

EXECUTIVE COMMITTEE

Thursday April 04, 2013

CSU 238

3:00 p.m.

APPROVED MINUTES

In attendance: Jim Grabowska (FA President), Mary Visser (FA Vice President), Daniel Swart, Paul Hustoles, Barbara Carson, Roger Severns, John Seymour, Bobby Bothmann, Gregg Marg, Kevin Parsneau, Kirsti Cole, Danae Quirk Dorr, Jennifer Veltsos, Emily Stark, Maria Bevacqua, Cindra Kamphoff, Miriam Porter, Ron Nickerson, Donna Brauer, Erica Johnson.

Meeting called to order at 3:06 PM

1. Minutes of previous meeting (Unapproved Minutes –February 07, 2013)

Hustoles/Quirk Dorr: Motion to Approve: Passed

2. Call for Additional Items/ Reordering of Agenda

Add 7i: Out of State Travel Requests

Move item 7 up to 3:35 PM

3. Online sub/waiver form – Erica Johnson (Time Certain 3:15 p.m.)

(Johnson): I've attended a lot of the chair's meetings so far. We want to move to an online substitution waiver form. We want to pick your brain about what you like versus what you want changed; nothing is set in stone. We would like to start a pilot test in the Fall. If you have any ideas, please send them on to me. If anyone is interested in piloting as well, let me know.

(Question): You need more than the chair's involved in this conversation. There are more faculty than just chairs who work on substitution forms.

(Question): Having students fill these out is asking for errors. Also, because of the internal governance of each program/department, we may want to open this up beyond the chair. The idea of online substitutions is brilliant.

(Grabowska): Would there be the possibility to have a date stamp or receipt stamp affixed to an online submission? (Johnson): Yes, any action that is taken is on a date stamped log for each student. The system will also have the ability to have syllabi, etc. uploaded directly to the site.

(Question): We have information that a student made up a syllabus. Perhaps we need to have the students submit a web link for the website so that the syllabus can be checked.

(Question): I don't think a student should ever be able to generate a form. I also think that the faculty should be able to review the forms that have already been sent in in case we think our advisee has been given the waiver, but they haven't.

(Question): Is it a University policy that students can't fill out these forms? (Johnson): Yes, that is the rule.

(Question): We talked about the need for flexibility. Some departments have chairs do the whole thing, others don't.

(Question): We keep a hard copy of every substitution waiver. I would like something equivalent so that we can keep track of everything that has been passed by the department. (Johnson): This would be part of the system.

(Question): Can we make the boxes bigger; I never have enough room to fill in all of the information.

4. IFO/MnSCU

5. FACULTY ASSOCIATION APPOINTMENTS TO BE APPROVED BY FA EXECUTIVE

- a. GCAP Chairperson for Fall 2013-2014 – Dan Cronn-Mills
- b. CDS Work Group call for faculty volunteers. (1 Needed from the following FA Committee) – General Education & Diversity – Maria Bevacqua

Hustoles/Severns: Motion to Approve Slate: Passed

6. FACULTY ASSOCIATION EXECUTIVE COMMITTEE ELECTRONIC VOTING

- a. Honors Council (1 Needed from Education and SBS) for a three year term beginning Fall 2013 – Educ – Deborah Jesseman, Anne Dahlman, Lori Piowski SBS – Pat Nelson (New Faculty), Karla Lassonde, Agnes Odinga - *Electronic Vote Taken 03/08/13 – Selected Deborah Jesseman from Education and Karla Lassonde from SBS.*
- b. Search Committee for the position of Vice President for University Advancement (1 Needed) – Kellian Clink (Lib/Unaff), Ihsuan Li (SBS) Paul Hustoles (A&H) *Electronic Vote Taken 03/08/13 - Selected Paul Hustoles*
- c. *Ad Hoc Group for Review of RFP Submissions Rachele Toupence (AH&N) Electronic Vote Take 03.21.13*
- d. CSET Search Committee for the Academic Advisor position (1 Needed) – Gregg Marg, Lee Cornell (electronic vote taken 02.11.13) – Gregg Marg (Selected 02.13.13)
- e. Search for the Director of Compliance and Student Services – Jeff Pribyl (Electronic vote taken on 02.12.13)
- f. COE Replacement on Search Committee for Graduate Studies & Research – Patricia Hoffman (Electronic vote taken 02.21.13)
- g. IFO reps Search Committee for Asst. Director of Honors/ Univ Fellowship Advisor – Marilyn Hart, Ron Nickerson, Emily Stark and Chris Corley. (Electronic vote taken on 02.22.13) ALL APPROVED Per FA President
- h. Search Committee for Head Women’s Soccer Coach - Jeff Prbyl (Jim)

Hustoles/Quirk Dorr: Motion to Approve Pribyl: Passed

7. DISCUSSION ITEMS/ACTION ITEMS APRIL 4, 2013

a. **Fixed Term line (SBS) Porter:** After a series of unfortunate events, how do we fund faculty salaries? As we’ve looked at having a fixed term stay on, the dean asked us to finance the salary from our department funding (from contracts, etc). This is soft money. The faculty voted to not pay a salary out of this money. I would like to know what the policy is.

(Hustoles): There is no policy against it; theater did it for years. At one time I had 7 faculty paid from funds out of the box office. The difficulty is that there are some hidden costs, so we hired them out of MUSAFF. The benefits killed us. So, it is doable, but with soft money there is no guarantee of permanence. (Porter): But we don’t have a constant source of soft money, so this becomes a big problem.

(Brauer): There is no such thing as a fixed term line. This is a terrible source of confusion for many people. There are only two kinds of lines, permanent and temporary. Temporary are filled with fixed term and adjunct. A continuing position can be filled with a temporary line, but there is no such

thing as a fixed term position. Every time I we say “fixed term position”, it needs to be changed to temporary or permanent. Also, regarding soft money, MnSCU wanted to be able to mandate that temporary lines paid on soft money must have a a credit load of 30.

(Porter): So is this a good thing to do? I don't want to get caught in a catch 22. (Carson): That is a different question. Can we use these moneys to hire? (Veltos): Yes, we have someone paid by online differential tuition. It is legal as long as it goes to support the online program.

(Severns): We lost someone to administration mid-semester. There was an element from the administration that said we should hire a few adjuncts and take the savings of not hiring permanent to use elsewhere in the University.

b. Proposal for a Faculty Curriculum Day – October 25, 2013 (Kellian Clink Time Certain – 4:00 p.m.)(EMAILED TO EXECUTIVE ON 03.26.13)

(Clink): We have a hard time keeping all the changes to the curriculum each year straight. I envision the October 25th (non-class duty day) as a time to have meetings for discussion of the curricular changes, etc. Each group could present (UCAP, GCAP, Writing, etc.),and then faculty could discuss. I don't know what these different groups would like to discuss.

(Question): Is the goal for the faculty to have input? (Clink): Yes.

(Question): I like the idea of bringing it all together but is there any way to get this information online? (Clink): Some of it could be live and some on YouTube.

(Question): I don't think anyone will come from CSET. This is a day that we can get things done that don't normally get done during the rest of the year.

(Grabowska): I find a lot of value here; there is a real concern that faculty and departments use this day for other things, however.

(Question): You need to ask who your audience is and how long will their interest be kept? A half a day may be more realistic.

(Question): I think we need to organize around topics. I think that it would be the kiss of death to put it on Professional Development Day.

(Question): In the Fall we will be rolling out a new CDS. Couldn't we shift the focus to CDS? (Marg): But October 25th is only 1½ weeks before proposals are due. Anyone submitting should already know CDS.

(Question): You might want to think about doing it two different days during the semester.

(Question): There appear there are two things with this agenda. Our SRC trains us in advising. The other part is UCAP, GCAP etc. Perhaps running two meetings for these two disparate concepts?

(Question): Could this work as a brown bag lunch series?

(Question): The idea of topic driven instead of committee driven might be more palatable.

(Question): Another advantage of a brown bag is that a one hour block is much easier to schedule. A series of discrete topics is much easier.

c. Writing Director Reassigned Time Draft Call (Nickerson): ---

(Question): Should we change March to April, and make applications submitted directly to Sandmann by April 26?

Severns/Hustoles: Motion to Approve: Passed

8. DISCUSSION ITEMS/ACTION ITEMS MARCH 7, 2013

a. COE – Replacement for Andy Johnson on Budget for Spring 2013 (John Seymour)

(Seymour): I have been attending as substitution for Johnson.

b. COE – Replacement for John Seymour as Unit Representative for Spring 2013

c. AH&N – Term Limit Ron Nickerson (UCAP)

(Grabowska): I found someone willing to serve as secretary if you are to be chair of UCAP. There is no one on the ballot from my college from UCAP, so that is how this all got started. Kellian Clink has offered to be secretary.

(Hustoles): This discussion is slightly premature, not all the votes are in yet. We will deal with this after it happens, if it happens.

(Question): Is it appropriate to do this on the last meeting of this year or the first of next year?

(Hustoles): Once the election is over, we can act whenever we see fit.

d. Security (under) staffing issue – We’ve been told security is at bare-bones staffing levels. One of the reasons we have this civility campaign is in response to some of the violence issues that occurred in classrooms two years ago. Students want more time and space to study and the Library is really the only campus space that allows this. Demands for having the Library open longer hours increase every year (we have first floor open now until 2am). This is not something we can do without support from security, which they can’t give. The issue here is bigger than the Library being open later into the wee hours, but is a good example of an issue surrounding this.

(Bothmann): We had some classroom scare issues last year. Students are always begging for the Library to be open longer and more days. That is not something we can do without more staffing and without security. We have been told that Security is bare bones, and that they can’t cover. The library is the only place designed for quiet study, and if we really do have a commitment to safety, shouldn’t we really support the Administration in increasing the security?

(Question): There are field standards, and we don’t meet them for security. We don’t have the full time professional security.

(Question): A lot of our part-time security are out doing parking enforcement. We should mechanize parking and place them into security.

(Question): When is the new Provost due— July 22nd? Do we defer to talk about this until after the provost is installed? Is there any advantage?

(Question): It seems strange that if we have graduates from law enforcement that we don’t use them as interns.

(Question): This should be something to get on the next Meet and Confer so that Administration knows it is on the radar.

(Grabowska): Is there any value in finding out where students are on this issue? More muscle in making our case? I’ve put this on the agenda for the Meet and Confer. I am looking for a draftee to find out how much stuff happens on weekends and evenings so that we can indicate a safety requirement for these “off” hours. (Bothmann): I will take this on.

e. Exec E-mail Voting (Bothmann)

More for discussion of process. In our face to face meetings when multiple candidates have volunteered we have a nomination and “speak-for” process that is missing when Donna sends us an email asking us to vote for a name, and this is certainly not something she can be expected to manage. I know it would help me if we were could have some forum that allows us to conduct the “speak-for” process or nominate someone and then cast a vote. Clearly there are issues with this since it would be written communication, but I think it deserves some discussion.

(Bothmann): How to I make these choices without discussion? We don’t have the ability to discuss via email.

(Hustoles): We promise that we won’t do this every year; but when we don’t have a quorum, it needs to happen. I think the best we can do is limit it as much as possible.

(Question): What about proxy voting? (Hustoles): We've never had a board representative do that in the past.

(Grabowska): What is sacrosanct is our ability to participate in the shared governance.

(Bothmann): At least adding the statements of interest on the email request for vote would be helpful.

(Question): Is it ok to send emails to everyone voting supporting a candidate? (All): We would all encourage that kind of information being sent.

f. Ad-Hoc Committee (REP) (Porter)

g. Energizing Our Front-Line Network – Donna would like to attend (An AFSCME, MAPE, MnSCU joint Venture) (Jim has information regarding Conference)(Cost \$95. For Conference + \$77.00 + tax for room 1 night)

Bothmann/Swart:Motion to Approve this Expenditure: Passed

h. UNIVERSITY POLICIES

- 1. Revised Policies (Expedited Review will run to April 12, 2013)**
- 2. Revised Policies (Formal Review)**
- 3. New Policies (Awarding for Credit for Project Lead the Way (PLTW))**

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

i. Out of State Travel – Marg

(Marg): What is the reasonable turnaround time for approval? Someone wanted their approval within a week, which may be too quick.

(Question): Why do we still have to do this? (Carson): The State. We will send this to state IFO board.

(Grabowska): I am going to put this on Meet and Confer agenda and ask that they hold to a week turn around, or stop asking us to do it.

(Question): Between the time I applied and when it was ok'ed, the price went up for \$400 a ticket.

(Question): Can we ask that these become electronic?

9. MEET & CONFER AGENDA ITEMS -

- a. FAAD Meet & Confer – Thursday, April 18, 2013 @ 3:00 p.m. CSU 284ABC (FA Chair/AD Agenda)**

10. INFORMATION ITEMS

- a. FA Executive Meeting Thursday, May 02, 2013 @ 3:00 p.m. , CSU 238 (LAST Until Fall 2013)**
- b. FAAD Meet & Confer Thursday, May 09, 2013 @ 3:00 p.m. CSU 284 9 (LAST Until Fall 2013) FA Agenda/AD Chair**

11. FACULTY ASSOCIATION COMMITTEE CHAIRS REPORTS (From March Agenda)

- a. Assessment & Evaluation (Kirsti Cole)**
- b. Budget (Ellen Mrja) *Vice President Rick Straka is bring to campus the SCUP Planning Institute. This is a three-day workshop May 13-15 on integrated planning. It will overview what planning models looks like, what elements they should contain and how they should reflect values.***

look It might be of interest and it's free. If you're interested in attending, please contact Vice President Straka as there is only space for 40 attendees.

c. *Extended Learning (Danae Quirk Dorr) Announcements should be sent out this week via email regarding the (1) College of Extended Learning's Pedagogical Innovation Award and the (2) Colege of Extended Learning's Professional Development Grant Opportunity for Faculty. Nominations and self-nominations for the Pedogocial Innovation Award are due April 1st. The deadline for proposals for the Professional Development Grants is also April 1st. If you have any questions, you encouraged to contact me at danae.quirk-dorr@mnsu.edu*

d. *Faculty Development (Jennifer Veltsos) The annual Tenure and Promotion Workshop was held on Friday, February 15. The committee thanks Alexandra Panahon, Special Education; Hyuna Park, Finance; and Luis Posas, Sociology and Corrections, for their participation in the "I Did It!" panel. We also thank the Vice President for Academic Affairs Linda Baer, Associate Vice President for Academic Affairs Warren Sandmann, and the deans of the seven colleges for helping us with this important event.*

e. *Faculty Improvement & Sabbatical (Emily Stark) There is no report from the FIG committee; Spring FIG grants are due March 22nd, so we'll meet after that to review and make recommendations.*

f. *General Education & Diversity (Maria Bevacqua)*

g. *Graduate Curriculum & Academic Policy (GCAP) (Co Chairs – Claudia Pragman, Cindra Kamphoff) CDS proposals that were submitted to GCAP by March 1, 2013 will be reviewed this academic year. At its Sub Meet the committee discussed compensation/recognition for faculty who supervise student research for theses and dissertations that would be consistent with the IFO contract. Post-admission Graduate College forms (e.g., changing advisor/committee) are being updated.*

h. *Planning (Miriam Porter)*

i. *UCAP (Ron Nickerson) UCAP has completed its review of curricular proposals for this cycle. We reviewed over 400 proposals this year. The Sub-Meet recently reviewed several university policies that are out for either final or expedited review. The policies included: Academic Honesty, Administrative Drop, Awarding of Credit for Advanced Placement, Awarding of Credit for College Level Examination Program (CLEP), Awarding of Credit for International Baccalaureate, Awarding of Credit for Project Lead the Way (PLTW), Awarding of Credit for Military Service, Continuance and Completion of a Major, Undergraduate Course Repeat Policy, Mathematics Placement, Post-Secondary Option Enrollments Options, and Student Education Records. The Sub-Meet had no comments on those that we reviewed, since the comments we made during the informal review were largely incorporated into the final review drafts. UCAP also wishes to remind departments that learning outcomes for upper division undergraduate courses are to be entered into CDS using the Common Course Outline form by June 30, 2013 to comply with a MNSCU directive.*

j. *Unit Representation - AH&N –Bridget Cooper; A&H - Dick Liebendorfer; Bus - Georgia Holmes; Educ - John Seymour; Lib/Unaf – Robert (Bobby); SET - Gregg Marg; SBS - Kevin Parsneau*

k. *State IFO Representatives - Barbara Carson; Paul Hustoles; Roger Severns*

12. REPRESENTATIVES ON IFO STANDING COMMITTEES REPORTS

- 1. IFO Academic Affairs – Penny Knoblich - *We have not met yet this semester.***
- 2. IFO Negotiations – Donna Brauer -**
- 3. IFO Multi-Culture – Javier-Jose Lopez**
- 4. IFO GRC - Martin Mitchell & Fred Slocum – See attached report (blue)**
- 5. IFO GLBTA – Paul Finocchiaro –**

6. IFO Salary Equity –Ihsuan Li - *The Salary Equity Committee nor the Government Oversight Committee have met since last time I reported.*

7. *IFO Feminist Issues – Annelies Hagemester*

8. *Statewide Budget Review Committee - Ihsuan Li - The Salary Equity Committee nor the Government Oversight Committee have met since last time I reported.*

9. 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)** –The beginning of the process of resolution for the Hoffman case may start in May.

1. **March 28 – Burton Dinner FA purchased a table of 8 - (\$500.00)**

Meeting Adjourned: 4:45 PM

Respectfully submitted,

Daniel J. Swart
FA Secretary