Minutes of the Faculty Senate Executive Board Meeting  
3:30 p.m. Tuesday, November 17, 2005  
Westlie Room

In attendance: Alex Deufel, Ron Fischer, Linda Olson, Susan Podrygula, Gary Rabe, Ron Royer, Michelle Sauer

Absent: Robert Kibler

Guest: Dr. Lee.

Meeting was called to order at 3:30 p.m.

Approval of Minutes: Susan Podrygula moved to approve the amended minutes from the October 18, 2005 meeting. Alex Deufel seconded and the motion to approve the minutes as amended passed.

Review of Agenda and Announcements (Linda Olson): Curriculum Committee charge to revise forms for course and program changes.

Announcements: None.

Old Business

Sabbatical Committee review: Dr. Fuller will have an update report on this issue during spring 2005 semester.

Ad Hoc Special Review of Faculty Senate Standing Committees: The deadline for this committee's report will be extended to the end of February. This committee will need to submit its recommendations so that any essential bylaw changes can be prepared for spring semester faculty elections.

Academic Policies Committee: Currently at Minot State, students cannot be awarded a Bachelor of Arts and a Bachelor of Science degree at the same time. Current policy requires that students complete 30 additional hours of study after being awarded a BA or BS degree before they can receive a second degree (either the BA or BS). Students who have met the credit hours for both degrees want to receive those degrees simultaneously instead of taking another 30 hours of course work. If students have met the degree requirements for both degrees--that is, if students have completed the course work for both degrees--they want to receive both degrees at the same time. The additional 30 hours of course work may require students who have completed both degrees to spend another year's time taking courses. Is a policy change necessary here to allow students the possibility of earning dual degrees? Should the Academic Policy Committee be charged at this time with considering this graduation policy? Or should the Academic Policy committee work on the charge they have already been given and consider this dual
degree policy later? The decision was made to give the Academic Policy Committee the charge to consider the dual degree policy in January.

FSSE survey: Faculty should be prepared to take the FSSE survey in January.

Promotion Committee: This committee is continuing to work on its definition of the "committee of 12," which will be used for peer evaluations during the tenure and promotion process.

Faculty and Staff Task Force: At present, this committee is exclusively male. Male faculty will be representing gender equity issues without female faculty having a say on those matters in committee. To correct that deficiency, Rita Curl-Langager has been appointed to the committee to provide women faculty a voice.

New Business

Constitutional Review Committee: This committee needs to provide a recommendation for a timeline on grievance procedures. Recommended policy needs to be completed by January 5, 2006, for the first Senate Meeting of the new year.

Coordinator compensation policy: Dr. Lee discussed compensation for coordinators (See Draft Policy for CAS Program Coordinators below). He mentioned the needs in the College of Arts and Science for compensating coordinators. The possibilities include monetary compensation, course release, or both. Issues with compensation involve load of responsibilities since some departments are smaller and the load of responsibility isn’t as great. The College of Business does not give any benefits to coordinators, but does give the director of the graduate school course release. Some colleges have rotating coordinators. Handbooks and policy manuals say little about the responsibilities and duties of coordinators. A definition of a coordinator's responsibilities is needed. Do all departments need a coordinator? Should the coordinator receive course release or salary compensation? Salary compensation for serving as a coordinator could be a permanent raise rather than a temporary one (for the duration of service). Course release as compensation brings up the issues of need: the need and capacity for a department to handle a coordinator's course release varies widely among departments. A related issue is stipends paid to chairpersons. Stipends are awarded only for the duration of service. Dr. Lee has prepared an informational FAQ. Compensation for coordinators is long overdo. Perhaps a standard solution isn't possible, but a department, depending on its needs, may choose either course release as compensation or a monetary compensation.

Compensation Task Force and its relation to the Budget and Salary Committee: Three committees are currently exploring salary increases, merit raises, equity and cost of living compensations: the Compensation Task Force; Dr. Fuller’s Planning Committee; and the Budget and Salary Committee. The process for allocating salary funds and for how each person receives a salary increase (yearly raise, merit or equity) needs to be made public. Current policy is that money for promotions is taken out of the money allocated to a division before faculty raises are allocated. Perhaps a separate fund is needed for
promotion allocation so that the pool of money for raises and merit pay is not diminished. Minot State salaries compare to 85% of our peers. That is to say, we are 15% less than market, which creates difficulty in hiring people for certain programs. Assistants compare to their market; associates are behind; full professors are way behind. Faculty need a compensation policy guided by clear measures.

**Curriculum Committee:** Issues regarding the charge to curriculum committee to fix the current change of program and change of course forms was discussed. Rather than a yes or no box, perhaps a checklist and initials is needed. A checklist for checking those who are affected by course or program changes could be provided, and then initials obtained from each of those affected agencies.

**General Education findings on diversity:** The General Education committee issued a report stating that the incorporation of diversity into the curriculum is a matter for Academic Policies since it involves graduation requirements and not general education requirements. The Diversity Committee, represented by Michelle Sauer, protested the findings of the General Education committee and disagreed with General Education’s conclusion. She noted that diversity should be both a general education requirement and a graduation requirement.

**Criteria for Accreditation:** Dr. Rabe distributed a packet on "Criteria for Accreditation." North Central is scheduled to begin its accreditation review of Minot State University October 2007. Dr. Fuller has requested that this review date be extended to April 2008. The university has two years to prepare for this review. Dr. Fuller wants to name chair and members of a sub-study group to help prepare us for accreditation.

**Adjourn:** 5:15.

Respectfully submitted,
Ron Fischer, Secretary

Next meeting: Thursday, December 15; 3:30 p.m., Westlie Room

Minot State University Faculty Senate 2005-2006
Executive Board Members:
Linda Olson (Faculty Senate President)
Alexandra Deufel (Faculty Senate Vice President)
Ron Fischer (Faculty Senate Secretary)
Robert Kibler (Faculty Senate Parliamentarian)
Gary Rabe (Acting Vice President of Academic Affairs)
Ron Royer (Member-at-Large)
Susan Podrygula (Member-at-Large)
Michelle Sauer (Proxy for Past Faculty Senate President)
Executive Committee Agenda 11/17/2005
1. Approval of minutes
2. Review of agenda
3. Announcements
4. Old Business
   a. Sabbatical Committee passed to Dr. Fuller. Will hear more in Spring.
   b. Charge for Ad Hoc Special Review of Faculty Senate Standing Committees: New Deadline, Bylaws?
   c. Charge for Academic Policies Committee: Add to this Dual Degree:
   d. FSSE survey: Spring for all faculty?
   e. Constitutional Review: Grievance Timeline charge sent.
5. New Business
   a. Constitutional Committee: Formal Charge for Grivance timeline
   b. Coordinator compensation policy
   c. Direction regarding the encouragement of communication of a transparent compensation policy guided by evaluation and clear criteria. Compensation Task Force; Budget and Salary Committee. Purpose: To examine the financial needs of the University. To make recommendations to the President of the University for budget priorities and allocation of funds, including salary schedules. Any budgetary matter shall be germane to this committee's function.
6. Adjourn

DRAFT Policy for CAS Program Coordinators (prepared by Dr. Lee)

What should a program coordinator do? Primary duties
1. Facilitating a program faculty meeting
2. Coordinating course schedules
3. Help in equipment requests and program assessment with other faculty
4. Catalogue updating and revision
5. Partial student advisement

What should a program coordinator NOT do?
Do not deal with the budget. It is the chair’s duty
Do not deal with a program review. Any faculty who does a program review based on the cycle will receive a course release as per our recently approved policy.

How shall we legitimize and compensate a program coordinator? Proposal Only

If a program has 6-8 or more faculty members AND has 60 or more than 60 majors in that program, he or she will be entitled to $300 more in his/her merit increase than he or she works as a faculty, assuming that everything else is equal. In other words, the coordinating duties must be factored into the equation in our merit pay. If there is no raise during a certain academic year, both the chair and dean will work together to give an extra $300 to the coordinator to support his/her professional development (e.g., travel
or purchase of book for his/her professional development). The benefit will be based on the number of faculty and majors, though slightly flexible.

<table>
<thead>
<tr>
<th>Number of Faculty</th>
<th>Number of Majors</th>
<th>Appropriate Benefit</th>
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<tbody>
<tr>
<td>6-8 or more</td>
<td>60 or more</td>
<td>$300</td>
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<tr>
<td>4-5</td>
<td>40 or 59</td>
<td>$200</td>
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<tr>
<td>3 or less</td>
<td>&lt;40</td>
<td>$150</td>
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Notes:

1. Legitimacy: He or she must be elected by an academic program and/or appointed by his or her chair and will finally approved by the College dean. The status of a coordinator may be renewable or re-certified once every two years to receive the benefits above.

2. If there is a chair for a small department (e.g., 6-8 faculty), a program coordinator may not be needed.

3. The above table is a rough suggestion for chairs and the dean who will make compensation decisions. Also, categories are convertible and adjustable. For example, a total of additional 20 majors can be equal to one faculty. If a program has 4 or 5 faculty but has 90 majors, in this case, a coordinator is entitled to $300 instead of $200.