

EXECUTIVE COMMITTEE
Thursday, September 19, 2013
CSU 238
3:00 p.m.
Approved Minutes

In attendance: Gregg Marg, Andy Johnson, Bobby Bothmann, Marie Pomije, Ron Nickerson, Bridgette Cooper, Luis Posas, Georgia Holmes, Paul Hustoles, Jennifer Veltsos, Anne Dahlman, Mary Visser, Queen Booker, Jessica Schomberg, Jim Grabowska, Miriam Porter, Lynnette Engeswick, Roger Severns, Kellian Clink, Barb Carson

Meeting called to order at 3:07

1. Unapproved Minutes—August 20, 2013.

Hustoles/Carson : Motion to Approve. Passed.

2. Call for Additional Items/ Reordering of Agenda

Carson: brief discussion transparency/democracy with our provost. Added letter H under 8.

Booker: 8b move it up to 8a.

Engeswick..move up her issue to 2. Our balance is \$13,798.90.

3. Star ID – Michael McLaughlin – McLaughlin is looking for volunteers, as many as possible, to test drive STAR ID so the bugs can be resolved before everyone transfers to it during the winter break. It will mean disruptions, but is really needed. The volunteers will convert on October 14, the rest after grades have been turned in. Nickerson stressed the importance of the public information campaign. McLaughlin: lots of ideas being generated, email him or starid@mnsu.edu with yours. Veltsos: still our support systems, though MNSCU ID? Yes, and send all questions to starid@mnsu. Booker: Faculty access of wireless at different campuses? Yes. We set up things based on uni services... The push is to use the cloud, Wireless access that all can get to on every campus. **EMAIL McLaughlin (michael.mclaughlin@mnsu.edu) if you're willing to volunteer to help test the STARID starting in October.**

4. IFO/MnSCU

a. IFO Standing and Continuing Committees

1. Contingent Faculty – (2 Year Term) Walt Groteluschen- AH&N **Visser/Severns motion to approve Groteluschen--Passed**

2. IFO Action Committee (1 Needed – 2 Year Term) Avra Johnson – SBS **Nickerson/Hustoles nominated Booker. Motion to appoint Booker: Passed.**

5. FACULTY ASSOCIATION VACANCIES – REPRESENTATION STILL NEEDED

a. College of Business

1. General Education & Diversity (2 Year Term) Booker resigned Unit Rep. **Marg/Visser nominated Booker for this committee--Passed**

b. Employee Recognition Committee (1 More Needed)

c. HLC Assessment Academy Steering Committee (1 Replacement –term ends 2015) –

6. FACULTY ASSOCIATION APPOINTMENTS TO BE APPROVED BY FA EXECUTIVE

a. University Student Conduct Board 2013-2014 (15 to 18) – A&H - James Dimock, Rachael Hanel, Deepa Oommen, Anastasia Panagopoulos, Matthew Sewell; AH&N – Lynnette Engeswick, Autumn Hamilton, Joseph D. Visker; Educ - Carrie E. Chapman, Lib/Unaf - Nat (Nathaniel) Gustafson-

Sundell, Jennifer Turner; SBS - Barbara Keating, Pat Nelson, Vang Xiong; SET - Mary Hadley
Severns/Booker Motion to approve appointments for 6a, c, d PASSED

- b. Academic Standing Committee (1 Needed) AH&N - Autumn Hamilton, Kelly Krumwiede; Educ - Anne Dahlman ***Clink/Johnson nominated Dahlman: Passed***
 - c. President's Commission on Diversity
 1. Chairperson (2 Year Term) – SBS – Rhonda Dass
 2. President's Commission on Diversity (1 Year Term Reappointment)– A&H – Heather Hamilton
 3. President's Commission on Diversity (2 Year Term) – SET – Harry Jones
 - d. University's Policy Consultation and Approval Committee for the 2013 – 2104 academic year (2 Needed) – A&H – Paul Hustoles
 - e. Global Education Advisory Council (Formerly IPAC)
 1. Reappoint for a 1 year term - A&H - Evan Bibbee; AH&N - Lynnette Engeswick; SBS - Jackie Vieceli
 2. Global Education Advisory Council (Formerly IPAC) (3 Needed – 1 from each listed) - 2 year appointments Bus – NO RESPONSES, Educ – Deborah Jesseman, Elizabeth (Beth) Sandell, Patricia Hoffman, Ron Browne, SET – Patrick A. Tebbe, Cyrus Azarbod
Nickerson/Dahlman nominated Browne from Educ—Passed
Dahlman/Veltsos nominated Azarbod from SET—Passed
 - f. Enrollment Management (1 Needed for each 1 - 5)
 1. Steering Group (1 Needed) - A&H – Heather Camp (Either 1 or 3), Ellen Mrja, AH& N – Doris Hill (new), SBS – Michelle Alvarez, SET – In-Jae Kim - ***Hustoles/Carson for Mrja--Passed***
 2. Recruitment (1 Needed) Lib/Unaf – Nancy Sprengeler ***Hustoles/Booker for Sprengeler---Passed***
 3. Retention(1) A&H – Heather Camp, (Either 3 or 1) AH&N – Lynnette Engeswick, Lib/Unaf – Nancy Sprengeler (Either 3 or 2), Kari Much, SBS –Hanh-Huy Phan, Vang T. Xiong ***Cooper/Marg for Engeswick—Passed.***
 4. Completion (1 Needed) – Bus – Booker ***Hustoles/Pomije for Booker—Passed.***
 5. Service (1 Needed) – Lib/ Unaf – Jessica Schomberg ***Hustoles/Marg for Schomberg—Passed.***
 - g. Learning Round Table At Large - 2 Year Replacement Term(1 Needed) AH&N - Laura Schwarz, Educ - David Georgina, SET , Brian Wasserman, SET- ***Marg/Clink for Wasserman—Passed***
 - h. Undergraduate Admissions Appeals Committee (30 to 35 Needed) A&H – Chuck Lewis, Mavis Richardson, Marshel Rossow, Deepa Oommen, AH&N - Rachelle Toupenca, Marlene K. Tappe, Autumn Hamilton, Lori Meyer, Joseph Visker, Bus - NONE, Educ - Timothy Berry, Anne Dahlman, Tom Peterson, Lib/Unaf - Barb Bergman, Kari Much, Nancy Rolfsrud, Nat Gustafson-Sundell, George Corey, Carrie Giebel, Bobby Bothmann, Casey Duevel, Nancy Sprengeler, SBS – Dawn Albertson, Karla Lassonde, Vang T. Xiong, Fred Slocum, David Beimers, Ken Zimny, Emily Stark, Kristie Campana, SET – Sarah Kruse, Jin Park, Guarionex Salivia ***Carson/Nickerson move the slate--Passed***
 - i. Nominations & Election Representatives – A&H – Paul Hustoles, AH&N – Rachelle Toupenca, Education – Andrew Johnson, SBS – Susan Burum, SET – Gregg Marg ***Hustoles/Booker move the slate—Passed.***
 - j. Nominations & Election Representative (1 from Lib/Unaf and 1 from Bus Needed)
Lib/Unaf - Daardi Sizemore, Kari Much ***Nickerson/Hustoles nominated Sizemore—Passed.***
 - k. Nominations & Election Chairperson – Paul Hustoles ***Carson/Clink nominated—Passed.***
7. ELECTRONIC VOTING BY EXECUTIVE COMMITTEE
- a. University Grade Appeal Panel (2 Needed) A&H - Kimberly Contag, Aaron Dimock, Rachael Hanel ; Lib/Unaf - Jennifer Turner; SBS - Dawn Albertson; SET - Mary Hadley

8. DISCUSSION ITEMS/ACTION ITEMS Sub Meet & Confer New Mav Card Vendor

- a. Shared position Planning – Stacey Van Gelderen and Patricia Young wanted to both share the position one was elected to. While this might work for the individuals, Hustoles noted it's not within the constitution to do so. They can occasionally send a designate but not share the elected position. When the unelected person is subbing, they don't have a vote. Bothmann wondered about the telepresence room. Grabowska: they're in high demand and speaking of technology, a member wanted to join us by phone but there's no speaker phone in this room.
- b. College of Business – Unit Representative, General Education Committee – Booker resigned as unit rep was nominated and voted in as Gen Ed member. ***Nickerson/Visser moved that Holmes be unit rep temporarily until a call and a vote can happen.***
- c. Nickerson has been reviewing Committee charges. The charges must note the differentiation between Meet & Confer and Faculty roles. Chairs need to go back to their sub meet and faculty groups and make sure the distinction and the role of the chairs is clear in the charge. Idea is to streamline and provide clarity. Donna will send Nickerson's work to the committee chairs and this body will revisit October 17. The Writing Intensive piece is still uncertain in terms of the GenEd group's oversight, but the charge should come forth without it and it can be clarified later when the Writing Intensive Lead person, Kirsti Cole, has been in position longer. Concern was expressed about how few chairs were at Exec. Grabowska will send a communication, encouraging them to attend and share their valuable insights from their committees.
- d. Archive of FA Committee Documents - J. Veltsos. Veltsos urged us to archive and make available the past documents of committee. This led to a general discussion of the need to hire a new webmaster which Grabowska will pursue and ensure that this knowledge is shared with FA members.
- e. Conference Room Décor – Carson, Marg, Visser and Hustoles will visit decorating the conference room and see if the art department has works that might rotate.
- f. Grievance Training – October 18 & 19 Volunteers (6) – Bobby Bothmann, Queen Booker, Andy Johnson, Avra Johnson will be the Mankato grievance training representatives.
- g. D2L – Roger Severns. Discussion of the D2L downtime this week. This is a very serious problem. IT needs an emergency plan and personnel to help put back the pieces. Role of MNSCU and the priorities of IT need to be revisited. IT's issue is they just cannot hire people, market rates being higher than what the university can pay. It will be visited at Meet & Confer. Veltsos: Should be visited in conjunction with the Charting the Future. How is MnSCU centralized services really working for the students/faculty here.
- h. Carson. Shared concerns about educating the new Provost about democracy and transparency. The hire of the Special Projects personnel probably good, but the concern is that the opportunity wasn't offered to everyone. Some of the other concerns is the idea of having an administrator study our policies and procedures—that process is very much visited by many hands and very much the process of shared governance. We must help the Provost understand the culture here. Porter: When departments are struggling with staffing needs, surprising to have special positions created and paid for.

9. MEET & CONFER AGENDA ITEMS -

- a. FAAD Meet & Confer, Thursday, October 03, 2013 3:00 – 5:00 p.m. CSU 253 (FA Agenda/AD Chair)

10. INFORMATION ITEMS

- a. Next Executive Meeting – Thursday, October 17, 2013 @ 3:00 p.m., CSU 238
- b. Office Furniture by middle of October, 2013
- c. FA Holiday Gathering – Wednesday, December 4 @ 11:00 a.m. – FACR 240BC

11. FACULTY ASSOCIATION COMMITTEE CHAIRS REPORTS

- a. Assessment & Evaluation (Jessica Schomberg - Fall) (Kirsti Cole - Spring)
- b. Budget (Marie Pomije)
- c. Extended Learning (Jennifer Veltsos) *The Extended Learning Sub Meet and Confer met on Thursday, September 12, 2013. The group discussed the new Metro Financial Model, the 2014 Innovation Awards, the need for online minors to support students who completing their degrees online or in the Metro, and ways that the College of Extended Learning can support faculty in developing and improving their online and bachelor's completion programs. Major topics for this year's Sub Meets were previewed, including a comprehensive plan for online learning, credit for prior learning, and updating the Extended Learning Strategic Plan.*
- d. Faculty Development (Don Ebel) *The Faculty Development Committee is in the process of reviewing the Teaching Fellowship documentation prior to its release. Please forward any concerns about the process or language to Don Ebel.*
- e. Faculty Improvement & Sabbatical (Emily Stark) *The Faculty Improvement and Sabbatical Committee will convene in mid-October to review and make recommendations on the fall round of FIG grants and for sabbatical requests.*
- f. General Education & Diversity (Dick Liebendorfer/Anna Dahlman) *The Gen Ed and Diversity Committee is discussing a proposed assessment process for Gen Ed/Diversity courses (to meet goals by HLC), part of which is currently being piloted (Category 1) by one academic department. This will be on the agenda for the first sub meet in October.*
- g. Graduate Curriculum & Academic Policy (GCAP) (Jimmy Kroger/Barb Bergman) *The GCAP committee does not yet have anything to report.*
- h. Planning (Miriam Porter) *The FA Planning Committee met on 8/20/13. Member introductions were conducted. New member Patricia Young also introduced Stacey Van-Geldren who is willing to serve as her alternate on the Committee. The Committee charge was reviewed. In response to a request, Rebecca Schwarzkopf is willing to be the MavCard RFP representative. The Strategic Priority funding processes was discussed. Priority to funding certain types of proposals was discussed. Another consideration discussed was the impact on the number of students served. The Committee will dedicate time in future meeting to review proposal evaluation criteria. In addition it would like to look at trend in supporting past proposals.*
- i. Research (Teri Wallace) *The research committee met and shared their experiences with the committee and the FRG process. Group members shared recommendations they had to continue to improve efficiency of the grant review process. They also discussed the role of college research committee representatives. The committee will meet on September 26 to review the committee charge as well as the process and criteria for the faculty research grant and distinguished faculty scholar.*
- j. UCAP (Ron Nickerson) *The faculty committee is getting geared up to review curriculum proposals when they start arriving next month. The Sub-Meet met for the first time on 9/17 and discussed the undergraduate curriculum deadline for this year, an approach to attaining student learning outcomes for those courses that have not yet been entered into CDS via the Common Course Outline Form, continuation of the degrees pathways initiative and potential policies that the Sub-Meet might wish to have reviewed during the upcoming policy review cycle.*
- k. Unit Representation - AH&N –Bridget Cooper; A&H – Craig Matarrese; Bus - Queen Booker; Educ –Andrew (Andy) Johnson; Lib/Unaf – Robert (Bobby) Bothmann; SET - Gregg Marg; SBS – Luis Posas
 1. State IFO Representatives - Barbara Carson; Paul Hustoles; Roger Severns

12. REPRESENTATIVES ON IFO STANDING COMMITTEES REPORTS

1. IFO Academic Affairs -- Patricia Hoffman - *My committee has not yet met.*
2. IFO Negotiations – Donna Brauer -

3. IFO Multi-Culture – Javier-Jose Lopez - *Our first meeting for the Academic Year 2012-13 was on October 25, 2012. During that meeting we talked about Anti-Racism Initiatives and Diversity Efforts. A committee chair was selected and the committee's budget was examined. Margaret Villanueva, from St. Cloud State was elected to serve as the MIC Chair for FY13. In addition, the committee talked about the design of a Campus Climate Study survey and hiring practices. We evaluated and discussed the relevance of various questions that were included on the Campus Climate Surveys. Members of the committee were encouraged to promote the climate survey on their campuses. The electronic survey remained open through November 20. One of the committee goals was an Anti-Racism initiative.*

The IFO's Multicultural Issues Committee sponsored an Anti-Racism in Higher Education workshop that was offered at MSU-Mankato campus on January 11, 2013. Members of MSU-M campus community and other units of the MNSCU system attended this event.

During the winter, members of the committee were asked to provide suggestions for the Climate Study Survey Report. Our second meeting for the Academic Year 2012-13 was held on Friday, February 8, 2013 from 10:00 a.m. to Noon at the IFO Office in St. Paul. After that meeting, the committee had a joint meeting with all the equity committees (MIC, GLBTA, FIC, and BEC). The joint meeting was run from 1:00 p.m. to 4:00 p.m. During these two meetings we exchanged comments and suggestions regarding the results of the Climate Study Survey. We had the opportunity to talk with the individuals who designed and analyzed the survey data. Issues pertinent to the potential dissemination of the Equity Committees' Climate Study results were briefly discussed.

4. IFO GRC - Martin Mitchell & Fred Slocum –

5. IFO GLBTA –Bobby Bothmann– *GLBTA does not have an update other than what's been given at the last two meetings. We don't meet again until November.*

6. IFO Salary Equity –Ihsuan Li –*"Salary Review Committee: SRC met twice this summer, and finalized the review of salary of FY08 new hires for all campuses. The committee re-reviewed (with updated data) New Hire 08 appeals and New Hire 09 correction cases. SRC finalized the review of salary of FY09 promotions from Metro, Southwest, and Mankato. Moorhead salary will be reviewed in the next meeting.*

Within the next two weeks, Mankato faculty who were hired in FY09 will receive a Memo containing the data used by the SRC to review salaries at time of hire; the Memo will be sent by email and regular mail and will include instructions for correcting data errors.

Salary of coaches was last reviewed prior to the 2006 study. Campuses with significant sports presence are encouraged to provide SRC feedback to assist in the study. Salary Study for Coaches will be the next item on the agenda."

7. IFO Feminist Issues – Leah White - *The IFO Feminist Issues Committee has not met yet. We are in the process of deciding meeting days and times.*

8. Statewide Budget Review Committee - Ihsuan Li –*The Statewide Budget Review Committee has not met since our last meeting on October 2012.*

9. IFO Action Chair –

13. OFFICER'S REPORTS

a. Vice President/Grievance Officer (Mary Visser) There are three grievances - 2 at step 1, 1 at step 2 (dismissal without cause)

b. Treasurers Report (Lynnette Engeswick)

c. President's Report (Jim Grabowska)