

Faculty Association Meet and Confer

**Thursday, September 4, 2014**

**3:00-5:00 p.m.**

**CSU 245**

**Administration Agenda/Faculty Chair**

**Notes**

**Present: Faculty:** Mary Visser, convener, Scott Page, Gregg Marg, Roger Severns, Kellian Clink, recorder, Jessica Schomberg, Teri Wallace, Barbara Carson, Georgia Holmes, Donna Brauer, Bobby Bothmann, Paul Hustoles, Kelly Krumwiede, Steven Gilbert, John Thoemke, Luis Posas, Anne Dahlman, Jackie Lewis

**Administration:** Richard Davenport, Marilyn Wells, David Jones, Ed Clark, Henry Morris, Kim Greer, DeeAnn Snaza, Rick Straka, Sandra King, Kris Retherford, Dean representative, Bonnie Windschittl, recorder

**Guests:** Lynn Akey, R. Kent Clark, Ginger Zierdt

Meeting called to order at by FA President Visser at 3:05 p.m.

**1. Reports:**

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

**b. Review of Notes:** We are working on getting notes out more quickly.

**c. MSU Provost and Senior Vice President for Academic Affairs [Marilyn**

**Wells]:** I hope everyone had a wonderful and rejuvenating summer. Thank you for a great start to the academic year. As an update on Charting the Future Task Forces, some met this summer. Thank you, also, for jointly hosting the Orientation for our Sub Meet and Confer Co-Chairs, both faculty and administration. The group found the meeting helpful, and is interested in meeting again during spring semester, and perhaps annually. We are looking at setting up a Meet and Confer Website where all of the agendas, notes, and other materials can be placed. Work continues around achieving compliance with the federal regulation regarding financial aid. We will be working together on our processes for credit for prior learning. We will begin our administrative searches, earlier rather than later – the priority will be searching those positions with an interim in the second year first, then moving to those positions with an interim in the first year. We also will be working on the enforcement of the Smoking Policy – the status quo is not acceptable. We look forward to Constitution Day activities on September 17th. I just received a report from Interim Dean Stoyhoff of 1,024 international students enrolled, which is up 10%--we may be number one in the System. The Office of the Provost is working on a website and blog as we look for more opportunities for open conversations. An upcoming topic for consultation will be how we move toward with compliance with requirements of the SaVE Act, specifically, programing for students and employees and what might it look like? FA Member: Does the planning need to be done by spring? Provost Wells: Linda Hanson and DeeAnn Snaza will need to implement in the fall and train all new employees by spring; new students by the beginning of spring semester. The training will need to be done each semester. A D2L module, recently developed, may be the best tool to take care of it and track it. FA

Member: Could written reports be provided prior to Meet and Confer rather than verbal reports?

**d. MSU President's Report [Richard Davenport]:** We are slightly ahead in enrollment. It is a good thing we are on top of enrollment management—retention and graduation. We want to stay the course - we know what our goals are; we just need to implement. Bob Hoffman was appointed to the MnSCU Board of Trustees. He will be advocating for the campus, while working on behalf of every institution in the System. There is an air quality problem in Ford Hall and we are on top of this and have been working on it for the past six months. FA Member: Last year, it was discovered in the recovery system that the clean air and exhaust are interacting. Work is being done to minimize how toxic it could be and make it safe. VP Straka: A lot of work has been done and we continue to do more work. We continue to do what we are doing and may need to go back to the original engineer. We are monitoring and working to make it as safe as we can. Communiques will go out regularly. Chandler Holland is working with an independent engineer, and we can't guarantee that the original architect will be able follow up. FA Member: The original engineer should be aware. President Davenport: With regard to the Ebola epidemic, it is important to conduct a thorough survey of students and staff who have traveled to these areas. So far, we have not found anyone on campus who has traveled to the affected region.

**e. FA President's Report [FA President Mary Visser]:** Thanks to Donna Brauer for her work on the contract. It is difficult to do. It is okay to use your computer to vote. A shout out to Ed Clark and his staff for successful completion of the network conversion over the weekend. No mean feat - thank you for doing a great job. Very pleased with the orientation session for Sub Meet and Confer co-chairs - love the co-hosting. We are pleased at people's commitment to good governance. FA will pay for the next one. Smoking Policy - voting unanimous to enforce the policy. Thanks for the webinar from Rick Straka. FA Hustoles relayed an incident with a student who was smoking. VP Jones: We are here to back up anyone working to enforce the policy. FA President Visser: Credit for Exam Policy – sticking point is how does it get paid for? I would remind everyone about the LGBT Conference on October 24th. We hope it will be an annual event. The Campus Climate workshop [part of a Strategic Priority Funds award] meets September 24<sup>th</sup> – this group will be looking for ways to make our campus more green/energy efficient.

**f. Human Resources Report [DeeAnn Snaza]:** You should have received the vacancies list. If you have not heard, Colleen Isaacs is retiring October 7 after 34 years – we have already started interviewing and cross training. FA Member: A cake for her? Snaza: May not want it. President Davenport: I commend HR for all the hard work they do on retirements and other issues. I have asked DeeAnn to put together a plan to add more staff in HR; we do not want to hold up the hiring process. This is a top priority, and it needs to be addressed early on. FA Member: With a shortage of people with Ph.D.s we need to do whatever we can do to speed up the search process even more. Perhaps a check off instead of paperwork going back and forth to make changes. Provost Wells: How can we enhance the process? There were a number of failed searches last year. The more we can do to recruit the highest caliber person to say

"yes" to us, the better. Snaza: Affirmative Action and HR are discussing re-implementing search training. FA President Visser: Come back by college, department or search—answer questions up front. Share in the responsibility. We all need to work together. Faculty need to do our jobs too. Needing more staff in HR is a persistent problem.

## 2. Discussion Items:

**a. MnSCU/Legislative Relations [Richard Davenport] [Standing]:** It is too early to report on this topic. This is a non-capital year. There will be a report a soon as there is more direction. FA Member: MnSCU discussion internal only. FA Member: In mid-April there was a communication from Vice Chancellor Laura King to send ideas on how the central office should proceed. President Davenport: We have expressed frustration with allocation model. Being the largest university and growing we have asked to revisit the allocation model to make certain it is equitable. FA Member: Is this MnSCU policy or legislative? President Davenport: MnSCU. VP Straka: Clearly some institutions are growing and some are shrinking. There is a \$3 million dollar swing in the buy down. President Davenport: Two-year schools are really down; we must be careful - so long as we are continuing to enhance enrollment and graduation rates, we are in the driver's seat in respect to tuition dollars. There is a continuing pattern of mixed feelings about the allocation model. Try and keep tuition level low. FA Member: MnSCU Sub Committee on Graduate Education will identify priorities.

**b. Budget [Steve Smith] [Standing]:** Rick for Steve: We seem to be very level to where we were a year ago, we'll see if that plays out at 10 day. We haven't calculated out all the possible bargaining scenarios, need to cost that out. This year, we don't have to do any mid-year adjustment. We may need to make some going into 2016. Will flesh out in the next month. Focus on retention. That's important. One of our faculty members was critical in getting some \$\$\$ from the legislature. FA Member: We're a union of all campus, some are more focused on grad education, but not everyone is. FA Member: The IFO and ADMIN at 4 year schools...one of the places we're all right. If they start tinkering with it to shift to 2 year schools to help them out, I don't think that's anything the 4 year school people would oppose that part. Davenport: We have to be careful not to scream too loudly. The allocation model helps us some, hurts us some. So long as we're enhancing enrollment and retention. I have mixed feelings about the allocation model. We lost \$600,000 but collect about \$15 million in tuition, so there are different ways of looking at it. KEEP tuition at the level. It's keeping 90% of the money at the institution that earns it.

**c. Institutional Workplan 2014-2015 [Richard Davenport, Marilyn Wells]:** The institution workplan is submitted to the Chancellor every year – that has not changed. We have 26 performance measures, of which we get evaluated on 22 of those goals, with an opportunity for a lot of input. Matrix is the same for all colleges and universities. Chancellor's idea is to leave us alone to do what we need to do. Provost Wells: Strategic directions and performance measures stay the same. We have developed a work plan for achieving the goals. Twenty-two performance measures – on some we are exceeding, some we are meeting, and some we are not yet meeting. We have so

many success stories. People want to succeed – it helps if everyone knows what our institutional goals are for the year. During the year, the President works with each VP – we want to capture the things you do that contribute - hopefully collecting this information throughout the year, makes drafting the final report easier for next year. The President can include additional information about what we have accomplished. We don't tell all of the good stuff. President Davenport: We know what we are going to do. Lynn Akey is on top of this. MSU is the leader. Akey: The document is aligned to maintain that we can do what we want to do but yet contribute. FA Member: Doctoral programs –I do not see graduate education on this document. Graduate education does not appear to be a top priority. We have plenty of graduate programs. Do we have any plans for the future? Provost Wells: We have to look/plan for the future. What are our program ideas for the future and develop the needed support. Graduate education still remains a strategic direction for MSU. Which departments are interested—opportunity to explore development. Need to take care of the present graduate education. What do you need in the way of support? HLC requires us to link budget resources to the plan. FA Member: Make sure it is in the plan. FA Member: Continually talk about it but nothing changes - culture in how faculty are perceived. Provost Wells: Appreciate comments - one of our goals is to think and act like a doctoral program. We want to explore and identify viable areas. FA Member: Page 8 actions to be taken do not include building better sense of advising not done by faculty—not trained on advising. We do not list everything we are planning to do on this document. Provost Wells: We are evaluated on whether we achieve the target, not how we did so. FA Member: Listed by division. Where would I find the work of faculty research—part of Academic Affairs division. What does that mean? Provost Wells: This is not everything we do. FA Member: Retention of students - national reports primary driver is full-time faculty.

**d. Law Enforcement Proposal for City of Mankato [Richard Davenport, David Jones]:** City proposes to provide us, at no cost, an officer who would work with our Security as a presence on campus. We are not paying anything nor would I advocate for that. St. Cloud added law enforcement officers a year ago. Good idea—probably. We have not committed to a partnership with the City until we have talked with on campus constituents. At the next Meet and Confer, we will revisit the topic. Crime level in Southern MN is up and our students are possible targets for drug cartels. It is time to take a look at this. VP Jones: Having an officer on second shift as someone who would be more accessible. In Residential Life we call Mankato Public Safety and may get a different officer each time – this would provide more consistency for our students. Initial reactions should be directed to the President. FA Member: Where did this originate? VP Jones: City. FA Member: Need to be sensitive to class issues. Taking resources from the City. FA Member: Is the City Council on board: VP Jones: Mixed – some on the council think they should not be paying for it. FA Carson: Historically in schools – then they wind up paying for it. Has the crime rate gone up? VP Jones: We continue to see challenges. We are consistent with national norms. FA Member: gang signs around town have increased - not all on campus. FA Member: Devil is in the details. Exec Committee talked about safety issues - think there are some issues we need to talk about. Who is supposed to do what? How do you make them work together

smoothly? Would want to know a lot more about the details. How common is it to have an armed person? How do you make those two systems work together? Who has primary responsibility? Snaza: Intent is that our process stays the same. This person may be more accessible than in the past. FA Member: Be careful of language used. Is it common for campuses of our size to have armed officers? VP Jones: More unusual to not have peace officers. Nationally it would not be. Dean Morris: Be careful of coded language. FA Member: If the concerns of Res Life is having the same person, can we have a liaison person instead? Who are we being saved from? Direct further comments to Vice President Jones.

**e. Graduate Commencement [Kent Clark]:** Having just concluded my first year I was amazed at Bresnan Arena bordering on being packed to the gills at the three commencements. In the follow up discussion with the sub group of Cabinet focused on how to enhance and improve graduation for students and faculty. Capture best practices. Explore having a separate Graduate College Commencement. Small, more intimate - a tighter bonding experience for the students, faculty and parents. What would be the challenges? We are in the investigation stage - advise on what you think about this idea. FA President Visser: Addressed to faculty? President Davenport: We are seeking your input on how we can create a more exciting graduation experience - lead to brainstorming. FA Member: Absolutely should have a separate graduate commencement. Helpful for campus...include it on the web page about Graduate Commencement so students can find it rather than embedded into a college website. VP Clark: There are some challenges. Bring to Exec Committee—think about a larger impact. Even take all the way down to the department level. There are contract issues. FA Member: Have we asked students? Provost Wells: MSSA expressed interest. FA Member: Past students - what they would have wanted. President Davenport: There has been no decision yet to change the commencement format.

**f. Credit for Prior Learning Policy [Ginger Zierdt-4:30 p.m.]:** Students found the new form related to this policy [approved last year] on the first day of school. The details need to be worked out. Departments need to work on helping create the "roster of eligible courses", if there are any in their program[s]. Provost Wells: While we had a practice before, we did not have an official policy. FA Member: MnSCU Board policy should govern what we do. Faculty are responsible for curriculum. Provost Wells: Policy went through process last year and faculty could have made comments. The Policy Committee does certainly respect MnSCU - make sure this is an enhancement of an existing procedure. FA Member: MnSCU policy was not approved until May. FA Member: We cannot wait for MnSCU policy. Provost Wells: Provide implementation guidance to Ginger Zierdt.

**g. Future Maverick Program [David Jones]:** For Transfer students, we [MSU and Riverland Community College] recognized some opportunities. If an Iowa kid goes to Riverland, they get in-state tuition. Meet our transfer standard, and come back to us. This is a recruiting opportunity for us as well. President Davenport: Public relations to pull in Iowa students. FA Member: Iowa not MN? FA Member: Riverland is the #3 feeder school. VP Jones: SCC or NCC complete and come on back. Here is what has to happen if you want to be successful. FA Member: Admitted from Riverland. FA

Member: [Unclear] Provost Wells: Extended Education is working in tandem with VP Jones. FA Member: In the future avoiding completion of an Associates degree is really a bad idea. Please send comments to David Jones. FA Clink: Retention not mentioned - regularly talking to each other to recruiting instead of retention. Give them the stuff they need to succeed. Dean Morris: Improve diversity - SCC working with recruitment and retention.

**3. Information Items:**

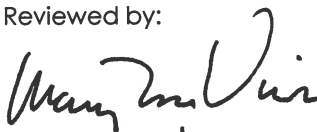
- a. Update on Academic Mapping [Marilyn Wells, Ginger Zierdt]:** Handout. Update: Goal to have plan to complete in four years. Sixty-three departments have completed maps for Q&A. Forty-three are in process.
- b. Update on Integrated Academic Planning [Marilyn Wells, Lynn Akey]:** Task forces met - open session for campus input. Two sessions to bring up to speed. Positive feedback. Two sessions have been added.
- c. Debrief on Emergency "Network Core" Upgrades [Ed Clark]:** Opportunities - 90 % utilization—needed to be done. Actual downtime was 15 minutes. State of MN upgrade scheduled last year - still waiting for them. We have a contract with Enventis to upgrade phone software.

Meeting adjourned at 5:00 p.m.


**FAAD Meet and Confer Dates**

- Thursday, September 4, 2014, 3:00-5:00 p.m., CSU 245 (FA chair/AD agenda)  
Dean representative: Kris Retherford
- Thursday, October 2, 2014, 3:00-5:00 p.m., CSU 245 (FA agenda/AD chair)  
Dean representative: Scott Fee
- Thursday, November 13, 2014, 3:00-5:00 p.m., CSU 245 (FA chair/AD agenda)  
Dean representative: Joan Roca
- Thursday, December 11, 2014, 3:00-5:00 p.m., CSU 245 (FA agenda/AD chair)  
Dean representative: Stephen Stoyhoff
- Thursday, January 15, 2015, 3:00-5:00 p.m., CSU 245 (FA chair/AD agenda)  
Dean representative: Brenda Flannery
- Thursday, February 19, 2015, 3:00-5:00 p.m., CSU 245 (FA agenda/AD chair)  
Dean representative: Jean Haar
- Thursday, March 19, 2015, 3:00-5:00 p.m. – CSU 245 (FA chair/AD agenda)  
Dean representative: Kimberly Contag
- Thursday, April 16, 2015, 3:00-5:00 p.m., CSU 245 (FA agenda/AD chair)  
Dean representative: Brian Martensen
- Thursday, May 7, 2015, 3:00-5:00 p.m., CSU 245 (FA chair/AD agenda)  
Dean representative: Maria Bevacqua

Reviewed by:

  
10/1/14

Reviewed by:

  
09.30.14