

**MINNESOTA STATE UNIVERSITY ASSOCIATION
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER**

Thursday, May 4, 2017

1:15-2:45 P.M.

CSU 245

Present: President Davenport, Sara Granberg-Rademacker, Bobby Fleischman, David Jones, Marilyn Wells, Henry Morris, Mark Johnson, Steve Barrett, Rick Straka, Jean Clarke, Carolyn Nelson, Jamie Van Boxel, Kristel Seth, Ramon Pinero

Meeting Chair – Sara Granberg-Rademacker, MSUAASF President

I. Information Items

A. Review of Notes

- No changes noted, if changes needed, can be recommended to the MSUAASF President.

B. MSU President's Report

- Last few days of legislative session. They are trying to get work done. Minnesota State exempt from state shutdown if happens. Not a great year for Higher Ed. MN State Mankato bonding bill not on the list for phase 2 of Clinical Sciences Building.
- A lot going on with MnSCU. Chancellor Rosenstone will be done soon and Interim Chancellor is coming on board.
- Been a great year for MN State Mankato. Topping charts in almost all categories.

C. MSUAASF President's Report

- Wrapping up academic year.
- State Board has been very busy. Some of the things we have been working on include the new Position allocation matrix, updating our constitution, FLSA changes.
- Locally we are looking structure of local ASF team to mirror State MSUAASF Leadership

D. Vice President Student Affairs & Enrollment Management Report

○ Spring 2017

- We are down -0.3 in FYE or even 0.0%.
- We are up +99 student headcount for an increase of +0.7%.

○ Summer 2017

- We are up +63.4 in FYE or 6.4%.

○ Fall 2017

- We are up +7.5 in FYE or 0.2%.
- As of today, we are up +28 student headcount on our registrar's report.
- As of this week compared to last year, we are down -3.5% (-534 applicants) in overall applications, down -1.4 (-116 students) in admitted undergraduate students, and down -4.8% in new students' Intent to Enroll (-145 students). Specifically, for New Undergraduate First-Time domestic students, we are down -191 or -7.8% for Intent to Enroll. These numbers are only for domestic students.
- Intent to enroll down 4.6% down
- International applications up 23%
- International up 28.9% acceptance

II. Discussion Items

A. Budget (Rick Straka)

- Significant Salary savings and left budget should result in positive cash flow
- Attached sheet on funding from Conference Committee Recommendation
 - i. This includes assumptions

- ii. This should be Worst Case scenario
 - iii. Take 1% off top of what will run through allocation model for collaboration
- ISRS Funding Plans
 - i. Will this be coming from the campuses because the legislature currently are not funding entire amount?
 - ii. ASF let legislatures know at Lobby Day that this was very important.
- B. HR Topics (Steve Barrett)
 - Human Resource Vacancies-these were sent out. If questions, please let Steve know.
 - FLSA-Have sent batch of positions up to system office (Hall Directors and Academic Advisors). Hoping to get an answer soon for those. Meetings with employees and supervisors if changes are made. Steve plans to get communication out tomorrow. Once progress made for fist track, will send an addition batch.
- C. Feasibility Study: Next Campaign (Kent Stanley)
 - Beginning stages of what next campaign will look like. Consulting company to do readiness evaluation of staff (infrastructure, processing, etc.) and campaign feasibility study (donors consider for support in person to top 100 prospects and mail to next 500). Information given to MSU in document. Does not say what donors have said, but will tell us the range for amounts. Launching RFP in next 10 days. Asking for study in 90 days (this is fast). Biggest challenge will be those with largest worth are often hard to schedule an hour meeting. Asking for quickest feedback as possible. Will be an investment for one-time money right now. There are funds available for this.
 - This time last year “normal” was 9 million dollars. Last year raised \$12.5 million-highest ever. So far this year \$16.4 million (still can raise more through July 1—this year \$5 million gift)
- D. Sesquicentennial Update (Marilyn Wells for Paul Hustoles)
 - Logo is alive and well. Hope to launch website by Monday, May 8th. Will include events, how to get involved, volunteer, etc.
 - See the attached list for events and requirements.
 - Statement about our University being built on Dakota land (part of requirement for sesquicentennial events in addition to those listed on attachment).
- E. Diversity & Inclusion Survey Update (Henry Morris)
 - Climate Study-Total about 1700 completed surveys.
 - Breakdown:
 - Administrators all took the survey
 - 30% faculty filled out
 - Higher than 30% for staff
 - Robust response rate (about 3 times more people than last time)
 - About 1100 students filled out – less than 10% of total
 - Data will be used to do phase 2 of Diversity and Inclusion Plan.
 - Hope to do every 3 years in the future to see if things changing are making a difference. Cost less every time it is done because a lot of work has already been done.
- F. Strategic Budget Planning Process (Lynn Akey & Rick Straka)
 - Materials posted on website.
 - Work groups processed feedback
 - Now we work to how to move forward.
 - Implementation Plan and next steps in the Fall.
 - Lots of questions now on implementation instead of feedback since mid-April.
- G. HLC Faculty Qualifications Update (Barry Ries)
 - See attached
 - Started conversation last fall-GCAP and UCAP
 - Presented at Meet and Confer

- Final review was available online and information was received
- Significant changes made from first draft to where we are now.
- Highlights:
 - Tested experience-expectation of 5 years of experience and explanation if less than 5 years. Separate categories (licensure from certification), Category of other considerations-if meet above, but yet do not meet 2 of other 6, but acceptable if can meet the learning outcomes.
 - Clarify-Deans are hiring authority and then if Dean approves and hires person, Academic Affairs will most often honor
 - Teaching Assistant-not for all GA and not all TA (instructor of record that is responsible for turning in a grade). Department has authority here. Observations are difficult for large department, and this will be recommended. What evidence for TA teaching if from another discipline now.
 - Supervision and assessment completed need to notify office of Graduate Studies.
 - Providing evaluation at end of the semester. This could take time. TA needs to do self-evaluation after teaching a course. Discuss with supervisor at end of semester. Compare to classroom evaluation.
 - Next steps-begin implementation. Held accountable in September from HLC
 - Software might help with process smoother being looked at.
 - Recommendation: next year utilize both processes and learn from. The following year, do the formal policy process.
 - This will help ASF continue to be able to teach courses they are currently teaching.

H. Website Update (Mark Johnson)

- Transformative and moving at fast pace.
- Started training to get content migrated. Lots of questions that information was not ready yet. In the “regroup” phase for clear articulation for training.
- How explain how changing
- Workflow
- Build “what it will look like” and what will “in-between look like”
- Keeping it rolling, but what decisions need to be made.
- Major Roll-out in early fall. This is later than originally planned with change in training.

I. SS Update on Learning Beyond the Classroom: Diversity

(Rhonda Dass/Erica Johnson)

- Meeting at least twice a month since beginning of Spring semester. ASF membership vital to help this move forward. Lots of conversation this project has started.
- Charge: Create action plan for pilot.
- Looking to enable experiential educational opportunities for students to participate in.
- Tool to engage “pre” attitude and “post” attitude
- Hope to have 500 students volunteer for Phase Two this Fall with first/second year students. —Ideally have before the semester starts.
- Pilot—get to 2 in Fall and 2 in Spring
- Hoping that events are already happening (longstanding events that are happening annually, etc.)
- Looking for students who are not in classes already helping students with cultural competencies.
- How work for distance students? How do we scale up if we move forward (funds/resources)?
- See attached.
- Questions—How relate to Purple/Gold requirement; does cost, transportation, etc. prohibit folks from joining.
- The committee is seeking feedback.

**Conference Committee Funding Recommendation
Minnesota State**

<i>\$'s in thousands</i>	FY18	FY19	Total
Conference Appropriation	709,748	714,640	1,424,388
Base Appropriation	673,316	673,316	1,346,632
New Resources	36,432	41,324	77,756

Appropriation Riders

Rural College Aid	3,000	3,000	6,000
ISRS Next Gen	3,000	5,000	8,000
Workforce Development Grants	500	500	1,000
Cook County Higher Ed	60	60	120
WSU Health Force	100	-	100
Online Ag Courses*	[50]	[50]	[100]
Vets to Ag*	[175]	[175]	[350]
Sexual Assault Policies*	[40]	[40]	[80]
Total Appropriation Riders	\$ 6,660	\$ 8,560	\$ 15,220

Remaining New Resources

29,772 32,764 62,536

Proposed Allocation of Remaining New Resources

College Tuition Relief <i>-2 yr tuition freeze</i>	12,000	16,000	28,000
Collaboration	2,700	5,400	8,100
Allocation Framework	15,072	11,364	26,436
Total Allocation	29,772	32,764	62,536

Tuition College	Freeze	-1%
Tuition University	Open	Freeze

MSU Impacts

	FY18	FY19	FY18 to FY19
MSU Share at 9.17%	1,382	1,042	(340)
Tuition @ 3.25%	3,250	3,250	-
New Revenue	4,632	4,292	(340)
Inflation @ 3%	(4,500)	(9,000)	(4,500)
Net Change	132	(4,708)	(4,840)



SESQUICENTENNIAL STUFF

in the Planning Stages from August 2017-October 2018

A work in progress ...

- The above logo is or will appear everywhere including: bus wraps, street signs, name tags, business cards, all university stationary, PowerPoint templates, computer screen wall paper, water bottles, vending machines, elevator wraps, misc. merchandising, all public posters for Theatre, Music, Art, Athletics events (and thus will appear in all ads in the paper) and at all university Sesquicentennial events.
- We hope to launch our website by the Spring 2017 Commencement at <http://www.mnsu.edu/150>, and it will eventually contain everything anyone would want to know about dates, plans, volunteers and festivities.
- We are producing a master calendar listing of what should be well over 300 events that will be branded with, will acknowledge, or will be centered on our celebration.
- We will produce a portable exhibit of display panels (18+), some of which will appear at every Sesquicentennial event. Eventually all will be gathered for display on campus in the Centennial Student Union as well as at the Blue Earth Historical Society.
- We will produce at least four books (one historical, researched text; one picture book; one coloring book; one postcard book).
- Each of the six colleges will host a "Signature Sesquicentennial Event" in their designated month, with several ancillary events throughout their specific time.
- Each college will host multiple "Mav Talks" (similar to Ted Talks).
- The University hopes to provide a "Provost's Colloquial" series dedicated to topics that might explore our history.
- Each college will produce its own written history from its founding to the present, which we will archive in the library.
- We will participate in the 2017 Homecoming (with a float!).
- The university will host a couple of over-arching events: University Summits covering major topics of interest to the academic community.
- The Kessel Peace Institute is planning on celebrating its history at its next conference.

- We will produce (at least) “150 Facts” that will be published in The Free Press and in our social media outlets.
- We would like to celebrate the “birthday” of every building on campus.
- The University holiday greetings did in 2016 and will in 2017 highlight the Sesquicentennial.
- We hope to have a Sesquicentennial tree in the Kiwanis Holiday Lights for Christmas 2017.
- We will produce “Timelines” for various areas such as Athletics, The Arts, The Buildings and The Presidents, etc.
- We will compile and archive oral histories of the University’s past and present, to be archived in the library.
- Homecoming 2018, which we hope to stage through the city of Mankato, will kick off a week-long series of events leading up to our grand celebration, in the CSU Ballroom, on October 6, 2018, counting down to midnight, and the official day **we celebrate our 150th birthday on October 7**. Fireworks included!

- **Join in on the fun: Criteria for inclusion in Sesquicentennial events:**
 1. The promotional materials for the event must include the Sesquicentennial logo in a prominent way.
 2. The event should open with a brief recognition that this is MSU’s sesquicentennial year and framing the event within the University’s history, perhaps including a few historical facts about the University or the event, relative to its connection to the sesquicentennial.
 3. The event should conclude with some component that looks to how the event leads to the Minnesota State Mankato’s future and the promotion of other Sesquicentennial events coming in the near future (next 2 weeks or month).

- Enclosed please find the preliminary list of events currently being organized by our Community Celebrations Committee!

- Can’t wait to get involved? Contact Paul J. Hustoles, Co-Chair of the Sesquicentennial Planning Commission (paul.hustoles@mnsu.edu) and he will secure you a place at the table!



Sesquicentennial Community Celebrations Committee Events: Chronological

August 2017-Oct. 2018: History of MSU presentations available to community groups Presentation is available to community groups about the history of MSU. The first presentation will be at Old Main on May 11, 2017
(Alumni/Top 150 Stories/Alumni)

August 2017-Oct. 2018: Participation recognition (alumni) – arm bands Arm bands that can be worn by all current students, alumni, faculty, and staff participating in community sporting events, including Mankato Marathon, Mud Run, North Mankato Tri, Anthony Ford Pond Hockey, etc. Purple band would include the Maverick specific version of the 150th logo. May end up with different items – head bands, shirts, patches, helmet stickers, bag tags to accommodate different sports/usage. *(Community/Sporting Event)*

August, September, or October 2017: Drive-in movie Clear out the parking lot where Gage Towers were (or amphitheater between CSU and Memorial Library) and rent a huge screen and high def projector, have KMSU run sound. Play movies that have MSU alumni in them or ask public to create their own short movie to present. Invite public and students to event. RSOs can provide concessions for sale. Could tie in with Student Activities films. Possibly “Man on a Mission” filmed in Mankato in 1950s or 1960s. *(Community/The University Experience)*

Sept 2017-Oct. 2018: Coasters used at hospitality events – Hall of Champions Series of Hall of Champion coasters that will display MSU Athletic history (champions, stats, trivia, fun facts, etc.) based on the various seasons to be used in hospitality venues throughout the community. *(Community/Sporting Event)*

Sept. 22-24, 2017: Walking Tour of Lower Campus Historic Lower Campus Walking Tour ties to the BECHS exhibit and the Common Read. Could be repeated. *(Alumni/Top 150 Stories/Alumni)*

Sept. – Oct 2017: Common Read MSU Common Read is “Out of Chaos” by James Nickerson *(Alumni/Top 150 Stories/Alumni)*

Sept-Nov. 2017: BECHS Exhibit (ties w/Common Read) MSU 150 exhibit will be at the Blue Earth County History Center. *(Alumni/Top 150 Stories/Alumni)*

Sept 2017-Oct. 2018: Murals (River Hills Mall, CC – Blue Bricks) Hall of Champions Hall of Champion murals to be developed for use as large vision or regular vinyl. Goal is to place one at River Hills Mall and one at City Center. *(Community/Sporting Event)*

Fall 2017: Proud to be a Maverick Shortly after classes start. Engage Ryan Sturgis and TrueFacade Pictures to utilize their student interns/workers to record MSU students and alumni in the CSU, at athletic events and around campus, saying what they love about being a MSU Maverick. Could target events like Family Weekend and Homecoming, when more alums are on campus. Clips can be used by Admissions and alumni relations to promote MSU.

(Community/The University Experience)

Oct. 2017: Manufacturers Week *(Community/Economic Interaction)*

Oct. 2017: CSU and Library 50th CSU and Library will be celebrating their 50th anniversaries. Events are happening for both. *(Alumni/Top 150 Stories/Alumni)*

Oct. 5-21, 2017: Faculty / Alumni Show Art Department Faculty, Emeritus Faculty, and Alumni exhibition. If there are funds left, a vinyl banner for the outside of Carnegie may be purchased. Exhibit is October 5-21.

(Community/Arts)

Oct. 7, 8, or 14, 2017: Reception for the Faculty / Alumni Show will likely be Oct. 8 or 14 (originally 7 but there were conflicts). *(Community/Arts)*

Nov. 24, 2017 – Jan. 2, 2018: Kiwanis Holiday Lights Working with Matt and Shannon, in collaboration with current MSU tree group (athletics and international currently decorate a tree). The plan is to purchase a larger tree for the display that supports and highlights the Sesquicentennial, while leaving the historical non-profit MSU tree for the students to decorate.

(Community/Partnerships with Existing Events)

Feb. 2018: Dancing with the Stars Work with President Davenport and Paul H in supporting a dance candidate with an MSU dance student to compete in the event (need approval from Dancing with Stars committee)

(Community/Partnerships with Existing Events)

May 2018: Raw Fusion Submit a design (MSU art department) and support entry fee *(Community/Partnerships with Existing Events)*

May 11 2018: Sesq. Presentation *(Alumni/Top 150 Stories/Alumni)*

June 2018: Songs on the Lawn Collaborate with the Sporting Event Committee to borrow the outdoor traveling display, depending on the weather the PPP traveling display might be used. *(Community/Partnerships with Existing Events)*

June 2018: Upper and Lower Campus Bus Tour June is tentative date for Bus and walking tour of Lower and Highland Campus. This could be repeated.

(Alumni/Top 150 Stories/Alumni)

July 2018: Blues on Belgrade Collaborate with the Sporting Event Committee to borrow the outdoor traveling display, depending on the weather the PPP traveling display might be used. *(Community/Partnerships with Existing Events)*

Aug. 2018: Alive After Five Collaborate with the Sporting Event Committee to borrow the outdoor traveling display, depending on the weather the PPP traveling display might be used. *(Community/Partnerships with Existing Events)*

Aug. 2018: RibFest Hope to collaborate with MSU Alum who sells ribs and support the event by having the display flags present and possibly having a section on his display board cover. *(Community/Partnerships with Existing Events)*

Using Tested Experience as a Basis for Determining Minimally Qualified Faculty

Procedures at Minnesota State Mankato

Introduction

In response to the Higher Learning Commission's (HLC) Faculty Qualifications Guidelines published in March 2016, Minnesota State Mankato adopts the following process for determining tested experience for faculty who do not meet minimal academic credentialing qualifications. The purpose of the Faculty Qualifications Guidelines is to ensure all students have access to subject-matter experts who can teach and communicate information specific to the discipline and learning outcomes of the course. Tested experience allows hiring faculty who have a "breadth and depth of experience outside the classroom" specific to the discipline and course content the faculty will be teaching.

Equivalent Experience Criteria

Proposed Faculty Member:

Department:

College:

Course:

Information should clearly establish that any faculty meeting the criteria may be credentialled to teach a specific course in the discipline. The sum total of the alternate criteria is assumed "equivalent" to the academic credentialing it would otherwise require for a faculty position.

Directions: To be credentialled using the Tested Experience procedure, an individual must meet the Related Work Experience criteria AND criteria identified in a minimum of two of the remaining six categories. Place a check in the box indicating appropriate experience and attach the documentation to the application.

In extraordinary situations, a recommendation to hire may be based on considerations not captured by the standard criterion.

Tested Experience Criteria

Related Work Experience: At least five years of professional experience related to the discipline to be taught.

- Supervisor, administrator, or owner confirmation on agency letterhead.
- Human resources documentation provided by employer.
- References from clients (required if self-supervised or self-employed).

An application for a candidate **with less than five years' experience** may still be qualified. Please provide evidence below that they have ample experience to teach the course with limited professional experience.

Indicate at least two criteria from the following categories:

I. License: Current appropriate licensure(s) in the discipline:

- Copy of license, including expiration date and issuing agency.
- When hard copies of license are not available in hard copy, evidence has been verified online.

II. Certification: Current appropriate certification(s) in the discipline:

- Copy of certificates, including expiration date and issuing agency.
- When hard copies of certificates are not available in hard copy, evidence has been verified online.

III. Honors and Awards within the last five years: One state, national, or international non-teaching honor or award related to the appropriate discipline within the last five years:

- Copy of award or honor with date and awarding agency or institution, and if necessary, an explanation.

IV. Continuous Documented Excellence in Teaching within the last five years: Examples may include (a) teaching award (K-12/university/state/national), (b) above-average teaching evaluations, (c) peer reviews from an institution of higher education for a two-year period, (d) documented demand for providing master classes in the performing arts at educational institutions, (e) conducting professional training or (f) documented demand for public speaking (e.g., invited lecturer, keynote speaker):

- Copy of teaching award with date and awarding agency or institution.
- Copy of evaluation/peer reviews or supervisor's summative reporting of evaluation/review scores.
- Teaching evaluations.
- Demand: portfolio of requests, contracts, or other appropriate documentation.
- CV Listing of public speaking engagements.

V. Publications, Presented Papers, and Visual and Performing Arts Activities in the last five years: A record of peer-reviewed, refereed or invited publications, presented papers, exhibitions, author or co-author of textbooks, performances or other creative activities at the state, national, or international level equivalent to a probationary track faculty member:

- Publications: full citation in CV.

Presented Papers: full citation in CV.

Visual and Performing Arts: Copy of published catalog, program, and/or critical review.

VI. Other Demonstrated Competencies and Achievements Contributing to Effective Teaching and Student Learning Outcomes in the last five years: Honorary degree(s) based upon substantial accomplishments within the appropriate discipline; continued professional education (CPE) in the discipline; PI or Co-PI for funded external grants; supervision of graduate-student research or project-based activity; industry engagement related to the discipline (e.g., consulting, training, audit, external reviews):

Copy of honorary degree/awarding letter or institutional documentation.

Authorship: full citation in CV and title/author page or table of contents.

Continued Professional Education: CV listing of conferences/workshops attended; transcripts of academic coursework beyond qualifying degree.

Grants: Official notification of award.

Supervision of Graduate Student Research/Projects: Letters of agreement, letters of reference, contracts or other appropriate documentation.

Industry Engagement: Letters of agreement or acknowledgement; copy of contracts, or other appropriate documentation.

Other Considerations:

In certain circumstances, the individual may have unique experience and expertise in their discipline not supported by the above procedure. Strong evidence is required to support that the individual has the required experience and expertise to serve as the instructor of record for the proposed course. Please describe the experiences of the applicant and how they will support the delivery of the course learning outcomes. Qualifications described in the narrative must be accompanied by documentation. Please provide the evidence below.

Date: _____

Department Chair

Date: _____

College Dean

Teaching Assistants Enrolled in Graduate Programs and Supervised by Faculty at Minnesota State University, Mankato

I. Introduction

In response to the Higher Learning Commission's (HLC) Faculty Qualifications Guidelines published in March 2016, Minnesota State Mankato adopts the following process for screening, training, and assessing teaching assistants (TAs) who are instructors of record. The aim of this process is for "students [to] have access to faculty members who are experts in the subject matter they teach and who can communicate knowledge in that subject to their students" (HLC 2016). TA training and supervision is necessary to promote quality instruction and provide support for teaching.

II. Screening

TAs are expected to have a bachelor's degree in the discipline in which they teach. If an exception to this rule needs to be made, departments as the hiring authority, must document the experiences, training, or education of the individual that warrants the exception. This documentation needs to be placed in the student's file.

III. Training

1. Departments will designate one or more faculty member to provide TA mentoring, supervision, and assessment. Each semester, TA supervisors will provide some form of orientation or training prior to the beginning of classes to help TAs fulfill their assigned responsibilities.
2. Departments may also require TAs to take a special graduate course or participate in other teacher development activities (e.g. ongoing group meetings, one-one-one consultations with faculty). The form of instruction should fit the nature of the assigned duties. Topics of discussion may include preparation and delivery of class lectures, maintenance of class records, preparing examinations, grading papers, leading discussion groups, and tutoring students outside formal classes.
3. All TAs must complete an on-line university orientation program developed by the College of Graduate Studies and Research. Topics treated will include FERPA, University policies related to teaching, discrimination, and sexual harassment, dealing with disruptive student behavior, and University resources.
4. Departments who employ TAs must provide a training and supervision plan to the College of Graduate Studies and Research. Once a plan is on file, a new plan will only need to be submitted if the department alters the training and supervision process.

IV. Assessment

1. Departments will develop a procedure for providing feedback to TAs on their teaching-related responsibilities. Teaching supervisors are encouraged to conduct classroom observations and to follow up with TAs after their visit. Although this would be a great professional development activity, observation is not required.
2. TAs will utilize the institutional course evaluation system for gathering student feedback on the course. The results will be made available to the TAs' supervisor and the TAs. TAs will also complete a self-evaluation (see evaluation attachment). TA supervisors will then meet with the TA to discuss the student evaluations and self-evaluation. This feedback should inform future mentoring and professional development activities.
3. At the end of each academic year, TA supervisors will notify the office of Graduate Studies that evaluations have been completed. If Graduate Studies is not notified, the office will solicit this information from the department.

Related Policy

http://www.mnsu.edu/policies/whatis/review/frgraduate_assistantship.pdf

Learning Beyond the Classroom- Diversity

Sub-committee update

Membership:

- Megan Babcock -MSSA
- Cathy Colby-MAPE
- Anne Dahlman-IFO; Honors
- Rhonda Dass (co-chair)-IFO; PCD
- Heather Hamilton-IFO
- Megan Heutmaker-ASF; Multicultural Affairs
- Erica Johnson (co-chair)-ASF
- Paul Mackie-IFO; Assessment
- Shirley Murray-ASF
- Deb Schulz-ASF; PCD
- Bill Tourville-ASF
- Mary Van Duynhoven- ASFCME
- Ginger Zierdt-Administration/AA

Committee charge: To craft an action plan for a pilot program that would enable experiential opportunities for cultural competency development; the opportunities would be data-driven, zero-credit bearing, and representing a broad cross-section of demographic groups and organizations.

Pilot Program suggested model:

The following is still in draft form with the final recommendation for a Phase I pilot program due to the Provost's Office by May 15, 2017. The committee would like to see Phase I implemented fall 2017.

Project goal:

The goal is to ensure that we are creating more culturally-competent students and preparing students for a complex and diverse multicultural world.

Suggested Learning Outcomes:

- *The understanding of a culture different than one's own,*
- *Demonstrate student's place in the context of diverse cultural environs,*
- *Translating cultural perspective that is outside of one's own cultural norms,*
- *Recognize the influence of history on contemporary people(s),*
- *Apply new cultural knowledge in their relationships with others.*

Minimum goal of learning outcomes achieved:

- For Phase I pilot group- no minimum goals: We are looking for *change* and *establishing a baseline for where students are in their cultural-competency understanding/journey*. The committee believes that MSU, Mankato does not have a baseline for a cross-section of the student population.

Pilot Group Selection:

- *Suggested groups:*
- *Voluntary participation for pilot group*
- 1st & 2nd year students
 - NEF
 - Transfer
 - One Res Hall
 - Honors
 - Lgr classes (ie. ENG 101, BIOL 100, MATH 112)
 - o Population: 500 students

While we may be able to sign students up at various orientations, we are looking for suggestions on the possibilities of non-monetary incentives for participation.

Assessment:

- Pre-test & post-test
- Within sessions- quick data opportunities (exploring connecting with IO- Psyc depart).

Event Criteria- *Pilot program should be limited to on-campus activities & events*

- Find & coordinate with sponsorship groups (ie. International Center, Multicultural Center, Student Life, etc.)
- Screen events to ensure they hit at least one of the learning outcomes
- Adopt the copy of event review criteria from Michigan State and ask sponsoring organizations for their insights based on the criteria.
- Recommend four different events (2 per semester); make a list of 20 different options.
 - o Review how and when they are offered
 - o Recommend for pilot program that organizing groups to waive the fee for pilot program participants, or offer a 'scholarship' for students (that could cover the cost of tickets/parking, etc.)

Next steps: The majority of the committee are interested in participating through the summer and the next academic year and plans to have continued standing meetings. The committee chairs will continue to meet with Academic Affairs leadership regularly as the pilot takes shape. The committee is also seeking feedback.

Comments can be sent to: Rhonda Dass (Rhonda.dass@mnsu.edu) or Erica Johnson (Erica.johnson@mnsu.edu)