

Meet and Confer

August 29, 2007

In attendance: Joann Frederickson, Lisa Erwin, Bill Maki, Susan Hauser, Deb Peterson, Derek Webb, Louise Mengelkoch, Elizabeth Dunn, Robert Griggs, John Quistgaard,

Items:

1. **Enrollment update**

President Quistgaard reported that first year student enrollment may be up by double digit percents. Maintaining close to previous levels of transfers and returning students. We won't have details until a little later. Res. Life community is also up. This reflects possibly the largest increase in state universities in freshman. Down some on transfers.

Vice President Maki reported that 108 students were dropped after the first day of classes for failure to pay. Another count will be made after a week. This is better than last year.

2. **IT related issues**

Transition update

Vice President Griggs reported that the Forum last week during fall startup was fairly well attended.

New servers have been installed in a clustering arrangement to prevent loss if a failure occurs. One server will automatically work as a back-up for the other. There have also been many improvements in the various university sites. Faculty may have freedom of design, but there are a few universal requirements. The most important requirements are the common header and footer to identify University sites and allow easy movement from one site to another. The new faculty portal is running. More storage room is available. Links to e-services are easier. The system will have the ability to make a single sign on...but this feature is not up yet. The single sign-on feature may be made available as an option for individual faculty members' preference. The Student portal is also up and running. Other new features include a searchable course listing by Lib Ed, Distance, and Campus courses with the directory pulling directly from ISRS This results in the lists being updated very quickly. Another directory change has a spam reducing feature by protecting email addresses. Site searchers will be able to contact personnel by name and send an email, but they will not have access to the email address. Others features are still to be added.

The URL restructuring is what has taken the most time. Searchability has been a problem because the various sites have not used nested URLs. The updating has been timed to be completed with the arrival of the new home page.

One of the questions arising during the Forum concerned the timing of the changes. The changes were primarily done in summer because there were more IT staff available. Rose Jones thinks the new home page will be done in September.

Another question is whether the system is going to change again? The answer is "No."

Another advantage of the new system is the significant increase in storage memory from 256 megabytes (MB) to 1 gigabyte (GB). The next change will be to get

more bandwidth for podcasting and streaming. Mike Smith is currently working to increase our pipeline.

Derek requested education for the faculty to understand how to backup now that we have adequate memory. Other requests included a front page link to a help page. Ongoing concerns include problems getting to employee websites. The suggestion was to link on Office...That is a list of nearly everything on the website. Google hasn't yet indexed our new site. Heavy users have received some special emails to help them.

There was universal agreement on Smiles to everyone who is working on this, especially Kody Hagen, Sam Parsons. & Michelle Qualley.

Laptop pilot project update

VP Griggs reported that IT has ordered 35 new dual platform computers and continues working with IFO/ACC committee. The current goal is to get one piece of standardized hardware to support both PCs and Macs through a dual boot. The idea is catching a lot of attention on campuses, and the pilot project promotes BSU. More immediately, it will be a cost savings if we only need service for one piece of hardware. The computers should be here by mid-September. Next year all faculty will get new machines.

Security awareness training for faculty

Some training has already been done. This is MNSCU System-wide training on data security. All faculty and staff must go through the training and it will eventually include students. The training is conducted through D2L. Departments can go to the lab and do it all at once. There are 3 modules, about 15 minutes each. There is a simple quiz. (Did you complete this module?) Those faculty who already have a D2L account seem to be completing the training quickly. The training may possible be in a printed format.

Dr. Webb asked about software licensing issues. There is a need to make sure that licensing is paid in a timely manner, so that the software is available when it should be. Short list of software that is always available.

VP Griggs suggested going through IFO/ACC to make sure this communication works.

Dr. Webb asked, can the university keep track of our licenses and update them before they expire so there is no work stoppage?

VP Griggs, Yes.

A new position for an Educational Technologist is going forward. This will be especially helpful in supporting creativity and innovation. This position will help with future podcasting and streaming online.

3. Budget update

VP Maki reported that the year was budgeted for 4200 FTE and we are going to be within reasonable range of meeting that projection.

Summer FTEs were down about 20, but we expected that.

Tuition expectations should be up from last year. Residence Halls are doing very well because of the increase in first year students.

Next Year the situation will be more problematic. The BOT passed a motion that they want state universities to keep tuition increases down to 3%. The feasibility study will be done this semester. We had predicted 4% tuition increase in our budget predictions. Other institutions actually planned on 6-7%. Our inflation in personnel costs is 4.5% and other is 2.5%. Enrollment is the only variable that we can actually change. A discussion of the numbers followed.

VP Maki is planning budget forums as the semester progresses and we see what our enrollment is actually going to be.

President Dunn stated that we should cooperate on this and continue to educate the students, too. Because the students have considerable influence they need and want a thorough understanding of what their requests re. tuition mean to the total budget.

President Dunn asked for an update on the athletics alternate budget planning—what happens if the plan proposed in the budget solution last year doesn't materialize? Is the alternative planning beginning, and what role will faculty have?

VP Maki reported that the university has implemented 3 changes outlined in the original proposal. We are now charging students to attend Division 1 hockey games, we are requiring all student athletes to have their own primary health insurance coverage, and we have increased the student athletic fee. The university has also cut some new money going to athletics.

The unsettled variable remains Division 1 Men's Hockey. WCHA said they were not interested in BSU at this time or in lifting the moratorium on new members. The attempt to raise the \$2.5 million hockey fund required by the budget plan has been started. The Foundation, Hockey alumni & supporters (about 8 people) have formed a working group. There is no report on the money at this point. The success of this group will determine the direction the university takes.

A broad group to look at the final plan will include faculty from PEHS. The plan for raising money is now together.

President Dunn reminded the group that the Foundation Board eliminated the faculty representative so we currently have no one to let us know what is happening at the Foundation. She requested, Can we have a copy of the plan for raising the money? Can we get a response from the Board about having a faculty member present?

President Quistgaard believes the Foundation hasn't discussed the issue of faculty representation simply because they haven't gotten to it yet. He will see that the Executive Committee receives a copy of the plan

Dr. Peterson clarified that there will be cuts in athletics in some form, no matter what. VP Maki said yes, but the options will be different depending on the Div. 1 results. A new task force may be brought to Meet & Confer to discuss options.

Dr. Webb raised the question of the faculty possibly receiving passes to use the recreation center.

President Quistgaard agreed to look at the previous legal decision, because in the past, the practice of giving the faculty free access was threatened by a law suit from local businesses as unfair competition. Wellness is also part of the issue and budget issues for the rec. center.

4. Seed money for innovation and creativity

Dr. Peterson asked if there is money available as originally intended by the Provost, and can faculty have access to it?

Provost Fredrickson responded that the money was budgeted then cut for a couple of years, therefore the university never had the money to actually spend. There is no money set aside for it now. Once the strategic plan is finished, they will have to find some way to support innovation and creativity, but now there is no money, and it is not in the budget. Such innovation and creativity should be mission central in order to receive any support.

Dr. Peterson suggested they might consider reassigned time since our course load is too heavy now. Faculty should have input. Further discussion followed.

5. Sabbatical opportunities before 10 years

Prof. Hauser raised the issue of looking more at sabbatical opportunities after 7 years. The common practice at BSU is 10 years, but it is hard to use it for professional development if one must wait 10 years. Also, faculty need to be able to do some planning ahead to take advantage of opportunities. What criteria might be applied to get a sabbatical at 7-9 years? If there is no backfill, the earlier sabbatical does not hurt the total FTE, although it may affect students' ability to complete a major. Is there departmental equity? What are the practices of other state universities?

President Dunn wondered if there are possibilities of a good opportunity, why should we only look at every 10 years? A more competitive process of evaluating applications for early sabbaticals may be possible.

The Provost is open to discussing this and would like to get more information and think about it.

President Dunn suggested a forum to discuss this.

Prof. Hauser remarked that the university doesn't benefit from the sabbaticals because they come so late. She also said we need meaningful criteria and an understanding of what a sabbatical should do for the faculty and the university.

6. Position update

Provost Fredrickson passed out the list of unfilled positions and new positions since last year and for this year. A brief discussion followed. (See attached list with hard copy.)

7. Emergency hiring process

We will take it under advisement and request the policy from Lorena Cook. President Dunn asked for specific information regarding the hiring of the new Associate Dean for Education. Specifically, she asked for the hiring timeline, how the candidates were identified, and sources of funding.

The Provost was prepared to discuss the money question only, and stated that she wanted to check with Dean Carol Nielsen to make sure she had accurate information on the other two questions.

The resources used are those that were identified as a Classification D, MUSAAF position—a line formerly held by Jack Judkins in the Profession Education Department. The original plan was that the position would remain, but the department came back with a class B (clerical position). A discussion followed.

The Provost will bring more information to our next Meet and Confer and will request that Dean Nielsen also attend to relate her perspective.

8. Position description for curriculum liaison

Provost Fredrickson handed out a draft of the position description. The executive committee will look at it and respond at the next Meet and Confer.

9. 120 credit mandate from the legislature

President Quistgaard reminded members that the real intent of this legislative policy is to reduce cost to students. The question is, "Why can one system offer degrees in 120 credits, and we can't?" He suggested that if the campus community has an interest, they might wish to speak to legislators.

All agreed that we should work together on this issue. The IFO will create a small task force to make recommendations and comments.

President Dunn requested that VP Maki look at what will this mean for our budget.

President Quistgaard also commented that this policy may have implications for broader issues about curriculum control at the local level.

10. Proposed "D" grade transfer policy

Both the old and the new transfer policies have problems and there are a number of attempts to find solutions. The new MnSCU policy requires that we accept D's from MnSCU schools for all courses in the MN transfer curriculum. The Provost is recommending that we accept all D's with the following safeguards: Departments may still use exams for entry and/or have their own GPA requirements for admission into the major. Continuing our policy that only those students with a cumulative 2.0 GPA can transfer. This policy would be consistent with ALL transfer students...not just from MnSCU schools. Our current transfer policy accepts D's when bringing in the entire MNtransfer curriculum or AA degrees.

BSUFA will take the proposed policy under advisement. (See policy attached to hard copy.)

11. Faculty training in campus security

President Dunn requested, as per the mandate from Faculty Senate, regular training for faculty about how to deal with campus security perhaps on a rotating basis of 3 years. Also she requested campus-wide announcements about changes.

VP Maki offered to provide a repeat of the spring security lecture. He will consult with Christel Kippenhan to discuss faculty concerns.

Notes by Marsha Driscoll discontinued and continued by Susan Hauser.

Meet & Confer, August 29, 2007, Notes Continued

Agenda Item:

11. Continued:

Keyless entry for outside doors only - might be ready in November.

12. Update on Strategic Plan:

President Quistgaard will be talking to the campus on September 25, 2007, with considerations regarding new vision and missions statements, core values, and a new strategic plan (four areas).

13. New planning structure:

President Dunn requested a plan.

President Quistgaard responded that we will probably have something this semester.

14. FA Data requests:

President Dunn requested the contractually specified data we annually receive.

15. Other:

President Dunn: Any idea when we'll have some results from the Reorganization Work Group? Provost Fredrickson anticipates announcing some results this semester, perhaps in October.

President Dunn: Clocks in Hagg-Sauer are wildly out of synch. She asked that this situation be addressed.

Culminating Recorder, Susan Hauser