

12-3-2014

## Consultative minutes 12/03/2014

Consultative Committee

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Consultative Committee  
December 3, 2014  
Prairie Lounge  
8:15 AM

Present: Jayne Blodgett , LeAnn Dean, Lisa Harris, Nancy Helsper, Megan Jacobson, Leslie Meek, Michelle Page. Allison Wolf

Absent: Rita Bolluyt , Julie Eckerle, Sam Daniewicz, Jean Rohloff

Minutes for November, 19th were approved with the amendment that a spring meeting time was approved.

Business to consider:

1. Finishing conversation about items for UMM Constitution review. The chairs would like guidance on questions or messages to send to the steering committee. Issues from the previous meeting (Nov 19<sup>th</sup>) were reviewed and it was agreed to forward those suggestions to the steering committee. In addition, it was pointed out that our charge was expanded by the committee itself, (and published on the website) - do we need to include that in the constitution? Probably not, since the expansion is consistent with the constitution and was intended to be a clarification of what this committee does and how it operates. However, it was decided to take another look at our website materials to determine if they need to be further edited.
2. Look at the list of issues from the beginning of the semester and decide what we still want to discuss or take action on. Do we need to reprioritize business that has not been acted on? Chair's list and new issues:

Business Left:

1. First Year Experience follow-up:
  - a. Update from Finance Committee: proposal from Dean for pilot program for 60 students to attend workshops led by students and faculty/staff on aspects of FYE that were removed when FYS moved to IC. Stipend provided for students involved. Second semester is job/career path, resume writing, etc. (run by Career Center). Dean has money from Campus Fee to pay stipend and fund ½ time person to administer program. We will ask the Dean to expand on this idea at a meeting spring semester.
2. Chancellor will attend January 14<sup>th</sup>, 2015 meeting.
3. Sarah Mattson will attend a spring Consultative meeting to discuss campus civility and inequities in wellness program, job family classification, AFSCME job fairness.
4. Speaker and special events scheduling.
5. IRB process re Twin Cities/Morris.
6. Grants office follow-up.
7. ESUP rollout.

New issues:

1. Summer session salaries have been lowered and now are other issues arising.
2. Shifting course evaluations to an electronic format. This is a question for the Dean. Twin Cities is changing the process and this will have implications for Morris.
3. Position of Discipline Coordinator. Does not appear in HR materials, or faculty job descriptions, and there is not standardization of the job expectations. This is another issue for the Dean to discuss.
4. VPs Brown and McMaster to come to Consultative? We will wait on this.

Meeting adjourned at 9:10 AM

Submitted by Leslie Meek