

Fall 2019 Policy Review Cycle Comments

4.10 & 4.10.1 Individualized Professional Development Plan Policy & Procedure

Feedback from Faculty

- Regarding 4.10, I support the deletion of the language making the meeting at the discretion of the supervisor. On policy that and other places I'll continue my quest against the capitalization of the word dean when it is not paired with the name of an individual dean. For example, in my universe we would write: "One of the deans is Dean Martin." So I'd replace Dean/Director with dean/director. This is a dean we are referring to, not God. Also, I think it's time to embrace the gender-neutral, singular use of they. So I'd replace his/her with their. It's a lot less clunky. Other than that, the policy looks fine. My dean actually read my professional development plan. That has never, ever happened before in the history of the universe. I think my new dean may be defective.
 - Congratulations! You have won the capitalization battle. Also, we will change to gender neutral pronouns. Please update your operating system to dean 2.0.
- Just wondering if it might be more clear in the "4.10 Individualized Professional Development Plan Policy" if it states Unlimited Full-Time Faculty (instead of just Unlimited Faculty). Or if it's for Unlimited Full-time and Part-time faculty, then state that. It was a little unclear to Jayant and me who needed to participate. Looks like adjunct are exempt.
 - Because it is the language used in the MSCF labor contract, we will keep the Unlimited language. We will add language indicating the TFT and TPT faculty are invited but not required to submit a PDP
- My first comment about the individualized plan would be to consider modifying the gender pronouns being used to be more inclusive versus binary. My second comment is to double-check to make sure it is clear that faculty don't have to fill in all of these sections. This was unclear to me earlier, so I was trying to do every section every year versus highlighting or rotating through sections.
 - Yes, we can absolutely update pronouns. For your second comment, there is a sentence in the beginning of the sample that says faculty need not complete every section of the sample form, though I see it is split between two lines. We can use a line break to make that clearer.
- Hi everyone, I think a couple other questions that come up are: 1) Is there an understanding or baseline that is considered reasonable for professional development if 'not all categories are required? For instance, what if there is a dean that expects four out of five categories and one that expects only one category? 2) Does this work need to align with institutional work or can it be anything, and unrelated to institutional goals, but, for example, only related to my field of study.
 - From MinnState board policy regarding professional development:
"Professional development includes continuing improvement in: teaching and learning skills and methods, discipline and program content, student interactions, service to the college and the greater community, and personal growth related to the faculty member's employment responsibilities." We have added a suggestion that references the strategic plan as an example.
- Hi! I want to be very clear that the sample is just that – a SAMPLE – that faculty may choose to use or not use for their professional development plan. Other than this point, I didn't see anything alarming. If there is something else I should take another look at, please feel free to suggest that to me. I think it is important to make that exceedingly clear so that administrative turnover (or administrative

preferences) does not alter this. I have concerns about administration (not anyone specific) presenting the sample as a standard form to be used. I want faculty to know they always have a choice.

- Yes – it is a sample. We will add language clarifying that to the instructions.
- Is there contract language referencing a process for addressing disagreement in scope between dean/faculty of a PDP? What if faculty thinks "x" is enough PD for an academic year but a dean doesn't agree?
 - We discussed this and agree that deans can give recommendations and feedback, but final say in professional development plans is with faculty.
- Could we do an annual PDP, but a 3-year review of the PDP? Probationary faculty should have annual review.
 - During discussion among the committee, we identified accreditation reasons, importance of engagement, discussion of resources, and possible HLC expectations that warrant the need for an annual meeting. It doesn't have to be a long meeting, but it should happen. Can be FTF or over the phone or part of another meeting.

4.10 Sample Professional Development Plan Report

- We have recommended rescinding this document because the sample report is included in the procedure already, so it is redundant. There were no objections to this suggestion in the campus comment period.

6.14 & 6.14.1 Vehicle Use for Official College Business Policy & Procedure

Feedback from Faculty

- Overall it all seems reasonable. Public Safety makes sense as the keeper of vehicle keys, too
 - We agree

Feedback from Staff

- I just want to let you know that the vehicle request can be found in the Sharepoint under Request a Service. Public Safety no longer accepts the paper form. When the electronic form is submitted, Public Safety (PS) receives an email request notification. PS verifies to see whether the driver's consent form is available on file. After that verification, an email notification is sent to the requestor's supervisor for approval. When the requestor receives an approval notice via email, they can go to Public Safety to pick the vehicle's key.
 - Thank you! We will rescind the paper form and include a link to the SharePoint form in the policy.

State Vehicle Use Request Form

Feedback from Staff

- Same comment as above. The committee has agreed to rescind the paper form and include a link to the SharePoint form in the policy.