

**BSUFA Meet & Confer**

September 22, 2010

Deputy 301A

4:30 p.m.

**Attendees:** Nancy Erickson (NE); Richard Hanson (H); Lisa Erwin (LE); William Maki (WM); Troy Gilbertson (TG); Tom Fauchald (TF); Jeff Ueland (JU); Keith Merek (KM); Jeanine Gangeness (JG); Derek Webb (DW); Kathryn Smith (KS)

**Guest:** David Carlson (DC)

**Administrative Items**

1. Course Outlines

Course Outlines – policies from MnSCU 3.22 Course Syllabi (chapter 3)

DC referred to the mandate that all courses should have a course outline submitted to the records office (or be available)

According to Mike Lopez – RCTC (Rochester Community and Technical College) has a “model” that is being recommended to all of the MnSCU institutions. A database has been built by RCTC for this system – however BSU does not have this ability.

NE also stated that we need to have student learning outcomes for both HLC and these could be used as the MnSCU policy recommendations

TG learning objectives need to be numbered?

DC right now ISRS doesn't accommodate the learning objectives systems

NE we can set up our own student learning objectives

DC the plan is to set up a common database and outcomes. Some of this is similar to the MnTC connecting goal areas to what MnSCU recommends

TG ISRS doesn't currently have the capacity

NE we still need to have it?

DC at this point the records department will collect and figure out how to make available to students.

LE The Technical Colleges (and Community Colleges) participate in the Carl Perkins program which required them to put all of the course objectives into a system

DC we will probably be asked to have a similar system. This is all being pushed through the Smart Transfer initiative (chancellor's office). However, it seems like having course objectives available to the students is also a need for the HLC assessment, therefore we may want to move forward to meet both needs.

NE This may be a 2-3 year process and put together our outcomes based on our needs Louise Foxworth (transfer specialist at MnSCU) and after we complete this process then another process may be implemented

LE We need to maintain a University perspective which is to help students have the best experience

KM Are you saying that with the Smart Transfer initiative promoted by the chancellor's office that control may be lost at the major level?

NE our rights shouldn't be taken from us right now. However, this initiative has been moved to student services in the chancellor's office with Lopez versus being addressed with Foxworth in the academic affairs office

DC The model is part of the MnTC and a similar initiative

JU So, the Major level control may be lost when courses at the 3000 and 4000 level are being compared across the system.

NE I see this at more the 1000 and 2000 level

LE I would encourage everyone to keep the eye on the ball so we can maintain programmatic control

JU agreed

TG what is the next step

DC logistics, it is a problem that connected to ISRS isn't working – our department can facilitate the process of making the learning objectives available to the students

NE we are doing the work for course/programmatic level to meet HLC requirements as well as put it into TASKSTREAM

DC the records department will work on the technical work

NE we would like to add learning objectives to the curriculum form.

### **Administrative Items**

#### 2. 5-Year Course Offerings

NE are we ready to talk about courses not offered for 5 years? Is this a segue to discuss old courses

TG would it be beneficial for the curriculum committee to review the courses that haven't been taught in 5 years. Courses could be end-dated if they are not taught. We received the memo and will receive information in digital form.

### **BSUFA Items**

#### 1. Opening Queries

TG "If you have a plan for re-rostering could you please share it as soon as possible."

H There is no plan to re-roster at this point, will let you know later

TG Do you plan to offer BESI (Board Early Separation Incentive) packages to faculty this year?

H there will be; we will be using whatever tool is available to help – we need to request a change in the deadline for retirement. BESI with contractual changes – extension from 30-45 days from October 15<sup>th</sup> so faculty planning to retire can include retirement incentives.

TF That seems fair and has been done in the past

WM added information about possible BESI timing and the need to collect additional information, which is why a MOA will be requested for an extension to the October 15<sup>th</sup> contractual date to notify of retirements.

TG Are any faculty currently under investigation?

NE no (after the meeting KS asked about a specific situation and NE noted that this was, in fact an investigation and amended her "no" statement)

#### 2. Updates

Enrollment update

LE 4% up overall

5.4% up in credits

We will use the 30<sup>th</sup> day numbers

Enrollment has helped with the budget this year.

TG – how do we compare to other MnSCU institutions?

LE – we are waiting until 30<sup>th</sup> day

H – Forum stated that Moorhead was up by 9%

TF – reported on how other MnSCU's were coming in at.

### 3. Budget update

WM shared with the budget committee information that hasn't changed

**The surplus projected for FY2011 as of mid-summer is at ~\$865,000 (updated after a correction from Bill Maki 9/30/10)**

We are looking at having a budget forum – end of next week or early the following week.

Board received a report from Tom Gilespie – and it is important to share with the campus. We are looking at a 112 million dollar reduction to MnSCU

2011 – tuition bucket is up so this may help us with retirement incentives

We need to have a target and move with it.

There will be a big gap

TG recommends that the budget forum be set for early the week after next due to homecoming

WM Thanked the budget committee for inviting him to be a part of the group and will plan to continue to attend the Budget Committee Meeting

### 4. Facilities update

WM Hagg Sauer renovation has caused a lot of inconveniences for the faculty, staff, and students. The renovations include work on the roof and window renovations; concerns about odors. Part of problem is the wind and the direction of the wind. I am committed to responding to the needs as needed – please contact me (WM) or Jeff Sande on any issues. The entire HS project was poorly planned – I will take all the complaints very seriously.

TG thank you for being responsive

WM 2012 bonding requests include: The Hagg Sauer, Psychology renovation project – we may get the funding if the political environment works for approval of projects in this non-funding year. We have also submitted further lab work in Sattgast for Chemistry which will be submitted in the 2012 leg session. Business building planning for the renovation of Memorial Hall has begun with the pre-design work being done right now, we are downsizing from 20 mil to a 13 mil plan. Birch Hall is a focus for this year and the architect will be working on this project to begin the renovation the Monday after commencement. Maple Hall will be opened for the students to shift there while renovations take place. Student Health and Counseling will be relocated. We haven't identified a place for Student Health and Counseling to go at this point. LE Remember that the Birch Hall renovated out of revenue pot (I'm sure she meant bucket).

### 5. Positions update

NE nothing to report, administrative assistant,

JG what about faculty positions?

NE faculty requests are not being forwarded, NE is requesting information from the Deans so she can review the full list and will make a decision by the end of the week.

LE Lincoln Morris has been hired as the new Director of Admissions

### 6. Legislative update

WM There is a plan to have a gubernatorial debate on Tuesday October 12<sup>th</sup> or 19<sup>th</sup> at 7 p.m. at the BREC, encourage people to attend.

### 7. I-Clickers—Jeff Ueland

JU The I-clickers on campus are a great technology that are causing a lot of confusion for use. The students are being told that they need to purchase a clicker for every course. Students are being told many different things – told they cannot use ID's (told by IT). We need a solution. We need the course, the ID, and the bookstore on the same page. Good technology for large classrooms.

H We need to have a forum with all of the player involved to streamline the purchase and use of the clickers, there should be a standard procedure

#### 8. Third Revenue Bucket

TG ask about what we can do about supporting???

H first bucket has a hole in it and will continue to be a problem (32% support and dropping)

Second bucket we need to retain

Third bucket we need to do a comprehensive campaign – we need to build a case statement and sell to the alums and others

I have five appointments about this on Monday in the cities

Grant writing activities can bring in some funding to creatively help the situation. We need infrastructure to support grant writing.

H The third bucket will give us the greatest flexibility

H Election may be the most important in many years – we have a higher education problem – we need to get the right people elected. Some will say that Higher Education is broken – hoarding endowments – giving worthless degrees... these things are not true at BSU.

The third bucket may grow if we have a good election

Economy is tough to predict and will impact our condition.

Higher Education and Finance are very relevant at this point. We need to have a presence at the legislature and educate our legislators.

TG thank you

H we will do fine. We do have some opportunities for communications

TF We are excited about the opportunity to have support in grant writing activities, this is a change for BSU

H We need to be very focused and closely aligned with the foundation agenda. Recently met with the Bush Foundation (<http://www.bushfoundation.org/>) about funding – and they are changing. We need to be a lot more supportive of faculty, search out opportunities, and build an infrastructure.

TF We may actually see some additional work and funding come in if there is an infrastructure

JE We also need to consider the distribution of indirect costs – a policy to address indirect revenues. Work-load and writing a grant is hard to do.

H we will talk about it

JG we are doing grant writing out of hide right now.

TF indirect costs – how do you support and incentivize faculty

H this is a work in process

#### 9. FYE—Non-IFO Faculty

TG request a list of all non-IFO Faculty FY 10 and Fall of FY11

#### 10. Overload/Adjunct

TG request for Overload/Adjuncts –

NE Course lists are made and Deans need to fill positions

#### 11. Internship Payment Policies

TG request information on how are payments being made for internships across the university?

## 12. Recalibration Documents for Other Bargaining Units

TG what other information has been distributed

H first page was the same and the second page reflected the individual contract (copies of communications with other unions are available at the IFO office)

## 13. Holds for Students on Probation

LE Chancellors office asked to bring policies into sync – recommendation “hold on students until students meet with the Academic Success Center”

TG what is the code and what should faculty do if they are faced with a hold

LE I will provide information to faculty (Fac/Staff)

TF Is there still grant funding from MnSCU for retention is continuing?

LE yes

## 14. Counseling Position

LE backfill for Dr. Jan Guggenheimer – did a study for how to staff for student needs. We decided that it was most appropriate to have a MAPE position (Psychologist 2) and leave the faculty position open

TG is there still someone in a faculty position

LE yes and that position will continue.

JU are you eliminating a faculty position

LE yes, our rationale is provide more counseling versus the broad focus of the IFO contract and 5 areas

JU I would just like to voice displeasure in changing the position from an IFO to a MAPE position

## 15. MnTC

NE A review of the MnTC was done in spring term – we have requested an extension until November. MnSCU was looking at compliance of the MnTC. A handout was provided and will be sent electronically.

## 16. 2011 Summer Session Schedule (Draft)

NE Provided a copy of the draft schedule – will be sent electronically and comments should be addressed to Bob Griggs

TF is it 60% of summer courses that are online?

NE yes, and thank you to everyone who taught this summer

## 17. Students First (Jonathan Eichten)

LE I would like to invite everyone to meet Jonathan Eichten with the Chancellor’s office and the Students First initiative - Tuesday, September 28<sup>th</sup> 3 p.m. Deputy 306

## 18. Broader forum

JU when will the broader forum occur?

H will be talking to all of the bargaining units – may connect with Bill Maki’s forum

Adjourn at 5:45 p.m.

Submitted by Dr. Jeanine Gangeness