

## MEET AND CONFER MINUTES

September 26, 2012

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**Present:** Hanson, Tadlock, Gilsrud, Griggs, Maki, Ward, Brown, Morgan, Murray, Marek, Peterson, Ueland, Li, Fauchald, and Frost.

### Opening Inquiries

No retrenchment is planned.

No faculty are under investigation.

No faculty investigations have recently been completed.

### Updates

**Enrollment:** Ward reported that enrollment is down 5% at BSU and down 13% at NTC in FTEs.

**Facilities:** Maki had nothing to report. Marek asked how classroom space utilization figured into the decision to locate the new dean's office in Sattgast. Maki said a 32 hour week was used to see how classrooms were used and that other types of spaces are monitored in a variety of ways. The new Events Management System (EMS) will be instituted soon. A space in Bridgman is to be remodeled into suitable classroom space. The Dean of Nursing is currently using temporary space at NTC. Brown, Ueland, and Fauchald discussed the need to include faculty in space change decisions. Tadlock said that recent changes are viewed as temporary in light of the remodeling plans for Memorial and Hagg-Sauer. He continued on to say that classes held after 3 pm are planned to be scheduled for Bangsberg, Sattgast, and Hagg-Sauer only. Fauchald thought that access to faculty office and office support staff was important to instructors in those affected classes. Tadlock stated that the only goal being pursued was a cost savings on power.

**Budget:** Maki said that on Tuesday, Oct. 23<sup>rd</sup> there will be a budget forum. The cost of a Fall semester drop in tuition revenue will be \$1,040,000 and another drop equivalent to one million dollars is expected for Spring 2013. President Hanson said that the Chancellor's budget for the Metro plan is uncertain and no line item breakdowns are available. There will be a dollar cap on tuition increases by campus. President Hanson stressed the importance of BSU's involvement in the new Metro Plan.

**Positions:** Guilfoile is chairing the AIRC search committee. The VP for Student Development committee has formed but the search committees for the CIO, CBTC Dean, and AVPAA positions are incomplete. The HR Director search committee will be chaired by Ward. The Residence Life Director search will begin in January 2013. Planning for retirement replacements is underway. Regarding the HR/AA position, Brown stated the BSU-FA is requesting that an outside legal representative be hired by BSU to serve as an ombudsman-style reporting officer. Maki stated that outsiders are used for investigations already. The final decision on the nature of this position will be made by the President and his cabinet soon. Maki stressed that the position must be filled by January 2013. Griggs stated that a position to promote summer session on-campus programs is needed.

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### Response to President's Strategic Planning Group

President Hanson said the proposal to select one representative from each department was a really good idea but insisted that the process must begin as soon as possible. Brown will press the departments on this appointment process.

### Consultant Report on Athletics

This report will be available in late October. Data on finances, personnel, and structures will be included.

### Equipment Requests

Tadlock said that the HLC links the decision to allocate resources to the nature of student learning outcome planning. He wants all programs/departments to complete their HLC planning and then submit a list of their critical equipment needs. The dean's council will make allocation decisions on those requests first. The old model based on student enrollment will not be continued. Murray asked why funds already allocated had to be applied for before being released and Tadlock stated that no funds had already been allocated by Academic Affairs. Once the dean's council meets critical needs then remaining funds will be allocated.

### Faculty Assessment Activities

Brown stated that adjuncts are not paid currently to do work beyond teaching, and contributing to the HLC assessments by adjuncts should be paid work. Tadlock said that adjuncts won't be asked to do that work unless they want to. He further stated that pay rates are set by the deans and can be raised at them. Ueland proposed using extra duty days as a means for paying adjuncts. Tadlock stated that Academic Affairs will address what is part of teaching and what goes beyond the adjunct contract in the future.

### Alternate Dates for Meet & Confer Meetings

The meeting scheduled for Oct. 31<sup>st</sup> has been rescheduled for November 7<sup>th</sup>. The alternative schedule for the December Meet & Confer is still uncertain.

### Overloads and Assignment to Miscellaneous Instruction Sections

Data on the distribution of these assignments is forthcoming.

### Campus-Wide Evaluation of Teaching

Tadlock stated that he wants a standardized system for collecting and interpreting student ratings of faculty teaching. Included would be feedback on averages for departments, colleges, and university-wide ratings. He is asking for a Faculty & Administrator task force to be created to make recommendations on this proposal. Brown, Murray, and Fauchald all stressed the contract's guarantee that participation in such a system must be voluntary. Brown stated that he would take Tadlock's proposal to the Faculty Senate for consideration. Brown also objected to any implication that the faculty were not interested in meeting the students' need to have input. Tadlock said the proposal was not meant to create a punitive or corrective system to be used in

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administrative decision making and he promised to craft a written proposal for the faculty to consider.

### Directors and Coordinators

Tadlock and President Hanson stated they hope to have position descriptions and term limits for all such positions in the near future.

### Quality Matters/MOQI

Griggs distributed a letter to be distributed by the Center for Professional Development (CPD). This will provide opportunities for BSU faculty to have their courses reviewed, whether or not they are conveyed using D2L.

### Distance Learning Approval Process

Griggs distributed a set of documents describing the approval system for new program proposals which included budget examples. Fauchald asked for the fringe benefit data used to construct the examples.

### Textbook Affordability

Griggs said a student survey conducted by MSUSA found that 94% of students felt that textbook prices influenced their choices in which courses they choice to enroll in. Griggs said a student evaluation council may be formed soon for input into a textbook selections, primarily regarding an open textbook catalog system. CPD input will also be sought.