

EXECUTIVE COMMITTEE MEETING

Thursday, October 27
CSU 285

APPROVED MINUTES

In attendance: Jim Grabowska (FA President), Mary Visser (FA Vice President), Daniel Swart, Paul Hustoles, Barbara Carson, Kelly Krumwiede, Dick Liebendorfer, John Seymour, Becky Schwartzkopf, Gregg Marg, Danae Quirk Dorr, Emily Stark, Nancy Fitzsimmons, Miriam Porter, Ron Nickerson

Meeting called to order at 3:08 PM

1. Minutes of previous meeting (Unapproved Minutes –October 13, 2011)

Hustoles/Nickerson: Motion to approve: Passed

2. Call for Additional Items/ Reordering of Agenda

3. Differential Tuition and Accountability Committee Recommendations (Time Certain - 3:05 p.m. - Roger Severns - 10 to 15 Minutes)

We haven't always had a differential tuition (DT) policy. When it was developed, it was originally intended only for graduate courses/programs, not undergraduate. The committee has looked at other schools, especially other MnSCU schools, and most have used DT much more than we have at MSU, Mankato. It is the recommendation of this Committee that there should be a process where on-campus undergraduate courses could apply for DT (both increased and decreased). This new procedure addresses programs, courses, and departments. A lack of good accounting of past DT dollars suggested to us that different accounts should be set up for each DT instance. The DT for a program, course, or department must be reviewed at least every 3 years (but may be reviewed sooner to allow for cost changes to occur before 3 years deadline has passed). It is the recommendation of the committee that the Executive Committee should very seriously consider instituting these DT procedures (undergraduate programs, courses and departments and separate accounting schemes).

(Question): There are currently undergraduate courses that cost more. Are these increased costs fees or DT? (Severns): MnSCU policy guidelines decide what can be a fee and DT, but there is a lot of confusion on this subject. I think the assumption is that when you spell out your proposed budget, you reference the MnSCU guidelines on how money can be spent (suggesting it should be fee instead of DT).

(Question): Has there been any investigation on how this might affect financial aid. (Marg): The University average is used to calculate financial aid need, not individual programs. (Severns): Moorhead uses DT all over their catalog.

(Question): We have a policy on undergraduate tuition, are we using this for the DT as well? (Severns): We aren't sure that it will affect the policy. (Hustoles): We could investigate this as an expedited policy review.

(Question): What are the implications of an online course that has DT if the whole program goes on DT? Does the cost go up twice? (Severn): Online DT is already part of current procedure. The 3 year period for review stays the same. Whoever submits the proposed budget has to clarify how the money would be spent (online or otherwise).

(Question): So there is an existing procedure for review? (Severns): Yes, every 3 years. If it is extended learning DT, it should be reviewed every 1 year to check for correctness of expenditures.

(Question): Who is going to be initiating this review process? (Severns): We didn't change that process; one person isn't in charge of this, but presumably it should be someone in academic affairs.

(Question): The process that we follow is the problem. This is not a curricular issue, it is a budget issue. Shouldn't it be placed in the budget review process instead? We've been trying to remove extended learning from curricular issues. This seems to bring them back in. (Severns): When the process was developed, we didn't want to exclude UCAP or graduate committee. It does come to Executive Committee: perhaps that is enough? Can we cut out UCAP and Graduate unless there is a problem caught at Executive

Committee? (Nickerson): I would suggest that we remove UCAP and curricular committees unless there are problems caught by Executive Committee. It should be placed in budget process.

(Question): The last person that signs off on DT is the MSSA president? Shouldn't it be the academic affairs council president? (Severns): That order was from the earlier policy. (Nickerson): Perhaps we should reorder the review processes so that Academic VP is last signatory.

(Question): Currently, the deans don't sign off on anything? Shouldn't they? (Severns): This was not addressed by this committee, but it certainly could be by Executive Committee. As Executive takes this up, you may want to make some changes.

Hustoles/ Nickerson: Moved that the FA supports the concept of DT for undergraduates: Passes
Hustoles/ Nickerson: Moved that we form a committee to examine the extant form for use in DT to bring back to Executive Committee: Passed

Suggestion that Fitzimmons, Nickerson, Booker, Mrja, and Severns be on this committee.

(Question): Do we want this on the M&C agenda? (All): Yes.

(Question): Who has veto power over this policy? We need to be mindful that there is uniform agreement from a department, not top-down pressure from the administration.

4 IFO STANDING COMMITTEE APPOINTMENTS NEEDED

- a. IFO Treasurer's Advisory Committee

Dealt with at previous State IFO meeting.

5. FACULTY ASSOCIATION – STILL NEEDED –Fall 2011

- a. COB Extended Learning – Business (1 year replacement needed for Brenda Flannery)
- b. FA Nominations & Election Committee Spring 2012 – (Need Business & Education)
- c. COB Rep on LTR 1 Year Replacement –

6. FACULTY ASSOCIATION APPOINTMENTS CONFIRMATION NEEDED

- a. 2012-2013 Presidential Scholarship Process –

A&H – Evan Bibbee, Heather Hamilton, Julie Kerr-Berry, Jane McConnell, Daniel Stark, Greg Taylor, Leah White

AH&N – Lisa Fleck, Nancy McLoone, Gary Neist, Ron Nickerson, Colleen Royle, Patrick Sexton, Nancy Thomas, Rachelle Toupence, Mary Visser

Bus – Jane Baird, Queen Booker, Claudia Pragman

EDUC – Peggy Ballard, Anne Dahlman, Guynel Reid, Marsha Traynor, Ginger Zierdt,

SBS – Wayne Allen, Raymond Asomani-Boateng, Kathleen Blue, Brandon Cooke, Chris Corley, Kevin Filter, Don Friend, Rosemary Krawczyk, Andi Lassiter, Karla Lassonde, Carlos Panahon, Emily Stark, Forrest Wilkerson, Kimberly Zammitt

SET – Gale Allen, Angie Bomier, Mary Hadley, Marilyn Hart, Muhammad Khaliq, Sungwon Kim, Gregg Marg, Brian Martensen, William Peterson, Jeff Pribyl, Danae Quirk Dorr, Terry Salerno, Patrick Tebbe, Youwen Xu

- b. AH&N LTR Replacement-1 Year term to end in Spring 2012 – Lynnette Engeswick

(Question): Last year there were only 2 scholarships; why were there so much faculty time wasted? Perhaps we need to talk about this at the Meet & Confer regarding how many scholarships will be available this year?

(Question): This is the major recruitment tool for the honors program. So it does serve another purpose.

Hustoles/Swart: Moved to confirm the slate: Passed

7. Discussion Items/Action Items

- a. Update FA Constitution Revisions (B. Carson/ P. Hustoles)

Our committee will be recommending to the IFO board that IFO be allowed to endorse political candidates. Please remove the constitutional revisions discussion from the agenda until next year.

- b. New Department (Department of Integrated Engineering) – (Marg)

We are a program without a home. Part of the negotiations for approving this program was that it would not be placed into one of the current engineering departments because of accreditation concerns. It appears that the procedure for creating a new department is that the college comes forward with a request to the Meet & Confer. The Provost then brings the recommendation to the President.

(Question): Right now there is external funding for this program, what happens when it goes away? Marg: The program/department will be required to meet a credit hour target, just like all other departments.

(Question): In a time where we just cut programs and other programs are really struggling with cutbacks, we should raise some caution about creating new programs. If we add something, how are we to continue programs that already exist?

(Question): What is the concern regarding the accreditation that the other engineering departments are worried about? (Marg): There is a movement toward project based learning. Our existing programs are traditional while this new one is project based. Record keeping, etc., just doesn't mesh well.

(Question): Did we inherit the curriculum? (Nickerson): The President/Legislature built the curriculum without us. What we've been trying to do is to ensure that those we've promised degrees to can actually get them.

(Question): We need to make sure that the FA membership knows that the Executive Committee is on top of this situation and is dealing/representing them as well as possible.

c. Revised Process for Position Requests (Marg)

A few years ago, there was talk about moving position requests to earlier in the spring to jump-start the search process. Open staffing requests in Spring, then have a last call in Fall. This way, most decisions would be made before the fall. This would ensure that requests would be out of the departments and at the deans early. (Hustoles): Perhaps we should bring this to Meet & Confer to discuss?

(Question): Do the colleges have release time being given out for the spring with no adjuncts found yet? Perhaps this should also be sent to Meet & Confer

8. Meet & Confer Agenda Items -- Thursday, November 10, 2011 - CSU 204 (FA Agenda/AD Chair)

- a. Differential Tuition
- b. Number of Presidential Scholarships
- c. Revised process for Position Requests
- d. Timing of Non-renewal Feedback

9. Informational Items

- a. Next Executive Thursday, November 17, 2011 @ 3:00 p.m. - CSU 285
- b. Next Meet & Confer - Thursday, January 26, 2012, 9:00 a.m. to 11:00 a.m. - CSU 204
- c. Delegate Assembly - Friday, March 23 & Saturday 24, 2012 - 1st General Session Begins at 10:45 a.m. - Radisson Hotel - 2540 North Cleveland Avenue, Roseville, Minnesota
- d. Delegate Assembly Resolution Meetings

10. Faculty Association Committee Chair & IFO Standing Committee Reports

- a. Assessment & Evaluation (Kirsti Cole)
- b. Budget (Ellen Mrja) *No report for Budget as the University Budget Submeet & Confer for October was cancelled.*
- c. Extended Learning (Danae Ouirk Dorr) *The Faculty of the EL Committee met on October 12th. Online differential distribution planning and reporting was discussed in addition to the need of models. The next Extended Learning Sub-Meet is November 2nd.*
- d. Faculty Development (Diana Witt)
- e. Faculty Improvement & Sabbatical (Emily Stark) *Fall grant round applications are due Oct 31st; the committee will be meeting soon after to make funding recommendations.*
- f. General Education & Diversity (Queen Booker) *No report from Gen Ed.*
- g. Graduate (Nancy Fitzsimons) *The Graduate Faculty are disseminating two documents to assist faculty with course proposals: Writing SLO and Delineating 4xx/5xx Course. Documents are available on Academic Affairs and Graduate College webpages, sent to Deans and sent to Curriculum Committee Chairs. Graduate Faculty representatives are meeting with college Curriculum Committees to improve*

communication. MAGS Distinguished Theses reviewed and recommendations will be made at the Sub Meet and Confer. Recommending all College selections get recognition by the University. Committee is in the process of reviewing our charge. Review of proposals in the CDS system will begin at the November meeting. The Faculty Chair is working to improve communication with the UAP Chair on issues of mutual interest.

- h. Planning (Mirian Porter)
- i. Research (Hans-Peter DeRuiter)
- j. UCAP (Ron Nickerson) *UCAP is just beginning its review of curriculum proposals for this year. The first deadline for proposals is November 4th. Proposals received before this date are guaranteed a review by UCAP and will be published in the 2012- 2013 bulletin if they are approved. The second deadline is January 27th. Proposals received after this date will not be reviewed unless there are extenuating circumstances (e.g., budget issues, major licensure changes, etc.). Proposals received between the two deadlines will be reviewed if time permits for possible inclusion in the 2012-2013 bulletin. UCAP has also been working on several academic policy changes that are largely prompted by changes in federal financial aid regulations and the normal policy review cycle.*
- k. Unit Representation - AH&N – Kelly Krumwiede; A&H- Dick Liebendorfer; Bus- Georgia Holmes; Educ- John Seymour - *No report from me.*; Lib/Unaf- Becky Schwartzkopf; SET-Gregg Marg; SBS- Kevin Parsneau
- l. State IFO Representatives (Paul Hustoles; Angela Monson; Barbara Carson)
- m. Other FA/IFO Committee Rep. Updates
 - 1. IFO Academic Affairs – Penny Knoblich
 - 2. IFO Negotiations – Donna Brauer
 - 3. IFO Multi-Culture – Maurella Cunningham
 - 4. IFO GRC – Abdalla Battah; Martin Mitchell
 - 5. IFO GLBTA – Maria Bevacqua
 - 6. IFO Salary Equity – Ihsuan Li
 - 7. IFO Feminist Issues – Annelies Hagemester
 - 8. IFO Action Chair – Leah Rogne

11. Officer's Reports

a. Vice President/Grievance Officer (Mary Visser)

There have been three recommendations for non-renewal from the Provost. (Grabowska): The problem is that information doesn't come back to the non-renewed until after they get the letter from the President. At that point it is too late. (Hustoles): We could propose that feedback be sent to the reviewed so that it isn't too late. Suggest that this be placed on Meet & Confer agenda.

b. Treasurers Report (Lynnette Engeswick)

c. President's Report (Jim Grabowska)

PDP/PDR process: please evaluate your departmental policies so that they benefit your group. The Department Chairs and others do not need to be forwarding their letters to the Dean. It isn't necessary to give the Deans information to support non-renewal, etc. Departments have the opportunity to set up their policies to be what is best for them.

(Question): How do we encourage the open transparent culture of PDP without generating so much paperwork? There is no policy comparison across campus. Departments that don't submit letters may be seen as suspect when other departments do send letters. (Grabowska): I'm concerned to make a blanket policy, because departments can develop their own policies.

(Question): It would be helpful to come up with a clear document stating what departments have to do, and what departments cannot do. Anything in between these two the departments have latitude. (Grabowska): I am happy to write that and send it out to everyone.

(Hustoles): Policies and Procedures will be sending out a bunch of material very soon. Please read these policies and procedures they will be starting their 30-day review process. The new format is meant to be easy to read.

(Carson): The State of Minnesota has hired IBM to check employees for health insurance fraud, especially in regard to false/nonexistent dependents.

(Grabowska): There has been some concern with the curriculum process in CSET where curriculum proposals have been requested by the Dean before they get submitted by the CDS. If you have any information about this, please send it to the Provost.

Adjourned: 4:56 PM.

Respectfully submitted,

Daniel J. Swart
FA Secretary