



St. Cloud State University Faculty Association

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DATE: February 10, 2009
TO: Faculty Association Senate Members
FROM: John Palmer, FA President
SUBJECT: **Revised Agenda** for Senate Meeting, **Tuesday, February 10, 2009, from 3:15 to 5:15 p.m., CASCADE**

1. Call to order
2. Approval/Filing of Minutes
 - a. Senate Minutes January 20, 2009 (FS021009 2.a.1)
 - b. Executive Committee Minutes of January 27, 2009 (FS021009 2.b.1)
 - c. University Curriculum Minutes of April 17, 2008 (FS 050608 2.c.2.a.-2.c.2.c.) – tabled until Senate receives answers to questions regarding changes to the curriculum proposal forms. Minutes of December 11, 2008 (FS021009 2.c.1); January 15, 2009 (FS021009 2.c.2); January 22, 2009 (FS021009 2.c.3); January 29, 2009 (FS021009 2.c.4)
 - d. Assessment Steering Committee Minutes of January 14, 2009 (FS021009 2.d.1); January 28, 2009 (FS021009 2.d.2)
 - e. Budget Advisory Group Minutes of January 13, 2009 (FS021009 2.e.1)
 - f. International Studies Committee Minutes December 9, 2008 (FS021009 2.f.1); January 13, 2009 (FS021009 2.f.2); January 28, 2009 (FS021009 2.f.3)
 - g. General Education Committee Minutes November 14, 2008 (FS021009 2.g.1); December 5, 2008 (FS021009 2.g.2); December 12, 2008 (FS021009 2.g.3); January 6, 2009 (FS021009 2.g.4)
 - h. Service-Learning Advisory Committee Minutes (FS021009 2.h.1)
 - i. FA Budget Committee Minutes January 27, 2009 (FS021009 2.i.1); Carry forward Policy and Procedure (FS021009 2.i.2)
3. Treasurer's Report (to be reported next month)
4. Consent Agenda
 - a. International Studies Committee (1 **HCOB**): **no volunteers**
 - b. Strategic Planning Committee (1 **HCOB**): **no volunteers**
 - c. Service-Learning Advisory Committee (1 COE): Timothy Baker (CEEP)
 - d. CETL Advisory Committee (2 HCOB; 2 COFAH; 1 COSE): HCOB: Debra Kellerman (MKG&BUS LAW); COFAH: Luz Consuelo Triana-Echeverria (FORL); Isolde Mueller (FORL)
 - e. Center for Holocaust and Genocide Education Director Search Committee (1 from each college/unit): **HCOB: no volunteers**; COE: Stephen Hornstein (TDEV); **COSE: no volunteers**
 - f. Summer Session Task Force (1 from each college/unit): **HCOB: no volunteers**; COE: Chaturi Edrisinha (EDAD); **COFAH: no volunteers**; COSE: Tony Hansen (EAS); COSS: Morgan Nyendu (POL); SPEC: Merton Thompson (LR&TS)
5. Special Elections
 - a. Center for Holocaust and Genocide Education Director Search Committee: 1 from COFAH: Joseph Edelheit (PHIL); Gretchen Tiberghien (MASS COM); Steve Klepetar (ENGL); Roger Rudolph (MASS COM); 1 from COSS: Gary Whitford (SW); Elizabeth Talbot (SW); John Harvey (HIST); Morgan Nyendu (POL); SPEC: Geoffrey Tabakin (AS); Susan Motin (LR&TS)
 - b. CETL Advisory Committee: 1 from COSE: Rebecca Krystyniak (CHEM); Kristin Gulrud (BIOL); Lakshmaiah Sreerama (CHEM); Yongli Zhao (MME)
6. Call for New Agenda Items
7. Announcements
 - a. Local Meet and Confer
 - Budget Report
 - Turning on the grade change

- b. Negotiations Report
- c. Academic Calendar 2010-2011 Draft (FS021009 7.c.1)
- d. Campus Campaign (Les Green) **Time Definite 3:30 p.m.**
- e. HuskyPrint Printing Statistics-Duplex (two-sided) Printing Review (FS021009 7.e.1)
- f. Sign Up to Testify at Legislative Meetings on the State Budget Shortfall from Russ Stanton, IFO:

<http://www.house.leg.state.mn.us/budget/townhallmeetings.asp>

Above is a link to the legislative web page for signing up to testify at the regional legislative meetings on the state budget shortfall. This is an opportunity to not only have direct input to the legislature, but also get into the press. Please have the faculty leadership on your campus get together ASAP and recruit faculty to testify, and sign up right away. If you want assistance preparing testimony, give me call or write. Check the IFO web page for themes we want to push. I want faculty to testify---I'm afraid that the administration may try to dominate this, which would be tragic, since they will never bring up the need to raise taxes (which legislators need to hear), and they will never talk about cuts to the central office. I am also worried that anti-government/anti-tax groups may try to swamp these meetings. Start recruiting faculty and student turnout.

8. Unfinished Business

- a. Pictures on Class Lists (FS 040108 9.g.) Sent to Student Government
- b. Email as a means of communication (FS120908 10.a.1) Referred to TPR
- c. Electronic Voting (FS112508 9.d.1) (Dorn) **Time Definite 4:15 p.m.**

Motion: (Dorn)

That SCSU's delegation bring to the IFO the proposal that the IFO purchase EBallot software, for the benefit of all IFO member campuses and the IFO state office. Rationales:

SCSU FA members participated in a demo hosted by Eballot, and found the voting software generally satisfactory. Questions raised during the demo were resolved.

Concerns about cost: the yearly subscription would most likely be about \$2000 for all campuses within the IFO, and the IFO itself, to run unlimited numbers of elections. This price is a reduced price assigned to universities, and is also reduced because there are fewer than 4000 voting members in the IFO. Above 4000 the price goes up another \$500.

With this cost, there would be one main administrator, and then each campus would have a separate administrator to set up individual elections. Additional customization fees would be required if it were important to keep the administrators on separate campuses from seeing one another's elections, but at some point administrators are in a position of trust whether an election is via paper or not. For security purposes, the number of administrators could be kept small.

No additional customization charges would be required to enable each body within the IFO to create their own voting database.

Compare the cost of \$450 per election (although such an election could be for however many positions or referenda we liked), if Eballot were used on a one-time basis.

Eballot would provide improved security, through an off-campus server, which has not had a security breach in 8 years. 850 organizations use Eballot, including Rutgers University, the George Washington school of law, the Emmys, the American Anthropological Association, and San Francisco State University.

Eballot is easily compatible with membership lists, and once members were enrolled, the system would be labor- and paper-saving. Each campus, and the IFO central office, would administrate their own voter lists. These can be managed according to various categories (all social science faculty; total campus FA membership, etc.). List management would involve changes only, since most voters remain in the same categories over time.

Faculty resistant to electronic voting would be able to vote by proxy paper ballot, to be entered by the on-campus administrator.

Votes can be verified or recounted in complete anonymity. Voters receive receipts with a random ID number, and the administrator receives complete compilations of numerically IDd votes, all from a secure off-campus site.

By purchasing Eballot immediately, individual campuses could pilot the software before the statewide election for IFO president.

Additional electronic brochures and security papers regarding Eballot are available upon request: jadorn@stcloudstate.edu
Votenet consultant for Eballot: Libah Grossman, libah@votenet.com

- d. Student Academic Code of Conduct (Academic Affairs Policy Working Group)
- e. Sabbatical Leave Grievance

9. New Business

- a. Proposed Gen Ed Program (FS021009 9.a.1 – 9.a.3)
- b. Architecture at SCSU (Dorn)

Motion (Dorn):

That architects and designers for all future SCSU buildings be instructed to not attempt to imitate existing buildings on campus but rather to design buildings that have architectural integrity in their own right.

Rationale:

Aspects of the exterior design of the Miller Center designed to tie together other architectural elements on campus were not as successful as those designed in their own right. For example, the original entrance lighting for the Miller Center was designed to copy the shiny chrome work of art in the center of campus, with such compromising results that the shiny covers were replaced by the current dumpster-like gray. In addition, the building's exterior appears to yoke the yellow brick of ECC with orange from other buildings on campus, with color-clashing results.

While the architecture at SCSU lacks unity, it is a mistake to copy or blend in with an assortment of colors where no single design standard has so far proven satisfactory for all purposes.

- c. Departmental and College practices with regard to course scheduling, room assignment, and class size

10. Adjournment



**University Curriculum Committee
Minutes of 1/22/09**

Bold: Members in Attendance: COFAH: **Wentworth**, Hasbrouck; COSE: **Simones**, vacant ;
COSS: **Glade**, Togo ; ORPHANS (Special Services): vacant (alternating);
GE: **Hoff**; GRAD: **Greenberg**; COE: **Imbra, Sheehan**; COB: Yoshimoto, **De Jong**

Guests: D. Boyer, retired; G. Tieberghien, Honors

Meeting was called to order at 12:40 p.m. by chair Terri Sheehan in the Granite room, Atwood Memorial Center.

MSP Imbra/Hoff Motion to approve the minutes of 1/15/09

Vote 6/0/0

MSP Glade/Wentworth Motion to approve the agenda of 1/22/09

Vote 7/0/0

MSP Wentworth/Imbra Motion to approve
NC-09-54 HPE 420 Sexuality, Relationships and Human
Development throughout the Lifecycle

- And Motion to remove from the table and approve
- NC-09-40 HPE 295 Foundations of Health and Physical Education
 - NC-09-41 HPE 298 Contemporary Health and Wellness Issues
 - NC-09-42 HPE 310 Nutrition and Implications of a Healthy Diet
 - NC-09-43 HPE 320 Drugs and Mental Health
 - NC-09-44 HPE 407 Advanced Fitness and Conditioning
 - NC-09-45 HPE 434 Organization and Administration of Health/Physical Education preK-12
 - NC-09-46 HPE 438 Methods of 5-12 Health
 - NC-09-47 HPE 439 Field Experience
 - NC-09-48 HPE 447 Assessment Strategies in Health and Physical Education
 - NC-09-49 HPE 467 Student Teaching for Health and Physical Education
 - NP-09-03 BS in Health & Physical Education Teacher Education
 - SC-09-03 Create HPE rubrics
 - RE-09-74 HLTH 315 Organization of Elementary and Secondary School Health Programs
 - RE-09-75 HLTH 415 Health Education Curriculum
 - RE-09-76 HLTH 438 Methods and Materials in Elementary and secondary School Health Education
 - RE-09-77 PESS 100 Movement I

- RE-09-78 PESS 295 Foundations of Physical Education
- RE-09-79 PESS 302 Movement II
- RE-09-80 PESS 312 Inclusive Physical Education
- RE-09-81 PESS 338 Practicum in Physical Education
- RE-09-82 PESS 375 Teaching Methods in Physical Education
- RE-09-83 PESS 434/534 Organization and Administration of Physical Education preK-12
- RE-09-84 PESS 435 Seminar in Physical Education
- RE-09-85 PESS 452 Test and Measurements in Physical Education
- RE-09-86 PESS 467 Student Teaching for Physical Education Teacher Education Licensure

Vote 8/0/0


MSP Greenberg/Simones

Motion to approve

- D-07-01 HON 131 Honors Natural Science with Lab or Field Experience
- D-07-02 HON 133 Honors Natural Science with Lab or Field Experience
- D-07-03 HON 141 Honors non-lab Natural Science
- D-07-04 HON 143 Honors non-lab Natural Science
- D-07-05 HON 161 Composition
- D-07-06 HON 163 Composition
- D-07-08 HON 211 Honors Ethical and Civic Responsibility
- D-07-09 HON 213 Honors Ethical and Civic Responsibility
- D-07-10 HON 221 Honors Human and Physical Environment
- D-07-11 HON 223 Honors Human and Physical
- D-07-12 HON 231 Honors Fine Arts
- D-07-13 HON 233 Honors Fine Arts
- D-07-14 HON 241 Honors Literature and Humanities
- D-07-15 HON 243 Honors Literature and Humanities
- RE-07-110 HONS 250 Honors Philosophy
- RE-07-111 HONS 251 Honors Philosophy
- RE-07-112 HONS 253 Honors Philosophy
- RE-07-113 HONS 260 Honors Social Sciences
- RE-07-114 HONS 261 Honors Social Sciences
- RE-07-115 HONS 263 Honors Social Sciences

Vote 7/0/0

Meeting adjourned at 1:55 p.m.



 Chair, UCC

1-30-09

 Date

**University Curriculum Committee
Minutes of 1/29/09**

Bold: Members in Attendance: COFAH: **Wentworth, Hasbrouck**; COSE: **Simones**, vacant ;
COSS: **Glade**, Togo ; ORPHANS (Special Services): vacant (alternating);
GE: **Hoff**; GRAD: **Greenberg**; COE: **Imbra, Sheehan**; COB: Yoshimoto, **De Jong**

Guests: J. Robinson, J. Foster, ENGL; M. Mayhew, MFT; M. Mahroofahir, R. Sreerama, CHEM

Meeting was called to order at 12:35 p.m. by chair Terri Sheehan in the Granite room, Atwood Memorial Center.

MSP Glade/Imbra Motion to approve the minutes of 1/22/09
Vote 7/0/0

MSP Wentworth/Greenberg Motion to approve the agenda of 1/29/09
Vote 7/0/0

The following proposals have been withdrawn by the proposer:

- NC-08-43 MFT 622 Gender Roles in Families
- NC-08-44 MFT 623 Family Stress and Coping
- NC-08-46 MFT 625 Human Sexuality and Couple Relationships

MSP Greenberg/Imbra Motion to approve

- NC-08-40 MFT 619 Professional Orientations and Ethics
- NC-08-41 MFT 620 Family Systems
- NC-08-42 MFT 621 Family Conceptual Frameworks
- NC-08-45 MFT 624 Family Assessment
- NC-08-47 MFT 658 Culture and Family
- NC-08-48 MFT 659 Psychodiagnosis, Assessment and Treatment Planning
- NC-08-49 MFT 668 Professional Skills and Procedures
- NC-08-50 MFT 669 Clinical Practicum
- NC-08-51 MFT 671 Theories of Marriage and Family Therapy
- NC-08-52 MFT 672 Couples and Family Therapy: Advanced Theory and Practice
- NC-08-53 MFT 675 Research Methods
- NC-08-54 MFT 696 Supervised Internship
- NC-08-55 MFT 699 Thesis
- PC-08-38 MS in Marriage and Family Therapy
- PC-08-39 Graduate Certificate in Marriage and Family Therapy
- SC-08-02 Rubrics for Marriage and Family Therapy
- RE-08-167 CPSY 620 Family Systems
- RE-08-168 CPSY 621 Family Conceptual Frameworks
- RE-08-169 CPSY 622 Gender Roles in Families

RE-08-170 CPSY 623 Family Stress and Coping
RE-08-171 CPSY 624 Family Assessment
RE-08-178 CPSY 625 Family and Human Sexuality

Vote 7/0/2

MSP Wentworth/Glade

Motion to approve

NC-09-57 ENGL 468 An Introduction to Testing for Language
Teachers
NC-09-58 ENGL 477/577 TESL Student Teaching
NC-09-59 ENGL 478 TESL Internship
PC-09-23 BA English Linguistics emphasis
PC-09-24 Minor in Teaching English as a Second Language
(TESL)

Vote 10/0/0

MSP Hoff/Wentworth

Motion to approve

GE-09-02 ENGL 305 Lesbian, Gay, Bisexual, transgender
Literature
D-09-01 ENGL 305 Lesbian, Gay, Bisexual, transgender
Literature

Vote 10/0/0

MSP Glade/Hoff

Motion to approve

RE-08-161 CHEM 450/550 Instrumental Analysis
RE-08-162 CHEM 482/582 Biophysical Chemistry
RE-09-73 CHEM 140 Introductory Chemistry for Allied Health

Vote 10/0/0

MSP Hoff/Greenberg

Motion to approve

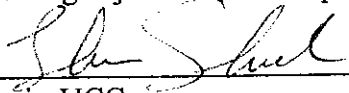
RE-09-93 NURS 210 Introduction to Health Careers
RE-09-94 NURS 211 Healing, Culture, Faith and Tradition
RE-09-95 NURS 301 Health, Healing, Harmony: Professional
Nursing Practice
RE-09-96 NURS 302 The Professional Nurse (clinical)
RE-09-97 NURS 303 Holistic Health Assessment
RE-09-98 NURS 304 Professional Nursing Skills
RE-09-99 NURS 305 Nursing Law and Ethics
RE-09-100 NURS 306 Nursing Care of Older Adults
RE-09-101 NURS 307 Nursing care of Older Adults (clinical)
RE-09-102 NURS 308 Nursing Information
RE-09-103 NURS 309 Holistic Adult Care : Physiological
Wellness
RE-09-104 NURS 310 Physiological Wellness (clinical)
RE-09-105 NURS 311 Mental Health Nursing

- RE-09-106 NURS 312 Mental Health (clinical)
- RE-09-107 NURS 314 Child and Family Nursing
- RE-09-108 NURS 315 Child and Family Nursing (clinical)
- RE-09-109 NURS 320 Accelerated Nursing: Professional Nurse (clinical)
- RE-09-110 NURS 321 Accelerated Nursing: Nursing Care of Older Adults (clinical)
- RE-09-111 NURS 322 Accelerated Nursing: Physiologic Wellness (clinical)
- RE-09-112 NURS 323 Accelerated Nursing: Mental Health (clinical)
- RE-09-113 NURS 324 Accelerated Nursing: Child and Family Nursing (clinical)
- RE-09-114 NURS 401 Health, Home Health and Nursing
- RE-09-115 NURS 402 Nursing Intervention
- RE-09-116 NURS 403 Research in Nursing Practice
- RE-09-117 NURS 404 Health Care of Populations
- RE-09-118 NURS 405 Health Care of Populations (clinical)
- RE-09-119 NURS 406 Nursing Leadership and Management
- RE-09-120 NURS 407 Nursing Leadership and Management (clinical)
- RE-09-121 NURS 408 Nursing Capstone Seminar
- RE-09-122 NURS 409 Nursing Capstone Practicum
- RE-09-123 NURS 413 Cross Cultural Nursing and Global Health
- RE-09-124 NURS 420 Accelerated Nursing: Nursing Intervention
- RE-09-125 NURS 421 Accelerated Nursing: Nursing Leadership and Management (clinical)
- RE-09-126 NURS 422 Accelerated Nursing: Health Care of Populations (clinical)

Vote 10/0/0

Discussion of membership on the UCC, term of appointment, chair of the committee, and re-assign time for the chair.

Meeting adjourned at 1:50 p.m.



 Chair, UCC

2-6-09

 Date

St. Cloud State University
Carry Forward Policy and Procedure
 12/5/2008

Policy

Introduction:

This document applies to the carrying forward of non-salary balances into a new fiscal year in a way that encourages operational units to effectively manage resources. These balances cannot be carried forward if they are permanent in nature or establish permanent future financial obligations. This policy will ensure that unspent dollars are allocated back to the university budget.

Definitions:

- Carry Forward:** Funds retained from one fiscal year to the subsequent fiscal year.
- Unit:** The offices of the President, Athletics, Academic Affairs, Administrative Affairs, University Advancement, Student Life and Development, and each Dean.
- Surplus:** An accumulated excess of allocation/income over expenditure/costs.
- Deficit:** An accumulated excess of expenditure/costs over allocation/income.
- Original Budget:** The amount budgeted in a cost center prior to July 1 of the fiscal year.
- Investment Plan:** Plan within the current fiscal year for expenditure of budget balances that may benefit students, unit initiatives, university strategic initiatives, or other activities that enhance the mission of the University.
- Recurring:** Occur time after time.
- Non-Recurring:** Unlikely to happen again.

Carry Forward Rule:

Up to 2% of the non-salary original budget of the unit, after all fiscal year encumbrances and expenses, will carry forward without an investment plan. Under normal circumstances, it is expected these funds will be distributed back to the appropriate department /division by the unit supervisor. Balances over the 2% limit at the end of the fiscal year revert to the University reserve. To retain any balance over 2%, an investment plan (see below) is required and will be reviewed and approved or denied.

If the unit has a deficit budget (encumbrances plus expenditures) at the end of the fiscal year, 100% of this deficit balance will carry forward into the next fiscal year. Under normal circumstances, it is expected the deficit will be distributed back to the appropriate department/division by the unit supervisor.

Units that do not follow investment plans or maintain unexpended funds after the timeline indicated in the investment plan will have their budgets reviewed for permanent reallocation.

Exceptions:

Units whose budgets fall in the exceptions category are expected to submit a detailed plan as described below.

1. Student Technology Fee (these accounts will not be considered for reallocation).
2. Outside revenue generating enterprises such as printing services, flight simulator rental-etc. (these accounts will not be considered for reallocation).

3. MnSCU funded grants and contracts (these funds can be reallocated upon completion of the project).
4. Internal faculty/student research grants not including those pursuant to collective bargaining units (these funds can be reallocated upon completion of the project).

Exemptions:

These budgets have either external reporting requirements or are in accord with collective bargaining agreements and are not subject to the SCSU carry forward policy.

1. Federal grants
2. Funds from private companies
3. State grants from agencies outside of MnSCU.
4. Professional development funds for MSUAASF and IFO bargaining units.
5. ~~Faculty improvement grants (long and short)~~

Contingency:

All carry forwards will be contingent on the overall financial health of the University and the available amount of the University reserves as mandated by MnSCU policy. Changes in financial conditions may require that approved carry forward funds be rescinded.

Procedure

Carry Forward Plans:

Carry forward plans must be submitted using the "Carry Forward Request Form" found on the Administrative Affairs webpage. The plans must include rationales for dollars being carried forward by units and a detailed budget including time-lines for expenditures.

Carry Forward Review Process:

Investment plans for budget balances in excess of 2% may be submitted as early as May but no later than the middle of August. See unit supervisor for specific timeline.

Requests will only be accepted from the units listed in Definitions. The supervisor for each unit is expected to submit an overall request that is a reflection of the individual requests from within that unit. Decisions on carry forwards will be made by the vice presidents. Plans are reviewed and approved by the responsible vice president and forwarded to the office of the Vice President for Administrative Affairs for processing. Decisions may be for a one-year carry forward in excess of 2% or for a longer term carry forward with a specified time for review.

Units may also submit to the Office of Administrative Affairs an appeal to the carry forward policy to allow for funds in addition to the 2% by submitting a copy of the original plan and a memo explaining the request if special circumstances apply. Special circumstances would include situations where expenditures were delayed due to causes deemed beyond a unit's control. Appeals will be reviewed by the Vice Presidents and the final decision will be the President's.

Timeline:

Carry forward balances will be reviewed after the MnSCU deadline for accounting transaction posting, approximately middle of August. Decisions will be made by September 15th.