

FACULTY ASSOCIATION MEET AND CONFER

Thursday, April 26 , 2012

1:00 p.m. to 3:00 p.m.

CSU 238

(Administration Chair/ Faculty Agenda)

NOTES

Attendance:

Faculty: Jim Grabowska, Mary Visser, Dan Swart, recorder, Lynnette Engeswick, Barbara Carson, Paul Hustoles, Angela Monson, Donna Brauer, Kelly Krumwiede, Richard Liebendorfer, Georgia Holmes, John Seymour, Becky Schwartzkopf, Gregg Marg, Kevin Parsneau, Kirsti Cole, Ellen Mrja, Danae Quirk Dorr, Diane Witte, Emily Stark, Queen Booker, Nancy Fitzsimons, Miriam Porter, Hans-Peter de Ruiten, Ronald Nickerson

Management: Richard Davenport, convener, Scott Olson, David Jones, Ed Clark, Henry Morris, Warren Sandmann, DeeAnn Snaza (for Becky Barkmeier), Steve Smith (for Rick Straka), Joan Roca

Guests: Lynn Akey, Becky Copper-Glenz, Mary Jane Fitcher

1. Information Items

a. **Reorder/Additions:** None.

b. **FA President's Report (Jim Grabowska):** Mary and I want to thank everyone around the table - it has been a busy year but a productive one. We have gone through retrenchment, but we still need to come through the rest of the rebuilding process. Thanks again for all your work.

c. **MSU President's Report (Richard Davenport):** Thank you all for your hard work this year - we set a high bar, and we work hard together to reach that bar. But at the end of the year we do start to feel it. So - next year, lets settle down and really focus on a few important things - the students, the enrollment, and what is going on in the classroom. Are we really preparing our students for life after school? Let's rest this summer, and come back recharged and focused next year. We have a big flame on Wigley - bigger than I thought it would be - come see it at night. Campus Beautification day is May 2 - we can keep making the campus more beautiful.

d. **Provost & VPAA Report (Scott Olson):** Thanks to FA for civility campaign forum help - the offer is still out there for an FA listening session if you want. This fall we will launch the campaign. Congratulations to the distinguished scholars who received their awards last night. This is an example of the amazing work all of the faculty do. We celebrate students, but their successes are built on the work of the faculty.

e. **Human Resources Topics (DeeAnn Snaza):**

i. **Update on Dean Search:** The open vacancy list is out. The College of Education Dean search was filled with Jean Haar; the College of Allied Health and Nursing Dean search is still underway.

2. Discussion Items:

a. **MnSCU/Legislative Relations (Standing):** President Davenport: Newspapers keep us informed about what is going on in St. Paul. It does look like there will be a Vikings' stadium, so if they do stay, they will probably continue training camp here. The Vikings will be our last tenants in Gage, and then we will begin decommissioning. Bonding bill- the City projects are on the bubble, and our proposals are just pawns on the chessboard. Yes, we have a new hockey coach, and, yes, we are paying a lot; but we are still well under the salary level of most of the other schools. For the Clinical Sciences Building, we have pulled out all stops on bonding. We have people on board, but we are just

waiting now for the legislators to vote. In reality, the bonding bill is in danger of not being funded. There will be HEAPR money; there will probably be some renovation for the Capitol, but not local bonding. FA: One bill that is upsetting to faculty is to stop all salary increases for promotions when there is no contract. President Davenport: We agree this would be a bad action and would hurt our ability to attract faculty. Provost Olson: Agreed - this is just a really bad idea.

b. Budget (Steve Smith) (Standing): Steve Smith: There was a budget forum last week. The general news is we are stable and ready to reinvest going forward. There will be an anticipated reduction in state allocation, but we are prepared for that. We have also budgeted for possible salary and benefit increases. The Board of Trustees will review our tuition package - we are proposing a 5% increase. There will also be an increase in student fees that the President will review. Institutional Equipment should be reviewed at Cabinet next week. About \$900,000 has been added back to non-academic base budgets, with the majority going to Enrollment Management.

c. Retroactive Registration (Sandmann for Tomany): Associate Provost Sandmann: We are trying to make sure that our students are registered for when they are actually taking their classes. Failure to do so is against financial aid policy. Another issue we are dealing with is when students take part in an internship; they must be registered in the same term the internship takes place. FA: How will this be enforced? Associate Provost Sandmann: There is a process where students need to fill out a form to retroactively register. I don't know how we will enforce it, other than asking that it is done. FA: When we send students abroad, the academic calendar of other countries are not like ours. There are also often no upper limits to credits. Students overseas would be penalized for taking too many credits. They have to register for some credits now and some later. Associate Provost Sandmann: If they are in violation, they are in violation. We have to follow the rules we are given by financial aid. Provost Olson: We had a finding against us a few years ago and it was in the hundreds of thousands of dollars in fines. FA: For most of our regular classes, this isn't a problem. When we deal with internships, is there some allowance for internships that require them to be registered in the following fall? Associate Provost Sandmann: I am not a financial aid specialist, but my guess is the answer is "no". But, perhaps we can explore this. FA: So if we have a six-credit internship, if we ask them to register for one credit in the summer and five in the fall? Associate Provost Sandmann: This is another question for the Financial Aid Office. FA: If you take an incomplete, you do the work in a semester you aren't paying for the course. A one-policy-fits-all solution doesn't really work. Associate Provost Sandmann: The Feds know how incompletes are handled. FA: This problem happens in Theater as well. Students don't know if they will get a part, but they need to take course credits for the work. They usually find out they have the part too late to register for the credits in that same semester. FA: I can't believe we are the only university that is having this problem. Is there another forum where we could talk to sister schools? Provost Olson: If our system could influence federal policy, it would be interesting. I'll bring this to the MnSCU financial aid person.

d. Online Differential Model (Copper-Glenz) (Time Certain - 1:20 p.m.): There is a new proposed model for online differential distribution. Currently it is 50-50 Extended Learning and Colleges, based on credit hours and programs. The new model is 75-25 Colleges and Extended Learning, based on credit hour production. This will get more money to the colleges and departments. FA: How will this affect Extended Learning's ability to fund its programs? Dean Copper-Glenz: We will still be able to provide services without duplication of services. President Davenport: We have been trying to find an incentive model for programs - this is a good model. FA: The faculty of Extended Learning Sub Meet support this proposal. FA President Grabowska: A couple of positions listed here - instructional designer and one other. Can we invest this money in faculty somehow. Dean Copper-Glenz: The bullet

points on the handout are an example. Associate Provost Sandmann: There will be dollars that will be available for salaries and these will be available earlier. FA: Clarification - departments or colleges get the money? Associate Provost Sandmann: Colleges decide how they allocate the funds. FA: Is there a marketing position tied to this? Dean Copper-Glenz: No, that is some one-time funding.

e. General Education Assessment (Lynn Akey) (Time Certain – 1:30 p.m.): A brief report on the work of the Ad Hoc General Education Assessment Committee: The committee was asked to look at the process and practice of general education assessment. The original model was developed in 2001-2002, and is overdue for a review. What is presented here is draft version 5 which has been reviewed by General Education and Assessment and Evaluation and they asked that this go to FA Meet and Confer. Changes - a process that moves from GECCIG to shared process of departments and the GECCIG's. So this is presented for feedback. FA: This is still a draft, and work still needs to be done, so I hope this is just a "here is where we are report," and this is sent back to the ad hoc working group.

f. Assessment/Student Learning Effectiveness Coordinator (Kirsti Cole) (Time Certain 1:40 p.m.): Kirsti Cole: This position has been discussed by Assessment and Evaluation for some time, and is part of a plan for other assessment functions. The faculty all support moving forward with this position, and have one person available to help all faculty across the university. FA: Where will this go? Kirsti Cole: Possibly IRPA or CFD. FA: The position would be integrated with faculty work, but will also be very tied to HLC processes. Kirsti Cole: The ideal model would also have people in each of the colleges. FA: Where this person goes will shape what this person does. FA: This is also something that we have talked about in Gen E - we need someone to coordinate the work of GE assessment as well. FA President Grabowska: When will this start? Kirsti Cole: It is hoped that this will start as soon as feasible. FA President Grabowska: Where are we in this process with the administration? Provost Olson: It will probably be part of the staffing request. FA President Grabowska: Would this compete with other staffing requests? Provost Olson: In a sense, sure - there is only limited funding. FA: We need to keep HLC in mind as this will be an ongoing process.

g. IT Inventory (Mary Jane Fitcher & Ed Clark) (Time Certain 1:50 p.m.): CIO Clark: We are looking to implement a new model for tracking inventory. We have historically had trouble with this issue, so we are working on this process. Steve Smith: We were just audited yesterday by the system. The auditor selected 26 from over 6000 items, and we found 25 of them - much better result. Mary Jane Fitcher: The new process is designed to help us keep track of all the computers we have - we will ask people to use the form on the IT website, and we will need to try better to follow University policy and scrub all computers before they are transferred, even within departments. With this added to the Computer Store functions, all new computers will be tagged and set up, and when you get the new computer, you will be asked about what you are doing with the old computer. IT will hold it to make sure you have access to files, then will scrub and either send it back to department (if that is wanted) or sent to surplus. President Davenport: This is something we have been working hard on, and we have been dinged on this routinely. FA: At our department, we just deal with the college - will this process change? Mary Jane Fitcher: You can still set this up to go by college. It would be nice to have one person in each department who could track this, but we don't have that in all programs now. FA: A couple of concerns - how do we handle this when we use the old computers for parts? Mary Jane Fitcher: We can still track this. FA: How about items not assigned to one person? Mary Jane Fitcher: There will be one person still assigned to the equipment. Steve Smith: If it is shared, you need to note this. FA: Third issue - what about moving computers without getting them scrubbed? Mary Jane Fitcher: There will be exceptions. FA: Where are these forms? Mary Jane Fitcher: They are online or they will be handed to you when you get a new computer. FA: If assigned to individual names, can

this be updated annually? Mary Jane Fitcher: We are still working on this, so we are trying to set this up. Steve Smith: Board policy requires annual inventory of all items over \$10,000; under \$10,000, every three years. CIO Clark: On the scrubbing - this is MnSCU policy, so it would be needed. But we also need to identify lab machines as ones that would not need to be scrubbed. FA President Grabowska: Discrete rooms could also be assigned as labs.

g. Student Success Showcase Feedback (Scott Olson): We had over 150 people take part. The handout shows some of the work that was done at the Showcase. Is this a concept worth repeating? FA: Not just faculty, but other units as well, and that is important in that other groups then know what is going on. The focus here on the students was really nice.

h. Electronic Waiting List for Registration (FA): FA: The issue is about a flaw in the electronic waiting list - once the course is filled, anyone can get on the waitlist, even if the student's registration window was not open. Complained to the Registrar, and the Registrar said there was nothing they could do about it. CIO Clark: We will take this back to the System IT people.

i. .5 Reassigned IFO Writing Director Position (FA): FA: A recommendation from the SWTF for a .5 reassigned position to oversee writing intensive professional development and a writing across the curriculum program. Someone will also need to oversee the assessment. This would be a position that would be housed in the CFD. FA: this would be a central point for support and assessment and professional development. FA: this is important that this be a central person with a title to publicize and center. Provost Olson: Was there discussion about this as a 1.0 as compared to a .5 position? FA: We talked about this but did not see it as necessarily a 1.0. A key component is that this be a person who is able to work across disciplines. FA: The recommendation was discussed at the time when we were still dealing with the loss of 80 faculty. FA President Grabowska: So we do want to advocate this as a 1.0 since the rules of the game are less than 1.0 replacement is adjunct dollars. FA: For me the concern about half time is that the person is really split in what they are trying to do. If this is important, then we need to make a commitment. Provost Olson: I am hearing no opposition to a 1.0. FA: But if the choice is between a 1.0 writing director or a new faculty member, the choice in my department would be unanimous - one new faculty. FA: This needs to be an ongoing position so that students can learn how to write in their discipline - this is really a program requirement, not just a graduation requirement.

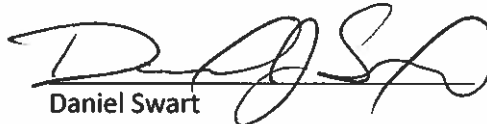
j. CDS Support (FA): FA: The three curricular chairs met with Vice President/CIO Clark and FA Vice President Visser about needing more support for CDS. This past year there have been too many potholes. We need some system changes over the summer, as the system needs to be upgraded. We also need more support in IT and Academic Affairs. We also want this to be seen as a real priority for IT. We are also looking for some faculty duty days to help with the reworking of the system. CIO Clark: As far as prioritizing CDS, with the production team we have (which gets smaller as we speak, it seems), we need to start reworking the whole system. But we do have a limited pool of people, so we need to be able to prioritize. And when we do, that means other projects get bumped. We need a better way to prioritize the projects. FA: We found that proposals that we made last year seemed to have been lost. Provost Olson: If you have a real concrete proposal for duty days and who these are for, please submit this ASAP. FA: The CDS work group has not really met on a regular basis, but we need to look at the big picture items about what CDS is for and what we can do.

Meeting adjourned at 5:00 p.m.

FA/AD Meet & Confer scheduled meetings for fall 2012 are to be set
(FA Chair/AD Agenda)

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Warren Sandmann
Reviewer for Management

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Daniel Swart
Reviewer for Faculty