

September 7, 2006
MSUM Faculty Association and Administration
Meet-and-Confer Session

Present:

Administration (ADM): Roland Barden, Tim Borchers, Kathleen Enz Finken, Ron Jeppson, Judy Strong

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

Visitors: Ashish Gupta, Merle Johnson

Agreement on Minutes: Phillips and Swenson are scheduled to meet tomorrow to review the minutes of February 23, March 30, April 27 and May 11, 2006.

Information Sharing – Updates:

Faculty Association – Phillips announced:

- The FA is in the process of hiring secretarial help with their campus office;
- Nancy Black, state IFO president-elect, will be on campus Thursday and Friday, September 28-29, 2006. An open forum for faculty will be held on Thursday afternoon, September 28 and administrators were invited to attend. A time for her to meet with Barden would be scheduled;
- Russ Stanton will be on campus next week making general presentations on retirement.

Barden added that the two phased retirement options are similar, but faculty should be aware of the slight differences. Once a plan is selected and initiated, it is locked in and your choice cannot be changed.

Administration –Barden announced that staff from the offices of Scholarship and Financial Aid and Records have begun initial screening of MSUM junior and senior Pell Grant recipients and 40-45 students are expected to be eligible for SMART Grants, a \$4,000 per year award added to the Pell Grant. MSUM does not offer a major in Japanese or Chinese, but many students who study abroad are very close to meeting the grant requirements, therefore staff are checking on the possibility of eligibility. At this time it is unknown how many freshmen or sophomores will be eligible for SMART Grants on top of the Pell Grant as it takes longer to screen high school records for eligibility requirements.

Continuing Topics: Phillips stated that items will remain on the agenda until resolved.

- 19 A – Strong distributed a copy of updated 19A Peer Review Committees noting that the College of Education and Human Services is not complete. Criteria for the College of Social and Natural Sciences has been received, the College of Arts and Humanities indicated it follows the Academic Affairs guidelines, and the other two colleges have not responded yet. Strong stated the criteria for each college would be posted on the Academic Affairs website with the list of 19A Peer Review Committees.

Gracyk noted that a representative from the Philosophy Department is not listed. Phillips noted that a representative from Paralegal is not listed and also questioned how representation with the consolidations of departments into schools, in particular the College of Education and Human Services will be handled. Generally, it has been one representative per department. It was noted that two representatives are listed for the School of Business.

Strong stated a disclaimer that the lists were gathered rapidly and the issues raised will be checked.

- IPESL –Barden provided an overview of the four institutional areas and noted that any faculty proposals selected must fit one of the areas.
 1. Course development in the Dragon Core.
 2. Assessment of student learning in the Dragon Core, in particular the Foundation Four.
 3. Faculty development opportunities in writing-intensive course development within the discipline or in Dragon Core.
 4. Projects with Twin Cities partners in the course areas of critical and multicultural thinking, writing, mathematics, and science skills.

A form is being designed to request IPESL funds. It is anticipated the initial application form will be relatively simple, but faculty will need to clearly define the type of compensation requested (overload, release time or extra duty days during the summer) and briefly define in clear terms how the project will address one of the institutional initiative areas.

Phillips recounted what she and Barden discussed at lunch:

1. The initial application will be a relatively short proposal form and the administration is working on the form design.
2. The FA will recommend either four or eight experienced 19A Peer Review Committee members from the last three years to serve on a committee to review the initial applications. Barden added that the review committee size will be based on the number of proposals received and availability of those recommended so the work can be completed as quickly as possible due to the pending deadline.
3. The review committee would make recommendations based on a 3-2-1 scale. Barden clarified the recommendation scale would be high - medium – low, or the proposal did not meet and/or address the criteria.
4. The committee’s recommendations would be reviewed for final selection by the administration.
5. Preparation of the institutional prospectus would be a cooperative process between the administration and the faculty of selected projects. The institutional prospectus is due the end of October. Barden indicated a possibility for a team leader for each project area who could perhaps receive release time in recognition of doing the extra work.

Phillips asked for further detail on the institutional areas. Barden responded that routine modification of courses would not be acceptable. The expectation is that courses must be rebuilt in a major way, such as adding a writing-intensive component to the course, redesigning a course for online delivery, and so on.

Malott asked if academic deans would be the contact for faculty with questions once the call for proposals has been announced. Phillips suggested scheduling open forums to explain IPESL and the institutional projects, adding the FA would be willing to assist with publicity. Barden stated he would follow-up with the Office of Academic Affairs.

Phillips asked for clarification on the fourth area, delivering baccalaureate programs with partners in the Twin Cities. Barden stated the proposals would most likely be based on already ongoing discussions, primarily with North Hennepin Community College, Anoka-Ramsey Community College, Normandale Community College, and Century College, noting that the Colleges of Business and Industry, Education and Human Services, and Social and Natural Sciences would be able to respond quickly due to ongoing outreach efforts, provided they meet the MnSCU initiative areas of critical and multicultural thinking, mathematics, science, and writing.

Malott asked whether new course proposals should address how to fund the course in the future. Barden agreed that how to sustain the course offering should be addressed.

- Dragon Core – Phillips announced that the initial issue regarding the assessment process has been taken care of and further discussion on assessment will be deferred. The summer duty day issue for July 25 and August 2, 2006 remains an open question. Barden stated the five faculty who participated will be given a half-day of pay for attending one of the meetings.
- Department Planning and Reporting – Phillips requested clarification on the agreement, reached at last week’s meeting, to document department approval of plans and/or reports. Borchers agreed to follow-up with the Office of Academic Affairs on the specifics.
- Pandemic Planning – Phillips asked when the draft plan would be available for review by the campus community. Barden stated the draft plan would be made available once it is released by the Office of the Chancellor.
- Committees – Phillips stated that she and Carol Sibley will represent the FA on the group to review committees. Barden stated that Strong and Borchers would serve on the ad hoc committee and that Vice President Wiese would send a Student Affairs representative.
 - Distance Learning Committee: Phillips stated that she and Strong have been working on a final description for the Distance Learning Committee. A few minor wording changes were discussed; including the Director of Instructional Resources would chair the committee and replace “assessment” with “evaluating.” A final version would be distributed.
 - University Writing Committee: Phillips stated that an ad hoc group is already doing the work of the committee and requested an understanding that any work done by the ad hoc group would be reviewed by the committee once it is officially appointed.

Phillips agreed to call for membership to the new committees; Alcohol and College Life, Distance Learning Committee, and University Writing Committee along with a request for names to complete the Honors Committee. Appointments to the new committees would be until December 2008. Enz Finken requested that the committee charge and function be stated in the call for membership.

New Topics:

- FYE (First Year Experience) – Phillips asked if there is discussion of FYE becoming a required course. Barden stated that the rumors stem from general discussions held during the Summer Student Success Institute (SSSI). No proposal has been made to require FYE for all freshmen and any proposal would be thoroughly reviewed, including how to staff a course for approximately 900 students and whether the current format is the optimal design. There is evidence that a FYE course is valuable for campuses, such as MSUM, where a large number of students are first generation college students. Enrollment has been holding at approximately 400-500 per year with mostly female students; males tend not take the course. Corrick Center students currently take an equivalent course, MDS 109. A complete list of recommendations from SSSI is on the web at www.mnstate.edu/success/ and further discussions would be scheduled in the future.
- Review of proposed MnSCU changes to the anti-discrimination procedure 1.B. 1. 1 – Phillips noted this item is on the agenda as an educational item and added it is scheduled for statewide M&C as well. Barden announced an institutional call is scheduled for September 29, 2006 from Vice Chancellor Harris. The item was sent electronically to presidents, chief academic officers, human resources directors, affirmative action officers, chief student affairs officers, IFO leadership, and others so anyone wanting to see a copy should be able to find one. It would be wise for interested parties to review the language as there are some changes, in particular to consensual relationships.

Suggested Topics for Future Meet and Confer:

Barden requested:

- Online posting versus printing of class schedules. Phillips requested a recommendation from the Advising Committee prior to discussing the topic.
- Process for appointing director positions.

Phillips requested:

- Review the issue of online course evaluations as the approved procedure does not allow for online evaluation, so any change must be discussed.

Announcements:

- 9/11 presentation on the campus mall on September 11, noon -2:00 p.m.;
- Family Day is September 16 and many parents will be on campus;
- Admissions Preview Days begin October 19-20;
- College Fairs have already begun and faculty are encouraged to participate in the Twin Cities Fair the third week of October;
- Dr. Alan Chapman lecture is September 21;
- Donald Asher is presenting on October 2;

- Congratulations to Ellen Brisch on her Advising Award to be presented tomorrow at 2:00 p.m.;
- The Hans Brisch Scholarship reception and concert is scheduled for Sunday, September 10 in the Center for Arts.

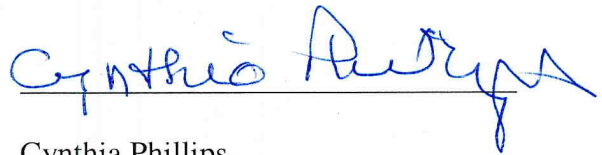
The meeting adjourned at 4:22 p.m.

Marla Smith



Roland E. Barden

Minnesota State University Moorhead President



Cynthia Phillips

MSUM Faculty Association President (IFO)