

3-6-2017

## Consultative minutes 03/06/2017

Consultative Committee

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Consultative Committee  
Meeting Agenda  
Monday March 6, 2017 (9:15-10:20 AM, Prairie Lounge)

Members Present: Kelly Asche, Nancy Helsper, Megan Jacobson, Lori Kurpiers, Michelle Page, Ted Pappenfus, Noah Pilugin, Angela Stangl

1. Minutes
  - a. Taken by: Megan Jacobson
  - b. Approve minutes from previous meetings.
    - i. Feb. 6
      1. *Approved*
    - ii. Feb. 13
      1. Correction: “we *may be* doing the *SERU* survey. The main campus would administer as a pilot for UMM”
      2. *Approved with correction*
    - iii. Feb. 20
      1. *Approved*
2. Schedule for remainder of spring semester.
  - a. approved four more meetings in second half of semester. Calendar notifications will go out when rooms are reserved.
3. Follow-up on Campus Assembly discussion on eliminating committees
  - a. *Steering Committee presented rough draft of committee elimination proposal; proposed cutting Consultative Committee.*
  - b. *Should Consultative be cut?*
    - i. *Could another Committee take over some of Consultative’s work?*
      1. *If Steering Committee took over:*
        - a. *Steering is not as representative as Consultative*
        - b. *Could Steering Committee become more representative by adding P&A and USA positions?*
        - c. *May be harder for people to bring confidential concerns to Steering due to Chancellor’s presence.*
          - i. *Chancellor could be asked to step away*
          - ii. *Consultative does not have Vice Chancellors;*
          - iii. *Steering has members higher up in the hierarchy*
          - iv. *P&A and USA people may be particularly effected*
      2. *If another committee took over:*
        - a. *Could any other committee perform Consultative’s consulting role?*
          - i. *none come to mind*
    - ii. *Does Consultative have the resources to tackle the topics brought to us?*
      1. *Discipline Coordinator survey is good example; ongoing for years.*
      2. *Consultative has broken into subcommittees based on*

*representation groups (faculty, student, P&A subcommittees, etc).*

3. *If Consultative is disbanded, some other group or person on campus needs to field and direct confidential issues. Maybe an ombudsperson?*

a. *Could the Twin Cities fulfill this role?*

4. *Discipline Coordinator survey update (Kelly Asche)*

a. *Summary of results*

i. *attached below*

b. *Potential Recommendations:*

i. *create clear job descriptions for all discipline coordinators*

ii. *consider service as coordinator as a meaningful factor in tenure and promotion*

iii. *coordinate with other committees also doing work on engagement (Commission on Women, etc) and present all themes together at Campus Assembly*

1. *Is this is academic affairs issue, not a governance issue?*

a. *bring for information for Campus Assembly — ties in to larger discussion on engagement and may require Constitution changes that fall under governance*

c. *Next steps:*

i. *Send to Faculty Affairs Committee for feedback and advice*

ii. *Discuss with Bart Finzel*

iii. *Ted Pappenfus and Kelly Asche will write an introduction to findings*

5. *Next steps/tasks*

a. *Follow up on guest visits*

i. *Anything to take to administrators for further action?*

1. *discussion with Jen Zych Herrmann:*

a. *discuss articulation agreements and support for students from community colleges with Bart Finzel*

b. *possibly discuss other potential avenues for attracting and supporting students from community colleges with division chairs or others*

2. *discussion with Hilda:*

a. *send memo to Sarah Mattson addressing the following:*

i. *search committee representation,*

ii. *implicit bias training,*

iii. *better utilizing the Twin Cities recruitment liaison*

iv. *attracting faculty of color*

v. *request that Sarah address this with Amin*

*Committee and hiring authorities*

b. *Invite Dean Finzel*

i. *FERPA and Advising; Concerns with APLUS*

1. *Faculty have access to too much student information via APLUS (including full access to the data of students on other campuses);*

- could be violating FERPA unknowingly*
- 2. *Could APLUS be modified to protect privacy?*
- 3. *Could faculty be better trained on FERPA and APLUS?*
  - a. *Could registrar offer training?*
  - b. *Could training refreshers be offered?*
- 4. *Invite Brenda Boever from Office of Academic Success and Judy Korn from the Office of the Registrar*
  - a. *discuss this issue*
  - b. *discuss Academic Success Coaches and APLUS training issues*
- c. *Statements from Consultative Committee?*
  - i. *Facebook issue*
  - ii. *Immigrant status*
    - 1. *to be discussed at future meeting*



# DISCIPLINE COORDINATOR SURVEY RESULTS

UMM Consultative Committee

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Open Comment Question: In what ways can we improve the discipline coordinator position across campus? 4

## INTRODUCTION

[content of how survey was developed, background on why this is an issue, etc....]

## SURVEY QUESTIONS

1. Are you currently a coordinator
  - a. Yes
  - b. No
  
2. Of what discipline are/were you a coordinator? \_\_\_\_\_
3. As a coordinator, for which tasks are/were you responsible?
  - a. scheduling discipline meetings
    - i. If selected – “On average, how many discipline meetings were scheduled?”
    - ii. If selected – “On average, how many minutes were discipline meetings?”
  - b. leading discipline meetings
  - c. attending coordinator meetings with the Division Chair
    - i. If selected – “On average, how many meetings with the Division Chair occurred per semester?”
  - d. completing and submitting hiring request forms
  - e. acting as point-person for the discipline for all campus-wide messages and requests
  - f. delegating discipline tasks to other discipline members
  - g. overseeing the discipline budget
  - h. approving discipline purchases
  - i. reviewing and approving APAS forms for graduating students
  - j. organizing and scheduling events for majors within the discipline
  - k. creating and submitting the course schedule for the discipline
  - l. completing discipline assessment reports
  - m. providing regular staff updates to the discipline faculty/staff web page
  - n. maintaining other aspects of the discipline’s web site
  - o. consulting with the Division Chair on hiring decisions

- p. coordinating student and faculty award nominations
- 4. List any other significant duties/responsibilities of the position not listed above.
- 5. In what ways can we improve the discipline coordinator position across camps?
- 6. Provide any general comments you have on the discipline coordinator position.

### SURVEY RESULTS

There was a total of 44 respondents to the survey. 48% (21 responses) were discipline coordinators at the time they completed the survey.

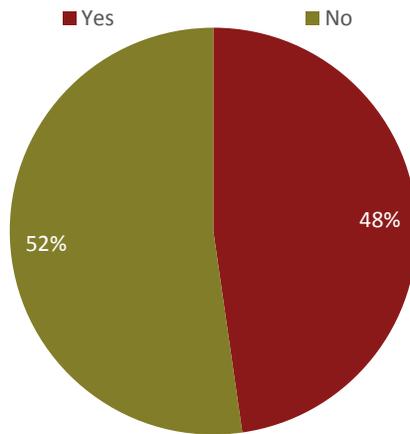


FIGURE 1: % OF RESPONDENTS THAT ARE CURRENT DISCIPLINE COORDINATORS (N=44)

The 44 respondents reported being coordinators in 26 different disciplines across campus. A total of 48 discipline coordinator experiences were reported, with 4 respondents reporting being coordinators for 2 different disciplines on campus throughout their career here.

Discipline	# of responses with coordinator experience		Discipline	# of responses with coordinator experience
Art History	2		LAAS	1
Biology	3		LAHS/HMSV	1
Chemistry	4		Mathematics	1
CMR	2		Music	1
Computer Science	1		Philosophy	2
Econ & Mgmt	1		Physics	2
Elementary Education	1		Political Science	1
English	5		Psychology	3

<b>Environmental Studies</b>	2		<b>Secondary Education</b>	1
<b>French</b>	2		<b>Sociology/Anthropology</b>	3
<b>German</b>	1		<b>Spanish</b>	1
<b>GWSS</b>	2		<b>Studio Art</b>	1
<b>History</b>	2		<b>Theatre</b>	2
<b>Grand Total</b>	<b>48</b>			

Respondents were asked to select which tasks for which they were responsible, and nearly all tasks were selected by a majority of respondents. Leading and scheduling meetings were tasks that all respondents reported being responsible for, while tasks related to maintaining websites were the only tasks to not be selected by a majority of respondents.

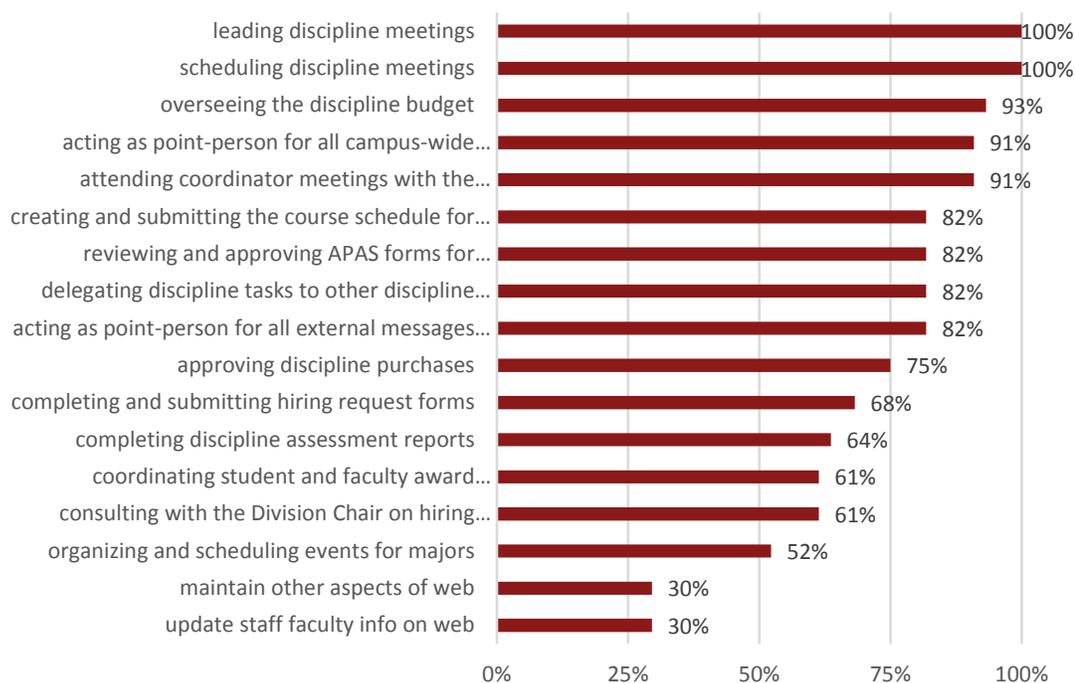


FIGURE 2: % OF RESPONDENTS BY TASKS FOR WHICH THEY ARE/WERE RESPONSIBLE (N=44)

When asked how many meetings per semester were scheduled while they were/are discipline coordinators, respondents reported an average of 5 lasting a little over 60 minutes. That is about 5.6 hours every semester. In addition, respondents reported an average of 2.5 meetings per semester with the division chair.

	Minimum	Maximum	Mean	Median	Count
<b>Meetings/semester</b>	1	11	5.38	4.5	42

<b>Minutes/Meeting</b>	30	90	62.26	60	42
<b>Division Chair Mtgs/Semester</b>	0.5	7	2.54	2	27

OPEN COMMENT QUESTION: LIST ANY OTHER SIGNIFICANT DUTIES/RESPONSIBILITIES OF THE POSITION NOT LISTED ABOVE.

**Key Themes – anything bolded received multiple mentions in the open comments**

- **Student academic management**
  - **Placement - Reviewing transfer courses, placement exams, course equivalences, etc...**
  - Review student petitions, waivers and complaints.
  - Managing and reviewing scholarships.
  - Coordinating approval of directed studies
- **Programming**
  - **Manage and/or participate in catalog changes**
  - **Manage and/or participate in program review, program standards, licensure, curriculum updates**
  - **Manage and/or participate in ECAS and PCAS**
  - Manage scholar in residence program.
  - Manage production (theater, music, etc...)
- **Outreach and recruitment**
  - **Planning and participating in institutional-sponsored events (esp. admissions-related activities).**
  - **Planning and participating in department-sponsored events.**
  - Planning and participating in donor and alumni events.
  - Coordinating lecture series.
  - Monitoring and advising student clubs
  - .
- **Discipline management**
  - **Equipment and facilities**

- **Complete and submit hiring request forms.**
- **Organize and coordinate retreats.**
- Advocating for resources.
- Coordinating library allocation budget and book order.
- Oversee TAs
- Hazmat contact.
- Managing online content and list-serves.
- **Relationship management**
  - **Manage relationships with Internal staff**
  - **Manage relationships with other departments.**

OPEN COMMENT QUESTION: IN WHAT WAYS CAN WE IMPROVE THE DISCIPLINE COORDINATOR POSITION ACROSS CAMPUS?

**Key Themes**

- **Provide compensation**
  - Incentives or rewards
  - Acknowledge the work load
- Create an awareness of the discipline coordinator role
  - Develop a job description
  - Increase awareness of the role to the greater campus
  - Mentor new coordinators
  - Create opportunities for sharing best practices
  - Address differences in work load per discipline
- Address the structure of the role
  - Issue of responsibility without authority
  - Rename the role