

Faculty Association Meet and Confer
Thursday, March 6, 2014
Faculty Chair/Administration Agenda

Notes

Attendance:

Faculty: Mary Visser, convener, Barbara Carson, Paul Hustoles, Roger Severns, Craig Matarrese, Gregg Marg, Luis Posas, Kirsti Cole, Marie Pomije, Amy Hedman, Richard Liebendorfer, Deborah Jesseman, Teresa Wallace, Kellian Clink

Administration: Richard Davenport, Marilyn Wells, David Jones, Henry Morris, Kim Greer, recorder, DeeAnn Snaza, Rick Straka, Barry Ries, Walter Zakahi

Guest: Lynn Akey

1. Information Items:

a. Reorder/Additions: None.

b. Approval of Notes: There is a mistake in the February 20, 2014 notes that needs correcting. It was brought to our attention by Donna Blom. It states FA President Grabowska as saying he was in his third year but could be elected again; it is not correct, as he is in fact term limited. Associate Provost Kim Greer and FA Member Kellian Clink will fix.

c. MSU Provost and Senior Vice President for Academic Affairs [Marilyn Wells]: This is a busy time of the year; we have many searches going on. The last few weeks I have met with many external reviewers so I know program reviews are occurring. The reviewers have had very positive remarks about those programs. We have been having many open houses for admitted students - thank you for the roles you have had in those events. While in a grocery store in Waseca, I was greeted by a parent of an admitted student who had only the most positive remarks to make about their experience during open house. I also had the experience of meeting a MSU student who is graduating this May after only four years; when I inquired, he said his secret to success was that he took 15 credits/semester and he went to class even when he did not feel like it!

You might notice a few changes in the Office of the Provost. It has been clearly communicated that we did not have enough support staff - now after 6 months of observing workflow, we are in the process of trying to make work load more equitable. We are trying to better address paperwork moving forward. I wanted to move Barry Ries, Scott Fee, and Steve Stoyhoff into the Office of the Provost to create synergy that can only be accomplished when people work in close proximity to each other. Integrated Academic Planning is on the agenda later, but I want to thank the FA Executive Committee for the special meeting to help make the task force co-chair assignments. We do have on March 25 the *Increasing Student Success Workshop* - 60 seat limit. We also appreciate the feedback on potential feedback in helping to shape the agenda.

d. MSU President's Report [Richard Davenport]: I have spent the first few days this week in the Leadership Council; *Charting the Future for A Prosperous Minnesota* received a lot of attention. The Chancellor wants each campus to submit the names of two administrators who can commit to two years at .50 time to help implement CTF. The System will select members for this committee. Those administrators would still be

working on their respective campuses, but would make frequent trips to St. Paul as well. FA Member: The legislature has been clear about not wanting more people at the central office. President Davenport: They will not be at the System Office. FA Member: But they won't be doing OUR work. President Davenport: The Chancellor is trying to include all institutions in the implementation of *Charting the Future for A Prosperous Minnesota*; I need to have everyone involved. We are going to do it in the spirit of consultation; we will make sure we get some input. Some institutions are so financially strapped that they cannot help out, so it is possible institutions that are in better shape will be asked to assist. This plan calls for new commissions, four to start with this semester and four to start in the fall. We are requested to submit the names of volunteers to serve on the commission to one of them! WE get to help shape the work of the commission. It gives us the opportunity to recommend someone who will also benefit from this professional development opportunity. The first 4 commissions include Student Success, Diversity, Academic Planning, Competencies, Certification, and others. You will hear more about it from the Chancellor.

e. FA President's Report (Mary Visser): It is election time for state IFO; Jim is not here because he is running for President. He will be on and off campus regularly; therefore, if matters come up I will be here in his stead as will Donna Blom. An electronic secret ballot election will be held from March 29-April 8, 2014, to elect an IFO president for the term from July 1, 2014-June 30, 2016. Local FA elections open up March 21 and close on April 10. As Provost Wells noted, we want to thank everyone who was able to be at the special meeting to elect co-chairs. We had many good co-chair candidates; it indicates interest in the project. Jeff Pribyl, Anne Dahlman and Paul Mackie were selected from an interested group of volunteers. They have already participated in a co-chair orientation. We will be looking for faculty to serve on those committees. Mid-term reporting is upon us; it helps inform students about their performance. Lastly the students/faculty on the Hill event, posters in St. Paul, celebrating undergraduate research, held February 26, included Marilyn Hart, Interim Associate Dean for the College of Science, Engineering and Technology. Good work!

f. Human Resources Report [DeeAnn Snaza]: The vacancies list was sent. On the unclassified list one position was left off. Interim Dean for International Affairs, Steve Stoyhoff, was approved for another year. FA Member: I want to compliment HR on doing a great job this year; it has been very active in searches and more. Director Snaza: Thank you. I hope to announce my Assistant Director soon. Spring break, most of the faculty will be gone, some Chairs will be here, but March 14 is a holiday for many staff; some offices will be closed and others will be operating at minimum capacity. FA Member: Some other schools are retrenching. What is the status of that? Director Snaza: Probationary positions that have been approved cannot be posted if there are retrenched faculty on the list. They have three weeks notice. If they do not show interest, then we can go ahead and post it. That list of retrenched faculty is also notified of fixed-term positions. We can POST them, but we stop the process if they are interested. Article 31 talks about transfer opportunities for those who have not yet officially been retrenched but anticipate being retrenched. Under the Article there is no prior consideration but we are trying to catch them before the search committee sees the list of applicants. There are no criteria that they have to be a specific status at

another campus. Provost Wells: There was a lot of interest in these processes at the last meeting; we will talk at the next Department Chairs' meeting. We will spend a lot of time on different scenarios.

2. Discussion Items:

a. MnSCU/Legislative Relations [Standing]: President Davenport: As you might imagine, much of my time is taken up with bonding projects - trying to get the Clinical Science Building back on the Governor's list. We have a bill co-sponsored in both the House and Senate. We are hoping to have both Democrats and Republicans as co-sponsors. The Governor, in making his recommendations, intentionally omitted our high priority Clinical Science Building. We have the St. Peter project to contend with and there is a lot of money coming down to this area of the state in city projects. The Governor will support it if we can get it to his desk. We are working with legislators to get their support. The key is getting it to the conference committee - almost there. If we get there, we may be successful in getting the building. Senator Sheran's highest priority is the city project. In the Senate meeting a couple of days ago, she supported the MnSCU bonding projects exactly in the order that they are written. Vote of confidence. She asked Chancellor Rosenstone questions about our project. Very positive outlook but anything can happen. We have tremendous support from individual legislators. If we don't get it through now, it is a three-year wait. FA Member: Our FA statewide president supported the plan as well. President Davenport: Appreciate the support.

b. Budget [Rick Straka] [Standing]: Not a lot of updates. Not a lot has changed. Tax relief, spending for health care. The supplemental bill will make a big difference to us. There is a wide range of what our budget possibilities could be. The Strategic Priority funds will be held until we know where we will be next year. President Davenport: We have to hold, we have to be careful right now. Cabinet meeting to talk next week, looking at process with such a wide range of financial futures.

c. Master Athletic Facility Plan [FA]: FA Vice President Visser: Funding structure and open sessions to comment? Vice President Straka: I do not have a problem getting feedback from faculty. This will be a private fundraising venture. FA Vice President Visser: Timeline? Vice President Straka: Master Plan is 5-20 years. There isn't a timeline to say this project will be built then - depends on the donors. We are proposing these could be done individually but have to make sure men's and women's sports are moving forward apace. FA Member: No student activity fees? Vice President Straka: Looking for donors, model is Augustana; GAC, same kind of fundraising. FA Member: Is CoB fundraising in competition? Vice President Straka: Different sources, different affinities. They will be on our *do-not-touch list*. It is coordinated, segmented. You do not talk to these donors; this has to be coordinated. President Davenport: When Rush went to Taylor, Taylor wanted an academic building, but Taylor asked where the need was greatest. Vice President Straka: Anyone who is a target for CoB, we won't look at for athletic appeals. Donors have their own interests.

d. Supplies Contract with Office Max [FA] [Gregg Marg]: My department has really noticed the difference. We were finding 10-15% more for office supplies, which affects a limited budget. We had next-day delivery before, but not now. A number of times

we have had three- or four-day delivery. Vice President Straka: Toner is an issue. Office Max does not have toner on hand; it has to be shipped UPS, so it takes longer; it goes to the receiving dock, then to the department. Conversations are happening to improve the situation. There will be training on how to search on their website for less expensive wares. The savings are really concentrated on specific items; where there are savings they are BIG. There will be a rebate after the fact. We will use the cost allocation system to send out the rebate. Do continue to tell me where there are problems. For office supplies, we are going to do more training; we want you to move. Buy the toner wherever you find the toner. Office Max has the best value on a 100-200 item list; this is where the bulk of the value is in that. We are working on getting it organized and getting the word out. Glad that people are such good stewards of the state's money. Using the examples as learning experiences. Being received well by the people. In the long run, it will make it better.

e. Integrated Academic Planning [Marilyn Wells]: Earlier I spoke about the task forces. You can expect to receive, on March 17, a call to populate the membership. Each will have 12, including the co-chairs. You will have a week to respond and hope to have the work begin April 1. The co-chairs are working on charges, when they will meet, what is the level of commitment? Appreciate feedback on the drafts for the academic degree planning tools, and the good suggestions from the Department Chairs. Will continue to receive feedback until March 26. Send your feedback to Assistant Vice President Lynn Akey. Several open sessions after spring break. We have one foot in Phase 2 and one foot in Phase 3. We have shared information with bargaining units and Department Chairpersons. FA Member: Twelve members? FA Member: Who are the others? Provost Wells: 1-3 FA, 2 MSUAASF, 1 AFSCME, 1 MSSA, 1 VP on each task force, with two at-large. Was given to co-chairs. Don't forget that you are representing your bargaining units. FA Member: Seems small number of faculty seeing that this is actually faculty work. Provost Wells: The SRC's are MSUAASF. The task forces are proportional. FA Member: Where do the at-large members come from? Provost Wells: Could be people with special expertise. Of the four, the Dean is a co-chair. For the one on research, we have a VP for Research. Looking for checks and balances.

f. Active Assailant Task Force Update [David Jones]: Completed their work at end of February to look at how we respond to emergencies. Much more comprehensive solution. Looking to understand a shared language in emergencies. If you hear this, you should know to do that. Are there things we need to tweak? Timely texts that everyone receives at the same time. Looking for feedback to educate people in the fall.

g. AgileGrad Follow-Up [David Jones]: Thanks to the members who came to the presentations. Fifty-four turned in their feedback form. Those that did provide feedback were in favor. Cost is the question. Advantage with this tool it will help students making DARS digestible. Core group, Registrar, IT, Admissions, New Student Family Programs, electronic catalog folks. Electronic graduation checklist. Gathering some information. Are there any red flags? Talked to the company. Three years for Hobson \$25,000 with year one a \$12K implementation fee. Associate Vice President Jones has it in the budget. Family price, already have Hobsons Retain. MnSCU

negotiates the deal. Look forward to hearing back from tech folks. Two things need to happen. Has to be clear about who owns this and is responsible for it. Right staff person(s) to support it. Need to have that conversation. If we move ahead, what cohort would we start with? One college? All first-year students? Still thinking about it. FA Member: Be careful, think about connection with CDS. Challenges with that. CDS is homegrown. Associate Vice President Jones: ITS is thinking about it. Ted Johnson was there. AgileGrad is a lens. It is fed through ISRS. FA Member: Would be so happy if we got this, would really help out a lot with advising. FA Member: Security is important.

3. Information Items:

a. Degree Maps Template Guidelines and Common Language: Provost Wells: We have field testing going on, got lots of good feedback. Departments will be beginning to build the maps. CETL will be helping; there will be guidelines and videos provided. List of resources, presentations, Academic Affairs workshop can be seen as well. If you have questions, contact Associate Provost Kim Greer. FA Member: What format is this in? Assistant Vice President Akey: Will check out, you can cut and paste. Provost Wells: Programs have a choice with Wave 1, Wave 2. The process is moving along. FA Member: Concern with MFA, will test it. Theatre Program is test driving it. FA Severns: Will the form have boxes for summer term?

b. Increasing Student Success Workshop: The workshop is scheduled for Tuesday, March 25, from 9:00 a.m.-3:30 p.m., at the Country Inn and Suites. To register, contact Amber Enz, at x 1333 or amber.enz@mnsu.edu.

c. Professional Development Calendars for AY 15, AY 16, AY 17: We need to plan out a couple of years. The calendars are up on SharePoint through Institutional Research, FA Reports. You will find calendars for three years. Please review them and provide feedback.

d. Search Update - Dean of University Extended Education: Currently Scott Fee is serving; we have tweaked the title a little. FA Member: Job description or committee first? Provost Wells: Not sure about whether the process has changed.

e. CDS and Curriculum Coordinator: Provost Wells: The FA requested release time for CDS and Curriculum Coordinator. Yes we are going to begin the process. There will be a Call for Nominations for the position. FA Vice President Visser: Really appreciate it!

f. Reminder: Out of State Travel: Revised procedures begin March 17, 2014. Provost Wells: We have hopefully streamlined the process. FA Vice President Visser: Welcome change. FA Member: Could the process be electronic? Vice President Straka: Will check on this. It is complicated. Security may be an issue? We will look. Right software for the signature part.

g. University Policy Consultation and Approval Process: February 11-April 7, 2014. Assistant Vice President Akey: A reminder, some are new, others are revised. Welcome your feedback until April 7. Individual and groups can comment. They will be moving them to policy custodians who forward to the President for his consideration.

Revised Policies:

1. Campus Information Technology Privacy
2. Emergency Closing

3. Missed Classes for University Sponsored or Sanctioned Activities and Makeup Work
4. Mathematics Placement
5. Return to Work Policy for Medical Conditions
6. Student-Athlete Drug and Alcohol Testing and Education
7. Student Complaints and Grievances
8. Tobacco and Smoke-Free Campus
9. Transfer of Credits from Technical Colleges
10. Undergraduate Admission for Non-Degree Seeking Students

New Policies:

1. Acceptance of Materials/Hazardous Waste Donations
2. Academic Credit Hour Definition
3. Credit for Prior Learning


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

The meeting adjourned at 4:34 p.m.

FA/AD Meet and Confer Scheduled Meetings for 2013-2014
Thursday, April 17, 2014, 3:00-5:00 p.m., CSU 253 [AD Chair/FA Agenda]
Dean representative: Brenda Flannery
Thursday, May 08, 2014, 3:00-5:00 p.m., CSU 238 [FA Chair/AD Agenda]
Dean representative: Maria Bevacqua



Kimberly Greer
Reviewer for Administration



Kellian Clink
Reviewer for Faculty