

EXECUTIVE COMMITTEE MEETING
Thursday, October 28, 2010
CSU 204
Approved Minutes

In attendance: Roger Severns, Mary Visser, Paul Hustoles (recorder), Lynnette Engeswick, Jim Grabowska, Kelly Krumwiede, Dick Liebendorfer, Georgia Holmes, Daardi Sizemore (for Becky Schwartzkopf & Ellen Mrja), Gregg Marg, Jeff Bumgarner, Bill Wagner, Steve Gilbert, Claudia Pragman (for Bobby Bothmann), John Seymour, Andi Lassiter, Ron Nickerson, Marshel Rossow

Guest: Donna Brauer

President Severns called the meeting to order at 3:05 p.m.

1. Minutes of September 30, 2010—Wagner/Grabowska moved to approve. Motion passed.

2. Call for Additional Items/Reordering of Agenda—none

3. Officer's Reports

a. President

1. Campus Climate Focus Group—November 2 & 3 (Deb Peterson contact person to attend peterson@iffo.org)—Severns: There are a number of seats still available. We would like to get more people involved. The IFO state office is putting considerable dollars into this.

2. Presidential Scholarship Appointment of Faculty—Severns: We have about 65 people who have volunteered for this. In the past we have had some non-IFO members. We do check for this. We have plenty of volunteers. Let us know if you are interested. Visser: I have been a participant. It seemed shocking to me how many candidates there were for such few openings. Grabowska: But it used to be that every student who was invited, would be getting some kind of scholarship money. Marg: It is my understanding that everyone over a certain ACT score would be getting some kind of money. Severns: I can check on that. Maybe we can bring this up at Meet and Confer.

3. Smart Transfer Plan—Severns: This just hit Mankato two weeks ago. This involves posting outlines and learning outcomes in the ISRS system to transfers. We are going to have to figure out something. Nickerson: This is a MnSCU initiative that nobody wanted. I wanted to talk about the outline posting requirement. What about academic freedom and intellectual property? This is on top of what we are doing with the 120 credit requirement. We also have no way to keep up with our posted information. We enter all kinds of things in the CDS system. We don't currently list our outcomes. Maybe we can do this. Then the databases would retain updates. There is going to be push back from faculty. But it looks like we have to do this. Severns: It sounds like MnSCU is looking for a plan or template to do this. Southwest State University already has one. I want to show that to UCAP and see where to go from there. Nickerson: You have to look at this from the standpoint of the student. When we put stuff in there that make our courses unique from other institutions, we need to make this pop out. This is a student initiative. There might be a student who will take different courses at different institutions at the same time. We need to be careful about the descriptions. Severns: There is a certain concern that students will use this as an excuse not to talk to their advisors. Brauer: It is not that simple. This plan is the last bailiwick of Vice Chancellor Baer. This was shared with all the Registrars' offices last spring. It is mostly for those that do the paperwork for transfers, as opposed to advisors. We have raised questions with them. The Smart Transfer Plan is supposed to list equivalencies. They are mostly worried about the sending institution. They are

worried about the Minnesota Transfer Curriculum. They would love to have the universities list equivalencies as well. There is a committee meeting in a couple of weeks and we are still trying to work this out. Nickerson: And there is a big difference between course titles and course content. Gilbert: And some students assume that some of these courses will meet a general education requirement, and it may not. Severns: I have heard administrators say that when this is accomplished, that no one will need articulation agreements. Nickerson: There is some miscommunication out there. We are going to have to figure out some of this stuff as we go along. We must keep the database up to date. Grabowska: Part of that is already being done. Admissions hands me sheets every year to determine MSU equivalencies. Severns: Most of what the departments need is in the CDS system. It is the older courses that are not up to date. Last state meeting I suggested a ten-year timeline. Wagner: Who is going to decide what things are equal? Grabowska: I do that now. Gilbert: But what if Bemidji disagrees? Brauer: Then they appeal to MnSCU. Nickerson: And it is the sending institution that has the say on the Minnesota Transfer Curriculum. Bumgarner: Ironically this will give us a greater opportunity to reject some of these transfer credits. Wagner: The depth of our courses can be radically different. Lassiter: Maybe there are some standard learning outcomes we can draw from. Nickerson: Can we put this on Meet and Confer?

4. Domain Name Registrant—Severns: Holmes is still registered as our contact person. *Grabowska/Visser moved to let Holmes remain the contact person. Motion passed.*

5. Purple/Gold Competition Remorphed—Severns: Dean Alessio's competition ran into a number of problems. The college is putting together some sort of plan for some kind of compensation. Marg: If they are going to offer money for designing courses here, should they give money to all of us? Visser: Didn't he get money from a grant? Severns: Some people did a lot of work and Administration felt they should get paid. Bumgarner: Is there an issue here? Severns: There were about 15 issues. Don Larsson, our State IFO President, wrote a four page memo regarding this. Nickerson: UCAP felt the cart was before the horse. The Dean was giving money for courses that hadn't even been approved yet. Severns: It was well intended but he didn't ask for any advice on how to set this up.

6. FA Constitution Proposed Modifications—Severns: Last meeting Hustoles had worked out some proposed changes to bring us into alignment with the state contract. We passed three of those. There were two that would have to go to our spring ballot. Both had some minor questions. I took this to the State IFO Exec Committee. They said that #5 was fine, and they said it was acceptable to have a member of our Exec Committee be defined as an officer for that purpose. For #4, they suggested that we need not delineate the standing committees, just have the general comment. *Grabowska/Hustoles moved to approve these minor changes. Motion passed.* Severns: We have not printed out copies recently. I propose that we just put this on the website. [Consensus.] We also don't have the committee charges anywhere. Should we post those? [Consensus.] I am trying to update the website as well.

7. Academic Technology added as IFO Other Committee—Severns: This was added this past week. Grabowska: There was a discussion between IT and AT. And we talked about "Other" vs. "Standing Committee." So we went with "Other."

8. Pick-a-Prof—Severns: This is like Rate-a-Prof. They have been trying to get average grades. MnSCU has been reluctant to give them grades. MnSCU has said this is confidential personnel information. We don't want grades to go into anyone's personnel file. If someone contacts you, you might want to be a bit discrete. We don't want it to be public but we don't want it to be part of our personnel file.

9. Trustees' Teaching Award—Severns: I was asked about this. In the past we have chosen not to participate. It is the same thing as the promotion/tenure file. There are seven awards statewide. Let me know if anyone wants to reopen this issue.

10. Faculty D2L Accounts—Severns: There have been some questions raised about chairs looking at D2L accounts. If someone wants to look at your account, they need your permission. There are some questions to what's there, or not, for Article 22.

11. Violence on Campus—We've had a number of incidents on campus recently. Cabinet is looking at things like having Security on speed dial. It sounds like there may still be some budget cuts in Security. Mary Dowd is running a one-person shop dealing with a remarkable increase in violence on campus. This is not all about alcohol, and it is not just males. I have asked the Administration to bring this to Meet and Confer. I asked Dowd and Suzie Dugan to come to Meet and Confer. Wagner: Barbara Carson got a group of us together. We were talking about building campus-wide civility, rather than how to stop violence. How can we create more civility? After the incident I was involved in, Security came in to show a video about how to deal with a shooting and the class was more frightened than before. Severns: I agree with the civility aspect but there are some simple mechanics that need to be addressed. In high schools, they have certain codes. These are simple and could be done. Lassiter: But even this door isn't lockable. Gilbert: Careful, someone could lock security out, too.

b. Vice President/Grievance Officer—Severns: We have an appeal of a finding and we have a couple of other grievances we are going to file. I appreciate Grabowska 's willingness to help. Severns: One is about non-renewal. One is a step three termination. A third is regarding suspension. Grabowska: These seem to be pretty harsh steps, harsher than what we have had in recent years. Visser: We have been trying to be as responsible as possible and making sure that faculty rights are being protected. Severns: We have almost always run this campus on a skeletal staff. I think there are 7 grievance officers at St. Cloud. Grabowska: This really revisits Wagner's observation. We need to invite faculty to take a stand with regard to civility. Severns: An administrator mentioned last week that we have had workshops in the past where we have gone into a topic like Article 22 in depth. Would "civility" be an appropriate topic? Grabowska: We need a public manifestation rather than a group meeting.

c. Treasurer—Engeswick: We have \$3,684.07 on hand and we have spent about \$700 in October on office supplies. Blom is very frugal. Our next quarterly payment will be for \$3,280, coming soon. Visser: Should we be thinking about a holiday gathering? Severns: We have budgeted for that in the past. I think it was only \$200 last year. Engeswick: I will check on this. The fall luncheon was over \$1,000.

4. IFO/MnSCU OPENING FOR STATE IFO CONSIDERATION

- a. MnSCU Center for Teaching & Learning (2 reps total from 4 of the universities needed)
- b. MnSCU Cross Functional Advisory Committee (1 rep total from 6 universities)
- c. IFO E-Voting Ad Hock Taskforce – 2 Year Term (1 – All 7)

5. FACULTY ASSOCIATION APPOINTMENTS NEEDING CONFIRMATION AND CONFIRMATION OF ELECTRONIC VOTES BY EXECUTIVE

- a. Differential Tuition Committee – 1 from each unit + 3 at large – A&H – Jim Grabowska – Unit Representative; Roland Nord – At Large; AH&N – Marcia Stevens – Unit Representative; Bus - Queen Booker – Unit Representative; Educ – Steve Reuter – Unit Representative; Karen Hurlbutt – At Large; Lib/Unaf - Lisa Baures – Unit Representative; SBS – Annelies Hagemeister – Unit Representative; Chris Dobratz – At Large; SET – Marilyn Hart - Unit Representative – Electronic Voting - CONFIRM
- b. SET Honors Council Representative – 1 Needed – Rajiv Kapadia –Electronic Vote - CONFIRM
- c. Nominations & Election Committee Spring 2011 – Business - Jane Baird
- d. Student Writing Task Force Addition: SET - Jim Rife

Hustoles/Grabowska moved to approve c & d. Motion passed.

6. REPRESENTATION NEEDED

- a. College Access Program Faculty Advisory Group (Need 1 Rep from each Unit) –AH&N

7. FACULTY ASSOCIATION – STILL NEEDED – Spring 2010

- a. Strategic Priorities (FA Co-Chair Appointments Needed)
- b. Enrollment Management Work Group Needed – (1 per group)
 1. New Entering Freshmen (Brian Jones) -
 2. Marketing – (Jeff Iseminger) -
 3. Financial Aid/Scholarships (Brian Jones) –

8. Discussion Items/Action Items

a. Graduate Committee Charge—Pragman: What is our responsibility with CDS proposals? Severns: I would ask you to put together a proposal for a revised charge. Marg: There is one around. Brauer: I couldn't find it. Severns: I have it right hear.

b. Spring 2011 Voting Information:

1. Nominations out by mail
2. Preliminary Ballot out to all faculty by email (tells who is running)

Hustoles/Visser moved to approve this change. Motion passed.

3. Final Ballot out on paper

c. ETS (Short or Long Test)—Lassiter: We have selected ETS for use in assessment. We would like to use the shorter version. The long one is considerably more expensive and takes more time to administer. *Bumgarner/Wagner moved to approve this selection.* Marg: This was never supposed to test everyone. Lassiter: It would be for 100 seniors and 100 freshmen. How we are going to do this is going to come later. Nickerson: What is the difference between the two? The long one takes 106 minutes to take and the short one takes about 20-25. We don't think a student will want to do the longer one. Nickerson: What about the content? Lassiter: We have looked at this. It assesses reading, math, critical thinking, some other areas. It will go into the university portrait. Brauer: The VSA may be going away. At the Board of Trustees meeting they were talking about not putting any more money into this. Lassiter: That is different, this is for a national profile. *Motion passed.*

d. Assessment Item—Lassiter: Lynne Akey's office needs to quickly work to replace the machine that does course evaluations. They are looking for some faculty to work on this. Marg: I will volunteer. Lassiter: We will also be talking about this whole process but in the future.

e. Authorship Report—Bohnenblust: As we improve the quality of our scholarship, we talked about the fact that we should have some guidelines about authorship. Grabowska: Do you want us to take any action on your proposal? Bohnenblust: I would want this to be approved by the Executive Committee. [Severns passed the chair to Visser.] *Severns/Wagner moved that the FA Exec Committee approve the Authors' Guidelines as written by Steve Bohnenblust. Motion passed.* [Severns assumed the chair.]

9. Meet & Confer Agenda Items — Thursday November 18, 2010 @ 3:00 p.m., CSU 204 (FA Agenda /AD Chair)

a. Online Learning—Wagner: Is it appropriate for the Administration to develop a strategic plan for online learning? I have included the pie chart recently distributed. But we have no idea about who is going to do the work and who is going to be responsible for what. We thought it would make sense for the University to develop a strategic plan to help organize online learning. Brauer: I think it would be wise to take a look at the HLC website. Online Learning does not fall under Extended Learning. We are struggling in the IFO Office with the discussion about the nature of online learning. Administration is trying to argue that online is fundamentally different than field study, labs, etc. Academics are arguing that online deals with pedagogy, in which case the administration does not have

control and that it is the faculty prerogative. There is discussion about whether administration can even be telling faculty what they can put online. The question assumes that online instruction falls under their authority. Wagner: But now there is no plan. It seems that the plan is to move Online Learning from Extended Learning to Academic Affairs, but who is going to do the work? Brauer: But the Administration doesn't just want to be responsible for resources, they want to make the argument that online is fundamentally different than pedagogy and that they control it. It should be a department faculty that decides about curriculum using that kind of pedagogy. Administration has said that online is a "delivery system" and the faculty says no, it is a "pedagogy." Severns: And there is an issue of ownership. MnSCU has taken the perspective that anything they supply resources for, they own. There is some concern that they will have a faculty member devise a program that then could be given to another instructor to teach to a thousand students. There is some indication that this has happened on other courses. Wagner: That's not what our Submeet should be doing. There should be someplace where we are discussing and deciding these kinds of issues. Nickerson: Online on our campus is a big black hole. Usually what we are trying to do is to take existing courses and put them online. But we need some sense of direction on this. We need to answer some of the big questions. How many online students do we want? Where does online courses go for approval? No one seems to be able to navigate this successfully. Seymour: Planning, Budget and Assessment Committees are already in place. We have a joint meeting coming up. What I see is a horribly Balkanized system. There is some very hard-nosed discussions going on and we have to get past this. We are not going to get to the future doing this the way we are doing it now. Nickerson: It is as much a curriculum issue as it is anything else. This is falling between Extended Learning and UCAP. We have to talk a bit about this. Severns: The creation of some of these online programs come from VP Hoffman. Seymour: Faculty have spearheaded programs by looking ahead and trying to make it happen. Now we have a VP who wants to buy the product. And they have taken over defining the product. Holmes: And this is important for the FA to discuss. Severns: I would like to bring this up at the Meet and Confer to make sure that it comes up at the joint committee. Gilbert: The philosophical question is an important one. If a computer is a delivery system, so is a classroom. Engeswick: If we have reduced resources and if we want accountability, can we discuss 7700 France? Wagner: It is our understanding that 7700 France is financially stable and that it is not losing money anymore. But the next issue is Woodbury, connected with Century College. We will get an update on the 3rd about what's going on up there.

b. Great Place—Grabowska: We should ask about the Great Place to Work Task Force.

10. Faculty Association Committee Chair & IFO Standing Committee Reports

a. Research—Severns: Taylor sent word that their committee received 9 proposals and will now rank them.

11. Miscellaneous

a. Watch for Policies—Hustoles: A list of University Policies for informal review will be emailed out tomorrow. Everyone should take a look at these. The Policy Committee has extended the deadline for initial feedback to the last day of finals.

12. Informational Items

a. Next FA Executive Meeting, Thursday, November 11, 2010 @ 3:00 p.m. – CSU 204

The meeting adjourned at 4:48 p.m.

Paul J. Hustoles
Recording Secretary