FACULTY ASSOCIATION MEET AND CONFER

Thursday, November 15, 2007
3:00-5:00 p.m.
CSU 203
Faculty Chair

NOTES

Attendance:
Faculty: Don Larsson, chair, Jim Grabowska, Paul Hustoles, Mary Visser, Patricia Young, Dick Swanson, Paul Mackie, Glen Peterson, Theresa Salerno, Daardi Sizemore, Gregg Marg, Jerry Schneck
Management: Richard Davenport, Scott Olson, Lori Lamb, Marilyn Delmont, Rick Straka, Patricia Swatfager-Haney, Avra Johnson, John Winkworth, recorder
Guests: Michael Fagin, Jackie Lewis, Ron Nickerson, Malcolm O’Sullivan, Susan Taylor

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

1. Information Items

   a. Reorder/Additions—None.

   b. FA President’s Report—FA President Larsson: 1. IFO/MnSCU Negotiations: Negotiations continue with progress being made. 2. Senate Budget Committee: The Minnesota Senate Budget Committee is on campus today. Clark Johnson is representing the FA at this hearing. 3. Meeting with Other Campus Bargaining Heads: We continue to meet with other bargaining unit heads to discuss issues of mutual concern. We are meeting regularly with the MSSA student leadership. Advising remains a major concern with the biggest need being the undecided students. 4. Textbook Issues: We have begun reviewing the textbook policies. I participated in my first virtual meeting coordinated by the Office of the Chancellor on text book pricing including price containment. Proposals will be invited for some $500,000 made available for pilot projects.

   c. MSU President’s Report—President Davenport: I wish to announce that the Interim Vice President for Advancement will be Michael Miller, current Dean of the College of Education. The search committee for the permanent position is being headed by David Andreas of the MSU Foundation and Vice President Robert Hoffman. On the subject of enrollment management, I believe we need to grow our campus although it will take time. The most important thing is to work with our current students. The transfer students (40% of our students) are an important focus of our enrollment management efforts. We have begun our tours of community colleges. We’re on the same page with the FA on these issues. Technology seems to be a major, major issue. The money is being used wisely. A significant amount of the funds are going toward IT projects on campuses. Tuition is an important issue. The Campus Master Plan will not be moved without the input of the FA. The $1.1 million dollar diversity grant proposal has been delivered to the Office of the Chancellor in St. Paul.

   d. Provost/VPAA’s Report—Provost Olson: At the last Chairs’ get-together we discussed the idea of approving positions pending final budgetary approval. The Deans discussed this issue in some depth and agreed we need to emphasize and improve what we do at present. This topic will be talked about at the Chairs’ Workshop. Having received no comments
on the proposed Strategic Planning Report Card, we assume it is acceptable in its present form. Our next step will be to start fleshing out the details. As President Davenport mentioned earlier, we have a temporary vacancy in the position of Acting Dean of the College of Education. A general call has gone out and next week I plan to talk with all interested parties. Following that I will discuss the subject with FA President Larsson. The Great Place to Work charge is ready and is about to go out to the whole group. The official opening of the International Center is later today.

e. Human Resources Topics—HR Director Lamb: Two handouts—classified and unclassified position opening lists. FA President Larsson: Please let us know what we can do to help in improving the search process. Director Lamb: At our last training session we had over seventy individuals in attendance. Provost Olson: We were quite successful last year in our hires, including the hiring of women and individuals of color. Director Lamb: Lorraine Knutson in our office has been most helpful in pulling together data to help us understand the process. FA President Larsson: We are a competitive institution.

2. Action Items

a. Policy Review—Malcolm O’Sullivan: We have a summary of the policies for your review. Two additional policy drafts will be ready shortly: Math Placement and Campus Information Technology Privacy. FA President Larsson: Is this Math Placement policy being sent out by the MnSCU Committee? O’Sullivan: No, this is coming from Professor Ernie Boyd in the Math Department and Assistant Vice President Brenda Flannery. FA President Larsson: What is the next step because we are pressed for time? O’Sullivan: The formal review of these policies will begin in early February. FA President Larsson: That should work. We’ll put out a reminder to faculty to comment during the informal period. Do you wish to speak of the elimination of policies? O’Sullivan: We are working to consolidate, get rid of duplication, and the like. The policy summary included the following draft policies:

1.) Policies for Informal Review:
   a.) Transfer of Technical Credits
   b.) Resolution of Student Concerns (new name recommended: Student Complaint and Grievance Process)
   c.) Weather and Emergency University Closure
   d.) Student Athlete Drug and Alcohol Education and Testing
   e.) Grading
   f.) Priority Registration
   g.) Make-up Work and Missed Classes
   h.) Smoking and Tobacco Use or Sale Prohibited

2.) Policy For Elimination:
   a.) Verification of Enrollment for Students with Disabilities

3.) Policy for Expedited Review:
   a.) Undergraduate Extended Learning Student Admission to the University Policies may be accessed at http://www.mnsu.edu/acadaf/policies/
3. Discussion Items

a. MnSCU/Legislative Relations—President Davenport: The most important discussions deal with the subjects of bonding and tuition. A major budgetary issue is: “How are we going to manage adequately w/severe restrictions placed on raising tuition?” On the subject of bonding, MnSCU has included land acquisition as a new funding request category. Vice President Straka: We’re looking at the idea of establishing a land acquisition pool of resources. FA President Larsson: There continues to be a concern about the ways in which the money is distributed in the technology area. We have discovered at least five MnSCU committees have the word “technology” in them. Maybe there are some ways to achieve some efficiencies.

b. Budget—Vice President Straka: The budget atmosphere is a little bit of hurry up and wait. Uncertainty still exists. Labor settlements could affect budget plans. For this past year we had a good result with no management findings, which is a good thing. We ended up with a 6.4% unrestricted reserve. The financial ratios are positive. FA President Larsson: Do you have plans should some of these possible issues become real? Vice President Straka: We have started to consider various budget scenarios with the Budget Sub Meet and Confer. We have scheduled a joint Budget-Planning meeting.

c. Enrollment Management—FA President Larsson: We have identified FA representatives for all but three of the sub-groups. Provost Olson: If we can get those names fairly quickly, we will have the enrollment targets for FA review at the December Meet & Confer. We are about one month ahead of last year. We anticipate having both short term and long term targets.

d. New Diversity Graduation Requirement—Ron Nickerson, Chair of General Education Sub Meet: Kellian Clink and I co-chaired a group to develop a new, outcome-based diversity graduation requirement. We are proposing a six-credit graduation requirement for students to experience diversity. Students will be required to take six credits, purple and gold courses. Current diversity-designated courses would not be grandfathered in; courses would need to be submitted anew. This would begin in the 2009-10 academic year. Study abroad courses will be included as long as they have an academic focus. We do not wish to include “tours.” A second request is to put some faculty development money into ways to develop these courses. We are proposing an approach similar to that used by Valley Writing. Provost Olson: Procedurally, where does this sit? FA Larsson: The FA officially supports this proposal. Next we will need to work out the logistics.

e. IT Budget Request—FA President Larsson: How are we planning to use our $497,000 for this year? Vice President Delmont: We have received verbal approval from the Office of the Chancellor for our proposal. As to the positions, we prefer they be placed outside of IT. We are talking with Provost Olson on appropriate placements within Academic Affairs.

f. Bullying Survey Update—Susan Taylor, co-chair of Workplace Bullying Survey Steering Committee: People are afraid of being identified. In our initial planning we were quite concerned about this issue and we believe that sufficient safeguards have been taken. We also hear that some individuals have a fear of retaliation. President Davenport is strongly in support of this project and will not tolerate retaliation. A third concern is that nothing will happen with these results. The consultants will continue with this process. This is a public issue and people know about this process. Our current response rate is 18.3%; 20% is judged to be a good response rate with surveys like this one. FA President Larsson: The email reminder did not have
the term “bullying” in it. That might be a good idea given that is how we have been referring to this project. Taylor: The consultants have not seen suspicious results, for example, multiple submissions from one individual.

g. Program Review and Assessment Update—Jackie Lewis, Sub-Meet Chair:
Assistant Vice President Avra Johnson and I have talked about this committee being expanding from a sub-meet and confer to a campus-wide committee similar to the Budget and Planning Committees. This proposal will be reviewed by the Faculty Executive Committee.

h. Mini-Retreats on Specific Topics—FA President Larsson: President Davenport, we wonder if you have some ideas about specific topics that could serve as the focus of some mini-retreats. President Davenport: I have some ideas but I would like to see some ideas come from the faculty. Provost Olson: I can think of any number of great topics: Campus Master Planning, Faculty Load, Critical Thinking, etc. FA President Larsson: With the number of meetings already on the schedule, it is not something we need to rush into.

i. Timely Notice for Faculty Participation—FA President Larsson: This is a reminder to provide reasonable timelines when you want us to identify representatives of the FA for various campus groups; in other words, “The sooner the better.” For example, the call for faculty participants in summer orientation is often not done in a timely way. President Davenport: We welcome faculty participation in events like this. I would love to see an increase in faculty participation in the college fairs.

j. COOP—FA President Larsson: COOP stands for the Continuity of Operations Procedure. It is planning for what happens after a classroom building is burned down, or if your office becomes inaccessible. Is there an update of our campus activity? O’Sullivan: Our campus Academic Affairs group has met twice so far this semester. There are representatives from each college who have been invited to attend. The target date for completion is early January. Additional representatives from the FA are welcome. Current representatives include faculty, excluded managers and MSUAASF. The college reps are contacting department chairs for further information.

Meeting adjourned at 4:52 p.m.

John M. Winkworth
Reviewer for Management

Paul J. Hustoles
Reviewer for Faculty

Fall Semester Meet and Confer Schedule:
Thursday, December 6, 3:00-5:00 p.m., CSU 203 (AD Chair/FA Agenda)

Spring Semester Meet and Confer Schedule:
Thursday, January 31, 3:00-5:00 p.m., CSU 204 (FA Chair/AD Agenda)
Thursday, February 28, 3:00-5:00 p.m., CSU 204 (AD Chair/FA Agenda)
Thursday, March 20, 3:00-5:00 p.m., CSU 204 (FA Chair/AD Agenda)
Thursday, April 10, 3:00-5:00 p.m., CSU 204 (AD Chair/FA Agenda)
Thursday, May 1, 3:00-5:00 p.m., CSU 204 (FA Chair/AD Agenda)