

University Advisory Council

February 14, 2013

CH 319 – 3:00 PM

Present: James Limbaugh, Debbie Ritz, Rosalyn Templeton, Christine Cremean, Sue Solomon, Lisa O'Neil, Cindy Small, Fred Everingham, Stacey Dolezal, Vicki Gist, Kathy Jaynes, Jane Stuart, Tracey Jette, Nicki Branden, Becky Toth, Marianne Hoppe, Brian Simonson, Chris Wendland, Norton Pease, Stuart Sparvier, Denise Brewer, Randy Bachmeier.

Policy 403.3 Curriculum: Course Numbering Procedure. This policy is a revision of an old policy (dated 1980) and was presented to the group by Provost Templeton. She explained that review by the University System for common course numbering is complete and now we are looking at our policies to reflect that. She explained how the policy was reviewed and changed. There was a question as to why Continuing Ed courses are not included in the policy. There was discussion. **It was determined to table this policy and take back through Academic Council to have the Continuing Ed courses added.**

Chancellor commented that at a recent meeting of the One MSU committee in Bozeman it was approved to have an Enterprise Policy Project begun. This will be an 18-month project where a doctoral candidate and two assistants will be reviewing all of the policies of the MSU units and analyze them for consistency. There are many policies that should be the same within the MSU system and that is the goal. There are many other policies that MSUN may not have in place that are sorely needed. We will continue with our current review of our campus policies.

Academic Program Prioritization – Chancellor thank the Academic Council member for their hard work. It is not an easy task. The BOR requested all campuses to look hard at their programs offered. Are they relevant to current world needs? Are they relevant to our student's needs? Once the Program review is done there will be a realignment of dollars to support growth in those programs identified as priorities. Representatives from both colleges commented that faculty are working to complete their reviews and meet the deadlines. After each program is reviewed by faculty and they have their plan turned in by deadline of Feb 15, then the plan is reviewed by Deans and Chairs and feedback is given to faculty. Then plans are turned in to Provost, Academic Senate and Academic Council at same time for review. Recommendations will then go to the Chancellor by April 15.

Institutional Assessment – Provost asks that everyone get in and do work on the Unit Continuous Improvement Plans (UCIPS). These are due from each area on Feb 22.

NWCCU – Provost and group are working on the 3rd year report for our NW Accrediting board.

Update on Legislative Session – Chancellor reported the LRBP funding is still in tack and moving forward. It still looks like we may be expected to raise \$3million from private donors if they approve our new Auto/Diesel Bldg. That would be difficult for a small community like Havre. We also are working to get funding for the Bio Energy Center. The College Affordability Plan is currently allowing for the Present Law adjustment or COLA and should pass fine. He does remind everyone that other states are turning toward full funding based on outcomes, ie, recruitment, retention and graduation rates.

Recruitment & retention – Tracey spoke on the Noel Levitz consultant visits and how they are helping us track how we recruit and retain students beginning from pre admission to stepping foot on campus. We have a lot of areas where we need improvement. Enrollment is up this spring. Recruitment measures will be increased and

we will use e-communications and inquires and continue communication often. We will also measure the effectiveness of each inquiry. New retention efforts will be in place this Fall and those five areas that have been identified to be improved are: 1) learning communities; 2) financial aid; 3) advising; 4) early alert system; and 5) service excellence. Other procedures to increase recruitment and retention will be:

- A Recruitment Fact Team – Identify risk factors

- Student Ambassadors – have them more interactive during orientation

- Student Satisfactory Survey

- Customer Service Workshops

New employees – Chancellor introduced Brian Simonson, Vice Chancellor for Finance and Administration; Stuart Sparvier, Director of Student Life; Chris Wendland, Director of Financial Services. He also mentioned other new employees: Michael Glade, Coordinator of the Big Sky pathways Grant, Justin Mason – Instructional Design person for on-line learning; and Emily Vaughn, Administrative Support for the Student Union. Also some changes in responsibilities for some of our employees – Tracey Jette is now Senior Director of Student Success; Jamie McBryan is Interim Director of Business Services and Denise Brewer is responsible for Events Management, she will help anyone with coordination of events on campus such as planning for set up and coordinate with IT for equipment needed.

Announcements

Stuart mentioned he is getting proposal ready for new refrigerators and stoves in Family Housing.

Also, if you are having trouble with your ID cards let him know, since the power outage last week some problems have arisen.

Student Excellence Award nominations are also due soon. Please get nomination to Stuart.

Fred mentioned there are currently 63 Vets enrolled this Spring.

Chancellor evaluation – Chancellor requests that everyone take part in his first year evaluation. It is important to him as he values your opinion. The evaluation is confidential.

Sue Solomon reported that the forms for students to order caps/gowns for graduation are on the bookstore website.

Meeting was adjourned at 4:0 PM