

EXECUTIVE COMMITTEE MEETING
Thursday, November 11, 2010
CSU 204
Approved Minutes

In attendance: Roger Severns, Paul Hustoles (recorder), Lynnette Engeswick, Barbara Carson, Dick Liebendorfer, Georgia Holmes, Andy Johnson, Becky Schwartzkopf, Ellen Mrja, Bill Wagner, Steve Gilbert, Bobby Bothmann, John Seymour, Andi Lassiter, Greg Taylor, Ron Nickerson, Marshel Rossow

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

1. Minutes of October 28, 2010—Lassiter/ Engeswick moved to approve. Motion passed.

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

3. Officer's Reports

a. President—Severns: We are just getting mileage settled for the CAP training. Email from Barbara Keating: Please remind all committee secretaries to indicate what the abbreviations stand for the first time you use them. [Hustoles: CAP above stands for College Access Program.]

1. Learning & Technology Roundtable (October 5, 2010 Notes)—There was a live demo of Cisco's latest offering. They are trying to increase the search capacity on the MSU web search. If you did not get the notes electronically let me know.

2. Search for Associate Registrar (MSUAASF Position)—They are in the process of putting together a search committee although it is unusual to have an IFO member on the search committee. Carson: I think it is a good idea. Hustoles: Yes, we have IFO members on our MSUAASF searches all the time. We should put out a call. Severns: We will.

3. Smart Transfer Plan Status—Severns: This is going to be a nuisance. It will include an outline for each course and a variety of other things. This is being imposed by MnSCU. At first blush, people were comparing this with the 120-hour conversion. It looks like a lot of this can be done electronically. I don't know to what extent this can be done. We might be able to just run one database into another. Some of this might have to go through UCAP. Nickerson: The thing that bothers me is the way this is going to be used. We do not have a common practice about what a course outline looks like. What we have to be careful about is a student picking this up and deciding that English 101 will be the same at a community college as it is here. We also have a concern about intellectual property. I was in a meeting with someone regarding Students First. These two things are not talking to each other. We should express some concern. Severns: We have made this point more than once—very forcefully. I am hoping if we can get the Smart Transfer plan out, they have made some overtures about pulling from one program to another. They say they want this by July 1. They backed off this a bit when we brought up extra duty days to accomplish this. We will have to see how this is going to work out. Nickerson: The big things are the outcomes. For any existing course, we will have to generate these—we have them for new courses. We need to make sure our courses are distinctive. Severns: There are places for general outcomes and for MN transfer outcomes. We will be on top of this. I am going to ask UCAP to consider this first. Carson: Is there any mechanism for different sections of the course having different outcomes? Nickerson: Grading method was requested (e.g., P/F) but not grading system. Taylor: Is this mostly targeting gen ed? Severns: Mostly it is the transfer curriculum. UCAP needs to think about, if the course is already in the books without course outcomes, is this something the department chair can just enter into the database, or does it have to go through the system? Liebendorfer: Outcomes can be more abstract but it might render them vacuous. Nickerson: If we use the Curriculum Design System to pull data from, then they all

have to go through the system. We have to have a way to keep this current. You want to give faculty the freedom to change outcomes as they want to. That shouldn't have to go through the committee. Carson: We have to move carefully on this. From our viewpoint, we don't want to move until we find out how they are going to merge these. Hasn't Southwest already done this? Severns: The community colleges have already done this and Southwest swiped it from them. We have looked at this to see if any of it is applicable to us.

4. IRE (Iron Range Engineering) Proposal—Severns: This proposal has some serious curriculum issues. We have talked about what is current and what is being proposed. I have heard this called a degree for lifetime learning. It might be doable but one of our senior faculty members needs to walk this through the process. Holmes: Are there some accreditation issues? Severns: That, and there is some issue of academic rigor. There is only one person monitoring this. There are a lot of “in-service” courses. As of right now, I'm not sure anyone actually knows what's going on up there. I think it is fixable but we seem to be doing this backwards. Bothmann: It sounds like they are trying to sell credits. Severns: I'm not sure it is as bad as that. Metro had a similar situation. IFO stopped that. This seems to be leaning in that direction. Bothmann: Something like this happened in the College of Ed where they wanted us to pay high school teachers to teach our classes. Severns: We are watching this.

5. Campus Climate—Severns: We had surveys done by the state IFO Equity Committees. I assume they will have a report to us soon.

6. Open Enrollment—This month is open enrollment. This is a longer period than last year but MnSCU says they don't want people waiting until the last day.

7. Next Executive Meeting (December 2)—Visser will chair as Severns will be at State IFO Executive.

8. Holiday Gathering (Wednesday, December 1)—Looks like Wed. Dec 1 is the best date, something like 11:00 a.m.-1:00 p.m. *Hustoles/Schwartzkopf moved to approve up to \$300. Motion passed.*

b. Vice President/Grievance Officer—Severns: We did file a grievance pertaining to credit hours and overload. There are a couple of other issues. There is a grievance that pertains to a new program roster in Education. A new roster was added but they violated a few contract items by doing this in November. More severe, there is no major or minor associated with this roster and there is already a grievance from another campus out there. There are also some faculty on faculty issues out there.

c. Treasurer—Engeswick: As of the end of Oct. we had \$3,684.12. We got our second \$10,600 local payment—new total: \$14,284.12. But this is higher than last time so I need to check on this. Severns: We do have to pay rent for our office out of this. There is a committee looking at changing the state allocation. We also have estimated how much less our income will be next year due to the cuts that are coming. It could be something like \$300,000 for the IFO. It will hit home.

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 Hoc Taskforce – 2 Year Term (1 – All 7)

5. FACULTY ASSOCIATION – STILL NEEDED – Spring 2010

Strategic Priorities (FA Co-Chair Appointments Needed)

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

6. Discussion Items/Action Items

a. University Policies (October 29 to December 10, 2010) (Roger will have a copy)

www.mnsu.edu/policies/whatis/review

1. REVISED POLICIES
 - a. Academic Re-Evaluation
 - b. Awarding of Credit for the College Level Examination program (CLEP)
 - c. Building Access
 - d. Intellectual Properties & Copyright Protection
 - e. Parking
 - f. Policy Consultation and Approval
 - g. Privileges & Responsibilities of Student Organizations
 - h. Raffles
 - i. Smoking and Tobacco Use or Sale Prohibited
 - j. State Vehicles, Authorized Use
 - k. Undergraduate Extended Learning Student Admission to the University
 - l. Workplace Environment
2. NEW POLICIES
 - a. Continuing Education Registration
3. CURRENT POLICIES
 - a. Employee Complaint Policy and Procedure
 - b. Hazardous Private Vehicles
 - c. Information Technology Services
 - d. Parental Access to Information
4. EXPEDITED REVIEW (SINGLE REVIEW PERIOD TO 30 DAYS TO DECEMBER 10, 2010)
 - a. Undergraduate Admissions

Carson: I've read these. Have our attorneys read the Intellectual Property policy? Severns: We have sent this to the State IFO. This is a hot topic. Carson: Is this consistent with what MnSCU is saying? Severns: It is consistent with the state level. But even within MnSCU, there are differing positions. But I will send in a proposal, which is basically the default statement that faculty own everything that they do unless the administration says up front that they will own some of it. Carson: Even the operational definition of "substantial contribution" is not clear. Severns: They have not defined this. Nickerson: We talked about Continuing Education Registration and this draft shifts all responsibility to Extended Learning. This is not what it appears to be by title. Carson: Extended Learning keeps redefining what they do on their own. They are not going to fund online classes that are not part of an online program. Severns: We do have an Extended Learning Committee that is working on this. There is some question about whether money given to the colleges is getting back to the departments. Carson: Do we know how much money each college is getting? Wagner: I think we do. Severns: Give me a committee report and I will forward it to everybody.

b. FA members more engaged in FA affairs—Johnson: Is there any way we can be more visible as Unit Reps? Hustoles: Don Larsson used to send out copious newsletters when he was A&H Unit Rep. That's one way. We also constantly need to find people interested in running for office and serving on committees. Johnson: Can we get an email list of our college members? Severns: Send something to Blom and she can send it out to your constituents.

c. Ad-hoc committee with the charge to help MSU create a comprehensive assessment system for General Education outcomes—Gilbert: This is related back to the memo that Chris Corley sent regarding the GEGIC processes. AVP Tomany wants to deal with this. She floated the idea that we have an ad hoc committee that would try to come up with a proposal to improve and raise the standards of the gen ed assessment. Severns: Is this a sub-committee? Gilbert: We want something broader. Severns: Why don't I ask you to forward your proposal to Blom and we

will add this to our next Exec agenda. Gilbert: The Gen Ed Committee has looked at this and we approved it. This is the first concrete step to actually do something about this. Liebendorfer: I would say this should be a larger faculty thing. We want to make sure that our administration doesn't do the kinds of things that MnSCU is doing to us.

7. Meet & Confer Agenda Items (Thursday November 18, 2010)—Severns: I have asked Mary Dowd and Suzie Dugan to attend. The student-on-student violence is up dramatically and it is not all alcohol related. I know they are talking about the phone system. Linda Hansen will also be there. Carson: On campus violence has increased nation wide. Gilbert: Some of the violence is off campus. That is an important distinction. Seymour: I am concerned about the tuition bubble and the money that has to be spent this fiscal year. How can faculty be more of a part of being involved rather than hearing about it after the fact? Mrja: We talked about this in Budget Sub Meet. VP Straka has been very willing to talk about this. We could have the college reps ask their colleges what faculty would like to see done with this money. Holmes: How much money is it? Severns: It is several million dollars. But we have to spend it or lose it. Schwartzkopf: You have to move quickly on money like that. Severns: I am willing to put this on the agenda. Seymour: We have had some side conversations between the three submeets. Could more be put into strategic planning? Are there things that we need to do at the departmental level? Could we beef up the FIG system? There are chunks of money that is going somewhere. I am not advocating for any one of these but a while ago we talked about how can we change our analogue information into digital? I am concerned that it won't be spent in ways that the faculty want. Severns: This might clearly go beyond just the Budget Committee. Seymour: Next week they are going to roll out all kinds of plans for the triple joint meeting of the three submeets. Severns: Send me an email to remind me so we can share this with the Exec to discuss this next Thursday. Mrja: VP Straka is looking for something to invest in for the long haul, because this is one term money. Nickerson: It really irritates me that we just cut all these faculty members and now we have all this money. Why don't we do something of good value? Why not create a writing center? Something that provides better service than what we have. Gilbert: But this is one time money. Seymour: In our college we have received large chunks of money from God knows where. This can be a win-win for everyone. Wagner: Maybe we could work with the students to do something we are sure they would be interested in. Severns: We will add this to Meet and Confer.

8. Faculty Association Committee Chair & IFO Standing Committee Reports

a. Research—Taylor: Research has \$98,000 allotted to us. We awarded money to 8 proposals. This is significantly lower than normal. We have \$60,000 left to spend. There will be another round in the spring. We need to encourage the faculty to apply. Severns: Send me an email I will forward to all faculty.

9. Informational Items

a. Next FA Executive Meeting, Thursday, December 02 @ 3:00 p.m. –Morris Hall 210

The meeting adjourned at 4:26 p.m.

Paul J. Hustoles
Recording Secretary