University of Minnesota Morris Digital Well

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Campus Assembly minutes 10/01/2019

Campus Assembly

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I. Chancellor's Remarks.

"I know that none of you loses sleep wondering what exactly a chancellor's job entails, but I thought it might be useful to use this occasion to speak a bit to how I spend my time. It is always good to check in with expectations, and so I pulled up the language from the position description that was my guide to the hopes that Morris articulated in its search for the new chancellor. I thought it might be useful to see if the reality in any way resembles the expectations that were articulated. This ended up being a useful exercise for me as well, as I would argue that the position profile got it just about right!

SLIDE 1:

From the Leadership Profile:
The successful candidate will have a proven record as an entrepreneurial academic leader and fiscal manager who has successfully developed academic policies, made decisions, and supervised personnel in an institution of higher learning The chancellor will be a visionary leader who values the commitment of Morris's faculty, staff, students, alumni, and friends and is **able to lead the campus through a strategic plan for the next decade**. A **strong commitment to the values of a liberal arts education is essential, as is the ability to articulate those values to both internal and external constituencies**. The chancellor will be a **persuasive advocate for the university at state and local levels, and lead efforts to raise new resources in support of the institution's priorities.** In keeping with Morris's distinctively inclusive culture of shared governance, the candidate must possess excellent collaborative and consensus-building skills. Morris is committed to a diverse and inclusive learning community and requires the successful candidate to share this commitment and to **understand the relationship between diversity, academic excellence, and the mission as a public liberal arts college.**

The language on this slide is cut and pasted from the Leadership Profile used to recruit candidates for the position of Morris's chancellor. I've highlighted some of the key points that the new chancellor was expected to work on: strategic planning, a commitment to the value of liberal arts and an ability to articulate these to both internal and external audiences, being an advocate for Morris, and someone with understanding of the interplay between diversity, academic excellence, and Morris' public liberal arts mission.

This more general description was followed by an itemized list of characteristics which in some places restate these hopes for the new chancellor, and elsewhere expands the list of expectations: build relationships with external constituents and build consensus internally, raise money, and strengthen enrollment management, for example.

SLIDE 2:

In addition, the ideal candidate will possess:

· Exemplary leadership skills and one who is **open and accessible to faculty, staff, and students, and who is able to work and communicate effectively within the framework of shared governance**;
· Demonstrated financial management skills, coupled with experience **developing long-term sustainable funding models**;
· A track record of accomplishments especially as they relate to **developing and implementing long-term strategic plans**;
· A desire and ability to **build close and meaningful relationships and connections** with the community including business people, regional farmers, educators, central administration and system-wide officers, legislators and the University Board of Regents;
· Strong **problem solving skills and good judgment**;
· A unifying and **consensus-driven leadership style**;
· A record as a **successful fund-raiser with alumni, major donors, and foundations**;
· The vision and the ideas to **strengthen enrollment management**; and
· Excellent **communication skills**.

As I look at these items, I think that in fact the reality has been reasonably close to the items articulated….with some nuance here and there. These priorities also reflect how I spend my scheduled time….with two caveats: that no two days or weeks are the same and any particular day is subject to realignment, change, and/or upheaval.

I asked Carrie to select two recent-ish weeks from my calendar to illustrate my life as chancellor. She selected one week from the beginning of the summer (early June) and the other from August just before the beginning of this semester. As everyone knows, academics have the summers "off." (This is a joke; feel free to chuckle.) Nevertheless, summer continues to be a busy time in the chancellor's office. Calendar entries sometimes do, but do not always neatly correlate with the items as articulated in the position description. At the same time, I expect you will recognize the most of broad categories that appear with respect to my activities.

I apologize in advance…it will be difficult to read the calendar entries, so I will attempt to summarize them for you.

SLIDE 3
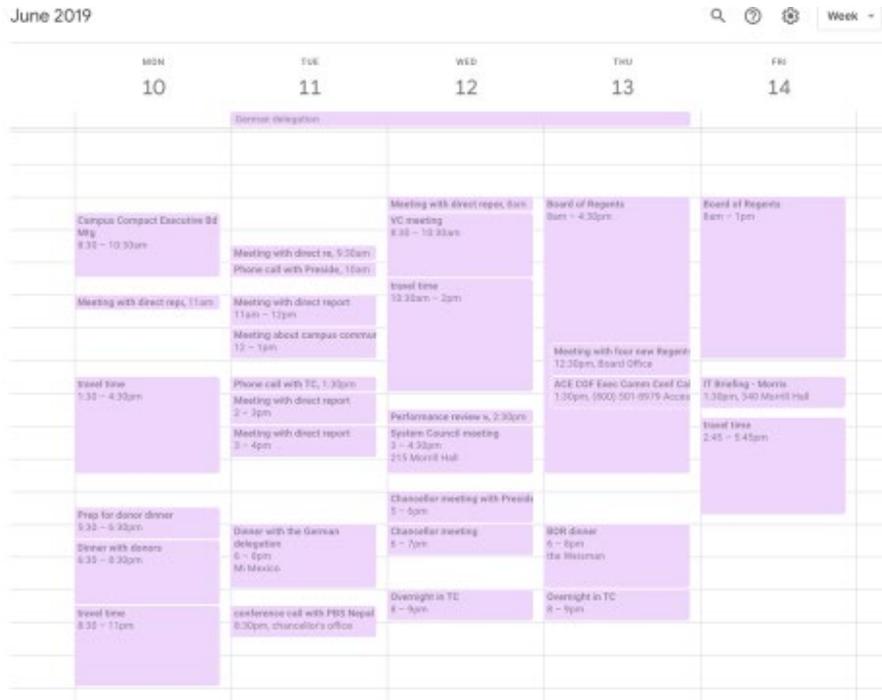
First, the week in June. This week is fairly typical in that I spend quite a bit of time interacting with--and advocating for--Morris with University of Minnesota system colleagues and Regents by telephone, Zoom, or in person. This particular and not unusual week in its requirements, I had appointments with colleagues from other campuses on Tuesday, Wednesday, Thursday and Friday… both by telephone and in person on the Twin Cities campus.

Later in the week while in the Cities, I sat for my annual performance review with the president; participated in monthly meetings with the other chancellors; had a session with the four new Regents in which I introduced them to the Morris campus; attended the regents meeting; and learned about systemwide IT plans for the upcoming year as they affect Morris. All of that was in addition to the informal networking and connecting that generally happens while on the Twin Cities campus, especially around monthly regents meetings.

On Monday, I traveled to the Cities for a dinner with significant donors, returning back to Morris that evening.

I do want to take a breath here to brag a little about our fundraising. Although it is of course a team sport, and we have a crack advancement team, I am frequently called upon to be the institution's face with friends and potential donors. I am proud to say that over the three complete years that I have been at Morris, our annual gift production has increased year over year…$4.1 million in FY17, $4.2 million in FY18, and (ta da) $7.1 million in FY19. As you all know, the University of Minnesota has been involved in a comprehensive campaign since July, 2011. Since my arrival in February 2017, approximately 63% of the money raised during the entire campaign to date has been secured.

Of course, not all money raised through a campaign is created equal. Almost 70% of our campaign gifts are deferred, meaning that donors have signaled their intention to provide money to Morris over a period of time, or upon their death. In addition, most money raised through private or foundation sources is restricted in that it can only be used for specified purposes – for example a scholarship for a student with a particular major who attended high school in a particular Minnesota county. About 12% of our campaign giving is unrestricted money, a higher percentage, I am told, than is typical in a campaign. Unrestricted dollars can be used, when they arrive, to invest strategically in institutional priorities. While all donors are indicating their commitment to the University, unrestricted dollars represent a concrete vote of confidence in the institution and its leadership.

Another of my responsibilities is to elevate the profile of Morris among higher education institutions and organizations. I do this largely by serving on boards and networking with colleagues from other institutions. On Monday morning, I participated on a conference call for Minnesota-Iowa Campus Compact, where I sit on the executive board and serve as the board's vice president. On Thursday, similarly, I participated on a conference call with the American Council on Education Council of Fellows Executive Committee where I serve as chair elect of the board.

On Tuesday night I had dinner with the German Climate Smart Municipalities delegation, local governmental and civic leaders, and others, to continue to advance our statewide and international collaborations on sustainability and renewable energy. Dinner was followed by a conference call to Nepal involving a number of campus constituents. We are exploring the development of a student transfer pipeline with this institution similar to that which we have with SUFE in China.

All of the activities on the calendar that I have mentioned so far have been externally focused. In addition, I also, of course, attend to issues and offices on campus, indicated by a number of meetings with direct reports, the weekly Vice Chancellor's group meeting, and a variety of other campus meetings. It is worth noting that the calendar entries in both of the weeks represented here do not explicitly involve consultation with governance, given the summer hiatus in most governance activities. This, too, is a part of how I spend my time though of course less so in the summer.

At the risk of TMI, let's turn now to the week of August 19th. As you may recall, this was the week that faculty came back to campus, and we launched the new academic year. As you might imagine, this week was more internally focused, though not exclusively so, and only partially concerned the same issues that you all were focused on in that busy start-of-term week.

SLIDE 4
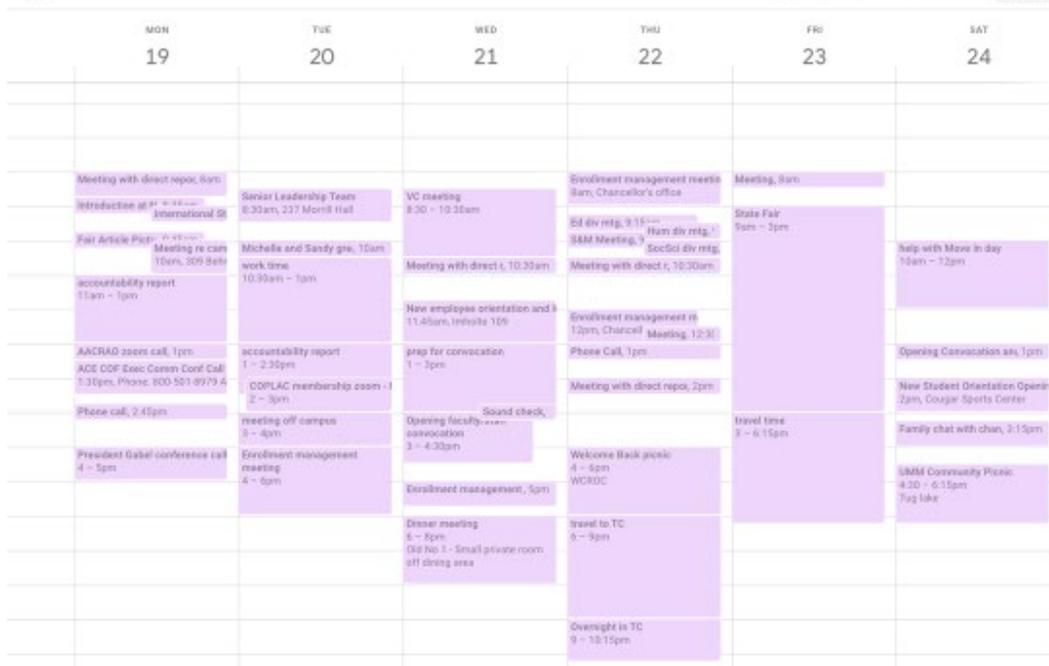
During this week, you may remember, we were continuing to work on enrollment management transitions, and you can see that quite a bit of my time was spent on meetings and events that concerned enrollment management issues. Included in these sessions was a planning meeting in which I met with several people to brainstorm about how strategic visioning and planning work, strategic enrollment management planning, campus governance bodies, and administrative offices can effectively work together to accomplish campus recruitment and persistence goals in this upcoming year and beyond. (Parenthetically, you will hear more about this soon.)

In addition, I welcomed new employees, met briefly with each of the divisions, and worked on the Accountability Report (submitted annually for regents, legislators, and the public). On Wednesday I delivered the opening faculty and staff Convocation, and on Thursday attended a welcome back picnic for faculty and staff at the Horticultural Display Garden. Finally, on Saturday, there were a number of events for new students and parents where I had speaking and other roles.

Externally, I had two phone meetings with system colleagues, one on Monday and one on Tuesday. On Monday, I participated in my monthly conference call as a member of the American Council on Education Council of Fellows executive board. On Tuesday, I participated in a virtual meeting with COPLAC colleagues. I sit on the COPLAC board of directors and I recently became the chair of the COPLAC membership committee. In the latter capacity I will work with universities that express an interest in joining our public liberal arts consortium. On Friday, I spent much of the day at the Minnesota State Fair at the Morris table within the University of Minnesota building. This is a day of relationship building, soft student recruiting, and reconnecting with alumni. This is the second year that I have done this, and people who I

met at the fair were direct in saying that they think it says a lot about our campus that the chancellor shows up in person.

I want to emphasize that all of this takes a village…that is, that although this is my calendar, most of the work that I do is in partnership and alliance with faculty, staff, and students. This institution is a special place; I am committed to its public liberal arts mission and I was, and continue to be drawn to its distinctive identity. I look forward to continuing to collaborate with all of you with common purpose to ensure the University of Minnesota Morris's sustainable and successful future."

II. For Action. From the Steering Committee. Minutes from 9/3/19 Campus Assembly unanimously approved as presented.

III. For Action. From the Steering Committee. Creation of the ad hoc committee on reallocation of committee assignments.

Ted Pappenfus, Chair of Steering Committee, said the UMM Constitution gives Steering the power to create ad hoc committees. The proposal can be found in the Assembly packet. At the recent committee chairs meeting, there was a discussion on how to handle items that come up in the interim. Two items from that discussion include:
   - Some timely/urgent items will be addressed by administrators and some actions will be addressed by administration in consultation with Steering; and
   - This decision making process should be viewed as temporary until the ad hoc committee makes their final recommendations to the Campus Assembly.

Comments from Assembly members include:

• Campus Assembly voted to get rid of six committees and how we're creating another committee. Is there a committee already in existence that could address this?
Reply: Possibly but not in the timely manner needed.
• Why wait until February? Seems like a long timeframe given some issues may be urgent.
Reply: The end of November may be too soon.
• The decision-making process could be temporary but some of the decisions could be permanent. One of the committees eliminated was Functions & Awards. February 4 might be too late for what that committee used to do because there are a lot of decisions that need to be made.
Reply: The plan to tend to matters that need to be done before February will be addressed.
• Will there be consultation with administrative offices? Will we vote on February 4 or will this be the first time offices learn of this? How will Steering know what has early deadlines and what might missing?
Reply: Our hope is the ad hoc committee would be in close communication with Steering. We will do our best to inform offices.

Dave Israels-Swenson made a formal motion to amend the motion to change the due date of the report to December 3, the last Campus Assembly meeting of the fall semester.

Additional comments:

• If I were put on this ad hoc committee, I would wonder how well the job would be done by December 3 given that the charge is huge because of the important work of the eliminated committees. Some things will fall under the timely/urgent phase but we want to make sure the overall process is done right.
• As someone who was just asked to serve on the ad hoc committee, it would be nice to get a better idea of what work needs to be done.
Reply: Steering has a long list of proposed reassignments and feedback received from campus. Steering will also offer their services of partnering throughout this process.
• Please make sure there is consultation with the affected units vs. sharing of information with affected units.

Vote on the amendment to change the deadline from February 4 to December 3. Motion fails by show of hands.

Vote on the original motion approved as presented.

IV. For Action. From the Membership Committee.

    a. Proposed additions to committee rosters – CA endorsed committee memberships – unanimously approved as presented.

    b. Proposed members for ad hoc committee on replacement of committee assignments

        Matt Zaske said Membership Committee brings forward the following names that have been submitted at this point. Membership will put out a call for the additional faculty position and will take nominations from the Assembly floor today.
        Faculty: Mark Logan
        P&A: LeAnn Dean
        USA: Stephanie Ferrian
        Student: Andrew Brichacek

        Rebecca Dean volunteered. Barbara Burke volunteered. Rebecca Dean withdrew her nomination.

        The slate presented was unanimously approved.

V. HLC Update. Melissa Bert's Comments to Campus Assembly about HLC, 10/1/19

Michelle Behr read the following comments from Melissa Bert:

"I am happy to announce that our assurance argument - all 117 pages of it - was submitted last night. This has truly been a campus-wide effort! During the last two years, I estimate that over 75 members of the campus community have contributed to this project. Thank you to the assurance argument teams, who took on the difficult task of collecting much of the evidence used in our argument and reviewing the draft assurance argument. Thank you as well to the committee chairs, faculty, staff, division chairs, vice chancellors, and the chancellor, all of whom edited, provided evidence, and helped craft the final assurance argument over the last few

weeks. Finally, thank you to Amanda Flinn, Kristin Youngblom, and Rebecca Dean, who hit the submit button with me at 10:30pm last night. We are a small but mighty campus community, and my hope is that the peer review team is able to see that not only in our written documentation but also during their visit at the end of the month.

Speaking of that visit - which is October 28-29, by the way - there are a few ways that you can prepare for the team's visit to campus. The first is to read the assurance argument - it will be available on the "Accreditation" page of the Morris website beginning tomorrow. For those of you looking for some lighter reading, I will continue to send weekly newsletters that highlight some of the ways we've met the criteria for accreditation. Another opportunity to prepare is to attend one of the three "Understanding the Assurance Argument" sessions (the first is October 10th at 3:30pm in Moccasin Flower Room) to learn more about the five criteria and our response.

Now that the assurance argument is locked, the team will begin the review process. As an FYI - during this time, they may ask us to provide additional evidence or clarifying materials, and there will likely be a short turnaround time. I will immediately contact any offices that I need evidence from once I hear from the team chair, and I thank you in advance for your quick response during this busy time of the semester.

In the next few weeks the schedule for the visit will be set - I will send an email to campus and also post that schedule on the accreditation page. As I've mentioned before, there will likely be open forums for students, staff, and faculty, as well as conversations about the various criteria. Please attend the relevant sessions if your schedule allows."

Michelle Behr added that a lot of people have been working really hard on all matters related to HLC for the past month or so and there have been things that didn't happen because people were preoccupied. She thanked everyone involved.

VI. For Information. From the Steering Committee. Comments on Community Hour.

Ted Pappenfus reported that Steering has received questions about the guidelines and the appropriate use of that time. He noted this is our second year and we are still experiencing bumps along the road. Steering will continue to review and receive feedback. He walked through the following guidelines:

<div align="center">

DRAFT: Community Hour Guidelines

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A community hour shall take place between 11:40am and 12:40pm on Tuesdays and Thursdays during the academic year.

The Steering Committee (in consultation with Vice-Chancellors, Division Chairs, Committee Chairs, and the Director of Student Activities) will set the Community Hour schedule for each semester.

If someone wishes to schedule an event during Community hour, please follow the following guidelines:

• Please review the current Community Hour schedule and look for conflicts between your potential event and previously scheduled events. If the event is student-focused, please be mindful that students AND staff serve on a number of committees and that others might be thinking the same thing about student availability.

• A priority will be given to campus governance events during Community Hour.

• Events impacting large numbers of community members will be viewed favorably if there aren't prior scheduled Community Hour meetings

• Community members should not schedule course-related activities during Community Hour.

• If, after reviewing the items above, you determine it is appropriate to schedule your event during Community Hour, send your request to Carrie Grussing (grussing@morris.umn.edu) and she will submit it for approval.

Please send feedback on these guidelines or general Community Hour items to Ted Pappenfus (pappe001@morris.umn.edu).

Comments:
• Please share the guidelines with the campus community. What will Steering do if there are conflicts with community hour?
Reply: Steering has looked at how the conflicts might surface and are mindful this is a work in progress.
• The way the community hour is configured, it is not a community hour at all. What we have is a committee hour. It would be nice if we had an hour for community building for the campus community.

If anyone has concerns, they should send those to Ted Pappenfus or the Steering Committee.

VII. Announcements.

Jenn Goodnough gave an update on the Executive Vice President and Provost search. Dr. Gregory Washington is the second of four candidates. Live stream of public forums will be held in HFA 45. If you are watching or reviewing, please submit your evaluation on the search website or contact Jennifer and she will make sure the feedback is submitted.

Jennifer Rothchild, as chair of the newly formed Equity and Diversity Committee, said the EDA pilot program is organized and coordinated by this committee. Those of you who were recently assigned to a committee should have received a Google form asking if you are interested/willing/or want to continue as an EDA. Training for new EDAs will take place on October 16. Training for newly trained and returning EDAs will take place on November 7.

Janet Ericksen announced that in the Administrative Policy on Teaching and Learning, instructors must provide mid-term alerts to students in 1-xxx courses who are at risk of failing a class, in accordance with the provision of the policy on the Mid-

Term Alerts. Please use APLUS—you received handy guides for doing so in your mailbox.

She also announced that the Office of the Registrar Director search is underway. The committee will co-chaired by Barry McQuarrie and Brenda Boever.

VIII. Campus Committee Reports

Scholastic Committee: Merc Chasman, chair, outlined the responsibilities of the committee as listed below.

- Create & recommend policy regarding quality of education, admissions, retention, and scholastic honesty
- Hear petitions! UMM is not one-size-fits all.
    - We hear petitions for exemptions from Gen Eds (except WLA) for prior learning experience or other situations
    - In particular, FL exemptions by proficiency. This includes languages not offered at UMM!
- Academic integrity -- academic integrity subcommittee is our subcommittee
    - The Scholastic Committee website https://committees.morris.umn.edu/scholastic-committee has information on procedures, policy, FAQs for both students and instructors, reporting form, and guideline grid for sanctions
    - Reasons you should report Academic Integrity violations
        - Protect the students accused -- they are informed of their rights
        - Protect integrity of your class & sanctions -- if you do not report, student may repeal and sanctions may be undone
        - Records! The second violation is more serious. We want to discourage repeat offenders
- Again: info on petitions, FL, and academic integrity can be found at our website (https://committees.morris.umn.edu/scholastic-committee)

IX. Adjourned at 12:40 pm