



**UMC Executive Committee  
Minutes  
December 04, 2008**

**Present:** Kimberly Gillette, Les Johnson, Amber Evans-Dailey, Jeff Sperling, Andrew Svec, Peter Phaiah, Michelle Christopherson, Tom Baldwin, Eric Burgess, Stephanie Helgeson, Tricia Sanders, Sue Brorson, Jack Geller

Guest(s):

**In these minutes:** 2 Hr Block of Time ,Old Business, New Business, International Presentation, NESSE Survey, Policies, Retention Committee – Academic Majors, Member Updates

**2 Hr Block of Time – Michelle Christopherson**

**Handout**

- Schedule is in draft format so far
- Michelle went over list on grid - Starts Jan 8
- Will start working with Thomas, Peter and others on staff development on Diversity, Customer Service etc.– would be held during Dept meetings
- Dr Baldwin added that will be looking at beginning schedules for fall 2009 – start thinking about activities
- Michelle has a worksheet started already for 2009-2010
- Open forums could have info on wellness center, sustainability committee and others
- Will have schedule locked in by retreat in June schedule
- Peter said CSA will look at the 2<sup>nd</sup> & 4<sup>th</sup> dates
- April 23 – Academic awards time moved to daytime – Athletics awards could also be moved to daytime - Michelle will talk to Chancellor about the Athletics Awards moving also. Would like more faculty involvement at events
- Juan Moreno diversity presentation will be for faculty/staff – integrating diversity into curriculum – will send out survey ahead of time

**Old Business – None**

**International Presentation – Kim Gillette**

Dr. Baldwin said Kim will be joining Exec group now

**Handout**

- Working with international students on recruitment and advising
- Prior to 06-07 about 30 students at UMC – since then a 300% increase. This fall 142 international students, include non degree, exchange, ESL and degree seeking
- Trying to maintain population of 10-15% of population
- Efforts also in trying to diversify population – right now from South Korea 97 – 17 from China with 17 countries represented
- Dr Kim hired as new ESL coordinator - Kind of re-creating program working on academic advising issues and policies for program for 37 students
- Working on best assessment for students and when they can matriculate into the University program – trying to make clear for students what requirements are
- Curriculum Integration Office at TC – will come and do training etc. and work with faculty advisors – in classroom and overseas
- Started several years ago as University wide effort did research as to why students choose not to study abroad- students that study abroad have higher degree completion than those that don't –

shows students listen to advisors better – need to focus more effort on advisor and faculty to talk to students about options

- CI office surveys students every year – and break it down by campus
- Several faculty/staff have gone through training – encourage faculty/staff to do site visits
- This year – Lisa Loegering went to Dominican Republic to look at service learning components – very structured program- projects in the field integrates into students learning
- Brian Dingmann visited Norway – it was a good fit for UMC
- Grant money is earmarked every year for these visits – when faculty/staff come back they write a report to Curriculum Integration Office and then it comes back to Kimberly - Will share with faculty
- Study abroad – international for 2000-2007 sent about 10 students per year for a semester or less in length – In 2007-08, 31 students went for a semester or less in length
- 2 programs went from UMC – Norway and China – classes held throughout the semester and then went overseas – looking at doing it again this year – about 7 for Norway and 10 for China so far
- Student and faculty/staff went to Taiwan during summer to teach English – conversation was most helpful -were Summer camps for teaching English student that went was tutoring in the ESL program - 2 institutions that would like to do it again this summer
- Working hard on programming for students – things for them to do and places to go – international week – week before 10 students went to Washington school and gave information about country – was very well received - Spring – international dinner series - Chinese coffee corner on Tuesdays which was new for the year – conversation on culture – promote the china trip
- Partnerships with Zhejiang Forestry University, Zhejiang Economic & Trade Polytechnic and Korean Preparation Center
- Working on programs with India, Taiwan and France and working with various depts. on campus AAC, writing and tutoring needs – encouraging international students to tutor, res life to identify issues, SOS leaders, dining services, library staff, workshops for faculty
- Trying to continue to increase learning abroad students – looking at different opportunities – not just university study – internships, working etc., Looking at 2 week ESL summer camp - Linking faculty with overseas faculty
- Trying to get ESL program at UMC accredited - 68 Korean students most of those students met our degree requirements – half of them should have gone directly into degree - Have applications for more students -waiting to get info to put them into correct program ESL or degree - Will be looking at recruiting for ESL no strategy for recruitment at present just providing a service now - 14 admitted for Jan – only 2 for ESL – 26 waiting for completion of info
- 20 from India next summer
- Some discussion on the international students

### ***NESSE Survey – Peter***

#### **handout** – Data Form Survey

- Peter compiled some of the data for the handout – if you want more info Peter has the entire survey
- 2<sup>nd</sup> year UMC has participated looking at How well students get engaged in different areas
- Freshmen and seniors with over 1500 institutions that participate
- How we compare with 4 yr institutions – 3 peers we compete against - 275 freshmen completed survey - Highest respondents of freshmen were international students for UMC
- 5 basic benchmarks Academic Challenge, Active Learning, Student-Faculty Interaction, Enriching Educational Experience, Supportive Campus Environment
- UMC students are engaged – but different ways of being engaged - Looking at key questions and how to follow – we have data for 2 yrs - Necessary to analyze ourselves for improvement
- Some discussion on the survey results
- Looks at 2 populations for every question freshmen & seniors – can also look at questions for faculty – if we want to pay for it.

- Looks at best & worst of our students and how they compare to peers
- Need to look at some data about transfers – 16% of freshmen were transfers – our freshmen were somewhat older Non-traditional - We have a little older than average students
- Peter also has section on comments –contact him if you'd like to see it
- Only 44 percent of students find that our administrative staff is helpful etc. which is good among our peers
- Look at range – we compare well to others – but need to look at what we are actually doing
- Peter can pull different areas from survey if anyone is looking for specific things

### **Policies – Peter Phaiah**

- Policies are all online
- Peter sent out email about policies – he is member of PAC- policy advising committee
- System wide policies we all have to follow – if not we need to justify
- Webpage lists all of our policies
- All policies before Nov were approved such as Use of personal electronic Devices in the classroom has been approved which is similar to UMC's
- If anything relates to your area – review it
- Website - Shows how to introduce a policy – modify it etc.
- Question on online learning policies – very few policies relate to online learning

### **Red Lake – Amber Evans-Dailey**

- Deb, Linda and Amber went to Red Lake Nation College
- Not accredited and not offering their own coursework - offering Fond Du Lac Tribal College classes
- Trying to gain their independence - Very interested in pairing with UMC – students could come in as a cohort
- Majority of academics looking at sustainability issues and then go back to the reservation to help
- Lots of opportunities for UMC - students could have local study abroad opportunities going to Red Lake Nation – nice cultural experience
- Goal is to start looking at possibility of offering one UMC course by fall 09 - Conversations have just started. Interested in applied studies degree that all focus on sustainability
- Some discussion on this – could use adjunct or online – similar to PSEO online learning with faculty in classroom
- We are first university they have contacted – Deb Zak has built up trust with college
- Amber – looked at what course would be appropriate and biology fits with a possible online lab- they have high speed access

### **Retention Committee – Michelle Christopherson**

#### **Handout**

- Reevaluating members - need additional names for subcommittees
- Academic advising – Sharon Stewart & Kim Gillette – are meeting this afternoon – Heather and Julie are also on committee
- Michelle will send info to Kim along with charge
- Michelle will ask Ron for a name from his dept, no name from Ag, Phil from NatR

### **Academic Majors – dept heads**

- Will work on new programs

### **Weekend Programs Peter Phaiah**

- Michelle suggested someone else should be on committee as chairs other than Lisa and Natasha
- Committee filled out calendar and need help implementing some of the programs
- Looking for more ideas
- Some coke funds are allocated for weekend programs - there is a pool of funds

- Will get list and charge for next meeting - Exec group could ask for help from others
- Assessment – will be part of the charge

## **Member Updates**

### *Jack Geller – Arts, Humanities & Social Sciences*

- In the middle of promotion & tenure process and getting ready for finals
- Finance committee will issue state budget

### *Andrew Svec - Communications*

- Serving on All University Honors Committee – looking at adding 2 additional honorary degree categories – Dr. of Arts, Dr. of Leadership & Commerce. Currently have 3 degree categories.
- Proposal will go before Regents in Spring 09 – will have to go before FCC first
- Pres Buininks is supportive and would encourage units to present more awards while maintaining exceptional high quality of recipients

### *Peter Phaiah – Student Affairs*

- Email was sent about the Late night study breakfast for students during finals – 10:30 pm - midnight
- Looking for volunteers from faculty/staff to do the serving
- Email will be sent to students
- Sustainability Committee met on Nov 18<sup>th</sup> and meeting today. Martin Lundell is chair
- Committee is using Moodle to post information
- In residence halls sending veterans cards for Christmas. Each hall is doing cards for different groups would like others to write a card and send to them – Peter has address
- Fri – Winter Wonderland 5:00-8:30pm - Activities for everyone
- Flooding rink is being done right now - Warming shed should be ready in next week or week & half
- UMC going Smoke free Jan 1<sup>st</sup> – group of Koreans would like smoke house on campus
- Various issues associated with the Smoke Free Ban – will be putting together more information

### *Tricia Sanders – Finance*

- 2 reports are up on UM reports but there is no carry forward
- Will do demonstration when they all get up
- Course Fees committee met this week, Student Service Fees committee next week and Parking committee met last week. Now all lots are one price
- There is money in reserves to redo lot E – also looking at some easier flow of traffic once Centennial Hall is finished

### *Stephanie Helgeson - Athletics*

- Continuing to work on self study report due Jan 15
- Men's and women's basketball this Fri and Sat - Hockey plays Fri & Sat
- Student promotion - \$500 donated with drawing at half time at men's game
- Coaches are recruiting Football and Volleyball
- Soccer coach Chris resigned
- NCAA meetings in Washington in Jan
- Pep band and cheerleaders are encouraging at games – looking for staff and faculty along with students in the band - Adds to atmosphere very positive - George is offering 1 credit for pep band
- Peter added there is funding provided and he is working hard with the cheerleaders

### *Eric Burgess*

- Prior to Job fair SIFE and Career & Counseling are offering etiquette sessions – starts with resume writing, Dress for success etc. to prepare students for job fair
- Wasn't able to go to Red Lake with Amber & Deb – but going back with SIFE Dec 19 – to meet looking as Sustainability and Rural Econ development
- Eric is chair of Faculty Assembly Assessment committee and along with Dr. Baldwin are interested in AQUIP for campus. Bill Peterson will be leading a taskforce for campus. Next Wed will be first meeting to talk about planning
- Faculty Assembly – Fri at 3 – DH207

*Amber Evans-Dailey - Admissions*

- Recruiting going well, at end of Nov were about 45 short of where we want to be – but still ahead of last year
- Gearing up for spring and enrollment management side
- 944 students registered for Spring semester
- Erica ran report of students that should have registered but haven't - 369 as of today
- All students got email about registration and status of their registration
- Admissions counselor will follow up with extra assistance - 17 advisers have given status of their students- Sara Kaiser will follow up with students that haven't come to class
- Jack added that it is helpful to see why students haven't registered, holds etc.
- 168 students have some kind of hold – 22 with immunization hold that Stacey can give a pass 5 have athletic equipment holds – 96 have tuition holds – 65 have probation holds
- Admissions has been contacting students about holds and what to do about them

*Kim Gillette – International Programs*

- Study Abroad Club has a raffle for Wii –one for \$5 and 3 for \$10 - May sell at game this weekend

*Jeff Sperling – Technology Support Services*

- Jeff & Bill finalized documents for fall graduates and owning a notebook - trying to protect the U first and being fair to students
- Working on identifying students that are eligible and paid the tech fee etc. – want to be fair to students even if not full-time entire time but paid tech fee
- Fall 2008 group will get IBM computer – students in return give \$50 donation to Dev fund for general scholarship fund - students are ok with it – even parents –Looks positive now
- Tablets issue started last week to pilot group - Faculty will get theirs over break
- Halstad Telephone Company has gear on campus since 99 or so – agreement needs to be revisited
- Wireless out to airport for UMC and others and now testing high speed wireless that may go into community and campus

*Les Johnson – Human Resources - none*

*Michelle Christopherson – Center for Adult Learning*

- College in high school registration for 2009 concluding
- CIHS recruitment effort, plan, strategy F'09- added communication increased collaboration with Admissions – Jody & Tim M 5 former CIHS students will recruit in their home school during holiday break – testimonials used for future publications, ongoing CIHS site visits fulfilling NACEP programs
- Spring online applications are up - Currently 44 online Spring 09
- Even with credits being delivered to last year
- Women's Holiday Social raised \$2600 – thanks to all - next fundraiser slated for Tues, Dec 1, 09 - Over 100 women attended
- Quality Fair Poster Session submission from CAL approved for Online student support service

*Sue Brorson - Business*

- Working on finishing up board room - dedication could be in February
- Quality fair – online practices committee had 3 proposals accepted

*Dr. Baldwin – Academics & Student Affairs*

- Bill – will step down as Interim Head of Math, Science & Technology when Dr. Ali comes end of Dec.
- Asked Bill to demonstration activity for AQUIP so decision can be made to go with AQUIP or 10year HLC Review – has to be a campus decision
- Bill has been to AQUIP Seminars – another team will go this year which will include Eric Burgess
- Bill will represent Dr. Baldwin and will talk to people on how to do a demonstration project for the process
- Meet one more time before Christmas – Dec 18.

Respectfully submitted by Barbara Ricord