenson have expressed a willingness to work with the Budget Office and others to streamline the process.

Agenda Item 9: Space Audit

There will be a space audit at NDSU conducted by a private firm commissioned by the state in January 2016. Dean Wood suggested departments appoint a space committee to advise the chair on space usage in the department.

The meeting adjourned at 3:00 PM.

Submitted by,

Diane Goede
2 October 2015

CHAIRS' COUNCIL MEETING
15 October 2015
2:00 PM
Minard 206

Present: Monique Anderson, Jeff Boyer, Warren Christensen, Greg Cook, James Council, Ben Duncan, Rhonda Magel, Sylvio May, Peter Oduor, Wendy Reed, Brian Slator, Dean Webster, and Scott Wood

Absent: Nancy Suttle

Agenda Item 1: Budget and Strategic Priorities

Dean Wood updated the Department Heads/Chairs on several budgetary issues including expected revenue changes for the next biennium due to the funding formula, summer school, DCE, and extra section money, giving special attention to how they relate to central administration's strategic goals.

In his State of the University Address President Bresciani announced that NDSU will continue to pursue membership among the nation's top research universities. He stated that to accomplish this goal NDSU must pursue an enrollment of 18,000, grow student scholarship endowment by \$100 million, and pursue an increase in endowed chair and faculty positions.

In Dean's Council meetings and one-on-one meetings with Dean Wood, the Provost has discussed the President's plan in greater detail. The overarching goal is to increase the reputation of NDSU as a research university (as evidenced in large part by moving up the Carnegie and other national rankings, inclusion of some of our graduate programs in the National Research Council rankings, and possible eventual membership in the Association of American Universities). It is recognized that pursuing this overarching goal will require considerable resources. These resources are to be obtained via internal reallocation by increasing the efficiency of instruction (larger class sizes, etc.) and cessation of less mission-critical activities combined with generation of new revenue from increased undergraduate enrollment and decreased DFW rates (i.e., new tuition and funding formula revenue). Growth in both enrollments and external funding are also expected to reduce fixed per capita costs by realizing economies of scale.

The Deans have all been instructed to get on board with the above plan. Dean Wood indicated that what this means for the college is that resources (faculty and TA lines, salary increases, start-up funding, etc.) will need to be allocated towards departments and programs that are making or have a strong short- to medium-term potential to make significant increases in the type of deliverables that will lead to increases in NDSU's research reputation and rankings (e.g., research expenditures, numbers of PhD students, numbers of post-docs and visiting scientists, publications, etc.) and away from departments that are currently or are projected to be less successful in the above-mentioned areas. Dean Wood noted that he, in conjunction with chair's council, would be developing metrics and processes for resource reallocations with a view towards implementation by the end of the 2015-2016 academic year. Goals for each of the

above deliverables will be set for each department/program, taking into account relative faculty/staff sizes and national norms for each discipline. It is important to note that actions taken by the college to meet the above research goals cannot sacrifice overall SCH and degree production or student success rates.

Considerable discussion followed the remarks by Dean Wood.

The meeting adjourned at 3:10 PM.

Submitted by,

Diane Goede
16 October 2015

CHAIRS' COUNCIL MEETING
19 November 2015
2:00 PM
Minard 204J

Present: Jeff Boyer, Warren Christensen, Greg Cook, James Council, Ben Duncan, Rhonda Magel, Sylvio May, Peter Oduor, Wendy Reed, Brian Slator, Nancy Suttle, Dean Webster, and Scott Wood

Absent: Monique Anderson

Agenda Item 1: Pam Perleberg, Director of Annual Giving, Development Foundation, discussing Day of Giving Event

Pam Perleberg apprised the Chair's Council on the 2016 NDSU Day of Giving. The purpose of the event is to challenge alumni and friends of North Dakota State University to make a gift during a 24-hour period, on a date in the spring, or possibly next fall. The Foundation suggests that a single fund (or at most two) for each college be designated for this event.

Agenda Item 2: Nancy Lilleberg discussing the Digital Toolbox Initiative

Nancy Lilleberg and CJ Johnson gave details on the Digital Toolbox Initiative. Peruse the Digital Toolbox page to learn more, and use the contact page to request a visit from the instructional services team <https://www.ndsu.edu/pubweb/media/toolbox/tools.html>.

Agenda Item 3: Development Foundation Update

Dean Wood stated the new Development Foundation President/CEO, John Glover, has been meeting with College Deans. John seems quite enthusiastic about cooperation between the foundation and the colleges in friend- and fund-raising.

Agenda Item 4: Software Purchases

The Provost has instructed Information Technology Services to provide a list of low-risk software options. This list will consist of software which, although not necessarily conforming to the letter of policy, nevertheless poses a relatively low risk. If ITS denies the purchase of software it appears that the Deans have been given the option to decide whether or not to purchase non-complaint software. However, this would then place any risk incurred at the department and college levels and university insurance would not cover the purchaser in the case of legal action by the software provider or any third party. Thus, permission from the Dean to purchase such software will not be automatic, but will of necessity be based on a risk analysis. The above-mentioned safe software list would facilitate such a decision. Dean Wood has met with Matt Hammer to discuss the risks in this decision making process.

Agenda Item 5: News from Dean's Council

The proposals received for the Grand Challenge were summarized and discussed. All proposals need some modification, refining and/or additional information before decisions are made. Provost Ingram and Kelly Rusch will communicate with PI's who submitted the most promising proposals, requesting that specific concerns be addressed. The final selections will then be made.

The next step in the Strategic Plan is for departments to review the Strategic Plan document and select their own goals https://www.ndsu.edu/provost/strategic_planning/. This document is meant to be a living document and suggestions for additions/deletions of goals/strategies are solicited by the Provost. In developing its strategic goals, a significant fraction of a department's goals should align directly with the goals in the above document, but a smaller proportion of goals may be more department- or college-specific. It is not intended that all departments participate in all the university goals. In fact, it is strongly recommended that only those that make sense for a particular department be selected, although clearly at least some goals addressing teaching and research must be included by CSM departments.

Agenda Item 6: New Business

Discussion occurred on research expenditures in the College of Science and Mathematics.

The meeting adjourned at 3:10 PM.

Submitted by,

Diane Goede
20 November 2015

CHAIRS' COUNCIL MEETING
December 3, 2015
2:00 PM
Minard 204J

Present: Jeff Boyer, Warren Christensen, Greg Cook, James Council, Ben Duncan, Rhonda Magel, Sylvio May, Peter Oduor, Wendy Reed, Brian Slator, Nancy Suttle, Dean Webster, and Scott Wood

Absent: Monique Anderson

Agenda Item 1: Announcements

The Grand Challenge letters will be sent out from the Provost's office today.

Rob Gordon announced that the College of Science and Mathematics Academic Saturday visit is scheduled on December 12, 2015, beginning at 9:00 a.m. The Office of Admissions provides these visits with a focus on learning more about academic programs. Visits include an information session, a student panel, a campus tour, a hands-on academic experience with faculty and lunch.

Agenda Item 2: Policy on Payments of Membership Dues or Fees

Dr. Wood reviewed the new College policy on payment for membership dues or fees. This policy is consistent with the relevant NDSU policies on the subject but provides additional clarification. The policy is attached and goes into effect immediately. It will also be posted on the policy page of the college website. During the ensuing discussion it was pointed out that, generally speaking, university funds of any kind can only be used to pay for membership fees or dues if the membership is considered to be an *institutional* one (i.e., the benefits and materials of membership are available to members of the university community beyond the individual) or otherwise provide *direct* benefit to the university. Reductions in registration fees for individual members are not considered to be a *direct* benefit to the university nor are these reductions available to other members of the institution. Note that the NDSU policies regarding membership fees/dues have been in place for a long time. However, they are to be more strictly enforced going forward.

Agenda Item 3: Dean's Council

Dr. Wood reported on the highlights from the President's visit with Dean's Council earlier that day. During this visit the President noted the following:

- 1) His comments regarding AAU status have been misunderstood. The President does not expect that NDSU will attain AAU status in the foreseeable future. Rather, over the next several years he hopes to be able to position the University to be "within striking distance of" attaining AAU status.
- 2) Given growth of enrollments in local and regional high schools, enrollments at NDSU will grow to 18,000 and possibly beyond even if we do little to stimulate them. The President stated that the difficult tasks will be to keep enrollments from

exceeding 18,000 and to make sure we have the desired mix of undergraduate and graduate students.

- 3) That overall student:faculty ratios at NDSU are comparable to or slightly lower than those of our peer institutions and that NDSU's student:faculty ratio has decreased over the past six years. On the other hand, NDSU's research productivity is low relative to the student:faculty ratio compared to peers. The President recognizes that faculty are taxed, but feels that there is a need to refocus efforts away from activities that are less critical for achieving our strategic goals, such as committee work.
- 4) That the accreditation visit appeared to go well. However, the President expects that the Higher Learning Commission's report will recommend that faculty lines that come open through resignation or retirement be reallocated in a more strategic manner than the current practice in which such lines "automatically" remain with the department.

The meeting adjourned at 3:10 PM.

Submitted by,

Diane Goede
December 7, 2015

CHAIRS' COUNCIL MEETING
January 7, 2016
9:00 AM
Minard 204J

Present: Monique Anderson, Jeff Boyer, Warren Christensen, Greg Cook, James Council, Stephanie Day (alternate for Geosciences) Rhonda Magel, Sylvio May, Lisa Montplaisir (alternate for Biological Sciences) Peter Oduor, Brian Slator, Nancy Suttle, Dean Webster, and Scott Wood

Absent: Ben Duncan and Wendy Reed

Agenda Item 1: Announcements

Dr. Wood is on the search committee for the Graduate School Dean. He stated there are 29 candidates for the Graduate School Dean position. The search committee is meeting later today to select a short list.

Agenda Item 2: Allocation of Costs for Background Checks

The Provost's office bills the Dean's office a flat fee of \$3000 to cover all background checks within the College. Discussion occurred on how the departments should reimburse the College. It was determined that departments will reimburse the College based on the percentage of actual new hires in their department within a calendar year (March 1 to February 28).

Agenda Item 3: Budget Update and Potential 2.5% Holdback

Dr. Wood stated that a minimum 2.5% holdback of NDSU's appropriated budget appears to be a virtual certainty. The holdback will apply across both years of the current biennium and could potentially be a permanent budget reduction going forward. President Bresciani is putting together a committee consisting of faculty members and perhaps others to make recommendations regarding implementation of the holdback. The 2.5% holdback will be done strategically and will not be done across the board.

Agenda Item 4: Discussion on progress towards development of strategic goals and metrics/metrics for salary raise poll allocation

Dr. Wood reminded the chairs/heads that two tasks were required of them and their departments during January. The first is that departments should propose a list of metrics to use in determination of the raise pools to be allocated to each department. This simple list can be sent to Dr. Wood as an e-mail or a hard copy memo. Once the proposed lists for all departments have been submitted, a common set of metrics for the entire college will be established after further discussion at chair's council.

The second task relates to the next step in the Strategic Plan, which is for departments to review the Strategic Plan document and develop a list of their own goals https://www.ndsu.edu/provost/strategic_planning/. In developing its strategic goals, a significant fraction of a department's goals should align directly with the goals in the above document, but a smaller proportion of goals may be more department- or college-specific. It is not intended that all departments participate in all the university goals. In fact, it is strongly recommended that only those that make sense for a particular department be selected, although clearly at least some goals addressing teaching and research must be included by all CSM departments. It is highly recommended that departments follow the template provided by the Provost's document. That is, under each overarching goal, departments should list metrics and timelines by which progress towards the goals can be measured as

well as strategies and parties responsible for implementation of the strategies. Upon receipt of the first draft, Dr. Wood will work with each department to refine its goals and strategies.

The lists of metrics developed under the two tasks should be related but may not be identical. Dr. Wood extended the deadline to complete these two tasks to February 1, 2016.

The meeting adjourned at 10 AM.

Submitted by,

Diane Goede
January 8, 2016

CHAIRS' COUNCIL MEETING

January 28, 2016

9:00 AM

Minard 204J

Present: Jeff Boyer, Warren Christensen, Greg Cook, James Council, Ben Duncan, Rhonda Magel, Sylvio May, Peter Oduor, Wendy Reed, Brian Slator, Nancy Suttle, Dean Webster, and Scott Wood

Absent: Monique Anderson

Agenda Item 1:

Anne Robinson-Paul and Sonya Goergen were guests from University Relations. Sonya and Anne requested to attend this meeting to learn more about the history of graduate recruiting in the college and find out department ideas and wishes for the future. Sonya handed out a data report of the Graduate School program. This will be sent to department heads/chairs in an electronic version.

Agenda Item 2: **Announcements**

Employees (included students) must have each out-of-state trip pre-approved by their immediate supervisor. In addition, employees in a department, college, or division must have each out-of-state trip pre-approved by their Dean or Director. Deans and Directors who report directly to a Vice President or Provost must have their out-of-state trips pre-approved by their Vice President or Provost. Vice Presidents, Provost, and others reporting directly to the President, must have each out-of-state trip pre-approved by the President. Prior approval is to be obtained by using the Travel Authorization – Out-of-State form. **Dean Wood will no longer approve travel authorization requests retroactively, except in very rare, extenuating circumstances in which the need to travel arose with only a few days notice.** Employees do not need to complete the travel authorization form for personal travel when they are not on contract. The Provost has delegated the authority to approve international travel to the deans.

Upon return from travel, any reimbursement forms must be signed by the individual's supervisor and cannot be signed by a proxy who is not above the supervisor in the chain of command. Thus, the chair/head must sign all reimbursement requests (this policy applies not just to travel, but also purchasing card and all other employee reimbursements) for faculty and staff direct reports – these cannot be signed by an administrative assistant. Similarly, department chairs/heads must have reimbursement forms signed by the dean. If a supervisor is out-of-the office for an extended period of time the supervisor's supervisor can sign the reimbursement forms. This is not a new policy but rather stricter enforcement of existing policies.

Dr. Wood is a member of the search committee for the Graduate School Dean. Last week the committee interviewed candidates via Skype. The committee narrowed down the candidate list to five. After reference checks the committee will narrow down that group and invite 2-3 candidates to campus for interviews in February.

The overhead formula for indirect returns has not changed. There is one grant currently being negotiated with special circumstances regarding indirect funding.

The Dean reminding the chairs two documents are due to him on February 1st. The first is a list of proposed metrics to use in determination of the raise pools to be allocated to each department. The second relates to the next step in the Strategic Plan, which is for departments to review the Strategic Plan document and develop a list of their own goals https://www.ndsu.edu/provost/strategic_planning/.

The Provost's office will be conducting a workshop and inviting deans and selected faculty to discuss the nature of faculty governance and determine in which ways faculty governance can be most effective.

The Day of Giving has been scheduled in April 2016. There will be focus on raising funds for one scholarship and one unrestricted fund in the College. The Dean stated both should benefit all departments within the College. He suggested using the Dean's Excellence Fund as the unrestricted fund. He also asked for suggestions for the scholarship. He will work with Monique Anderson and Diane Goede to determine the scholarship.

Paul Kelter is stepping down as the Director of the STEM Ed Ph.D. program.

Agenda Item 3: STEM Education Faculty Position

A faculty member in STEM Ed position is resigning at the end of the academic year. This opens up a STEM Education faculty position shared by the College of Science and Mathematics and the College of Human Development and Education. Dean Wood plans on opening this position to all disciplines with the College, as long as departments agree to certain conditions, most notably that the person hired must have a research interest in STEM education, the department must agree to support this research area, and if the person hired leaves, the position reverts back to the college. He will establish a search committee led by someone within the Dean's office (Jeff Boyer or Rob Gordon). All interested departments will have a representative on the committee, as will CHDE. Since it may be too late to find a replacement for next year Dean Wood will ask for salary savings to cover the teaching load of the individual leaving.

Agenda Item 4: Policy on Evaluation of College/Administrators

Significant changes to University Policy 327- Evaluation of academic Deans, Directors and Department Chairs and Heads have been approved by Faculty Senate. The new document separates policy and procedure. Discussion occurred on the changes in the University policy and how these changes affect the College policy. The dean will revise the proposed changes in the college policy to be consistent with the changes in 327, and bring it before the faculty before the end of this semester.

Agenda Item 5: Budget Update:

Dean's Council was informed by the Provost that the Chancellor has asked NDSU to submit a plan to the state board by Feb. 1 for dealing with a proposed 2.5% budget recession for the

current biennium. Because of the short deadline, it is not clear whether or when the previously proposed faculty committee will be involved in making recommendations for reductions. The Deans were told that the central administration would not be going to the colleges to manage the reduction.

Submitted by,

Diane Goede
January 8, 2016

CHAIRS' COUNCIL MEETING

February 11, 2016

9:00 AM

Minard 202

Present: Jeff Boyer, Warren Christensen, Greg Cook, James Council, Ben Duncan, Rhonda Magel, Sylvio May, Peter Oduor, Wendy Reed, Brian Slator, Nancy Suttle, Dean Webster, and Scott Wood

Absent: Monique Anderson

Agenda Item 1: Announcements

There will be Chairs' Council on February 17th at 1 p.m. in Minard 206 to discuss raise metrics.

Kim Carlson has resigned from the Dean's office and Geosciences Department with her last day working day Friday, February 25, 2016.

All full-time faculty will need to have an annual review according to NDSU policy. The department head or chair of the academic unit will be responsible for the conduct of reviews and the communication of the results. Reviews must be on file in a written report format. The annual review will state expectations and goals for the coming review period. For probationary faculty, the annual review should include an assessment of the faculty member's progress toward tenure and recommendations for improvement.

Agenda Item 2: Budget Update

The Chancellor has not sent recommendations regarding the 4.05% allotment, but some guidance is provided by his directions for the initially planned 2.5% allotment. Today is the due date for the upper administration to send an Excel file outlining the plan for meeting the allotment to the State Board. The narrative report is due to the State Board on February 22, 2016. All university initiatives (i.e., Grand Challenges and Student Success grant programs) are on hold, which will cover approximately half of the allotment. The Provost stated that the bulk of the other half of the allotment will be taken out of Academic Affairs (75%) and the remaining (25%) will be taken out of other areas on campus. [Note added in proof: since the February 11 Chair's Council Meeting the Provost posted detailed information on her website about the University's plan for meeting the allotment. That document provides the most up-to-date information on the topic.

Agenda Item 3: Faculty Hiring in the College Going Forward

One of the strategies to meet the allotment is that the central administration will now subject all hiring requests to additional scrutiny, and approval for some hires may be delayed or denied. Traditionally in the College when a faculty line becomes open a request was made by departments, Dean Wood approved the request and it was forwarded to the Provost's office as the requests came in. However, in order to make the hiring process a fairer and strategic

process in light of these changes, Dean Wood will initiate a new process involving the priority ranking of all new faculty hires in the College. This means that all expected hires for the next academic year will be held at the college level and all proposals will be considered as a group and ranked in priority order. This will be effective immediately. Dean Wood designed a form for departments to complete and a discussion will occur with department chairs and heads arguing the case for any new hires in their department. The final ranking of positions will ultimately be made by Dean Wood and forwarded to the Provost's office. Any searches that have interviewed candidates, scheduled candidates for interviews and are ready to make offers will continue on and will not be included in the ranking system. However, if any of these searches fail, those hires will be integrated into the ranking system. It is anticipated that even after the current budget situation has improved, the central administration will continue to take a more active role in the hiring process. Thus, a college priority ranking procedure for faculty hires will likely become a permanent feature, subject to any modifications that experience might suggest are necessary.

Agenda Item 4: Annual Chair/Head Evaluation Survey

Dean Wood introduced a new annual chairs/department head evaluation form based on a document designed by Brian Slator. This form more closely aligns with the areas of responsibility of chairs/heads as outlined in NDSU policy 327. Dean Wood asked for input from the chairs/department heads. The consensus was the form is an improvement over the previous one. Dean Wood asked for a vote and all were in favor of initiating the new form for the evaluations this year.

Submitted by,

Diane Goede
March 2, 2016

CHAIRS' COUNCIL MEETING

March 31, 2016

9:00 AM

Minard 202

Present: Monique Anderson Jeff Boyer, Warren Christensen, Greg Cook, James Council, Ben Duncan, Rhonda Magel, Sylvio May, Peter Oduor, Wendy Reed, Brian Slator, Nancy Suttle, Dean Webster, and Scott Wood

Agenda Item 1: Visit by Marc Wallman

Marc Wallman, Vice President for Information Technology, joined the meeting to answer any questions regarding IT Services.

Help Desk:

The quality of service by the Help Desk staff has improved.

STEM Building:

- The STEM building works very nicely. Though there have been technical issues, the response by IT has been great and very timely.
- Computers in lab and classroom spaces are needed. Marc noted the building project budget did not include computers, the SCALEUP rooms are on the IT Division's radar; refresh schedules will determine when all computers will be provided, and he will consult with Jason Blosser and Melissa Stotz for a timetable for the labs. Regarding computers for the instructional laboratories, Marc noted that typically this would be a departmental cost. Laptops are not a good option, as charging is an issue, as is security; Jason and Melissa will do an assessment and communicate with Wendy Reed.
- It would be helpful to have microphones at the round student tables in room 130/132, built into the middle of each table, as the acoustics are not good: Marc stated that this had not been mentioned before, but his staff will look into it.
- Regarding feedback from students: they're a bit shell-shocked, as the environment is very different from what they've experienced thus far in terms of the teaching methodology, and they are not used to the new pedagogy. The SCALEUP rooms support the type of pedagogy faculty want to be able to do. Students are very proud of the building and spend off-class time in it.
- There were a few problems getting started in the STEM building. For example, in one room, the computer was programmed to shut down at 10pm, but the clock was not set correctly, so it shut off at 4pm, in the middle of class; this was immediately resolved by IT in this particular space. It would be helpful if the instructors would receive information about what technology works, what currently does not, etc; this suggestion will be forwarded to Melissa Stotz.

NDUS server consolidation:

There is no additional information, and there is no certainty that it will be possible for it to be implemented in the near future.

Windows 10 conversion:

There are plans to upgrade in the labs and classrooms next fall; we are currently supporting it on the desktops.

O365 clutter:

Individuals can disable it; the instructions are on the IT website. There are no global settings to turn it totally off for NDSU. A new Microsoft feature coming is Yammer, and it will be similarly set as the default.

Agenda Item 2: Announcements

Dr. Wood reminded everyone that Nancy's and Diane's positions have been restructured in the Dean's office. Diane has taken on the role of Assistant to the Dean. All inquiries and appointments should be made through Diane. Nancy will be focusing on budget and finance issues.

Vice Provost Canan Bilen-Green is NDSU's Title IX coordinator. Dr. Bilen-Green will coordinate NDSU's responsibilities under Title IX, which prohibits sex discrimination in all of our operations as well as retaliation for pursuing one's rights under Title IX. Reports of violations should be made directly to Bilen-Green (701-231-7708) or to one of the Deputy Title IX coordinators, Janna Stoskopf (701-231-8240) and Colleen Heimstead (701-231-5696).

Provost Ingram has updated a foundation travel reimbursement policy that was originally authored by former Provost Rafert and discussed with the deans, but apparently never widely circulated. Provost Ingram has added two additional provisions to the policy. One is that reimbursement for floral arrangements from foundation accounts will be limited to \$60 plus delivery charges. The second is that reimbursement for alcoholic beverages from foundation accounts will be limited to \$15/person. The impetus for these additions is apparently because the foundation is undergoing a process audit and it is felt that the existence of policy limits on spending in these two areas will be required. This policy will be widely circulated once John Glover has reviewed and approved it.

The Provost reported housing application numbers were down. However, this may be a result of a system application upgrade not allowing registration for a few days. Undergraduate students are showing flat enrollment for fall.

Conflict of Interest situations will be scrutinized. The Research and Integrity and Compliance Administrator will be establishing an institution-wide conflict of interest committee to create consistency and improve policy.

Dean Wood will be out of the office April 1st through April 6th at the G2C Conference in Atlanta, Georgia.

Agenda Item 3: Justification for Hiring Proposal Rankings

Owing to the fact that the central administration is scrutinizing hiring proposals and delaying some hires to generate savings that can be used to address the budget allotment, the college instituted a review process to prioritize impending hires. At this point, receipt of a low priority ranking does not mean that a position will never be filled, only that the hire will be delayed for at least one year. As noted previously, the process consisted of each hiring unit completing a strategic hiring form for each open position, followed by a presentation and discussion at Chair's Council, an advisory "vote" by Chair's Council and a final ranking by the Dean. Five faculty positions were open when the process began. It was decided that a hire into an open position in STEM education position would be delayed until next year because the timeline was too short to hire someone for fall 2016. An open position in CPM, proposed to be used to hire a Professor of Practice in Color Science was set aside for the time being because it required additional funding from industrial donors.

Dean Wood ranked the remaining hiring proposals as follows: 1) Assistant Professor of Practice in Biological Sciences, 2) Assistant Professor of Clinical Psychology and 3) Assistant Professor of Practice in Physics. The specific criteria considered to arrive at this ranking included: 1) How well the proposed hire would build on current department strengths; 2) How closely hires relates to the university strategic plan, with respect to research (Grand Challenges), teaching (student success) and/or outreach/service; 3) The degree to which the hire is interdisciplinary, collaborative, or benefits units beyond the hiring unit; 4) The potential return on the investment or opportunity cost of not making the hire in terms of lost revenue from reduced student credit hours, enrollments, research expenditures, etc.; 5) The current and long-term budget situation of the hiring unit; and 6) Other considerations such as accreditation requirements. The Assistant PoP in Biological Sciences was ranked the highest priority because it impacted the greatest number of students across campus, addressed student success by transformation of the pedagogy of general education biology courses, and therefore had the greatest overall potential financial impact. In addition, the Department of Biological Sciences has been/will be hardest hit of the three departments by recent changes in policies regarding salary savings, enrollment management funds, etc. Ranking of the next two positions was a more difficult decision, but the Psychology position was ranked second because it addressed one of the Grand Challenges directly and failure to move ahead with this position in a timely manner was thought to endanger upcoming accreditation of the Clinical Psychology PhD program and would result in a significant opportunity cost in research expenditures. The Physics PoP shared some of the advantages of the Biological Sciences proposal in terms of student success but was ranked third because it was deemed to impact fewer students and because a delay of one year did not appear to be as critical as for the other two.

The Provost allowed the Biological Sciences and Physics position to proceed but held back the Psychology position until all of the other colleges' hiring requests have been received and prioritized.

Agenda Item 4: Salary Savings Issues

Dean Wood discussed temporary salary savings versus permanent salary savings. Katie Gordon has been assigned to the university budget committee. Dean Wood plans on inviting her to an upcoming Chairs Council.

Agenda Item 5: Annual Employment Report

Dr. Wood handed out the 2015 Annual Employment Report produced by the Career Center. The College's numbers look low compared to other colleges (except for AHSS), but there are a number of reasons for this, including the fact that these data represent a snap-shot after only a relatively short time. Please forward any information you may have regarding your alumni's employment to Dr. Wood to aid in alumni development and to provide updates to the Career Center.

Agenda Item 6: Development

Monique Anderson stated the Alumni Association is going through a performance audit that will be addressing policy and procedure. Scholarships selection has been out of compliance. She noted scholarships recipients must be selected and submitted to the Dean's office by May 15th. The MOU's between the donor and the university are legal documents and the university is responsible for following these documents to the letter. That includes making sure funds are distributed regularly. She stated once the Development Foundation pays out the earnings on the principle, it sits in an account that does not earn interest and therefore does not contribute to the growth of the fund. If you have a scholarship that is difficult to award, please let her know and she will discuss options with the donor.

Submitted by,

Diane Goede
March 31, 2016

CHAIRS' COUNCIL MEETING

April 14, 2016

9:00 AM

Minard 202

Present: Monique Anderson Jeff Boyer, Warren Christensen, Greg Cook, James Council, Stephanie Day (alternate for Geosciences) Ben Duncan, Rhonda Magel, Wendy Reed, Brian Slator, Nancy Suttle, Dean Webster, and Scott Wood

Absent: Sylvio May and Peter Oduor

Agenda Item 1: Visit by Katie Gordon to discuss activities of the University Ad Hoc Budget Committee

Katie Gordon is serving on the University Ad Hoc Budget Committee. She said a survey was sent to faculty across the campus asking for any ideas/suggestions regarding the budget. After this information was collected the Budget Committee discussed these suggestions. Katie states some suggestions were to add a "J" term and optimizing classes.

There is a town hall scheduled on May 5, 2016, at 3 p.m. in Century Theatre to ask questions regarding budget issues.

Agenda Item 2: Visit by Megan Ehora from Admissions to Discuss Initiatives within their office

Megan is the Admissions Liaison for the College of Science and Mathematics. She discussed some of the initiatives the Admissions Office is working toward and discussed how the College and Admissions can work together to meet these initiatives. An overview of recruitment and outreach activities performed in the College was discussed.

Megan also discussed her role as the Assistant Director for Transfer Recruitment. The Admissions Office has been working on preparing transfer guides for incoming transfer students outlining classes students need to take to stay on track in their program.

Agenda Item 3: Announcements

Dean Wood announced he attended an Education Advisory Board retreat on shared governance. The retreat centered means of making teaching more efficient.

Dean Wood will be out of the office May 9 through 13, 2016.

Agenda Item 4: Strategic Planning and Salary Adjustment Exercises

The due date for the final draft of departmental strategic goals is September 1, 2016. Please submit to Dean Wood. The salary adjustment model will not be initiated this year. Further

discussion needs to occur before implementation.

Agenda Item 5: Accreditation Report/Assessment

Assessment across the university was a noted concern by the accreditation team. The current assessment process is not presently at a sufficiently mature level that the visiting team can be confident the institution will sustain it, and thus a follow-up report is recommended. They encouraged the faculty to work on assessment as a group. The University Assessment Committee has changed its approach to assessment. Please contact Jeff if assistance is needed.

Agenda Item 6: EAB Student Success Collaborative

The EAB Student Success Collaborative combines technology, consulting, and best practice research to help colleges and universities leverage data and analytics to measurably improve student outcomes. The SSC looks to be a very useful tool to assist in student advising as well as in providing information of utility in academic and curricular planning. Please provide Wendy Reed or Jeff Boyer the contact person for your department who will determine Success Markers for your undergraduate majors.

Agenda Item 7: Grand Challenges

Six proposals have been selected for further consideration. One or two proposals may be selected for funding starting fall 2017.

Agenda Item 8: Development

The Development Foundation name has changed to the Foundation and Alumni Association. The organizational structure has also changed. The FAA is in the early stages of planning a fund raising campaign.

Submitted by,

Diane Goede
April 14, 2016

CHAIRS' COUNCIL MEETING

April 28, 2016

9:00 AM

Minard 206

Present: Monique Anderson Jeff Boyer, Warren Christensen, Greg Cook, James Council, Ben Duncan, Rhonda Magel, Sylvio May, Peter Oduor, Wendy Reed, Brian Slator, Nancy Suttle, Dean Webster, and Scott Wood

Agenda Item 1: Visit by Carol Jergenson, Assistant Director for Residential Education/Residential Life

Carol was seeking faculty participation in the Faculty in Residence Education Program. Research shows faculty interaction with students outside the classroom significantly impacts student success in college. Faculty mentors can collaborate with residence life staff to interact with students in the residence halls, further enhancing living-learning environments. For faculty willing to meet with students over a meal in one of the dining halls, the university will pay for up to two meals a week. If interested in participating in this program, please contact Carol at carol.jergenson@ndsu.edu.

Agenda Item 2: Announcements

Dr. Marla Spivak, University of Minnesota professor of entomology and 2010 MacArthur Fellow, will be the speaker at the 2016 Community Lectureship Series scheduled at the Fargo Theatre and 7 p.m. on April 28, 2106.

Agenda Item 3: Salary Exercise

After accounting for the promotional raises, the actual dollars available for raises represents 2.74% of the appropriated salary pool in our college. Chairs/Department Heads should not reduce merit raises for people being promoted. They should receive their promotional increase plus any merit increase that they would have received based on the departmental allocation system. Same goes for market adjustments

As in past years, Dean Wood is holding back 0.1% of this raise pool to make adjustments college wide, meaning the department allocation will be 2.64% of its appropriated salary pool.

To be eligible for an increase, all employees must have received a minimum Meets Expectation rating in their annual evaluation, and written evaluations should ultimately be in their files.

We must meet an overall cap of 3% across all funding sources. This means that our ability to add any extra appropriated funding to increase salaries is limited. Chairs/Department Heads must check with Dean Wood and receive authorization prior to adding any additional appropriated funds beyond their allocated pool. Likewise, Chairs/Heads will need to keep an eye on proposed increases for employees funded on grants and other non-appropriated funds.

The deadline for getting the final recommendations to the Provost is the end of the day Wednesday, May 4. Departmental recommendations are due Friday, April 29th. The absolute deadline for all departments is Monday morning by 8:00 AM. Please send your recommendations to Nancy.

Agenda Item 4: Operating Budgets

Further discussion needs to occur on a college-wide basis to determine if any further savings can be gained on OE expenses without impairing our ability to accomplish our mission.

Agenda Item 5: Enrollment Management Funds

Discussion occurred on enrollment management funds among those departments planning to submit a request.

Submitted by,

Diane Goede
April 28, 2016

CHAIRS' COUNCIL MEETING

May 24, 2016

2:00 PM

Minard 206

Present: Monique Anderson Jeff Boyer, Warren Christensen, Greg Cook, James Council, Ben Duncan, Rhonda Magel, Sylvio May, Peter Oduor, Wendy Reed, Brian Slator, Dean Webster, and Scott Wood

Absent: Nancy Suttle

Agenda Item 1: Announcements

The State Board of Higher Education approved the renaming of the STEM Building to the A. Glenn Hill Center.

Dean Wood discussed the definition of a scholarship versus an award. A scholarship is given based on prior academic achievements, but is intended to assist/encourage the student in their next phase of study. In the case of anything designated as a scholarship through the foundation, it is generally the intent that the student be given the scholarship before the next year of study begins. This helps with retention among other things and is the reason for the new May 15 deadline for deciding scholarship recipients. On the other hand, an award is given at the end of an academic year based on that year's work and is given at the end of an academic year. A good example is an Outstanding Senior Award. Awards need not comply with the May 15 deadline.

Dean Wood reminded department chairs/heads to write thank you letters to donors.

Agenda Item 2: Department Funding Priorities

Dean Wood asked departments to produce a handout for Monique to use when meeting with potential donors. The handout should include department funding priorities and offer the donor a range of funding options. It should be kept in mind that in defining opportunities for donors, a balance must be struck between departmental needs and what would be attractive to donors. For example, a generic laboratory renovation fund would likely not get much traction. However, a more specific opportunity such as renovating a Cancer lab or an Alzheimer's lab, might well be very attractive.

Agenda Item 3: Welcome Week Events

The College has been asked to rethink Welcome Week events for students. Dean Wood and Associate Dean Gordon will be working on topics to cover. Any suggests should be sent to Dean Wood.

Agenda Item 4: Digital Measures

The College of Science and Mathematics will require PTE candidates to create their portfolio in Digital Measures. Training sessions will be offered by the Provost's office. Any questions regarding portfolios can be directed to Associate Dean Gordon.

Chairs/department heads should submit their CV's to Diane to be entered into Digital Measures.

Faculty annual reports will be required to be submitted through Digital Measures yearly, starting January 2017.

Agenda Item 5: CSM Learning Community

Discussion occurred on whether departments were interested in developing a learning community with the Department of Residence Life.

Agenda Item 6: Budget Update

The University must submit a plan to meet the 90% budget reduction by the end of July. Deans will be meeting tomorrow to bring ideas to the table regarding budget cuts. Considerable discussion of options for the college occurred.

Agenda Item 7: Leadership Retreat

Discussion did not occur due to time constraints.

Submitted by,

Diane Goede
May 25, 2016