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Faculty P&A Affairs Committee
Meeting Minutes
Thursday, November 2, 2017
Prairie Lounge, 10:30 – 11:30 a.m.

Present: Chlene Anderson, Julia Dabbs, David Ericksen, Kiel Harell, Sara Lam, Argie Manolis, Peh Ng, Bibhudutta Panda, and Gordon McIntosh.

K Harell called the meeting to order.

Minutes: October 12, 2017 meeting minutes were approved.

New Business:

Feedback on Workload Committee Draft of Faculty Involvement in Undergraduate Research Award:

Discussion from committee members included:

Q: Why this amount of money for the award? A: \$1,000 award amount is similar to the UMM Alumni Teaching Award. We have contacted the Dean re the award proposal and funding, but are awaiting a response; if no money is available, we will take the proposal to Fund Development to seek alumni help. We feel that having funding is critical for this award to be viable.

- Under the criteria bullet # 2 insert Mentorship in front of student. Also after UROP, insert MAP.
- Under the criteria bullet # 3 insert Mentorship in front of student.

After these revisions, Workload Subcommittee is taking the proposal to Functions & Awards for discussion; after that, the revised proposal will be brought to our next committee meeting for further discussion and a vote. When/if we are able to obtain funding, the award proposal would be brought to Campus Assembly by the Functions and Awards committee for approval. We are hoping the first award might be made in spring 2019.

Discussion on Discipline Coordinator Survey Findings:

Discussion from committee members included:

Consultative Committee Co-Chairs, M Page and A Stangl, were invited to attend the November 30 FACPAAC meeting to discuss the results of their committee's Discipline Coordinator Survey. The consultative co-chairs will not be attending; however, they note that the forwarded report highlights the results of the survey and offers "Key Themes" that might be worth pursuing. The workload sub-committee is currently working on the Undergraduate Research Award so although we had some preliminary discussions on this item, we decided to table it until spring semester.

One item that was discussed about the Discipline Coordinator survey was that when respondents were asked to select the tasks for which they were responsible, many of the tasks differ by division. Large disciplines have back up help so the coordinator is able to delegate some duties. We are interested to learn if it is possible to have this survey done for each discipline and results shared to seek patterns within disciplines.

Discussion on Commission of Women Workload Survey Findings:

Q: Why were participants asked to choose the average number of hours provided for each item by month rather than by week? A: The designers of the survey heavily considered the mode of time reporting, but since many tasks are only completed once a month, they decided to use month rather than week. Comments included: 1) the survey was for all employee groups to answer; however, many participants felt it was geared toward Faculty and P & A members, 2) more females responded to the survey than males, and 3) there was no executive summary.

The Commission of Women is in the process of restructuring so we decided to table this item until next semester as well.

Subcommittee Reports:

Faculty and P&A Work Load: (G McIntosh, J Dabbs, and B Panda) currently working on the Undergraduate Research Award proposal. See discussion above.

Faculty and P&A Salary Survey Report: (D Ericksen, K Harell, P Ng, and B Panda) have no report at this time.

Faculty and P&A of Color: (C Anderson, K Harell, S Lam, and A Manolis) the committee will be meeting soon. The purpose of the study is to determine if there is a problem with hiring and retaining faculty and staff of color when compared to faculty and staff that are not of color? The subcommittee will be looking at ways to gather data. Q: Can we track data that we already collect by gender and race. A: Nancy Helsper, Director of Institutional Research, should have that information already. The Diversity Assessment Conference will be held in Mpls on November 17. Might a campus climate survey be considered?

Other Business:

Next Meeting: Thursday, November 30, 10:30-11:30 AM, Prairie Lounge

We will be postponing next meeting's visit from Interim Dean Janet Schrunck Ericksen until spring semester.

Submitted by Jenny Quam, staff support