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## *College of Education and Human Services*

### CHAIRS/DIRECTORS MEETING

April 10, 2008  
CMU 214 1 PM  
NOTES

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IN ATTENDANCE: Dean Walseth, Richard Adler, Lynn Mahlum, Peggy Rittenhouse, Judy Johnson, LaRae McGillivray, Shawn Gnther, Jane Giedt, Britt Ferguson, Karen Danbom, Duane Halbur, Boyd Bradbury.

1. Sharing accreditation information across departments
  - Shawn Ginther and Peggy Rittenhouse will set up a meeting to establish what materials could be shared between accredited programs.
  - The Dean's office will put together a compilation of general accreditation information each department would need so there is no need to 'reinvent the wheel' each time the information is needed
  
2. Guidance Counselor Tour
  - a. Peggy Neill is working on this. What do you want to highlight for your program?
  - b. A group of Twin Cities student counselors will be bussed here to our campus for presentations
  - c. 30-40 minute highlight presentation per college
  - d. If any department has promotional DVDs or materials to share, send to Dean Walseth
  - e. Would like to put together a presentation that can be used again for similar situations.
  - f. Maybe invite local counselors and give same presentation in the morning to them?
  - g. The DVD prepared for international recruitment as an overview of our College is on the website and can be accessed here:  
<http://www.mnstate.edu/edhuman/international.cfm>

### 3. Current budget

- a. Copying charges are only in through December
  - Some units have already spent 2K or more
  - Encourage the use of the print shop
  - Inform the student workers
  - Encourage not to make a lot of copies in May for fall term, but to copy after July 1
  - Consider posting handouts on websites for students to download
  - Consider posting adjunct faculty handouts/materials on a specific web repository for students to download
- b. Use the Print Shop – print shop costs 5 cents less per copy
- c. Consider putting signs above copiers

### 4. Field trips

- a. Who takes them?
- b. Who drives?
  - Students driving will be a large problem for the University when MnSCU institutes new driving policies this summer
  - Need to define 'field trips'. How will things that are required by the University, like practicum, going to be handled?
  - Give any information on your field trips to Dean Walseth

### 5. Finals

- a. Must be given on scheduled days per university policy
  - University policy states that finals must be given when scheduled
  - Classes must meet during finals week
  - Students must get permission for the Dean if they want to take a final early
- b. Do I need to send this out hard copy to all faculty?
  - Dean Walseth will send out an email to everyone on this

### 6. For 2008-2009:

- a. If your unit doesn't already have a plan in place, as a group you will need to determine three goals with measurable objectives for each.  
Consider:
  - What do we value?
  - What are the great things of the past we don't want to lose?
  - What is our future?

- b. Each program director should have three goals/objectives set for the year for their program/department.
- Progress should be reported on their annual reports at the end of the year
  - In larger departments people are doing all different things; setting these goals helps to narrow the focus
  - PDP should tie directly to these goals and be referenced on the faculty's plan
    1. Dean Walseth is a stickler for goals – something to strive for – both within departments and in PDPs.
      - a. Set goals higher than 'attend department meetings'
      - b. Faculty, especially those approaching tenure/promotion, need to set higher goals for which to strive and tie them to the goals of their departments.
      - c. New faculty should be informed of this also, and helped /mentored with writing PDP and Progress Reports.

7. Next year's budget:

- a. Assuming cuts, do we want to go by previous expenses; start from zero and project needs; other suggestions?
- No final financial figures available yet
  - University is probably going to do some cutting, but the amount is not yet determined, nor how they will do it
  - Plan for what you need/ but be prepared to make some tough choices once the budgets are finalized.
  - Dean Walseth will be working on budgets over the summer
  - Chairs requested that Jean Hollaar attend their final meeting on April 23<sup>rd</sup>, if at all possible, to discuss reading the monthly budget statements and discuss the possibility of providing Chairs with comparison reports to the past couple of years, and periodic reports on next year's budget that are easier to read and understand. Dean Walseth will approach her on this.
  - Chairs need to look closely at their remaining operating budgets. If they need something and the money is there, they should consider using it up. It might be that any carryforward would be used to assist programs or other budgets that will fall short. There is no guarantee there will be carryforward funds available next year.
  - Chairs need to look at the special accounts their departments might have, like phonathon funds, etc., and think about ways to use the money for student benefit.

- b. Projected Spring 2009 Faculty Assignment Records, and as finalized FAR as possible for Fall 2008 (adjunct names, if known)
    - To plan personnel budgets for each department
    - To issue contracts in late July/early August
8. Miscellaneous
- a. 03 to 07 conversion – objections?
    - All new computers will be loaded with Office 2007, so older machines should be updated, also. They will be converted over the summer
  - b. Computers – old desk tops will no longer be repaired
  - c. April 16 – University Chairs’ meeting
    - If a Chair cannot attend they are encouraged to send someone in their place
    - Richard suggested planning to attend the graduate lecture in the CMU that same date
  - d. May 1 – unit reports due
    - The website  
<http://www.mnstate.edu/acadaff/Departments/academicplanning-reporting.htm>  
Contains information and forms for these reports
  - e. Dean Walseth out of town Monday-Wednesday, April 14, 15, 16
    - Joining an accreditation team in St. Cloud
  - f. Lommen Hall renovation scheduled to begin January 2009.
    - Not yet determined where people will be relocated
  - g. Shawn Ginther requested the possibility of supplying the students with a copying machine they can pay to use, and locating it in one of the computer labs. Margie will investigate.