

Minutes
Management/APSCUF Meet and Discuss
12:15-1:45 p.m. Tuesday, September 18, 2007
Sullivan Board Room – Session #367

APSCUF Present: Fay Cook, Steve Hicks, Howie Congdon, Mark Cloud, Cathy Traister, Matt Girton, and recording secretary Cheryl Orndorf

Management Present: Roger Johnson, Deana Hill, Alan Anderson, Linda Koch, Denise Shoemaker, Tom Ormond, Tara Fulton, Bob Little, Jim Meek, and Don Patterson

I. Approval of Minutes

The minutes of the August 28, 2007, were approved.

II. Conversion to Vista

D. Patterson reported Vista is on all new computers that are ordered, but will not be installed on the current computers until issues with SAP are worked out. Office 07 is ready and packaged up for people who want to install it. Installation is very hardware intensive and very slow. He distributed a document explaining the issues and reported an email will come out describing the issues. There are compatibility issues with Office 07 and Office 03. There is software to allow Office 07 items to be opened with Office 03, but with formatting issues. It is possible to save an 07 document as an 03 document, but it will be difficult to get that across to students. The computer labs will not be converted until this summer as some big programs like Exam Guard are not vista compatible. Until those programs come out with compatible versions, the labs will not be changed. APSCUF reported concerns from E. Jensen who said the backwards compatibility between the 07 and 03 version. It was also suggested V. Paulina may be able to help with these issues.

III. Grievance Update

S. Hicks reported there are two conferences set up. One conference is to discuss 07-004LH and 07-005LH from the same individual. The other conference is to discuss 07-006LH. If the new contract is ratified, the list may be shorter.

IV. Admissions Report

Management reported the census date was September 17, so accurate figures should be available soon. Those numbers will be reported to the APSCUF Office.

Management also reported the Enrollment Management Committee report asks for a steering committee to oversee the next steps and implementation. It also asks that it be large enough to actually have a lot of input. There are two possible ways to structure the steering committee: 1) A large steering committee that could be broken down into workgroups or however the committee wants to do it or, 2) a small steering committee of 6-8 that would define fairly flexible workgroups. There are some areas of work that would need to be addressed such as campus climate, availability of financial aid, recruitment and marketing, retention, scheduling, and placement. R. Johnson asked APSCUF to provide directly to him feedback regarding the structure of the steering committee.

V. Academic Calendar

The Spring 2008 Academic Calendar was approved as submitted via the memo of July 16, 2007. Management also accepts the recommendation of the calendar committee through 2010 as communicated July 16, with the exception of a compressed four day final exam period for which a solution needs to be found. The Calendar Committee has not had an opportunity to address this yet.

VI. Identifying Directorships for Election and Term Considerations

Management provided APSCUF with the attached excerpt (Exhibit I). There are some faculty members that were hired for the purpose of directing a program, for example, the Director of the Writing Center. Management is not going to offer those positions up for election without some

consultation with the people who occupy those positions. APSCUF suggested having a few faculty and a few managers get together rather than continuing to go back and forth at meet and discuss. Management explained APSCUF could help by: 1) considering the content of the list being offered; and 2) assisting in defining the scope of enfranchisement. Who would elect each position? Some are quite problematic. R. Johnson asked APSCUF to provide feedback directly to him.

VII. Administrative Searches

VP for Finance and Administration – tentative deadline for applications is October 26, with on-campus interviews anticipated in early December and an appointment in January 2008.

Dir. of Institute for International Study–D. Roberts has tendered his resignation effective November 1. That date has not yet been accepted by the President. A search committee will be assembled quickly. There needs to be a discussion about the composition. A new director could begin any time after resignation, but the aim is for no later than January 2008.

Dir. of eCampus – The definition of this position is being reconsidered. There are a number of models. Management has been making specific inquiries among faculty and staff regarding structure. If faculty have input, management would like to hear it. R. Johnson gave praise to V. Paulina and J. Bottorf who are two people handling the positions of four people. He is very proud of the way they've stepped up and taken on this task.

Provost – Management had no news to report on this search. F. Cook reported the President mentioned to her this issue might come up in the chairs meeting.

VIII. Increased Adjustment for Small Universities

Management reported LHU is directed as a condition of receiving this money to address five categories, which are recruitment, retention, productivity, academic quality, and administrative efficiencies. J. Meek is responsible for articulating the plan. Commentary should reach his desk for submission to the President. Management would like suggestions to flow through the deans if possible. The context of the suggestions and recommendations will be needed. For example is it from an individual or a defined group. Does this represent a consensus, majority, minority, etc. Any relevant data would be useful. The retention category assumes that greater retention is good and less is bad. PASSHE wants higher productivity, which is the ratio of credit hours produced per FTE faculty member.

APSCUF reported the lack of communication from management on this issue is a matter of concern. There was a discussion regarding the small university status. There was also a discussion off the record. Management noted the concerns.

IX. Alumni Building Parking

APSCUF reported the Parking Committee received a request by the foundation to make all the parking at the Alumni Center reserved just for the people working and coming to that building. The Parking Committee turned down that request unanimously. However, the committee was concerned as stickers had been ordered. Management reported the Parking Committee has capable faculty members on it and assumed its position was clear. R. Johnson asked APSCUF to please not confuse a proposal for reserved spaces, with a decision on the issue. His understanding is the topic has been discussed robustly, but no decision has been made. APSCUF pointed out managers are on that committee as well and the committee has unanimously voted against it, yet a decision has not yet been made. APSCUF expressed strong feeling by faculty against the proposal.

X. Shared Governance (management)

At management's request, diversity was not discussed even though it was on the agenda. R. Johnson reported Management applauds the intent expressed in a message sent via email from T. Mitchell September 17 concerning the Local Negotiations Committee. He had intended to bring a

proposal to this meeting in an effort to make governance more shared than it is. However, T. Mitchell's email seems to address the issue, and management would like to support the effort of the Local Negotiations Committee to facilitate communication, but does not want to intrude. If APSCUF or the committee members wish to designate a manager to serve as liaison to receive commentary and/or conclusions, let management know. R. Johnson read the email (Exhibit II) with enthusiasm.

Management proposes the M&D committees announce by Oct 1 the date of their first meeting, which should be held by Oct 15. R. Johnson takes responsibility for communicating this information. Management intends to facilitate posting all committee meeting minutes on a designated web site. The letter going out inviting people to begin working indicates the minutes are to be disseminated widely, which includes the library archives.

R. Johnson suggests that communication is easier when the discussants know if they are adversaries and are talked to and not about. He advocates a shift from the third person narrative to the second person address. There could be extra M&D meetings, meetings can be off the record, etc., but during this time of fairly high stress, expressions of frustration do not get to the substance of the issues. Management is open to any ideas about how to open up the channels of communication. APSCUF explained that when communication is initiated early in the processes, it helps the issues to be more clearly recognized by all parties.

XI. Individualized Instruction

APSCUF approved the following individualized instruction: Robin Yost, sponsored by P. Huegler; Alex Hedrick, sponsored by J. Drouin; Jason Auman, sponsored by W. Lloyd; and L. Longo, sponsored by W. Lloyd.

XII. Next Meeting – Tuesday, October 16, Bentley TBA, 12:15-1:45 p.m.

There had been a discussion about holding the meetings in one of the new rooms downstairs, but Aramark has indicated those rooms are to be catered only. L. Koch is working on this issue.

XIII. Safety Issue

F. Cook reported concerns about walking between main campus to the Health Professions parking lot. It is very dark walking through the area of the Recreation Building and there is no sidewalk for much of the way. L. Koch reported LHU does not own the street, but is trying to have the city deed LHU that street so it can address these issues.

XIV. Faculty Surveys

Management reported it will be administering two faculty surveys during this academic year: the *Faculty Survey of Student Engagement* (FSSE, pronounced "Fessie") and the *Higher Ed Research Institute (HERI) Faculty Survey*, administered by the Cooperative Institutional Research Program (CIRP). Both surveys focus on student engagement in the learning process. J. Meek provided a copy of a memo concerning the surveys, which has been added to these minutes as Exhibit III.

The meeting adjourned at 1:21 p.m.

Roger Johnson
Interim Provost and VP of Academic Affairs

Fay Cook
APSCUF Chapter President