

**May 11, 2006**  
**MSUM Faculty Association (IFO) and Administration**  
**Meet-and-Confer Session**

**Present:**

Administration: Roland Barden, Tim Borchers, Ed Choate, David Crockett, Brittney Goodman, Ron Jeppson, Michael Parsons, Judy Strong, Warren Wiese

FA Exec Council: Ellen Brisch, Randy Cagle, Ted Gracyk, Shelton Gunaratne, Linda Fusilier, Paul Harris, Mike Ruth, Wade Swenson

Visitors: Margaret Klindworth, Rhonda Ficek

No additions to the agenda.

**1) APAC Minutes April 18, May 2, and May 9, 2006**

The Faculty Association (FA) suggested that a specific date be included in the May 9<sup>th</sup> APAC minutes for the Liberal Studies Sunset Clause. FA waives their right to meet and confer on all three sets of APAC minutes.

**2) Distance Education Committee**

FA announced a modification in the membership – should be a total of 8 faculty, 2 from each of the 4 colleges.

Director Brittney Goodman suggested changing the wording in bullet number six from investigate and recommend a new committee structure for online committee program review to investigate and recommend a process for online committee program review. Goodman also wondered if the committee could do more than insure that faculty members are fully informed about intellectual property rights. She suggested looking at the MnSCU policy and recommending instructions for applying it at the campus level. Dean Michael Parsons suggested adding a bullet that says: looking for policy options and models to be considered related to intellectual property rights.

Associate VP Judy Strong stated that VP Bette Midgarden has asked that the committee report to the Director of Instructional Resources. Director Goodman is very involved with the committee and they would be better served by reporting to Goodman, who would update the Academic Affairs Council and the VPAA. The Director of Instructional Technology would convene the committee and a chairperson would be selected at the first meeting.

President Roland Barden indicated that the Alcohol Committee was proposed to replace the Task Force and the description and charge, and membership was shared with the FA earlier this spring. Membership consists of 22-23 members in order to get the campus community involved – 3 IFO reps, 1 MAPE 1 AFSCME, 5 students from specific areas, 1 community at large, MSUAASF directors. He would like to get the committee organized right away in the fall. Barden will send the structure of the committee to IFO Vice President Wade Swenson and Swenson will circulate it to faculty members. Any concerns must be settled at the first Meet and Confer in the fall so the call for committee members can go out right away. Paul Harris asked if this committee will be recommending policies that may have disciplinary considerations for employees. Barden indicated the student policy will take effect in the fall, but the employee policy is still in discussion. If students are picked up by local police or officials at another campus and MSUM is informed, the students will be “brought in” with the goal to get them into counseling. This

committee will be an oversight committee for both employees and students after all policies are in effect. We are obligated to enforce federal laws as a federal financial aid recipient.

The charge of the Cultural Diversity/Affirmative Action committee will reflect direct responsibility for monitoring the University's diversity plan. They will make recommendations for the University's annual workplan as well as to other groups. Goodman will replace the Vice President for Student Affairs as chair of the committee.

Some committees have met once or not at all. Committees are required to submit an annual report per the guidelines set out in the Policy for Committee Structure. FA would like the University committees and charges looked at for fine tuning purposes. The call for committee members is sent out in the fall so the restructuring should be completed before that time. FA suggested that VP Midgarden and IFO President Cindy Phillips meet to work out the details.

### **3) Summer School**

FA would like to see a task force set up to work on what would be a viable summer program for MSUM. The task force would look at financial issues surrounding summer school as well as research other possible models and options. FA would also like to see a commitment to offer summer school courses in the old Liberal Studies program to help students meet the sunset date even if the minimum enrollment is not met. There might also be a different minimum enrollment for graduate classes as they tend to be much smaller than undergraduate classes.

### **4) Calendar of Deadlines**

Swenson indicated they would like to see the Calendar of Deadlines dates earlier in the year. FA agrees to the 2006-2007 Calendar of Deadlines with the following changes:

- Under the evaluation section for full professors, delete two items:  
Department members provide written comments by: April 24, 2007 and,  
Faculty member to meet with Dean/Director to discuss full report by: May 15, 2007.  
This is not part of the contract as pertaining to full professors.
- November 22 is the first day of fall break and not a duty day, suggest November 21 or November 27.
- May 15 is noted as the date for tenured assistant and associate professors to meet with the dean. This is after duty days for spring and should be changed.
- The FA has agreed to stipulated non-contractual dates in the tenure and promotion process. The language is very clear in the promotion process and they feel it should be made clear in the tenure process as well.

Barden stated that next week the Board of Trustees will authorize the implementation of common start dates for the 2008-2009 academic year. This is an academic start date and the first five days must be synchronized at all MnSCU institutions with regard to business items for students. Instruction start dates can be flexible within those five days. Barden indicated the dates are August 25 in the fall and January 12 in the spring. This was not a consideration for the 2007-2008 calendar and Barden will declare the 2007-2008 calendar official as soon as he has verified with the calendar committee.

### **5) Faculty Orientation Fall 2006 (Expanded Time Frame and IFO involvement)**

FA requests that ADM schedule one hour of time for Russ Stanton to meet with new faculty to discuss retirement benefits. Barden indicated that the Office of Academic Affairs coordinates new faculty orientation.

#### **6) Clarification on University activities for IFO members on study day, and other non-instructional duty days.**

FA wants faculty to be aware of which days in the academic year are duty days and which are non-duty days. They request an academic calendar similar to the payroll calendar with the various types of days indicated by separate colors. FA asked what August 21, October 17, and April 10 are designated for on the 2006-2007 calendar. ADM responded that August 21 is a faculty development day and October 17 will be used for accreditation preparation. At this time ADM is not aware of programming for April 10; however, it could become a day for the Student Academic Conference. This event has become so large that it might need to be held on a non-instructional day.

#### **7) Work Study Funds**

Ellen Brisch reported that under the new assignment process of work study fund students, Biosciences has run out of work study funds and have not been able to retain their majors within their department. As a consequence, they have had to hire students on regular funds which created a financial burden for the department. ADM explained that it was contrary to the well being of the University when students received their award and could go wherever they wanted. Each department must now rank their needs. Funding is available to each division and awards are matched to each area within the division. Some departments attract more work study students than others, so the dean shifts the students to accommodate other departments as well. Some students do not accept their awards or find other types of employment. This money is reallocated and students can apply to receive a portion of this second round of awards. Brisch indicated that there were biology majors interested in working in Biosciences but they were allocated to other departments. Dean Ron Jeppson stated that allocation amounts are based on what is spent in the previous year so if a college cannot find enough work study students one year, the allocation goes down. Under the current system, there is no way to raise that allocation again once it has gone down. ADM indicated that if other colleges are not using all their funds, those dollars could be reallocated. FA wondered how the allocation can be raised to accommodate need changes for departments.

#### **8) Building Access Issues**

Brisch indicated there are problems with access to the new science building as well as security issues. Faculty are not able to enter the building when the card access system is down. There should be a hard key backup so the building is accessible to faculty 24/7. The doors to the building should not be open to anyone off the street on evenings and weekends. There have been incidents of the doors being propped or taped open when the key card access isn't working. The labs contain thousands of dollars worth of equipment and some is already missing. Vice President David Crockett stated that if the key card system is down, Security can be contacted for access to the building.

#### **9) Budget/Legislative update**

Barden pointed out that the Bonding Committee will meet at 8:45 a.m. tomorrow. He is not sure what they will do, but they are supposed to be finished by Wednesday, May 17. The University Planning and Budget Committee met this morning and settled on initiatives for 2006-2007. There were over \$1.3 million in requests and the committee had under \$600,000 available to distribute. The committee agreed to come in on July 5 to finalize the FY 07 budget. By that time they will have a pretty good fix on new freshman and a good prediction on transfers so a revenue estimate can be computed.

#### **10) Financial Aid / Retention Policies**

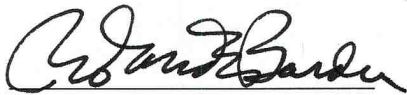
The Board of Trustees will be setting some requirements for students with respect to satisfactory progress for maintaining financial aid eligibility, as well as what is required to be in good standing so as not to be placed on probation or suspension. The University already has an appeal process in place for students who receive letters of suspension.

**11) Budget Assessment MnSCU IT**

MnSCU is contributing \$6 million dollars and \$6 million will come from the MnSCU schools for a total of \$12 million to fix the current platform for D2L and other programs. Our share is approximately \$311 thousand and will come from money set aside for anticipated fuel costs that was not needed. The need for a new platform is imminent and talk is that it will cost \$60 million.

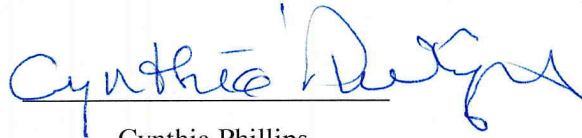
Barden thanked the IFO Executive Council for their leadership and the faculty at large for their contributions in an effort to steer the University in a direction appropriate for our future.

Meeting adjourned at 4:40 p.m.  
Jo Berg



Roland E. Barden

Minnesota State University Moorhead President



Cynthia Phillips

MSUM Faculty Association President (IFO)