

BSUFA Meet and Confer Notes  
September 16, 2009  
4:00 p.m.

Griggs, Linda Gilsrud, Maki, Brown, Q, Cutler, Marek, Smith, Morgan, Ueland, Erickson

Brown introduced Keith Marek. Announced to admin that a referendum is coming on lib ed. We are hoping that no lobbying be done on either side. Heard rumors of imposing lib ed.

Erickson: Why the fierce opposition to lib ed? Imposition - we're not going to talk about.  
Leif : Not fierce opposition. Stems from how lib ed was passed piecemeal. There were representations and misrepresentations. As passed piecemeal, these arguments came into question.

Three individuals with 3 POV. Lib ed committee was not playing straight. Mis-communication rather than student outcomes. There are a lot of different reasons for the why: losing positions, that were going to. New lib ed. Might not have been represented. Groups, five years, task force of 46. Passed in senate on 5 May, 2008.

Smith: Believed it to be a program on top of the current, people were informed that it's different.

E: Categorically: No one has lied. There might have been miscommunication. We are moving towards compliance.

Smith: Let's have the vote and see.

Q: I would like there to be some meetings to set the record straight.

Marek: The votes required division of the house. They were that close.

B: Senators voted outside of their departments's requests.

B: 10 day to report back

E: Student learning is something we can get our hands around because it's content plus skills. The courses in lib ed will be cross walked to MnTC.

#### Opening Queries

Are you considering retrenchment?

E: Not at this time.

Are any faculty currently under investigation?

E: No

#### Updates

##### Enrollment

Lisa: Up 4% in new FY and 7% overall in credits over last year.

Q: Break down online?

L: We don't break those out but we'd like to. Online is up.

Q: Some challenges with our vets. They aren't getting prompt \$\$ from feds, so MnSCU is waiving tuition and fees. Q is in touch with Franken to get \$\$ out to the vets for living expenses.

Losa: Lots of things are happening to bring enrollment up. Our enrollment corridor has moved, so

more and more are coming up.

Q: Articulation with Anoka-Ramsey

E: Ability to have admissions processing at A-R helps.

B: Lauds Admissions and Advising and Fin Aids for BSUFA

Budget.

Maki: Budget forums will be held on Oct 14th 9 and 12. No big changes since July 1. Enrollment is up and that is good for budget. We're watching what's going to happen in Nov's state forecast and how that's going to affect us. We have no information on a fall unallotment. We're planning for a 2011 unallotment; we've taken that out already. Things are stable. Stimulus \$\$ has been interesting.

Q: Rukavina predicts an 8B dollar shortfall.

Facilities

Maki: Sattgast: quite a bit of work to do yet, but the faculty have been great to work with.

Hopefully the contractors will be out at the end of this month. 1% for art: fountain with a DNA work.

Q: Compliments to faculty for thanking the GMWs for their work.

B: Please fix the granite wall with CS contribution misspelled.

Maki: HEPR \$\$ for Bangsburg. The improvements will be inconvenient for faculty. We're starting to work closely with faculty to minimize inconvenience. FOr support of facultt

Positions

E distributed a list of currents.

Lisa has some coming from Student Development and Career Services that we'll email you on.

M: One classified position - heating plant. The search will be open soon

Legislative

Visits from Rukavina, Higher ed Commissioner, House Investment committee. Other visits.

We're looking for design money for upper Memorial Hall and Student Union. We're looking to improve Psychology space ni HS. Still trying for the 2M for HS project.

What was the rationale for the adjunct hires? What is the administration's stance on this?

B: Was overload offered to general faculty? Under basis of 1, 2, 3

E: Each of the deans account \$\$ and make adjustments for new hires. Those are decisions that have to be made in context I'll have to ask the deans and get back to you.

B: Ok

When will we see summer school profits?

Q: We provided you with this information. I can give you another copy

B: Ok.

Maki: Summer 2008 projects will be distributed based on the old model.

Q: We're waiting for you to get on it.

Senate: Summer school profits proposal

We request a draft of the summer school calendar.

Bob: I can accommodate in electronic form. Draft is similar: 3 wk may session and two five week sessions. Another possibility is one 9 week block with offerings of different lengths. This option means we can wrap up earlier. Other institutions are going this way.

B: We want to maximize enrollment from high schools. Need to offer when teachers can attend.

G: The 9 week option would shave off a week at the end. We have to have conversation with departments.

B: If you have overlap, we get course conflicts and problems with allocations of resources.

G: Yes. The 9 week creates more options.

B: That's the problem.

G: Dave is good in scheduling to avoid those issues. We can be careful in scheduling.

Cutler: Does the schedule deal with online and on campus both?

G: Yes. If necessary, we can run it as 10 weeks. So we're flexible. I'm just brining it here as an information item. Once we have feedback - the sooner the better to get it finalized. Many don't decide to sign up, but the sooner we can get it out the better. By Mid-October.

When do we start drawing up search committees for Dean and VP. What will be the makeup? All typical and according to contract? Will exec have the opportunity to meet with the candidates?

B: We recommend Bob Griggs chair both search committees.

Smith complimented Griggs on his professional work at the last deans' search.

Q: Were firming up and hope to recommend at the next M&C

There has been no action on Affirmative Action officer. Anything to report?

M: Linda picked up AAC responsibilities L's retirement. We're holding a support position vacent until 2010. The search will start soon.

S: We won't have a separate position?

Linda: HR has a vested interest in retaining faculty and staff. We are open to changing practices if there is a concern.

Linda: The position description is out and classified with MAPE. 1/2 affirmative action and 1/2 time training.

Q: So if there were conflict of interest, others can go to the other person. There will be a second option in an investigation. We're being sensitive to this.

We will be requesting documents from Patrick Guilfoile for decisions he's making.

B: There have been a number of denials for professional travel funds. Denied because the travel didn't evidence professional improvement. Travel money denied for per diem because food was provided at conference. Chairs are spending time to write memos to get approvals.

E: We are being scrutinized closely by MnSCU and we might be audited. We're concerned about a mismanagement of state funds.

Doug: Its not a mismanagement of funds.

Q: This isn't coming from us. We've been caught with violations.

E: We went through training.

B: People are getting to the point where they won't be compensated. We're getting a lot of what if's

Doug: We have to change our practices without knowing what they have to be.

Morgan: Submit special occurrences?

Q: Yes

B: We would like a policy interpretation concerning the use of Professional Study and Travel Funds. The \$1300.00

Performance pay. Which administrators were included?

Linda: No new performance pay coming.

MnSCU's Students First Plan. Any updates?

Info online through chancellor's office. This is all admin has.

B: We like the common billing, but when MnSCU is controlling advising and selection of courses we get concerned.

Euland: Looks like it's directing students

Marek: The site can advise to particular campuses.

Doug: Are we aligned as a university on this?

E: We're not far enough into the process to know what this is about.

Q: The message was sent that there has to be more faculty involvement.

B: Faculty are not listed as stakeholders.

Q: That message was conveyed. This is high priority for the Chancellor.

H1N1 Emergency Plan. Quarantine plans for students? Instructions to students?

Maki: Emergency operations team is meeting regularly. We're getting advice been from Mn Dept of Health. Best for the students to go home. We might use Maple when we have ill roommates.

We have a plan, but we can't really move until we have a first case. There's a tab on the web, and all student email on what to do.

B: If you have some bullet points, we'd appreciate it. We got a report that two folks in Tam have it.

S: You have not been told of any cases?

Lisa: No.

Smith: We had a report that someone has come down with it.

B: A fac-staff with bullets will help for when questions come forward.

Maki: We touch base, and Health Services isn't reporting any cases.

Maki: Level 1 is event is immanent, 2 is confirmed cases in the vicinity. 3 is you have it.

Q: You're going to get emails saying students are ill. There are policies for handling

Smith: we have concern about new faculty without much sick time accrued.

Linda: New hires have 15 days, and 3 days of personal

Q: I expect we'll get word from down south to accommodate. We'll enquire on that.

Proposal to limit CEL courses to four classes or 100 students. This needs to come forward in MOA or take it to bargaining.

G: This is what's coming forward now as a proposal. We brought it to M&C last year. It's owing to increased demand. We talked about how much is too much. I've had significant feedback this

fall. Strong support - and strong opposition. Deans council supports implementation of the guidelines starting in 2010.

Leif: We respectfully reject MOU or MOA. We believe this is lacking rationale for load or quality. We'd like to see plans for cuts and revenue with the loss of credits. We're operating under the governor's call for more online enrollment.

G: There would be 7 faculty over the guidelines, 1 over the 100 students. It's a small proportion. We want to explore opportunity to offer these courses as load and overload. We're aware of access needs, but also aware of demands on faculty who take on a large number of courses and so are not dedicating time to other duties. These are guidelines.

Leif: BSUFA recognizes the load issue. But the # of students enrolled is more of a factor than # of classes.

G: 130 students would be ...

Leif: I agree this is groundbreaking and that's why it is best served to collective bargaining. There is no concern for # of students

G: This is all on top of a faculty members load.

Leif: The number of students seems arbitrary. I'd like to see it pulled back formally and bring the department chairs to the table.

B: Does it extend or limit conditions in the contract?

G: It doesn't because it's operating guidelines and so there's discretion. If there is a circumstance, we can allow a conversation.

B: If there's perceived value, then it's negotiable.

Leif: I see value in pulling it back formally. Once faculty get treated unevenly, we'll have grievances.

U: If a faculty member sees them as guidelines, then a faculty member can simply say no to it.

B: This is contentious. We'll take it to senate.

Questions about ATC being reclassified at ITS level 3

E: The position had not been reviewed for a long time. IT was reclassified by MnSCU from ACSFE to MAPE.

B: Min ed requirements?

Linda: ITS3 does not show a minimum, and we can't add to them. We prefer a BA, but it is not our call.

B: We lost Brian Allen, who supported the academic side of computer support. Leo supported academic side. Our concern is that we need the ability to deal with faculty. Will a tech-oriented person fit that bill?

E: In our search, we can watch for those qualities.

Linda: We can't add min qualifications.

Smith: If the position was classified with a minimal educational background we wouldn't have the concern.

B: We are looking in the structure of IMS with educational tech background that can be a resource to faculty.

Q: We'll re-search if we can't fill it with qualities.

Jeff: Same role as Leo? Liaison?

Q: Yes.

## Administration

Academic calendars for 2010-11 and 2011-12

E: distributed the draft for review by Senate. Asking it go go through senate and come back with concerns. Q's through Kyle. ASAP, please. Summer School calendar is higher priority.

Electronic System for Unclassified Applications (NEOGOV).

Linda: MnSCU put in a system for recruitment, selection, and tracking. Streamlines our unclassified search process. Deans create the requisitions online. Local services will be notified when approval is needed. For applicants, they can submit online. Search committee members access to review online. System will screen for pre-interview criteria. Search committees still control screening. Anything we need to collect online. Status of search is online for applicant. We'll be training as needed. We're trying to go with this right now.

Drug-Free Schools and Communities Act Compliance

Erwin: Email coming.

Academic Integrity Procedures

Lisa: We have new co-presidents. Academic Affairs reviewed academic procedures. IT came in late last fall. The next step is for final approval from B SUFA. Coming in Oct.

Adjourned at 6:05 to be continued

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Continuation  
28 Sept 2009  
3:00

Q, Leif, Erickson, Guilfoile, Erwin, Maki, Ueland, Webb, Smith, Phil Dahl, Marek, Cutler, Brown, Morgan.

B: Lib Ed Referendum. Announced 63 - 50. Bylaws state that lib ed plans are overruled. More info forthcoming.

Presented a copy of ballot to NE

Calendar at senate:

B: Calendar went to departments and will be back on Oct 5.

Phil Dahl

Distributed doc from 2003 regarding FYE admin structure and criteria. Most current. responsibilities, budget, and faculty members.

B: This is the current admin structure. Nothing's been changed.

Erwin: This hasn't been updated. we'll take it under advisement.

B: MUSAF members who are teaching will be paying IFO dues.

Task Stream - Info item

Guilfoile distributed info on TaskStream accountability management system. Brought forward to prepare for HLC site visit. We had 1000s of documents, and had no way of handling assessment. Faculty looked into AMS, and settled TaskStream. Some discussions are still going on in Gaps and Trends and Assessment Committee.

B: What's the Gaps and Trends committee? Can I get a charge, a list of the faculty on it, and term limits?

Q: Anyone else using it?

Pat: Not that I know of.

S: Any others your team looked at?

Pat: Not me, but others did. The folks that did the looking figured this was the best

B: Cost?

P: 20K the first year, 15k each year thereafter.

Smith: Will student self-report data?

Pat: No. The separate piece is a student portfolio. This is for the departments.

S: At one point, Pro Ed were to look at TaskStream.

Morgan: How is this going to be announced?

Pat: In an academic forum. It would be a tool.

B: Participation would be voluntary?

NE: We're looking at piloting it.

B: Faculty are involved in assessment

Pat: This isn't assessment. It's a system for data.

B: Would it be prescriptive to the way data is collected and analyzed?

Pat: No more prescriptive than current plan.

Q: Problem is we don't have a way of collecting and storing it and the reports

Pat: The advantage is that they have templates and we populate it with our data.

### **Tech Planning draft document.**

Leaves out mention of faculty and students. Plan hasn't been to M&C, so we would like to see different documents.

Marek: All the introductory statements leave out people

B: We would encourage Mitch to meet with ACC

Desktops purchasing policy.

Leif: We have been told of a policy that faculty cannot purchase desktops. We'd like a copy of that policy. We had equipment money to purchase desktop. Couldn't even get a quote from CIO.

B: Again, CIO needs to meet with ACC. We have a colleague who was hired with option of a desktop.

B: The former policy was more about standardization of platform, not no desktops.

S: Part of the issue was support.

Cutler: Part of it was capability of work.

B: Will overshadow laptop.

### **New software purchasing policy and procedure.**

Webb: Case of SPSS: We had to let license expire before getting a new one - and then it was up to user, not supporter, to ask for a new one. If services is going to hold licenses, then they should be the ones to alert users of needed update in plenty of time.

Webb: Licenses expire and we have to be updated. This has happened for 7 years. Would like a pro-active rather than retroactive.

E: Is that info sent with the license?

Morgan: ITS gets that info.

B: This again could be prevented if the CIO would meet with us.

Marek: There was a policy draft for software purchase. We'd like to get a copy of that. Might be a change in policy that we're not seeing.

Morgan: Software purchasing through ITS has slowed to a crawl. It took two months to get approval and an install - including a dean who wants to check if that everyone is doing everything correctly. How can we streamline this?

### Tech Master Plan

Morgan: We still want to see the tech master plan,

NE: Will bring the tech master plan.

Morgan: We would also like the link to the 2001 - 5 plan restored.

E: I'll check that.

### NE

ITS 3 is being advertised. Request for 2 faculty. 5 members, 6 with Mitch.

B: We recommend the rank of professor to Maxwell.

B: We requested last spring a list of coordinator duties. What do you expect or what their duties are. Would like something more like guidelines than prescriptive

E: What is this one connected with?

B: Program directos. Academic programs.

Leif: Zero sum game curriculum. We made changes to our curriculum for international students. We keep getting the change request back denied, saying we can't add a class without dropping a class. We'd like to see that policy.

### Extra Duty days form: Smith

CAS has been distributing a form stating that duty days aren't on weekends, holidays, or other days normally excluded. This impacts curricular matters faculty have to take up on Saturday, and



trips.

Webb: There's nothing in the contract that prohibits duty days on weekend

S: Is this just one college?

E: All colleges.

B: We would like you to eliminate option #3: prohibiting duty days on weekends and holiday.

Adjourned 3:44 pm

Submitted

M C Morgan