

BSUFA Meet and Confer Minutes

Date: December 3, 2013 Deputy 301A

Present: BSUFA President Jeff Ueland, Keith Marek, Sheila Paul, Carolyn Townsend, Troy Gilbertson, Tom Fauchald

Present: Richard Hanson, William Maki, Martin Tadlock, Patrick Guilfoile, Marybeth Christenson-Jones, Bob Griggs, James Parker,

Call to order 4:05 pm

Item	Discussion	Action / Outcome
Opening Queries	Question: Are any faculty members currently under investigation? Nature of investigation (no name needed). Answer: No Question: Have any investigations been completed? Answer: no	None needed
Updates: Facilities Positions Budget Campaign Enrollment	Facilities WM HS project new name Academic Learning Center and Remodeling? Architect should be hired by late Fed. 2015 Will be meeting with TADD OSHA issues around ceramics studio MC, PG, MT A lot going on with positions : Bio / micro committee has put forth recommendation Bio / physiology – posting – 2 replacement nursing in process Computer science has been approved Environ studies has been approved English just started Crim Justice extending Business 3 positions? WM Budget currently tracking spring enrollment – on track for full year RH – no news on the campaign JP Enrollment – sending out weekly updates which JU voiced appreciation.	None required
Carry over items	From November 12 Meet and Confer	
Year-long Schedule	JU stated senate's response: two semester of planning information with no times and no places. Registration for only one semester and carefully planning and meeting with faculty advisor needs to continue	JU will send out written copy of AAC's recommendation
Convocation meeting hour	JU Senate would like to keep meeting scheduling as currently done – do not feel the need for a specific time. MT "What about the students? This time was also meant for them". New proposed scheduling times would extend class time into the proposed meeting hour.	No action –
International Expenditure / Funding	JU would like this information to come to meet and confer and not just be posted on the blog.	

Hiring Check List	<p>KM & MT discussed senate's issues MK and MT have been emailing. KM Faculty are concerned with the off list reference list, they are hesitant to do this but if necessary the search committee should do it not the Dean. Three candidates to campus for final interview not just 2.</p> <p>MT committees are welcome to bring 32</p> <p>CT it is an equity issue – if one of the candidates does not agree to off list reference calls we cannot do it for any of them – MT agreed all or none.</p> <p>KM would it be possible to add a timeline or specific deadlines to help speed up this process? – JU we understand this is a work in progress</p>	<p>MT will adjust wording about 3 candidates to campus</p> <p>MT, PG, MC: timeline (deadlines) are a good idea and will work on wording</p>
Library	<p>JU Library update - ? closing NTC</p> <p>PG a NTC library technician retired and another technician took her position. This is a 'work in progress' currently the remaining technician will work one day at NTC and the rest at BSU on the interlibrary loan. The fate of the NTC library is still undetermined pending HLC and final plan</p>	<p>PG: no BSU librarians will be expected to work at NTC</p>
New Agenda Items		
Proposal for scheduling	<p>See attachment</p> <p>PG Goal is to decrease scheduling conflicts – the Deans have discussed this. T & TH have extra class times to allow for more opinions and flexibility especially for Liberal Education courses– new time for courses starting at 7am, evening classes at 6pm PG would like to implement this plan starting fall of 2015. The program to start importing classes starts 12/29 so this is a time sensitive matter.</p> <p>JU would like to bring to senate for discussion – the 10 day window to respond was discussed</p> <p>PG understand the value of bringing things to the senate but is concerned that at times it impedes progress especially with urgent issues such as this.</p> <p>KM This is important information faculty should see and it is hard to make a fast turnaround when we are given short notice.</p> <p>MT "Can we commit without a senate meeting?"</p>	<p>JU will email out the draft looking for comments and feedback.</p>
Roles Academic Affairs	<p>JU asked for specific information regarding who to refer faculty to in the academic department for specific needs. Perhaps a list of responsibilities?</p> <p>PG 19B money, Less than \$100 is with Deans, Assessment, library, institutional research and record.</p> <p>MT: "What do faculty need to know?" Go to their Deans</p>	<p>PG "if a list will be helpful I will do that"</p>
Fac/staff emails	<p>Request has been made that fac/staff emails identify the group sending by using the subject line.</p> <p>JP "Scotts" office has been working hard on cleaning up and acting as a clearing house for these emails. JP would like the senate support in working on this concern</p>	

Arranged Courses	<p>JU would like a definition of ‘arranged’ referred to last year’s grievance – arranged courses do not follow the normal time ? difference between arranged and independent study? MT if faculty want to offer an arranged course they need to talk to their Dean and use the form that was developed last year. These are not independent studies, he doesn’t define them it is done with the Dean and the faculty on an individual basis. JU is there tuition held back to help fund travel – and is this opportunity available to all faculty? MT we already talked about that – the budget is from Bill, some funds are held to cover accreditation such as business is doing TF are the funds earmarked liked the 80/20 funds? BM no not planned as regular courses and we have not done a lot of it. MT Pre-abroad courses are not part of the banding BM? CT Small amount of money? Not assigned to the budget? TF individuals entrepreneur plans is this a way for faculty to help get started or opportunities? What is the evaluation process? MT no discussion about furthering “arranged courses w/o instructional cost” 80/20 model is very carefully monitored and was created for additional enrollment. Business has been doing this for a long time TF Might have good ideas come up? R no comment. JU faculty of record – are they doing all the teaching and grading? This is a contractual issue MT. all of the study abroad courses have one BSU faculty of record listed and another (at the actual location) doing the work. TF do the departments sign off? MT if it is on the books it goes through the Dean for approval – the on site instruction should be vetted, just like any other faculty, by the other faculty in the department.</p>	Unknown?
MnSCU related surveys	<p>Faculty are receiving emails with surveys that are not coming from a MnSCU source including some from the chancellor, but are not coming through MnSCU regular email. RH looking for a new marketing plan? From Fedla? TF the link is important as the emails seem orientated to “vocational” branding – this type of thing usually starts with the statewide meet and confer. PH it is a concern and many of the other presidents have discussed this. TF – how and for what is the data being used?</p>	
Faculty laptop refresh survey	<p>BG BSU sponsors and supports one computer per faculty. Survey has been sent out looking for preferences the plan is to order demos before the break for faculty to ‘try’. Currently it seems faculty would like the new computers either during May term or over the summer. JU is there any concern about which fiscal year this come in?</p>	JU and KM emailing Pete’s email to WM

	<p>BM no –the ability to provide technical support will drive it more than the budget</p> <p>BG Faculty will turn old computer in and receive new one.</p> <p>MK faculty need an adjustment period for new computer. Also asked about special program added to computer that faculty have purchased – they have not heard any faculty ask about this.</p> <p>JU will want to see what the survey says</p> <p>TF/MK reported to senate the printer cost savings report</p> <p>JU would like to see more details</p> <p>BM “do we need to count pennies and nickels” The report just showed a tip of the savings – if we went into the next phase we would really save – BM will be reporting to the cabinet about this tomorrow.</p> <p>TF BSU is still not buying ink cartages? – BM not really holding to this –</p> <p>TF faculty are really emotional about their printers</p> <p>BM would like to see Pete’s email</p>	
Load Sheets	<p>PG has talked to individual faculty that had concerns we need to consider the entire process which is very time consuming. They keep working on this – if we have any ideas please let him know.</p> <p>KM are the load sheets used for anything except overload?</p> <p>Example discusses – lab course credits versus contact hours and the impact on the cost study.</p> <p>PG trying to make ISRS as accurate as possible. The process is trying to increase the accuracy.</p> <p>Re-assigned time is factored in and it could appear to make courses more expensive. The goal is to have this process as automatic as possible</p> <p>TF this could go to the budget committee – concerned when BSU is compared to 2 year schools.</p> <p>PG open to process improvement. Often large courses offset the expense of the smaller courses</p> <p>TF IPED has a history of changing the category – in the instructional cost study</p>	
List of Directors	<p>JU, MT process – the contract asks about reporting, starting the dialogue – see attachment, a simple spread sheet ? Could we have this ready by spring?</p> <p>MT waiting for the rule committee chair to send back the latest directorship draft.</p>	
Emailing class absence list	<p>These are the general email “please excuse these students”</p> <p>There are legal, safety and privacy issues about sending this out.</p> <p>Problem – some faculty will not excuse the student for a BSU sanctioned function.</p> <p>TF could we use ears?</p> <p>JP thinks so – will follow up. A faculty to faculty email is okay as long as it does not go through fac/staff</p>	<p>JP looking into using EARS for excused absent lists.</p>

Other	<p>JU Student complaints and chairs required to 'track'. – chairs should not do this</p> <p>MT Deans have a form if they chose to use it, to document student concerns, which we need to do for HCL – The process is still the same</p> <p>MT BSUFA senate it would be helpful if the BSUFA senate would bring some positive and meaningful items to Meet and Confer. Items that would impact student learning, and student life – not just an audit. Bring something here that will help the University be a better plan.</p> <p>JU faculty are still feeling the aftermath of recalibration. Faculty feel they are being audited and viewed from a financial viewpoint. BSUFA respects and appreciated the time spent by administration with these meetings but we need to represent the faculty.</p> <p>MT: MAP is designed to grow revenue – students are our revenue stream</p> <p>TF strong history of Re-calibration Instruction cost is only at 38% faculty are concerned about where the money is going?</p> <p>JU we are very serious about representing our constituents – value everyone's time but want a fair accounting – about faculty based initiatives – activity is coming forward but it is still evolving.</p> <p>TF Tuition generating ideas</p>	
Ended 5:16 pm	Respectfully submitted by Sheila Paul	