

AGENDA

Educational Policies Committee

Monday, March 16, 2015

604 Cohodas

3:00 p.m.

- I. **Approval of Minutes from Previous Meeting (Feb. 16, 2015)**
- II. **Approval of Agenda**
- III. **Business**
 - A. **Provost Report: L. Larkin**
 1. **Staffing decisions/plans**
 2. **Response to EPC 's recommendations regarding EEGS and HHP**
 3. **Response to EPC's recommendation regarding 5.1.1.1 (faculty ratio)**
 4. **Revised hiring schedule**
 - B. **EPC Guidelines**
 1. **Yearly schedule**
 2. **Update bylaws?**
 3. **Criteria for staffing decisions?**
 - C. **EPC Website: Updating and maintaining**
 - D. **Status of ERIP replacement plan: D. Kapla**
 - E. **Update on Academic Program Review**
 1. **Last year's cycle (2013-14)**
Psychology: B. Graves
Finance: D. Rayome
 2. **This year's cycle (2014-15)**
Chemistry: L. Putman
Computer Science: A. Orf
Nursing: B. Graves
Accounting: J. Thompson
Criminal Justice: J. Centko
 3. **Communication of results of Academic Program Review**
 - F. **Updated mission statement for School of Education, Leadership, and Public Service:**

It is the mission of Northern Michigan University School of Education, Leadership, and Public Service to provide opportunities for students to become professional educators, leaders, and public servants who strive to continuously develop and maintain themselves as models of sound democratic citizenship, as knowledgeable and skillful practitioners, and as professionals who enhance their practice through reflection, inquiry and scholarship.

- IV. **Good of the Order**

EPC Meeting Minutes
March 16, 2015

Present: L. Putman, H. Kahn, D. Rayome, K. Schuiling, L. Chen, J. Thompson, J. Centko, M. Broadway, A. Orf, L. Warren, L. Larkin, K. Kirk, B. Graves, President Erickson (guest)

Approval of Minutes from Previous Meeting (Feb. 16, 2015)

A. Orf made a motion to accept minutes as revised. H. Kahn seconded. Motion approved.

Approval of Agenda

With the addition of President Erickson to the agenda, H. Kahn made a motion to accept the agenda as amended. A. Orf seconded. Motion approved.

President Erickson said he has been asked on what basis do we approve positions whether they are new or replacements. Over the course of last several months he has been trying to figure out the answer. He wants to develop a comprehensive understanding of the process. When we look at filling positions, enrollment in the department is one of the variables, but not the only thing we consider. The idea of using enrollment as an exclusive measure he is not in favor of. Clearly the enrollment history shows a significant decline in student credit hours over the past eight years. Student credit hours, not head count, are used because we don't know if someone is taking one class or a full load. The timing of looking at the data is important. In the next few days, a series of enrollment and budget forums will be announced.

It is important to President Erickson that budget decisions are made by those closest to the students as possible. When Presidents or Vice Presidents make those decisions, they are too far removed. Departments have a better understanding of what their staffing needs are. Twenty percent of the Academic Affairs budget sits in the Provost's Office. Departments and Colleges should manage their own staffing budgets. After hiring the new Provost, departments will get their own "pot of money" to manage.

President Erickson distributed copies of four of the slides particular to the budget forums in terms of enrollments and staffing:

1. Student Credit Hours by Department History
2. Instructional Faculty FTETF by Department History – faculty, for the most part, have gone up. B. Graves asked where the data come from. He thinks the numbers include graduate students and adjuncts in fall 2014, but fall 2006 looks like just full time faculty. President Erickson will look into this.
3. Credit Hours per FTETF by Department - this document shows that student credit hours per FTETF have declined
4. Non-Instructional Staff FTE by Division History – there has been a significant increase in released time for administrative functions. B. Graves said the contract language is 'reassigned' time. Does this include graduate thesis work? President Erickson said there

has been a significant shift of our faculty away from direct classroom teaching. L. Warren asked if her faculty are included, it could skew the number.

President Erickson asked how many ERIP positions should we replace and where should we replace them? In looking at the departments who are way down in student credit hours, they would have to give a pretty strong argument for refilling a position. We have made a shift towards hiring more adjuncts and contingents and there is less direct classroom time. B. Graves said these are important things to talk about. The IR website numbers are completely different than what we were given here. President Erickson said the data he has show there has been a significant increase in FTETF. Is this due to adjuncts to replace reassigned time? When he looks at ERIPs, he's trying to figure out why are we filling any of them. B. Graves said people took the ERIP in an arbitrary fashion. Anyone who wanted it got it. Now we have to strategically decide how to replace them at a lesser salary. H. Kahn asked in looking at all programs in fall 2006, was that when we had a lot of merged departments? B. Graves responded that's about when they unmerged. J. Thompson questioned if the data is right. President Erickson believes the bottom numbers are correct.

B. Graves said these issues are being talked about in negotiations. He believes they are productive talks. What can we do with our curriculum to reduce the need for classes that people aren't taking? This is a core issue the University needs to address.

President Erickson said one of the problems with smaller classes is you still need instructors to teach. Enrollment is our problem, not the number of faculty. We need to find ways to work towards enrollment and program growth. Our goal this year is to stabilize the enrollment decline. President Erickson said we have to look very closely at every position; consider all of the pieces. He is not a fan of the ERIP. He will get back to EPC with answers to the questions.

President Erickson said the Provost search will be re-opened to see if there are any internal or external candidates until April 1. If the search fails, we will figure out what we need to do next year.

President Erickson said the Core Values Strategic Plan group is refining the latest version with a lot of campus feedback and there will be upcoming forums. They will keep modifying and refining the plan. He's pleased with the outcome. Please share thoughts and ideas.

President Erickson said NMU is looking at offering classes to high school students who would then come to NMU as NMU students with credits. How do you help kids who may have academic talent, but didn't define themselves as going to college? Those are the types of students that do take developmental courses. He believes those types of courses should be taught in high school.

Business

A. Provost Report: L. Larkin

1. Staffing decisions/plans

L. Larkin will give regular updates to EPC. She gave an update on term appointments due to expire in 2015. She asked the committee if this is useful. Yes. B. Graves why are some renewed and some not? M. Broadway gave an update on the College of Arts and Sciences: he has received no recommendation from the Biology Department on the term renewals. In Chemistry, Kinslow was a medical leave replacement so no renewal.

EEGS requested a 1TM to cover an ERIP and reassigned time. EN faculty recommended not to renew two of their terms. MA terms are part of system where they rotate between term and contingent.

K. Schuiling gave an update on the College of Health Sciences and Professional Studies: CCS have not made a recommendation for renewal yet. The Respiratory Therapy Program has been suspended.

2. Response to EPC's recommendations regarding EEGS and HHP

L. Larkin has reviewed the recommendations but hasn't written up a response. She hopes to by the next meeting.

3. Response to EPC's recommendation regarding 5.1.1.1 (faculty ratio)

L. Larkin has reviewed the recommendation and hopes to have a response at the next meeting.

4. Revised hiring schedule

L. Larkin is bringing the revised hiring schedule to Academic Cabinet's next meeting. Does EPC have questions/issues for the Cabinet? L. Putman asked what are the current staffing guidelines? The 11 criteria. L. Putman asked what is an enhancement position? B. Graves asked why are they handled differently? Lesley and Leslie talked about this. B. Graves thinks it's great to get searches started early but a big issue is faculty wouldn't have input if this happens in summer. Debbie said this happens (faculty input) in April/May while faculty are still here. L. Larkin said EPC should come up with criteria for positions. If all staffing plans were moved to winter semester, those that require EPC attention would happen at the same time. K. Schuiling asked if we need to take a look at the 11 criteria. L. Larkin suggested defining EPC staffing guidelines and move enhancement positions up to winter. How does the committee feel about that? L. Larkin asked if this would this work for the College of Business? D. Rayome said there are a lot of major meetings COB faculty attend that occur in August. But he understands you can't do anything without knowing the budget. Departments maybe should begin working in early April. D. Rayome said this wouldn't work in the real world. Why are we tied to a calendar? B. Graves suggested staffing plans should include enrollment numbers, include GA's and adjuncts. L. Warren wants to make sure we're clear on the staffing plan for which term. D. Rayome asked if we go to decentralized budget what role will EPC play? L. Warren stated there will still be a need for reallocations from college to college. B. Graves said EPC could meet in June for a one day retreat to discuss staffing plans. L. Warren suggested having a decentralized model so fewer of these decisions need to come to this level. K. Schuiling asked if guidelines are in place then why do decisions have to come to EPC? If EPC provides the recommendations and the Provost comes back to the committee and said this is what we did, why then would it have to come back to the committee? Recommendation from EPC: It looks most feasible for EPC to provide staffing guidelines for positions which are approved at other times and EPC would be informed (from the Provost).

B. EPC Guidelines

1. Yearly schedule

L. Putman has talked about having Gavin and the President come every fall to give a “state of the University” update and enrollment data from Colleges and Enrollment Management Staff.

2. Update bylaws?

L. Putman asked if anyone is interested in updating them? They’re from 1984. B. Graves and K. Schuiling will work on updating.

3. Criteria for staffing decisions?

L. Putman asked are the 11 criteria for reallocation used in staffing decisions? We need to look at them and modify to what would be appropriate on annual basis so there are guidelines for people to follow. H. Kahn and L. Warren will work on this. L. Putman stated if staffing guidelines are in place they can be used. They will be vetted by Academic Cabinet, Deans and Department Heads and President’s Council. These are only for faculty positions.

C. EPC Website: Updating and maintaining

Academic Affairs updates the EPC website. L. Putman will review the page and work with Kerry and Debbie.

D. Status of ERIP replacement plan: D. Kapla

L. Putman will keep it on agenda. There aren’t any changes. L. Larkin thinks Gavin and Fritz will have something to share at the April 13th meeting.

J. Thompson asked if Dale, Dave and Lesley met to discuss accounting. Yes, they have and have also met with the President.

E. Update on Academic Program Review

1. Last year’s cycle (2013-14)

Psychology: B. Graves – M. Broadway thinks they will have to redo theirs due to the inability to get an external reviewer. The document they have prepared will be out of date.

Finance: D. Rayome

2. This year’s cycle (2014-15)

Chemistry: L. Putman - just had the external reviewer visit. The reviewer indicated the report would be done in the next three weeks.

Computer Science: A. Orf - finished self-study and has forwarded it to Lesley (Putman). They have asked an external reviewer to visit.

Nursing: - B. Graves – done because they just had accreditation done.

Accounting: J. Thompson - he submitted two external reviewers to Dave. The Provost will pick the individual to come to campus.

Criminal Justice: J. Centko – talked to Charlie they have hit some stumbling blocks. He has written most of the report himself. He expects it will be done over the summer.

L. Chen asked what programs are up for review next year. L. Putman said the departments will be receiving data over the summer. The departments are:

History & Philosophy
Economics
Sociology
Social Work
Management
Entrepreneurship

3. Communication of results of Academic Program Review

- F. Updated mission statement for School of Education, Leadership, and Public Service: It is the mission of Northern Michigan University School of Education, Leadership, and Public Service to provide opportunities for students to become professional educators, leaders, and public servants who strive to continuously develop and maintain themselves as models of sound democratic citizenship, as knowledgeable and skillful practitioners, and as professionals who enhance their practice through reflection, inquiry and scholarship.

In accordance with Article 3.3.2.2 of the Master Agreement, EPC is advising the Provost of the above-mention revision to the School of Education's mission statement.

II. Good of the Order

Native American Studies has proposed a new major and requires a new faculty member and resources. They will give a presentation at the March 30th meeting. This worked its way through the Senate and the Senate recommended it come to EPC. We should know more about the budget after the presentation. Anything approved by Senate and has financial ramifications comes to EPC.

J. Centko reported the Department of Technology and Occupational Sciences has a new program. The Manufacturing Production Technician program is a 16 credit vocational diploma. The courses will be held in Escanaba and start June 8th. He has met with NMU's IBM staff regarding recruitment. There is strong support in the industry for this type of diploma.

Meeting adjourned, 5:05.