

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

Wednesday, January 11, 2017

3:00-4:30 P.M.

CSU 203

Minutes

Meeting Chair –President Davenport

I. Information Items

- A. Review of Notes
- B. MSU President’s Report
 - 1. Governor Dayton has included phase 2 of clinical sciences building in the new budget proposal
 - 1. About 7 million dollars
 - 2. Ford Hall incident with broken pipes, great response from faculty in that area
 - 1. Reheat pipes froze
 - 2. 4 pipes in three areas, multiple floors
 - 3. Now all back on line
 - 4. Have to replace an electron microscope and slides
 - 5. We were lucky in this
- C. MSUAASF President’s Report
 - 1. Thank you to everyone around the table for willingness to move this meeting
 - 1. Appreciate flexibility
 - 2. Busy time for our members
 - 1. Students coming to realizations regarding academics both positive and negative
 - 3. FLSA - Still working through how our institution works through the regulations
- D. Vice President Student Affairs & Enrollment Management Report (via M. Wells)
 - 1. Brian Jones came to department chairs meeting
 - 1. Enrollment for spring is up from last year
 - 2. Primary reason up is international students
 - 3. Fall 2017 enrollment lagging from last year in percentage
 - a. Numbers last year were off the charts
 - 4. Transfer applications for fall are up
 - 5. Mav Fact fall 2008 cohort of 2300 lost 10 percent of “good” students

II. Discussion Items

- A. Budget (Rick Straka)
 - Right on track for balanced budget
 - Nov revenue forecast 1.4 billion surplus
 - Not going to be a lot of extra money
 - MNSCU 18 percent increase request
 - Next year need to look at tuition increase
 - Where do our inflationary costs come
- B. HR Topics (Sheri Sargent/Steven Barrett)
 - Human Resource Vacancies
 - New Position Description System
 - i. JDMS job descriptions made simple

- ii. We are pilot institution
 - iii. Workflow process
 - iv. Will be able to see PDs throughout Minnesota State
 - v. Three templates
 - vi. Implementation team
 - 1. Getting rid of PAQ
 - vii. Not uploading current PDs, creating them new for this system
 - viii. R. Wheeler – people will need to
- C. Hubbard Building Update (Mike Gustafson) **Time Certain – 3:00**
- City wants MSU to have presence downtown
 - Whole host of initiatives to accomplish this
 - Strategic partnerships are the gateway to the university
 - Free rent, only pay internet and cleaning, three years and 6000 square feet
 - Continuing professional education
 - Great opportunity for the University
 - Lease is signed and his division most likely moving in in February
 - Encourage members to attend the open house
 - After 3 years we should be able to take on the financial aspect of this
 - Faculty will be able to utilize center
- D. HLC Faculty Qualifications Update (Barry Ries) **Time Certain – 3:15**
- See handout and also the emailed handouts
 - Would like suggestions and comments
 - Last March HLC released their final draft of faculty guidelines
 - In order to utilize TAs have to onboard them and supervision in place
 - Faculty as instruction of record need to credentials in place
 - Tested experience is what he is looking for feedback on
 - Make sure to respect and embrace shared governance
 - Utilize establish consultation and advising structures
 - i. Utilize sub meet and confers
 - ii. GCAP, GCAP and UCAP
 - iii. Internal and external best practices
 - iv. Built on foundation Southern accreditation and from colleagues
 - v. Need to acknowledge diverse needs of departments
 - vi. Continue to offer quality education
 - vii. Mentoring our students and providing them with tools to be successful
- E. Strategic Directions Workgroup Updates (MSUAASF)
- Delayed until next month
- F. University Standing Committees Increase MSUAASF Members on Planning & Assessment (MSUAASF)
- G. Strategic Budget Planning Process (Rick Straka/Lynn Akey) **Time Certain – 3:30**
- Three workgroups
 - Practically talk about our programs where we need to invest where we maintain and where we reduce
 - Non academic work group
 - i. Non degree seeking areas
 - ii. Thinking about the indicators that we may not know about
 - iii. Worked through 5 criteria
 - 1. Relation to mission
 - 2. Quality
 - 3. Fiscal responsibility
 - 4. Forward thinking
 - 5. ...

- iv. Look at MNSCU peers and other peers for comparison
- Academic Program Work Group
 - i. Met 6 times
 - ii. Education advisory council document and
 - iii. Two ways to look at academic programs
 - iv. Focus
 - 1. Awards, certificates
 - 2. Foundational
 - 3. Creative production
 - v. Programs will have to decide how they will be classified
 - vi. 6 criteria
 - 1. Mission
 - 2. Productivity
 - 3. Impact
 - 4. Quality
 - 5. Cost effectiveness
- Process work group
 - i. Looking at big picture
 - ii. Timelines
 - iii. Communications
 - iv. Conditions under which we use this process
 - v.
- H. Learning Beyond the Classroom Update (Rhonda Dass/ Erica Johnson) **Time Certain – 3:40**
 - Focusing on diversity initiative
 - First meeting this morning at 10:00am
 - Create pilot action plan to Provost by end of semester
 - Meeting every other week
 - Hard to get MSSA input
 - i. R. Davenport – talk with/ D. Jones about representation
- I. Proposed Naming of Baseball Field (Rick Straka)
 - Propose Boyer Field
 - i. Former employee
 - ii. Possible fundraising opportunities
 - iii. After consultation President will write recommendation letter to Chancellor and that individual can approve
- J. University Website Strategy (Ted Johnson/Lindsey Beyer) **Time Certain – 4:00**
 - Deliver content in more user friendly way
 - Adapt to new types of devices
 - Key audience has expectations of what website experience should be
 - Analytics stated people were viewing fewer pages and staying on page for shorter periods of time
 - Developing a content strategy
 - Improving consistency of content
 - Update in one place and it updates everywhere
 - Starting with
 - i. Each division and college
 - ii. Then individual websites and train to know what needs to be done
 - iii. Individuals within each area will be trained to update and maintain site
 - iv. J. Clarke – cost to departments for help
 - 1. Mark – address on per user basis
- K. Undergrad Integrated Advising Model (Ginger Zierdt) **Time Certain – 4:10**
 - On radar of academic master plan for reform

- Opportunity to serve our students better
 - Reimagining the first year has given us the opportunity to have many resources and thorough study
 - i. How to take decentralized model to more coordinated model
 - ii. See handouts
 - iii. Wanting feedback and input
 - iv. Not just a first year return issue
 1. More opportunities to hire more advisors
 2. Lack of policies is getting in the way
 - a. Not proactive
 - v. What makes us uniquely Mavericks
 - vi. Have not been able to harness information
 - M. Wells moving forward with new model, seeking input, our students deserve and need this
 - SGR Thank you for movement forward
 - M. Wells thank you to SGR for heading task force
- L. Update on the Status of “AgileGrad – Challenges and Opportunities– Pathways Forward” (Ginger Zierdt)
- Time Certain – 4:20**
- See handout
 - In spring started running student data against the program
 - i. Found out that the data was under reporting in Agile Grad
 - ii. Practice unique to Mankato
 1. Substitution, waivers, exceptions
 2. These were populated as notes and agile grade could not compute
 3. 48% of exceptions come from MSU courses
 4. Need to clean up our house to have the technology be most effective

FY17 Meeting Dates

February 2, 2017

March 2, 2017

April 6, 2017

May 4, 2017