

EXECUTIVE COMMITTEE MEETING

Thursday, FEBRUARY 23, 2012

3:00 p.m. - CSU 204

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, Diane Witt, Emily Stark, Queen Booker, Bobby Bothmann (For Nancy Fitzsimons), Miriam Porter, Kirsti Cole, Hans-Peter DeRuiter.

Meeting called to order at 3:06 PM

1. Minutes of previous meeting (Unapproved Minutes –February 02, 2012)

Booker/Stark: Motion to approve: Passed

2. Call for Additional Items/ Reordering of Agenda

Marg: 8. g. Contracts

Booker: 8. H. Update on Purple Gold Writing Intensives

3. Quality Matters (Linda Jacoby) (Time Certain 3:05) – Handouts – Quality Matters is a program for online and hybrid courses. Over 10-15 years, we have been developing and offering more of these courses, but we are struggling nationally with how we verify that what we are doing is high quality. What would be considered quality? How can we demonstrate that we have quality? On our campus, we do have quality online and hybrid courses, but we haven't needed to demonstrate it to others. Quality Matters is a 3 pronged program that has a National and International presence. There are many factors that we use to talk about quality. Course design, delivery, content, management system (d2l), infrastructure of institution, faculty readiness and training, student readiness, etc. Quality Matters only looks at course design. There is a Workshop available, either as a 2 week online course or 6.5 hour course. We have at least 7-8 faculty in each group, and talk about how we apply standards to our courses. This Workshop doesn't help you set up your course from a to z. Professional development and design assistance portion is not part of Quality Matters. You will probably want to go to one of the instructional designers from ITS to get help with development. Both formal and informal peer review is also a part of Quality matters. A Formal review consists of a team of 3 faculty who have been through the peer review training plus the developer (one member external from institution). I would recommend that everyone know the standards (step 1). If you are interested in becoming a peer reviewer, come and talk to me. If you are interested in if your course already meets Quality Matters, we can set up an informal review. Please let me know if you know of faculty who might be interested in this training or if your program/department wants to be a part of Quality Matters. I have offered to do a pilot project at MSU to talk about the difference between the expectations that faculty versus student have regarding online courses. Two to three people from each college would be ideal for this project.

(Question): Are you looking for undergraduate or graduate courses? (Jacoby): There is a difference. If we could include multiple levels, that would be better. We want to have students be part of these conversations as well. These meetings could be web-based to accommodate faculty and students who are at distance.

4. 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)

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

a. 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. – Jennifer Veltsos (that makes two from our campus)

Carson/Holmes: Moved to approve Veltsos: Passed.

6. APPOINTMENT STILL NEEDED

a. Search Committee for Helpdesk Supervisor (1 Needed)

(Grabowska): Ed Clark has 2 searches ongoing – one is an instructional designer and the other is more a customer service position. (Booker): I volunteer.

Schwartzkopf /Deruiter: Move to appoint Booker: Passed.

7. FACULTY ASSOCIATION APPOINTMENTS TO BE CONFIRMED/SELECTED

a. Search Committee for Faculty Technology Services Supervisor (1) Shekhar Patil (SET)

b. Chairs Professional Development Team (3) Dean Kelley (SET), Maria Bevacqua (SBS)

c. HLC Steering Committee – Kirsti Cole

Hustoles/Booker: Move to approve the slate: Passed.

8. Discussion Items/Action Items

a. **Out of state travel forms (Marg)** – Since no one is ever turned down for out of state travel, we asked why we were still required to fill out these forms. Apparently there is still an issue with liability. So, we still need to use this form. Perhaps all of these forms could be combined into one. (Grabowska): We will put this on the table when we talk with Olson.

b. **Significance of Chairperson's signature on Sabbatical Applications (Marg)** – There is a statement in the form asking how the department will cover the sabbatical. The way it was done in the past was the Chair and Dean would come to an agreement on how it would be covered, and then would sign it. Now it seems to be a meaningless statement.

(Question): The replacement is of questionable consistency from instance to instance. We don't always get the full replacements. (Marg): Having a budget line for sabbatical replacements would be a possible solution.

c. The faculty of the Graduate Committee would like to propose that the committee name be changed to: Graduate Curriculum and Academic Policy (GCAP). Note: not sure the procedure for this. I have discussed with Dean Ries and he is in agreement? Does this need to go to the Graduate Committee Sub Meet? (Fitzsimons/Bothmann)

(Bothman): We have revised the charge of graduate committee and are suggesting a name change to "Graduate Curriculum and Academic Policies" to mirror UCAP. We aren't sure how to make this change. (Hustoles): It would be a constitutional amendment.

Mrja/Porter: Move to approve the name change: Passed.

d. Revised Graduate Committee Charge (Fitzsimons/Bothmann) –Emailed to Executive 02.21.12.

(Bothman): The second part is our charge. This is what we've come up with. Are their comments? We've tried to be as explicit as possible without being restrictive.

(Booker): The Chair isn't approved by the subcommittee, it is nominated. The Executive Committee approves the subcommittee Chair. (Bothman): I will change that.

Hustoles/ Stark: Move to approve the charge: Passed.

e. Communications Board (MSU Reporter) (See Attached) -(Mrja): The communications board had no involvement with administration and MSSA. A few years ago, there was a change. The committee was reconstituted from a faculty, student, administration, MSSA President, and etc., into a free press. I'm not quite sure what the MSSA wants.

(Grabowska): I believe they want to reconstitute the Communication Board.

(Hustoles): The request for a FA representative is what is strange here. This is a Student organization.

(Question): Can we invite him in to explain? (Grabowska): We could decline or we could ask for more information. (Holmes): Can Mrja and the editor go talk to Lexcen to find out what the problem is? (Grabowska): Do we want to take any action on this? (Porter): We should bring in Lexcen to come in to find out what his request is concerning. (Seymour): Get a clarification from both Lexcen and the editor. (Grabowska): I will ask both and report back.

f. Rights for our Fixed Term Faculty (Mrja – 10 to 15 minutes)

(Mrja): I am speaking on behalf of a colleague who wants us to remember that we represent fixed term faculty. This person has heard that the FA has been saying we need to hire probationary faculty, but this would be detrimental to fixed term. We need to be mindful of this part of the population.

(Grabowska): But we can't keep fixed term hired forever, they are by definition short-term. We always want probationary lines. Base funding is probationary funding. (Carson): Perhaps we need to remind this person that we have created a committee that fights for contingency faculty at the IFO level. They are fighting for the rights of contingency faculty. (Grabowska): There is a real place at MSU for our contingent faculty. If you have specific expertise or enrollment demand; these are areas where contingent faculty are very valued.

g. Contracts (Marg) – We are experiencing difficult bringing people onto campus for contract work. The paperwork has gotten ridiculous. Our service contracts now require a huge liability clause before anyone can come on campus. (Carson): We are having problems getting lights changed over at University Square offices, because of liability. (Cole): We still haven't paid keynote speakers who were on campus for our conference. (Grabowska): Please send me some information on this, and I'll look into it. (Schwartzkopf): A lot of this is coming down from MnSCU.

h. Update on Purple Gold Writing Intensives (Booker) – We have a challenge in communication to the students. There are syllabi listing that a course is Purple, but it didn't make it through the system, so they aren't

really purple. This is affecting 400-500 students who are now being told that they cannot graduate. I am bringing this to your attention. I will be working with Ackey to let the courses count so that these students can graduate. It is being fixed. There are also some issues with having enough seats (actually taught classes) in Purple classes to deal with the continued enrollment demand.

9. Meet & Confer Agenda Items — Thursday, March 15, 2012, 3:00 p.m. – CSU 204 (FA Chair/AD Agenda)

10. Informational Items

- a. 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
- b. FA General Meeting – Thursday, March 29, @2:00 – 3:00 Ostrander (IFO Presidential Candidate – Nancy Black Time Certain 2:05)
- c. Next FA Executive – Thursday, March 29, 2012 @3:00 p.m. – CSU 204 Ostrander (IFO Presidential Candidate – Nancy Black Time Certain 3:10)
- d. Next Meet & Confer – Thursday, April 05 @ 3:00 p.m. – CSU 284abc (FA Agenda/AD Chair)

11. Faculty Association Committee Chair & IFO Standing Committee Reports

- a. Assessment & Evaluation (Kirsti Cole)
- b. Budget (Ellen Mrja) *FA Budget Committee met Thursday, Jan. 19, at 2 p.m. in the Heritage Room, CSU to discuss Facilities Review process. Recommendations for Step 2 Facilities proposals now rest with the Cabinet which is reviewing this week. Its recommendations go forward to President Davenport, who should have decisions March 1. Budget committee members also discussed projects it would like to explore with Planning and Assessment for the balance of 2012 into 2013. FA committee chairs agreed and added others. These have been sent forward to co-chairs of the Meet & Confer.*
- c. Extended Learning (Danae Quirk Dorr) *The Extended Learning Sub-Meet and Confer met on February 22nd and discussed a Professional Development Grant opportunity for faculty that will be available from Extended Learning. We also discussed services for veterans and active duty students. We are also looking a peer institutions with extended learning departments or colleges for benchmarks. The proposed new financial model for off-campus programs was explored. We also are the possibility of offering priority registration for 100% online students.*
- d. Faculty Development (Diane Witt) *The Faculty Development Committee met on 2/16/12 to continue the planning of the Tenure and Promotion Workshop. Due to a scheduling conflict with the Delegate Assembly the workshop is being rescheduled for April 6th, 2012. The FA President and Vice President as well as Provost Olson are available to attend and speak at the workshop on that date. The committee has received the names of four faculty members who in tenure and/or promotion last year from the College Dean's. These were successful individuals will be invited to speak at the workshop to share their strategies for success in the Tenure and Promotion process.*
- e. Faculty Improvement & Sabbatical (Emily Stark) *There is nothing new to report.*
- f. General Education & Diversity (Queen Booker) *The table below summarizes the proposals reviewed by the Gen Ed Committee this academic year. The Committee is also working with the UCAP Committee on language and policy changes that will allow courses that were CD in 2008-2009 but for whatever reason did not get through for Purple or Gold in 2009-2010 to be counted as fulfilling the diverse cultures requirement through 2010.*

Type of Proposal	Approved	Not Approved	Pending	Total
Change in course number	1			1
Description Change	10			10
Change in Description and Scheduling	1			1
Change in	2			2

Scheduling				
Description change	1			1
Gold Designation	5		1	6
Name change	1			1
Number Change	1			1
Pre-requisite change	1			1
Purple Designation	13			13
Scheduling Change	2			2
Title Change	1			1
Writing Intensive	5	1	2	8
Change in credits	1			1
Category 6	3			3
Category 11	1			1
Category 7	0		1	1
Category 8	2			2
Total	51	1	4	56

The totals by category are correct but some proposals were for multiple categories. The total number of proposals reviewed as 38.

g. Graduate (Nancy Fitzsimons) *The Graduate Committee implemented an on-line survey of faculty pertaining to the future of the Graduate Research Survey. Results will be discussed at the 2/22/12 Graduate Sub-Meet and Confer. The committee intends to draft the results into a report for dissemination to faculty and administration. Faculty discuss several concerns regarding TA/RA/GA funding, timeline of determining positions in the colleges, summer positions. Issue on the agenda for the 2/22/12 Graduate Sub-Meet and Confer. Forty-one graduate proposal were reviewed in February; 39 recommended, 1 not recommended, 1 pending information. Faculty have revised the Graduate Committee charge. Will present at the next FA Executive Committee Meeting. Interim Dean Ries agrees with the proposed name change: Graduate Curriculum and Academic Policy Committee (GCAP). David Jones, VP Student Affairs and Enrollment Management is invited to the 2/22/12 Graduate Sub-Meet and Confer to discuss graduate enrollment and retention issues.*

h. Planning (Mirian Porter) *The Planning M&C met on 2/9/12 and discussed the one time non investment proposal process. Shekhar Patil presented an evaluation rubric to be considered for use in the next process. The Committee is considering a process to review the University Strategic Plan.*

i. Research (Hans-Peter DeRuiter) - We selected scholars for the year, and they will be announced soon.

j. UCAP (Ron Nickerson) *UCAP has finished its initial review of ALL of the curricular proposals that it received before the January 27th deadline. We are now working with those that had been reviewed earlier and returned for revisions or proposals that have "compelling circumstances" (e.g., licensure changes, legislative actions, etc.). Consistent with past practice, all other proposals received after the January deadline are being returned to authors for resubmission next year. We continue to work with General Education and Diversity on language to implement the first stage of the Writing Intensive Graduation Requirement. UCAP has also been reviewing academic policies that are currently in the formal review stage of that process.*

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 -
 4. IFO GRC - Martin Mitchell -
 5. IFO GLBTA – Maria Bevacqua - *The GLBTA committee is preparing for DA. We have also been discussing the report of the Campus Climate study, phase one, conducted by Debra Peterson and Colleen Greer (Bemidji).*
 6. IFO Salary Equity – Ihsuan Li - *The SEC has not met since the last report I sent you. We have another meeting coming up in few weeks.*
 7. IFO Feminist Issues – Annelies Hagemeister -
 8. IFO Action Chair – Leah Rogne – *The Action Committee met on February with three persons attending: Leah Rogne, chair; Clark Johnson; and Abdalla Battah (Government Relations Committee). An invitation was sent to the entire faculty inviting them to attend. The group agreed we wanted to bring state legislators here for a forum. Rogne will talk with the legislators at Lobby Days to see about their availability. We talked about the need for letters to the editor about legislative issues and the need to educate students about the issues, especially the proposed constitutional amendments. Rogne will be representing the Action Committee at Lobby Day February 22 and 23.*
12. Officer's Reports
- a. Vice President/Grievance Officer (Mary Visser)
 - b. Treasurers Report (Lynnette Engeswick)
 - c. President's Report (Jim Grabowska) –
 - (1) Delegate Assembly Delegates 14 still need – does not include any alternates.

Meeting Adjourned at 4:40 PM

Respectfully submitted,

Daniel J. Swart
FA Secretary