

## BSUFA Meet & Confer Notes

November 30, 2010

Deputy 306

4:00 p.m.

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

Meeting began at 4:00 p.m.

### BSUFA Items

#### 1. Open Inquiries

TG Are there any faculty under investigation?

NE No

TG Are you considering re-rostering?

NE Yes, we are considering re-rostering and will announce at the march 1<sup>st</sup> deadline

TG/JU What departments or programs are will be impacted by the re-rostering?

NE We haven't decided yet – but we are considering re-rostering.

TG Are you considering retrenchment?

NE Yes.

*[A line will be placed between topics – please do not misread – spaces are an indication of change of discussion topic – not in a pause in the discussion]*

#### 2. Updates

##### Enrollment update

LE We are up a little over 10% from last year at this time. This may be due to early registration – however, we are hoping we will still be up 5% this spring semester like we were this fall

Currently we have 3,814 undergraduate students registered for spring and 221 graduate students

TG Do you have a breakdown of the number of on-campus students compared to online students?

LE It is really too early to have a meaningful answer to that question. I will know by the January meeting.

##### Budget update

WM We will be hosting a budget forum on December 9<sup>th</sup> at 9 a.m. and 12 noon for the campus – we are hoping to provide information about the state budget projections.

Cost study was submitted and TG received a copy. Doug Olney has done work on the course cost study information. Doug and I can answer questions about the cost study information that just came out if any groups are interested in learning more.

TG I didn't have a chance to review them this afternoon – is there anything new

WM No, there are not a lot of changes in general.

One other item:

Institutional performance funding discussions are happening at the state-level – I am in one of the groups but I don't know where it is going. The preliminary discussions are about:

- # of students graduating
- # of students completing courses

TF Some discussion about pushing online education with the new leadership at the state legislature

JU What is your opinion on this President Hanson?

H I am new to this but we ran into this in ND in the past years. I think this may actually replace the presidential bonuses.

TF It is a lot of money overall?

WM They are talking about 1% about 6 million to discuss which will replace the president's bonus and go to the institution instead of the individual.

There has been further discussion about each university competing with each other (allocation model) or competing with itself for improvements -

NE About the cost study information that you received this afternoon Troy. We wanted to send the cost study information to the departments is that ok?

TG Yes that is fine – I did e-mail Patrick G. and said he can forward it to Department Chairs.

### **Facilities update**

WM The Birch hall renovation continues to move forward, we are planning to start the day after Commencement.

Due to the renovation Student Health and Counseling Center will be moving to Cedar Hall while the renovation occurs

LE Cedar Hall isn't full so there will not be any students displaced

### **Positions update**

NE There is one Nursing fixed term position to be filled for spring to replace Noreen Reding's position – she resigned this summer and we have been covering both that position and Gwen Verchota's positions with adjunct faculty.

We also have an Institutional Research position – MAPE

Academic VP

WM First advertisement will go out in the next week

Planning on Airport interviews in March with interviews in April and start in July 1st

This search will be closer to a Presidential Search than a Dean search

### **Legislative update**

RH The presidents are planning to meet with the local legislators to discuss priorities. Monday we will be meeting with the two gubernatorial candidates down at MnSCU.

TF Are either of the candidates on the Higher Education Committee?

RH no

TF It is going to be very different this time, and a really hard year for us

### **3. PIG rules**

TG The faculty is making a request that the PIG grants that are awarded this year to faculty who are retrenched not have the requirement to return the funds if they are not here next year.

RH I don't see this as a problem.

## **Sabbaticals/ promotion/ tenure**

TG handout provided:

The BSUFA is reminding Administration that the Master Agreement between MnSCU and the IFO does not allow budgetary considerations to be used as a criterion for tenure, promotions, or year after tenure or ten-year sabbaticals as evidenced by the following:

### **Tenure:** Article 25, Section A (Criteria) Section B (Tenure)

The process for tenure decision as defined in the contract defines assessment criteria contained in progress reports in accordance with Article 22, Section D. The criteria by which progress reports are to be organized is defined in Article 22, Section B

- Demonstrated ability to teach effectively and/or perform effectively in other current assignments.
- Scholarly or creative achievement or research.
- Evidence of continuing preparation and study.
- Contribution to student growth and development.
- Service to the university and community

### **Promotion:** Article 25, Section C (Promotion)

The criteria to be used in the promotion process shall include those described in Article 22, Section B:

The criteria shall include:

- Demonstrated ability to teach effectively and/or perform effectively in other current assignments.
- Scholarly or creative achievement or research.
- Evidence of continuing preparation and study.
- Contribution to student growth and development.
- Service to the university and community

### **Sabbatical Leave:**

Article 19, Section C, Subdivision, 2: the faculty member shall be granted a sabbatical, upon request, after either, a year of service following an initial award of tenure, or completion of ten (10) years of service, and thereafter upon request after ten (10) years of service following the conclusion of the faculty member's last sabbatical leave.

## **Scantron course evaluations**

TG The concern is that IT has informed the faculty that they will not be doing the Scantron for course evaluations

NE we will be meeting about this and we will have a solution

JU This concerns me that IT has made a decision that impacts Academic Affairs

RH This has happening in other institutions

NE we will figure this out

## **BESI report & retirement count**

TG Can you speak to the number of individuals who took the BESI's and how this will impact future budget decisions?

WM 8 accepted with a savings between \$600,000 - \$750,000 for the next biennium

By 2013 the cost savings should increase

TG does this change or improve or situation?

RH It does not change the problem – some of the edge will be taken off with this but the entire issue will not be addressed

TG Are there other retirements?

NE 4 general and 3 annuitant retirements.

JU will these be replaced

NE we have not made that decision

## **Recalibration questions**

RH I would like to start with a general statement and then go into your questions. First I will answer the question “Why recalibration?” I am not getting anything from the state that this problem is going to get better. I will make a few points then answer the questions.

There has been a change to our current situation at BSU – our response cannot be the same as it has been. Specifically:

1. Budget biennium shortfall is 5 million and most of that needs to be addressed at BSU (versus NTC)
2. We have the highest tuition in the system and we are getting questions in St. Paul. We need to minimize tuition increases in the next few years. We need create every possible advantage. Marketing advantage for example being able to say “we didn’t increase last year – come here” could create a competitive advantage. We need to think about our work and what we do in a strategic way. How can we increase enrollment to offset our tuition not being increased.
3. Demographic disadvantage – we are currently doing out of area recruitment, most of which is south of HWY 10, and we need to work hard on admission sales to provide the best product to potential students
4. We are undercapitalized in our foundation. We lack institution robustness.
5. Academic offerings need to be student attracting and focused – we have a lot of majors and we need to look at reducing the number of majors so we can market focused programs and provide clear messages to students
6. Modality question (online/residential) we need to address it sufficiently – how does it fit into load – on-campus students taking online courses – required courses offered online – required courses are offered only online  
These need to be addressed

**Questions submitted by the Executive Committee.**

- 1. The sculpting process will result in the elimination of some majors, the reduction of some majors to minors, and some possible enhancement of certain programs. Does the President/Administration believe the elimination of majors at BSU will affect the number of students at BSU? If there is a 15% reduction in faculty positions, is a commensurate reduction in students expected? If not, or if a reduction in students is expected for a short period of transition, is the administration comfortable with 85% of the faculty carrying a larger teaching load?

RH Good questions.

We do run the risk of student reductions with program cuts

How are we going to get to 2020? Things are going to be very different.

There are many things changing and we need to meet that need

There probably are not any answers

As for, 85% of the faculty carrying a larger load, we need to determine those solutions together and deal with the issues as they arise.

- 2. The President's plan for this recalibration process appears to repeat very closely the language of a MnSCU advisement document for campus presidents on how to go about determining programs to be reduced or eliminated. Has MnSCU provided President Hanson with any advisement on what programs at BSU should be cut?

RH they haven't said anything to me about programs

- What was your directive by MNSCU when you were hired?

RH I did not receive a directive

- What are the criteria for your performance bonus?

RH I don't have any and I don't expect a bonus – this was not popular when it was announced by the other presidents

- 3. In the wake of the expected program reductions, eliminations, and elimination of faculty positions, there will be a need for significant adjustments to curriculum. Is the administration anticipating direct intervention in the curriculum process (e.g., chopping courses out of the catalog, or indicating courses that reconfigured or downsized programs should create to better serve students) or putting additional resources in place to help faculty undertake these significant curricular adjustments?

RH it depends on what you mean by “intervention in the curriculum process” – we will not be creating/ developing majors or courses. We are not telling you how or what to teach.

We will be dropping programs. If a course hasn't been taught in 5 years we will be cutting them from the program. The catalog needs to be honest and efficient

Yes, we need to keep the curriculum in balance with reassign time in-line

- 4. Will there be equal or larger cuts to non-instructional and non-academic affairs budgets? What is the timeline for doing this?

RH Please define

WM/TF defining academic versus non-academic

RH Yes, we will be cutting from other areas

- 5. Is the president expecting that there will not be further retrenchments in the next few years (or hopefully many years) after this process has been completed?

RH this is hard to answer – if we develop a lot of caveats I can say no – but I cannot predict the state legislative – there is too much variability

- 6. What is your vision for the university regarding balance between lib ed and professional programs? What specifically will our vision be after the sculpting process is complete?

RH Relationship between the two is not a scale – my vision is to provide an environment for students so they can participate in society successfully

Higher education nation-wide is judged by outside groups by these three areas 1. Don't finish 2. Too much debt 3. Are unemployable

We can improve this with solid academic advising and employability with relevance to career Tuition increases at 10% are over – we will not be able to do it

A firm foundation for all graduates grounded in liberal education

How do we justify keeping majors on the books that don't have anything to do when they graduate?

We cannot be everything to all people

We need to be really good at what we do and decrease our

Lib ed is core but that doesn't mean we have a major in it

Does anyone have any further questions?

DW Yes, I have a lot of questions. Could you tell us about the connections with NTC to establish some synergy?

RH the nurses have some ideas that could work and the business area has some options

We have also talked about developing some programming around wind energy

We are looking at consortium work with a large Healthcare provider around research projects

JU I would like to know how the proposal to reduce faculty and adding students can be managed? Will we be moving to an adjunct heavy campus like Metro-State?

RH – not adjunct heavy. Marketing. You (faculty) are very efficient and I am going to ask you to do a little more. We want the kids from 2020 to come to BSU – What about modality (online/land-based)? You will see in the recalibration proposal ways to develop programs

JU what about new programs

RH I don't know – we cannot afford new programs

What we are going propose in January – no add-ons of current thinking

Not what we have now with a different name

We are in danger of losing residential enrollment – cost, demography, geography,

We need to make cuts and we need to invest in good ideas – we need to test things that are appropriate for BSU

TF some ideas really work for online programs – we have programs that are true distant learners.

I think that reciprocity needs to be on the table to be removed

RH we need to question reciprocity and loss of funds to surrounding states

Back to your question Jeff – we will have some tough times – these resolutions (discussed later) do not facilitate communication – we need to facilitate communications

RH we need to be careful about our messaging so misinformation isn't distributed to students, faculty and alums to benefit certain programs

TF I hope that we don't change things “if they are successful”, online is making money. The \$65 makes us money.

RH We are not going to do anything that is trendy or “feels good” we need to do what is right

TF What about banded tuition

WM Right now Doug Olney ran numbers 37-38% would pay less – the rest would pay more

The online discussion fits here too – we are waiving tuition because it is only offered online.

Students need more access to all of our courses.

KM How many Universities have banded tuition

WM 5

TG Due to uncertainty what will the post-sculpting BSU culture look like and can we notify the faculty who will be retrenched sooner so they can do what they need to do.

RH Yes, we need to notify

In January we will put out a proposal – how can we process this and communicate about this proposal (recalibration)

What BSU look like – words like “focused” sharper defined educational mission. Not as broad but we will be deep. Some programs will be dropped others will be enhanced. We need to have BSU seen as a gem, a destination spot. We need to have students attracted here. High quality programs. Committed to being better with less.

“Innovation” partnerships – research; professional development; integration of online; first in class in modality answer; undergraduate research programs and connections with not only Healthcare but also considering NTC; breaking new ground; let's be out front

Things we need to consider for growth

1. Create a superior product
2. Create programs that are scarce

Sustainable; Innovation; External Validity/Distinctiveness

JU At the December meeting – we would like more information

RH I don't think I will have much to share. We haven't had much discussion. I am looking at the 600 words and feedback and the hard numbers. So, we don't have a lot and not much information

DW When can we expect to know about BESI numbers and who took them so the Departments can begin to plan?

WM I don't know if this will be announced unless the faculty who took the BESI's told their departments

RH Is this a privacy issue?

NE/LE Yes

TG I will follow-up with Linda Gilsrud on this issue of confidentiality of BESI announcement of what faculty accepted and if their departments can be provided who accepted them in their departments.

**Dashboard data** (<http://www.mnscu.edu/board/accountability/index.html> click on "tuition and fees" and select Bemidji State University)

Handouts provided by TF on Dashboard and IPEDS information

TF we are concerned that faculty are cut and we haven't heard about other areas being cut. We want to know how student services will be impacted since BSU is way out of wack compared to other facilities in the United States on Student Services.

RH Does student services include financial aid and athletics

TF yes

RH these are dirty numbers... the devil is in the details

JU All of the Universities that were included had the same definitions to follow – so I don't know that they are "dirty"

TG if you are saying the data is dirty, and this is MnSCU accountability data, that says something about the system of accountability that is being used for evaluation purposes, shouldn't the issue be brought up to MnSCU?

TF we need to look at this closer and be fair about how the cuts are occurring disproportionately to academic areas

LE Every unit is doing the 600 word responses

RH Everyone will be judged based on the 600 word response and the hard data

TF We need to keep looking at this as we continue to move down this road that will be charged with emotion.

JU if the devil is in the details – let's see the detail

KM Who decides what goes where for these numbers?

WM It is defined by the IPEDS manual. These have changed between 2005 to 2006 because of the changes in the definitions.

TG to summarize student services will also be considered for cuts and you are focusing on all areas in an equal way. I will be following up on this to see how it is progressing.

**MnSCU guidelines on retrenchment (see attachment)**

TG we would like programs and people provided notice ASAP

RH Yes, we will

**Senate resolutions (Ad hoc & budget committee)**

TG reviewed resolutions

RH I don't understand why you don't want more communication through a university senate.

TF We do have a sitting budget committee. We are at your service.

RH We need to have all of the bargaining units in one room so a wider community discussion can happen

### **Use of IFO funds policy**

TG what is the policy of use of IFO funds

NE the policy has not changed we are looking at PDP's and how the request fits with the individual PDP

DW Could you write something up regarding education component

TF there is a consistency question as to some arbitrary decisions on denying use of IFO funds

NE we will provide further information

### **Policies on letters of expectations in personnel files**

TF We would like to understand how the letters of expectation fit into the disciplinary process. Is this a pre-disciplinary letter?

NE This is a practice that has been a part of the university for a long time. The letters are documenting a meeting between a faculty member and the Dean – this is not a disciplinary letter.

TF Perhaps this needs to be a memo of the meeting versus “you will do this or discipline will happen”

NE why is this important now?

TG we have had a concern and don't want to talk about a specific person

JU An expectation letter could be considered a disciplinary process and grievable

NE This is not a disciplinary process

KS It has not been consistent about placing in a personnel file over the past years

### **Administrative Items**

#### **1. Course Outlines – Dave Carlson, Guest**

##### **a. MnTC Courses – Student Learning Outcomes – Deadline – December 31**

##### **b. Smart Transfer – June 2011**

DC (provided handouts on MnTC competencies) MnSCU has provided us a directive to connect each course, Student Learning Outcomes, with the MnTC. Records can provide each department with a list/grid of the courses that currently meet the MnTC so the department can complete the grid and Records will put the information into ISRS.

Coming soon – Student Learning Outcomes will be identified by MnSCU.

NE Course learning outcomes and Course Outlines will be put into ISRS in February of 2011.

DC There is a policy from MnSCU on what is required to be on file. We need to figure out a consistent way to describe what a course outline consists of...

NE This will be a long process to get that information into the ISRS system

DC the MnTC process will be much easier to start with

TF So, everything in Lib Ed

LE Reviewed the policy and what is defined by a Course Outline (MnSCU 3.22, <http://www.mnscu.edu/board/policy/322.html> )

KS We have discussed work being done in the Academic Computing Committee on the elements of the Course Outline versus the Course Syllabus



NE Outline discussion is directly related to HLC

DC We need this information so students are able to access information about the courses

NE We don't currently have a format for what is expected – but how the information will be pulled out so there is a system access the MnTC curriculum at that level

TG Thank you for streamlining this process

**2. Non-Contractual Reassigned Time**

NE all deans have been requested to submit information

**3. Internships – Draft**

NE a new draft (copy provided to TG)

**4. Commencement 2011**

RH We need to consider options for Commencement like air-conditioning, room, parking, opportunity to do new things. Good to consider the SHREC (Sanford Health Regional Events Center) – a student survey will be given to – 80% seniors want to have commencement at the SHREC

TG can we do a survey with the senate/faculty?

JG can we also consider expanding the negotiations so departments can rent for lower rates

WM No, they will need to negotiate independently.

**5. Other**

None

Completed at 6:10 p.m.

Notes taken and submitted by Jeanine E. Gangeness