

October 5, 2006
MSUM Faculty Association and Administration
Meet-and-Confer Session

Present:

Administration (ADM): Roland Barden, Ed Choate, David Crockett, Kathleen Enz Finken, Brittney Goodman, Ron Jeppson, Bette Midgarden, Warren Wiese

Faculty Association (FA) Executive Council: Ellen Brisch, Don Clark, Linda Fuselier, Ted Gracyk, Shelton Gunaratne, Dawn Hammerschmidt, Margaret Klindworth, Michelle Malott, Mike McCord, Cindy Phillips, Mike Ruth, Wade Swenson

Visitors: Matt Craig, Ellen Hill, Joy Nesemeier

Changes or Additions to the Agenda: Phillips requested that the September 19, 2006 APAC minutes be added to the agenda and discussion on the Proposal for Creation of New Science Center Committees, Agenda Item 5 B, take place at 3:50 p.m. to accommodate Matt Craig who would be present to answer questions.

Agreement on Notes: The following changes were requested by the FA:

- March 30, 2006 – Replace Chang-Seong Hong with Mike McCord on the Liberal Studies Assessment Committee.
- May 11, 2006 – Under Summer School discussion delete “this summer” from the first sentence and delete the entire second sentence in the paragraph.
- August 31, 2006 – FA approved.
- September 7, 2006 – Under IPESL discussion delete “former” from Item 2 in the numbered list.

Information Sharing – Updates

Faculty Association:

- Phillips introduced Joy Nesemeier who will provide secretarial help to the FA 12 hours per week. Nesemeier will be housed in LI 408.
- Phillips announced that Michelle Malott was appointed to the MnSCU Biosciences Education and Research Workgroup.
- Phillips voiced appreciation for the opportunity to join President Barden and Senator Keith Langseth at a lunch meeting.

Administration:

VP Crockett –

- The remodeling projects are on scheduled. Hagen Hall, including the roof work, should be completed by Thanksgiving break and it is expected MacLean Hall can be completed by mid-August 2007. MA 169, the statistics lab, still needs to be moved and options are being reviewed.
- Barden added that the Library roofing project is complete and the landscaping has been replaced.

- Goodman added that a shattered entry door window at the Library was replaced yesterday.

VP Wiese –

- Family Day and Homecoming were successful.
- The consultant hired to work with the Student Union staff on a strategic plan for the next 10-15 years was on campus the past two days meeting with the staff, focus groups and other constituencies on the future renovations.
- Admissions applications are up about 10 percent over the same period as last year, roughly 100 students. October, November and December are significant months for recruitment. The Twin Cities College Fair is October 25, 2006 and a number of faculty will be participating.
- The consultant hired to assist with the Athletic Director search was here last week. The FA appointments to the search committee have been received and the search will begin in earnest in early November.
- The Financial Aid Office has awarded 108 academic competitive grants ranging from \$750 to \$1,300 and 39 SMART Grants in the amount of \$4,000 each. SMART (Science and Mathematics Access to Retain Talent) Grants are available to full-time junior and senior students who are Pell Grants recipients, attended a high school with rigorous coursework, and are majoring in one of the designated areas. This is the first time MSUM has awarded SMART Grants. Barden cautioned that the possibility exists for the amounts to be smaller based on the final number of eligible students nationwide.
- The Student Technology Fee Committee is scheduled to meet on Monday, October 9, 2006 at 4:00 p.m. Notification will be sent to the campus community regarding requests for recycled computer equipment.

VP Midgarden –

- It is anticipated an electronic copy of the NCA Draft Self-Study Report will be out to bargaining unit executives and others on Monday. The Steering Committee requests feedback on the content of the report, but does not want wordsmithing as it is a draft.
- The Minnesota Online visit to MSUM has been deferred from November 11, 2006 to September 2007 as the Distance Education Committee, which was only recently finalized, would not have time to prepare in the weeks remaining. We are requesting a stipulation for all of our existing degrees, BA and BS up through but not including Specialist, without having any other type of approval.
- Jo Berg is staffing the Liberal Studies Committee and Marla Smith is staffing the University Writing Committee. For 15 out of the last 23 months the Academic Affairs Office has been short a staff person and both Jo and Marla have been taking on the extra work.
- Midgarden announced she is chairing the Minnesota Online visit at Metro State University next week. It is the same type of visit planned for MSUM next fall.
- Jeppson announced a partnership with the University of Minnesota, Concordia College-St. Paul, and Normandale Community College to request a National Science Foundation (NSF) STEM (science, technology, engineering, and math) Educators Grant to develop programs and attract students to those fields. The grant proposal request is for \$6.5 million and MSUM's share is \$1.4 million, most of which would pay for reassigned time for faculty.

President Barden –

- The MnSCU Board of Trustees' biennial budget request is expected to be submitted to the Department of Finance by November 1, 2006 but more likely the middle of November. There will be a special half-day session of the Board at that time to finalize the budget request. It is expected the request will include:
 - Inflation/compensation improvement - the governor is proposing a 3.25-3.5 percent increase to state agencies;
 - Technology component;
 - Package of innovation/excellence projects.

The final budget request is expected to be \$250 million.

- The final draft of Procedure 1B. 1.1 is under review and should be in effect on or about November 1, 2006. The most noticeable language change is in regard to relationships with subordinates.
- MSUM will try to secure funding from a revenue bond sale expected for January 2007 or early spring for the Wellness Center. Fundraising efforts for the Wellness Center are being coordinated to coincide with the bond sale. Vice President Crockett and Vice President Wiese are leading the planning.
- Selected bioscience faculty, Dean Jeppson, and Vice President Midgarden are finalizing details on a joint initiative for junior/senior coursework and degree completion with North Hennepin Community College (NHCC) in Brooklyn Park.

Phillips questioned how the courses would be delivered. Jeppson responded that courses would be taught by NHCC faculty under the supervision of MSUM faculty.

- Enrollment is holding at approximately 7,450 student headcount. Compared to a year ago MSUM is down roughly 3 percent in headcount and about 2.5 percent in terms of student credit hour sales.
- The number of high school graduates in North Dakota peaked in 2003 at approximately 8,300. It has dropped just under 10 percent over the past three years. The average change is a 3-4 percent drop per year. Region 5 (north side of the Twin Cities metro area to just south of St. Cloud) produces as many high school graduates as the State of North Dakota. MSUM's Minnesota students tend to come from rural areas along the west side of the state, the lakes areas, and the North Woods area. and these areas are not projecting an increase in school age students.

Clark asked how much longer MSUM will offer in-state tuition and whether it has been beneficial. Barden responded that MSUM requests the tuition waiver each year and all mention of it as a pilot study has been removed. There has not been a significant increase in number of students or revenue received, but it has brought students from a wider variety of places. Twelve institutions in the system are offering in-state tuition.

Phillips noted that Bemidji State University is experiencing some debt issues and is reducing faculty by targeting departments with early retirement incentives. Phillips asked if that is on the horizon at MSUM. Barden responded that the onsite audit team recently completed their independent audit and the exit interview went well. The final audit report meeting is scheduled for October 17, 2006. MSUM's main dilemma will be to hold its revenue stream, which in a large part is based on holding its student body. We have to

solve the enrollment decline. Demographic forces are powerful for a regional institution such as MSUM.

Phillips stated MSUM is not there yet, but it could happen. Barden affirmed the statement. He added that if you are not interested in state government, get interested, as what happens in the legislature this spring will have a lot of influence on MSUM.

Barden stated for the record that since we started intensive budgeting on the University Planning and Budget Committee (UPBC) MSUM's financial performance has been sound. MSUM has an appropriate reserve and an appropriate operating plan and budget. Basically what we do and how we are staffed is matched in a sound way to our revenue stream and without any major disruption in the revenue stream the university should be fine.

Phillips added that the IFO has a state budget committee whose function is to review the MnSCU budget. The FA has appointed Barb Matthees as MSUM's representative since she is also on the UPBC. Barden added that Matthees was a leader on one of the three budget groups during the final budget process this summer.

Continuing Topics:

- IPESL – Phillips announced the following faculty will be asked to serve on the review committee:
 1. Art and Humanities: Jim Park and Benji Smith.
 2. Social and Natural Sciences: Michelle Malott and Ananda Shastri.
 3. Business and Industry: Peter Geib and Wayne Gudmundson.

These faculty have served on Peer Review Committees within the last three years, but are not currently serving.

4. Education and Human Services, Athletics, and Instructional Resources: Richard Adler and Stacy Voeller.

Phillips noted the Peer Review Committee for Education and Human Services, Athletics, and Instructional Resources has not been adhering to two-year term limits for the members. In fact there are almost no faculty who have served within the past three years that are not currently serving.

Phillips added that those recommended will provide experience and the FA tried to avoid recommending faculty from areas where a significant number of IPESL Grant proposals are expected.

Phillips stated the IPESL memo and form were changed from discussion at Meet & Confer. In particular the fourth area, outreach to the Twin Cities, had disappeared due to MnSCU directive. Also, that MnSCU has indicated they are still developing guidelines and may have procedures ready by the proposal deadline. The third area was transformed and the FA requested an explanation of the revision. Midgarden reported the most recent draft of Area 3, which is still a work in progress, has three components:

1. Support for faculty to develop writing-intensive courses during the academic year. A pool of money would be available, but is not yet determined whether it is for EDDs, reassigned time or overload.

2. \$20,000 to pay summer salaries for a program to “train the trainer” for individuals who have already participated in the Writing-Across-the-Curriculum summer workshops to provide assistance to the newest round of participants.
3. A portion of Dr. Shaws’ salary may be approved against the grant proposal, which is permissible under IPESL guidelines.

Midgarden added that Shaw is clarifying the specifics based on anticipated MnSCU guidelines. The proposal is for faculty who do not have experience teaching writing-intensive courses to work with her during the academic year to develop courses and to increase the number of faculty in the Writing-Across-the-Curriculum summer workshop. The actual faculty may not be identified by the proposal deadline, but an estimated amount of monetary support would be requested and the project outcomes described.

Phillips noted there might be a precedence set by a grant coming from MSU Mankato that doesn’t identify all the recipients, but does set forth the plan. Also, Lynda Milne has been pre-reviewing proposals and giving tentative approval.

Phillips expressed a concern, which was also conveyed to Dr. Shaw, that the FA would not enter into any type of Memorandum of Agreement (MOA) to provide honorariums. Only reassign time, overload, or EDDs can be used for compensation.

Based on current guidelines, Midgarden stated the individual projects would be listed in one of the three initiative areas so MSUM hopes that only three reports would need to be written. The reports are to be sent to the Center for Teaching and Learning (CTL), the data would be entered and a report generated. Midgarden requested the FA suggest that a report template be created so each campus could input their data.

Phillips questioned why only 3-credits of reassigned time or overload are listed on the form and the IPESL Grants guidelines do not specify a limit. Midgarden indicated that the FA should make whatever changes it felt appropriate to the form adding that currently only EDDs have been requested. Phillips agreed to notify faculty to not be deterred by the 3-credit limit on the form. Phillips also agreed to have Joy Nesemeier notify the faculty recommended for the review committee and to schedule an initial procedural meeting.

- Dragon Core – Phillips announced the only concern she had heard regarding the request to change the name of the Liberal Studies Committee to Dragon Core Committee and the Liberal Studies Assessment Committee to the Dragon Core Assessment Committee was whether the committees should be referred to as Liberal Studies/Dragon Core. It was agreed to change to Dragon Core Committee and Dragon Core Assessment Committee.
- Department Planning and Reporting – Phillips asked if the change in the process for assuring department review and approval requested at the previous Meet & Confer had been made. Midgarden stated the change had been made and is reflected on the online forms. It is also on the agenda for the next chairpersons meeting.
- Pandemic Planning – Ruth noted the comprehensiveness of the document and encouraged everyone to read plan. The following requests/suggestions were made:

1. Acronyms should be defined, as an example EOC.
2. The backup person for those listed as essential should be identified.
3. The chain of command should be specified.
4. A meeting with the primary authors of the plan, Penny Klein and Al Breuer, should be held to discuss issues such as using sick leave if MSUM is shut down or to provide software license for students to work online from home.

Barden noted that in the event of a pandemic it is projected that the internet would be able to run for 12 days and the governor will have a lot of authority to furlough employees during an emergency. He reminded everyone that it is a planning document and is still in draft stage. Midgarden added that another unanswered question is what happens to student financial aid if the campus is shutdown.

Ruth asked if students would be receiving a copy of the document. Barden stated that Vice President Wiese was presenting it at today's Student Senate meeting.

Phillips asked about the status of the Campus Emergency Plan. Barden noted the document has been revised and will be online soon. He displayed his copy of the emergency telephone card that each administrator carries and reviewed the chain of command in case of an emergency. He stated that a desktop simulation of the plan would be tested once the Pandemic Plan has been embedded in the Emergency Plan.

Phillips suggested that open forums be held on both the Pandemic Plan and the Emergency Plan. She further suggested that "Draft" be watermarked on each page of the two documents prior to circulation. Choate reminded everyone the Pandemic Plan was based on the Emergency Plan prior to its revision.

Barden added that an Evacuation Plan has recently been posted in each office area and classroom on campus. The Emergency Plan is an ongoing effort and is refined as each situation arises.

Phillips noted that the FA should ask Russ Stanton about the compensation issue for employees during an emergency as to whether sick leave can be used if MSUM is shut down. Barden noted that if the MSUM is closed for 3-4 weeks there would be tremendous pressure to refund tuition.

McCord asked to go on record that the possibility of these kinds of things happening is scary. It would be nice to come up with some way to insure MSUM's existence if the bird flu does hit.

- Committees – Phillips reported the workgroup to review committees has met once and apologized for forgetting to invite Vice President Wiese. Phillips agreed to request faculty comments on current committee charges and the appointment structure. The workgroup has discussed creation of a webpage to display committee information including minutes and protocol for making changes.

New Topics:

- APAC – The FA waived discussion on the September 5, 2006 minutes. The FA requested clarification on comments made by Vice President Midgarden at the September 19, 2006 APAC meeting regarding Dragon Core Outer Cluster procedures. Midgarden stated what was suggested was a way to more widely inform the campus community that a proposed course was going to be on the APAC agenda and then those interested in seeking additional information contact the department with questions prior to the meeting. Also, if the Dragon Core Committee finds in their review that another department should be involved in the review of the course they will instruct the course developer to contact that department for signature.

Phillips conveyed concern on waiving notification of other departments. While the electronic APAC agenda does provide links to course proposal information only the course title is listed and the title often does not indicate overlap with another department. Midgarden agreed to list course title as well as the description on the agenda.

Gracyk noted that the issue is a shift of responsibility to all faculty to look at the APAC agenda instead of it being the responsibility of the course developer. Midgarden stated the additional procedure was a way to get all faculty members more engaged in the Dragon Core curriculum. Jeppson added that it is an additional safeguard to catch possible overlaps.

Phillips agreed that the current system has not worked 100 percent of the time and it would be important to know who has been consulted. Also that adding the course description to the agenda is a good idea. Phillips requested the additional procedure be approved by APAC before being implemented.

A second concern raised by Phillips was what is meant by an “interdisciplinary” course. Midgarden responded that the interdisciplinary component draws on the student competencies of Dragon Core areas 8, 9, and 10. Students will have completed the Foundation Four and courses in two Middle Cluster competency areas.

Gracyk stated the Dragon Core is competency based not discipline based and using the term interdisciplinary causes confusion. Students having satisfied the multiple outcomes of the Foundation Four and those of two Middle Cluster courses does not mean a student will have interdisciplinary background because the student could have completed two courses in the same discipline. Midgarden said she would appreciate receiving suggested language from Gracyk.

- Proposal for Creation of New Science Center Committees – Phillips reported that a proposal to create two short-term college committees was circulated. One committee would examine Research and Teaching and the other would examine Outreach. The FA expressed concern regarding how the faculty members would be appointed to the two committees. In an effort to expedite appointment Phillips suggested Dean Jeppson forward names of faculty to serve on both committees and departments should be allowed to suggest names via Dean Jeppson for FA review. Since both committees are short-term

they will not be listed on the committee structure. It was suggested if an on-going Regional Science Committee becomes a necessity that it be a formal committee. Fuselier expressed concern on how much, and if at all, the committee charges overlap with the position description of the Regional Science Center Director and how the director would interface with the two committees. Jeppson assured everyone that the director would be involved with the Research and Teaching Committee and possibly with the Outreach Committee. The issue is that a growing number of faculty are interested in using the Regional Science Center and it was determined a larger group should recommend ideas. The committee would make suggestions on how to use the Center more efficiently, how it should be scheduled, and the types of activities to be held.

Craig added that the committee's recommendations would address monetary and personnel resources with regard to reassigned time needed to carry out the needs of faculty and to some extent define what the director would be expected to do in the future.

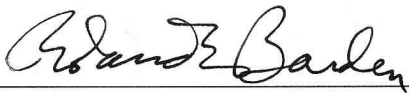
Malott questioned who would receive the recommendations and the procedure that would be used to determine which changes would be adopted. Jeppson stated that the recommendations would be sent to both he and the director. He would also meet with the committees then with the director to discuss the recommendations.

Suggested Topics for Next Meet and Confer:

- Online evaluation;
- Delaware Study form completed by chairpersons;
- Online versus printed class schedule – Phillips requested a recommendation from the Advising Committee prior to discussion;
- Process for determining directors – Barden noted that materials would be provided to the FA prior to discussion;
- Task Force for Student Success Institute – Barden provided the FA with materials.

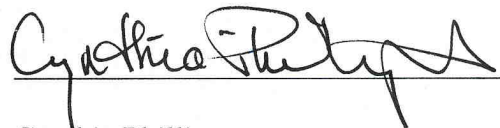
The meeting adjourned at 5:11 p.m.

Marla Smith



Roland E. Barden

Minnesota State University Moorhead President



Cynthia Phillips

MSUM Faculty Association President (IFO)