

**November 2, 2006**  
**MSUM Faculty Association and Administration**  
**Meet-and-Confer Session**

**Present:**

**Administration (ADM):** Roland Barden, Tim Borchers, Bette Midgarden, Michael Parsons, Jean Sando

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

**Visitors:** Les Bakke, Joy Nesemeier, Wil Shynkaruk, Mark Wallert

**Changes or Additions to the Agenda:** There were none.

**Agreement on Minutes:** The October 5, 2006 minutes were deferred until the next meeting.

**Information Sharing – Updates:**

**Faculty Association** – Phillips announced:

- The FA has agreed to appoint Jane Giedt as faculty representative on the MnSCU graduate council.
- MnSCU Course Placement Committee (English, Math, Reading, and ESL) needs representatives – there are three openings at the present time.
- Joann Simser, Interim Director of Research and Planning Leadership, sent out an email clarifying university processes regarding general education courses and the Minnesota Transfer Curriculum.
- Joy (Nesemeier) is still providing clerical support to the FA.

**Administration:**

Barden announced:

- Dr. Crockett has been on leave for several days and is excused from attending Meet & Confer due to working on some projects that were waiting for his return.
- VP Wiese is attending a regional labor relations meeting today. He prepared an update on Student Affairs to distribute. (See attached).
- Thanks were expressed to faculty who attended the National College Fair in the Twin Cities in October. MSUM's table was located just inside the front door next to MnSCU's information table and close to NDSU. Proximity to NDSU is especially helpful for students interested in cooperative degree programs such as engineering, architecture, and pharmacy who also qualify for Minnesota grants. Film studies, art & design, biosciences/sciences, business, and education were among the several programs of most interest to prospective students.

VP Midgarden –

A number of administrators and staff attended the four-day MnSCU Fall Academic/Student Affairs meeting. Each institution was given a week to develop a proposal on how to spend additional funding for the next fiscal year, if requested by the Board of Trustees and if appropriated by the legislature. MSUM's share was approximately \$283,000. MSUM's proposal was to use the funding over four-years (base funding) for access scholarships for freshmen and transfers, and academic apprenticeships, modeled after the Honors Apprentice Scholarships but targeted for underserved students. The proposal addresses the issue that tuition is too high. The proposal will be presented at University Planning and Budgeting Committee next Tuesday and at the Student Senate fall meet and discuss session that afternoon.

Phillips stated that the Inter Faculty Organization (IFO) has filed a strong objection with the Chancellor's office indicating a lack of support for the current budget proposal. The proposal on faculty salary is worded in terms of pay for performance.

President Barden –

- Remodeling in the President's office and the Development office will begin next week and should be completed some time in January. University crews will be handling the work during breaks and between other jobs. The reconfigured space will provide offices for Jean Hollaar, Doug Hamilton, Susanne Williams, Patrick Hundley and his secretary, and Maxine Pianka. A second office staff person, to assist in the president's area due to the workload, is also being added. The remodeling is expected to cost approximately \$120,000.
- Biennial Budget Planning: The first of two presentations from the Office of the Chancellor to the Board of Trustees was not well received. The second presentation is scheduled for November 17, 2006. The budget request includes:
  1. A compensation portion, at 3.25 percent per the governor's recommendation.
  2. A technology component that includes hardware and software to upgrade MnSCU's computer systems.
  3. Support for a system-wide performance goal – recruitment and retention of under represented students in the amount of \$24 million across the biennium.

The Board of Trustees requested details on how each campus planned to address the access and opportunity goal prior to requesting funds from the legislature. That is why last week each campus was assigned a dollar target and asked to prepare a plan. Institutional amounts were a percentage of \$8 million, with \$4 million held in reserve, based on the number of underserved students on each campus.

- STEM initiative funds will be distributed under a central granting process for specific project(s) or Center(s) of Excellence. Phillips requested information on the \$25 million in reallocation for the biennium. Barden stated that MSUM is expected to receive \$280,000 per year with a 1-2 match (1 part MSUM, 2 parts MnSCU). This was the project Dr. Midgarden described earlier to

enhance our ability to recruit and retain underrepresented students. The plan had to address the Chancellor's work plan Goal #1– Increase Access and Opportunity.

- MSUM's first Preview Day for AY 2006-2007 is next week. Admission applications are consistently ahead in comparison to last year.

### **Continuing Topics:**

- IPESL – Phillips stated she was asked by Nancy Black, state IFO president, for the name of MSUM's designated IPESL program coordinator. Midgarden responded that the sheet distributed by MnSCU last week listed President Barden even though she put her own name down as the contact/coordinator.

Phillips reported that the guidelines for IPESL reports have been distributed. Phillips added that Lynda Milne has volunteered to assist campuses to improve projects.

Midgarden added:

- As of last week the only state universities to have submitted prospectuses were MSUM and MSU Mankato.
- Feedback on prospectuses is due by November 15, 2007.
- Jean Hollaar is computing the cost for faculty EDDs for each of the 51 proposals then it will be known whether any adjustments need to be made.
- If the current proposals' total is less than MSUM's allocation a second round of proposals will be called.
- MSUM's prospectus and President's Barden's letter of endorsement are posted on the Academic Affairs website.
- Each institution's intermediate report is due January 15, 2007 and a final report is due next fall.
- MSUM's prospectus was accepted as one project so only one report will be required with a list of each faculty who proposed a new course.
- Data only needs to be reported in the first two sections of the report, if the campus committee determines that should be the extent of the report.

Malott, IPESL Review Committee co-chair, added:

- The committee has recommended an equitable system for EDDs and is awaiting the cost analysis from Hollaar.
- A list of proposal titles under each of the three categories will be posted on the Academic Affairs website once all those whose proposals were not accepted have been notified.

Phillips stated that the process is working well despite last minute changes by the system office. She complimented the review committee for their work and in particular the co-chairs, Mallot and Stacy Voeller.

- Committee Work Group – Phillips reported the work group comprised of Tim Borchers, Carol Sibley, Judy Strong, Warren Wiese and herself, are reviewing committee descriptions. The revised list and structure will be sent out electronically tomorrow and

the work group is scheduled to meet again next Monday. The work group is recommending some systemic changes and also looking at adding some committees. Phillips stated the FA and ADM will either have to agree informally outside of meet & confer or schedule a special one topic session to review the committee lists so notices calling for membership can be sent out. Phillips agreed to follow-up regarding the additional meeting.

- Dragon Core Assessment – Phillips announced that the FA Executive Council agreed to invite the Dragon Core Assessment Committee (DCAC) to a meeting so clear lines of communication are opened. Phillips requested an update on current activities and plans for the future.

Midgarden introduced Jean Sando, Assistant Vice President for Assessment. Sando reported:

- DCAC held an initial meeting last spring and has been meeting weekly this semester.
- Five members attended the Association of American Colleges and Universities (AAC&U) Institute on General Education Assessment during the summer.
- The Dragon Core Assessment Plan is being developed, but is far from complete.
- Pilot assessment of Foundation Four courses is underway:
  - Data from students in Critical and Multicultural Thinking (CMT) courses who participated in the California Critical Thinking Skills Tests and the California Critical Dispositions Inventory is being collected. In addition, faculty are designing an assignment around the student learning outcomes (SLOs) of the CMT course and have been asked to provide the DCAC with a copy. A faculty workgroup has also been proposed to review a sample of the assignments and design a rubric to assess the student learning outcomes of the course.
  - Artifacts from faculty teaching in the other areas are being collected. Again, a faculty workgroup will review a sample of the artifacts and design a rubric around the student learning outcomes.
- DCAC is looking at student learning outcomes for all students as a group and not as individuals. The assessment plan is being designed to answer whether the entire group of students is making progress toward the competencies as a whole.

Sando explained the term “artifact” is being used in a broad definition. It would depend on the course and what each instructor felt was the best opportunity for students to exemplify their abilities to meet the outcomes or competencies. For the fall CMT courses a short paper was requested, but how the assigned paper is designed/structured is completely up to the faculty member. They just need to look at the SLOs for the course. The course has nine SLOs and it will be difficult to design a three page paper around all of them.

Phillips asked if each faculty member would need to provide something for each student or a sampling of students. Sando responded that the DCAC is most interested in collecting data on New Entering Freshmen (NEF). For sections that do not have a lot of

NEFs faculty have offered extra credit to all students who participated. The ideal is to have the artifact collection be a regular part of the course assignments and not above and beyond. Sando added PSEO students are a concern as they cannot participate in assessment data collection.

Gracyk questioned how the DCAC is dealing with faculty members who do not feel the assignment is one they wish to give and grade. Sando responded that it is a pilot study. Feedback has been requested and no one has expressed an objection to participate. In fact, initially many were asking for guidance so the DCAC developed the assignment.

Phillips asked for additional information on who would be evaluating the artifacts. Sando responded the plan is still being designed, but most likely faculty volunteers with expertise in the competency area would receive EDD pay to review artifact samples and grade them using a rubric during the summer. Student identifiers would be removed from the artifact, but the possibility that one of the faculty volunteers would be reviewing the work of one of their students does exist. By using a group of faculty inter-rater reliability is insured. The group reviewing Written Communication would include a faculty member from outside English to provide “up-stream” input, such as a faculty member from education or business. The same would be true for Oral Communication. A faculty member from the Corrick Center and/or other upper-division areas who have a lot of interest in preserving quality in the Foundation Four courses would be included.

Malott requested clarification as to whether the course section number is also disassociated when collecting artifacts from multiple sections of a given course. Sando responded yes, and stated the DCAC is looking at student learning outcomes not faculty teaching input. While it would be impossible to not know what discipline some of the CMT artifacts are from, the review groups would receive strong instruction to not make comparison between sections.

Shynkaruk asked how artifacts in performance courses, such as theatre, music or art, where the products are not necessarily writing based, would be collected. Sando stated that alternate formats such as high resolution photos of art projects could be used. The DCAC has a budget and will be responsible for the cost of acquiring artifacts. As an example, students are currently being hired to videotape student presentations in CMST 100 classes.

Sando stated that the DCAC meets Wednesday mornings at 8:00 a.m. in LI 120D. She encouraged the FA to read the commission report submitted to Secretary of Education Margaret Spelling which is linked on the Dragon Core website on the Assessment Resources page. Phillips agreed to contact the DCAC about scheduling a meeting with the FA Executive Council.

Gracyk noted that it appears assessment is out of line with the Dragon Core Course Proposal Form regarding the question of how the department will provide consistency among sections. If assessment is not tracking individual course sections then uniformity between sections is moot. Phillips added that if the question regarding multiple sections is

seen as how well faculty accomplish it in the same way then it warrants further discussion and clarification.

- Proposed Class Scheduling Template – Phillips noted that besides art & design other departments have voiced concern with the rigidity of the schedule and asked whether there are plans for exemptions. Borchers responded the most current version has provisions for academic deans to make exceptions.

*Academic Deans are responsible for monitoring adherence to these criteria. Requests for exceptions to the schedule will be addressed at the departmental level and forwarded with the department chair's signature to the appropriate dean for final approval.*

Barden added that academic deans will be instructed on the principle of centrality – a concept of analyzing enrollment in courses to see who is served by the course. Exceptions to the standard would be made only if the course serves the major or a particular program and does not affect students with another educational goal. Allowing exceptions for service courses would be a problem.

Clark stated that a major concern for art & design is maximizing space. Classrooms used by the department are used all the time.

Shynkaruk noted the following issues the new schedule would cause within art & design and for its students:

- Most art courses are 4-credit and the proposal lists a number of scheduling directives the department can not meet. Four-credit courses that meet two-days a week cannot be offered on Tuesday/Thursday after 3:20 p.m. On Monday/Wednesday or Monday/Friday or Wednesday/Friday classes cannot be offered after 1:20 p.m. so the capstone seminar and most art history classes that are currently offered in the evenings would not be allowed under the new schedule, and rooms would be empty during these hours.
- The 10-minute time between classes for room rotation would cause problems for art students who might need to continue working on projects into the next class period.
- Students in the BFA program receive input from a majority of faculty during the final year of their program. The new schedule would not allow time for this review of work to be scheduled.
- Faculty might have nine-hour teaching days or teach from 8:30 a.m. to 2:20 p.m. without a lunch break.
- The schedule does not provide sufficient preparation time to set up for courses.

Borchers stated that art & design would be a prime department to request exemptions from the academic dean. Data is also being gathered from the science departments as the proposed schedule may affect labs as well. The task force does not want to be too rigid, but is trying to address issues where students are double-booked between two classes or two labs. Another issue is that right now professors are scheduling courses when they want and not following the current schedule.

Swenson stated the task force has been trying to respond to all concerns and added that the classroom situation is tight. If a class runs over problems are caused.

Barden stated that service courses must be run closely, if not exactly, on the University-wide schedule. Some pedagogical exceptions may be made as long as students are not harmed. Additionally, Student Senate has been hearing that time is not being used well because the overlap of starting times in the current schedule causes students to spend a lot of time waiting between successive classes.

Phillips questioned whether the proposed schedule is an advantage or disadvantage for Tri-College (TCU). Borchers stated that while student response was they would be more likely to take a TCU course the main reason for shifting to the half hour start time was to make an extra slot on the Monday/Wednesday/Friday option.

Brisch noted that NDSU starts on the half hour so students would lose an hour due to travel time. Midgarden responded that NDSU starts on the half hour at their downtown campus and on the hour at the main campus so their students can move between the two campuses.

#### **New Topics:**

- Task Forces – Phillips stated the Strategic Plan for Student Success Task Force was a good idea, but expressed FA concern that it might be useful to have additional faculty named to the task force and having a faculty member as co-chair would make it a better process. The FA would be willing to suggest additional names. Barden agreed to accept timely suggestions and if the FA has suggestions on the charge those be sent as well.

Gracyk asked if FYE was part of the charge. Barden said it is not specifically listed in the charge. Midgarden added that FYE was discussed at the Summer Student Success Institute (SSSI) and if the task force determines changes should be made then a different group would work on those specific revisions.

Phillips stated that the FA held considerable discussion on whether proposed High School Advisory Boards or even a High School Advisory Task Force would be a good idea. The FA was told it was a last minute idea from the SSSI. Phillips asked if there is any objective evidence that such boards are helpful and if not then why are they being explored. Barden responded it is in the realm of the task force to determine whether good effects could be achieved, and it should be viewed as an exploratory operation. High school advisory boards would be good for Admissions and Financial Aid, but how useful it would be for other areas of the University is what the task force will determine.

Gracyk stated it might be better to have fewer teaching faculty on this task force.

Phillips stated the FA would be more comfortable if the charge was written so the task force could say it isn't a good idea. Barden agreed to have the charge rewritten.

Midgarden added that Les Bakke discussed SSSI topics with students following the summer meetings and the responses he gathered were quite different than what the membership

thought. The reality is that students don't think the way we do and it would be helpful to know what high school students are thinking. Phillips stated the problem is having students defining what is important. Having those who are least qualified to drive changes is the issue.

- Status of Doctor of Nursing Practice Program at MSUM and Statewide – Phillips stated the FA knows the proposal has gone in for MSUM to be one of four institutions in a consortium to offer the doctorate. Discussions were held with Barb Matthees and Barbara Vellenga two weeks ago and the FA appreciates their time and explanation. The FA saw some statewide budget numbers last week and are concerned about how the programs are going to be financed given that MnSCU seems to be making it clear that internal reallocation within the University is necessary to handle any costs and the budget does not reflect tuition waivers.

Midgarden responded that MSUM would not internally reallocate budget from undergraduate or other graduate programs to support seven DNP students a year. That budget was prepared on the MnSCU form by someone from another university and Jane Giedt had promised there would not be additional costs. The MnSCU budget preparation form lists salary and fringes of the faculty who would be teaching in the program. The most senior faculty in the nursing department will teach the 4-credit course in the spring and will not be replaced by anyone close to their salary figure. Once the salary savings, cost of two graduate students at \$15,000 each and travel at \$7,000 is removed it more than reverses the negative and makes a positive. The whole proposal for MSUM is based on tuition being paid. At the time the applied doctorates were proposed to the legislature, the Office of the Chancellor promised that it would not cost any state allocated dollars so the whole model was based on tuition. MSUM cannot afford the program if internal reallocations are needed to support so few students.

Phillips noted the concern is not the merit of the program, but the fact that doctoral programs are not in the allocation model. The appropriation process has been changed. Midgarden stated the FA should not argue for that because if doctoral programs are added to the allocation model without additional state dollars they will draw money from the other programs.

Barden added that if the position on tuition waivers changes and MnSCU employees are given tuition waivers it would become a problem. Phillips noted that one of the institutions did assume there would be tuition waivers in their budget.

Midgarden added that MSU Mankato shows a profit because at the time the budgets were prepared they were the only institution with a graduate level biostatistics courses so they had all 28 students for a 4-credit course. The dean of nursing at Winona State University (WSU), who prepared all the budgets, said the understanding is that there would be a sharing of that extra profit. If that is the case then it needs to be in the articulation agreement. WSU's biostatistics course is about ready and they will pull their seven students out. It is totally inefficient to have four campuses offering the same course instead of one institution.

- Courses and Instructors for Bioscience Courses at North Hennepin – Phillips stated the FA is concerned that contractual processes are followed with respect to hiring faculty to teach the bioscience courses at North Hennepin Community College (NHCC):

1. Formal review of credentials needs to happen.
2. Suggest they be hired as adjuncts as there is statutory language with respect to two-year faculty doing four-year faculty work.
3. Suggest they be paid independently of their load at NHCC

Midgarden responded that according to the community college contract the faculty involved, could have a reduced load without it affecting fringes or retirement. MSUM would then pay the two faculty, one to teach molecular and the other to teach genetics, for three or four credits per semester as non-bargaining unit adjuncts. It is possible that in the future two sections of a course per semester would be needed. The human resources director at NHCC is working out the details.

Phillips requested a copy of the information when it is received. The FA does not object as long as it is done within the terms of the contract and state law. If there is a problem and a consensus is not reached then mediation would be the next step.

Midgarden agreed to share the information provided consent is given by NHCC.

Gracyk asked if MSUM would be paying less than the guaranteed adjunct rate, but to pay their base rates. Midgarden responded the intention is to have them as adjuncts. The agreement for spring, since their registration has already begun, is to split any profit or loss. Details on tuition and fees for outreach are still being determined. The tentative plan for next semester will not set a precedent for the future.

Phillips stated that there is a strong dividing line between two-year and four-year faculty and that two-year faculty cannot teach upper-division courses. But, anyone properly qualified can teach as an adjunct.

- Regional Science Center Committee Names – Phillips announced approval with the faculty named to the Research and Teaching Committee.

With regard to the Science Center Outreach Committee the FA requested whether NHCC faculty would be teaching at the Science Center. Wallert stated that NHCC offers a summer course at a remote site in Wisconsin and discussions are underway to have the course taught at the Science Center. Midgarden added that NHCC requested MSUM to partnering on a four-year Upward Board Grant proposal where 40+ junior and senior high school science students from the Twin Cities would spend four weeks on campus during the summer.

Phillips requested clarification on whether the Regional Science Center Outreach Committee is for the Science Center or the College of Social and Natural Sciences. Barden responded that it is for the Regional Science Center.

Phillips announced approval with the faculty named to the Regional Science Center Outreach Committee.

Malott requested clarification on the supervisory role of MSUM faculty and the NHCC faculty teaching the bioscience courses this spring. Wallert stated that NHCC has requested review of the program and he has agreed to visit classes while in the Twin Cities for monthly meetings. Also, a meeting is being scheduled for February or March with the faculty teaching this spring and those expected to teach Fall 2007 to discuss and review the program.

- Appointment of Directors and Other Coordinators – Phillips stated:
  1. The Master of Liberal Arts (MLA) degree and the Women’s Studies degree are multi-faculty programs and should be listed in the second part of President Barden’s memo (October 11, 2006).
  2. Notices for directors or coordinators should be widely distributed well in advance so all interested can apply.

Barden responded that notices will be sent via the “Official” list serve with ample time given to apply. The programs were listed under the area of responsibility and he agreed to move MLA and Women’s Studies.

- Online Evaluation – The FA requested an explanation of how the evaluation came to be on line and how it works. Bakke presented a historical background:
  - A year ago the mass communications department requested the survey be online.
  - The questions from the approved evaluation were used with the option for additional questions by the faculty member.
  - Departments from the College of Business and Industry are using the online version, but mostly by mass communications faculty.
  - Validation is by pin number so students can only complete the evaluation once per registered course.
  - Confidentially of both students and faculty are being protected.
  - Faculty members can view summary data online and an option is available to receive the text responses.
  - The data is in summary form, but an option to view individual data is being added.

Phillips asked if data is available to someone other than the faculty member. Bakke responded the data is available to the faculty member and anyone the faculty member has given permission. In some departments where clerical support personnel have access to adjust class sizes they would be able to view the data. It can be setup so only the faculty member of record has access to the information.

Phillips stated the online procedure was established without consultation with the FA regarding the underlying principles. The FA agreed the academic dean should have certain summary numbers automatically for those who choose to use the evaluation as part of their Professional Development Plan (PDP). Department secretaries were instructed to obtain and provide the summary data immediately to the dean and it is an issue for faculty who chose to use the evaluation but did not designate it as part of their PDP. While the online process has advantages it also has many problems in terms of the agreement between the FA and the ADM. Phillips stated that two or three faculty members would meet with Bakke to discuss the issues and try to remedy the situation prior to the end of the semester.

Midgarden stated that the ADM would need to review any changes discussed with Bakke so to the Agreement itself is not altered. Phillips agreed.

- APAC – Phillips asked if APAC discussed the change in policy on consultation requirement. Midgarden stated it was approved by APAC on Tuesday, October 31, 2006.
- APAC Minutes – The concern with the September 19, 2006, minutes has been fixed so the FA waives any other concerns. The FA waives their right to meet and confer on the October 3, 2006, minutes.
- Campus Smoking Policy – The FA agreed to defer discussion since the person who raised the topic is not present. Brisch proposed there be no smoking in front of buildings. Barden noted that the survey sent electronically to employees and students was developed by Clay County and the results would be made available to the campus in the future. Individual members of Student Senate have suggested the campus be smoke free.
- Board of Trustees' Award for Excellence in Teaching – Barden stated the nominations are due in March and the winner receives \$5,000. MSUM can nominate three of the 69 total nominees. Phillips stated the process calls for a committee and wondered if faculty should be named to the committee. Midgarden stated additional information on the process was received earlier in the week. It would be forwarded to Phillips, who was listed as a committee member.

Phillips requested discussion on any campus recognition of MSUM's nominees. Midgarden suggested the practice used for Dille Distinguished Faculty Lecturer be followed where a plaque, certificate and cash award are given.

**Suggested Topics for Next Meet and Confer:** No topics were suggested.

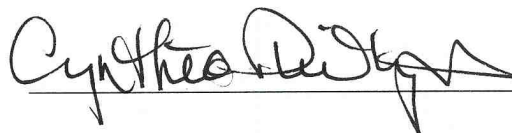
The meeting adjourned at 5:15 p.m.

Marla Smith



Roland E. Barden

Minnesota State University Moorhead President



Cynthia Phillips

MSUM Faculty Association President (IFO)