

EXECUTIVE COMMITTEE

Thursday, September 13, 2012

3:00 p.m. – 5:00 p.m.

CSU 238

APPROVED MINUTES

In attendance: Jim Grabowska (FA President), Mary Visser (FA Vice President), Daniel Swart, Lynnette Engeswick, Paul Hustoles, Barbara Carson, Roger Severns, Bridgette Cooper, Dick Liebendorfer, John Seymour, Bobby Bothmann, Gregg Marg, Kirsti Cole, Ellen Mrja, Danae Quirk Dorr, Jennifer Veltsos, Emily Stark, Maria Bevacqua, Cindra Kamphoff, Miriam Porter, Ron Nickerson, Paul Finocchiaro.

Meeting called to order at 3:03 PM

1. Minutes of previous meeting (Unapproved Minutes –August 21, 2012)

Mrja/Liebendorfer: Motion to Approve: Passed

2. Call for Additional Items/ Reordering of Agenda

Section 6.f – Electronic Leave Forms

3. IFO/MnSCU Textbook Affordability Workgroup (2 Needed all campuses) Evan Bibbee (Sent to State IFO and accepted)

Severns/Hustoles: Motion to Confirm: Passed

4. FACULTY ASSOCIATION APPOINTMENTS TO BE APPROVED BY FA EXECUTIVE

a. Enrollment Management Groups (1 Needed for Each) –

(1) Steering Group, - Kellian Clink (Lib/Unaf), Mahbubur Syed (SET), Roy Kammer (AH&N)

Hustoles/Marg: Motion to Approve Clink: Passed

(2) Recruitment Sub-Group, Nadarajan Sethuraju (SBS)

Hustoles/Carson: Motion to Approve Sethuraju: Passed

(3) Retention Sub-Group - Nat Gustafson-Sundell (Lib/Unaf) (either Retention or Completion) , Jeffrey Ford (SET),

Marg/Hustoles: Motion to Approve Ford: Passed

(4) Completion Sub-Group – Clark Johnson (SBS), Nat Gustafson-Sundell (Lib/Unaf) (either Completion or Retention)

Mrja/Hustoles: Motion to Approve Johnson: Passed

(5) Service Sub-Group -

Hustoles/Severns: Motion to Approve Mrja: Passed

b. Parking Appeals Committee (1 Needed) Bonnie Shult (Lib/Unaf)

Mrja/Hustoles: Motion to Approve Schult: Passed

c. Search Committee for the Director of the Gender & Women's Center Sexuality Programs (2 Needed) Miranda Hellenbrand (Lib/Unaf), Jocelyn Fenton Stitt (SBS)

Bevacqua/Severns: Motion to Approve Hellenbrand and Stitt: Passed

d. IPAC (6 Needed – Select 1 from each) –

A&H (1 year term), Evan Bibbee, Sachi Sekimoto

Liebendorfer/Cole: Motion to Approve Sekimoto: Passed

AH&N (1 year term),

Business (2 year term), Rodney Hiel (New)

Education (2 year term), Kristin Dauk

SBS (1 year term) Joseph Kunkel, Jackie Vieceli,

SET (2 year term) – Scott Fee

Hustoles/Mrja: Motion to Approve Hiel, Dauk, and Fee: Passed

Mrja/Stark: Motion to Approve Vieceli:

Hustoles/Carson: Motion to table vote: Passed

Hustoles/Carson: Move slate in its entirety: Passed

e. HLC Steering Committee – Addition – Andi Lassiter (SBS)

Hustoles/ Carson: Motion to Approve Lassiter: Passed

f. President’s Diversity Commission (2 Needed) – Heather Hamilton (A&H), Rhonda Dass (SBS), Christopher Brown (New – A&H)

Carson/Nickerson: Motion to Approve Dass: Passed

Hustoles/Severns: Motion to Approve Hamilton: Pass

g. University's Policy Consultation and Approval Process Committee (2 Needed) – Paul Hustoles (A&H), James Dimock (A&H)

Mrja/Carson: Motion to Approve Slate: Passed

h. Admissions Appeal Committee (30 – 35 Needed) – A&H – Jacqueline Arnold, Dan Cronn-Mills, Charles (Chuck) Lewis, Deepa Oommen, Mavis Richardson, Marshel Rossow, Leah White, AH&N – Joseph Flood, Autumn Hamilton, Roy Kammer, Lori Meyer, Rachelle Toupenca, Bus -, Educ – Anne Dahlman, Tom Peterson, Lib/Unaf – Barb Bergman, George Corey, Casey Duevel, Carrie Ann Giebel, Miranda Hellenbrand, Kari Much, Nancy Rolfsrud, Nancy Sprengeler, SBS – Dawn Albertson, David Beimers, Kathy Bertsch, Emily Boyd, Kristie Campana, Karla Lassonde, Nadarajan Sethuraju, Fred Slocum, Emily Stark, Laura Strunk, SET - Puteri Megat Hamari, Julius Ngwendson, Guarionex Salivia, Deepak Sanjel, Christopher (Chris) Veltsos

Hustoles/Bevacqua: Motion to Approve Slate in entirety: Passed

i University Student Conduct Board (15-18 Needed) – A&H – Dan Cronn-Mills, James Dimock, Jim Grabowska, Matthew Sewell, AH&N - Autumn Hamilton, Roy Kammer, Bus - , Educ - Carrie Chapman, Lib/Unaf – Nathaniel (Nat) Gustafson-Sundell, Jennifer Turner, SBS – Dawn Albertson, Kathy Bertsch, Barbara Keating, Pat Nelson, Tamara Wilkins, Vang Xiong, SET – Mary Hadley, Puteri Megat Hamari

Cole/Hustoles: Motion to Approve Slate: Passed

j. Academic Standing Committee (1 Needed)– Andi Lassiter (SBS), Carol Burns (Educ), Jeffrey Ford (SET), Deepak Sanjel (SET)

Stark/Quirk Dorr: Motion to Approve Lassiter. Severns/Seymour: Motion to Approve Burns: Burns was elected by majority vote.

k. Employee Recognition Committee – Stewart Ross

l. President’s Commission on Status of Women (1 More Needed) – Kristie Campana, Saeed Movaveni

Kamphoff/Stark: Motion to Approve Campana: Passed

m. Professional Development Committee (2 Needed) Kellian Clink (Protem),

n. COB – UCAP Representative (2012-2013) – Kevin Elliott

Hustoles/Marg: Motion to Approve Ross, Clink, and Elliott: Passed

5. FACULTY ASSOCIATION COMMITTEE APPOINTMENTS STILL NEEDED

a. College of Business

Research –

6. Discussion Items/Action Items

a. Some Campus Wide Committee into year classes (i.e. Admissions Appeal, University Student Conduct Board) – (Grabowska): As a way to limit the problems that crop up when people move in and out of committees, do we want to change some committees’ posts to be longer than one year of service? One of my concerns is that we get calls continuously. As hard as we try, we have a difficult time filling these positions. My personal concern is that since we have a greater buy-in than faculty at the other universities; we may also have greater burnout.

(Mrja): How would it be decided what committees would be extended? (Grabowska): We might not have to.

(Hustoles): If we were to continue with annual appointments, a semester stagger might also be a useful option.

We might be able to come up with a proposal for bifurcation or staggering of terms.

(Carson): Something else we need to look at is that we have some very good “experts” who work in the sub-meets. If we lost those people, we might be hamstrung. How might we structure some sort of shadowing or training? It would probably require some restructuring. Some sort of mentoring program?

(Stark): If we just encouraged the election of chair before the end of the spring, then the transfer of information could happen over a period of months.

(Grabowska): Hustoles and Carson, would you please look into how this might be worked into the action documents.

b. Web Master Payment (Monthly)(Scott Lassiter) – (Grabowska): There was a request by Lassiter to change his pay timing. (Engeswick): I think he is trying to get a handle on his income stream. When I am here, he gets paid. But when I am not available, he goes without. It looks to be about \$127 a month on average.

(Visser): Is there any way we can confirm why he was interested in changing this? (Grabowska): Let’s have a conversation with Scott on how we can address this while still accommodating his needs.

c. Consolidation of Sub Meet & Confer Committees - (Grabowska): Might there be some time savings if sub-meets were consolidated?

(Stark): I know at least one set of committees that would benefit from this.

(Nickerson): The sub-meet committee chairs are meeting in a week to talk about charges, perhaps they can also talk about if this might be of use.

(Hustoles): When the writing requirement left Gen Ed, did it end up anywhere? (Nickerson): No it is still staying in the Gen Ed committee for this year. We are waiting for the development of a writing director.

In the meantime it is going through the Gen Ed.

(Hustoles): Are you going to be following the old guidelines? (Nickerson): Yes, the old guidelines for now. However, the CDS system needs to have writing intensive connected to a Gen Ed area. We are fixing this problem manually.

(Porter): Why are we having a meeting next week? Are we trying to have the committee structures aligned? (Hustoles): That was the plan.

(Porter): We just need to make sure that by lessening the number of committees we don't limit faculty involvement. If we aren't having a great difficulty in filling committees, do we really save anything by consolidation? If we could as a group say that there are a few committees with similar work, ask them to talk to each other? (Nickerson): Next week's meeting is to talk about a common structure for charges. My understanding is then we would go back to the sub-meets to talk about content.

(Cole): It makes sense to have the charges somewhat similar. (Seymour): I think the biggest thing that has fixed the efficiency of our structure has been getting Administration to stop their love affair with taskforces and action groups. We already took a big step forward by having the Administration not throw a bunch of taskforces at us.

(Carson): For those who are rewriting charges, there is mandatory language that is supposed to be in the charges that states that the meet and confers work for the FA.

d. Transportation - Van Size – (Marg): Field studies courses have found that our pool of vehicles has shifted, and that we only have one 12-passenger van. With having to use smaller vans, we are now at a point where we can't get enough drivers.

(Mrja): This sounds like something that Budget could take a look at. I can put it on the docket with Administration. (Grabowska): This is something we can ask for clarification for at the next Meet and Confer.

e. CDS Support Person –(Nickerson): As far as we know, we are still looking at a launch in November. The faculty pushed Administration that there is a lack of customer support. The Administration said that maybe they could get a 50% faculty reassignment to supply some of the customer support. Yesterday, we met with Clark and Sandmann to hammer out a reassign position request draft. HANDOUT. We would like some feedback, and would like to have it quickly. I want it on the record that I am interested in this position.

(Carson): Who would this position report to? (Nickerson): We don't know yet, probably to an Administrator. (Hustoles): That would be something that should be added to the call draft.

(Grabowska): can we get endorsement for this position?

Hustoles/Seymour: Move to support the proposal: Passed with one abstention.

f. Electronic Leave Forms – (Bothmann): Last year, we had some agenda item concerning out of state travel request and temporary absence forms being combined and going online. Did we ever get anywhere on this? (Grabowska): I will place this on the table to talk next Tuesday.

g. Adjunct faculty emails, etc.

(Marg): This is the third week of classes, and we have adjunct faculty who still don't have email accounts or access to D2L.

(Bevacqua): The Deans have said that they are going to try to work with IT to get faster access to these electronic materials.

(Grabowska): Human Resources is understaffed. This isn't an excuse, but it is something that we need to keep an eye on and make sure that the administration is watching too.

(Mrja): This is happening with faculty hires as well. Things are going slowly or getting lost.

(Grabowska): Please send examples of when the hiring process has been slowed or stopped. We can ask the Administration how this is going to be dealt with.

(Carson): Could we ask college reps to ask department chairs if they've had problems with this?

(Visser): We had problems with Affirmative Action slowing things down as well. This could also be a part of the problem. This needs to work better.

7. Meet & Confer Agenda Items - Thursday, September 27 @ 3:00 p.m., CSU 284ABC (FA Chair/AD Agenda)

8. Informational Items

a. Next FA Executive Meeting, Thursday, October 04, 2012 @3:00 p.m., CSU 238

9. Faculty Association Committee Chairs

a. Assessment & Evaluation (Kirsti Cole) - *Assessment and Evaluation met on August 31 from 10-noon. Administrative attendance was very low, however, we discussed our plans for the upcoming year including:*

1. Sending members of the sub-meet to the October HLC Academy Conference

2. Updating the committee on the Student Learning Reports and Comprehensive Program Review Reports (A place has been developed for departments to put their documents and archive them without them disappearing after natural institutional transitions. Sharepoint provides a protected space for department reports and feedback on those reports to be housed. There is a folder for every department on campus. It's a Windows authenticated login. When you go into the system you will only see the things that you have access to (only your home department). The College Dean has access to all of the department's folders in the college.)

3. We are putting together a call for an Assessment Coordinator (a 1.0 FTE position, renewable, 3 years. The position will include a fixed term replacement).

4. Our list of Peer Institutions will start to move through shared governance for approval shortly.

5. We are working on creating a series of Assessment Brown bags, and a CETL certificate for Assessment. We are also putting together criteria and a call for an Assessment Excellence Award.

6. We reviewed the new Open Pathways HLC criteria and are working to delineate assumed practices on campus and identify evidence and tasks for our accreditation projects.

7. We had a comprehensive introduction to the NSSE data and will be cross walking NSSE/BSSE and NSSE/FSSE data in order to form a campus-wide picture of student engagement expectations. We have created a two year timeline for review and will be ready to bring some data sets to the joint Budget/Planning/Assessment meeting in November.

b. Budget (Ellen Mrja)- *Held its first meeting on August 28, 2012. Heard report from member Daardi Sizemore, who had attended the president's fall retreat. Distributed the current Committee Charge for the Budget Committee; moved, discussed and approved two changes to its language that will be forwarded to the Committee.*

c. Extended Learning (Danae Quirk Dorr) *The FA Extended Learning Committee will be meeting on September 12. The first Extended Learning Sub Meet and Confer meeting of the academic year is scheduled for September 26th.*

d. Faculty Development (Jennifer Veltsos)

(1) *The deadline for Presidential Teaching Scholar Fellowships is Friday, October 12, 2012. The guidelines are available online at Academic Affairs, <http://www.mnsu.edu/acadaf/fellowships.html>.*

(2) *The 2013 Tenure and Promotion Workshop will be held on Professional Development Day in January. This change was made based on feedback from 2012 participants who requested a date that would not force them to cancel classes to attend. Look for more information near the end of the fall 2012 semester.*

e. Faculty Improvement & Sabbatical (Emily Stark) - *Sabbatical applications are due to departments on Sept. 7th, and Faculty Improvement Grants are due to Deans on October 5th. The Faculty Improvement Committee will convene in mid-October to make recommendations on sabbaticals and to review the fall round of FIG grants. Please contact your Faculty Improvement Committee representative, or the committee chair, Emily Stark (Emily.stark@mnsu.edu), if you have any questions.*

f. General Education & Diversity (Maria Bevacqua)

g. Graduate Curriculum & Academic Policy (GCAP) (Co Chairs - Claudia Pragman, Cindra Kamphoff) *The fall 2012 GCAP faculty meetings are scheduled for the second Wednesday of the month, and the Sub Meets will ordinarily be the fourth Wednesday of the month. Colleges should submit their nomination for the Midwestern Association of Graduate Schools (MAGS) 2012 Distinguished Master's Thesis Award to their college representative by Sept. 14, 2012. The CDS system should be accepting new submissions in late September. Graduate faculty status applications will be due by October 1, 2012. At its October faculty meeting, the committee will make its recommendation for MSU's MAGS nomination, review the first round of graduate curriculum proposals, and make recommendations for graduate faculty applications.*

h. Planning (Miriam Porter) *The Planning Sub M&C met on 9/6/12. The Committee charge was reviewed. The Strategic Priority funding process was also reviewed. It will be a 2 step process. Request for Step 1 idea proposals of 500 words or less will be underway in Sept. The evaluation criteria for these proposals were revised. In addition, an update of the 2013 Campus Master Plan was given. The plans for the link between CSU and the library were shown. This link will be at the basement level. An RFP to facilitate this project is being developed.*

i. Research (Gina Mumma Wenger) *The first official Research Committee meeting is on Sept. 13. We have nothing to report at present.*

j. UCAP (Ron Nickerson) *The faculty members of UCAP are working on the annual curricular deadline letter and a list of potential policy issues to be addressed this year. The first Sub-Meet will be September 18th.*

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

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

10. Representatives on IFO Committee Standing Committees

1. IFO Academic Affairs – Penny Knoblich

2. IFO Negotiations – Donna Brauer - *Negotiation Team Meeting that afternoon. We will be in contract negotiations with MnSCU on Friday and Saturday (14th & 15th).*

3. IFO Multi-Culture – Javier-Jose Lopez

4. IFO GRC – Fred Slocum

4. IFO GRC - Martin Mitchell –

5. IFO GLBTA – Paul Finocchiaro - *GLBTA Meeting Progress Report Associate Professor Paul E. Finocchiaro -- At this time, I have met individually with Robert Bothmann from the Memorial Library and former representative Maria Bevacqua to speak about what I can do as representative for this population on campus. I do not have a specific date as of yet, but I am going to try to schedule a "Brown Bag Lunch" meeting before October 12th for GLBTA faculty and staff to introduce myself and*

inquire about what I can do for them as the newest representative for the IFO. One of the main concerns for myself and the faculty I spoke to, was the presence of “Chick-Fil-A” on campus. We discussed how to make our voices heard and the campus aware of the policies that are (In our world) discriminatory to the GLBTA faculty and students on campus.

6. IFO Salary Equity –Ihsuan Li – *IFO SEC members met with MnSCU representatives on June 18, 2012 in St. Paul, MN. Ihsuan Li represented the IFO for MSU, M.*

1. *Salary equity review of faculty members who were promoted in 2008 and 2009 were completed for St. Cloud State University, Bemidji State University, and Winona State University.*

2. *Discussion on the issue of salary for coaches was postponed for next meeting due to time constraint. Ihsuan Li (MSU Mankato) suggested inviting Phil Miller of MSU Mankato to inform the committee of the market determination of salary of coaches. Miller is an expert in Sports Economics.*

3. *Next SEC meeting: it will review the salaries of the other four campuses, including MSU Mankato. Pat Arsenault agreed to send each campus rep the list of faculty members whose names are flagged for review, few days prior to the meeting, to allow for the representative to gather pertinent information for the review. Faculty salaries with terminal degree cases still need to be reviewed in future meetings.*

4 *The next big salary study, 2011, will be undertaken once all salary reviews (for terminal degree, promoted, and newly hired) for all campuses are finalized for the most recent year (2011); tentatively, the study will take place sometime during the 2012-2013 academic year.*

7. IFO Feminist Issues – Annelies Hagemester - *There is no information to forward regarding the Feminist Issues Committee at this time. We have not met since the March delegate assembly. So will send updates as I learn things. I would like it if Jim could simply make sure the exec knows who are the campus reps serving on the IFO committees this year in case they wish to funnel anything toward us.*

8. IFO Action Chair – Leah Rogne – *I have nothing to report for the Action Committee.*

11. Officer’s Reports

a. Vice President/Grievance Officer (Mary Visser): still trying to get to know Dr. Baird.

b. Treasurers Report (Lynnette Engeswick): We have almost \$10,000 not including the the rent. We talked about getting a new computer.

c. President’s Report (Jim Grabowska)

(Mrja): I would like to ask Paul Finocchiaro about Chick-fil-A. How can we send a message that these homophobic actions are not supported on this campus?

(Finnochiaro): As far as action, I don't know the parameters yet, but I am looking into this.

(Bevacqua): As you know, we have a strong LGBT center. We can organize ourselves as much as we want. If we want to start a letter writing campaign, etc., we can. The Center can’t do quite that much, but we can get out of our contract with Chick-fil-A if there is sufficient outcry.

(Hustoles): I think we need to bring this to Meet and Confer. We want to have a concerted effort, and we don't want to use the last option first.

(Bothmann): We can also show that Chick-fil-A is against our own core values in respect to the President’s core goal of diversity.

(Hustoles): I think tolerance is a Big Idea. \$25,000 is a cheap Big Idea.

***Hustoles/ Mrja: Motion that the faculty support the removal of Chick- Fil-A from this campus:
Passed***

(Grabowska): Paul, could you come to our Meet and Confer to talk about this issue? (Finocchiaro): Yes, I would love to.

Meeting Adjourned at 4:48 PM

Respectfully submitted,

Daniel J. Swart
FA Secretary