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College of Education and Human Services

CHAIRS/DIRECTORS MEETING
MARCH 13, 2008
CMU 214 2 PM
NOTES

IN ATTENDANCE: Teri Walseth, Peggy Rittenhouse, Richard Adler, Bruce Hanson, Boyd Bradbury, Duane Halbur, Lynn Mahlum, Jane Bergland, Karen Danbom, Wendy Frappier, Shawn Ginther

1. Major program revisions

Jeanette Daines of MnSCU will be visiting the campus this spring. She is the contact person for any major program revisions or new programs. Richard Adler offered his assistance in this area as he knows her quite well. Dean Walseth encouraged anyone who is planning revisions or new programs to try to meet with Ms. Daines while she is here.

2. Getting and keeping students

Veronica Michaels, Orientation & Transitions Program Coordinator from the Admissions Office, offered a presentation on getting and keeping students. She handed out information on data from Dragon Days and a tip sheet for meeting with prospective students and their families. Among the points she made were:

- Engage students in conversation whenever possible
- Introduce yourself, let them know who you are
- Provide information on your department and its objectives
- Provide information on opportunities your department provides
- Ask if they have questions
- MSUM spends about \$1,900 per student for recruitment (about the national average)
- The goal is to keep 80% of the students; right now we are below 60% retention

3. Campus security

Although we do not yet have a formal security plan in place, Dean Walseth asked if there was any interest in having Michael Parks, our Director of Campus Security, come and discuss some security measures with this group. Everyone thought that was a good idea, so she will contact him to make the request. She suggested we might want to consider putting together a plan for our College to use until a campus-wide plan is established.

Michael Parks will be doing emergency procedure training for faculty on April 11th and 30th. Dean Walseth will wait until after those trainings to begin work on a college emergency plan.

4. College-wide accreditation

Dean Walseth asked if there was any interest in having a group of people work on establishing what commonalities exist across the college for accreditation purposes, gathering that information and having it available in a central repository so that those preparing accreditation documents do not have to continuously re-invent basic information. The response was affirmative. There was also a suggestion to update vitae and syllabi every few years. Margie was asked to find what copies of assessments might exist in the Dean's Office, especially electronically. Dean Walseth will establish this committee.

Dean Walseth is also looking for a volunteer from each accredited program to serve on a task force addressing how we can work together as a college to streamline our accreditation efforts. She does not foresee this as being a time consuming task – maybe one or two meetings this spring.

5. Future Finances

Dean Walseth informed the group that it is essential that we keep enrollments up. Even if they remain stable MSUM will be 'in the hole' for about \$400,000 next year. She stated we need to be flexible with new hires, consider the various places they may be able to teach. Predictions are that the next three years will be financially challenging for the university.

6. E-warning system

Dean Walseth encouraged everyone to sign up for the new warning system. She will send the link out again. Foundation transition and "audit"
Dean Walseth addressed the 'audit' rumor regarding the Foundation office and informed everyone that it is just a normal, regular MnSCU audit that is performed periodically. She also informed the group that Joan Justeson, who is a prominent MeritCare official, has temporarily assumed the responsibilities formerly held by Patrick Hundley.

7. University succession plan and visit soon

In April there will be a team visiting with the members of the campus community to gather information to prepare a report that will go to the new president. The reason is to give the new president a true picture of what he or she is getting into. She encouraged everyone to participate in the meetings and open forums that will be held.

8. Strategic Planning

Although we currently have a draft strategic plan, Dean Walseth asked whether or not the whole process should be re-visited. She requested everyone review the draft plan (which she will send out to everyone) and express their opinions on whether it is a true picture of where the college should be headed, and where people believe they need to put their energy. She would like to begin this process yet this semester so that a real plan can be in place for the fall.

9. Writing intensive status

The list of writing intensive courses furnished by Jo Berg from Academic Affairs was reviewed and discussed. It was discovered to be incorrect, so Karen Danbom will work with Jo Berg to make the corrections to the report.

10. Summer Sessions

Richard Adler informed the group that they will soon receive a booklet of summer session course offerings. This booklet is being sent out to some 700 entities. He is trying to make summer sessions look like regular semesters in order to encourage people to register. He said by the end of this summer he would have an idea of what allocations for next summer will be available. When a course has to be canceled it affects next year's allocation for summer salaries. He is waiting until after May 9th this year to cancel any summer courses as he believes we were canceling too early in the past. He emphasized that it is really important when advising students to NOT promise them that a course they may need will be offered in the summer, even if it has been regularly offered in the past.

11. Deans' Lecture Series

Academic Affairs is considering whether or not to continue offering this series because they are not very well-attended.

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