

EXECUTIVE COMMITTEE MEETING

Thursday, FEBRUARY 02, 2012

3:00 p.m. - CSU 238

APPROVED MINUTES

In attendance: Jim Grabowska (FA President), Mary Visser (FA Vice President), Daniel Swart, Lynnette Engeswick, 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, Bobby Bothmann (For Nancy Fitzsimons), Kirsti Cole, Hans-Peter DeRuiter, Ron Nickerson.

Meeting called to order at 3:06 PM

1. Minutes of previous meeting (Unapproved Minutes –January 19, 2012)

Marg/Liebendorfer: Motion to approve: Passed.

2. Call for Additional Items/ Reordering of Agenda

3. FACULTY ASSOCIATION – STILL NEEDED – Spring 2012

a. College of Business Needs Representation on the following Faculty Association Committees:

- (1) Extended Learning – Business (1 year replacement needed for Brenda Flannery)
- (2) FA Nominations & Election Committee Spring 2012)
- (3) Rep on LTR 1 Year Replacement –
- (4) UCAP for Spring, 2012
- (5) Faculty Working Group

b. Library/Unaffiliated Needs Representation on the following FA Committee:

- (1) General Education & Diversity Replacement for Spring

c. College of Education Needs Representation on the following FA Committees:

- (1) Faculty Development Committee Replacement – Education
- (2) Faculty Working Group

d. Faculty Working Group (Charge: To carry on some of the work that Advising Task Force established) (Still Needed from– A&H, AH&N, SBS)

4. STATE IFO/MNSUC COMMITTEES (IFO APPOINTS 2 NEEDED STATEWIDE-

a. MnSCU Student Affairs Council

b. MnSCU Academic and Student Affairs Policy Council

c. MnSCU System Diversity Awards Committee Three (3) IFO members will be selected by the IFO Board at the February 9, 2012 Board of Directors meeting)

d. IFO Ad Hoc Committee on Contingent Faculty. The IFO is seeking two (2) volunteers from each state university campus to serve on a state-wide IFO Ad Hoc Committee on Contingent Faculty. At least one volunteer from each campus should be a Contingent (Adjunct, Fixed Term or Non-Tenure Track) faculty member who is also a member of the IFO. This committee is being formed to examine issues and concerns relating to non-tenured and non-tenure track faculty (Adjunct, Fixed Term, and Non-Tenure) at the state universities. The committee will gather information and make recommendations regarding IFO operations, priorities and policies that relate to contingent faculty members. It is expected that the committee will meet before the IFO Delegate Assembly meets on March 23-24. If the IFO Board of Directors approves, the committee may continue its operations through the 2012-2013 academic year. – William Lee (SET) (Jim has some copies of his statement)

Hustoles/Holmes: Move to appoint Lee: Passed.

5. FACULTY ASSOCIATION APPOINTMENTS TO BE CONFIRMED/SELECTED

- a. Search Committee – Program Coordinator for the Adventure Program (1) – George Corey. (Not enough of Executive electronically voted so Executive will need to vote at the meeting)

Hustoles/Quirk Dorr: Move to confirm Corey: Passed.

- b. Search Committee to hire a Recruitment and Retention Advisor (1) – Nancy Rolfsrud (Lib/Unaf), Cyrus Azarbod (SET), Nadarajan (Raj) Sethuraju (SBS)

Marg/Hustoles: Move to confirm Rolfsrud: Passed

- c. Educational Summit and the Student Success Conference – February 15-16. (Select 1 from math and 1 from English) Jeffrey Ford (Development Math), Kristi Cole (English), addition Johathan Harper (Math) Wednesday ONLY (This is okay with Administration per Warren Sandmann)

Mrja/Hustoles: Moved to confirm Ford, Cole, and Harper: Passed.

6. Discussion Items/Action Items

a. **Proposal Draft for Packaged Courses (Attached to agenda 01.19agenda) – (Quirk Dorr):** There has been concern voiced over two particular statements in the Packaged Courses Proposal regarding the notation that they should not be used for General Education. This exclusion might be problematic because there is effort to have 100% online degrees and there is a shortage of some of the requisite gen eds being taught online. Also, in the proposal, it states that Packaged Courses must have the same number of students as in regular face-to-face courses. This could be problematic for face-to-face courses with high enrollment.

b. **FA Constitutional Amendments (Paul Hustoles) – Recommendation sent to Executive 01.17.12 by email. (Yellow – Attached to 01.19 agenda)**

c. **FA Constitutional Review Consideration (B. Carson)**

Proposed Amendments to the Constitution and Bylaws

- 1. Article V, section 5: Association Officers and Committees

Change proposed to 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. **State-wide representatives to the IFO Standing Committees will serve as ex-officio members. All of these individuals are subject to the IFO’s Conflict of Interest Policy.”**

Carson/Hustoles: Passed.

Proposed Amendments to the Operating Procedures:

- Operating Procedure 5: Sub-Meet and Confer Committees:

Changes proposed to remove and add:

- b. Specific duties and charges for each Sub-Meet and Confer Committee shall be reviewed at the first meeting of each academic year by the ~~representatives from the Faculty Association and Administration~~

FA Executive Committee and the FA Sub-Meet and Confer Committee members. Any changes in duties or charges from the previous year shall be referred to the Executive Committee for approval.

~~c. Administration or elected IFO members may be added to Sub-Meet and Confer with the joint approval of Administration and the Faculty Association Committee. Unless a Sub-Meet and Confer committee meeting is dealing with issues covered by data privacy law and regulations, all meetings of all Sub-meet and Confer are open to attendance by non-participating, non-voting observers.~~

d. Faculty Association members of Sub-Meet and Confer Committees ~~may~~ **shall** meet separately from Administration and other Committee members in order to discuss issues and expedite business relating to the Sub-Meet and Confer Committee.

e. All Submeet and Confer Committee Charges must include:

1. The purpose of the Committee.

2. The following statement, "This Committee represents the FA at Sub-Meet and Confers."

3. A clear separation of the duties of the Committee from the duties of the Sub-Meet and Confer meetings.

Hustoles/Carson: Passed.

(Hustoles): All of these recommended amendments will be on the ballot. We could use faculty help to spread the word on how important these amendments are. We need to pass these. A preliminary ballot will be sent out around February 14th with constitutional amendments plus vacant positions. There will be opportunity to add or change it, then the next ballot comes out in early April.

(Nickerson): We need to send out a note to faculty telling them how important these votes will be. (Hustoles): I will pen this. (Visser): Is this something that could put up on the website? This might be an effective way to get this information out.

d. Proposal for the FA asking the Administration to participate in an investigation of how many new students we can accommodate. This would involve analyzing enrollment data from the current academic year to see how many empty seats there were in gen ed classes and how many adjuncts were employed. The focus would be on how many additional teachers and how many additional classrooms will be needed if Dr. Davenport's plans for 500 additional students occurs. (B. Carson)

(Carson): We had talked about how much faculty and space we actually have. Someone needs to figure out how many empty seats we have in our general education courses. Do we have room for 500 more students?

(Question): Has planning ever taken up this issue? (Porter): It does sound like a planning issue.

(Question): Student Housing is another big issue. We lost some of our students when we couldn't promise housing availability. (Grabowska): There are new rules which show that housing will not be promised after a student's second year. First year students are guaranteed housing.

(Grabowska): Is this topic something that we could put on the Planning Submeet and Confer or maybe the joint Submeet?

(Mrja): Perhaps it isn't ready for the joint meeting yet.

(Question): Perhaps the first step is to have Booker ask the registrar to pull this data. (Cole): The three submeet chairs can mention to the co-chairs that this is something we need to discuss.

e. Electronic Voting Update (G. Holmes) – (Holmes): We've had another meeting this week. The Ballot Point people confirmed that we can break things down by college if we wanted to. It doesn't sound like there will be an extra fee for this. The legal counsel of the IFO was concerned that we were using the mail system of the administration for paper ballots. We will be holding another meeting next week do deal with a lot of issues, including how we contact people without using their MnSCU email address and the time period over which voting should remain open. Remember that electronic voting will be used this spring for the IFO elections and State-wide Constitution changes. (Grabowska): And next year we will transfer to electronic balloting for local voting.

f. President Davenport's Cross-Cultural Graduation Requirement Challenge (R. Nickerson)

Our Two Submeets have been dealing with the President's goal for cross-cultural noncredit graduation requirement.. We are nearly ready to go out to the campus community to get some ideas on how we might move forward with the President's request. We want the Executive Committee to know we are moving in this direction. We would like the Executive Committee's blessing and help in asking the faculty to please contribute.

g. SJR Stimulus Document 2012 Draft & Toolkit Extraordinary Draft (Sent to Executive on 01.31.12)

(Grabowska): This is regarding Chancellor Rosenstone's view of the future. The IFO Executive Committee is asking for input to be forwarded to the Chancellor. At the board level there was outrage and resentment toward this initiative. This is an issue that culminated last year. The Chancellor was told that this was not to be dealt with by fiat, to which the Chancellor was quite angry. It may have cut off some communication, but nevertheless, if we don't provide input the Administration will have license to act as they see fit. We want to be active players in the game.

(Question): There was also a lack of acknowledgement that curriculum is under the faculty purview.

(Question): It seems as this was more due to ignorance of how the system works; the fiat-thing is quite common at the University of Minnesota. How do we train the Chancellor to understand how a shared governance process works? I get the impression that he just doesn't get how we work.

(Question): What was the outcome of these meetings? (Grabowska): When the chancellor asked for an answer, he was told that we hadn't had time to get input from the local Faculty Associations. Any responses we get will be sent up to the IFO, and then to the Chancellor.

(Question): Are there substantive issues with this request, or only the procedure? (Grabowska): Only procedural. We weren't part of the process. The Chancellor doesn't understand the value of our input yet.

(Question): The content of the request was concerning also. Every department is supposed to have meetings on how we provide extraordinary education. The toolkit then shows exactly how we run the meeting, when lunch is, etc. There is an inference that we don't know how to have a meeting.

(Question): This forum idea ignores our Curriculum Committees. It's as if we don't already provide extraordinary education. This is demeaning and pejorative. This takes away the importance of all of our committees.

(Question): Could we draft a short statement that is very clear on how our FA faculty feel, and ship that off?

(Question): I recommend that we include that we are always in search of continued excellence, and this are the actions that we have currently been following to achieve this goal. We need to steer him in some direction. He screwed up on the 19B money, and now he is bringing us something else that isn't right.

(Question): We could say we have demonstrated continuing excellence and growth, etc, and that we would be happy to send him evidence of this commitment via our departmental assessment reports, etc.

(Question): Accredited programs have been being assessed for excellence since they gained accreditation. This should also be included. (Mrja): I will work on drafting this response.

h. Unit Reps to gather information to produce a chart to show the ever expanding use of adjuncts.

(Grabowska): Unit representatives, please contact the chairs of your college and find out how the criteria are being used to make these hires.

(Question): What are the three criteria? (Grabowska): Specialized expertise not currently in the department, enrollment demand, and one other.

(Grabowska): Even knowing that the criteria aren't being used or that that data isn't being collected/stored is still important information.

7. Meet & Confer Agenda Items — Thursday, February 16, 2012, 3:00 p.m. – CSU 204 (AD Chair/FA Agenda)

8. Informational Items

a. Next FA Executive – Thursday, February 23, 2012 @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 Resolution Meetings – Tuesday, February 21, 1:00 – 2:30 p.m. – MH 240B and Wednesday, February 22 9:00 a.m. – 10:30 – MH 240B

- d. **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**

9. Faculty Association Committee Chair & IFO Standing Committee Reports

a. Assessment & Evaluation (Kirsti Cole): *The Assessment and Evaluation submeet met on January 20th. We discussed the newly designed program review and tracking that Institutional Research is piloting, as well as the Academic Data Summary Work Group recommendations. We are in process of developing criteria to determine a set list of our peer and aspirant institutions, and discussed the recommendations of the Writing Task Force. The submeet fully supports the ADS and Writing Task Force recommendations. Our next meeting is February 9th.*

b. Budget (Ellen Mrja): *Co-Chairs of Planning, Assessment and Budget meet January 31 to discuss faculty issues for the Feb. 23 University Submeet & Confer. Topics will be presented to university co-chairs of respective committees.*

c. Extended Learning (Danae Quirk Dorr): *As part of the goal of having online only degrees, we have been looking into the various Gen Ed courses that are available online. We have been discussing registration options for online students who may not be able to enroll in online courses that fill to quickly. We discussed an online orientation that may be helpful for students needing to register earlier. Linda Jacoby shared details about Quality Matters and opportunities for faculty training.*

d. Faculty Development (Diane Witt)

e. Faculty Improvement & Sabbatical (Emily Stark): *There's no report from the Faculty Improvement and Sabbatical committee, since FIG grants aren't due til March 16th.*

f. General Education & Diversity (Queen Booker): *The Gen Ed committee has been reviewing proposals related to gen ed, purple, gold and writing intensive as well as course substitution and waivers for the gen ed categories. We have requested a list of purple and gold offerings for the past three years and writing intensive course offerings for the past five years from the registrar's. Thus far, the committee has received only six proposals for gold and eleven for purple, and three for writing intensive. We believe that the number of writing intensive course proposals will increase in 2013. The number for 2012 is currently low due to the timing of the approval of the change to remove the general education requirement for a course to be writing intensive.*

The submeet has been discussing the President's Challenge #9. In his fall 2011 convocation speech the president said he was seeking a way for students to obtain an international cultural graduation requirement. We will be working with Dr. Tomany and UCAP to have forums and workshops on the best way to implement this challenge.

g. Graduate (Nancy Fitzsimons): *We will ask the President's office to send a second call to faculty to complete the on-line survey about a future Graduate Research Conference. Results will be discussed by the graduate committee (faculty) on February 15. Dean Ries will provide the faculty with a revised Graduate Faculty Status application and protocol for review at the February 15 meeting. Dean Ries provided an update on the status of implementation of ideas generated at the January 5 meeting of the Research Committee and Graduate Committee (status will be documented in the January 25 Graduate Sub Meet meeting notes). Per the recommendation of the faculty, Dean Ries sent all graduate students (alumni) and thesis advisors, who submitted a thesis for the MAGS Distinguished Thesis award, and their respective Deans a letter of recognition/congratulations. Rather than have a group Graduate Coordinators meeting, Dean Ries will arrange to meet with Graduate Coordinators by College to get input into the growth of graduate education and research.*

h. Planning (Mirian Porter): *The Planning M&C has met to listen to presentations for Step 2 of the Big Idea (26) and Strategic Priority(12) proposals. The combined results of the Committee evaluations were reviewed on 1/27/12. The Planning M&C agreed on a recommendation to be forwarded to the President and his cabinet.*

i. Research (Hans-Peter DeRuiter)

j. UCAP (Ron Nickerson): *UCAP continues to review curriculum proposals for the 2012 – 2013 bulletin. The last curriculum deadline was January 27. We have approximately 50 proposals to review before spring break. Most of the proposals this year have been minor course changes rather than the major program revisions accomplished over the previous two years to implement the 120 credit limit requirement. The committee is also working on a number of items in cooperation with the General Education and Diversity Sub-Meet. Among them is conversations regarding President Davenport's challenge for a cross-cultural graduation requirement and transfer of the Writing Intensive Requirement from a General Education Requirement to a graduation requirement. UCAP will be reviewing other aspects of the Writing Task Force Report over the next couple of months.*

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): *The Academic Affairs Committee met January 20. The main topic was articulation agreements...are they necessary? Are they helpful? Who determines which classes will transfer in as major's classes. Sometimes articulation agreements are signed, but then rejected by MnSCU because all the courses listed were in DARS. (I am not sure I followed the logic of that.) Also, MnSCU still does not understand that a class with the same name at different institutions may NOT be the same class as far as content.*

2. IFO Negotiations (Donna Brauer)

3. IFO Multi-Culture (Maurella Cunningham)

4. IFO GRC (Abdalla Battah): *I attended the DFL Caucus and Governor Dayton Reception on January 23. Russ Stanton, Don Larsson, Nancy Black, and Monte Bute were in attendance as well. Don and I talked to Governor Dayton, Sen Bakk, Rep. Thiessen and others. They were all quite receptive and supportive. We also talked to Sen. Kathy Sheran and Rep. Terry Morrow. It was suggested that we (MSU FA) invite Rep. Morrow and Sen. Sheran to talk about Higher Ed issues. I indicated I'd communicate this to Jim Grabowska, our FA president, and the FA board.*

4. IFO GRC - Martin Mitchell -

5. IFO GLBTA –Maria Bevacqua

6. IFO Salary Equity – Ihsuan Li - *The Salary Equity C has not met again since the last report.*

7. IFO Feminist Issues – Annelies Hagemeister -

8. IFO Action Chair – Leah Rogne –

10. Officer's Reports

a. Vice President/Grievance Officer (Mary Visser)

b. Treasurers Report (Lynnette Engeswick): Our current balance is \$8000; we have spent what we got.

c. President's Report (Jim Grabowska) –

(1) Delegate Assembly Delegates 15 still need – does not include any for alternates.

Meeting Adjourned at 4:44 PM

Respectfully submitted,

Daniel J. Swart
FA Secretary