Minutes of the Liberal Arts and Education Department  
Tuesday, August 18, 2015


Absent: Rachel McCoppin

Visitors: Jason Tangquist; ASC Staff: Josh Parrill, Linnea Barton, Stacie Varnson, Jamie Fagerholt, Kelcie Watkins; Chancellor Wood, Barbara Keinath

1. The meeting was called to order at 12:15 p.m. by Lim-Thompson (again at 1:08 p.m.).
2. Staff introductions of everyone including new faculty (Francis, Sam, Heidi, Tu Lynn).
3. Jason Tangquist (Counselor for LAE) – Natakie Morris was hired for the Principal Office & Admin Specialist for the Career & Counseling area. Assistant Athletic Director for compliance, you are welcome to call Jason for anything if you have questions about students in compliance or other issues.
4. Getting to know each other: Get in to groups of 3-4 and find common interests.
5. Visitors: Academic Success Center. Brief introduction of staff. New process for students to make tutoring appointments – Now students will be doing this online through the website. On-Campus tutoring will pull up their schedules then they select the course that they want tutoring in. This will automatically generate an email to the instructor and allow the instructor to say no (if the student isn’t attending class), if no response is given by the instructor then it defaults to yes. Higher percentage of regular admits on campus this year vs. conditional admit. Conditional admit program has not changed. Admitted on probation – Trying to put a more positive spin on this. Vast majority of students are on probation due to ACT score and not high school GPA. CAP Scholars – Conditional Admit Program Scholars. Proctored exams will be done 1-4 on Mon and Thurs. Another new program is faculty & residency program. There are some games up there for faculty and staff to come up play games and hang out with students. There is also coffee and other offerings for you to feel more comfortable up there.
6. Approval of Minutes: A motion was made by Odom, seconded by Brown, to approve the minutes of April 23, 2015. Passed.

7. Announcements:
   a. Welcome new faculty and staff: Francis B., Connie C., Sam G., Heidi G., Dani J., Tu Lynn S.
   b. UMC Academic Calendar (attachment)
   c. Syllabus Requirement, Syllabus Template, and Syllabus Manager
      i. Template as a guide for syllabus, you do not need to use it but you do need to include items that are mentioned in the template.
      ii. All syllabi should include heading of University of Minnesota.
      iii. Guideline – not part of the policy, is the course outline. Course outline is good practice and helpful if classes aren’t able to be held (storm days, etc.).
      iv. Grading: Approximate due dates need to be included, relative weight in grading is also required (and very helpful).
d. **Post class schedule and office hours** outside of office (attachment).
   i. How many office hours per week do we need?
      1. Students can set up appointment through google calendar. Usually also have a couple of hours a week for walk-ins.
      2. Some post weekly printed schedule.
      3. 5 hours/week so that faculty member is available for drop-ins
      4. Recommendation: include on-campus office hours – schedule at different times and days; office hours via email appointments; include email address when you post your class and office hours

8. **Visitors:** Chancellor Wood & VCAA Barbara Keinath
   a. **Summer projects completed:** Onboarding process for new faculty; Prep for Higher Learning Commission; Diversity, Inclusion, and Engagement; Leadership Transition in Ag & Nat R Dept; Syllabus Template; Academic Integrity.
   b. Rochester Campus visit: Checklist for Change author.
   c. **Student Retention, Faculty Retention, Assessment of Program Level Learning Outcomes** (100% response rate).
   d. **General Education Program Review** (Rachel Lundbohm – Chair, Marilyn Grave – Co-Chair).
   e. **Honors Program Review** (Dani Johannesen).
   f. **Diversity, Inclusion, and Engagement:** Retreat, and future strategic planning
   g. **HLC Accreditation site-visit**
   h. Whether and what we’ll do for **searches for Faculty members** (definitely Dept Head for Ag & Nat R).
   i. **Questions:**
      i. Will there be continued growth with tenure-track positions?
         1. This campus will always have, and should always have, a balance of tenure-track faculty and instructional staff (not tenure-track). Last year, nine searches were tenure-track last year, three were instructional staff. Not all of those were successful searches. Not an answer of absolute, where we land as a balance depends on enrollment growth to some degree.
      ii. Is the issue of the number of online credits that on campus student take, is that still considered an issue?
         1. We want and need a larger contingent of on-campus students and we want to make sure that our online students have seats available for their use.

9. **Back to Announcements**
   a. **Welcome Week:** Strongly encouraged to attend the following sessions:
      i. Campus Climate Conversation (Tuesday)
      ii. Engaging New Students (Wednesday)
      iii. Title IX training (online refresher for those who have previously attended) – (Thursday)
         1. If you took it last year and signed your name, you will just need to complete the refresher online (available in 4-6 weeks).
      iv. New Faculty Development Training (Friday)
b. **Submission of curriculum items** – next department meeting to be effective Summer 16 and Fall 16.
   i. Have your curriculum forms completed and submitted by September 10th
   ii. Discussion on creating/changing a new course and curriculum forms for new faculty and for a refresher for others
   iii. Mark shared the UMC curriculum process

c. Once a year, Soo-Yin has a family reunion, this year it will be in Scotland in September. She will be gone September 3 – 11.

10. **OLD BUSINESS:**

   a. **Technology Requirements for Programs**
      i. Did not receive confirmation whether Comm Technology Trends would take over 3 Technology credits for Comm program.
      ii. ED will be creating Educational Technology.

   b. **2014-2015 Strategic Planning on Recruitment and Retention** – continuation (see attachment)

   c. **“Undecided” students: Name Change**
      i. To be tabled off – no time to discussion now.

11. **NEW BUSINESS:**

   a. **LAE Budget:** A motion was made by Neet, seconded by Guggisberg-Coners to approve the 2015-2016 LAE Dept Budget.

   b. **Communication Program Review.** Visiting with Sue Erickson to determine what information and is and is not necessary. Sue will assist with statistical data.

   c. **Teacher Education: Middle and Secondary Education.** Must pay for the license for both.
      i. Agriculture Education (5-12)
      ii. Work-Based Learning (9-12)

   d. **Articulation with Community Colleges**
      i. ECE Cohort at White Earth Technical and Community College (WETCC). Need at least 12-15 students in order to run cohort.
      ii. Applied Studies
      iii. Communication

   e. **Recruitment**
      i. Northern AdvantEdge Career Expo: October 28th, 2015 at 8:00 a.m. – 3:00 p.m. at Bemidji State University
      ii. Northern Valley Career Fair: November 4th, 2015 from 9:30 a.m. – 3:00 p.m. at the Alerus Center in Grand Forks

   f. **2016 Spring Class Schedule:** due Monday, September 14 (due to Barb Cournia’s office by September 21st) – see attachments (work time from 2:30 p.m. – 3:00 p.m. today).
      i. Bottleneck for class schedule: 10, 11, and 1:00 p.m.
      ii. Class schedule that are partial term course
      iii. Request for classroom (“must have”)

   g. **2015-2016 Goals for Liberal Arts and Education Department**
      i. Held until next meeting

   h. **Academic Standards and Policy Committee nominations**
      i. Chris Brown – Mullins, move to appoint Chris for this position, seconded by Odom.

12. Meeting Adjourned. 3:00 p.m.