

University of Minnesota Morris Digital Well

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Faculty and P&A Affairs Committee

Campus Governance

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4-28-2015

### FAPAAC minutes 04/28/2015

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**Faculty and P&A Affairs Committee**  
**Meeting Minutes**  
**Tuesday, April 28, 2015**  
**Hum #112, 8:45 a.m.**

Present: Dave Roberts, Athena Kildegaard, Chlene Anderson, Melissa Weber, Sara Haugen, Peh Ng,  
Absent: Vicki Graham, Kevin Stefanek, Bibhudutta Panda. Guests: Chancellor Johnson, Dean Finzel,  
Jayne Blodgett, Gordon McIntosh.

Minutes of the 4/7/15 meeting reviewed and approved.

D Roberts opened the meeting with a brief review of the Faculty and P & A open forum which was held on February 2, 2015. An email which included a cover letter and memorandum of notes from the open forum was sent to Faculty and P & A staff and shared with administration. A lot of good ideas were shared at the forum, some conflicting but nothing noted as real urgent. The committee hopes some positive changes will result from this and asked Chancellor Johnson and Dean Finzel for ideas that might contribute to this.

**Communication:**

Chancellor Johnson:

1. We could be better in communicating to people and should send out multiple ways.
2. Admires President Kahler's communications to public and thru the whole system but also takes a lot of dedication thru resources. Chancellor's office doesn't have these resources.

Dean Finzel:

1. Would like to see a monthly email notification to campus of which committees have minutes posted to the digital well which gives access to review.

**Professional Development:**

Chancellor Johnson:

1. Professional development is a very important part of your job. Professional development was suggested to be a category in your performance appraisal. If we could do this there could be more opportunities offered on this campus maybe each semester and very useful.
2. We are one of the few colleges where out of state travel can be used for anything for development.

Dean Finzel:

1. It varies by unit but some departments do set aside funds for professional development. He is trying to work with people who report to him and get funds in each unit's budgets if not every year but on a rotating basis.
2. Faculty is allocated \$650.00 per year for out of state travel. FREF funds can be substituted but need to be used for research.
3. For the fall faculty development day, people found more value in material produced here than what comes from Minneapolis. There's a lot of capacity here to do meaningful development at UMM. We have resources on campus that are not used.

**Orientation discussion:**

A number of P & A and Faculty feel it is important to have fall orientation together. P & A staff would like to be a bigger part of the faculty orientation. Instructional P & A staff do get included in the

orientation of faculty. We have been talking about a P & A mentoring program which could match you up with another P & A staff.

### **Civility & Community:**

Chancellor Johnson:

1. How do we enhance the social connection not only for work life but in a small town?
  - a. In the fall the HR office hosts a coffee at the Common Cup for spouses or partners of faculty or staff. This has been helpful but not a lot of participation in this.
  - b. An idea of a Faculty academy during the academic year and have monthly meetings on a certain topic.

Dean Finzel:

1. Dean's office has tried to offer lunches once a month for new faculty thru out the academic year. People get too busy and a challenge to find meeting time that will work.
2. A tenure tracking seminar for faculty use to happen every other year but it's been awhile since we've had this. The Faculty Center originally had this role.

### **Preparation or Training for supervisors:**

Chancellor Johnson:

1. We place people in these roles but should have mentoring, preparation or development to be successful. Mpls HR offers development classes but you have to pay for them. Could we get central funds to use for this development that is led by experts at the TC campus?
2. How do we create opportunities at UMM for people to do well and be in these supervisor roles?
  - a. Creating a culture of creativity with looking at resources we do have and how could we dedicate modest resources to support this concept.

J Blodgett shared that MASA has been hosting brown bag lunches a few times a semester with various topics. A recent one was on evaluations. Some are not well attended.

### **Culture of appreciation:**

We don't have a central place for Faculty & P & A to meet together. Once semester conversion hit there were many different schedules, not as easy to find a time that all are available.

Chancellor Johnson:

1. Constructional space constraints and we are out of space with more students wanting to live on campus. Were out of room but doesn't mean that we can't do anything.

### **Other: Engagement Survey:**

People who responded in the engagement survey feel like more work is getting spread out to them. A concern of lag time as to when the final results are being shared to campus? Chancellor Johnson shared that engagement survey results will be shared in the next day or two.

### **Possible action items and taking the next step:**

Dean Finzel: A tenure tracking seminar is a good idea and would be very timely to start doing work on this. He'll work with the Division Chairs and try to bring this all together.

Chancellor Johnson: (Professional Development):

1. Develop professional development thru UMM sources.
2. Incorporate professional development into your performance review. Could be worthwhile in having this communication.

3. Leadership development for supervisors and dedicate modest funds. Priority be given to new supervisors, pay for training on TC campus, and hoping to provide for ongoing resources.

Chancellor Johnson: Jen sent out a message to committee chairs if they wanted to give a report at campus assembly and not many responded. Last fall the chairs were asked to come prepared to do this. Campus Assembly should be used for reporting information and a way for chairs to be in front of assembly.

Other final committee discussion:

We shouldn't ignore the positivity points in the forum comments.

This is the final meeting of the academic year.

Submitted by: Jenny Quam, staff support