Academic Affairs Retreat
August 5, 2013
Attending – Martin, Patrick, Jeanine, Jim, Shawn, Lynn, Bob, Colleen

1. Introductions – roles, responsibilities and expectations reviewed

2. College Deans and School of Graduate Studies Restructuring – Joan Miller

   Reviewed new processes to begin Fall of 2013; College deans will be replacing the Graduate Dean on an annual rotations as a reviewer and signatory on forms. This will also bring deans into the decision making and quality review process of graduate programs within their colleges. Changes will be incorporated into form 3 (research paper/thesis proposal), form 5 (pre-defense signature form), and arranged course forms (require attached syllabus). Suggest for adding language to form 5 to address the paper’s defend-ability will be brought to the Grad Committee for discussion. Joan will provide deans with summary information on faculty who serve (and refuse) on committees annually.

   Suggested that these revisions will be brought to an Academic Forum. Grad Committee is continuing its work on a Graduate Faculty Orientation.

   Dr. Barta will serve on the Grad committee, which meets every other week. Dr. Greer will serve on the Human Subjects Committee. Link to Human Subjects info and form will be added to Academic Affairs webpage.

3. IFO contract – highlights of changes were reviewed

4. Academic Calendars – have been approved through August of 2018, including summer session dates

5. Cabinet updates – Dr. Tadlock reviewed relevant information shared at the recent Executive Cabinet meeting, including the System office metrics the President will focus on this academic year; the expanded cabinet structure that will be used as a recommending body to the Executive Cabinet and will include faculty and students. The President will attend college dept chair meetings on 8/19 and President’s start up breakfast on 8/20 as well as the academic meeting following the president’s breakfast.

6. International Initiatives updates – CIBT has provided 20 slots for BSU student to work for a semester in China; 5 at 4 different campuses, also 1 faculty slot each semester at Weifang U. Weifang student ambassadors will be at BSU this fall and will be sitting in on classes. There is work on a RFP to develop an intensive English center on campus that will go out this fall, planning for a fall 14 start.
7. More socializing, more involvement of families, significant others – What, how? More visiting around campus, begin seen more, engaging faculty and staff more – how to do this?

Need to invite others to campus, be involved with our community partners, hold and attend open forums, share attendance at campus events (i.e FYREside chats)

8. MAP/Work plan – finalization of assignments, process for reporting back – Patrick will resend work plan grid for Thursday’s discussion, there will be a document prepared that will cross walk the MAP with the University Strategic plan, the master facilities plan and the MnSCU strategic plan

9. Assessment – what is required to get departments where they need to be? Reviewed timeline and grid of where departments are at; plans to add an interim reporting requirement early spring semester as another opportunity to keep on track will be brought to the assessment committee for approval. Will invite faculty to workshop planned for 8/23. Deans will encourage depts who are not up to date to attend for review and small group meetings. Assessment coordinators are Randy Westhoff and Dave Benson.

10. Course scheduling/Course Planning – informational item, will work to prepare for course registration needs in advance of AAR sessions to better anticipate course and seats needed for incoming students

11. Tenure-promotion communication (CPD panel); revised tenure and promotion documents – updated PDP and progress report documents will be distributed to faculty. CPD panel will be recorded

12. Administration evaluations and values – deans will share results of evaluations with faculty at start up meetings. Colleen and Jeanine will review the evaluation used last year in relation to the academic core values outlined in the MAP and incorporate questions that will evaluate practices that demonstrate these values.

August 8, 2013

Attending – Martin, Patrick, Colleen, Jeanine, Shawn, Bob, Jim, Lynn, James, Bill

1. Carryover from August 5-
   Martin shared update on campaign, membership of national campaign committee, will be present at gala on 9/27 (Homecoming weekend).

   Meeting on Hagg-Sauer: discussions at the system level about the need for this space because of our low space utilization rate.
This group will be meeting on 8/15 from 10 am – 2:30 pm.

Academic Forum agenda – so far: Campus Climate survey results, campaign update, building update

Discuss moving CIBT work opportunities to internships – could be considered a donation to the University

1-2-1 programs – which BSU programs would work in this model and have capacity for new students?

3 -1 -1 – 3 years there; finish bachelor’s degree here and then move into Master’s program at another MnSCU university. Weifang U is interested in this with us.

Singapore – fall visit about exhibit design

2. Budget/Budget planning-
   a. 80/20 models – reviewed criteria for funding model, intention is that resources follow the growth programs, does not include existing programs, have had conversations about establishing baselines for existing programs to allow for growth
   b. Responsibility-based budgets – money goes first to schools and colleges; services are paid by the college. Match academic authority with financial responsibility. Eliminates need for constant negotiation beyond the college. Allows funding of plans that align with university mission and goals. Will great greater transparency – i.e. how much a college a pays for services beyond instruction. Should a task force be developed to provide stakeholder buy-in? Group would also need to determine incentives, framework, developing a model – include faculty and deans from CBTC and SON. Run a pilot/shadow year in FY15 and implement FY16.

Bill reviewed current budget model, tuition is frozen for next two years, received state appropriation to fill in. Enrollment is biggest driver of revenue, also state appropriation and tuition. Summer profits – portion to academic affairs to fund bottom dollars (additional dollars for faculty costs beyond load), initiatives. Also receive restricted revenue, i.e. 360, Optivation, AOS funds and differential tuition. Personnel is largest expense (75%).

Connection between budget and enrollments – will be explored in Strategic Enrollment Management committee that James is coordinating. What is the optimal enrollment, for each program? Including graduate and off campus enrollment numbers.

Discussed ability to run programs for small niche markets vs need to remain profitable

Facilities update – relocation of nursing lab to Bensen Bldg first two floors, will be working on final design for renovation of Sanford, Memorial this year. Memorial will be ready for move in fall of 15. Decker ready for move in mid year 15-16. Info will be shared at academic forum on 8/19 by Bill Maki.
3. Positions to be advertised
   a. Indicators from IR – reviewed data from 2013, explained the 7 indicators, conversation about how to assist with placement data collection, could use indicators to determine programs that have capacity for 1-2-1 programs, etc., info was shared with faculty last year, is also on IR website; indicators will be updated annually

   Reviewed cost recovery reports – should be 150% to cover all costs, direct and institutional; reviewed subjects that have a low recovery ratio and the context behind the numbers; importance to get this info in front of depts. and faculty to use as a tool for curriculum decisions (credits in a major), faculty assignments. Decisions need to be driven by data.

   b. Budget implications related to positions – reviewed information about break even costs based on base salaries; reviewed list proposed new faculty lines based on program growth indicated in MAP, 80/20 model funding and evidence that the position will generate growth. New positions should be tied to conditions of completed assessment work. Important to have growth to make sure the positions are continued. Review positions for current needs. Need facts about these requested positions – how many courses will be added, historical patterns from past years in terms of shortages, will these new positions replace adjuncts, continued demand, etc. Deans will prepare rationales for new positions ready for meet and confer: cost study info, cost recovery, extra instructional dollars spent in past, currency in assessment, sections added and wait lists for current courses, other conditions that need to be met and include probationary or fixed term (one page for each). Have this ready for the next deans meeting on 8/13. Patrick will work with Bill and Martin to put a budget plan together as well. Also reviewed faculty lines from 80/20 funding as well.

4. Performance metrics – President focus on retention, completion, tuition and diversity
   Two year conversation to define the metric and the goals, with IR reps from all colleges and universities; IR office does provide additional information that is campus and major specific. Issues from BSUs perspective – completion rate of diverse students, conversation about how efforts to improve this rate will help with all students.

5. Fall Start up – Issues that will be introduced to campus: Study group to look at the relationship between BSU and NTC and the future configuration. President’s cabinet – new membership. Request for individual printer for faculty’s office (will go to meet and confer). New turf and loss of pine trees by football field. Buildings and relocations. International students and education abroad experiences (semester or summer long). Need to stick to the MAP as basis for decisions that have been made. The MAP is our guide.