

BSUFA Meet and Confer-Minutes

August 30, 2017 at 4:00pm in Deputy 301A

Attendance: Derek Webb, Steve Carlson, Andy Hafs, Keith Marek, Mike Murray, Elizabeth Rave, Sarah Tarutis, Deb Peterson, Provost Peffer, Michelle Frenzel, Karen Snorek, President Hensrud

| Agenda items | Discussion | Action |
|--|--|---|
| OPENING QUERIES | | |
| Retrenchment | | No plans. |
| Are any faculty members currently under investigation? Nature of investigation. | | No. |
| Have any investigations been completed? | | Since last M&C, no policy violation per Peterson |
| UPDATES | | |
| Facilities update | <p>Snorek-New facilities director, Travis Barnes. House Capitol reps visited. #1 on project list under HEPRHA. Asking for 22.5 million (increase with inflation, bring back earlier deletions, acoustics in Bangsberg). No lab remodel in Sattgast planned. Hoping to have 7th and MMB in fall prior to session in February.</p> <p>Elizabeth Rave-HS100 safety hazard, looks terrible, need work order, mess</p> | |
| Positions update | <p>Failed faculty searches from spring-psychology, sociology, nursing-ok to move forward Position for new Cargill grant (faculty line). Grant writer and institutional review position and Registrar, accommodations coordinator and transfer specialist discussed this morning.</p> | Zothman to update via email. |
| Budget update | | Budget forum-Snorek-will send forms, will follow-up with questions (salaries fac/non fac breakdown, etc.) |

| | | |
|----------------------------------|---|--|
| <p>Enrollment update</p> | <p>Michelle-systems standpoint, up 1%, Metro up .3 and others flat or down BSU overall 2015 FYE fall Last fall 2030 Up in head count too and more credits New freshman 757 (goal 800) Transfer student number up (on-line). Know more Oct 3 with official enrollment reports. NWT enrollment stable. Quality of students- could have accepted more-re-evaluated admit criteria that go to committee-close with ACT or high school GPA, approx. 23 students to new criterion. Average ACT 22. Conditional admit rate close to 17% (lowest it has been for a while).</p> | |
| <p>Strategic Plan update</p> | <p>President Hensrud-in process of finalizing 5 goals and action items. Expect to put into PPT format to bring out to M&C in September. Early Oct plan town hall meetings for opportunity to provide feedback. Feedback via submit mode on-line. Then make final adjustments to plan. Not formidable. Simple, specific and manageable and tracked and measured and determine strategies to fund the plan. Finalize in December and implement in January.</p> | |
| <p>AGENDA ITEMS</p> | | |
| <p>1. Letters of Expectation</p> | <p>Carry over item from 4/26/17 Dr. Peffer Met with Derek and Mike, talked about when letters of expectation would be appropriate and how they</p> | <p>Construct a policy and bring to M&C in near future.</p> |

| | | |
|--|--|---|
| | <p>would be used so there is clear understanding. Will have a more firm plan to share soon.</p> <p>Murray-existing letters of expectation-not addressed yet. Asked for plan-would like to start out with a blank/clean slate. Would like to take the policy to Senate for review.</p> | |
| 2. Reassigned time/Extra duty days | <p>Carry over Attachment A Randy Westhoff Bound to be inaccurate per Randy</p> | <p>See attachment (from fall to summer) Will take to affected parties-request a meeting Murray/Webb to discuss soon</p> |
| 3. Community Appreciation Day- August 31 st | <p>President Hensrud Make connections with community and say thanks.</p> | <p>PSA-You are invited and encouraged to participate in CAD, 8/31/17 430-630pm. Would be volunteers should contact Jana Wolf in Foundation/Alumni office.</p> |
| 4. Start-up week | <p>Thank you and feedback President Hensrud Good faculty participation of faculty and enthusiasm</p> | <p>Please feel free to give feedback about what you liked and what you didn't like about start-up process</p> |
| 5. Hagg-Sauer | <p>House Capital Investment Committee Visit-August 16th President Hensrud Legislators here (not just staffers), when they saw the basement they understood why we need the support</p> | |
| 6. Restructuring Colleges | <p>Provost Peffer 2 month anniversary One of colleges has 50% more faculty than other two, significant imbalance-Deans, Provost, Westhoff have ideas- Marek-have you looked at the previous structure from prior to 2007-"no" Hafs-potential 2 Deans and 2 associates?</p> | <p>Asking for advice from faculty Provost to bring back a draft to M&C and will send an email by Oct 1 (tentative)</p> |

| | Timeline for restructuring | |
|-------------------------|--|---|
| 7. Master Academic Plan | <p>Provost Peffer 5 key goals almost in final form, as soon as they know what they are then MAP will begin. 2-3 weeks this will be ready to move forward.</p> | Strategic plan first then move to MAP |
| 8. Student Complaints | <p>Randy Westhoff-website problems, language Taking existing BSU policies and load into one site-MyBSU tab, lays out a process for student complaints, allows us to track complaints for HLC Webb-concerns of Senate-i.e. "sexual violence" i.e. emergency sexual violence, is the structure at BSU appropriate to be handling sexual violence. Deb Peterson-Criminal investigations and parallel investigations for Title IX. Trying to be respectful of students need. Maxim form is standard nationwide. All data goes immediately to Deb Peterson. Marek-Is the Maxim form data going anywhere else. Peffer-parallel tracks important as we don't prosecute crimes but students may violate our policy and we need to act on findings in a faster time frame.</p> | |
| 9. Faculty CV's | <p>Randy Westhoff Going to be asking faculty for current CVs-similar to syllabi so current data available for HLC Marek-CV as part of PDR materials</p> | Deans will ask for faculty CVs and provide to Admin |

| | | |
|-----------------------------------|---|--|
| <p>10. Syllabi Guidelines</p> | <p>Attachment B Randy Westhoff Draft guidelines with syllabi essentials-reviewed over the last year (some have learning outcomes, most don't have out of class expectations for time, HLC wants this information). Peterson is doing an interim report. Hensrud-where do we put accommodations in the syllabi? Westhoff-guide to a syllabus by CPD Peterson-Minnesota State Policy procedure unclear-alternative format with expectations, i.e. May seminar courses, HLC paying attention to time frame of course vs. number of credits earned Marek-?2 hours vs 3 hours of study time outside seated hours Peffer-hope upper level students have developed more skills and work at a higher level Peterson-HLC asked NWT to change their policy, 3.36 and procedure 3.36.1-how do we ensure that all courses convey expectations, minimum standard</p> | <p>HLC recommendations for content for syllabi-start in spring through Academic Affairs to all faculty</p> |
| <p>11. HLC Criteria Committee</p> | <p>Randy Westhoff /Deb Peterson ¼ reassign time and duty days associated with these positions Faculty co-director will guide this process (1/2 reassign time for 3 semesters),</p> | <p>Westhoff will call for faculty co-director for Self-study and for 5 committee co-chairs Ask FA to put out a call Work to start in spring 2018</p> |

| | | |
|---|---|--|
| | possibly more (to be negotiated). | |
| 12. Information-Data Request-Randy Westhoff | <ul style="list-style-type: none"> a. Presidential Designees (Article 5, Subd 3) b. Employer Designees for Grievance Steps (Article 28) c. Directorships-Reassigned Time/Compensation (Article 20, Section 1, Subd 1) <ul style="list-style-type: none"> 1) Spring d. Probationary Period adjustments (Article 21, Section E, Subd 6c) e. Seniority Rosters: November and March (Article 28, Section C) f. Overload, Adjunct, Fixed-term assignments; fall and spring semesters (Article 12, Section E) <ul style="list-style-type: none"> 2. Names, credits for assignments, payment, courses taught (Westhoff to provide in spring)-all adjuncts should have rationale listed-done by Deans-Murray-wants to get adjunct grievance out of abeyance-need timely data, Westhoff will work on getting this information fall and spring (usually provide it in spring) | |
| 13. Progress on the Diversity and Inclusion Plan and template for getting | Attachment C Deb Peterson Attachment-Thanks for progress made toward accomplishing Diversity and | |

| | | |
|--|---|---|
| <p>feedback from departments</p> | <p>Inclusion Plan-white cells work accomplished, green ongoing, yellow work partly accomplished or not completed. Thank you. Need department information on diversity plans. Sent something to Deans 8/28/17 to provide guidance about how to create a plan. See form for ideas.</p> | |
| <p>14. BSU Student Campus Climate Survey Results and request for next steps</p> | <p>Attachment D- Deb Peterson Last spring-conduct surveys with students and climate studies with employees to monitor climate. Last spring-363 students completed.</p> <p>Hafs-good work, how do we draw conclusions from these numbers? What do we compare them to? Other universities are doing climate studies as well. Peterson-yes</p> | <p>Please look at responses, review climate study and as a department (in academic sense). What do you see as top 5 strengths? Top 5 concerns? At campus and university and departmental level. See request form.</p> |
| <p>15. Virtual Career Fair October 6th and October 18th</p> | <p>Deb Peterson Chats scheduled (visual)-great opportunity to recruit for diversity As departments that come available this is one way to increase diversity-will be talking to departments-as we know of list serves in our focus areas-start mining more intentionally</p> | <p>Virtual Career Fairs scheduled for October 6th and 18th.</p> |
| <p>16. Safe Zone Training and next steps for National Coming Out Day October 11th</p> | <p>Deb Peterson Working with training during fall start-up. Heavy on definitions. Folks left wondering out how to create a safe zone. National Coming Out Day for GLBT-more information will come out as</p> | |

| | | |
|--|--|--|
| | it is developed. Working with Jessie Grant and others. | |
| 17. Plans for Cultural Competency workshops are in the works | Deb Peterson Gonzales, Dahlke and Delgado will be doing a workshop in October from ideas from faculty-cultural competency training-micro-aggressions. | Cultural diversity workshop scheduled for fall. |
| 18. Plan for the IT department-call | Derek Webb CIO sent an email to self-nominate faculty for strategic plan for IT- Snorek-call for people to serve on an advisory committee-will move ahead with the IT strategic plan-then determine Need 2 faculty to serve on IT strategic plan Met and set goals, teams met separately with goals and then put together overall plan Hope to be done by the end of the year Marek-have academic computing committee Looking at 13 th or 19 th for kick off meeting-Snorek | 1-3 faculty needed to serve on IT strategic plan-FA will put out the call |
| 19. Employer Designees for Grievance Steps (BSUFA) August 15, 2017 | Murray- Who do we send a responses to whoever met with you and Sarah and cc Derek Will start numbering the grievances the same way Diane does so it is more organized | Formal copy of updated list given to Randy Westhoff by Mike Murray <u>Faculty Association for Grievance Steps:</u> Grievance Board: Sarah Tarutis, Grievance Chair Derek Webb, Officer Carolyn Townsend, Officer Jeff Ueland, Officer Keith Marek, Officer Steve Carlson, Officer Keith Marek, Officer Michael J. Murray, College of Arts and Sciences |

| | | |
|--|--|---|
| | | Jan Heuer, College of Health Science and Human Ecology Kari Wood, College of Business Dianne Narum, Academic and Student Support Services |
| 20. Budgets (Scantron, Lynda.com) | Karen Snorek When IT put together budget-looked at Scantron-some departments still want to use Scantron-Bonnie Higgins brought it for review-? Newer and better product? Lynda.com cost over 40K, could be found on googling sites, are a few who have expressed an interest-work with IT-just have a few licenses. Want services to be up-to-date technology. | |
| 21. Parking committee recommendation for FY 19-21 | Karen Snorek | Snorek will send information to FA |
| 22. Request to MAP all courses in D2L | Randy Westhoff Plan to create an inactive shell for each course-will need to activate if needed-easy process | E-learning will send out information for faculty to learn how to activate their shells in D2L |
| 23. Other 24. New Minnesota State policy-Snorek | Respectful workplace policy for all employees-change from MMB-addresses faculty academic freedom and supervision | |
| From AG council-Diversity law | Deb Peterson We have Title IV and 1B1 and Minnesota State law-will be putting together the information that is required. i.e., with child care, county maintains a list of child care providers. Request information from local businesses that provides information about apartments, etc. | |

| | | |
|--|--|--|
| | | |
| | | |

Meeting adjourned at 1730:

Respectfully submitted: Sarah Tarutis

BSUFA SCHEDULED MEETINGS FOR 2017-2018

4 PM – DEPUTY 301A

SEPTEMBER 6, 2017 – ALTERNATE

SEPTEMBER 27, 2017

OCTOBER 4, 2017 – ALTERNATE

OCTOBER 25, 2017

NOVEMBER 1, 2017 – ALTERNATE

NOVEMBER 29, 2017

NO ALTERNATE

DECEMBER 13 2017

JANUARY 3, 2018 – ALTERNATE

JANUARY 31, 2018

FEBRUARY 7, 2018 – ALTERNATE

FEBRUARY 28, 2018

MARCH 7, 2018 - ALTERNATE

MARCH 28, 2018

APRIL 4 2018 – ALTERNATE

APRIL 25, 2018

MAY 2, 2018 – ALTERNATE

Attachments: