MINUTES
Chair’s Council
February 23, 2017

Members Present: Cook, Boyer, Reed, Webster, Duncan, Slater, Saini-Eidukat (later replaced by Oduor), Balas (in place of Nawrot), Magel, May and Gordon. Scott Wood acted as chair of the meeting and Kayla Kottsick as recording secretary.

Announcements

- The Dean of Libraries and his associate had to reschedule their visit due to an illness. They will be at the March 6th meeting.
- Phones. There has been talk of departments cutting their phones as a cost saving measure. It is possible that upper administration might restrict these actions as phones are directly tied into other services such as optic/internet services, cable TV, etc. Namely, the telephone charges subsidize other communication costs on campus. Alternatively, units that cut phone service could be assessed a fee to make up the lost revenue. It was also noted that the safety office also has a say over cutting phone lines in labs due to safety concerns.
- Tuition Waiver Task Force Report. There may be changes coming to part time graduate students in assistantships that offer waivers. Also, there has been mention of budgeting tuition waivers and departments across campus communicating about students that apply in two different locations. The report is available on the Provost’s website.
- Housing applications are up by 400 from last year. This could mean an increase in tuition revenue.
- Payment for student travel form. There is a new form out there for authorization of providing funding for student travel. This form will help accounting determine if a student is receiving reimbursement for travel that directly benefits the university or if it is more of a scholarship to student education.
- Staff reorganization update. The org charts and position descriptions have been sent to HR for approval and there have been some minor tweaks. There was also mention of the incidental costs that will occur when departments share staff. The Dean is going to work on a fair solution and is open to suggestions on how to divvy up costs for things such as computers, phones, office supplies, etc. The shared financial positions will likely be housed in Psychology, Biology and Chemistry (pending agreement of the chairs/heads involved) and the grant administration positions will be housed in the dean’s office (with one possibly in Math).
- NDSU email will be merged to the NDUS system on March 10th at 5:00 p.m. There will be a few implications such as the need to change your password every 90 days, recurring appointments on calendars may disappear and email group contacts might be disrupted or may not transfer.
- The Dean discussed the recent announcement about Student Affairs. To his knowledge there have been 5 positions cut resulting in a $1.2 million towards the budget reduction. This will be discussed further at Dean’s council next week.

**Budget**
- There was discussion with the Chairs about the upcoming budget reductions.

There was no further business and the meeting was adjourned at 4:45 p.m.

Respectfully submitted,
Kayla Kottsick
Chairs’ Council Meeting
April 3, 2017
12:00 p.m.
Minard 206

Present: Jeff Boyer, Warren Christensen, Stuart Croll, Ben Duncan, John Hershberger, Mark Nawrot, Rob Gordon, Stefanie Kelly, Kayla Kottsick, Rhonda Magel, Sylvio May, Peter Oduor, Wendy Reed, Brian Slator and Scott Wood

Absent: Greg Cook and Dean Webster

Agenda Item 1: Announcements

The initial allocation information for enrollment management funds for AY18 has been distributed. The College received $16.5K more than last year, however, $18.8K less than requested.

To the best knowledge of the Dean, there will be an internal search for an interim Dean for the College of Arts, Humanities and Social Sciences, followed by a national search for a permanent dean.

Mike Kessler has accepted the position of the Dean of Engineering. His first day will be July 1, 2017.

Please share the EAB slides from the Education Advisory Board Workshop with faculty in your department.

As of April 28, 2017, Brian Slator is stepping down as Department Head. An internal search will begin shortly.

Honor’s Day is scheduled this Friday, April 7th at 1:30 p.m. in the Atrium at the Foundation and Alumni Center.

Agenda Item 2: Budget Update

Dean Wood gave an update on the budget.

Agenda Item 3: Staff Reorganization Update

Today is moving day for the College staff. The Upper Administration has named the centralized budget positions the Dean's office The College of Science and Mathematics Business office. All travel requests will continue to need approval from Dean Wood and then he will forward to Kayla Kottsick and she will send to the appropriate staff. Kayla will be sending e-mails to department chairs/heads regarding staff member assignments.
Agenda Item 4: PTE Policy Revisions:

a. Proposed change to policy 352

Discussion occurred on the proposed change to policy 352. The intent of the proposed change is to provide more flexibility and to encourage associate professors to apply for full professors. Currently, candidates for promotion to full professor are evaluated by the criteria in effect at the time of application. One proposed change is to allow candidates to choose to be evaluated by the criteria at the time of the previous promotion, if the application is made within eight years. A second proposed revision would allow candidates to choose to be evaluated based on work completed in the most recent eight years rather than the entire post-promotion record. Alan Denton is seeking input on these proposed changes. Please feel free to send feedback to Dr. Denton or Dean Wood.

b. Change to college policy vis-à-vis 3rd year review

Dean Wood proposes to change the College policy regarding third year reviews. Currently, the Dean does not participating in the third year review. Discussion occurred on whether or not the Dean provide recommendation letters for third year review candidates.

Agenda Item 5: Graduate Student Anti-Harassment Training Policy

Dean Wood proposed a new College policy on anti-sexual harassment training for teaching and learning assistants. Attached for your review. The motivation of this policy is that in-person training is expected to be more effective and impactful than on-line training. Moreover, the policy sends a clear message to our students that the college considers this to be a very serious issue.

Agenda Item 6: Class Visitation by Dean Wood

Dr. Wood will be attending selected introductory classes across the college to speak about issues related to sexual harassment. Please provide a date and time by Wednesday, April 5th.

The meeting adjourned at 1:10 p.m.

Respectfully submitted,

Diane Goede
Chair’s Council Meeting  
April 20, 2017  
3:00 p.m.  
Minard 206

Present:  Jeff Boyer, Warren Christensen, Greg Cook, Ben Duncan, Mark Nawrot, Rob Gordon, Kayla Kottsick, Ken Magel, Rhonda Magel, Sylvio May, Peter Oduor, Wendy Reed, Scott Wood

Absent:  Brian Slator

Agenda Item 1:  Announcements

Dean Wood is enlisting the help of faculty to identify potential candidates for NDSU Foundation and Alumni Association Awards. Please click on link for more information.  
https://www.ndsualumni.com/alumni-association-recognition-awards

Agenda Item 2:  Classroom Visits by the Dean

Dean Wood attended several classes across the college to deliver an anti-sexual harassment message. He has visited classes in seven departments and will finish next week. He will repeat the classroom visitations for this purpose in fall 2017 semester. If interested, he is willing to share his script with chairs/heads so that they can present in additional classes.

Agenda Item 3:  Budget

Dean Wood gave an update on the budget.

Agenda Item 4:  Feedback on Staff Reorganization

Dean Wood asked for feedback on the staff reorganization.

Agenda Item 5:  Prioritization Process

The budget reduction process clearly illustrated the need for the college to undergo a program prioritization process in which programs are placed into one of three categories: 1) invest; 2) maintain; 3) disinvest. A discussion needs to occur to define the parameters/criteria on the prioritization process for the College. Chair’s Council will make the first stab at this and input will be sought from the faculty. With the criteria in hand, a faculty committee will be constituted that will conduct the prioritization process.

Agenda Item 6:  Chair’s Retreat

There will be a Chair’s Retreat in July or August to discuss the prioritization process.

Respectfully Submitted,

Diane Goede
Chairs’ Council  
December 5, 2016  
3 p.m.  
Minard 206

**Present:**  Jeff Boyer, Greg Cook, Stuart Croll, Ben Duncan, Robert Gordon, Rhonda Magel, Sylvio May, Peter Oduor, Wendy Reed, Paul Rokke, Brian Slator, Nancy Suttle and Scott Wood

**Absent:**  Dean Webster

**Agenda Item 1:  Announcements**

A College-wide faculty meeting is scheduled on December 6th at 3:30 p.m. in Sudro Hall 26. [note added in proof: That meeting was cancelled due to NDSU being closed on account of weather. Some information that was to be transmitted at that meeting was included in an e-mail to the faculty list serv on Dec. 6 and other information was posted as a narrated powerpoint show on the college BlackBoard site.]

The College Annual Winter Social is scheduled on December 7th at 5:30 p.m. at the Radisson in the Cityscape Room.

The research office is working on a new database, Microsoft Power BI. It is an interactive tool providing a broad range of data in areas such as expenditures, awards, research space allocations, and proposals. The service enables visualizing and analyzing data. A user manual was provided and Deans will be given access and one-on-one training.

Discussion occurred at the Deans’ Council regarding revising the current policy for reviewing centers and institutes from every three years to every seven years. Only university level centers and institutes need approval and review by SBHE. The appropriate review level for current centers and institutes, i.e. departmental, collegiate, or university will be defined by the upper administration. Core Lab policies also are being reviewed by the Research Council.

In a meeting between the Provost and University Distinguished Professors, concern was raised about the relatively high proportion of Assistant Professors serving on Faculty Senate compared to senior faculty. It was suggested that the reason for this might be real or perceived departmental and college PTE expectations for service leading Assistant Professors believe that they must serve on a university-level committee such as Faculty Senate to achieve promotion and tenure. However, Dean Wood pointed out that he does not believe that actual expectations in the college or departments are a major factor explaining higher proportions of Assistant Professors on senate. Rather, it is more likely a more significant factor is that senior faculty are, for whatever reason, not stepping up or being nominated in sufficient numbers. Because these are elected positions, more senior faculty cannot be elected if they don’t volunteer
to stand or are nominated for election. Nevertheless, it is worthwhile for departments and the college to examine their PTE guidelines to make sure that the verbiage regarding service expectations is not misleading.

The Provost is working on updating the peer group for the University to make it more representative of our true peers in terms of student-body size, faculty numbers, etc.

Agenda Item 2: Budget

There will be a staff reorganization within the College [This was described in more detail in an e-mail to the list servs from Dean Wood]. The first step will be to designate one of the departmental budget personnel to take on Nancy’s duties for a few months while we work on a plan that would centralize a most of the budget/finance/grant management in the Dean’s office. Step two would be the implementation of that plan, which will involve a high-level position in the Dean’s office supervising other central budget staff. The Provost will support this plan with several conditions: 1) Karin Hegstad needs to be involved in the committee’s work to develop the plan; 2) we must work with Jody Dewald to help with certain aspects of training; and 3) centralized budget position to have a dotted reporting line to Karin Hegstad “to ensure proper on-going training.”

Discussion occurred on how to meet the $315,000 budget reduction. A preliminary plan will be presented to the Provost on December 9, 2016 followed by the final plan early next week. If you wish to provide input on the budget plan, please view the presentation on the college BlackBoard site and provide comments in the corresponding discussion forum as soon as possible.

Meeting adjourned at 4:15 p.m.

Submitted by,

Diane Goede
Present: Jeff Boyer, Greg Cook, Stuart Croll, Robert Gordon, Rhonda Magel, Sylvio May, Peter Oduor, Wendy Reed, Paul Rokke, Brian Slator, Nancy Suttle, Dean Webster and Scott Wood

Absent: Ben Duncan

Agenda Item 1: Announcements

Winter Commencement is scheduled at 2 p.m. this afternoon in the Sanford Health Athletic Complex.

Stuart Croll with the Coatings and Polymeric Materials Department received the Roy W. Tess Award from the Polymeric Materials: Science and Engineering Division of the American Chemical Society.

Britt Heidinger with the Biological Sciences Department received an NSF Grant.

Jill Hamilton, Biological Sciences Department, and Jeremy Straub, Computer Science, each received a $5000 Seed Award research grant from Research and Creative Activity. Erik Hobbie, Physics Department, received a $1000 Research Support Services Award from RCA.

Mark Nawrot’s official first day as chair for the Psychology Department was scheduled today, December 16, 2016. There is an issue with his position number and the hiring process is stalled in the Budget Department. In the meantime, Dr. Nawrot will step in as acting chair to relieve Paul Rokke.

A suggestion will be forwarded to the Provost asking that key control be centralized in Facilities Management so the departments do not have to be the middle man.

Dean Wood gave an update on the staff reorganization in the College.

Agenda Item 2: Budget Update

Dean Wood presented the budget reduction to Provost Ingram. The Provost accepted this proposal and said there could be minor tweaks before May, but that wholesale changes would not be acceptable.
Agenda Item 3:  Book Club

Discussion occurred on chapters five and six from “Prioritizing Academic Programs”.

Meeting adjourned by 11:00 a.m.

Submitted by,

Diane Goede
Present: Jeff Boyer, Warren Christensen, Greg Cook, Ben Duncan, Robert Gordon, Kayla Kottsick, Rhonda Magel, Sylvio May, Mark Nawrot, Peter Oduor, Wendy Reed, Brian Slator, Dean Webster and Scott Wood

Agenda Item I: Announcements

Kayla Kottsick has volunteered to help the Dean’s Office during the staff reorganization transition phase. Dawn Halle and Ryan Neiman have also volunteered to help the Biological Sciences Department during the transition phase.

Mark Hansen with the office of Institutional Research and Analysis has offered Student Success Collaborative advising training to the College. A date and time will be coordinated for this training. There are still 45 advisors in the College that need this training. Diane will coordinate this training with Mark Hansen.

Agenda Item 2: Meta Majors/Undeclared Majors

In part due to the dissolution of the College of University Studies, undeclared undergraduate students are being steered towards one of five meta-majors, currently STEM & Applied Science; Health & Life Sciences; Business Studies; Social Science, Human Services & Education; and Liberal Arts, Communication, & Design (see attached list). The first two of these meta-majors encompass all majors in CSM. Undeclared students are being “allocated” to colleges based on the meta-majors they select. CSM will have all undeclared students in the first two meta-majors listed above, CAHSS will have those in the last two meta-majors, and Business will have those in the Business Studies meta-major. Central advising will provide basic advising to students in these meta-majors but the responsible colleges are being asked to include students in their respective meta-majors in orientation events in the fall and to handle grade appeals, academic misconduct appeals, etc.

Agenda Item 3: Development

Stefanie Kelly is the new Director of Development for the College and started in her position the beginning of January.

The College had excellent results for NDSU Giving Day. Dean Wood expressed his gratitude to faculty and staff who donated.

Dean Wood reminded chairs/department heads to write thank-you notes to donors.
The office of Financial Aid and Scholarship will be providing Academic Works training in February. Please provide Diane with names of staff and/or faculty that will attend this training by January 20, 2017.

**Agenda Item 4: Budget Issues**

Provost Ingram pushed the meeting with Dean Wood to discuss individual department budgets to February.

As previously announced, in a response to recent budget cuts, the appointments of chairs of the four smallest departments in the College are being reduced from 11 months to 10 months. In addition, it is likely that the College will no longer be able to contribute to summer salaries for Associate/Assistant Chairs in the departments in which it has traditionally done so.

Dean’s Council met in December to discuss the budget situation in light of Governor Dalrymple’s recent budget submission and expected modifications to it by Governor Burgum and the state legislature. This was a very far-ranging discussion and there was a lot of speculation because it is not known for sure what the budget will be like until the legislature is finished with their deliberation (and if allowed, any tuition increases are decided). However, at this point there is a full freeze of all positions that are currently or may become open until late in spring when the budget picture becomes clearer. It is anticipated that there will be another round of submission and evaluation of hiring plans with a due date being mid-March. However, decisions won’t likely be made until May.

[Note added in proof: We now know that Governor Burgum is proposing a 20% cut to higher education along with other measures. This will be an agenda for Dean’s Council on January 19.]

**Agenda Item 5: Staff Reorganization**

Dean Wood thanked Kayla Kottsick and the staff committee for their work on developing a staff reorganization plan so quickly.

Dean Wood will ask input from staff, chairs/department heads and faculty of the College before submitting the staff reorganization plan to the Provost for approval.

Discussion occurred on what the process for actually placing people in the reorganized positions would look like, once the basic structure has been approved at all levels.

Respectfully submitted,

Diane Goede
Agenda Item 1: Announcements

Clarification on trainings:

Academic Works training is to teach faculty/staff how to manage and access the on-line scholarship system. Only one or two people from each department need receive this training. Please let Diane know who will attend this training for your department.

Student Success Collaboration advising training is a hands-on introduction to the platform and will enable the user to effectively use SSC in advising work with students. Diane has submitted the list of faculty that still need the training to department chairs/heads. All faculty who advise students are expected to use SSC and therefore are required to take this training. Training sessions have been scheduled on January 31st at 9 a.m. in QBB 116 and February 2nd at 3:30 p.m. in HILL 240.

Agenda Item 2: Budget Update

Dean Wood gave an update regarding the budget. The exact amount by which the college’s budget will need to be reduced and exactly how the reductions will be accomplished is still very uncertain. However, the Dean encouraged department heads to think strategically about how they might reduce their budgets while minimizing impacts on programs.

In the context of the Minimum Course Enrollment policy, Dean Wood instructed the department chairs/heads to compile 3-4 years (of for courses offered in alternate years, the last 3-4 times they were taught) of enrollment data for courses that are on the bubble and prepare a list of classes for further discussion as outlined in the procedure section of the new Minimum Enrollment Policy. Chairs should be prepared to reassign faculty teaching assignments for courses that have been consistently underenrolled unless there are reasonable plans in place that would boost enrollments. Dean Wood will meet with department chairs/heads in February to discuss teaching capacity.

Agenda Item 3: Use of Personal Credit Cards

Dean Wood restated university policy that faculty and staff should avoid using personal credit cards for making purchases or paying travel expenses unless absolutely necessary/ Personal credit cards can be used in emergency situations, when one is in the field, and for certain travel expenses that are not allowable on pcards such as hotels, rental cars, taxis, parking, meals. Departmental purchasing cards (pcards), purchase orders, or other approved means should be used whenever possible, including for the purchase of airline tickets and meeting registrations. The university
may deny reimbursement to individuals if it deems that use of a personal credit was not justified. The State of North Dakota does not strictly prohibit use of credit cards that provide perks such as airline miles or points. However, habitual use of such personal credit cards solely to get the credit card benefits when alternative payment is feasible is not encouraged and could result in denial of reimbursements.

**Agenda Item 4: Discussion of Staff Reorganization**

Dean Wood gave an overview of the proposed staff reorganization and asked for feedback/suggestions. The final plan will ultimately be approved by Dean Wood, the Provost and the VP for Finance and Administration. It is possible details of the plan may change due to input from staff/faculty.

Submitted by,

Diane Goede
Chairs’ Council  
March 6, 2017  
12 p.m.  
Minard 206

**Present:**  Jeff Boyer, Warren Christensen, Greg Cook, Ben Duncan, Robert Gordon, Kayla Kottsick, Ken Magel (alternate for Computer Science Department), Rhonda Magel, Sylvio May, Mark Nawrot, Peter Oduor, Wendy Reed, Dean Webster and Scott Wood

**Absent:**  Brian Slator

**Agenda Item 1:** Visit by Library Dean Joe Moczik and Librarians

Dean Moczik, Nicole Juve, Amy Reese, Jylisa Doney and Janine Kuntz gave a snapshot of the services available from the library.

**Agenda Item 2:** Announcements:

Darrell Strobel and Harold Korb have been selected as the College of Science and Mathematics Distinguished Alumni. Darrell Strobel will be giving a specialized talk on March 21st at 3:30 p.m. in S. Engineering 221. Harold Korb will be giving a specialized talk on March 23rd at 3:30 p.m. in the MNT building. They will be receiving their awards on March 22nd at 2 p.m. and after the award ceremony will give a joint general talk. Location is Minard 230.

David Schindler, B.S., 1962, zoology honorary doctorate 1978 will be giving the Annual Community Lectureship series on April 19, 2017, at 7 p.m. in the Fargo Theatre. He is also receiving the Henry L. Bolley Academic Achievement Award.

Email, calendar and other Microsoft 365 services will be moved to the North Dakota University System’s Office 365 service. The process will begin at 5 p.m. on March 10th. Please see website for more details [https://www.ndsu.edu/its/email_migration/](https://www.ndsu.edu/its/email_migration/)

**Agenda Item 3:** Updates on Enrollment Management Funds/Minimum Enrollments, Staff Reorganization and Budget

Enrollment management fund amounts from last year have been distributed to chairs/department heads in the College. Dean Wood stated to expect smaller amounts this year.

Dean Wood gave an update on the staff reorganization and the budget.

Respectfully submitted,

Diane Goede
Chairs’ Council Meeting  
March 23, 2017  
3 p.m.  

Present: Jeff Boyer, Ben Duncan, Rob Gordon, Stefanie Kelly, Kayla Kottsick, Ben Laabs, Rhonda Magel, Mark Nawrot, Peter Oduor, Wendy Reed, Kent Rodgers, Brian Slator, Dean Webster and Scott Wood  

Absent: Greg Cook and Sylvio May  

Agenda Item 1: Visit by VPIT Marc Wallman  

New discussion  

O365 migration:  
There has been a lot of spam since the O365 migration; Marc said that is not unexpected, given that it’s a previous version of O365 and is behaving differently, but it should improve over time.  

Several logins appear to go through a central authentication login, but sometimes not, and it’s not clear which credentials to use at a particular time. Marc said we are still working to identify this; also, logging into O365 now is actually providing two sets of credentials, the login info and the specific institution. There is not much we at NDSU can do to sync passwords that are established by NDUS.  

Blackboard consolidation:  
The timetable for the migration has not yet been established, and there are a lot of unknowns. There are pedagogical concerns; decisions will be system-wide, not by each particular institution. Negotiating with publishers for access to content via Bb will in some cases need to be redone, as the license for NDUS is different from individual universities’ licenses. The support structure will change. The process of carrying course content from a previous semester will change.  

The IT Division lost six staff to the VSIP, with three from Instructional Services, so the division is adjusting to working short-handed.  

Multi-factor authentication:  
Marc said that NDUS is implementing multi-factor authentication for the finance system and part of the HRMS system, and that will take effect 4/4/17; a number of authentication options will be available, with communication about details to soon follow.  

Agenda Item 2: Announcements  

NDSU will be going live on April 1, 2017, with two new modules for Oracle/PeopleSoft HRMS; Time & Labor and Absence Management (TLAB). These new modules
basically affect all employees: benefited employees requesting sick/annual leave, student hourly and temporary hourly employees punching in and out, and supervisors who will approve both leave requests and time punches. Employees will no longer use paper forms for leave. The time and labor module is for non-benefited employees in hourly student temporary positions.

Chancellor Hagerott directed a study of the missions of the North Dakota University System institutions, with—as phase 1—a particular emphasis on workforce training. Phase 2 of this effort is to study the current research, creative and scholarship activities of the NDUS institutions, with a view toward developing target activity goals and means to achieve those goals. The first objective of Phase 2 is to determine what research, creative and scholarship activities have occurred or are occurring at all of the NDUS institutions over the past three academic years. A Qualtrics survey was developed and that is available at this link: https://bismarckstate.qualtrics.com/SE/?SID=SV_5iPdspXQpatA71h

A Performance Audit is being conducted on course and program fees. The auditors are checking that fees are being collected and used according to policies.

Dr. Wood will be attending selected introductory classes across the college to speak about issues related to sexual harassment.

Rachel Salter, a doctoral student in biological sciences was selected for the NSF Graduate Research Fellowship Program.

The College of Science and Mathematics Lectureship Series is scheduled on April 19th at 7 p.m. in the Fargo Theatre by David Schindler, Emeritus Killam Memorial Chair and Professor of Ecology, University of Alberta, Edmonton. The title of the lecture is “Looming Crisis – Protecting Freshwater Quantity and Quality in the 21st Century”.

The Center for Visual and Cognitive Neuroscience in the Department of Psychology has scheduled an open house for the Driving Simulator Core Facility. It is scheduled on Friday, March 31, from 10 a.m. to noon and 1 to 3 p.m. in Minard Hall 126C8.

**Agenda Item 3: Staff Reorganization Update**

Dr. Wood announced that Kayla Kottsick has accepted the position of College Business Manager. Dr. Wood has been meeting with staff affected by the reorganization giving them their new assignments within the College. The start date of the reorganization is April 3, 2017. Dr. Wood asks for cooperation and flexibility during this transition. Dr. Wood stated it is the decision of the chairs/department heads on whether or not computers and furniture will be moved from current offices, but he encouraged them to be flexible as people are moving around. An administrative council will be implemented. This council will meet to discuss issues or any changes that may need to occur in the staff reorganization. A committee of Academic Assistants will also be formed to discuss any issues, best practices, etc. related specifically to their position and to provide
support given that in the new structure these people will not have other staff in their own departments as a resource.

**Agenda Item 4:  Budget Discussion**

Dr. Wood gave an update on the budget situation.

**Agenda Item 5:  Enrollment Management Funds Allocation**

Dr. Wood discussed the ranking system for the Enrollment Management funds allocation. Dr. Wood asked the chairs/department heads to provide to 2 to 3 items regarding “new approaches” related to improving teaching efficiency and increasing student success (e.g., plans to reduce number of credits in a major or otherwise to simplify curricula, incentivizing faculty to teach larger enrollment classes, efforts to improve teaching effectiveness, etc.). These are required by noon on Monday. These may have an impact on our enrollment management fund allocation.

Submitted by,

Diane Goede
Chair's Council Meeting  
May 8, 2017  
12:00 p.m.  
Minard 206

Present: Warren Christensen, Greg Cook, Stuart Croll, Ben Duncan, Rob Gordon, Kayla Kottsick, Ken Magel, Rhonda Magel, Mark Nawrot, Sylvio May, Peter Oduor, Scott Wood

Absent: Jeff Boyer, Wendy Reed, and Dean Webster

Agenda Item 1: Announcements

Charlene Wolf-Hall sent a Summer School 2017 update. First Session enrollment deadline is May 12, 2017. Courses highlighted in red should be considered for cancellation before the deadline unless you expect more enrollment. If a course needs to be cancelled, please let Melissa Lamp or Charlene Wolf-Hall know right away. It is the department's responsibility to notify students of the cancelled class.

There will be a farewell reception for Dr. Rob Gordon on May 31st at 3 p.m. in the Crary Room at the Alumni Center.

Graduate Student Orientation is scheduled on August 14th and 15th. International Graduate Student Orientation is scheduled on August 16th. Graduate student training and Title 9 training are scheduled on August 21st.

The NDSU Faculty Senate approved a new policy on Minimum Qualifications for Instructional Faculty (309) [https://www.ndsu.edu/fileadmin/policy/309.pdf](https://www.ndsu.edu/fileadmin/policy/309.pdf). This policy is consistent with the Higher Learning Commission requirements for determining qualified faculty. This policy will go into effect on September 1, 2017. As course assignments are made please make sure instructors of record meet minimum qualifications described in policy 309.

NDSU is planning to request to the state board this spring that most course and laboratory fees be rolled into tuition. This would translate to an additional 1% increase in the tuition rate. If this is approved, departments will have to provide a budget outlining their needs. It is expected that strong justification will be required for these budgets, although details have not been announced.

Agenda Item 2: Latest Budget Updates

Dean Wood gave an update on the budget.
Agenda Item 3: Hiring Going Forward

The Provost has tentatively indicated that hiring using lines originating in colleges (i.e., existing open lines with funding or those that may open in the future due to resignation, etc.) will be placed in the hands of the Deans. However, the expectation is that an internal college hiring prioritization process will take place and that there will be reallocation of lines within colleges. In addition to factors considered in the hiring process last year, department hiring plans will need to include a complete analysis of all courses they need to teach and how those courses are to be staffed going forward. Thus, departments will need to consider not only immediate needs, but also teaching needs across their programs (including general education and support courses). It is not clear yet when hiring plans will be due, but the process for permanent hires starting in Fall 2018 may need to begin before July 1, 2017. The plan should include staff, faculty and graduate student hires. In the meanwhile, temporary one-year hires for fall 2017 will be approved on a case-by-case to deal with urgent needs and where funded open lines are available. The Provost also expects that increases in tuition and enrollment may result in “new” funding for strategic hiring going forward. It was made clear to the deans that this funding will not generally be available to restore positions lost in the budget reductions and that a university-wide prioritization process would be followed to allocate that funding.

Submitted by,

Diane Goede
Chairs’ Council
November 18, 2016
9:30 a.m.
Minard 206

Present: Jeff Boyer, Greg Cook, Ben Duncan, Robert Gordon, Ben Laabs, Rhonda Magel, Sylvio May, Peter Oduor, Wendy Reed, Paul Rokke, Brian Slator, Nancy Suttle, Dean Webster and Scott Wood

Agenda Item 1: Announcements

The HLC has imposed new criteria for qualifications for instructors. By next fall, instructors must have credential requirements or be deemed qualified in some other way. A person teaching undergraduates must have a master’s degree in the discipline they are teaching. A person teaching graduate students must have a Ph.D. in the discipline they are teaching. Graduate TAs are excluded from these credentialing requirements. By September 1, 2017, any department that hires faculty members who do not meet the credential requirement must have a written policy outlining criteria based on tested experience, and that policy must be approved by the faculty governance process in the department and college. Anyone who does not have the appropriate credential or does not qualify on the experience test can no longer teach for the University beginning September 1st.

The State Board of Higher Education approved President Bresciani’s contract for another year.

The State Board of Education voted to approve a new tuition plan to make North Dakota campuses appealing to out-of-state students with the aim of alleviating a shortage for skilled workers. This plan includes decreases in out-of-state/international tuition. These changes must be implemented by fall 2019, although the plan can be modified if issues arise.

The committee assigned to evaluate a merger between the College and Science and Mathematics with the College of Engineering has found little support for the merger among faculty, staff, and administrators of either college. It seems likely that their report will recommend against the merger. Provost Ingram has indicated that she will likely follow this recommendation.

Stefanie Kelly has been hired as the new Development Officer for the College beginning January 2017. Stefanie will continue to live in and work from the Twin Cities area, but will be on campus at least once a month and will try to participate in a number of college events to get to know the college better.

Giving Day is scheduled on November 29, 2016. #Give2NDSU will be a 24-hour, online event encouraging philanthropic support to NDSU, and the 2016 Power of One campaign has been included in NDSU Giving Day. North Dakota State University
aspires to be one of the nation's preeminent institutions and philanthropy plays a powerful role in advancing excellence. Many departments and programs have identified priority funds for support that day. If you have interest in helping to promote Giving Day to others on – and off – campus, visit www.ndsugivingday.com and sign up to be an ambassador. Help spread the word about making a difference for NDSU! Please watch for social media and email links on November 29 to make a gift.

**Agenda Item 2: Departmental Budget Reports**

The Provost will be meeting with Deans to review all department budgets. Dean Wood would like heads/chairs to provide him with updated department budgets by December 1st.

**Agenda Item 3: Post Mortem on Hiring Process**

Dr. Wood explained his reasoning for the hiring plan ranking he presented to the Provost.

Submitted by,

Diane Goede
Chairs’ Council  
October 14, 2016  
9:30 a.m.  
Minard 206

Present: Greg Cook, Ben Duncan, Robert Gordon, Ben Laabs, Rhonda Magel, Sylvio May, Peter Oduor, Wendy Reed, Paul Rokke, Brian Slator, Dean Webster and Scott Wood

Absent: Jeff Boyer and Nancy Suttle

Agenda Item I: Announcements

Dr. Wood will be out of the office October 19th through October 21st.

Provost Ingram is in conversations with Marc Wallman about increasing the amount of time IT will support new computers from the current three years to four or five.

Dr. Wood met with Charlene Wolf-Hall to discuss why summer school allocations are late. She stated some summer school revenue may have been diverted to help with the allotment.

Dr. Wood announced the new changes in university-level PTE policies.

Recent changes to Policy 352:

Section 3.5 Faculty Hired with Previous Relevant Experience  
Revisions to Sections 3.5.1 and 3.5.2 modified the procedure for offering tenure credit to new faculty, which involves a recommendation from the department PTE committee, and clarified the meaning of tenure credit.

Section 5 Composition of PTE Committees (this will be enforced starting next year)  
Revisions to Section 5.2 require that, prior to commencement of deliberations, the chair of any PTE committee must have received PTE committee training within the last three years, provided through the Office of the Provost, and state that faculty members and administrators being considered for promotion may not be involved in any candidate review and recommendation process, including the selection of external reviewers, while under consideration.

Revisions to Section 5.3 clarify that faculty holding academic administrative appointments, including those with interim status, are not eligible to serve, and make explicit that Center or Program Directors who do not supervise and/or evaluate other faculty are eligible to serve.
**A new Section 5.4 eliminates double voting (to be enforced this year):** “A college PTE committee member who has voted on the promotion/tenure of a candidate in the department PTE committee shall be recused from the vote by the college PTE committee. In such a case, college policy shall determine whether the committee member may or may not deliberate with the committee on the candidate.” [note added in proof: Further clarification from Vice Provost Bilen-Green is that participation in any sort of “official” general faculty vote at the departmental level would preclude voting at the college level. What is counted as “official” is somewhat fuzzy, but it seems that if the departmental faculty vote is a permanent part of the the PTE portfolio and/or is binding on a PTE committee then participating in the department vote would preclude voting at the college level. However, college policy does not currently preclude participation in discussion. Participation at the department level in a faculty vote that is not binding and/or is not part of the permanent record would not preclude college-level participation.]

Scholarship recipients will be selected using a new software, Academic Measures. Scholarship applications for current and incoming students are accepted through March 15, 2017. Departments must submit their scholarship selections to the Dean’s office by May 15, 2017.

To be considered for scholarship students will have to complete the online application. Please advise students to complete the online scholarship application [https://www.ndsu.edu/onestop/finaid/scholarships/](https://www.ndsu.edu/onestop/finaid/scholarships/).

Academic Works training will be provided by the office of Financial Aid and Scholarships in early spring. Training dates have not been scheduled yet.

**A. Tableau**

Dr. Wood spoke briefly about Tableau. It is a data visualization software that provides an effective way to communicate information and data, such as graduation rates, retention rates and course outcomes. Deans are able to access Tableau. Additional licenses are available for others for a one-time fee of $640 per person and $150 as an annual maintenance fee. At this time, it is not clear whether the Provost’s office will be paying the one-time fee.

**B. Exploratory Majors Assigned to CSM**

Undeclared students will be assigned exploratory majors. The student will be guided to the appropriate discipline by advisors. There was discussion at Dean’s Council as to whether or not students who have not declared a major *per se*, but have selected an appropriate exploratory major, should be assigned to a related college. For example, students signed up for the STEM exploratory major might be assigned to CSM for, among other things, participation in orientation day activities.
C. Foundation and Alumni Association

The Foundation has changed the funding structure of their organization. There will be a five percent flat fee on all accounts (scholarships, general funds, etc.). This is a reduction from 15 percent for most donations. In/out scholarship accounts, which were previously exempt from any fee will now also be assessed this 5% fee. The fee that the Foundation assesses on endowment payouts will also be reduced slightly. These changes are more in line with our peers.

The Foundation is also looking carefully at accumulations of spendable balances in endowed funds. University-wide these have accumulated to more than $5M and there is a legitimate question as to whether these funds are needed or should be returned to the principal of the endowment. It is likely that departments will need to do a budgeting exercise to justify accumulated spendable balances in Foundation accounts.

Agenda Item 2: Hiring/Budget Update

A. Grand Challenges

Two of the Grand Challenges are moving forward with some level of funding from the central administration.

B. COBRE Position

The Provost has approved the hire of two positions in the College. The Biomedical Research Excellence (COBRE) Grant requires a certain number of positions. There will be a faculty hire in the Biological Sciences to fill the position in the new NIH COBRE grant. The second approved hire is in the Chemistry and Biochemistry Department for a new stockroom manager to replace the former manager who resigned suddenly. These hires were approved outside of the upcoming hiring process owing to their being critical to retaining a $10M grant in one case and being able to serve hundreds of students in chemistry labs as well as research across the campus in the other.

C. New Budget Forecast

The Budget Section of the Governor’s office recently recommended that the FY18-19 biennial budget be 90% of the last biennial budget after the allotment. This means that there is a good possibility that we will have to operate on an ~85% budget relative to what we started the FY16-17 with.
Agenda Item 3: Strategic Plan Draft

Members of Chair’s Council asked questions and made suggestions on the initial version of the CSM strategic plan as drafted by Dean Wood.

The draft Strategic Plan will be uploaded to Blackboard for comments and suggestions by faculty and staff. The main agenda item for the October 27 College-wide meeting will be discussion of the draft.

Submitted by,

Diane Goede
October 14, 2016
Chairs’ Council  
October 26, 2016  
11:00 a.m.  
Minard 206

Present:  Jeff Boyer, Greg Cook, Ben Duncan, Robert Gordon, Sylvio May, Peter Oduor, Wendy Reed, Paul Rokke, Brian Slator, Nancy Suttle, Andriy Voronov and Scott Wood

Absent:  Dean Webster and Rhonda Magel

Agenda Item 1:  Brief Remarks by John Glover, President and CEO of the Foundation and Alumni Association

Mr. Glover stated there is new leadership and a new funding model at the Foundation and Alumni Association.  He also mentioned that donors want more one on one relationship in the areas they are passionate about.  There has been a merging of the Foundation and the Alumni Association.  It is now one entity and share the governance and bylaws.

Agenda Item 2:   Announcements

Brian Slator announced Mr. Leif Hemstad will be giving a presentation on November 4th at 2 p.m. in QBB 104 with a meet and greet following in QBB 258.  The topic is a combination of inspiring NDSU students about the opportunities ahead of them, trends within enterprise computing and the Microsoft Mission.

Mr. David Schindler has been named the NDSU Alumni Association Bolley Award recipient.  He obtained a BS in Zoology from NDSU in 1962.  He has also agreed to be the speaker at the Community Lecture in April.

Mr. Darrell Strobel and Mr. Harold Korb have both been named the 2016 Distinguished Alumni Award recipients for the College.  They are both graduates from the physics program who have made extraordinary contributions to academia and industry, respectively.

The estimate of available positions during the upcoming hiring process has changed from 10-12 to 8-10, university-wide.

The Provost has approved the hire of a system administrator in the Computer Science Department as a position critical to its teaching and research mission.  The current system administrator has given a two week notice.  The Department of Computer Science system administrator is responsible for the successful operation of roughly 100 computers, many of which support instruction in various offerings (14 courses numbered from CS160 up to CS859), as well as two core courses in the Web Design
major offered by Communications, plus a number of research and service functions, including 'backups' of voluminous research data sets.

**Agenda Item 3: Hiring Plan Presentations/Discussions**

The Computer Science, Psychology and Mathematics Departments (the only departments putting forth hiring plans) presented hiring proposals to the group. There will be an anonymous vote by Chair’s Council and Dean Wood will use this as advisory information to rank the proposals before submitting them to the Provost’s Office.

Submitted by,

Diane Goede  
October 26, 2016
CHAIRS’ COUNCIL MEETING
September 2, 2016
9:30 a.m.
Minard 206

Present: Jeff Boyer, Debasree Chatterjee-Dawn, Greg Cook, James Council, Ben Duncan, Rob Gordon, Ken Magel, Rhonda Magel, Sylvio May, Wendy Reed, Nancy Suttle, Dean Webster, and Scott Wood

Absent: Warren Christensen, Peter Oduor, Brian Slator

Agenda Item 1: Announcements

Since a mutual meeting time was not available Chairs’ Council will alternate meeting days this semester to accommodate schedules.

A painting has been donated to the College and is displayed in the Dean’s conference room.

The problems with Blackboard are vendor related. It is anticipated the issues with Blackboard will be solved by late next week.

There have been concerns that a few faculty university-wide are requesting different student response systems. It is unfair to ask the students to purchase more than one clicker. IT is checking on the option for site licensing from the current vendor, Turning Technologies, which would allow students the ability to download an app on their mobile device and use at no cost.

Please remind advisors to attend a training session for the Student Success Collaborative. https://www.ndsu.edu/enrollmentmanagement/studentsuccess/

Agenda Item 2: Department and College Strategic Plans

Coatings and Polymeric Materials, Computer Science and Psychology Departments still need to submit Department Strategic Plans to Dean Wood. He will begin the process of developing a College Strategic Plan after all departments submit Department Strategic Plans.

Agenda Item 3: NDSU Foundation and Alumni Association Reimbursement Guidelines

Guidelines have been developed to govern the use of funds available to units within Academic Affairs in accounts held at the NDSU Foundation and Alumni Association. Guidelines will be provided to departments when approval has been made by the Foundation.

In general, NDSU departments are to follow NDSU’s policies and procedures for all expenditures. Departments are to process their expenditures through NDSU’s accounting system.
Agenda Item 4: 15 to Finish Program

Studies have suggested that students who take full loads are more successful in completing their degree. Dean Wood handed out a histogram showing term credit hours for first-year students in the College that was provided by the Provost. Overall, the College is doing well. Currently, 71 percent of incoming freshman at NDSU are taking a full course load (15 credits). The Provost would like to increase that number to 73 percent.

Agenda Item 5: Budget Update – Hiring Process Going Forward

A spreadsheet showing the impact to academic affairs was handed out and discussed. University wide there are currently 60.75 equivalent faculty and staff positions open (8.4 in CSM) owing to the hiring freeze and the retirement incentive program (VSIP). A certain proportion of these positions will be lost in the expected budget reduction. This proportion will depend on the extent of savings from other measures including administrative realignments, institution of minimum course enrollments, etc. It is expected that some positions will be allowed to move forward this year, but all requests for hiring will have to undergo a competitive process. There will be no presumption of positions returning to the departments from which they came. Any unit, whether having lost positions or not, may submit one or more proposals to hire a faculty of staff member. Proposals will first be evaluated at the college level and the final decisions made by the Provost. It is expected that this procedure will be followed henceforth into the future as new positions come open.

All requests to hire (staff and faculty) will be based on a hiring plan completed by each department. The plan will consist of:

1. A short description of the mission of the unit and how that mission fits into the mission of the larger unit in which it resides.
2. A summary of the unit’s strategic plan for advancing itself and contributing to its college and to NDSU (in this respect the quality of departmental strategic plans will be crucial).
3. A narrative outlining how this hire advances the unit’s strategic plan, and how this hire fits into the unit’s 3-5 year hiring plan.

In consultation with the department chairs/heads, Dean Wood will develop proposal guidelines and a form detailing evaluation criteria and this will be made available to departments by the end of September. Proposals from departments will be solicited over the first two weeks of October.

Dean Wood and department chairs/heads will meet to discuss position proposals within the College. Dean Wood will then rank the proposals and this ranking (along with justification and the original proposals) will be submitted to the Provost’s office.
The Deans were asked to draft a hiring form specific to their College to present at the September 22nd Dean's Council.

Dean Wood discussed the possible options in finding a replacement for Nancy Suttle’s position when she retires in December.

**Agenda Item 6: Enrollment Minimum Policy**

The Provost commissioned a university committee to develop policy and procedures on the minimum course enrollment.

Dean Wood prepared a draft version of the policy and procedure for the college and the idea is to get out ahead of the process and provide a template for the university. In this way, we can help shape a university policy that meets our needs. Dean Wood would like to present a draft policy to the Dean’s Council and the university committee. Attached is a copy for review. Please send any suggestions or comments to Dean Wood. He would like to finalize this document at the next Chairs’ Council scheduled on September 14th.

Submitted by,

Diane Goede
September 2, 2016
CHAIRS’ COUNCIL MEETING  
September 14, 2016  
11:00 a.m.  
Minard 206

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

Agenda Item 1: Announcements

Dean Wood provided an update on questions asked at the last meeting regarding new Development Foundation reimbursement guidelines. There is no mention in NDSU Policy 150 about pre-approval of events/socials that are paid from non-Foundation funds. It does specifically state that “holiday parties” are not an allowable expense from University funds so those payments should be paid from Foundation funds.

Employee memberships in professional organizations can be paid from Foundation funds if the membership directly benefits the business purpose of NDSU. Dean Wood feels that most personal memberships benefit the university only indirectly and the college policy on such reimbursements applies to foundation funds as well as university funds.

Due to budget constraints, the College-sponsored graduate student travel grant program offered 15 grants (instead of 20) for the September 1-December 31, 2016 time period. Only 5 applications were received.

Copies of a book “Prioritizing Academic Programs and Services” will be purchased for all chairs/heads for group discussion as we begin the strategic budget process.

Dr. Cook provided an update from the committee that is discussing the potential merger of the College of Science and Mathematics with the College of Engineering.

Dean Wood announced that the practice of providing a permanent increase to a faculty member’s salary after his/her three-year term as a Meier Professor is complete will be discontinued due to budget constraints. Meier Professors whose terms expired prior to July 1, 2016 are grand-parented in.

Agenda Item 2: Enrollment Minimum Policy

There was discussion of a draft of the College minimum course enrollment policy and procedures. This remains a draft policy but is being shared with the ad hoc committee constituted by the Provost and charged with recommending such a policy university-wide and with the Provost. It is hoped that having this policy as a “template” will assist the committee in recommending a policy that will work for the college.
Agenda Item 3: Strategic Hiring Document

There was discussion of the College strategic budget request form for faculty/staff hires. Dean Wood noted that requests that rely on historical precedent (e.g., how many positions a unit used to have) would not fare well in comparison to proposals that make strong strategic arguments for the future. It was noted that the current version of the form is more suited towards faculty hires and Dean Wood requested that chairs/heads send him suggested edits to make the form more “staff-friendly”

Submitted by,

Nancy Suttle
September 15, 2016
Present: Jeff Boyer, Greg Cook, Ben Duncan, Rob Gordon, Rhonda Magel, Peter Oduor, Wendy Reed, Paul Rokke, Brian Slator, Nancy Suttle, Alexander Wagner, Dean Webster and Scott Wood

Absent: Warren Christensen and Sylvio May

Agenda Item 1: Announcements

James Council has stepped down as the Chair of the Psychology Department. Paul Rokke has been appointed as Acting Chair. An internal search will take place with the permanent Chair being in place by 1/1/17 or sooner.

Dr. Wood gave an update on the budget.

Jeff Boyer announced the request for spring semester Learning Assistants has been e-mailed to faculty. The College will partially fund each LA position. Departments will be expected to provide a match. Review of requests will begin on October 10th. Funding is limited, so please submit your request no later than this date.

a. Update on Minimum Enrollment Policy

Dean Wood shared the policy with the Provost and Katie Gordon, President of Faculty Senate. The Faculty Senate committee assigned to address this policy was impressed with the language and issues addressed and requested if they could borrow some of the language.

b. Update on Development Office Recruitment

The Foundation and Alumni Association will begin interviewing candidates for college-based Development Officer positions on campus. This was an open call to candidates and the Foundation will match up candidates to colleges. The funding for these positions will be provided by the Foundation and Alumni Association.

c. Strategic Planning

Dr. Wood has received all the strategic plans from departments. He will compose a draft of the College strategic plan that will be ready for discussion by the next Chairs Council meeting. This draft will be an attempt to “interpolate” between the departmental plans and the university plan. A Blackboard Forum will be set up for comments and suggestions by faculty and staff regarding the draft College Strategic Plan. The main
agenda item of the October 27 college-wide meeting will be a discussion of the college strategic plan.

**Agenda Item 2: Discussion of Hiring Form and Process Going Forward**

Dr. Wood asked if there were any changes needed to the hiring form. None were suggested. Dr. Wood stated at this time the form will be used for both staff and faculty positions. It will not be necessary to answer all questions for staff hires. An alternate form will be designed in the future for staff hires.

The Provost will be expecting departments to use the Student Success Collaborative in informing their justification for hires. There has been some discussion at Dean’s Council that for NDSU to move to the next level, departments will need to hire more senior faculty members. It is not clear what this means for the upcoming hiring process, but Dean Wood recommends that Departments be proactive in justifying junior faculty hires.

Department Strategic Hiring Plan Requests must be submitted to Dr. Wood by October 14, 2016. Discussion will occur on prioritizing hires at the October 26 Chairs’ Council.

**Agenda Item 3: Discussion of the Two Chapters of “Prioritizing Academic Programs”**

Dean Wood and department chairs/heads discussed the first two chapters.

Submitted by,

Diane Goede
September 28, 2016