

FA EXECUTIVE MEETING
Thursday, November 12, 2015
CSU 238
Approved Minutes 3:00 p.m.

In attendance: Mary Visser (FA President), Barb Bergman, Queen Booker, Bobby Bothmann, Kirsti Cole, Diane Coursol, Dan Cronn-Mills, Steven Gilbert, Paul Hustoles, Avra Johnson, Jackie Lewis, Dick Liebendorfer, John Lindberg, Javier-Jose Lopez, Kari Much, Gregg Marg, Patricia Nelson, Roland Nord, Luis Posas, Joseph Reising, Roger Severns, Daniel Swart, John Thoenke, Heather Von Bank, Teri Wallace, Lynne Weber.

Meeting called to order at 3:04 PM

1. Call for Additional Items/ Reordering of Agenda

- 7.h. Paul Hustoles
- 7.i. IFO member bylaws

2. CONSENT AGENDA

- a. Minutes of previous meeting (Unapproved Minutes –October 29, 2015)
- b. Admissions Appeal Committee (addition) Nancy Sprengeler (Lib/Unaf)
- c. Search Committee Dean of University Extended Education (replacement) Keith Luebke
- d. 2016 – 2017 Honors Program and President’s Scholarship Reviewers – Total of 126 faculty

Hustoles/Much: Motion to Approve: Passed

3. Officer Wilkins - Time Certain 3:15 p.m.

4. Associate Provost Bobby Fleischmann Time Certain 4:30 p.m.

(Question): Now that you’ve been here since July, what is the thing that surprised you the most?

(Fleischmann): Most pleasantly surprised by how much people care about the students, and how much the university has to offer. You don’t just talk about caring; there is action. I also see how much time faculty put into Sub-Meets and Committee work.

(Question): Sometimes we wait as long as Spring for summer revenue to come through. Why do we have to wait so long? (Fleischmann): I tried to move it along as fast as we could. I certainly will discuss this with Straka to find out where the bottleneck is. I would like the planners at the department and college levels to be able to plan on that money. I agree that it shouldn’t take this long. We can probably do a better job of distributing earlier.

(Visser): Can you briefly describe the workload group and the notice of vacancies group? (Fleischmann): The Workload group is looking at how reassign time is accounted for as well as the discrepancies between lecture and lab credit hours versus contact hours. We have met once as a group. Notice of Vacancies group has to do with searches that have failed. Looking at some of the reasons why these searches have not been successful. What can we put in the notice of vacancies to attract faculty, including diverse faculty?

5. SELECTION OF APPOINTMENTS NEEDED FROM EXECUTIVE

- a.

6. ORAL COMMITTEE REPORTS FOR THURSDAY, NOVEMBER 12, 2015– **Target Time 3 Minutes Each**

- a. Planning – Pat Nelson (Every Meeting)

<Handout>. We've taken the 42 parts of CTF and boiled it down to what we have to do this year. 10 items needing action. We have a large work plan and activity plan that we are updating.

Toolkits and parameters – we can choose which we want to use. It is not a template. Example: we have already established a dean of institutional diversity, other campuses have not yet. Planning is going to be an oversight committee. There is nothing faculty related this year. 8 things in 2017 when transfer pathways come up.

We discussed coming up with a communication to send out to the faculty. Should be out in the next week or so.

(Visser): I have asked Planning Sub-Meet to give a report each meeting.

(Nelson): We are hoping that the deadlines will be pushed back if the toolkits still have not been produced. We are ahead of most campuses. We don't know how hard the deadlines are.

(Question): Are the toolkits something that can be trusted? (Nelson): We hope so, as they are coming out of the full sub-committees. These include IFO members as well.

(Hustoles): As for the transfer pathways toolkit, it looks pretty good. IFO faculty have had some real input. If the other toolkits are anything like this one, they should be very useful. (Booker): Diversity toolkit is very inclusive, and wasn't developed by the system office, but by the workers on the ground.

(Nelson): Since we get to make suggestions to the President for the next strategic plan, we are going to suggest that we have some focus so that the plans talk to each other – including budget and assessment.

(Question): Affordability (3): is this something that Clark started already? Do you need faculty help?

(Hustoles): It is something that we will be moving on aggressively. Yes, we will be needing help.

b. Faculty Development – Lynn Weber

(Clink): Debrief on the tenure and promotion meeting. Faculty teaching scholar applications have closed and will be moving forward.

c. Faculty Improvement & Sabbatical – Kari Much

FIG and Sabbaticals: 13 FIGs were accepted. There are 40 sabbatical applications, and we will be moving forward on those at our next meeting.

d. General Education & Diversity – Dick Liebendorfer/Anne Dahlman

Not much news. We got our first batch of curriculum proposals.

e. Graduate Curriculum & Academic Policy – Barb Bergman/Tim Secott

We are reviewing graduate faculty applications. The date was submitted. The graduate office changed the process, so we are not sure that this had an effect. We may need a different process for selecting outstanding theses.

(Question): Regarding grad faculty status: where faculty members directly notified? Was it copied to the chairs? (Bergman): we don't believe that the chairs were copied.

f. UCAP – John Lindberg

Not a lot to report. Proposals are moving through. For the BA/BS question, current ones will be grandfathered in, but others will be reviewed regarding the learning objectives.

(Question): As soon as we put the Academic Map online, it was inaccurate. What is the process for fixing it?

(Cronn-Mills): We are hoping that the data gets pulled from Share Point into CDS. We are hoping to develop a live interface so changes can be made on the fly. No timeline, but it will be happening soon.

(Question): We have some changes to make also, if we make changes, will they be pulled automatically to the maps? (Cronn-Mills): No, it will have to be done manually.

(Question): I suggest we may need training sessions to learn how to make changes once changes are possible.

(Question): From where does AgileGRAD pull? (Cronn-Mills): from DARS, predominantly.

g. Unit Representative (Every Meeting)

h. IFO Action – Queen Booker - There is nothing new at this time.

IFO equity survey has gone out. As of today, we have 174 responses, of those 134 are from Mankato. 90% is from White Heterosexual Males. We need to get the marginalized populations to take the survey. I would appreciate it if you would get the word out, including the adjunct faculty.

Delegate resolution workshop - if you have colleagues interested please spread the word.

i. IFO GLBTA – Shannon Miller

(Hustoles): I couldn't attend the whole meeting, but the way the conference is set up, it is for allies as well. There were sessions throughout the day, and something for everybody. We are hoping that this is something that will last into the future.

j. IFO Negotiator – Dan Cronn-Mills

7. DISCUSSION/ACTION ITEMS

a. Fellowships Advisory Board (FAB) Visser/Marg (Send attachment to Executive)

Someone wants to develop a FAB (Jenny Walters). She wanted this brought to the Exec. Any discussion or comments?

(Question): I think what was said was Walters would like more faculty referrals. In the past we have been getting student fellows from URS and Honors Program. This is a good idea.

(Question): Where is this to be housed? (Visser): Office of Research

b. Change to Sabbatical Reports – Much

We wanted some feedback- the Provost wants more publicizing and advertising. She wants abstracts of all the Sabbatical reports. Last year, a Dean and graduate student wrote abstracts for all. She would like add a question to the report form where faculty are asked to write their own abstract.

(Question): I recommend that there is a word limit.

(Question): Would there be a possibility for faculty to opt-out? (Much): I don't know.

(Question): Perhaps just a box that says "not for publication".

(Question): Would there be guidelines? (Much): The idea is pretty vague right now

(Question): I would suggest that this be called a summary instead of abstract. Abstract has a specific connotation in academia.

(Question): The first statement on the form says give a very brief statement. How is this different? (Much): They want some way to define a word length.

(Question): There could be two very distinct purposes to an abstract versus a brief statement. Statement or summary may be more for internal release.

(Question): Do we know to whom this publicity is meant to go? Knowing the audience would help. Non-academics don't know how a sabbatical is supposed to work. (Much): I believe this is meant to be sent to Legislators.

Hustoles/Liebendorfer : Move to support the Committee's furthering of this initiative: Passed.

c. "Hurt Stories"/Allocation Model (Visser/Bothmann)

We want to provide examples of hurt stories. Examples: Flat budget for the Library; money to make changes to physical study spaces in the library; bringing in a big speaker; lab money per students hasn't changed in the last 15 years, but our inflation in science is ~200%.

(Question): How do these stories tie directly to allocation?

(Question): Perhaps the stories need to be directed and selected in such a way as to support not only the change to the allocation model but also the base funding.

d. MMB - PO – Processed Guidelines. MMB (Sent with last agenda)

We provided some guidelines for workplace environment. If there is anything else people want to say, I'd be happy to bring it forward.

e. Writing Across the Curriculum – Ad Hoc Update (Hustoles)

We have a meeting scheduled for next Thursday.

f. Registrar Information Update (Visser/Marg)

We have some issues with the Registrar's Office. Do we need a workgroup to see how we put the schedule together? The reporting times don't necessarily make sense any more. This generates a lot of changes. Comments? Would we be willing to have a workgroup?

(Question): I think it is a good idea, but I think it needs to have representation from both curriculum committees.

(Question): I recommend we have a chair or two on this group as well. My other recommendation is that faculty be trusted to do a little more of the data input. There seems to be an inefficiency in the current process.

(Question): I would recommend that all members should be either current or former chairs.

g. Professional Development Day in January 7, 2016

They have been waffling on whether they are going to have a PDD. The current suggestion is to have a truncated day (9 AM – 2PM) for anti-bullying, civility, anti-racism, empathy, etc.

(Question): Another topic is a leadership focused panel – women in academia.

(Question): Advising – we all agree we need to do a better job. Adding a part of the day for advising training might be a good idea: Particularly transfer students. – Perhaps on the October duty day.

(Question): I think that less is more. We don't have time for a full day session; we are too busy getting semester preparations finished. No matter how important the topic is, typically people who need the training don't go anyway. I think the Administration sees these as free days for faculty, while we see these as massively busy days.

(Question): Is there time to still pull this off? It's Nov 12th. If there isn't enough time to do it well, don't do it at all.

(Question): The October duty day would be a much better.

h. Hustoles (Hustoles)

I insisted that I not take the job until next semester. I've been hearing how adjuncts and fixed terms don't have a voice. I will be directing Mary Poppins as an adjunct. I will continue to be a member of IFO. This has been vetted by a lawyer. I want to retain my ability to be a faculty person. I have to resign from most of my committees. I will be resigning from the board of directors due to time commitment and a bunch more. I have been nominated to be on the transfer curriculum committee for the theater program. I would retain that committee. I would also like to remain on the Arts and Humanities Dean search committee. I would also like to remain on the Policy committee. There is a lack of institutional knowledge.

(Visser): We will be asking for an IFO representative for the state level. Since we do not have an Exec until the first of the year, I will be sending out a call for IFO rep. We may have an election by electronic means.

i. Bylaws

According to our bylaws, we have *ex-officio* members in the FA who are IFO committee members. We are in disagreement with IFO rules.

(Marg): *Ex-officio* doesn't mean non-voting.

(Visser): Then this isn't an issue.

Severns/Coles: Motion that Hustoles continue on these three Committees: Passed

8. BRIEF WRITTEN REPORTS FOR THURSDAY, NOVEMBER 12, 2015

a. Assessment & Evaluation – Heather Von Bank - The assessment & evaluation sub-meet and confer met on Friday, October 9th. We discussed the following agenda items:

- Long-Term Program Planning Data/Information Points: We are currently researching how other universities of similar size/type engage in program planning using data information before we can begin to redesign our model for information/data collection.
- Pathways to Student Learning Award: Paul Mackie reminded the committee of the rubric he uses to evaluate the program assessment report and the committee discussed what "incentives" we could provide our high fliers, or honorable mentions, depending on how the committee wants to label our outstanding examples of assessment.

- HLC Quality Initiative: Assessment Academy Project Report and Response: Discussed the three components of the review process: Assurance argument, federal compliance filing and genuine effort for quality improvement. Also we reviewed the feedback from the Academy, for the Assessment of Student Learning. The feedback from the “academy” was helpful in terms of understanding where we “stand” as we work towards re-accreditation, which is very to say we are “in a very strong position to continue it’s work” of assessment (in the words of a reviewer)

b. Budget – Roland Nord - No update.

c. Extended Education – Paul Wyss

d. Planning – Patricia Nelson

e. Research – Teri Wallace - The research committee approved a recommendation to the provost to fund FRGs in the amount of \$39,129.98, which leaves a balance of \$58,753.02 to be awarded in the spring. RSCA first year action steps were discussed. A draft of recommended first year action plan has been developed and shared with Dean Reis.

f. IFO Academic Affairs – Patricia Hoffman

g. IFO Budget Oversight – Avra Johnson – No Report

h. IFO Feminist Issues – Leah White - The FIC continues to support efforts at Winona State University to develop training materials addressing the impact of gender bias in faculty student evaluations

- The FIC reviewed the Minnesota Management and Budget’s Respectful Workplace Policy, identified concerns with the document and advised MNSCU not adopt the policy. The committee requested all equity committees be consulted before MNSCU moves forward with any formal system wide anti-bullying policy.

- The call for FIC Award Nominations will appear in the November 19th IFO Update E-mail.

- The FIC will meet again 2/19/16

i. IFO GRC – Marty Mitchell/Fred Slocum – Slocum Reported - Nothing new to report now. We will next meet in January.

g. IFO Multi-Culture - Jose Lopez

h. IFO Salary Equity – Dan Cronn-Mills - The IFO committee has met once to address the issues and approaches used by the joint IFO-MnSCU committee for conducting the salary equity review. Consensus is to discuss with MnSCU conducting a multi-level process to cover the last two review cycles.

9. MEET & CONFER

a. FAAD Meet & Confer – Thursday, December 3, 2015 @ 3:00 p.m. in CSU 245 (FA Agenda – AD Chair)

10. INFORMATION ITEMS

a. In accordance with the review process, the following policy drafts are presented for informal review which will run from November 6, 2015 to December 11, 2015.

A. Revised Policies

- Alcohol and Other Drugs

- Assessment of English Language Proficiency of International Students
- Bicycles
- English 101 Placement
- Fire Safety and Protection
- Grading
- Grilling
- Mathematics Placement
- Rollerblades/Skateboards/Personal Assistive Mobility Devices
- University Equipment and Property

B. New Policies

- Acceptance and Evaluation of Transfer Credits (New policy that incorporates Transfer of Credits from Technical Colleges)
- Information Privacy and Security (New policy that incorporates Campus Information Technology)
- Protection of Animals in Research
- University Data Governance

Copies of all policies under review may be accessed at <http://www.mnsu.edu/policies/whatis/review/>, within the “Policies Under Review” section.

Comments may be provided electronically (lynn.akey@mnsu.edu) or in writing (Lynn Akey, Office of Institutional Research, Planning, and Assessment, 315 Wigley Administration Center). **Please submit comments no later than December 11, 2015.**

b. Next FA Executive Meeting – Wednesday, January 6 @ 9:00 a in Heritage Room – NO Oral or Written Reports.

c. Oral Reports Thursday, January 21, 2016:

- a. **Assessment & Evaluation – Carrie Chapman**
- b. **Budget – Roland Nord**
- c. **Extended Education – Paul Wyss**
- d. **Research – Teri Wallace**
- e. **Planning – Pat Nelson (Every Meeting)**
- f. **Unit Representative – (Every Meeting)**
- g. **IFO Academic Affairs – Patricia Hoffman**
- h. **IFO Budget Oversight – Avra Johnson**
- i. **IFO Feminist Issues – Leah White**

d. Written Reports Thursday, January 21, 2016

- a. **Faculty Development – Lynn Weber**

- b. **Faculty Improvement & Sabbatical – Kari Much –**
 - c. **General Education & Diversity – Dick Liebendorfer/Anne Dahlman**
 - d. **Graduate Curriculum & Academic Policy – Barb Bergman/Tim Secott**
 - e. **UCAP – John Lindberg**
 - f. **IFO Action – Queen Booker**
 - g. **IFO GLBTA – Shannon Miller**
 - h. **IFO GRC – Marty Mitchell/Fred Slocum**
 - i. **IFO Multi-Culture – Jose Lopez**
 - j. **IFO Negotiations – Dan Cronn-Mills**
 - k. **IFO Salary Equity – Dan Cronn-Mills**
- e. **Representation Still Needed For Fall 2015/Spring 2016**
- 1. **BUSINESS**
 - Planning (2 Year Term)**
 - Undergraduate Research Center for COB (1 Needed)**
 - 2. **SBS**
 - UCAP (1 Year Replacement for Abdalla Battah)**

11. OFFICER'S REPORTS

- a. **Vice President/Grievance Officer (Gregg Marg)**
- b. **Treasurers Report (Bobby Bothmann)** - To date in the second quarter expenses total \$477.03 for office and printer supplies and the second quarter installment of \$2505 was deposited on Nov. 12 for a total cash balance of \$4372.29.
- c. **President's Report (Mary Visser)**

Meeting Adjourned at 4:53 PM

Respectfully submitted,

Daniel J. Swart
FA Secretary

