

EXECUTIVE COMMITTEE

Thursday, October 04, 2012

3:00 p.m.

CSU 238

APPROVED MINUTES

In attendance: Jim Grabowska (FA President), Mary Visser (FA Vice President), Daniel Swart, Paul Hustoles, Barbara Carson, Bridget Cooper, Dick Liebendorfer, Peg Lawrence, Gregg Marg, Kirsti Cole, Ellen Mrja, Danae Quirk Dorr, Jennifer Veltsos, Emily Stark, Maria Bevacqua, Miriam Porter, Gina Mumma Wenger, Ron Nickerson, Paul Finocchiaro.

Meeting called to order at 3:05 PM

1. Minutes of previous meeting (Unapproved Minutes –September 13, 2012)

Nickerson/Hustoles: Motion to Approve: Passed

2. Call for Additional Items/ Reordering of Agenda

Section 8d be discussed after 8f.

Add Section 8j Passenger Van Issue

Add Section 8k Update on Committee Chairs

3. Prioritize ITS Projects (Ed Clark Time Certain 3:00 p.m. – 20 minutes) (Nickerson) :Over the last year, we've been redesigning CDS. Over the course, we've had some contentious movements between the Administration and the faculty. What we came to realize was that we had a hard time getting programming time from ITS. We've asked Ed to come to talk to us today about how we can help him prioritize.

(Clark): (Review of trello.com). I would like there to be a Software Development Oversight committee to help prioritize projects. We have had people asking for higher bandwidth to offices, or changing classrooms over from vga to hdmi, etc. , and we would like a committee to help make some of these decisions.

(Nickerson): The concern is that some of the databases that we use need to be maintained, but we don't have the manpower to get everything done.

(Hustoles): Did you say there was a prioritization committee model yet? (Clark): Not yet, that is why we are floating the idea here. (Hustoles): If you want us to help get suggestions made to the M&C, I'm sure we'd be happy to support you. We definitely want a place at the table.

(Stark): Are you looking for an advisory team, or something a bit more? (Clark): Probably something more; I don't feel comfortable making these decisions on my own.

(Carson): Is there any way the LTR can help? (Grabowska): The problem with LTR is that it has no standing, it isn't an over sighted committee. If we set up LTR to have more power, then it could.

(Nickerson): When things shift from high to lower priority, there needs to be a way for the users to be told that things have changed.

(Visser): How will the administration handle this? (Clark): This concept has already been passed by the administration. They aren't happy with how things are working now. I think they are open to some sort of committee.

(Grabowska): Do you have a request for action right now? (Clark): not right now, not yet. (Grabowska): I assume that other groups will have other suggestions than the ones that we might come up with. Is this an immediate action item? (Clark): I don't think this is going to get fixed fast, so it isn't immediate.

(Hustoles): I believe that LTR may not be the right committee for these actions. It isn't M&C-like. We might want to get a small subgroup to generate a proposal that can be brought to the Exec.

(Grabowska): I believe this small action group would be ideally filled with people from the other M&C's.

Hustoles/Carson: Motion that a small committee be formed with the charge of coming up with options to create a prioritization committee: Passed

4. Sharepoint Data Program (Lynn Akey 4:00 p.m.– 20 minutes) – (Akey): One of the things I hear over and over again is that we need to make data accessible. Our *ad hoc* reporting method wasn't working well. Unless you understand ISRS, it can be very difficult to interact with. One of the challenges to my team was how to make this data more accessible without any new tools. We stumbled upon SharePoint, which had some new features. (Review of SharePoint).

(Wenger): How do we access the rubrics for how we are assessed? (Akey): Those are still on the public facing side.

(Nickerson): Is this going to be the new route for submitting departmental reports? (Akey): Ideally, yes. But it isn't a mandate. We'll still accept paper copies.

(Mrja): At any point then does this get locked down and put into a paper format? (Akey): Yes, it gets archived for HLC.

(Carson): Are we able to put other materials on this site? (Akey): Yes, you can put anything you want on there.

(Mrja): Why can't we see other departments? Why the secrecy? (Akey): If people want that, we can do it, but some departments really put materials here that are self-effacing and may not want to have that open to everyone. (Bevacqua): Like teaching evaluations, you may not want to share.

(Visser): What if a department chair isn't interested in this, but members of the departments really want to see it? Can we designate? (Akey): Perhaps, you'd just have to ask to have it set up.

(Visser): Do you have any input you want from us? (Akey): Yes, what data do you want to have access to? Where do we go with this to make it useful for you? What are the data sets that may be needed for educational reasons? Feedback would be very helpful. I don't want people to think this is a secret; I just can't give everyone access. If this system can't do what you need it to do, how do we get it to do it?

5. IFO/MnSCU

6. FACULTY ASSOCIATION APPOINTMENTS TO BE APPROVED BY FA EXECUTIVE

- a. FA Executive approved the whole slate of IPAC Committee on 09.13.12 – Spoke with Caryn Lindsay and she wanted equal representation. On 09.17.12 Executive voted electronically for those unit where there were two names and selected from A&H – Evan Bibbee (1 Year Term) and from SBS – Jackie Vieceli (1 Year Term)
- b. FA Executive electronic vote 09.25.12 for AH&N – Lynnette Engeswick (1 Year Terms) and Steve Gilbert Lib/Unaf (2 Year Term) Approved
- c. Central Advising Search Committee (3 Needed) Kellian Clink (Lib/Unaf), Penny Rosenthal (Educ), Kari Much (Lb/Unaf)

Hustoles/Bevacqua: Motion to Approve the Slate: Passed

- d. Provost Search Committee Committee (1 Needed) Anne Dahlman (Educ), Mary Visser (AH&N)

Mrja/Nickerson :Motion to Approve Visser :Passed

- e. ADA Advisory Committee (2 Needed) – Kari Much (Lib/Unaf), Nancy Rolfsrud (Lib/Unaf), Joseph Flood (AH&N)

Visser/Hustoles: Motion to Approve Much: Passed

Hustoles/Marg: Motion to Approve Flood: Passed

- f. General Education Assessment Ad Hoc Committee Reappointments – Ron Nickerson, Dick Liebendorfer, Kellian Clink, Brian Martensen, Patricia Hoffman, Queen Booker (Rep. from General Education) + 1 Rep. from Assessment & Evaluation – Still Need

Hustoles/QD: Motion to Approve the Slate: Passed

g. Nominations & Election Committee – A&H – Paul Hustoles, AH&N – Rachele Toupenca, Bus -, Educ – Andrew Johnson, Lib/Unaf -, SBS – Sue Burum, SET – Gregg Marg

Quirk Dorr/Nickerson: Motion to Approve the Slate: Passed.

7. FACULTY ASSOCIATION COMMITTEE APPOINTMENTS STILL NEEDED

a. College of Business
Research –

8. Discussion Items/Action Items

a. Improving Hiring Process – (Grabowska): This is something that we said we would think about at the meet and confer. Are there some ideas?

(Mrja): You never know who has the file, it's off the screen. (Grabowska): They've been talking about some form of electronic system like CDS so that we can have some tracking.

(Veltsos): Wouldn't something like we just saw from Ed Clark work? (All): That sounds like a good idea.

(Carson): We had our UPD's in on time, and they still didn't get done. I don't quite understand what the problem was. I think we need to thoroughly investigate the UPD process.

(Carson): We also need to get faculty on the D2L site before they start teaching. (Marg): I volunteered to talk to Clark about this, and found out that they can get guest accounts set up quickly, but they were told they weren't supposed to do that. We need to change their orders on what they can do. These faculty aren't in the HR database, so they won't automatically be set up, but they can be manually installed.

(Hustoles): We hire a lot of small contracts; they all have to have a MnSCU contract. I've been sighted for not getting contracts done for \$50. Can't there be a threshold limit on how small a contract can be before you need to have a "contract".

(Marg): They've gone to electronic payment at the state, so Administration says that's why they can't pay anything without a contract. They know there is a problem, but they don't know how to solve it.

(Grabowska): Is there some discussion on some sort of threshold model? (Marg): I think that Straka would be amenable to this.

(Veltsos): Can we get something off the shelf instead of developing it, and can there be some usability testing before we start actually using it?

b. Guidelines – All Staff e-mail Feedback

(Mrja): I would like to see these guidelines even more strict. There are still too many emails.

(Stark): Perhaps a web calendar, centrally located, so we wouldn't have to send out emails all the time or check multiple web pages. (Grabowska): We've talked about a university calendar for quite some time. Perhaps we need to look at this again.

(Hustoles): I think we do need to limit this, but it is easier to delete emails than to limit information.

(Marg): How about once-a-week emails. (Grabowska): The notion of clustering information was in the handout.

(Grabowska): What I've heard so far is that it should be even stricter, perhaps with clustering or using something like MSUAnnounce and then make it more accessible.

(Wenger): I noticed significant lowering of applications for things like UR proposals. We got one all student announce, but that wasn't enough. A one stop place would be very useful.

c. Chick-Fil-A

(Grabowska): Bothmann sent out an email with concerns and disappointment that was felt by many because of the lack of action by the President. (*September 27 Meet & Confer*) One of the things that Severns asked was some sort of response back from the President. Monday of this week, the Cabinet had two topics, and this was

the primary topic. How they are going to deal with this topic are being moved on. If there are other observations or concerns, I'd be happy to bring them to the President.

(Finnociaro): I have students breathing down my neck on this subject. (Grabowska): They shouldn't be waiting for us. This is in their house; they have the right to move on their own.

(Carson): If the Student Senate gets bogged down, then students need to work outside of the Senate.

(Mrja): No matter what the students or Administration does, we can make our statement. (Grabowska): Which we have. (Mrja): But did we do it publicly? (Grabowska): We didn't go public, but we did go to the Administration.

(Carson): I think we need to make a statement too.

Mrja/Carson: Motion that we express, in a public statement, the results of our vote against the discriminatory practices of Chick Fil A.- to be wordsmithed by Grabowska: Passed.

d. Campus Marketing Strategy: MSU, Mankato, a real university where relationships are important!
(Carson)(Bright Blue)

e. CSET Search Committees (Members required from outside of the College??)(Marg)

f. DRAFT Plan for Increasing the Global Competitiveness of the Twin Cities Metro Area (Draft sent to Executive on 10.02.12 by email)

(Grabowska): The Administration is being asked to submit their suggestions by tomorrow. Our input on this subject is critically important if we want to have a voice.

(Nickerson): I have three observations:

1. This assumes all we do is prepare people for jobs.

2. There is not a word in here about graduate studies Grabowska: It is mentioned a few times.

3. This contains no talk of preparing people for public sector or private nonprofits jobs, only private sector.

(Bevacqua): I'm not really sure where this is coming from. I feel in the dark. (Grabowska): You're not alone. This is a plan developed by the Vice Chancellor of Academic Affairs. It has been embraced by the Chancellor. He wants to increase Baccalaureate graduation in the Metro Area. This plan is been tied to funding requests and strategic initiatives coming out of his office. He invited us to provide input.

(Carson): I have concerns on the quality of the data they are basing this on. They need to collect more data. Also, it assumes that students may need to stay in the metro area to go to college, but there is no data showing this to be true. Perhaps they need to set up an advisory group in the Metro to help students find the campuses that have the content they want. Also, we could work on transportation so that students would have a cheap way to get home on the weekends. We could facilitate them coming down here.

(Hustoles): The way this was co-mingled with budget requests was concerning. The IFO budget committee is coming up with the IFO response to this model. We need to make sure that funding for this initiative is not going to come from base funding.

(Porter): How does the Edina campus factor into this? (Carson): It is hidden, but I think that this may be an attack on Metro State. They don't think that Metro State does a good job with traditional students.

(Hustoles): In this State, the center of diversity is going to be in the Metro. If we want to stay diverse, we will need to be in the Metro. We (the IFO) are also a little bit tired of being asked to respond to something on short notice instead of helping develop on the ground floor. We are always being reactive instead of proactive.

(Marg): As I read it, it sounds like a student could piecemeal a degree together. What University would have their name on it? Who is doing the quality control?

(Carson): In some of the particular occupation training they mention, they'll need labs. How are we going to have the facilities?

g. Nominations & Election Committee Voting Process

h. MSU, Mankato Constitution and Operating Procedures Update

i. Monday, December 3 Holiday Gathering (FACR – MH 240C) -11:00 to 2:00 p.m.

j. Passenger Van Issue

k. Update on Committee Chairs

Marg/Hustoles: Motion to allocate the same amount from last year to this year's gathering: Passed

9. Meet & Confer Agenda Items - Thursday, October 18 @ 3:00 p.m., CSU 238 (FA Agenda/AD Chair)

10. Informational Items

- a. Next FA Executive Meeting, Thursday, November 01, 2012 @3:00 p.m., CSU 238
- b. FA General Meeting (Second of Fall Semester) Thursday, November 29 @ 3:00 p.m., Ostrander Auditorium

11. Faculty Association Committee Chairs

a. Assessment & Evaluation (Kirsti Cole) *We met on September 14th and our next meeting will be on October 5th. We discussed ways in which we will start analyzing the NSSE/BCSSE/FSSE data and broke into teams to do so. We are also beginning our sub-group task work which includes long-term assessment plans, comprehensive program review report procedures, and the HLC structure and processes.*

b. Budget (Ellen Mrja) *Budget has not met this month and has no report.*

c. Extended Learning (Danae Quirk Dorr) *The Extended Learning Sub-Meet and Confer met on September 26th, 2012. In the meeting, we reviewed the committee's charge, general Extended Learning terms and definitions, and an overview of topics for discussion this year. In addition, the Dean of Extended Learning provided the committee with updates regarding (1) current course funding options and updates, (2) tracking 100% online an off-campus students and (3) online differential dollars and distribution process. We also noted who were the AY 2011-2012 faculty development grant recipients.*

d. Faculty Development (Jennifer Veltsos) *The Faculty Development Committee will meet at the end of the month to review proposals for the 2013 Presidential Teaching Scholar Fellowship and recommend award recipients to President Davenport. Please remind your colleagues that the deadline for applications is Friday, October 12. Please remind your colleagues to apply.*

e. Faculty Improvement & Sabbatical (Emily Stark) *No report from the Faculty Improvement and Sabbatical Committee for the Oct. 4 meeting; we have not yet met to review grants /sabbaticals.*

f. General Education & Diversity (Maria Bevacqua) *The Gen Ed & Diversity committee has been discussing issues of cultural diversity & transfer students, new writing intensive requirements, gen ed appeals, gen ed assessment, and the delayed launch of CDS. We have yet to convene the full sub meet, but there is a tentative plan to meet in early October. Like other committees, we are redrafting our charge.*

g. Graduate Curriculum & Academic Policy (GCAP) (Co Chairs - Claudia Pragman, Cindra Kamphoff) *The CDS system opened on September 26, 2012. The GCAP committee will review graduate proposals received by 4:00 p.m. on the first Tuesday of the month at its monthly faculty meeting. This means that the proposal must already be reviewed by the college curriculum committee and the dean. Dean Ries has set October 19, 2012 as the due date for graduate faculty applications. At its October faculty meeting, the committee will make its recommendation for MSU's MAGS nomination.*

h. Planning (Miriam Porter) *The Planning Sub M&C won't be meeting until 10/4/12 (unfortunately at the same time as the FA EXC.) so there is no report.*

i. Research (Gina Mumma Wenger) *The Research committee met to discuss the revision of our charge and procedures as well as questions/concerns regarding the role of the committee. Minutes will follow as soon as they are discussed and approved.*

j. UCAP (Ron Nickerson) *UCAP, General Education and Diversity and Academic Affairs released the annual undergraduate curriculum deadline letter the last week of September. There will only be one curriculum deadline for undergraduate proposals this academic year. That date is December 6, 2012 for inclusion in the 2013 – 2014 undergraduate bulletin. Proposals received after that date will be returned without review for resubmission in fall, 2013. CDS was also opened for submittal of proposals on September 27th. UCAP Sub-Meet met to review some of the pending issues for the year on September 26th. Among the issues are revision of the Academic Honesty Policy, continued implementation of the Writing Intensive Graduation Requirement, Possible implementation of other Writing Task Force recommendations, development of a process for review of pre-professional course list changes and identification of potential three year degree programs.*

k. 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

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

12. Representatives on IFO Committee Standing Committees

1. IFO Academic Affairs – Penny Knoblich - *Academic affairs has not yet met.*
2. IFO Negotiations – Donna Brauer -
3. IFO Multi-Culture – Javier-Jose Lopez
4. IFO GRC – Fred Slocum
5. IFO GRC - Martin Mitchell –
6. IFO GLBTA – Paul Finocchiaro –
7. IFO Salary Equity –Ihsuan Li - *The Salary Equity Committee has not met since our last meeting on June 18th.*
8. IFO Feminist Issues – Annelies Hagemeister –
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)
 1. Curriculum Design System Faculty Liaison (CDS) Appointment

Meeting Adjourned 5:01 PM

Respectfully submitted,

Daniel J. Swart
FA Secretary