

EXECUTIVE COMMITTEE MEETING

Thursday, January 5, 2012
CSU 238

APPROVED MINUTES

In attendance: Jim Grabowska (FA President), Mary Visser (FA Vice President), Daniel Swart, Paul Hustoles, Barbara Carson, Kelly Krumwiede, Dick Liebendorfer, Georgia Holmes, John Seymour, Becky Schwartzkopf, Gregg Marg, Kevin Parsneau, Ellen Mrja, Danae Quirk Dorr, Diane Witt, Queen Booker, Nancy Fitzsimons, Miriam Porter, Kirsti Cole, Hans-Peter DeRuiter, Ron Nickerson

Meeting called to order at 8:36 AM

1. Minutes of previous meeting (Unapproved Minutes –October 27, 2011)

Hustoles, Nickerson: Motion to approve: Passed

2. Call for Additional Items/ Reordering of Agenda

Under 9: e. Alternative PDP PDR Calendar – Visser
f. Introduction of new CETL Director
g. Constitutional Marriage Amendment

3. Graduation Evaluation (Time Certain 8:40 a.m.) Marcius Brock & Erica Johnson

New and improved form for application for Undergraduate Graduation Evaluation has been developed. The new form has been developed to take advantage of new technologies, etc., to make the evaluation method smoother and more accurate. This form is now in use. We are still waiting for feedback from students to find out if they find it more useful than the old form. This evaluation summary is a restatement of the information contained in a DARS report, but in an easier to read format. We hope that this will help the students find out where they stand in a timely fashion. Hopefully this will become a 2-3 week process instead of a 5-6 week process. The next phase is to make the form a PDF file that can be placed right into a student's file, again to make turn-around faster. Hopefully, this will eventually become an overall electronic application.

(Question): Does this at any point go back to the Dept. Chair? (Johnson): This form is between registrar and the student

(Question): Has the DARS report accuracy (or lack thereof) been discussed? (Brock): There are some technicalities that need to be addressed, but DARS is fairly accurate. We are working on modifying the DARS system.

(Question): Will this be automatically created from the DARS information? (Johnson): Yes, DARS should be able to fill out the information automatically. We are working with IT to make it truly automated and online.

(Question): Students do not specifying what classes they will be taking in the future? (Johnson): Students should be following the DARS report to make their future class decisions. If it was incorporated on this form it might make this harder to track, as students don't always take the classes they planned on taking.

(Question): DARS doesn't address everything. It sees what courses are missing, but it doesn't say WHEN courses are offered. A minor tweak would be to have a separation of terms. It might be more helpful for the students to ensure that they can actually take the classes they plan on.

(Question): Why aren't goal areas 12 and 13 counted toward the total 44 credits? (Brock): It might be a typo.

(Question): When will this be available? (Brock): Students should be using it now.

(Question): How is this being rolled out? (Johnson): We were just sending it out to the students. Tomany has sent it out to the Deans. (Hustoles): I would like to recommend that this information gets out to the faculty (Nickerson): An email to faculty might be useful.

(Question): How are faculty being shown how to use this new form? (Brock): Perhaps a training session would be useful.

4. IT Services – (Time Certain 8:55 a.m.) Matt Clay

ITS is being restructured, and I've developed a new outline for faculty technology. One of the biggest issues is that of communication. Often we develop something and say it's ready, but the faculty don't know anything about it. We want to fight the dictatorship that ITS has followed in the past. We need to be prepared to help you teach the way you teach. We've talked about making a Technology Committee in every college if there isn't one. We'll be using these committees to ask how and what you need. With the Faculty Resource Center being developed, we'll be partnering with them. There is a huge push for online learning, but we don't have any infrastructure. We'll be expanding our help desk hours so that night students can still get help. We are also hiring instructional designers. For each program/department, we can develop an orientation class for students to take. We can also generate these for faculty. We want to create a student resource center where students can get help with technology. We will be changing our focus on classes: instead of teaching you how to use PowerPoint, we will try to help you teach better with PowerPoint.

(Question): Is there any way of getting secure test sites? (Clay): Yes, we are talking about that. We are doing some proctoring already, but we can only manage two students at a time.

(Question): Teaching evaluations are hard to do for online classes. (Marg): I think this is being implemented now.

(Question): Is there any tutorial system to help with faculty who have already done an ITS class but forgot how to do something? (Clay): That's a good idea.

(Question): There are problems with getting faculty equipment (computers) fixed. (Clay): In the past, we have had only students run the help desk. We will be hiring two full time professionals and a cadre of students.

(Question): Are help desk hours extending this semester? (Clay): As soon as we hire someone; probably by the fall.

(Question): Equipment keeps changing in classrooms without any training or faculty input. This needs to stop. (Clay): That is an issue, and it needs to be addressed.

(Clay): The thought process in ITS has been changed. We didn't have instructional designers in the past, we had technologists. We will be hiring actual designers to help faculty. We also want to use an 18 month process (paid) and a GA to talk about your class and work with you over the summer to create a new course to teach in the fall. Modifications would be made over December, and the class relaunched for the spring.

(Question): I am concerned about the nuts and bolts of all of this. Has this gone through Planning Submeet? Where is the budget coming from for all the stuff you talked about? We may be talking about two entirely separate levels of issues. We're still just trying to figure out how to get the new Elmos to work.

(Nickerson): We should invite Ed to come and talk to the Executive Committee.

5. FACULTY ASSOCIATION – STILL NEEDED –Fall 2011

- a. COB Extended Learning – Business (1 year replacement needed for Brenda Flannery)
- b. FA Nominations & Election Committee Spring 2012 – (Need Business)
- c. COB Rep on LTR 1 Year ReplACEMENT –

- d. *Faculty Working Group (Charge: To carry on some of the work that Advising Task Force established) (Still Needed) – A&H, AH&N, Bus, Educ, SBS*
- e. *Lib/Unaf General Education & Diversity Replacement for Justine Martin Spring –Needed*

6. STATE IFO/MnSCU Committee (IFO Appoints) 2 Appointments Statewide needed for each a-d.

- a. MnSCU Student Affairs Council - Roy Thomas J. Kammer

Hustoles/Visser: Move to appoint Krammer: Passed

- b. [MnSCU Academic Affairs Council](#)
- c. [MnSCU Academic and Student Affairs Information Technology Council](#)
- d. [MnSCU Academic and Student Affairs Policy Council](#)

7. FACULTY ASSOCIATION APPOINTMENTS CONFIRMATION BY ELECTRONIC VOTING 11/23/11

- a. *Faculty Working Group (Charge: To carry on some of the work that Advising Task Force established) –Lib/Unaf – Kellian Clink, SET – Angie Bomier*
- b. 2012 – 2013 Presidential Scholarship Process Additions: A&H – Mavis Richardson
- c. Enrollment Management Steering Group and Sub Groups (5 Needed – 1 in each of following) :
 - (1) Enrollment Steering Group (1 Needed) – Roy Kammer - AH&N
 - (2) Retention Sub Group (1 Needed) - Kellian Clink - Lib/Unaf
 - (3) Completion Sub Group (1 Needed) – Clark Johnson - SBS
 - (4) Service Sub Group (1 Needed) – Andrew Johnson – EDUC
- d. Nominations & Election Committee – College of Education – Andrew Johnson
- e. Budget Committee replacement Spring for Daardi Sizemore - Joe Holtermann

Nickerson/ Booker: Move to confirm the slate: Passed

8. FACULTY ASSOCIATION APPOINTMENTS TO BE CONFIRMED/SELECTED

- a. University Wide Environmental Committee (2 Needed) Steven Kipp (SET), Scott Fee (SET) Monika Antonelli (Lib/Unaf), Gwen Westerman (A&H), Leigh Pomeroy (A&H)

Schwartzkopf/Visser: Move to confirm Antonelli: Passed

Marg/Nicerkson: Move to confirm Fee: Passed

- b. Search Committee for Director of the Research & Sponsored Programs Office (RASP) (2 Needed) – Jim Wilde – SET, Patricia Hoffman (CETL Director), Sherrise Truesdale –Moore – SBS - Bill Wagner - SBS, Chip Panahon – SBS, In-Jae Kim (Center for Excellence in Scholarship & Research) SET

Hustoles/Porter: Move to confirm Hoffman: Passed

Marg/Hustoles: Move to confirm Wilde: Passed

- c. Enrollment Management Steering Group and Sub Groups - 1 Needed for the following: Recruitment Sub Group (1 Needed) – Chris Corley, Kebba Darboe, George Corey

Nickerson/Carson: Move to Confirm Corley: Passed

- d. Greek Life Task Force (1 Needed) - Suzannah Armentrout
- e. Parking Advisory Committee – Autumn Hamilton - AH&N
- f. MnSCU Assessment for Course Placement Committee – Two Year term - (1) – Reappoint Jonathan Harper (SET) (Jim Explain)
- g. Athletic Grant Appeal Hearing Committee – Mary Visser

Hustoles/Quirk Dorr: Move to confirm the slate: Passed

9. Discussion Items/Action Items

a. Enhancing Communication between Faculty Association and Faculty Association Committees - Handing the baton of information from Chair to Chair (Diane Witt)

I received no prior generated documentation for a search I was on. Is there any way to pass the baton on, sending the documents from the search to the new chair? (Booker): Is there a way to put this material online? (Carson): On our website? (Grabowska): We could, including converting information to pdf format to place online. However, this does bring up one of the issues we've had, where minutes have been hit or miss from subcommittees. We have encouraged the subcommittees to report, but sometimes data gets lost.

(Nickerson): Perhaps it is time to invest in some server space? (Marg): Although it isn't my favorite, Google Docs does work ok. (Cole): Dropbox is also a possibility. (Witt): With our changing membership, keeping track of who is able to see the documents, etc., might become a nightmare. (Booker): I'll look into this and report back. (Porter): FA does have information, so it can be gotten with a little digging. (DeRuiter): This comes down to understanding the role of the chairs to hand over data after their tenure is up. (Grabowska): The subcommittee meetings at the beginning of the fall are supposed to be a place to hand things off, but the problem that Witt experienced was something that this procedure couldn't assure. I am enthusiastic on investigating how to increase communication, but there are some inherent limitations. We have terms, and people rotate in and out frequently. (Nickerson): Perhaps we need a 1 or 2 page handout on chairs responsibilities. (Hustoles): The governing documents could easily include a paragraph, placed before committee charges, to include the duties of the chairs. As far as storing documents, that should be an easy fix. (Nickerson): Chairs do a lot behind the scenes that the committees don't know about, so members that become chair don't know a fair bit. (Seymour): Because submeet chairs are decided before the end of the year, time is available to pass the baton before the semester is over. (Blom): In a lot of cases, there aren't chairs defined before the first fall meeting. (Seymour): If we had people named before the end of the semester there would be time for the baton to be passed. Name a chair-elect. (Hustoles): This would be a very easy line to incorporate into the governing documents. (Nickerson): The problem is when no one is willing to be chair. (Witt): Having a bulleted list of what the requirements of chair are might make it easier to coerce a new chair. (Booker): The problem is that each chair has different nuanced requirements; we could write a general list, but it couldn't include everything. (Hustoles): We need a meeting to have this information conveyed. (Nickerson): If we get the big ideas passed on and miss the nuances, this will still be a step in the right direction. That way, the nuances can be learned, but it isn't as difficult. (Grabowska): So what we are looking at is some sort of transitional activity to pass data from the current to future chairs.

b. Sabbatical Concerns (don't want to cut sections for sabbaticals leaves)

c. Proposal Draft for Packaged Courses (Attached)

d. FA Constitutional Amendments (Paul Hustoles)

At the IFO board, our governing documents and constitution was reviewed to bring it more in line with the state

IFO documents/constitution. Many of these are easy changes, some will be more involved:

Motions to the Executive Committee:

1. Move the following typo correction in Constitution:

Article VIII, section 3: Representation on IFO Bodies

Change proposed, delete the “s”:

“The Association's representative on the IFO negotiating team shall be a ~~members-~~
member who has had experience as a Faculty Association Officer, an IFO Board
Member...”

Hustoles/Porter: Passed

Proposed Amendments to the Constitution and Bylaws

1. Article III, section 4: Membership and Participation

Change proposed, add:

“With the exception of discussions concerning private personnel issues **or when the Executive Committee votes to go into “executive session,”** all meetings of any Faculty Association body shall be open to observation by the Association membership.”

Hustoles/ Visser: Passed

2. Article V, section 10: Association Officers and Committees

Change proposed, delete and add:

“~~Unless otherwise designated in this or the IFO Constitution,~~ Terms of all Officers and Committee Members shall begin ~~10 (ten) days after the end of Spring session.~~ **on July 1st and end on June 30th.**”

Hustoles/Quirk Dorr: Passed

3. Article V, section 5: Association Officers and Committees

Change proposed, delete and add:

“The Association Executive Committee shall be composed of the Officers, the Chairpersons of the Sub-Meet and Confer Committees, Association Representatives to the IFO Board of Directors, ~~and~~ the Unit Representatives and **the state-wide representatives to the IFO Standing Committees. All of these individuals are subject to the IFO’s Conflict of Interest Policy.**”

Hustoles: Motion withdrawn for now

4. Article V, section 6: Association Officers and Committees

Change proposed, delete and add:

“Duly ~~elected~~ **selected** and ratified chairpersons shall become members of the Executive Committee ~~ten days after the end of Spring session.~~ **on July 1st.**”

Hustoles/Quirk Dorr: Passed

5. Article VII, section 2: Elections

Change proposed, delete and add:

“During the month of October the ~~Association President shall appoint~~ **the Executive Committee shall elect** a Nominations and Election Supervision Committee consisting of one member from each unit and designate its Chair.”

Hustoles/Schwartzkopf: Passed

6. Article VII, section 2: Elections

Change proposed, delete (as this is redundant to Operating Procedure 3):

~~“It shall be the duty of the Nominations and Election Supervision Committee to:~~

~~A. During November, determine the offices subject to election (conforming to Article V) and the eligibility of incumbents (conforming to Article V).~~

~~B. During January solicit from each Association member recommendations of persons for nominations to positions to be elected the following April;~~

~~C. During February publish preliminary ballot recommendations nominating at least one person for each position to be elected and solicit nominations by petition from the Association membership in conformity with Section 4 of this Article;~~

~~D. No later than March 15, prepare the final ballot; mail it to the Association membership (with detailed instructions for its return to the Committee) and count votes. The results of the election should be published to the Association membership no later than April 20.”~~

Hustoles/Nickerson: Passed

7. Article VII, section 3: Elections

Change proposed, add:

“No person shall be placed on the preliminary or the final ballots **unless eligible** and without his/her permission in writing or by email to the Nominations and Election Supervision Committee. No person may run for more than one office in any one election.”

Hustoles/Cole: Passed

8. Article VII, section 5: Elections

Change proposed, add:

“Election shall be by mailed ballot: the candidate receiving a plurality of the vote for each position shall be declared elected. If the two candidates receiving the most votes receive the same number of votes, the tie shall be decided by a run-off election between the two candidates with the most votes. The run-off election shall be called immediately after the results of the first vote **are announced through email**. Ballots shall be distributed within three (3) working days of the announcement and must be returned within five (5) working days **of ballot distribution.**”

Hustoles/Carson: Passed

9. Article XII, section 1: Operating Procedures and Amendments
Change proposed, delete and add:

“The Association may supplement this Constitution with Operating Procedures, which must be consistent with the provisions of this Constitution. Such Operating Procedures may be proposed by a majority vote of a regular Association meeting or by a majority of the Executive Committee. To take effect such Operating Procedures must be approved by a ~~majority affirmative vote of a quorum by mailed ballot to the Association membership.~~”
2/3 majority of the Executive Committee.

Hustoles/Quirk Dorr: Passed

10. Article XIII, section 1: Grievance Committee
Change proposed, delete:

“In accordance with the IFO Constitution, the Executive Committee shall appoint a Grievance Committee consisting of the following: Faculty Association President, Faculty Association Vice President and the three (3) State IFO Representatives. The Executive Committee designated the Vice President of the Faculty Association as chairperson and Grievance Officer. ~~as required under the IFO Agreement with MnSCU.~~”

Hustoles/Quirk Dorr: Passed

Other Issue to Address:

1. Operating Procedure 4: Duties of Officers and Committee

“... Members are expected to attend all meetings pertinent to their position. The Executive Committee reserves the right to remove any member for excessive absences.” **Need to define “excessive absences.”**

Nickerson/Quirk Dorr: Modify to “remove any member for 3 consecutive absences”

Witt/Hustoles: Amend previous motion to remove “consecutive”: Passed

Visser/Mrja: Amend previous motion to add “within an academic year”: Passed

Amended motion: Passed

e. Alternative PDP PDR Calendar – Visser

Refer to page 1 of the article 22 schedule handout (Dec. 30,, 2011 Draft – Revised Timeline): It would allow the Deans more time over the summer to respond if the faculty members submitted PDR earlier. (Grabowska): We spoke with the council of Deans regarding problems with Article 22 issues. We talked with them about how to deal with communication. The result of this discussion was that moving the due date into the spring would make it easier for the Deans.

(Question): Doesn’t this mean everyone will turn in a report in April? We already moved these dates significantly from the contract. We’ve already accommodated the deans before. April is a terrible time for faculty. Moving this due date and making our lives harder to make the Deans’ lives easier is wrong. At least with the September deadline, we know where the summers fall. This is a solution that is terrible for us.

(Question): Not only does this have implications for us, it has implications for chairs and department executive committees. Most faculty use the summer to write these things.

(Question): This will make it even more difficult for department members to review and evaluate PDP/PDR. (Question): It actually worked out better to do PDP and PDR together; doing them separately is more difficult. (Question): Doesn't the year need to finish before the report on it? This would not allow us to have evaluations, etc, done.

(Question): I have to wait from April until December to get my review back?

Seymour/Swart: Move to decline these changes to the timeline: Passed

f. Introduction of new CETL Director- Patricia Hoffman

I really want to be a servant and connector of the faculty. I don't, at this point, have an agenda other than to work on access and excellence. I've been overwhelmed as a faculty person; we need to rely on each other and work together to help minimize our weaknesses and maximize our strengths. I would like to hear what you want out of this office, and what new ideas you have.

(Question): Is there any way that we can reach out to 7700 France and Virginia Mn? (Hoffman): Absolutely. I really want to do that.

g. Constitutional Marriage Amendment

10. Meet & Confer Agenda Items — Thursday, January 26, 2012, 9:00 a.m. to 11:00 a.m. – CSU 204 (FA Chair/AD Agenda)

11. Informational Items

- a. Next FA Executive – Thursday, January 19 @3:00 p.m. – CSU 204
- b. Next Meet & Confer – Thursday, February 16 @ 3:00 p.m. – CSU 204 (FA Agenda/AD Chair)
- c. Delegate Assembly – Friday, March 23 & Saturday 24, 2012 – 1st General Session Begins at 10:45 a.m. - Radisson Hotel – 2540 North Cleveland Avenue, Roseville, Minnesota
- d. *Delegate Assembly Resolution Meetings*
- e. *Holiday Gathering – Left over food was taken to CADA house.*

12. Faculty Association Committee Chair & IFO Standing Committee Reports

- a. Assessment & Evaluation (Kirsti Cole)
- b. Budget (Ellen Mrja)
- c. Extended Learning (Danae Ouirk Dorr)
- d. Faculty Development (Diane Witt)
- e. Faculty Improvement & Sabbatical (Emily Stark)
- f. General Education & Diversity (Queen Booker)
- g. Graduate (Nancy Fitzsimons)
- h. Planning (Mirian Porter)
- i. Research (Hans-Peter DeRuiter)
- j. UCAP (Ron Nickerson).
- k. Unit Representation - AH&N – Kelly Krumwiede; A&H- Dick Liebendorfer; Bus- Georgia Holmes; Educ- John Seymour; Lib/Unaf- Becky Schwartzkopf; SET-Gregg Marg; SBS- Kevin Parsneau
- l. State IFO Representatives (Paul Hustoles; Angela Monson; Barbara Carson)
- m. Other FA/IFO Committee Rep. Updates
 1. IFO Academic Affairs – Penny Knoblich
 2. IFO Negotiations – Donna Brauer
 3. IFO Multi-Culture – Maurella Cunningham
 4. IFO GRC –Abdalla Battah; Martin Mitchell
 5. IFO GLBTA –Maria Bevacqua

6. IFO Salary Equity – Ihsuan Li
7. IFO Feminist Issues – Annelies Hagemester
8. IFO Action Chair – Leah Rogne
13. Officer's Reports
 - a. Vice President/Grievance Officer (Mary Visser)
 - b. Treasurers Report (Lynnette Engeswick)
 - c. President's Report (Jim Grabowska)

Adjourned: 12:05 PM.

Respectfully submitted,

Daniel J. Swart
FA Secretary