

## FA EXECUTIVE MEETING

### Approved Minutes

Thursday, March 17, 2016

CSU 238

In attendance: Gregg Marg (FA Vice-President), Bobby Bothmann, Barb Carson, Carrie Chapman, Kirsti Cole, Steven Gilbert, Kelly Krumwiede, Jackie Lewis, John Lindberg, Javier-Jose Lopez, Kari Much, Pat Nelson, Roland Nord, Luis Posas, Joseph Reising, Timothy Secott, Roger Severns, Daniel Swart, John Thoemke, Teri Wallace, Lynne Weber, Paul Wyss.

#### Meeting called to order at 3:04 PM

#### 1. Call for Additional Items/ Reordering of Agenda

6b time certain at 3:30 PM

Add 6e Administrator Evaluation

#### 2. CONSENT AGENDA

- a. Minutes of previous meeting (Unapproved Minutes – February 18, 2016 – *B/4 Approval look at #6 f – This was not put on the final ballot for Spring 2016*)
- b. Search Committee for Director of African American Affairs (1 Needed) – Shannon Miller – SBS (Search Chair and FA Representative)
- c. Search Committee for Associate Dean of the College of Science, Engineering and Technology: Electrical & Computer Engineering & Technology - Vincent Zhang, Computer Information Science – Leon Tietz, Mechanical & Civil Engineering – William (Jim) Wilde, Construction Management – Leah Roue, Automotive & Manufacturing Engineering Technology – Bruce Jones, *Mathematics & Statistics – No Representative as of yet.*
- d. Academic Calendar Committee for 2018-2019, 2019-2020, 2020-2021 – (5 Needed + Gregg Marg) Paul Hustoles – A&H; Jon Lim – AH&N, Youwen Xu – SET, Martin (Marty) Mitchell – SBS, Dan Cronn-Mills- A&H
- e. Search Committee for Ad Hoc Textbook Taskforce (1 from each unit) Deepa Oommen - A&H, Sue Tarr – AH&N, LIB/UNAF – Kellian Clink
- f. Free Press Ad Expense (Electronic Vote Passed on 03.02.16)

#### Secott/ Nelson: Motion to Approve: Passed

#### 3. SELECTION OF APPOINTMENTS NEEDED FROM EXECUTIVE

- a. Diversity Initiative – Proposed Steering Committee and Pilot Project Learning Beyond the Classroom – M&C Item from 02.04.16 #2 b. **(Need Two Volunteers)**(Handout sent to Executive)

#### Secott/Much: Motion to Appoint Lindberg and Wyss to the Diversity Initiative Steering Committee: Passed

- b. Search Committee for Ad Hoc Textbook Taskforce (1 from each unit) - BUS, EDUC, SBS, SET

#### 4. ORAL COMMITTEE REPORTS FOR THURSDAY, March 17, 2016 - **\*\*Target Time 3 Minutes Each\*\***

- a. Assessment & Evaluation – Carrie Chapman

Sub-Meet met in February and our next meeting is tomorrow. We responded to Lindberg's handout concerning Learning Outcomes. We have two subgroups working on Student Learning Outcomes and long term Program Review. Both subgroups will be presenting tomorrow. Pathways to Student Learning Award nomination request has gone out. We are preparing for the HLC visit for criterion 4.

- b. Budget – Roland Nord

Next week, we hope to receive some good news about the budget looking a little better, not due to supplemental, but for other reasons. <Handout>. Due to some changes on how money passed through the allocation model, the bottom number may change to a smaller deficit. It is looking like we are ~ \$1 M less in deficit.

<Update on staffing changes document>. Administration has noted \$3.8 M in cuts, and in the next Sub Meet they will show where those cuts will be made. The overall intent was to show overall proportion of deficit spread across divisions. I think Administration is going to make a strong push to have us help evaluate programs both for growth as well as contraction. That may be the topic of the next meeting of the Budget, Planning, and Assessment, which will take place on Thursday March 31<sup>st</sup>.

(Question): There was an email from John Bohn regarding allocation by school; St. Cloud was getting a lot more than we were, was that based on the allocation model? Can we use a different model? Nord: Yes, we need to see it as tuition relief.

Q: Where did the \$1M come that makes the deficit better? I'm going to be asked where it comes from. Nord: I think that VP Straka needs to explain it at the next meeting.

**c. Extended Education – Paul Wyss**

Academic Partnership email with President Davenport saying it is off the table for right now. We will continue to look at ways of expanding our extended learning programs.

**\* d. Planning – Pat Nelson (Every Meeting)**

The Expanded Sub Meet just met. Regarding Charting the Future, we are up to date. We don't anticipate a lot of new work for 2017, except perhaps for Transfer Pathways. If you want to get on a Pathway committee, please watch for the call. There are 6 positions spread out throughout the MnSCU system. Looking at changing to every other month for CtF next year.

We are trying to identify themes throughout all the plans across campus. We think we will be bringing about 5-7 to bring to the combined Sub Meet meeting. This will help us focus. I hope to share this document with Executive Committee in April. This will be our recommendation to the President.

There were two contract updates, and the design for a new football stadium will be 100% donor funded. Renovation for Armstrong Hall plan to be resubmitted.

**e. Research – Teri Wallace**

<Handout>. Distinguished Faculty Scholars. Faculty Research Grants due by 4 pm today. Freshman research initiative (FRI). Research, scholarly and creative activity task force recommendations. Recommendation #1. Deals with each department developing discipline specific document outlining what is to be considered Research, Scholarly, and Creative Activity.

(Question): I have a concern that once this is codified in a document, it could be used against us. Wallace: I don't know if you would call it codifying.

(Question): Our former Dean went to the departments for a journals list so he could use it to score faculty. That is concerning to me.

(Wallace): Perhaps guidelines are too strong a word. Perhaps we need to have some examples to provide to departments. Concerns also include respect for flexibility. This would be a Department document, but the Administration asked that they be given this document too so that it can help them gauge faculty.

(Question): The spirit of this is to keep the contract strongly in mind. We want to support newcomers so that they know what the expectations are. We are supposed to provide direction but not codification.

(Question): I think we need to think first about the format of the PDP process. Once we've reviewed that structure, then we can review these guidelines and objectives. My other concern is that our teaching load has not changed, but our research expectations have increased greatly. We have a 4-4 load; Research can't always go along with this. The ambiguity in the past has saved us and ensured that we are flexible and not codified.

(Question): As the opposite, if we provide a document but the department is going to be more research oriented, it may make a newcomer overconfident.

(Question): In the COB, we already have a model for release time.

(Question): We started with a Code of Conduct that we weren't setting limits, etc., but we called it supporting a culture of success. Demonstrating effectiveness. Nothing is prescriptive.

(Question): My concern is that when you write things down with the best of intentions, they can bite come back to bite you. Greg, when you think of this as a grievance officer, what's your take? Would it create greater or fewer issues? Marg: Grievances are for contractual topics, this is all supposed to stay within a department.

(Question): I would strongly argue to not give anything to the Deans or other Administrators. It leaves faculty in a much better position if it is kept in the department.

(Question): What if something is developed at the department level, but the Dean doesn't agree with it?

(Marg): I ask that Bothmann bring back the document from the library as an example.

\* **f. Unit Representatives (Every Meeting)**

**g. IFO Academic Affairs – Patricia Hoffman**

**h. IFO Action**

**i. IFO GLBTA – Shannon Miller**

**j. IFO Negotiator – Dan Cronn-Mills**

**5. REPRESENTATION STILL NEEDED**

**a. Fellowships Advisory Board (One Still Needed from) BUS, EDUC, SET**

**Secott/Carson: Motion to Appoint Beth Proctor from SET: Passed**

**b. State IFO Action – Spring Semester 2016 (1 Needed)**

**c. Representation Still Needed For Spring 2016**

**1. ALLIED HEALTH & NURSING**

**FA Assessment & Evaluation Committee – Spring 2016 Replacement**

**2. EDUCATION**

## FA Budget Committee – Spring 2016 Replacement

### 6. DISCUSSION/ACTION ITEMS

a. Proactive Criteria for Balancing the Budget – Cronn-Mills - *“The FA should request discussions with Academic Affairs begin in spring 2016 to set standards for budgetary review in 2016-17 for implementation in 2017-18 and beyond. I will argue the plan established with Provost Olson, while not perfect, at least provides a framework for the discussions. If the FA does not push for shared governance on the budget, administration may well continue to inform the FA only after the fact. The criteria should be reviewed every spring for implementation (as needed) in the next academic year. Just as Gregg has continued to remind departments to have their bylaws in place to address faculty concerns, so should Academic Affairs have budget standards in place to address fiscal issues.”*

(Question): When the metrics came out, could the FA Sub Meets take an initial look at it, so that they can bring it to Exec for conversation?

(Question): I think we want to be really careful about faculty getting involved when Administration makes cuts. We don't want to get involved in fighting among ourselves.

(Question): At the very least, we need to have this conversation ourselves.

(Question): Could we ask for a report for the next Meet and Confer for the cuts that have been identified. Can the FA leadership tell the Administration that we are very interested in hearing about this and participating in these discussions?

(Marg): I suggest that Planning, Budget, and Assessment chairs as well as Unit Reps and President/Vice President meet at this time next week.

#### b. Proposal for AD Hoc Multi-Cultural Committee – Visser – Handout sent 03.16.16

(Marg): We received a proposal from Visser and a variety of others. The idea is that we are seeing an increasing importance in multicultural issues at the State level. State IFO says we are supposed to have a mirror committee on our campus. What Visser is asking for is the blessing of the Executive to move forward with this Ad Hoc committee and establish it to run for 2+ years (expire in 2018), at which point we would have had time to amend the constitution.

Proposal from Visser: I propose that the committee be established for the next two years then evaluated at that point as to whether it should be made a standing sub-meet and confer committee. Its charge will be to consider and comment on all multicultural issues on our campus and in the community as a whole. They will make recommendations to the Executive Committee and serve as the faculty voice on these matters. One person on the committee will be elected to serve as the campus representative to the IFO Multicultural Issues Committee.

(Wallace): What about expanding the role of this committee to include anti-bullying ad hoc committee?

(Question): I don't know that there is enough of an overlap.

(Question): If we include Academic Culture as part of multi-cultural, it would overlap.

(Question): On this, we would want a member of the old group to be included in this new group.

(Question): “Right now, the administration can choose who represents the faculty”? (Lopez): That is membership to the Presidents Commission.

#### **Secott/Severns: Motion to Approve the Ad Hoc Committee: Passed.**

#### c. Possible Special Executive Committee Meeting with Administration to discuss Budget – Marg

(Question): Until we find out more about the budget, we can't make too many decisions.

(Question): Perhaps based on the meeting next Thursday we can call this meeting.

#### d. Policies for Discussion - <https://www.mnsu.edu/policies/whatis/review/> - Handouts sent 03.16.16

1. MnSCU 5.22
2. MSU Policy on University Equipment and Property
3. MSU Policy on Data Governance

(Marg): I encourage you to go to the website and provide your comments.

#### **e. Administrator Evaluation**

(Marg): Article 6 state "Executive committee shall provide evaluation of Administrators". The next evaluatio would be for Wells, David Jones, Straka, Fields, Buisman, and possibly Gustafson. I wrote the surveys for last year. If we need to do five this year, I won't be able to get them done myself. We need to get their position descriptions and then write the survey questions.

#### **7. MEET & CONFER**

- a. **FAAD Meet & Confer – Thursday, April 14, 2016 @ 3:00 p.m. in CSU 245 (FA Agenda /AD Chair)**

#### **8. BRIEF WRITTEN REPORTS –March 17, 2016**

- a. **Faculty Development – Lynn Weber**

b. **Faculty Improvement & Sabbatical – Kari Much - *The FIG/Sabbatical Committee is scheduled to meet on April 7 to review FIG applications for the spring cycle.***

c. **General Education & Diversity – Dick Liebendorfer/Anne Dahlman - *The General Education and Diversity Committee is currently facilitating faculty work groups (GECIGs) to analyze institutional data for general education goal areas 7 and 8. We are also discussing the parameters of the pre-requisite clause for general education course proposals. In addition, we are working on administering a survey to relevant instructors regarding Purple and Gold goal areas.***

d. **Graduate Curriculum & Academic Policy – Barb Bergman/Tim Secott - *GCAP has not met since the last Exec meeting, but I've included the substance of our M&C meeting that took place the week before break. Because there has been little interest (2 applicants in the last 3 years), the group voted to suspend the Cross-Disciplinary Program for three years to allow interested parties to rethink the program. The group reviewed guidelines 3.36.1.1 (relating to a uniform course numbering system, attached) proposed by MnSCU. The numbering scheme proposed in that document for graduate, doctoral, and professional courses was the focus of much discussion. The purpose of the proposal was not clear. It was suggested that the proposal appeared to be an attempt to facilitate/expedite undergraduate transfer credit. Dean Ries will seek clarification.***

- e. **UCAP – John Lindberg**

One of the biggest problems we see in CDS is the learning outcomes. Learning outcomes are increasingly becoming more important at the State and National level. We need to make sure that writers already have the appropriate language and etc. We have developed guidelines and language for how to write learning outcomes for 100 level courses. We leave this open to departments and programs to modify. These guidelines would go onto the glossary of terms on the CDS.

Regarding the BA/BS distinction: On this campus the only difference is the language requirement. We feel that that shouldn't be the only defining factor. We have decided that a BA should be broader versus BS which is more focused. We don't want to change things that are already in place. I ask that comments be emailed to me.

f. **IFO Budget Oversight – Avra Johnson - *The discussion of the committee centered around the budget situation with the announcement of St. Cloud's cutting certain Tier 3 sporting teams (tennis, track and field others). It seems that the situation at St. Cloud is complicated and stressful to the representatives from St. Cloud. As of this conversation St. Cloud has cut into its reserve and is seeking a waiver to do so. According to the chair of the committee, Morehead had a similar request. There was a discussion of possible requesting to have this committee as a standing committee. The discussion ensued discussion such issues of cost to be a standing committee. The concern was to make the committee more proactive rather than reactive. The***

*resolution was to stay the same but with regular meetings. The chair stressed the importance of IPEDs data which will be driving decisions as universities move forward. There was a slight discussion on different models that are being studied as they relate to restructuring but these are very preliminary. Also discussed is regional service hubs. These hubs, HR and accounting, will service one of four regions throughout the state. Mankato has proposed to become a hub. Finally, in the future, there was a discussion on some proposed changes to non-resident reciprocity agreement.*

**g. IFO Feminist Issues – Leah White**

*h. IFO GRC – Marty Mitchell/Fred Slocum - The IFO GRC last met on Mon. March 7, and members attended party fundraisers. We also made decisions on endorsements for 2016 races for state Senate and state House races. Republican GRC members attended a party fundraiser in the afternoon, while DFL GRC members attended a fundraiser in the evening.*

*The next meeting is scheduled for Thurs. March 17 when IFO GRC members will participate in Lobby Days in St. Paul. We will meet with local Representatives/Senators and have dinner with the House and Senate Chairs of the Higher Ed Committees and with the Director of the Governor's Office of Higher Education. After this Thursday's Lobby Days event, we should be in position to offer the Exec Comm our take on where the Legislature may go with our various IFO issues: (1) contract ratification (2) supplemental appropriation (3) bonding.*

**i. IFO Multi-Culture – Jose Lopez**

*j. IFO Salary Equity – Dan Cronn-Mills - All the faculty who have either earned a terminal degree and/or been promoted have been reviewed. IFO and MnSCU will prep a joint statement for distribution to campus administrators and faculty. The letters to faculty who have been adjusted will, hopefully, go about before the end of the semester. Then attention will shift to “big study” review of all faculty to identify discrepancies, salary compression, etc. As done in the past, an outside agency will be hired to conduct the big study.*

## **9. INFORMATIONAL ITEMS**

**a. Final Spring 2016 Voting Ballot was put in campus mail on Tuesday, March 15<sup>th</sup>.**

**b. State IFO Presidential Election Schedule:**

*Wednesday, March 16<sup>th</sup> - Membership Application Deadline For Voting*

*Thursday, March 24, 2016 - Voter Packets Mailed*

*Saturday, April 2, 2016 - Election Website Opens At 8:00 a.m.*

*Tuesday, April 12, 2016 - Election Website Closes At 4:00 p.m.*

**c. 20<sup>th</sup> Annual Dan and Ronnie Burton Dinner – Saturday, March 19 – Filled table of 8**

**d. Next FA Executive Meeting Thursday, March 31, 2016**

**e. Delegate Assembly – Friday, April 1 and Saturday, April 2, 2016 @ Radisson in Roseville.**

**f. University's Policy - Consultation and approval process includes two review periods during which members of the University community have the opportunity to read policy drafts and suggest modifications.**

The second period, entitled “formal review,” results in revisions of the final drafts based on the comments received.

In accordance with the review process, the following policy drafts are presented for formal review which will run from February 9, 2016 to April 4, 2016.

#### A. Revised Policies

- Alcohol and Other Drugs
- International Student English Speech Placement (Previously: Assessment of English Language Proficiency of International Students)
- Non-Motorized Vehicle and Electric Mobility Devices (Previously: Bicycles)
- English Composition Placement (Previously: English 101 Placement)
- Fire Safety and Protection
- Grading
- Grilling
- Mathematics Placement
- Non-Motorized Vehicle and Electric Mobility Devices (Previously: Rollerblades/Skateboards/Personal Assistive Mobility Devices)
- University Equipment and Property

#### B. New Policies

- Acceptance and Evaluation of Transfer Credits (New policy that incorporates Transfer of Credits from Technical Colleges)
- Information Privacy and Security (New policy that incorporates Campus Information Technology)
- Protection of Animals in Research
- University Data Governance

Copies of all policies under review may be accessed at <http://www.mnsu.edu/policies/whatis/review/>, within the “Policies Under Review” section.

Comments may be provided electronically ([lynn.akey@mnsu.edu](mailto:lynn.akey@mnsu.edu)) or in writing (Lynn Akey, Office of Institutional Research, Planning, and Assessment, 315 Wigley Administration Center). **Please submit comments no later than Monday, April 4, 2016.**

### 10. OFFICER’S REPORTS

#### a. President (Mary Visser)

#### b. Vice President/Grievance Officer (Gregg Marg)

One grievance is entering step 2. It was a screw up at MMB. We have an arbitration coming up concerning a disciplinary action.

**c. Treasurers Report (Bobby Bothmann) - *Opening balance for the third quarter was \$3836.48. We have had \$2,377.74 in expenses paid through 3 March. The Fourth Quarter support payment from the IFO office was deposited during spring break in the amount of \$2309.00 bringing total deposits since 1 January to \$3349.00. Current balance is \$4807.74.***

***We will be investigating a debit card for the FA office with a monthly limit of \$500 for use in purchasing office supplies.***

**Meeting Adjourned at 4:56 PM**

Respectfully submitted,

Daniel J. Swart  
FA Secretary