

SNRS Faculty Meeting | February 26th, 2020

1:00 pm | Hultz 272

Attendees: Larry, Jason, Marion, Frank, Caley, Ryan, Devan, Torre, Dave F., Christina, Jack, Amit, Jill

Representatives: Nate Derby, Jasmine Cutter

Admins: Jacinda, Angela

1. Undergraduate Advising

- a. Discussed pilot plan for undergraduate advising for next academic year. This pilot plan intends to increase advising engagement and participation from across SNRS.
 - i. Develop an Advising Committee; Jack Norland has agreed to chair this committee.
 - ii. All SNRS faculty are invited to serve on this committee
 1. At minimum, one faculty member from each discipline.
 - iii. New committee members will serve primarily incoming undergraduate students and will be asked to plan on advising those same students until graduation.
 1. No re-assignment of advisors will be made to students you currently advise
 - iv. Will need new advisors to begin for summer orientation.
 - v. Plan to direct individuals to advisor trainings or “sit-in” on an advisor meeting with current SNRS faculty advisors.
 - vi. Pilot plan will be assessed after one year for changes
 - vii. If you are interested in serving on the Advising Committee contact Jack Norland.

2. Curriculum Changes

- a. How should we handle changes to current and new courses? Different procedures depending on the type of course change:
 - i. **Non-Courseleaf Changes:** Time change, class capacity changes, classroom change, fall/spring switch, section additions, class delivery methods
 - ii. **Courseleaf Changes:** Prefix change, cross-listing, course number changes, description changes, new courses, course name changes
 - iii. Pilot Plan developed by Curriculum Committee
 1. Adopting “best practices” for curriculum changes along with specific procedures for different situations
 2. An outline of procedures for a pilot plan was composed by the Curriculum Committee. The plan, along with specific questions

were brought to the entire faculty for discussion. Below is the agreed upon procedures for the pilot plan.

- iv. Curriculum committee will meet at least two times a semester to examine the proposed changes. Committee meetings will correspond to NDSU imposed due dates for course changes.
 - 1. Proposed course changes should be sent to Angela Blaha at least two days before the scheduled curriculum committee meeting.
 - 2. Curriculum committee, ideally with faculty members proposing changes, will meet to discuss proposed changes.
 - 3. Non-courseleaf changes that meet “best practices” guidelines, will primarily be brought up just to share information
 - 4. More substantial changes and any unresolved conflicts will be discussed more in depth.
 - 5. The committee can decide to send any issue to the SNRS faculty for additional discussion.
 - 6. Otherwise, the committee will make recommendations about all changes to the Director, who has the final say on all proposed changes.
- v. A list of all changes will be shared with SNRS faculty after the meeting in the Curriculum Committee minutes and will also be mentioned at the following faculty meeting.
- vi. Please see Appendix 1 (attached) for additional details on SNRS Curriculum Procedures Pilot

3. Undergraduate Degree Name Change

- a. Development of a Fact Finding Committee
 - i. At least one faculty member from each discipline
 - ii. Committee holds no voting power or ability to make changes on their own
 - iii. Will review degree names at other Land-Grant Universities, with programs/disciplines similar to those within SNRS
 - iv. Will consider developing various surveys, possibly including ones to faculty, staff, students, and employers on name preferences/dislikes
- b. Please contact Angela Blaha if you would like to serve on this committee

4. Updates/Announcements

- a. Move from Hastings
 - i. Pollinator Lab has moved to Hultz 255
 - ii. Herbarium is now located in Dunbar 50
 - iii. Graduate students have been relocated to offices in Hultz

- iv. In the upcoming months, we will be gaining a space in Morrill to use as a graduate student office
 - v. March 15th deadline to have all items out of Hastings Hall
 - b. Darrell Ross beginning his first day as a faculty member on Thursday, February 27th
 - c. Grant Coordinator Position
 - i. Working on creating this position
 - ii. Will possibly be split with ABEN & Microbiological Sciences
 - d. SNRS website revamp is now live
 - i. Email Angela Blaha or Frank with additional information you would like to see on the website or any questions/concerns
 - e. Jasmine Cutter was a finalist for the 3M Thesis
 - f. Thomas DeSutter was one of the finalists selected for the Faculty Lectureship Award
 - g. Caley Gasch was a keynote speaker at the Soil Science Society Conference Meeting
 - h. There will likely be a new request for proposals for equipment and GRA funds in the near future
 - i. There are opportunities for funding related to teaching needs. Check recent emails/requests or contact Frank if you could take advantage of these funds for your class(es)

Appendix 1

SNRS Curriculum Procedures Pilot for 2020/2021

Goal:

To increase communication and enhance clarity about changes in SNRS courses

Definitions:

NDSU has different procedures for different types of changes to courses. We separate two major groups of changes below.

Non-Courseleaf Changes – Time change, limiting class size, classroom change, fall/spring switch, section additions, and class delivery method (ex. adding/switching to online format)

Courseleaf Changes – Prefix changes, cross listing, number changes, course description changes, new courses, and course name changes

Best Practices for SNRS Curriculum Changes

1. Curriculum committee will meet at least two times per semester
 - 1.1. SNRS Curriculum Committee will meet at least one week, preferably 2 weeks, before class size, classroom, and time changes are due to Registration and Records (generally November for following fall semester (ex. Nov 2020 information is due for semester starting August 2021) and April for following spring semester).
 - 1.2. Additionally, committee will meet at least two weeks prior to Courseleaf changes being due for spring semester. All Courseleaf changes that need to be made before the start of fall semester are due mid-March of that year (ex. March 20th, 2020 all Courseleaf change that will be approved before September 2020 are due). There is not a Courseleaf deadline in the fall, but instructors can talk to Angela Blaha or Curriculum Committee Chair to determine appropriate time frames for getting materials approved.
2. To maximize communication across SNRS, we request all proposed course changes, both Courseleaf and Non-Courseleaf (see definitions above) should be sent to Angela Blaha (Gatekeeper) by two days prior to this curriculum meeting each semester.
3. At the meeting course changes and schedules will be examined to suggest the best way to accommodate students and reduce schedule conflicts across SNRS and other majors that take our classes and vice versa.
4. Changes to curriculum, both non-Courseleaf and Courseleaf, and schedules will be sent out to all faculty after the meeting in the curriculum committee minutes and also mentioned at the next faculty meeting.
5. **Non-Courseleaf Course Changes**
 - 5.1. Non-Courseleaf changes should adhere to timelines and procedures discussed in best practices section (above).
 - 5.2. In general, non-Courseleaf changes that meet the following criteria will need minimum discussion and are primarily for sharing information:
 - 5.2.1. Room changes are fine as long as they don't limit class size

- 5.2.2. Time changes are fine as long as they don't overlap with other SNRS courses, are not scheduled during peak times (10-3 MWF and 9:30-3:15 TR), and don't overlap with 2 class periods on a given day (ex. 9-11 MWF).
 - 5.2.3. Semester changes are fine if the change does not impact student progress towards degree completion and adheres to 5.2.1 and 5.2.2.
 - 5.3. If curriculum requests are outside these parameters set in §5.2, then the changes will be discussed in the Curriculum and Assessment Committee, ideally with the faculty proposed present. If there are concerns that cannot be resolved, curriculum committee, along with faculty from the program(s) course is listed under, will discuss and provide a recommendation to the SNRS Director. The SNRS Director will have the final decision on approval or disapproval of the course changes.
 - 5.4. Changes proposed after the semester's curriculum meetings will need to be sent to Angela Blaha. If they meet the criteria outlined in 5.2, they can move forward, if they do not meet this criteria the proposed changes will need to go to the curriculum committee for discussion and recommendation and then approval by the SNRS Director.
- 6. Courseleaf Changes – note most Courseleaf changes require approval from SNRS Curriculum Chair and SNRS director per Courseleaf procedure requirements**
- 6.1. Courseleaf changes should adhere to timelines and procedures discussed in best practices section (above).
 - 6.2. Items such as cross listing the course with other SNRS programs, prefix changes, minor name changes, and minor description changes will likely not need substantial discussion. However, instructor should let Angela Blaha as Gatekeeper know, as well as SNRS Curriculum Chair and SNRS Director to make the Courseleaf process run smoothly
 - 6.3. New courses, name changes, and substantial name/description changes not mentioned above will need to be brought to the Curriculum and Assessment Committee, ideally with the faculty proposed present. If there are concerns that cannot be resolved, the committee, along with faculty from the program(s) course is listed under, will discuss and provide a recommendation to the SNRS Director. The SNRS Director will have the final decision on approval or disapproval of the course changes.