

EXECUTIVE COMMITTEE MEETING
Thursday, November 1, 2007
CSU 285
Approved Minutes

In attendance: Don Larsson, Jim Grabowska, Paul Hustoles (recorder), Tricia Young, Glen Peterson, Anne O'Meara, Dick Swanson, Debra Anderson, Daardi Sizemore, Theresa Salerno, Paul Mackie, Jean Haar, Evan Rusch, Tim Rife (for Ron Nickerson), Tim Secott, Gregg Marg, Jackie Lewis, Penny Knoblich, Warren Sandmann.

Guests: Marilyn Delmont, Chris Frederick

President Larsson called the meeting to order at 3:04 p.m.

1. Minutes of October 4, 2007—*Grabowska/Lewis moved to approve. Motion passed.*

2. Call for Additional Items/ Reordering of Agenda—Larsson called attention to several upcoming items on the agenda.

3. President's Report

a. Delegate Assembly Delegates—Larsson: Mark your calendar for March 28 and 29, 2008. We don't have our complete count of delegates but it will be around 42. The four IFO Board Reps are automatic. I get to designate an additional 5 and then we fill up the ranks. We could have that many alternates too. We have been pretty good about getting a full slate. This is a very important event.

b. Board of Trustees Award—Larsson: We turned down the chance to participate. So far Metro and Moorhead are the only two who have not responded. Everyone else has rejected it. The Chancellor's Office wants to know why and IFO President Black will be responding.

c. LTR Charge—Larsson: Provost Olson is trying to give more direction to the LTR. Don Descy is currently the faculty co-chair. There are several deans and administrators on this. This has largely been to share information. The distributed sheet gives some more details (discussed). Peterson: I have heard some concern about the communication between ITS and the faculty. We have heard about what services ITS will or will not provide. Also they charge for some services. There are issues about faculty having access to the chain of command about where to go with requests for help. I don't know if the LTR is the appropriate place. Larsson: We don't have a lot of outlets for this. We could bring this to Meet and Confer and we should mention this when VP Delmont comes to us later today. MnSCU seems to have at least five committees with "technology" in their titles. We are trying to sort this out.

d. Bullying Survey—Larsson: There were some open meetings last week. This is going out to all bargaining units. The survey is intended to discover if there are problems on campus. Grabowska: The survey is being emailed to all. It cannot be saved and could take 30 to 40 minutes. However, there is a pencil and paper document you could do. There are still some questions but the survey should be delivered within the week. There will be some follow up from consultants who will be measuring the results. Larsson: It will be available on Monday, Nov 5. I will send a reminder.

e. IFO Affairs—A discussion followed.

f. The Senate Higher Ed Committee—Larsson: The House Committee already came to Mankato for a tour of campus in preparation for the bonding session. We usually don't participate in these events. But our local Senator (Kathy Sheran) is having a reception for faculty at the YWCA on November 15. Send names to Blom if you plan to attend.

g. Web Registration—Larsson: This document came from the open sessions that the Registrar presented on the new web-based registration process (document distributed) and let us or your SRC know if you have any questions.

h. Salary Equity Presentation—Larsson: We will put out a general reminder. These presentations are coming from the consultants hired by MnSCU. They are informational only. They will not address individual instances. What they are presenting is being compared against the 50th percentile of faculty nation wide. This might not be as relevant as we would hope this to be.

i. Others—Larsson: you were all sent an email about the YMCA. I will be following up on the Health Assessment Survey. We got a thank you from the Winona State U Foundation for our contribution to their flood relief fund. I met with the Office of Disability Services regarding how they have proctored exams. They have received very few complaints. If you hear of any problems, please forward that information to Grabowska or me. We might want to have Julie Snow come in as a visitor at our retreat. Also, the President is interested in speaking about several issues to us. Do we want to have an afternoon session? Consensus: Not unless we have assurances that this will be a meaningful discussion. Larsson: If you have some ideas of alternate times, let me know.

4. Guests:

a. Vice President Marilyn Delmont—VP Delmont talked about the process used to put together the current IT funding request. Delmont: We would normally like to talk to different groups but we received the information late from MnSCU. So we just took the technology requests and needs that accumulated during the year. Our money totaled \$497,500. We have already received this and we will get this amount next year as well. (The list was discussed.) Mackie: Does point five only deal with MSU or could it impact faculty pages? Delmont: The focus is on the image of MSU but we want to get as much for our money as we can. Larsson: We will want to watch for distinctions. We want to make sure there is enough autonomy to meet various needs of the faculty. This money is all part of the system wide \$62.8 million allocation? Delmont: Yes it is. We should get something from them soon so we can go ahead with this. Larsson: We have some concern about the process of the Enterprise Investment application and how the areas were communicating with each other. The leadership committee that oversees this is chaired by President Davenport. Delmont: We know that the positions are only funded for two years. We have several options on how to continue these or just have them here for that specified time. But with some shifting, we hope to at least fund the third position. I really wish I had the time to talk to you before this was submitted. But next year I hope to talk to everybody before we decide how to spend the next fiscal year's money. I know there is an issue with D2L. We are hoping to minimize some of the problems. We have 792,000 accounts in the system and it was not designed to handle this many. There are some things that both sides can do to help minimize some of these issues. I am committed to working with MnSCU and with you to help deal with some of these issues. Peterson: I was asked to bring forward the general issue of a need for improved communication and better working cooperation between faculty and ITS. It is my understanding that there isn't really a mechanism for faculty to communicate directly about their needs and challenges. What are we doing that could be done even better? Faculty in my college have had frustrations in requesting specific assistance. Sometimes the services

have been available for a fee but there is no fee schedule. Obviously that makes it very difficult to budget or plan. How can we work more collaboratively? Delmont: I am open to that and I am going to need help to identify these issues. Swanson: I will be more blunt. When we go in for help, sometimes they are rude. They put you down. They don't help. I don't want to go up there. The interface with the faculty is a challenge. Delmont: We will definitely have to change that. Young: In the School of Nursing, we have hired someone to help with web design. Are these positions requested IFO positions? Are they here to support faculty? Be careful about how you design these positions. Sizemore: There are some technical faculty in the Library. Delmont: You will have input on this. We have two people in ITS who are IFO. Larsson: Let's collect any questions to forward to VP Delmont.

b. MSSA President Chris Frederick—Frederick: One of the big things we are working on is advising. We are gathering information through our Academic Affairs Committee. We want to address concerns with possible solutions. We are looking for a report by the end of this semester. We are trying to address off-campus constituent needs. Some of this has to do with landlord/tenant issues. We are trying to find ways for the students to address these concerns. As a Senate, we are looking at tuition. A motion came out of the statewide association (attached). We have been getting a lot of information about the IT initiatives. The biggest concern I have had is setting forth what the IT initiative actually is. This latest allocation really raised a red flag as we were asked to review rather than engage in discussion. Larsson: We want to thank you for being very open and active in working on various issues. We really appreciate that the motion recognized the need for faculty salaries. Grabowska: Any ideas about gathering feedback about the new registration portal? Frederick: The major concern that we have had was that it was an abrupt change. The transition could have been easier but we haven't heard any complaints. Grabowska: There is a potential impact on advising. Students can register at different campuses. We would be interested in hearing what the students think about it. Frederick: We do have a student survey coming out in a couple of weeks.

5. IFO/MnSCU Committees

- a. IFO Academic & Student Affairs Policy Council (1 from State University System – Selected by IFO Board) (NO Volunteers from MSU, Mankato)**
- b. IFO (3 Needed in the area of) ESL or English; (1 Needed in the area of) Mathematics – (Selection will be made by IFO Board)—Esther Smidt (A&H) *Hustoles/Peterson moved to approve Smidt. Motion passed.***
- c. IFO Benefits Equity Statewide Issue Committee (1 At Large) (Selection will be made by IFO Board) (No Volunteers from MSU. Mankato)**

6. 2007 FALL APPOINTMENTS

- a. Search Committee – Dean of Graduate Studies & Research (Still Need 1 from Business) Kevin Elliott**
- b. MnSCU and Minnesota State Mankato policies on copyright protections – as they pertain to online course materials (Still need 1 from each listed) Vicki Luoma (Bus); Holly Breitreutz (Educ); SBS –**
- c. Search Committee Director of Research & Sponsored Programs (1 More Needed) Evan Bibbee – (A&H); Mary Regan - (AH&N); Holly Breitreutz - (Educ); Shannon Fisher; Russ Palma; Trent Vorlicek; Youwen Xu - (SET)**
- d. Professional Development Task Force (3 + CETL Director) CETL Director - Stewart Ross (Standing Member)- Chuck Cantale (Lib/Unaf); Abdalla Battah (SBS); Patrick Tebbe (SET); Vojin Nikolic (SET);**

- e. **Employee Appreciation Committee (3 + CETL Director) – CETL Director - Stewart Ross (Standing Member); Bill Wagner- (SBS);**
- f. **Tobacco Free Policy Task Force - Bob Simonson**
- g. **R & R (Repair & Replacement) Prioritizing Committee (Deals with 1.4 to 1.5 Million Dollars yearly)**
- h. **Search Committee for Vice President of University Advancement (Need 1) – Paul Hustoles; Perry Wood**
- i. **Presidential Scholarship (See Attached Sheet on Yellow - 85)**
- j. **MnSCU Grad Council – Tim Secott**
- k. **Bookstore Advisory Committee (1 Needed) (NO VOLUNTEERS)**

Regarding c above—Salerno/Marg moved to approve Palma. Motion passed.

Regarding d above—Sizemore/Young moved to approve Cantale, Battah and Nikolic. Motion passed.

Regarding h above—Sizemore/Grabowska moved to approve Hustoles. Motion passed.

Hustoles/Sizemore moved to approve the rest of the slate. Motion passed.

7. POSITIONS TO BE FILLED

- a. **College of Allied Health & Nursing**
 - 1. **UCAP – 1 or 2 Year Term**
- b. **College of Business**
 - 1. **General Education & Diversity (2 Year Term)**
 - 2. **Planning (Two Year Term)**

8. Discussion Items

a. **Shaded Grading**—Sandmann: This is in the informal review process. UCAP will deal with it on Tuesday. Peterson: Do you see any resistance? Sandmann: It is just going out. We have not heard any. There were concerns that it remain voluntary. Young: It says pass will be at a C level. Will that now be at C-? Sandmann: Not the way the policy is written now.

b. **Timely notice for faculty participation**—Larsson: We need this from Administration, especially at the beginning of the year. We have a process and we should follow it. We can expedite an emergency item but we prefer not to do this.

c. **Summer Orientation Faculty participation**—Hustoles: Thanks to all the wonderful volunteers who have helped. But we really need to find out about this before the end of Spring term (see 8b above).

d. **Graduate Research Conference Committee**—Secott: I think we should form a Graduate Research Conference Committee. Other committees have a full plate. There may be some need for release time to serve on this committee. Larsson: What is the timeline? May I suggest that you put together something in writing and we can talk about this at the January retreat? O'Meara: Include money. Lewis: What would the money be for? Secott: We are talking about maybe \$10,000 that would go to the students. Lewis: We are getting more and more doctoral students. We need to find ways to fund these too. Secott: This money would be coming from the College of Graduate Studies.

e. **General Education & Diversity Committee Charge**—Rife: The committee name has been changed and now there is a proposal to change the charge to the committee.

f. **Diversity Cultural Graduation Requirements**—Sandmann: The committee held lots of meetings and there seemed to be no real concerns about the process. We talked about some clarifications about how courses will be determined. Internships and travel

abroad will not be considered as these never go through the curriculum or assessment process. There were no other new issues. It is important to note that everyone will have to start from scratch with course proposals for this. Larsson: We will bring this to Meet and Confer.

g. Distinguished Scholars Program—Secott: This is from Dean Blackhurst. We need a committee to select the first one. Eventually past awardees will select the next winners. Young: How is this different than the MnSCU award? Secott: This is being considered Professional Development money. Larsson: Is this an issue if we are thinking of this as merit pay? Lewis: Yes, couldn't this be construed as merit pay? Sizemore: Are they doing something for it? If they are, then it is different than merit pay. Larsson: Do we want to support the idea but not add the money? Young: Is this going to be a "good old boys" club? Sizemore: It is for full professors only. Lewis: I am concerned about the lack of women or minorities in that rank. There have to be ways to do that. Larsson: And there is an issue of academic discipline. Could we suggest that the idea is commendable but that there are some significant issues? O'Meara: I don't think this is a bad idea. This institution has nothing to do with increasing our wages (unlike MnSCU). I assume that people who do a lot of research have paid a lot of money out of pocket. Peterson: I feel much more comfortable with this coming out of this university rather than MnSCU. Is there something that could be established that makes sure this money doesn't reward what has been done, but for taking one's research to the next step? This could be a vehicle for dissemination beyond the university or even the state. Larsson: We will refer this back to the Grad Committee and put it on the January agenda.

h. Funding of Concurrent Enrollment faculty members who are working in schools—Larsson: This is from the Extended Learning Sub Meet and Confer. We had a question from the IFO about how we pay for mentoring. Previously that was handled as a \$500 stipend. This had to be recrafted as "duty days." *O'Meara/Secott moved to approve this proposal (attached). Motion passed.*

i. Minnesota Transfer Curriculum Report—Sandmann: This has been going on for 2 or 3 years. MnSCU is questioning our work on this. There was a request for information about how we are assessing this. They had some specific questions regarding some of our general education courses that are not included in the MTC and they had specific questions about our category 1C, which does not exist anywhere else. They wanted these pushed out of our gen ed requirement. Their other issue is the world language classes as these are not allowed. We are working on a brief draft report to MnSCU from Gen Ed and UCAP. Once we have a draft, we will send it out to this committee. Larsson: All the other campuses are getting this detail as well.

j. Summer Teaching (Interview with Dept. Chairs)—Larsson: We will defer this to next meeting.

k. Model for PRA Committee—Lewis: Here is the charge for a newly reenvisioned committee (attached). In the event that this happens, we would recommend a name change. Larsson: We will discuss this at Meet and Confer but also at our retreat.

l. Enrollment Management Work Groups Representation—Larsson: Here is a compromise (attached) that we are working on. Sizemore: Our original request had far too many people. Larsson: Can our committee chairs serve as the reps to those task forces? Consensus.

9. Policies up for Review www.mnsu.edu/acadaf/policies

a. Transfer of Technical Credits

b. Student Complaint & Grievance Process

- c. **University Closure for Weather & Other Emergencies**
- d. **Student-Athlete Drug & Alcohol Testing & Education**
- e. **Grading**
- f. **Priority Registration**
- g. **Make-up Work & Missed Classes**
- h. **Verification of Enrollment for Students with Disabilities**
- i. **Undergraduate Extended Learning Student Admission to the University**
- j. **Smoking & Tobacco**

Young/Hustoles moved to approve i. Motion Passed. Hustoles: Please look at all of these with special note of the Make-up Work & Missed Classes policy.

10. Informational Items

- a. **Spring 2008 Calendar – (Attached)**
- b. **Next Executive Meeting, Thursday, January 10, 2008 @ 8:00 a.m. to Noon, Heritage Room (Continental Breakfast Provided)**
- c. **Faculty Association General Meeting – Thursday, January 17, 2008 @ 3:00 p.m., Ostrander Auditorium**

The meeting adjourned at 5:03 p.m.

Paul J. Hustoles
Recording Secretary