

**Meet & Confer
Agenda
September 19, 2007**

Present:

Administration: Roland Barden, Ed Choate, Kathleen Enz Finken, Brittany Goodman, Ron Jeppson, Dan Kirk, Judy Strong, Warren Wiese

Faculty: Ellen Brisch, Don Clark, Ted Gracyk, Dawn Hammerschmidt, Paul Harris, Margaret Klindworth, Steve Lindaas, Michelle Malott, Cindy Phillips, Mike Ruth, Larry Swartz

Guests: Bruce Hanson

1. Changes or Additions to the Agenda -

2. Agreement on Meet and Confer Notes – May 2007

Information Sharing Updates –

Faculty Association CP: 1.) MnSCU degree credit caps were discussed at the State IFO meeting. IFO will appoint 3-5 people on that committee/task force, which represents a variety of disciplines. 2.) We have received a letter on the Foundations of Excellence and feel good about the people chosen. 3.) We haven't scheduled IFO President Black's visit yet but will soon.

A. Administration

VP Kirk – Welcome. Kirk: Thank you for the welcome. I am looking forward to working with you. I will do my very best to work together to do some excellent things at the university.

VP Wiese – 1.) We have the occupancy certificate for Kise. There are still punch list items but we are able to feed people. The Open House is 2-3:30 Friday, September 21. There will be many samples of food available. 2.) Homecoming is next week. 3.) Student Affairs has 5 positions open, which are: Assist. Director of Financial Aid, of Housing, of International Program, Director of Health Services and the University Judicial officer. CP: Do you have any thoughts of repositioning?

Wiese: One is that Health Services includes Hendrix. Housing & Fin Aid stay the same. 4. Fee setting will be recommended by December which is earlier this year.

VP Midgarden - in St Paul

President Barden – 1.) VP Kirk is waiting for the Chancellor to appear on campus. VP Kirk may be here later. 2.) The House of Representative Capital Investment Committee members were in today. We had 1 hour with them. 3.) I want to thank everyone for their hard work with all the business of the beginning of the year. 4.) The computer email problem is

one of a kind in MnSCU. MSUM decided to use Open Source software because it was inexpensive, and we are the only campus in MnSCU with this software. It was very clear last year that things were not working well. The overall load had reached a level that the system could not handle. We're going to make a change. Open Source software is free, but it is not free in the sense of free beer. It is free in the sense of getting a free puppy. Most other MnSCU schools are purchasing, or have purchased, Microsoft software to get the technical support. A plan will be put together in the next several days. Some of the new money from MnSCU will be applied to this problem, but we'll have to scrape together the rest. The system platform that we are using for a lot of things, D2L, etc, needs to be upgraded or those programs will in the future be in the same situation as our email is today.

3. Continuing Topics

A. College Committee Proposal from President Barden

B. Smoke Free Campus – Quit to Win (please explain privacy protections for participants especially with regard to urinalysis)

CP: We understand there is a voluntary Quit to Win program that includes urinalysis. Is that correct?

Wiese: I've not heard that.

Ruth: The Smoking Committee met on Wednesday. To take part, students have to give a urine sample to show that they are smoking. What are we doing to secure these urine samples? We need to protect ourselves and our students. This is supposed to start in a couple weeks.

CP: We will have to recommend that no one participate until we find out.

Wiese: Those are all good questions.

C. Summer Session (Continue Discussion of Proposal – especially the issue of balancing high and low credit courses by department rather than by individual faculty member.)

D. “FACTS” (We would like information about this financial aid alternative – including who runs it, its connection with MnSCU or MSUM, how many students use it, and the cost to students.)

Faculty raised questions about how this company was chosen, were other companies considered, does MSUM have a direct relationship or is it through MnSCU? Are there further costs other than the initial \$25 fee?

Wiese: It's a debt consolidation function that meets MnSCUs requirements.

E. Administrative Vacancies

1. Associate VP Academic Affairs – CP: Have you made plans?

REB: After Dr. Strong's retirement Jan 15, 2008, **Brittany Goodman** will oversee grants, distance learning, supervision of Continuing Studies and management of the Distance Learning instructional fee; **Dean Enz Finken** will be the administrative MSUM representative on the negotiating team for the faculty contract; **Dean Jeppson** will represent MSUM on the MnSCU Salary Equity Committee; **Stacey Voeller** will handle Expanding Your Horizons; Dr. Strong will work with the Corrick Center this fall to resolve their reporting lines starting in January. **VP Sando** goes full-time one semester early to take on full responsibilities of assessment. Marla Smith will then report to Jean Sando. **Ginny Bair** will be spending half of her time with the IR needs of the Foundations of Excellence project. After the ripple effect shakes out, we will add a 0.50 FTE for a clerical position in Records. There will be no formal replacement of the Assoc VP of Academic Affairs.

Gracyk: Who will oversee summer school?

REB: I don't know.

2. Dean of Education and Human Services-

REB: We will let you know as soon as we decide on this position. By October 4 we're hoping to be ready.

CP: We hope you're open to considering some off-campus folks for interim. More importantly, from our point of view, are some actions of the current dean, who announced to one program that they will be closing 2 of their programs. We're hoping that a hold will be made on that college until a dean is appointed.

Brisch: The message this sends is that we do not matter, and we are not important.

F. Fall Orientation – How best to review and plan? CP: Our request is to form an ongoing university committee that's in charge of coordination of the fall orientation, setting the schedule, not doing the work. Our goal would be to have that schedule decided by spring break, 2008.

REB: We're going to resurrect the work group that used to plan Orientation. Veronica will chair that group.

New Topics

G. RFP – Grants for College Access and Opportunity Centers (what are our plans for proposals – who is involved?)

Strong: MSCTC invited BSU and MSUM to join them in a Center proposal focused on helping high school students determine if they are college ready in writing, reading, and mathematics. It is an extension of English Professor Paul Carney's (of MSCTC Fergus Falls) three year project in writing where MnSCU faculty are hired to read student compositions and score them based on a rubric he developed. One way to think about this is Phase 1, Phase 2, and Phase 3.

- Phase 1 is to pilot and start a program working in high schools. Carney's writing project has completed Phase 1.
- Phase 2 is expanding the project to more schools and having more contact with each student. In the writing area, this means reading more than one paper per student.
- Phase 3 involves following the student as he or she transitions to a MnSCU campus. The Center proposal addresses the first two years of what we anticipate will be base funding. The proposal will take Writing through Phase 2, Mathematics through phase 1, and complete planning for Phase 1 in Reading. It will also include support for math and science camps on both University campuses during summers.

Enz Finken: Many of our students fall under the classification of at risk students because of finances and some are the first to go to college in their family, etc.

CP: MSCTC already had a notion and we have a chance to get in that plan, is that it?

Enz Finken: Yes.

Wiese: We are developing a position to work with students who fit this program while they are here.

H. Minnesota Transfer Curriculum – “Senior Vice Chancellor Linda Baer requested that each chief academic officer facilitate the university MN Transfer Curriculum (MnTC) review in a process agreed to with the faculty using the Checklist of evaluation criteria for courses to be included in the MnTC and provide a report of their updated MnTC courses by January, 2008.” – Sept. 15, 2007. Memo from JoAnn Simser. How will we work together to do this?

CP: We were copied on the memo that went to Betty on the 16th of this month. The original call to review all of our courses was in May 2006.

Strong: We foresaw this requirement. We will supply them the results of the Dragon Core deliberations, as, in the process of developing the Dragon Core, all courses have been reviewed by the Dragon Core committee and fit the MnTC criteria.

CP: They sent a status report, summer 2007, where they report their staff went through all our courses and questioned the designations. Who's the group that decides on course designations? How are we going to get this done?

Notes from Dr. Midgarden: I have no information about what process Joann Simser is talking about. I did a preliminary report to CTL last year where I described our curriculum approval process; the new Dragon Core is based on the categories of the MnTC. I was told we are in really good shape because all of our curriculum has to be approved by shared governance. Two (Dragon Core & APAC) and sometimes three (Writing Committee, if writing intensive) faculty committees are involved and everything goes to Meet and Confer for additional discussion if needed. Joann Simser sent a reminder this summer about the report being due and Jim Anderson has been working on this. Hopefully, we don't have to spend much time on this. When I tried to discover why we were being told to do this, the reason given was that there were a few 2-year schools that were badly out of compliance and so they decided to make everyone go through this. I'm hoping to learn more about this at the meeting in St Paul on Thursday.

Gracyk: Have we ever announced at what point we are going to discontinue those classes in the Liberal Studies program, but not in the Dragon Core?

Strong: We're scheduled to meet tomorrow on this topic, among others.

CP: These courses belong to the faculty, and they, not the administration, should be involved in deciding which courses are meeting the Minnesota Transfer Curriculum. It sounds as though first of all, we need to make a decision about the former liberal studies courses that are still being taught. The easy part is the Dragon Core. The hard part is those other courses.

Harris: Are there issues about courses transferring in?

Strong: We have no option in the MTC. We do have options on writing intensive courses.

I. Security Data Training – (Request Update on Faculty Participation)

Choate: We are working on a way with MnSCU to enroll those faculty and staff who have not yet taken the Security Data training. My message to the faculty is if you already are in D2L, you can use that sign on info to do the security course. 500 people are left to take the course.

- J. **Financial Aid/Summer School/Calendar Committee – (We are unclear if Financial Aid has raised an issue about the summer school calendar that involves the IFO contract – please clarify if there is an issue and if so, what it is)** Strong : That will have to await the return of Carolyn Zehren to explain the issue. Our summer school plans are a pilot, an experiment, so we would like to stay as close to the St. Cloud program as possible. The language Cindy gave me is just great. We have been emailing back and forth some of the details. Normally, if a chairperson's contractual extended duty days occur during a summer session, the chairperson may only receive additional salary compensation for instruction beyond four credits. How will we do continuing studies? We don't know. But we will figure it out. Chairs employment was never out of summer session money so there is no change in the chairs' situation, although the credits they earn will count towards the department's credits

CP: Since you're retiring, Dr. Strong, could we include something as a modifier in the phrase? I want to preserve the notion in a manner very clear for the next person.

Strong: The issue of whether a department can avoid low enrollment penalties based upon the department average enrollment, instead of the enrollment based upon individual faculty numbers, may be revisited after next summer session.

This is in response to the IFO request that summer course "low enrollment" penalties be based upon the average enrollment for the department instead of the average enrollment of an individual faculty member. My response was that we are not willing to do that at this time. This first step can be seen as a "pilot" and we need to learn more about how the plan which has been successful at St Cloud will work here.

6. **Topics for next Meet and Confer – October 4, 2007**

Library remodeling: REB: There will be a bonding bill in the spring, for \$700,000 for renovation of the library. It may not get funded. But that doesn't mean we can't start our own conversations to figure out how to accomplish this. The library building is now #1 in deferred maintenance, we need to refit that building for the digital age. We had hoped for the bonding bill last spring. We have another chance next spring. We need to be very intentional. We are going to re-invent this building to engage the new digital platform.

Goodman: I totally agree with Dr. Barden regarding the electrical, plumbing, etc, but also one thing is that the librarians, info tech, etc, have been having conversations about this. Pre-planning has begun. This year we hope to start implementing collaborative zones, quiet zones, by modular areas where students can work together whereas other areas are quiet. We can do many of these things

without spending a lot of money. We need furniture in which students can plug in their laptops. Most of these ideas have come from a larger group in the library. Also, I have a student advisory group and the student senate to get their ideas. One final thing is we've been to St. Cloud and other libraries that have a "Learning Commons." Students might be working on their computer in the "Learning Commons" they can get tutoring, for example from the Write Site. Les is willing to move students support downstairs to give some sort of media help, media lab, etc.

Harris: I would ask that as you get involved, consider the views of faculty. We are far from leaving behind the field of print. The fear is that these changes will crowd out books.

Goodman: I do think you have to realize that in the future there will be less shelf space for books. We have to be compliant with ADA. A student wheel chair can not get through stacks. Students coming out of HS aren't browsers. Rhonda has been pushing for a faculty development center for faculty.

REB: I want to brag that our new VP was intensely involved with one of the newest libraries in the system.

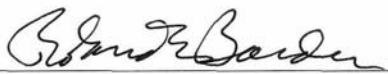
Kirk: Not to brag, but 2 new libraries. We need technology, but books aren't going away. Making it multi-purpose is very important.

CP: President Barden, we took up many things while you were gone, so, we will be revisiting a number of them in October.

REB: Our new freshmen are up 13% and we have a very good increase in international students. I appreciate everyone's hard work. Thank you.

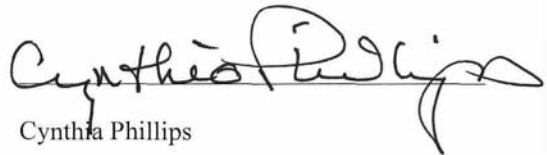
Meeting adjourned 5:00 pm

Gloria Sheldon
Academic Affairs



Roland E Barden

Minnesota State University Moorhead President



Cynthia Phillips

MSUM Faculty Association President (IFO)