

**BSUFA Meet and Confer
March 9, 2005**

Dunn, Milowski, Fauchald, Weaver, Brown, Witt, Gritzmacher, Larkin, Fredrickson, Maki, Quistgaard

Called to Order: 4:05 PM

Signature Themes and Faculty and Civic Engagement

Milowski: Distributed a report she wrote regarding signature themes. There were unresolved issues following the meeting we held regarding the definitions of the signature themes.

Quistgaard wants them broad so that constituent groups can define them for themselves.

Fredrickson said that the definition of civic engagement was being more specifically defined.

The group involved in defining civic engagement has no standing to speak for the faculty.

Fredrickson: I was referring to the open forum conversations. The group doesn't just include faculty, but includes people from all over campus. Those interested in defining civic engagement (faculty and staff) chose to meet in a smaller group to get their arms around this definition. The full anticipation is to come back to larger group. It is to be an inductive process. This is to include the entire campus. I apologize if I was unclear in my explanation or if I led you to believe that a small group of faculty was responsible for developing a definition. We are farther ahead on defining civic engagement is because it emerged as an area to be discussed before we began looking at the signature themes.

Milowski: But, this is a process that is outside the approved process. We have had no official representation in terms of building the definition. It would have to come back to Meet & Confer and we could shoot it down. You would have to start all over.

Quistgaard: I thought we had a healthy discussion at that meeting. We have already acted on one of the motions. We have started to have meetings with department chairs and if the chairs choose, we will discuss the themes with the departments also. The notion isn't to be prescriptive, but to discuss how to go about the process of developing these themes. This is the feedback that we have received with the two colleges that we have already met with. We are learning a fair amount about the topics related to assessment and language.

Fredrickson: As far as the survey on civic engagement, there was a big consideration because civic engagement could have broad or narrow definitions. We decided that we should find out what we are already doing before we define it. The survey will give us information as a campus as to what we are doing. We may find that it is beyond or above what we are doing, or we may find areas where we may want to improve.

Milowski: Is the survey coming from Institutional Research?

Fredrickson: Weir will be involved. I have stepped away from this, but we have faculty experts on survey design. The next step is to take it through Ivan Weir's office. It will be an anonymous survey.

Milowski: This will need to come before meet and confer. We will need to approve it.

Fredrickson: But the ad hoc group has made this survey a better instrument.

Quistgaard: So, you used these individuals as a resource.

Fredrickson: Yes.

Quistgaard: It will go through human subjects?

Fredrickson: Yes, the whole route.

Milowski: I have concerns with the prescriptive use of the signature themes in all areas of the curriculum and as they are presented in position descriptions.

Fredrickson: We took it under advisement.

Quistgaard: My understanding was that we wouldn't put the signature themes in the responsibilities section, but they would be mentioned in the community description tagline.

Milowski: The tag line says faculty with expertise in these areas are desired.

Fredrickson: On February 14, I sent an email to Larkin outlining my suggestion of a two-fold approach of ways to use the themes in position descriptions. (Discussion continued while the original email was retrieved.)

Witt: I think the only concern is the tag line in the University description.

Brown: Is this holding up a position in math? The close date is April 1. It hasn't been advertised.

Fredrickson: It has been advertised. (Original email and a copy of a letter to John Arneson regarding the University/Community tagline were produced.)

Milowski: Yes, this is what I was referring to. My concern is the statement that "Individuals with those interests or research areas are desired." Regarding the email

Fredrickson: Specific reference to the three themes has been moved from the responsibilities section of the position description to the University/Community section. We don't have shared definitions; I recommend that colleges work to develop those definitions within their respective disciplines.

Milowski: The nursing description came back with specific references in the position description.

Fredrickson: That would be consistent with this email.

Dunn: We also have problems with the wording of the tagline in general.

Milowski: I have developed an alternate wording.

Quistgaard & Fredrickson: Caucus.

Quistgaard: We will be deleting the sentence that says, "Individuals with those interests or research areas are desired." We also need to pay more attention to the other part of the statement.

Concurrent Enrollment

Fredrickson: What I want to put on the table is an encouragement to departments to consider concurrent enrollment. There are many models. We've been approached by the local school district asking if we would consider concurrent enrollment. They have been approached by UMC. They view concurrent enrollment as a better deal. I've had a couple folks (Griggs and another person) go to a conference on this to get best practice. 50% of institutions are involved in concurrent enrollment. The number has doubled since 2000. The conversion rate following the UMD model is nearly 40%. As we are moving toward initiatives to increase enrollment, we have two reasons to consider this. First, we can increase our enrollment and we could build a local partnership. English, Math, Foreign Languages these are the big courses.

Quistgaard: The matriculation is higher than PSEO.

Milowski: What is the Southwest model?

Fredrickson: If you have an appropriately credential High School instructor, the High School instructor teaches the college course and is mentored by the college faculty member. Curriculum comes from the faculty, tests may be co-graded to ensure rigor.

Fauchald: The other piece is that high school faculty who participate also go to a summer workshop and the students make at least one campus visit during the semester.

Fredrickson: We would get FTEs but not much cash. It would be a feeder program.

Brown: How do you get around problems of undercutting?

Quistgaard: There are a couple of ways. This district has said they prefer to work with us even if it isn't a better financial deal.

Maki: The intent is to break even.

Fauchald: U of M pays overload and extra duty days. One of the issues is that there is no way the departments will buy into the Southwest or the Crookston Model. The funding formula doesn't favor us toward a match. If the English department doesn't want to participate, if it isn't up to their standards, it just won't go.

Quistgaard: We need to initiate a dialog. We are going to be pressed on this. Perhaps form a subgroup for discussion.

Larkin: If we do a subgroup let's bring it to Meet & Confer and Senate to make sure everyone is on board.

Quistgaard: PSEO isn't a moneymaker. We have a chance to get into other area districts. But, we need to make sure that we do it with quality.

Fauchald: Some schools are losing money on this deal. It will cost us some money/

Quistgaard: But it could be an enrollment stabilizer.

Fredrickson: I would like you to come up with the faculty names for a subgroup.

Quistgaard: We need to move expeditiously on this because we have another meeting with the district scheduled.

Request for Institutional Change (Higher Learning Commission)

Fredrickson: This is an informational item. Last year we went through this with DLite the Masters in Ed and another online program. We are using that updated request to ask for blanket authority so that we don't have to go back to higher learning commission each time we want to ask for an online program.

Witt: This is a no-brainer.

Quistgaard: We will go through our own internal process.

Seniority Lines (continued from February Meet and Confer)

Fredrickson: To bring you up to date, we are looking at the DLite positions moving into probationary positions. I have yet to make it with the Education Department. I'll be meeting with the Chair and the Dean. The rationale for my line of thinking is that these credits should be self-sustaining and supportive of the campus. If there were a change in enrollment, it would be disingenuous to suggest that these faculty would be come back to campus if that meant that on-campus faculty would be bumped out.

Larkin: How are the enrollments in DLite?

Fredrickson: I would defer until I have looked at the data.

Quistgaard: We had this situation with AUC and the business program. This person was on soft money. That is how we entered into it.

Budget

Maki: We want to work with Budget Resource and Allocation Committee to have another budget forum in late March or early April, once the House and Senate have taken a position on higher education funding. We haven't had new information since Christmas. We think we are looking at two million in '06 and one million in '07 based on flat enrollment and modest tuitions increases. Enrollment for next year, we are up in freshman applications from last year, but last year was a poor year. We are about even with two years ago. If we lose a large group of seniors this spring, we may be losing ground and will see a decrease in total enrollment. Total applications for fall '05 freshmen are 1268. Fall '03 was 1208 and last year was 1090. Transfers down considerably;

we have 201 now but had 360 in '04 and '03. The increase in freshmen is offset by the decline in transfers.

Quistgaard: We had better expect that we will have fewer students here this fall than last fall.

Dunn: Didn't transfers come in late last year?

Fauchald: These are date-to-date comparisons. I'm assuming that we can't look for an increase in tuition.

Quistgaard: We won't know what the Governor is going to do. I'm concerned because we have one of the lowest retention rates, the lowest graduation rates, and the highest costs.

Milowski: Is there any recognition that there is a large number of students who use us as a community college.

Quistgaard: We don't have as high a transfer out rate as we once did. We do serve a very high percentage of underserved students with very high need. But when you get to St. Paul there are no allowances for this. They see that as an excuse.

SOAR

Fredrickson: I think we have an agreement for April days.

Larkin: I recollect that in lieu of pay, IFO travel moneys will be credited at a rate of \$250 for those SOAR faculty who are working SOAR on a regularly scheduled duty day.

Fredrickson: I recall that it was \$200. (Laughter all around.)

Witt: I thought it was \$300.

Fredrickson: Could we compromise on \$225?

Larkin: Yes, we would agree to that.

Fredrickson: Then it's a done deal.

Northwest Technical College and BSU (offering Gen Ed courses)

Fredrickson: As you know, we have an agreement with NWT that we deliver their gen eds; they don't offer their own. We have the appropriate faculty with appropriate credentials. We need to look at how we meet their needs and how we incorporate that into planning and do it better. But, it requires that we accommodate them. We are trying to figure out to get their needs early enough to allow departments the opportunity for planning. We need to look long term.

Milowski: They want the courses offered over there.

Fredrickson: They will meet us on some of these issues. We had some of their students in a common section with our students when it fit into their schedules.

Witt: As far as our people concerned, is the only issue that our people need to go over there? We could give our people a parking space in Ed Arts. Then you will get the people you need.

Milowski: But we could also have a section for English. It would be in load. This is really a scheduling issue.

Fauchald: Accounting and Business at the lower level are combined in the budget with NWT. We would like you to separate these out. The numbers don't look good.

Maki: We can look into this in all the areas.

Interim Session

Fredrickson: We would like to entertain some interim sessions for May '06. At a recent conference, we found that St. Cloud offers 60 sessions. It allows students to pick up some credits while they are still here on campus before their leases run out in May.

Larkin: Is this being brought into negotiations?

Fredrickson: Other schools are doing it.

Brown: It should be negotiated so that everyone is being paid consistently.

Fredrickson: I would like to open that conversation. We are holding to a standard that other schools aren't. Faculty see this as an attractive term.

Fauchald: Will we work it on a summer school profit situation?

Brown: You are on the MnSCU negotiating team. You can bring it to negotiations.

Centers of Excellence

Fredrickson: The Governor has a lot of ideas on centers of excellence. He has six ideas, but we aren't limited to six. My most recent conversations suggest the MnSCU would like to wait until we know what the Governor wants. Or should we prepare in anticipation of what the Governor will likely do? This is what MnSCU wants us to do.

Brown: It could be a problem if this state goes down the path of specialty schools.

Fauchald: The IFO board has gone on record as not wanting fences around the money.

Quistgaard: That is the MnSCU position also.

Dunn: And we don't want to be relegated to the vocational track.

Larkin: The other six State University presidents are all working on proposals on their campuses.

Curriculum Approval Process

Larkin: The concern raised in Senate has to do with the process. A curriculum proposal is sent to VP of Academic affairs. There is no arrow on the process flow chart with an indication of non-approval at that level. The chart suggests that your point of approval is at the very end, after the curriculum has passed in Faculty Senate. The concern is that some curriculum stops at your office rather than moving through the process as is stipulated.

Fredrickson: A couple things. I don't think anything is being rejected in my office that is killed here. When I first came I looked at this process, I was concerned that I only had input in curriculum until the end. Where the hold up comes is that the dean has to sign off. The question is are you familiar with what the deans are doing? They have to sign off on the clause regarding additional resources.

Fauchald: Yes, the deans are signing off. We are getting mixed messages.

Fredrickson: The deans aren't often have conversations with me about resources. They have to.

Fauchald: The dean needs to be clear about not signing a proposal if it requires resources that won't be forthcoming. We are being told that the deans are signing and then proposals are sitting on your desk. We believe that if the deans are signing when they shouldn't that you shouldn't have to take the blame.

Brown: The deans need to be communicating with their colleges about resource allocation. (A summary of the March 7 Senate meeting was presented.)

Fredrickson: If there is currently confusion regarding resource allocation, then we need to clean that up.

New Positions

Fredrickson: Presented classified and unclassified position lists. Leon Nelson in Industrial Technology is retiring. That is a probationary position. The library search continues. Mass Communication had a failed search for Bob Smith's. The ad was changed and it is back out. There is also a Mass Comm Instructor position to cover Valica Boudry while she is on unpaid educational leave. Nursing has a position to replace Joelyn Scriba, and the math is being advertised.

Brown: The problem with failed searches is when there are delays we don't get the best applicants.

Fredrickson: There is also a Criminal Justice probationary position out there.

Maki: Classified has a computer support ITS 2 position to provide some relieve for Russ Hansen. The ITS 1 position is on hold.

Witt: What is the schedule for making decision on Interim VP position?

Maki: We had interviews last week. Those things go to Joann tomorrow.

Fredrickson: I will look at recommendations and based on those, I will contact one or more of the candidates for individual interviews. That will occur either next week or the week following break.

Other

Quistgaard: I am strongly considering some reorganization in student affairs and enrollment management. Our compensation isn't and can't be high enough to recruit qualified people in each of these areas. We will probably be moving toward someone with a marketing communications background. We have significant challenges. My proposal is to hire a VP for student affairs and enrollment management. That would bring these two areas under one roof. The focus would be on recruitment and retention and strengthening our student development opportunities in the areas of leadership, engagement, and multiculturalism. This won't involve any dollars other than those we already have. We have to come up with solutions in the area of enrollment management.

Fauchald: I served on the enrollment management search committee. This skill set might be difficult. Student services people will want the student services side, but the enrollment component is critical.

Quistgaard: I am proposing a new model that is emerging nationally. I think it is the way things will be going.

Milowski: You hit two of the signature themes and added leadership. Are we going to have a fourth theme?

Quistgaard: Leadership is always something that we are looking at. Students engaged in the three signature areas are the ones who emerge as leaders.

Milowski: Another other point regarding the 2/14 email to Larkin. My final comment about signature themes is that allowing various groups to define the themes for themselves might be the way to go. There are three problems. One group is opposed to the themes all together. Another group says they are innocuous but don't object to them. A third group says they don't apply to use. It might be best to tell these groups "Here are the themes define them yourselves."

Quistgaard: That is the process that we have initiated, as you are describing it. One other thing. I had a meeting to discuss another concern brought forth last time when we were off the record. We are working to address the issue. Some changes have already occurred, and more will be forthcoming.

Adjourned 5:45 PM