

MINUTES

MSCF Academic Affairs Committee October 15, 2008

Members Present: Jean Juelich, Jim Kehoe, Tom Woodhouse, Dave O'Donnell, Kristin Peterson and Anne-Marie Ryan-Guest. **Others present:** Deanna Forsman

Convened: 8:00 PM

Minutes from the October 15, 2006 meeting were approved.

Reports: Kehoe has concerns that Rochester Administration is misusing MnSCU board policy on concurrent enrollment in bypassing RCC faculty to offer a PSEO course and moving right to the concurrent option. **Action:** Committee believes local grievance rep should file a grievance.

Old Business

Syllabi template- Committee advised that the syllabi template should be send to faculty presidents at the beginning of each academic year to assist all faculty in writing their syllabi.

New Business

60/120 Review- There seems to be a lot of confusion/miscommunication about what faculty should be doing with regard to 60/120. MnSCU has to adopt a policy setting the maximum number of semester credits and a waiver process by January 1, 2009. Faculty are well within their rights to request a waiver exempting their program from the 60/120 limitation by identifying the reason for exemption status. MSCF will be working on having the AAS degree exempt from the 60/120 limitation. **Action:** Chair to send a copy of waiver to committee and a letter to AASC chairs providing some clarity of their role in the 60/120 process.

Recordable Devices- With advances in technology new products are being developed that may create a problem for faculty with regard to intellectual property rights. (Livescribe 1GB or 2GB Pulse smartpen that records what one can hear and write) A student may record an instructor's lecture without the instructors permission, edit the information and then use the recording in a malicious way. While we cannot stop, nor do we want to stop technological advances, safeguards do need to be put in place to protect faculty and their intellectual property. **Action:** Chair to check with attorney on case law and suggest to negotiations team to have language added to the contract as well as student guide/handbooks on each campus.

Grade Appeals- Faculty assign the grade MnSCU owns the grade. There are only two reasons for a grade appeal: calculation error or discrimination. It is MSCF's stance that only the instructor can change the grade we do not want to see a policy giving administrators the ability to change grades. **Action:** Continue to advocate for instructor of record to determine grades for students.

Code of Conduct for Employees- MnSCU widely and irregularly publicized the *Code of Conduct for Employees*. The greatest area of concern is the selling of textbooks that faculty members receive from publishers. This is viewed by MnSCU as a violation of the Code. **Action:** The committee asked the chair

to share the information at the presidents training on the 16th and to distribute a copy to the presidents via email for discussion on their campuses.

Time value of credits- Juelich asked if there was an expiration date on credits that students want to transfer in expire. Example: if a student took speech 10 years ago, never completed a degree, would we accept the credits? **Action:** The chair would contact MnSCU for clarification.

Follow-up: Transfer Policy, 3.21 Part 4, Subpart D: Credit life. Each system college and university shall determine requirements for accepting credit pertaining to the length of time that has passed since the credit was earned.

MnSCU Academic and Student Affairs Committee- The chair shared the work plan for policy and procedures that will be reviewed for academic year. **Action:** None.

Meeting adjourned 9:50pm