

*****Approved at September 17, 2008 Division Meeting*****

**Division of Social Science Meeting Minutes
August 21, 2008**

In attendance: Shorb, O'Loughlin, Hinds, Stefanek, Peters, Gashaw, Gilanshah, Dean, Deane, Julien, Breen, Burks, Pelletier, Meek, Ahern, Shaw, Benson, Kildegaard, Dennis Stewart, Joo, Chollett, Vasilescu, Saha, Ryan Van Zee, Student Reps Kellcee Baker (Psychology) and Sheila Nezhad (Economics/Management)

Faculty on leave: Rothchild, Finzel, Bina, Guyotte

Students excused: Matt Nelson (History)

I. Welcome

Chair Pareena Lawrence called the meeting to order at 10:15am. She introduced Rebecca Dean (Dennis Templeman replacement) in her new tenure-track position, welcomed Ron Shaw for a second year as Roland Guyotte's sabbatical replacement, introduced Suhas Suha (Finzel and Bina sabbatical replacement) and Octavian Vasilescu (Vo temporary replacement) and announced that Kevin Stefanek will be teaching one course in Management and one course in Interdisciplinary Studies this academic year. Chair Lawrence also announced a new Division practice, an orientation for new faculty, which will take place Friday, August 22, 2008. The orientation will include a panel discussion with newer and long term Divisional faculty members and the use of a new handbook to which faculty in our division will be encouraged to make additions to during the year.

II. Campus Reports

Chancellor Jacqueline Johnson greeted new and returning faculty and explained the UMM tradition of administrators' visits to division meetings. She announced that she will be happy to return to answer questions after the Convocation if the Division would like to invite her.

Chancellor Johnson's main purpose in her visit was to introduce our new Vice Chancellor for Academic Affairs and Dean, Cheryl Contant, who was also in attendance. The introduction included a description of the acclamation with which Contant's appointment was greeted, and an expression of gratitude to Roland Guyotte and Judy Kuechle for filling the role of Interim VCAA and Dean over the past two years.

Dean Contant mentioned some reasons for the delay in her arrival at UMM, which were related to her commitments to Georgia Tech following a fellowship year. She described her job for her first year as listening, hearing collectively and individually what we have on our "when the dean gets here" lists in order to build and prioritize an institutional list. To that end, she requested an opportunity to meet with each faculty member individually in their offices or other spaces, and indicated that Darla will be in touch with faculty to set those appointments.

The Chancellor and Dean opened the floor for questions. Leslie Meek asked how long the lists for “when the dean gets here” could be, and Dean Contant responded that the real issue will be establishing priorities and making decisions that will not always be popular. Dean Contant raised the issue of the Faculty Toolkit (a package of instructional software that was previously free to teaching faculty for which we are now to be charged). She believes the reason that we are now to be charged for this software is that clinical faculty were previously excluded from eligibility for the free toolkit, and that the solution reached in the twin cities was that all faculty would now be asked to pay for toolkit components. Dean Contant will meet with Division Chairs shortly to discuss how to meet our software needs and assess cost implications.

Steve Burks inquired about whether we can continue to use the software we already have, and not be in violation of copyright, and Chair Lawrence indicated that using what is currently installed on existing computers should be okay; Leslie Meek indicated that staff in Computing Services told her that making the transfer of software from existing machines to new machines is fine under the circumstances.

Specific costs for specific software were discussed briefly. Dean Contant reminded us that the prices are “amazing discounts” and that we need to remember that, but that these are all new costs to us.

Chancellor Johnson reminded those present of the dinner for new faculty and the “Dean’s Dessert” for all faculty, which will take place this evening. She also encouraged Division members to attend the garden party honoring Sue Gooch upon her retirement.

Registrar Clare Strand provided announcements and updates. Her office will now be officially titled, “Office of the Registrar.” Clare will now be responsible for PCAS and for recording and registration for Continuing Education. Web Grading will change slightly this year; instructors are now required to add the student’s “last day of participation date” when entering failing grades, in the course in order to eliminate the need for the Financial Aid office to contact instructors regarding each failing grade.

Argie Manolis described the Service Learning Program for the benefit of new and returning faculty and handed out an overview of one Social Science class from academic year 2007-2008 which incorporated service learning (Econ 3501). She highlighted a few current projects that might interest Social Science faculty. With Heather Peters, Argie has been working on a project connecting students at the Morris Area High School with UMM courses. She also noted a survey circulated in Morris regarding household habits and the question of sustainability; the data from this survey may provide ideas for student projects in UMM course and/or opportunities for further community partnerships. She announced that the Service Learning office will now be located in Blakely Hall on the lower level, staffed by Wendy Hyatt (half-time). If you want to meet with Wendy, Argie recommended making an appointment.

Assistant Dean Jeff Ratliff-Crain announced initiatives in the Center for Advising and Learning. The offices associated with this area moved to Briggs Library last year. Jeff provided an update on the search for Kathryn Gonier Klopffleisch’s replacement; interviews will be taking place this week, so the position will not be filled in time for the first day of classes. The level and type of

services available through Academic Assistance will remain as before (tutors, Learning to Learn courses) but there may be some delays. If you have a student who requires tutoring, please feel free to contact the office, as they already have students willing to act as tutors.

Colleen Frey reminded faculty that students must register with Disability Services in order to receive accommodation for a recognized disability. New this year is that each registered student will present a letter from Colleen to faculty; in the past, faculty have received letters through campus mail regarding students registered in their classes. For students requiring test-taking accommodations, you are now able to schedule those appointments using UMCAL. See the Disability Services website at www.morris.umn.edu/services/dsoaac/dso/; if you need it, the Disability Training number is 447.

In the past, Colleen has screened students individually to assess their level of testing anxiety and establish whether they require testing accommodations. Students will now be sent to Counseling Services for a broader screening for anxiety disorders. If it is established that a student has test anxiety, the student may approach faculty and request an accommodation. Faculty may choose whether or how to accommodate the student. Jeff Ratliff-Crain explained that the DSO website will include extensive information about test anxiety, and also the rationale behind these changes. Unless the student is dealing with a specific disability, test anxiety is not a Disability Services issue. If the student has broader anxiety that needs to be addressed, the practice of sending them to Counseling Services will ideally “catch” that underlying problem.

Steve Burks raised an objection to the implications contained in this change of practice, and the possibility that instructors without qualifications may end up evaluating students’ mental health. Jeff Ratliff-Crain explained that there are definitional limits to what Disability Services is to be doing and the students whom that office is intended to serve. This is a resource constraint as well as a legal issue.

Katherine Benson noted that sending the students through Counseling Services adds a layer of confidentiality to the process that may impair her ability to assess how to best accommodate a student. Colleen Frey indicated that nothing will prevent a student from indicating that he or she has test anxiety and Heather Peters reminded faculty that a student may sign a release of information that allows the instructor to communicate with the student’s counselor. Paula O’Loughlin suggested that all information related to this change in policies should be linked from or posted on the Academic Affairs website. She also asked whether there is a deadline by which students who have registered with the DSO must show us the letter. Colleen indicated that faculty are only required to accommodate the student from the date and time they receive the letter.

Dennis Stewart requested some language for syllabi clarifying the new policy regarding test anxiety. Colleen indicated that she will be sending that, along with information about scheduling the taking of exams in the DSO and other changed policies. Jeff Ratliff-Crain also indicated that a “cheat sheet” will be sent to faculty and reminded faculty to let the Division Office staff know if any exams from a given set of copies should be sent directly to the DSO.

Patrick Shorb reminded faculty to talk to Tom McRoberts regarding accommodating international students, should that be necessary.

III. Division Affairs

1. Election of Division Grievance Officer and Social Committee Members

Solomon Gashaw will again serve as Division Grievance Officer.

The Social Committee will again consist of Katherine Benson, Seung-Ho Joo, and Julie Pelletier.

2. Election of Members to Faculty Review Committee (post-tenure review)

The Faculty Review Committee will consist of Bert Ahern, Harold Hinds, Seung-Ho Joo, and Leslie Meek.

3. Election of Members to Division Policy Committee

The Division Policy Committee will consist of Chair Lawrence, Paula O'Loughlin (Chair), Bert Ahern, Jennifer Deane, and Dennis Stewart.

4. Other Items

Chair Lawrence reminded us that several offices have moved to Blakely Hall.

Paula O'Loughlin announced that the Academic Center for Enrichment is now open in the Blue Stem Room in the basement of the Student Center, where faculty and students can find information about the wide variety of academic enrichment opportunities available to students at UMM (including Study Abroad, National Student Exchange, UROP, etc.).

Chair Lawrence reminded us of the Social Science Division gathering at her home Monday evening, August 25, 2008.

The deadline for the next round of the Faculty Research Enhancement Fund is September 12, 2008. Further information is available on the Academic Affairs webpage.

The procedures approved by the Division in the 2007-09 academic year have been approved by the Provost's Office; but our 7.12 statement (Revised April 2007) has not yet been approved and thus we will be using our old 7.12 statement for our P&T cases this Fall.

Bert Ahern will serve as Vice Chair of the Division but will have no preset responsibilities. The responsibilities of the position will be distributed among several faculty: Leslie Meek will handle work-study and student representative elections; Paula O'Loughlin will report to the Chair from the Policy Committee; Dennis Stewart will co-coordinate Economics and Management with Steve Burks; Tom Johnson will co-coordinate Sociology and Anthropology with Solomon Gashaw; Steve Gross will coordinate the Social Science major.

Discipline coordinators are meeting today to discuss curricular changes; curricular changes will be performed by Terri in an office in Imholte Hall.

The new financial system (EFS) is in place; this has delayed some requests for reimbursement as there are lots of “kinks” in the system, in addition to the usual learning curve. If you purchase anything, please try to use the division credit card – the processing is smoother and quicker.

5. Faculty Retention and Promotion Cases

The schedule for the review of probationary faculty (Breen, Peters, Dean), 4th year retention review (Deane and Ryan Van Zee), candidates for tenure and promotion to Associate Professor (Rothchild and Pelletier) and for promotion to Full Professor (O’Loughlin) has been emailed to all faculty. The deadlines for file submission are also included.

6. Faculty Searches

The Division submitted search requests for 5 positions: 1 in Political Science (Thorson replacement), 1 in Psychology (Hostetler replacement), 1 in Economics and Management (Vo replacement), 1 in Environmental Studies (new, tenure-track position), and 1 in History (Patrick Shorb explained that he will be leaving at the end of this academic year, but will continue to fulfill his responsibilities this year in terms of committee work, etc.)

7. Work Study Report (Leslie Meek)

We have the same amount of money as last year and the same per-discipline allocations have been made. If the discipline allocation is used up, there is additional money (first-come, first-served). Institutional work study money is also available for students who are not Federal Work-Study eligible (also on a first-come, first-served basis).

A typical one-semester job is about \$426.00. Students may not work until their contracts are signed and they may not be paid more than is budgeted for them. See Sharon for information and assistance.

8. Division and Discipline Budget

Chair Lawrence provided some historical background. We had a cut in our division budget of approximately \$5,000 in 2003 – our budget went down from approx. \$44,000 to \$39,000 (and it had been stagnant at \$44,000 for a long time). All costs have been going up during the same time period.

Chair Lawrence presented a graph showing the budget for 2007-2008, which was balanced. We have not fully cover the \$5000 deficit left over from the 2006-07 academic year with the funds from our annual allocation but have made some headway as we balanced our 2007-08 operating budget and had a small surplus. Chair Lawrence applauded the Division members who did their part to help meet the budget challenge. A few items in the budget were further highlighted, one big change that has occurred over the past decade is that we pay \$100 per computer (for network

connection) to Computing Services. The largest cost in our budget, though, is duplicating (our machine and Duplicating Services costs).

Our Long distance phone and fax allocation was set at \$125 per faculty for more than a decade but what we really have allotted for in our budget for over a decade is only \$25 per faculty member per academic year for long distance and fax costs. Long distance calls cost the Division approximately 15 cents per minute and faculty can use grant money to cover additional expenses if they have a need that exceeds their annual allotment. Calls made for recruiting purposes should be charged to the Dean's Office. Steve Burks asked about calls related to acting as Discipline Coordinators (checking transfer credits, etc.); the discipline has a budget at that level (\$150 to cover miscellaneous costs, packages).

The new discipline based budgets were introduced. Discipline based budgets are to be used for primarily duplicating purposes but the extra \$150 allocated to each discipline can be used for cost overruns or other appropriate expenses. As an example, discipline budgets will be charged to cover mailing costs for packages, overnight/express mail, extra printer cartridges etc. The division will pay for first class mail, and one printer cartridge per personal printer per year. The discipline can choose to pay for additional cartridges, if discipline money is not spent in some other way (each discipline retains anything left over at the end of the year). Chair Lawrence reminded us that the use of individual ink printer cartridge issue is also related to our sustainability initiatives; Lowell has indicated that these are the least efficient and environmentally friendly printers on our campus.

Sheri Breen inquired how network printing is tracked, and asked about the possibility of duplex printing. Chair Lawrence indicated that she believes we now have duplex printing capability on two printers and that Sharon is the person to ask. On the first question, Plant Services has a mechanism to keep track of network printing and the division will continue to provide printing for faculty in Imholte Hall and Camden.

Heather Peters asked how we might obtain monthly updates on our budgets. Chair Lawrence replied that she provides regular reports to the discipline coordinators that can be used to help track individual expenses. As always, she reminded faculty to look for ways to provide electronic versions of course materials to our students and to think about modeling sustainable practices for students.

Julie Pelletier asked about IS course expenses. Chair Lawrence explained that, at the moment, we are operating under the assumption that each faculty member teaches 5 courses and the amount we are budgeted is predicated on that. Dennis Stewart asked about cross-listed courses and Chair Lawrence indicated that these will be counted this year as one course, provided they are in the same division.

The next set of adjustment related to discipline budgets will be relative to course size; Harold Hinds reminded us that the need for copies also depends on the *nature* of class and not just size.

This year, for the first time the Anthropology Lab has a \$500 budget of its own.

In response to specific questions, Chair Lawrence informed us of the costs of Faculty Toolkit software: Acrobat will cost \$25; Dreamweaver, \$40; Flash, \$156; and Photoshop, \$150. Steve Burks reminded us that Photoshop Elements will suffice for most people (and costs only \$15).

Faculty will receive the usual memo on division policies, etc. The Division will continue to pay postage for letters of recommendation, etc. – please prepare your recommendations on time in order to avoid using express services (very expensive); if you are doing flex plan reimbursement, that is a personal expense and not something to be posted using division funds.

Reimbursing the division for expenses is discouraged under the new financial system – in the past, we could reimburse the division fairly easily using personal checks; each transaction now costs about \$100 for staff time, etc.

The meeting was adjourned at 11:25am.