

EXECUTIVE COMMITTEE

Thursday, November 01, 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, Bridgette Cooper, Dick Liebendorfer, Bobby Bothmann, Gregg Marg, Kevin Parsneau, Kirsti Cole, Ellen Mrja, Danae Quirk Dorr, Jennifer Veltsos, Emily Stark, Maria Bevacqua, Cindra Kamphoff, Miriam Porter, Gina Mumma Wenger, Ron Nickerson, Paul Finocchiaro.

Meeting called to order at 3:05 PM

1. Minutes of previous meeting (Unapproved Minutes –October 04, 2012)

Hustoles/Nickerson: Motion to Approve: Passed

2. Call for Additional Items/ Reordering of Agenda

Add Section 8j – Policies

3. Advising as Faculty Value (Kellian Clink – Time Certain 3:10 p.m.)(Handout Goldenrod): I helped chair the advising taskforce. I'm here today to ask that the Executive Committee bring to the Meet and Confer a statement of the importance of shared advising between faculty and colleges. I would like to ask that the Executive Committee request that advising be placed somewhere in the mission statements of our Colleges.

(Question): For SBS, that shouldn't be difficult. (Grabowska): Many of the colleges are forming mission statements. I know that some colleges won't include specific verbiage that mentions advising, and this may be coming a bit too late for all of the colleges. If the mission statement has already been formed, perhaps there is a different constructive space for the notion of the importance of advising to be presented.

(Clink): My concern of only placing this information in the SRC website is that many people won't read it. I think having this information on an advising page is not visible enough. This is an important thing for our students. We as faculty need to share the responsibility with the students to take an active role.

(Grabowska): Wherever we put this statement doesn't address that 40% of advisors have trained themselves, etc. We are trying to work on this issue.

(Bothmann): Perhaps this could be a college goal instead of a mission statement. Also, professional development day may be a good time to get this information out.

(Mrja): I look at these statements suggesting that there should be a rubric or quantification. I don't want the administration to get the notion is that the burden of advising is solely on us.

(Hustoles): Perhaps we drop the whereas's in the statement. One of the things found in the NSSE document is that students don't think we are advising them correctly, and this gets to that point.

(Bevacqua): Perhaps we need to use the word advising when we are advising so that the students know that we are actually advising them instead of just suggesting.

(Nickerson): Students think that advising is just picking courses.

Hustoles/Nickerson: Motion to support this statement and suggest that colleges include this as early as they can: Passed

4. IFO/MnSCU

IFO Benefits Equity Committee "at large" nominations 2-year term for FY13-FY14.

(Bothmann): I volunteer

(Grabowska): I will forward Bothmann's name.

5. FACULTY ASSOCIATION APPOINTMENTS TO BE APPROVED BY FA EXECUTIVE

- a. General Education Ad Hoc Committee Reappointments Representation from Assessment & Evaluation - Kirsti Cole
- b. Nominations & Election Committee - Lib/Unaf – Nancy Rolfsrud
- c. Academic Advising for Pre-Professional (Select 1) Michael Bentley, Marie Pomije

Quirk Dorr/Mrja: Motion to Approve Much Pomije: Passed

- d. UCAP –College of Education Representative Replacement for Fall only – Guynel Reid (Pat McKinzie will return in Spring 2013 and will complete his first two year term in 2014.)
- e. Presidential Scholarship and Honors Program Interviews –(Over 100 Requested) A&H Kristen Cvancara, Paul Finocchiaro, Lee Tesdell, AH&N – Lisa Fleck, Colleen Royle, Bus - Vicki Luoma, Educ – Anne Dahlman, Guynel Reid, Lib/Unaf – Barb Bergman, Nancy Sprengeler, Jennifer Turner, Nancy Rolfsrud, SBS – Chris Corley, Rosemary Krawczyk, Karla Lassonde, Nadarajan Sethuraju, Emily Stark, SET –Gale Allen, Mary Hadley, Rajiv Kapadia, Muhammad A. Khaliq, Gregg Marg, Jeff Pribyl, Terry Salerno, Patrick A. Tebbe, Youwen Xu
- f. Call for Nominations - University Assessment Coordinator – Paul Mackie (Sent to Executive by email 10.31.12)

Hustoles/Quirk Dorr: Motion to Approve the Slate: Passed

6. FACULTY ASSOCIATION EXECUTIVE COMMITTEE ELECTRONIC VOTING

- a. Program Review & Design Process of New Clinical Sciences Building – (1 Needed) Gregg Marg (Gregg removed his name from consideration), Colleen Royle, Farhad Reza, Lynnette M. Engeswick (10.23.12 Farhad Reza Selected by Electronic Vote)
- b. Professional Development Day (Addition of 1 More) Sungwon S. Kim (Electronic Vote by Executive)

7. FACULTY ASSOCIATION COMMITTEE APPOINTMENTS STILL NEEDED

- a. College of Business
 - Research –
 - Nominations & Election Committee

8. DISCUSSION ITEMS/ACTION ITEMS

a. **Improving Hiring Process** – (Grabowska): the UPD process was discussed in a previous meeting. A UPD instructional meeting is going to be offered. Hustoles also brought up problems with small contracts. (Marg): This is coming from the Office of Management and Budget. They want things to work electronically. (Grabowska): How do we fix this? (Marg): Tell your local legislators. (Nickerson): This is an academic impediment as well. I totally agree that this is a mess. (Grabowska): I will send this on to Russ Stanton. The CDS-like process for IT was a third topic.

b. **Establishing a local graduate research competition should replace MSU's participating in the MAGS competition - GCAP faculty members cited two main reasons for this situation. 1) MAGS nominations must be made early in the academic year when advisors and faculty are inundated with other tasks and deadlines, and 2) the MAGS criteria are too narrow, resulting in favoring the traditional empirical research thesis over manuscripts or other creative scholarly output.** (Kamphoff): We are thinking about replacing the MAGS program. We would like to include more areas instead of just theses, such as manuscripts or creative projects. We would like to hear from Executive Committee if this is a good idea before we move forward. We would also like to move the nomination process later in the year so that students can more easily be nominated. (Bothmann): I think this is a really good idea. We should send a formal letter to MAGS saying why we aren't going to do this anymore. (Marg): Is there a reason why we couldn't do both? (Kamphoff): The only problem would be having two calls to the faculty for nominations. (Hustoles): I do think that there is a difference between internal and external awards for excellence. I would be reluctant to not take part in MAGS.

(Cole): Could you talk to MAGS about our concerns with their nomination requirements and how they might be modified to be more inclusive?

(Grabowska): So we have the idea of two awards, or an idea of asking MAGS to modify. I would ask Kamphoff to please go ahead with both ideas.

c. Master Plan Task Force – (Marg): In past years it has been a short term appointment but it looks that Seymour is looking for a more long term advisory role. (Grabowska): I would like to keep this in planning at least for the time being.

d. FA Committee Charges (Nickerson): Handout. We have re-crafted our charges to follow a common format. We used GCAP's charge format as a model. The other charges have been updated and reformatted, but the list is not complete. There are still some that need to be revised. We can consider passing the blue pages and holding off on the yellow, or we can pass both and will amend the yellows when we get back next semester. These have gone through the respective committees.

(Grabowska): Thank you to everyone who participated.

(Hustoles): Would it be possible for the sabbatical committee to follow the bullet point model? I would recommend a first reading of these for typos and editing. I would feel more comfortable in passing when they are all complete. I would recommend a final review and I would volunteer to help in the editing.

(Grabowska): We will take this as a first reading before we move forward.

e. Proposed Advisory Committee for ITS Project Prioritization (Marg) (Yellow) : Clark came to our last meeting to talk about the advisory committee for ITS. We formed a proposal and have shared this with the Meet and Confer.

(Grabowska): There is one additional consideration: the Learning Technology Roundtable (LTR) is looking for an expanded role. We may want to be thinking about that as we move forward. LTR to date has not been a standing committee.

(Marg): My response is that we need to keep LTR separate so that this can be a nimble committee.

(Hustoles): I think that this needs to be a duly represented group.

(Nickerson): Perhaps we need to bring this back to Meet and Confer to find out how Administration has approached this. (Grabowska): I would rather bring them our suggestions.

Hustoles/Nickerson: Motion to move this proposal forward to the Meet and Confer: Passed

f. Large Passenger Van Issue (Marg) (Bring Handout): Two months ago I brought forward this concern. I talked to Straka, and the administration felt that there wasn't enough usage to justify the costs of these vans. This, however, is a big problem for our field courses. It is getting difficult to arrange drivers for four vans instead of two. Other faculty have suggested that in SET would have 75 half-days and the other colleges have about 30 half days of use for these vans. Straka seems to think the savings of not having the vans could go towards coach rentals.

(Mjra): One of the problems that were mentioned at Budget Sub-meet was that these vans are monsters and are difficult to drive. I got the impression that these are a no-go. We could rent from enterprise, but that is far more expensive. Straka suggested that maybe he could help defray costs.

(Marg): I just haven't been able to get any information on costs. We have field courses that last 14 days, and rental would get much more expensive.

(Grabowska): Do you want me to try to get this information? (Marg): Yes.

g. Electronic Voting for Spring 2013 Ballots – How, who, cost. Will the FA Constitution be ready so we can do Electronic Voting? (Grabowska): We have a 1 year contract with Ballot Point. Two thirds of our costs went towards USPS mailings of ballots. How do we mitigate these costs and allow us to continue to use electronic voting? I asked Donna to ask for private emails from members and got the gamut of responses. I have asked the other bargaining units to find out how they do it. Southwest Minnesota State pays to have separate email server.

We have members who won't give up their paper ballot. We need to gather ideas for how we are going to pay for any solution. It is illegal to use state funding.

(Swart): Why not have a downloadable ballot that those not emailing print and send in at their own expense?

(Grabowska): That would be an entirely different balloting system, and wouldn't be mergable with Ballot Point.

(Veltsos): What is the problem with using an online survey site? (Grabowska): Please send me an address, and I'll check it out. (Hustoles): One problem is that the security might not be high enough.

(Porter): Looking at the voting at state and federal government levels, we have absentee balloting, etc. I think we need to have an alternate system to obtain all votes. (Nickerson): I agree with Porter that there should be some sort of absentee balloting for those who won't use email or etc.

(Carson): With Ballot Point, they mail out everything to us and tell us how to sign in; it's very expensive. I am terrible about checking my other email accounts, but it would be nice to use an alternate email server to parse out this material.

(Marg): There is a company in town that runs the academic decathlon server. I know the president, and I wonder if we could talk to him to what he thinks a server might cost.

(Hustoles): I suggest that we can have subcommittee to deal with some of this.

h. FA Committee Approved Minutes & FAAD Meet & Confer Notes Structure (Grabowska)(Should who is attending be included?) (Grabowska): Is there a format that we want to use for the reporting of notes and minutes? Porter provided a very precise narrative without listing who said what. Do we want to expect a particular form in the reporting of minutes and or notes?

(Nickerson): Which minutes, Meet and Confer, Executive Committee, or Sub-Meet notes?

(Porter): I think the sub meet notes were in question.

(Hustoles): I think that it is really the purview of the Sub-Meet to find whatever works for them, but I also think it is important to differentiate between what faculty and administrators say. Other than that, it could be in any form.

(Nickerson): Depending on the topics, you don't want to be able to point fingers. If it is plastered in the notes, it becomes harder to compromise.

(Marg): I would encourage people to have the attendance listed.

(Hustoles): And if there are any action items they should be separated from the regular formatting.

i. FA Executive Retreat – January 10, 2013 – Refreshments – Coffee (1 Gallon, Bottle Juices(2.50 each), Muffins (8.50 per doz.), Cinnamon Rolls – (9.00 per doz.), Doughnuts – (8.50 per doz.) Cost between 100.00 and 150.00:

(Grabowska):Is this expenditure ok?

Hustoles/Marg: Motion to approve this budgeted amount: Passed

(Visser): Can we get some healthy selections?

(Nickerson): Can we add some fruit?

j. Policies - (Hustoles): You will be receiving an email about policy changes. Please review them. Some have changed, including the Academic Honesty Policy. Once we get to the formal review process, it gets more difficult to change them. (Nickerson): The Academic Honesty Policy will now have some enforcement.

9. MEET & CONFER AGENDA ITEMS - Thursday, November 15 @3:00 p.m., CSU 238 (FA Chair/AD Agenda)

10. INFORMATION ITEMS

a. FA General Meeting (Second of Fall Semester) Thursday, November 29 @ 3:00 p.m., Ostrander Auditorium

b. Calendar of Meeting for 2013

c. FA Executive Retreat, Thursday, January 10, 2013 @9:00 p.m. to Noon, CSU 238

d. FA/AD Meet & Confer, Thursday, January 10, 2013 @3:00 p.m. in CSU 238 (FA Agenda/AD Chair)

e. FA General Meeting, Thursday, January 17 @ 3:00 p.m. - Ostrander

11. FACULTY ASSOCIATION COMMITTEE CHAIRS REPORTS

a. Assessment & Evaluation (Kirsti Cole) *Assessment and Evaluation met on October 5th. We will meet again Friday, November 2nd. At our October meeting we interviewed Paul Mackie, the only candidate that applied for the Assessment Coordinator position. We also began compiling our work on the NSSE/BCSSE/FSSE data and developed topics for Assessment Brownbags. Two of the committee members are working with CETL to develop an Assessment Learning Community and we will be launching an Assessment Excellence Certificate next semester. Several of us also attended the HLC Academy Roundtable and ended up successfully determining a proposed procedure for combining Gen Ed Assessment and the Institutional Student Learning Outcomes.*

b. Budget (Ellen Mrja)

c. Extended Learning (Danae Quirk Dorr) *The Extended Learning Sub-Meet and Confer group met on Sept. 26th. At that meeting, current course funding options were discussed. We also discussed the structure and scope of Extended Learning. Issues regarding online-only student registration and tracking online-only students were discussed. The Sub-Meet and Confer will meet again on October 31st.*

d. Faculty Development (Jennifer Veltsos) *The Faculty Development Committee met on October 30, 2012, to recommend ten proposals for the 2013 Presidential Teaching Scholar Fellowship. The award recipients will be announced soon. The committee also began planning the 2013 Tenure and Promotion Workshop. There will be two changes to this annual workshop: (1) It will be held on one of the duty days before the spring semester begins. Schedule conflicts have been an ongoing problem in the past. The committee feels that scheduling the event before classes begin will allow faculty who teach on Fridays, as well as faculty in the Twin Cities and Iron Range, to join us. (2) The breakout sessions at the workshop will be organized by college rather than promotion level. This will permit faculty to ask specific questions about T&P within the context of their own colleges.*

e. Faculty Improvement & Sabbatical (Emily Stark) *The Sabbatical and FIG Committee met on Friday, Oct. 26th, 2012, to discuss and make recommendations for sabbatical and FIG grant applications. Sabbatical applications were approved by the committee, based on provision of plans representing Article 22 activities. For the FIG grants, there were 17 grants submitted, seeking a total of \$30,562.00 in funding. We had \$23,466.75 available to be awarded in the fall round, with the same amount saved for the spring funding round. After identifying the grants, we identified 12 grants that were approved for funding, and 1 additional grant conditionally approved based on whether we can fund requests from the prior fiscal year (Emily will seek clarification on this issue), which resulted in a total recommended amount of \$23,078.00. Emily will bring the committee's recommendations to Warren Sandmann on Tuesday, Oct. 30th, 2012, to finalize the recommendations. The Sabbatical and FIG Committee will meet again spring semester to evaluate the spring round of FIG grants. We highly encourage people to submit grants; there will be over \$23,000 available for the spring funding round. Please also note that you can contact your college representative to this committee for questions or feedback before submitting, or you can also contact the committee faculty chair, Emily Stark (Emily.stark@mnsu.edu) with questions.*

f. General Education & Diversity (Maria Bevacqua).

g. Graduate Curriculum & Academic Policy (GCAP) (Co Chairs – Claudia Pragman, Cindra Kamphoff) *GCAP recommended Christopher T. McCarthy's thesis, What's That Noise?: Paying Attention to Perception, Excess, and Meta-Art in David Mazzucchelli's Asterios Polyp, as Minnesota State University, Mankato's submission to the MAGS competition. Dr. Matthew Sewell served as McCarthy's advisor. At its October, 2012, meeting, the GCAP Sub Meet and Confer discussed the College of Graduate Studies and Research sponsoring a university competition for more broadly-defined graduate scholarly output in lieu of participating in the MAGS competition.*

h. Planning (Miriam Porter) *The Planning M&C met on Oct. 4, 2012. The process for monitoring implementation of the Strategic Plan 2010-2015 was discussed. Also approaches to learning more about the issues associated with student engagement at MSU were talked about. In addition, the process for*

reviewing MSU contracts was discussed. It was decided that the SCUP Planning Institute will be brought to campus. The Strategic Priority funding process was reviewed. An update of the 2013 Campus Master Plan was given.

i. UCAP (Ron Nickerson) UCAP is just beginning to receive curriculum proposals for this review cycle since the CDS system did not open up for submittals until late September. Faculty is reminded that for the first time, we only have one deadline date this year for undergraduate proposals (Dec. 6th). Proposals received after that date will be returned to authors without review this year. Returned proposals may be resubmitted in subsequent years. The UCAP Sub – Meet and Confer met on October 16 to discuss a process for implementing a policy change on "IP" grading that was adopted last year, but put on hold until recently because the MnSCU ISRS system was unable to accommodate the policy change. That programming issue has been resolved and we are moving forward with a procedure to implement the change <stay tuned for more>. The Sub Meet also had some preliminary conversations about an administration proposal to identify potential 3 year degree programs on campus. Additional discussion is needed on that before we proceed. Finally, the Sub Meet agreed to establish the deadline for submittal of Fall, 2013 grades as Midnight on Wednesday, December 19. A memo announcing the date will be forthcoming.

j. 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

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

12. REPRESENTATIVES ON IFO STANDING COMMITTEES REPORTS

1. IFO Academic Affairs – Penny Knoblich - The Academic Affairs committee met in person in St. Paul, along with the Academic Technology Committee on Oct. 12. Some time was spent on the organization of MnSCU and how our committees fit into the structure. MnSCU has been reorganized into 5 major groups, which is significantly fewer than before. The Chancellor is seeking 3 faculty or administrators to be Chancellor's Fellows, which involves release time to help "drive change" and "implement plans". We discussed the Chancellor's plan to rev up the programs available in the Metro area. Cost, and allocation of resources away from the 4 year, outstate institutions was a concern. In addition, the group targeted in the plan likely involves many students that are unprepared for college, thus requiring additional resources to ensure success. Discussion with the Vice Chancellor, Knowlton, included concerns about the Metro plan being "light on substance", draining resources from outstate institutions, uncertainty about the accuracy of the demographic data, and how the remediation will be accomplished for this group of students. Other concerns involved the degree-granting institution, as the Metro plan seemed to allow random coursework at an unspecified number of institutions. On another note, Knowlton asked for information or feedback on undergraduate research.

2. IFO Negotiations – Donna Brauer – (Grabowska): Things continue; opening statements were hostile. In general, they are looking for certain take-backs in language for chairs and department heads to become supervisory in role.

3. IFO Multi-Culture – Javier-Jose Lopez

4. IFO GRC – Fred Slocum

4. IFO GRC - Martin Mitchell –

5. IFO GLBTA – Paul Finocchiaro – I have a very brief report about the GLBTA Meeting that I attended at the IFO office. We appointed Andrea Wood from Winona State as the committee chair, and I was appointed the benefits chair, and we set a meeting date for the spring semester. Stanton gave a report on how the amendment voting was proceeding and informed us that the IFO has given \$18,000 to MN United for all Families to provide signage and get the state aware of the Amendments. Monica Meyers from MN United for all families also spoke to the committee. We were made aware that hate email has been received by instructors at other institutions who have offer GLBT courses.

6. IFO Salary Equity –Ihsuan Li -
7. IFO Feminist Issues – Annelies Hagemester – *See Attached Sheet (Green)*
8. Statewide Budget Review Committee - Ihsuan Li, IFO rep for MSU, M

Notes on the October 4, 2012 Meeting

Tom Fauchald of Bemidji was elected chair of the SBRC.

The SBRC reviewed two sets of documents: (1) the Initial discussion of 2013 Legislative Request (Briefing Document) of September 2012: Russ Stanton explained the process of higher ed budget decisions in the MN legislature; the House of Representatives (HR) first pass a budget goal, then target specials. Specials come at expense of the core funding. The IFO must push for focus back on core funding. And, (2) Increasing Global Competitiveness in the Twin Cities Metro Area (i.e. Metro Plan): The idea is to increase competition of schools in the system with their offer of programs in the metro area. Black thinks the HR will back Rosenstone's Metro Plan because of its focus on "underserved students" and that it will be difficult for IFO to oppose the Metro goals.

The SBRC also reviewed the budget goals set for consideration by the IFO Board. Except for change in wording on item 3 (reword the sentence to emphasize support as opposed to "oppose" "specials" funding), the recommendations were moved and passed.

9. IFO Action Chair – Leah Rogne -

13. OFFICER'S RPORTS

- a. Vice President/Grievance Officer (Mary Visser) -
- b. Treasurers Report (Lynnette Engeswick)
- c. President's Report (Jim Grabowska) – We are actively working with a former student to collaborate to

get out the vote. The IFO put out an information sheet that says go vote. We will be asking students at the food service areas to go vote. MSU has registered more student voters than other campuses this year. The GR committee has met to find out how to disperse our funds. We have allocated \$700 for the Burton Dinner. The remainder was to use Facebook to get out the Vote No statement.

(Bevacqua): I wonder if there could be an all student email to let them know how to vote? (Grabowska): I will ask, I know we don't have access, but the administration does.

1. Curriculum Design System Faculty Liaison (CDS) Appointment – Ron Nickerson

Meeting Adjourned 4:53 PM

Respectfully submitted,

Daniel J. Swart
FA Secretary