

EXECUTIVE COMMITTEE

Thursday, April 19 2012

3:00 p.m. – 5:00 p.m.

CSU 204

APPROVED MINUTES

Brief Report was missed and Is not added

In attendance: Jim Grabowska (FA President), Mary Visser (FA Vice President), Daniel Swart, Barbara Carson, Kelly Krumwiede, Dick Liebendorfer, John Seymour, Becky Schwartzkopf, Gregg Marg, Kevin Parsneau, Ellen Mrja, Danae Quirk Dorr, Diane Witt, Emily Stark, Queen Booker, Nancy Fitzsimons, Miriam Porter, Ron Nickerson, Donna Brauer.

Meeting called to order at 3:05 PM

1. Minutes of previous meeting (Unapproved Minutes – March 29, 2012)

Liebendorfer/Nickerson: Passed

2. Call for Additional Items/ Reordering of Agenda

Under 9f, Graduate Curriculum and Academic Policy – Nancy Fitzsimmons

3. Advising Task Force Survey - Kellian Clink (Time Certain 3:05 for 15 minutes) (Clink): Last year we generated a large advising report. This year, we generated one focused on transfer students – 200 respondents. I will compile all of this data and distribute it. Many of the highly scored services are things we can do. We will have a Transfer Center. A Transfer Website will be developed. Next fall we will be asking for another Advising task force: I want that group to act as the lead on designing the website and advising the Advising “Tsar”. We will be drafting the “Tsar” job description soon.

(Grabowska): Faculty in an earlier survey suggested that they weren't well versed in advising. We have asked that the faculty training would happen under the auspices of the “Tsar”.

(Question): In the survey, were you able to identify what were the main issues for transfer students?

(Clink): I have the data under review. The initial results involve understanding what transfers as what: sometimes courses are equivalent but they don't have the same skill set.

4. New Web Design – Scott Lassiter (Time Certain 3:20 for 15 minutes) (Lassiter): I was tasked to take over the website and I found a few issues. I decided to do a front end redesign of the website. Luckily, there wasn't a lot of dynamic data, so it was relatively simple. I came up with a few different designs. You voted on them, and I implemented them. I didn't really change much of the content, I just made it easier to read and edit in future. I also added some scrolling images, directions using google maps - some simple things.

(Grabowska): Can you send us the url and we will send it out to the members so that they can test it out.

(Lassiter): Yes. (Grabowska): Please get comments to me within a week, and then we'll launch.

5. Discuss Enrollment in Internships and Practicums in the Summer - Claudia Tomany – (Time Certain –3:45 p.m.) (Tomany): Many of our programs have internships and practicums during the summer. It takes a lot of work to supervise, maintain relationships with the locations, etc. It is always difficult for students to finance internships. What I've heard is that the students don't register for the internship in the summer, we instead let them sign up in the next semester and we give them credit after the fact. There are huge liability issues to this practice. If they have an accident/injury/etc., very quickly we could find ourselves in trouble. One way to mitigate this issue would be to treat the

practicum as a separate part from the academic part. If they aren't enrolled at all, we create problems for the students and ourselves.

(Question): Talk to the Attorney General's office: 12-17 years ago, they said that if the students were between sessions, there is no liability issue. This is something the attorney general should address before us.

(Question): Students can arrange for an internship on their own; we sometimes put an email out to the students telling them of the opportunity, but it is up to them to get the internships. (Grabowska): I'll talk to the general council about this issue.

Students can sign up for some of the credit during summer and some after – ok

Students can sign up for all of the credit during summer– ok

Students can sign up for the credit only after summer – bad

(Question): The problem is that there is no one solution to this problem across different departments.

(Question): How many departments/programs does this affect? (Nickerson): Many.

(Question): it seems to me that many Students may already have stuff set up for this summer, and it may be too late to be talking about this now. We need to revisit this, as it is a big topic.

(Question): Can you also look into the Department of Justice issue that students can work for free for for-profit companies. My department has said that you can work for free for a non-profit. I want to know for certain is this so.

6. STATE IFO/MnSCU COMMITTEES APPOINTMENTS

7. FACULTY ASSOCIATION APPOINTMENTS TO BE CONFIRMED/SELECTED

a. Dean of Graduate Studies and Research Search Committee (1 from each Unit - A&H, Gina Wenger, AH&N – Donna Brauer, Bus - Claudia Pragman, Educ, Lib/Unaf – Bobby Bothmann; SBS – Jose Lopez- Jimenez (First Choice), Chip (Carlos) Panahon, SET- Penny Knoblich, Mahbub Syed

Booker/ Stark:Nominate Panahon: Passed

Swart/Marg: Nominate Knoblich: Passed

Nickerson/Booker: Move the Slate: Passed

Marg/Nickerson: Move to reconsider Panahon: Passed to remove Panahon

Marg/Carson: Nominate Lopez -Jimenez: Passed

b. Dean of Institutional Diversity (3 Needed) – A&H - Heather Camp; Julie Kerr-Berry, Matthew Sewell, Educ - Johnson Afolayan, SBS - Catarina Fritz, Hanh Huy Phan, Luis Posas, Sherrise Truesdale, Jose Lopez-Jimenez (Second Choice)

Carson/Nickerson: Nominate Posas: Passed

Booker/Ni&ckerson: Nominate Camp: Passed

Liebendorfer/ Booker: Nominate Sewell: Passed

c. Preska Scholarship Award Program (3 Needed) – SBS - Ihsuan Li, Chip (Carlos) Panahon , Lib/Unaf - George Corey (Names sent to Academic Affairs)

Booker/Nickerson: Move the Slate: Passed

d. Commission of Diversity – Pedro Mario Thomas

- e. FA Sub Meet & Confer Chairs for 2012– 2013
 - 1. Claudia Pragman - Graduate Chair for Fall 2013 Cindra Kamphoff, College of Allied Health and Nursing representative will be attending FA Executive Committee meetings .
 - 2. Danae Quirk Dorr – Extending Learning Chair
 - 3. Ron Nickerson - UCAP

Marg/Booker: Move the Slate: Passed

8. 2012 Election Results

- a. State IFO President – Nancy Black
 - 1. Constitution Changes - Passed
- b. Local – MSU, Mankato – Sent out 04/17/12
 - 1. Constitution Changes – All Passed

9. Discussion Items/Action Items

a. CDS Update (Ron Nickerson): We met with Ed Clark to talk about the CDS reprogramming and changes. This past year has been rough. Ultimately we asked for some long range support, some major changes this summer, some on-the-spot changes, and customer service when we get stuck. Clark agrees, but we still don't know how to come up with the personnel. We also made it clear that we want faculty involvement in the reprogramming this summer. (Visser): I hate the CDS system, it isn't friendly or intuitive; Clark said it was designed incorrectly to begin with. They will have to go back and rebuild the whole thing. (Fitzsimons): the other side of this is the support from academic affairs. The chairs of the committees are trying to do the trouble shooting, but it should be coming from academic affairs. These aren't IT issues, they are Academic Affairs issues. (Nickerson): You're right. We have been arguing with Academic Affairs about this since we brought the system online. It has fallen to us. Both of these pieces need to be reviewed as the redesign commences. (Grabowska): This will be on our agenda; we will talk to administration about this on Tuesday. (Nickerson): That academic affairs person needs to be nearly full time...this is a big job.

b. Writing Intensive Update – (Queen Booker & Ron Nickerson): We have an idea and a proposal. Recommendation was that we develop a writing committee and a writing director. This is a call for membership on the writing committee. This is part of the recommendation in the report that shifts writing from Gen. Ed. to a Graduation requirement. As we've talked about this, we've run into the same problem and come up with a solution. The solution might be to combine writing intensive and diversity into a third committee to deal with graduation requirements. If that were to happen, then this committee would be a one year requirement.

The other piece of the puzzle is that the directorship be placed in the faculty development center. Now would be the time to put that on the table in the Meet and Confer. The reassign time would have to come to Administration. This is a solution to the challenge. We need to create the writing director, but then leave the writing intensive in the Gen. Ed. Committee for next year until the graduation requirements committee gets formed. This would also require constitutional amendments to modify the committees and create a new one. We are asking to start the position request but not move the charge. (Grabowska): I will also put this out to Meet and Confer.

c. Electronic Waiting List for Registration (Marg): Students have found that when a class is filled, they can register on the waiting list even if they're registration window hasn't opened. (Grabowska): I'll send this on to the Meet and Confer.

d. Tie vote in Education for Extended Learning (2 Year Term) between David Georgina and Deborah Jesseman : Jesseman is term limited. (Marg): This needs to be rebaloted.

f. Graduate Curriculum and Academic Policy – Nancy Fitzsimmons

Stark/Nickerson: Move to take the charge as written: Passed

10. Meet & Confer Agenda Items — Thursday, April 26, 2012, 1:00 p.m. – CSU 238 (FA Agenda/AD Chair)

11. Informational Items

12. Faculty Association Committee Chairs

a. Assessment & Evaluation (Kirsti Cole)

b. Budget (Ellen Mrja) *The last University Meet and Confer discussed the topics of bonding issues for Mankato projects, looked at the FY '13 budget and increases in the parking permit fees. Ellen Mrja has been re-elected Chair of the Faculty Association Budget Committee for AY 2012-13.*

c. Extended Learning (Danae Quirk Dorr) *The Online Differential Distribution Model was modified. The Sub-meet supported that this proposal (25% to College of Extended Learning and 75% goes to Academic Colleges – all based on number of online credit hours generated) moves forward. In addition, both fixed term and an adjunct line will be added to the list of Online Differential Distribution Guideline Examples. The Packaged course offering and approval process (from the Colleges vs. Extended Learning) moved forward. The Sub-meet met with a representative from the Mankato Area Lifelong Learners (MALL). We also discussed services for veterans and active duty students. We are also looking at peer institutions with extended learning departments or colleges for benchmarks. The proposed new financial model for off-campus programs was explored and supported. We also are looking into the possibility of offering priority registration for 100% online students. The Submeet looked at the Federal and state regulations impacting online learning. The Sub-Meet also recommended that online/off-campus students participate in an advisory group to the Dean of Extended Learning. As part of the goal of having online only degrees, we have been looking into the various Gen Ed courses that are available online. There is a also Professional Development Grant Opportunity for Faculty - Online and Distance Learning. The College of Extended Learning is awarding a maximum of 10 grants in the amount of \$1500.00 each to support faculty to participate in a conference, workshop, or conduct research related to online or distance learning.*

d. Faculty Development (Diane Witt)

e. Faculty Improvement & Sabbatical (Emily Stark) *The Faculty Improvement and Sabbatical Committee met and reviewed 13 FIG grant applications for the spring round, and recommended 12 grants for funding. The Committee's recommendations were then brought to Academic Affairs, who will send out official notices and instructions to grant recipients. The FIG Committee would like to express our appreciation for all the proposals submitted by faculty this year; all projects were interesting and worthwhile.*

f. General Education & Diversity (Queen Booker)

g. Graduate (Nancy Fitzsimmons) *The Graduate Committee will have reviewed approximately 180 graduate curriculum proposals. Deadline for submission to the Graduate Committee is April 3. The committee finalized and disseminated two documents to assist faculty in curriculum development: Writing Student Learning Outcomes and Delineating 4xx/5xx Courses. The documents were designed as resources for faculty. The committee solicited and reviewed eleven thesis for the Midwest Association of Graduate Schools (MAGS) Distinguished Thesis award. A thesis from the Department of Psychology,*

College of Social and Behavioral Sciences was selected to represent MSU, Mankato. The committee reviewed 90 Graduate Faculty Status applications. The committee worked in collaboration with the Interim Graduate Dean to revise the Graduate Faculty Status Policy (finalizing in April). The forms will be revised this summer and reviewed by the Committee early fall semester. The committee consulted with the Interim Graduate Dean on the implementation of the recommendations made in the Report from the Task Force on Graduate Education, January 2010. The committee, in collaboration with the Interim Graduate Dean and Director of Graduate Studies, designed and implemented a survey of faculty on the Graduate Research Conference. A final report of the results is under development. The faculty on the Graduate Committee provided input to the Associate VP of Student Affairs and Enrollment Management on recruitment and retention of graduate students. The committee put forward a recommendation to the FA Executive Committee to change the name of the committee to Graduate Curriculum and Academic Policy (GCAP) Committee. The proposed name change is on the FA ballot. The committee rewrote the charge of the Graduate Committee. The final version is pending the outcome of the name change. The chair of the Graduate Committee has put forth recommendations for improving the CDS system. Meetings are planned between IT, Academic Affairs, UCAP faculty chair, GenEd & Diversity faculty chair, and Graduate faculty chair to address concerns with the system. The Committee elected Claudia Pragman, College of Business representative, as the faculty Chair for the 2012-13 academic year. Cindra Kamphoff, College of Allied Health and Nursing representative will be attending FA Executive Committee meetings on Claudia's behalf due to a teaching conflict with when the FA Executive Committee meets on Thursday afternoons.

- h. Planning (Mirian Porter)
- i. Research (Hans-Peter DeRuiter)
- j. UCAP (Ron Nickerson)
- 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

13. Representatives on IFO Committee Standing Committees

- 1. IFO Academic Affairs – Penny Knoblich - *Sorry, Donna, but we (Academic Affairs) still haven't met. It will likely be late April.*
- 2. IFO Negotiations – Donna Brauer -
- 3. IFO Multi-Culture – Maurella Cunningham –
- 4. IFO GRC – Abdalla Battah -
- 5. IFO GRC - Martin Mitchell –
- 6. IFO GLBTA – Maria Bevacqua - *The LGBTA issues committee has not met since the last report and will not meet again this academic year.*
- 7. IFO Salary Equity – Ihsuan Li - *The Salary Equity Commission cancelled the 4/9/2012 meeting. There were not enough business to decide to call for a meeting.*
- 8. IFO Feminist Issues – Annelies Hagemester -
- 9. IFO Action Chair – Leah Rogne – *Attended Lobby Days. Responding to legislative alerts. No other action.*
- 10. Officer's Reports
 - a. Vice President/Grievance Officer (Mary Visser)
 - b. Treasurers Report (Lynnette Engeswick)
 - c. President's Report (Jim Grabowska)

Meeting Adjourned at 4:55 PM

Respectfully submitted,

Daniel J. Swart
FA Secretary