

EXECUTIVE COMMITTEE

Thursday, March 20, 2014

CSU 238

Approved Minutes (Information added to Number 11. Standing Report Number 6 & 8)

Meeting called to order @ 3:05

Present: Lynnette Engeswick, Mary Visser, Kellian Clink, Paul Hustoles, Barbara Carson, Roger Severns, Luis Posas, Craig Matarrese, Kirsti Cole, Amy Hedman, Gregg Marg, Jackie Lewis, Deborah Jesseman, Bobby Bothmann, Queen Booker, Ron Nickerson, Don Ebel, Miriam Porter, Terri Wallace.

1. Minutes of previous meeting. **Hustoles/Carson move to approve: PASSED**
2. Call for Additional Items/ Reordering of Agenda – i. Jesseman--Course authors requests to attend curriculum meetings; j. Bothmann-- LGBT group for staff/faculty; k. Bothmann--Discussion about "listening" sessions; m. Booker-- communication strategies; n. Parliamentarian information about forthcoming election.
3. IFO/MnSCU COMMITTEE OPENINGS
4. FACULTY ASSOCIATION VACANCIES – REPRESENTATION STILL NEEDED –**get the word out.**
 - a. SBS Extended Learning Replacement Spring 2014 (1)
 - b. Business GCAP Replacement beginning Spring 2014 (1)
5. FA APPOINTMENTS BY FA EXECUTIVE One correction. 5B. Kebba Darboe
 - a. Honors Council – Business (3 Year Term – Begins Fall 2014 – Select 1) - Paul J. Brennan, Oksana Kim **Booker/Hustoles for Oksana. Passed**
 - b. Search Committee Director for the Center for African American Affairs (1 Needed) - Vang Tou Xiong (SBS) Kebba Darboe. (SBS). **Porter/Severns for Darboe. Passed**
 - c. Presidents Commission on the Status of Women (1 Replacement needed for 1 meeting and then in fall September 2014) - Laura Pelletier (A&H), Kirsti Cole (A&H), Dawn Albertson (SBS), Rachelle Toupence (AH&N), Kari Much (Lib/Unaf), Sun Kyeong Yu (A&H) **Carson/Hustoles for Cole. Passed**
 - d. National Search for New Dean of University Extended Education (6 Needed) - Laura Pelletier (A&H), Jacob Swanson (SET), Timothy Berry (Educ) – Andi Lassiter (SBS). **Hustoles/Booker for the slate. Passed.** Discussion about the timing of the search and replacement.
6. ELECTRONIC VOTING BY FA EXECUTIVE (30 Minute Meeting held on 03.03.14)
 - a. Co – Chairs for Task Forces
 1. Teaching Excellence & Innovation – Patricia Hoffman (Educ & CETL Director), Chris Corley (Honors Director), Patrick Tebbe (SET), Jeff Pribyl (SET)
FA Selection – Jeff Pribyl
 2. Academic Engagement Programs & Opportunities – Anne Dahlman (Educ), Susan Schalge (SBS)
FA Selection – Anne Dahlman
 3. Research, Scholarly, & Creative Activity – Paul Mackie (SBS)
FA Selection – Paul Mackie

Marg/Nickerson for approval of notes from this meeting Passed

b. Chairperson for Faculty Improvement & Sabbatical Committee Spring 2014 – Amy Hedman
Hustoles/Bothmann for Amy Hedman Passed

7. DISCUSSION ITEMS/ACTION ITEMS

a. Committee Charges – GCAP and Research (Update) Lewis. We had 45 proposals, so we're still in the process and hope to have by the next meeting. (Wallace) Research is really close.

b. University Policy Consultation and Approval Process (February 11, 2014 to April 7, 2014)

A. Revised Policies

1. Campus Information Technology Privacy
2. Emergency Closing
3. Missed Classes for University Sponsored or Sanctioned Activities and Makeup Work
4. Mathematics Placement
5. Return to Work Policy for Medical Conditions
6. Student-Athlete Drug and Alcohol Testing and Education
7. Student Complaints and Grievances
8. Tobacco and Smoke-Free Campus
9. Transfer of Credits from Technical Colleges
10. Undergraduate Admission for Non-Degree Seeking Students

B. New Policies

1. Acceptance of Materials/Hazardous Waste Donations
2. Academic Credit Hour Definition
3. Credit for Prior Learning

Everyone is encouraged to comment on these.

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

d. Tobacco and Smoke Free Campus Policy – Sent to Exec. 03.18.14 TEXT HERE:

The Minnesota State University, Mankato Faculty Association recommends revising the Tobacco and Smoke Free Campus policy to include enforcement of the policy in a way that will stop the continued use of listed tobacco products on campus. We feel that the policy which was implemented in 2011 with a year-long phase has not been effective and that smoking has continued in ways that have negatively affected the health and well-being of faculty, staff, and students and degraded our campus environment. Further information about the harmful effects of second- and third-hand smoke has made it clear that enforcement of the policy is the only way to ensure an optimal campus atmosphere for all of us who work and study here.

After researching regulations on other universities, we found that our sister institution, Winona State University, enforces their Tobacco-Free Environment Policy with progressive discipline. This policy was adopted in August, 2008. We recommend adoption of language similar to theirs (quotation follows). We have requested and received permission to use their wording, if desired.

“Enforcement of this policy will depend on the cooperation of all faculty, staff, and students as well as campus visitors not only to ensure that WSU becomes truly tobacco-free but also to help and encourage others to comply with the policy. The University will develop training programs to assist and prepare students and employees to help one another honor the tobacco-free environment that this policy supports.

In evidence of a violation, the person will be informed of the WSU Tobacco-Free Campus Policy. Should that person continue to violate the policy, a report should be made to that person's supervisor. In the case of a student, to the Student Conduct Officer; in case of a visitor, to Campus Security. Employees who violate the policy shall be subject to discipline in accordance with the appropriate bargaining agreement. Student who violate the policy will be reviewed through the student judicial process and may expect either a fine or a requirement to perform community service in the form of a suitable project that addresses some aspect of health and safety."

The Faculty Association is prepared to work with the Administration to develop the training programs needed to assist all employees and students in first understanding the Policy then implementing it as soon as possible.

Discussion – Hustoles Visser & Clink looked at Winona's policy, which Visser had found and Hustoles got permission to use from Dr. Olson. The policy would go into the Student Conduct Handbook with the same sanctions as alcohol violations. Employee sanctions will depend on bargaining unit. But basically there will be oral and then written sanctions. **Hustoles/Severns move to our support of this response to the Tobacco and Smoke-Free Campus policy. Passed.** Visser: Not only second, but third hand smoke is a health concern. The development of training program to help people confront the smokers is important. We need to step up to the plate to help enforce it. Nickerson: Do you know if Winona enforces it? Hustoles: This gives us a way to enforce them. Hustoles has talked to at least 50 students. Big step forward! Thanks for the work.

e. Civility Campaign – Clink. Would like forthcoming civility campaigns to be civil, invite us to be part of a community that treats each other as we would like to be treated. This campaign is sneering and sarcastic and sarcasm is great weapon of communication but not a good tool. Cole. Talked about it in Assessment, and the cost of the civility campaign is very large--6 figures. Bothmann: I agree. The campaign is not agent of change. Having something that would be a more active learning thing would be better. Let's make use of tech comm faculty and students to come up with something better. Severns: I would suggest we put this on meet and confer. Nickerson: If we don't say anything, then it goes on. Cole, it would be good to get away from their marketing team? Call for student voice into the campaign.

f. Survey Monkey Usage – IFO License Cost: using the IFO for just the administrator assessment? We agreed that we don't need to pay for it when we only use it for the one purpose.

g. Financial Advising for Students – Carson. As part of the FA and Dept Chair, the need to retain students is important and would like to propose that we work on understanding and addressing the financial piece. Perhaps have a financial advisor similar to the MSSA lawyer? A few times a week. Visser: Wells Fargo was chosen partially because their RFP saying they were going to do this. Booker: First Year Seminar does this. Lewis: From a Student Affairs perspective use the resources on campus tasked with doing this—Financial Aid staff. Nickerson: Make sure the Wells Fargo thing isn't a sales pitch from the bank. And make sure the presentation isn't blaming. Posas. Good idea had personal knowledge of the value of emergency loans. Ebel: consult the students and have their voice in designing whatever is needed by them. Carson: Meet & Confer. Explore options to educate students FURTHER about financial issues and how they can impact student available to students— -- we understand Wells Fargo, FYEX, but could we hit juniors and seniors, ask them to think about it. *{Discussion about whether or not we have emergency loans currently--Clink asked Loerts--her email from 3/21: We do not. We used to, but stopped that practice maybe two years ago now. If students have emergency situations, I would direct them to the Hub for an appt with an advisor to look at options, etc.}* Hustoles: Raises money for theatre students to have emergency loans. But if they don't pay back, the money's gone. New faculty might need emergency funds, too, since they don't get paid

immediately when they start working.

h. Marg. 2014 Delegate Assembly new Resolutions - Sent to Exec. 03.18.14 – Hustoles: Our job as delegates is to get a sense of the feelings –the hope or the aspiration is the thing, not whether the actual language can be incorporated into the contract language. Carson: Appreciates being able to see them before the assembly. Nickerson: Looks for ones that are not campus specific and whether it belongs in the contract or whether it should be taken care of some other way.

i. Jesseman. Can people invite themselves to GCAP or other curricular meetings to explain their proposals? Lewis: A very interesting situation has presented itself. While curricular committees cannot possibly meet with all course authors, there are times when the authors are invited to meetings to explain their offering.

j. LGBT group for staff/faculty. Bothmann: Trying to start something, starting with a social function. Looking for incentives for people would be part of it. One of the functions it might provide besides support is a place to contact if a student is looking for a faculty mentor for URC projects.

k. Discussion listening sessions (Bothmann). Concerned that these are genuinely opportunities to voice concerns that will be heard by Administration. Visser: We really hope these are listening sessions rather than talking sessions. Carson: At the Chairs' meeting, Wells said that if people had been at other gatherings, they had already HEARD it. Good to explain to her the MSU tradition such as the Commission on the Status of Women, which have listening sessions where commission members show up purely to listen. The commission does not speak.

m. Communication Strategies. Booker. Action Committee

n. Election Scenarios. Hustoles: Speaking as Parliamentarian, wanted to explain some scenarios. Grabowska not elected to state office and stays as President of FA here. Unlikely since right now he's running unopposed. 2. He is elected to be State IFO President. If he resigns during his regular term, Visser becomes President. The FA Exec could extend this to fill out the rest of Grabowska's term. Visser is not running now for VP because she is term limited. If Grabowska resigns 10 days after the spring term, the new Vice President elect becomes the President for the next year. The Exec would then elect a new Vice President and a special election for President would take place a year from now.

8. MEET & CONFER AGENDA ITEMS -

a. FAAD Meet & Confer – Thursday, April 17, 2014 @ 3:00 p.m. in CSU 253 (FA Agenda/AD Chair)

9. INFORMATION ITEMS

a. IFO Delegate Assembly (Governing Body of the IFO) – Friday, March 28 and Saturday, March 29, 2014 - Roseville Radisson (MSU Mankato has 35 Delegates)

b. Burton Dinner – Saturday, April 12, 2014, Country Inn and Suites Mankato –FA has filled two (2) Tables of 8 for a total of 16 faculty.

c. Final Voting Ballot for FA Local Election – Final Ballots to be sent in campus mail on Friday, March 21st – return to Paul Hustoles by Thursday, April 10th – Counting of Ballots April 16th – Results published before April 20th.

10. FACULTY ASSOCIATION COMMITTEE CHAIRS REPORTS

a. Assessment & Evaluation (Kirsti Cole)

b. Budget (Marie Pomije)

c. Extended Learning (Jennifer Veltsos) *The Extended Learning Committee met on March 4, 2014. The EL Sub Meet will be meeting every two weeks for the remainder of the semester to help the new Dean of Online, Extended Learning, and Strategic Partnerships revise the charge of the Sub Meet, write a mission for CEL, and develop a list of activities for the Sub Meet to complete in the next year.*

d. Faculty Development (Don Ebel) *The annual Tenure and Promotion Workshop was held on Friday, February 28. There were 49 people in attendance and the event was live streamed for off-campus faculty. Early reviews of the evaluations indicate that faculty were very pleased with the event with the most common critique being a desire for more time. The College breakouts were very favorably rated with the exception of the two Colleges that were not represented. The faculty panel was also praised, particularly for the with examples of electronic applications. The live event is being converted to a video by Media Productions and will be available on MavTube next month.*

e. Faculty Improvement & Sabbatical (Amy Hedman)

f. General Education & Diversity (Dick Liebendorfer/Anne Dahlman) *The Gen Ed and Diversity Committee continues reviewing student appeals and final pending program and course proposals for Gen Ed, Diversity and Writing Intensive. In addition, the committee is discussing such issues as the recommendations from the Writing Assessment Committee Report from Fall 2013, zero-credit gen ed courses, instances of waivers for the 44-credit gen ed limit, and the necessity of the 2+8 requirement for gen ed. The Gen Ed and Diversity sub-meet is meeting on Thursday March 20.*

g. Graduate Curriculum & Academic Policy (GCAP) (Barb Bergman/ Jackie Lewis) -

h. Planning (Miriam Porter) Planning (Miriam Porter) *The provost has suggested that Lynn Akey co-chair. Didn't respond one way or another. How do we want to approach it, respond to it? The Strategic Priority funding projects are in limbo. A lot of effort was put forward by the Planning people. The people who have the proposals are left hanging. The funding model for Extended Education has been brought forth by Scott Fee. Carson: hearing talk of four campuses, first time she heard it. This had nothing to do with 7700 France. Wells said the contract is up at the France location in 2016.*

i. Research (Teri Wallace) *The research committee recommended three faculty members for the 2014 Distinguished Faculty Scholar recognition. The Faculty Research Grant (FRG) spring applications are due March 20th. In addition to reviewing the FRG applications and making recommendations, our meet and confer dates are set for spring.*

j. UCAP (Ron Nickerson) *UCAP completed this year's round of curricular proposal review prior to Spring Break. As always, the committee reviewed several hundred proposals from across campus. Most of the proposals presented were in very good shape and sent forward to Academic Affairs with a recommendation for approval. A thanks goes out to all of the authors, department chairs and college curriculum committees who worked hard all year to develop quality curricular proposals. The committee's attention now turns to review of academic related policies out for formal review and preparation for next year.*

k. Unit Representatives – AH&N – Bridget Cooper; A&H – Craig Matarrese; Bus – Georgia Holmes; Educ –Deborah Jesseman; Lib/Unaf – Robert (Bobby) Bothmann; SET - Gregg Marg; SBS – Luis Posas

11. REPRESENTATIVES ON IFO STANDING COMMITTEES REPORTS

1. IFO Academic Affairs -- Patricia Hoffman – *This committee has not met.*

2. IFO Negotiations – Donna Brauer –

3. IFO Multi-Culture – Javier-Jose Lopez –

4. IFO GRC - Martin Mitchell & Fred Slocum – *The IFO has taken the position to remove the rider per using 17 million as one time faculty retention money and instead supports moving this 17 million into base funding (MnSCU Admin also has taken this position). The second rider refers to banning bonuses and making MnSCU administration absorb cuts that might result from budgetary shortfalls rather than first cutting faculty positions and programs. This 2nd rider MnSU also wants removed. IFO has taken a position to keep the rider (opposing MnSCU) something that Rep Pelowski supports.*

Likewise, I do not see Senator Bonoff (Senate chair for Higher Ed) changing her position either. We felt there is good chance the House and Senate will take the 17 million and roll it into base funding as the Senate and House Higher Ed chairs were warm to the idea. They were also very open about a supplemental appropriation pursuant to contract settlement needs—stress the words "open to." Per bonding: Both the Senate leadership (DFL Chair and lead Republican) were open to using cash for capitol restoration, which will free up more projects for the bonding bill that will likely be capped at \$850 million. Capitol restoration is currently part of the \$850 million number but using \$134 million in cash will free up \$134 million for other bonding projects. IFO supports this move. We found the House/Senate Higher Ed lead Republican members likewise supported this capitol cash move pursuant to bonding for the same reasons stated earlier. Various legislators also spoke to using cash for certain transportation projects. If this occurs then more projects can be places in the bonding bill.

5. IFO GLBTA –Bobby Bothmann–

6. IFO Salary Equity –Ihsuan Li –*the SEC meeting for 4/7/14 was cancelled. The next meeting is scheduled to be held on 4/18/2014.*

7 IFO Feminist Issues – Leah White –*FIC has nothing to report at this time*

8. Statewide Budget Review Committee - Ihsuan Li –*the committee has not officially met since our last meeting in October 2012.*

9. IFO Action Chair – Queen Booker –

Meeting adjourned.

Information for the general good:

Our former FA President Gael Mericle has cancer. Contact Donna for her address soonest.

Jim's mom is now in hospice.

Steve Bohnenblust's wife has a successful bone marrow transplant!