College Faculty Resource Guide

2022-2023

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COLLEGE FACULTY RESOURCE GUIDE

Welcome to M State! As a comprehensive community and technical college, we are an "open door" college that provides transfer level courses and majors as well as the region's broadest mix of two-year technical programs. You will find the campuses to be friendly, dynamic, and fast-paced. We offer a wide variety of educational opportunities to students, and consequently, there are many opportunities to grow and develop as a faculty member. We hope this guide will assist you in this process.

The most important thing we do at M State is to serve students, so they may be successful. Therefore, as a college, we strive to be extremely student focused. Your role as a faculty member is critical to our success in achieving this goal.

Best wishes for a successful and satisfying academic year!

MISSION, VISION, AND VALUES
Mission Statement
Minnesota State Community and Technical College specializes in affordable and exceptional education, service, and workforce training. We welcome all students and engage them in shaping their futures and their communities.
Vision Statement
A success story for every student.
Values
Integrity
As dedicated professionals, we act with purpose in everything we do. We are sincere and honest in our relationships and communications and hold ourselves accountable to doing the right thing even when no one is watching.
Inclusion
We welcome, respect and accept people for who they are and celebrate the power of our collective differences in creating and shaping more robust, energized communities.
Innovation
Through the power of our four campuses, strategic partnerships and creative problem-solving, we enhance communities. We incorporate technology to improve the student experience, and we see continuous improvement as a constant.
Pillars of Success
1) Student Success
2) Equity and Inclusion
3) Financial Sustainability

COLLEGE STRATEGIC PLAN

(Appendix 1)

Minnesota State Community and Technical College is a college on a mission, and we are all IN.

M State engaged more than 800 business and education partners, students, employees and community members in a comprehensive strategic planning process that clarified themes in higher education that are critical to students and citizens throughout the region. Those ideals are reflected in the mission statement that emerged from our strategic planning process: *Minnesota State Community and Technical College specializes in affordable and exceptional education, service, and workforce training. We welcome all students and engage them in shaping their futures and their communities.*

We believe our new mission reflects the communities we serve and will help us to navigate a changing workforce landscape. As we work together to achieve our mission, you will see our core values of integrity, inclusion and innovation in action on our four campuses and reflected in our strategic partnerships, our creative problem solving and our welcoming environment.

With higher education in a state of flux, we're ready to redouble our efforts to provide an affordable and exceptional education to each of our students and to enhance the future for our region's employers and communities. We are all IN and more committed than ever to rolling up our sleeves with you, with our students and with our communities to shape a stronger, brighter future for all.

ACADEMIC CALENDAR

(Appendix 4)

The M State Academic Calendar is based on 171 days spread over two semesters. There are fifteen (15) instructional weeks and one (1) test week in each semester. The actual number and configuration of class, test, and administrative assigned duty days in each semester are agreed upon annually by the leadership of the administration and the faculty. Please review carefully when completing your syllabus.

Duty Days

M State has two types of "duty days". Administrative Duty Days are days on which faculty members engage in duties as assigned by Administration. Professional Responsibility Days are days on which faculty participate in activities necessary for the successful accomplishment of their professional responsibilities (e.g., class preparation). All unlimited full-time faculty are required to participate in duty days. Unlimited part-time faculty, temporary part-time and adjunct faculty are required to participate on a pro-rated basis, based on credit load (faculty assigned 15/16 credits for the semester are required to attend each Administrative Duty Day; faculty assigned less than 15/16 credits are to attend on a prorated basis). Faculty who do not participate in duty days, as required, must take personal leave and/or leave without pay.

ASSESSMENT

M State will use ACT, SAT, MCA, Accuplacer scores, high school GPA or previous college coursework to determine course placement. Accuplacer assessment testing is available on campus or online for students who would like to re-test or have their current course placement re-evaluated. Please understand that due to the changing landscape of COVID-19, this process is

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subject to change. Please utilize the following website for the most up-to-date testing information: https://www.minnesota.edu/testing/.

If the student wishes to sign up for the Accuplacer, they can do so at https://www.minnesota.edu/testdates

Course placement may be determined by:
- Scores from ACT, SAT and/or Minnesota Comprehensive Assessment (MCA)
- Accuplacer assessment
- High school GPA for students who have graduated from high school within the last ten years. In the absence of an official high school transcript, self-reported high school GPA may be submitted to admissions@minnesota.edu.
- Completion of college-level coursework from an accredited college or university
- Guided self-placement

Some programs or degrees require higher math courses than other programs.

The Accuplacer math scores must be within two years to use for placement; if not, they will need to assess again. All other scores are good for five years from the testing date.

The ACT Reading or English score can be used for placement into reading and writing courses (preparatory or college level). The ACT math score can be used for placement into math courses (preparatory or college level).

BUSINESS OFFICE
(Appendix 12)

Parking Fees – FY2023
- Full-time Employees (Teaching eight credits or more) - $30/semester.
- Less than half-time Employees (Teaching less than eight credits) - $15/semester
- No parking fee for the summer term.

Parking Fee by Payroll Deduction

If you have a full year contract (Fall & Spring Semester Assignments for Faculty), you may pay the annual parking fee of $60 ($30/semester) and complete the Parking Authorization form to do a Payroll Deduction.

Adjunct Faculty hired on a term-by-term basis may pay semester by semester or annually. If you choose to pay for your parking annually and then are not employed Spring Semester, you can request a refund through Payroll.

Parking Waiver

All Faculty and Staff will be charged for parking. If you do not park on state property, the charges can be waived by submitting a Parking Waiver form to the Business Office.

Parking Waiver Forms are located on the M State Intranet. Click on Files & Forms > Human Resources > Finance/Payroll > Parking Waiver.

Parking Authorization Form

The Parking Authorization Form must be completed and submitted to the Business Services Office in Fergus Falls. Please include Employee ID and check the box indicating whether you want the deduction to be taken out of your paycheck in one lump sum or in five (5) consecutive pay periods beginning with your check in mid-October.

Parking Authorization Forms are located on the M State Intranet. Click on Files & Forms > Human Resources > Finance/Payroll > Parking Authorization.

CLASS LIST
(Appendix 6)
It is **vital** to the registration and financial aid processes that faculty members verify attendance the first five days of the term and complete the required no-show process online. It is recommended that faculty members review their class list periodically throughout the semester. If you have a student who is attending your class but **NOT** registered, they should not be allowed to attend and should see Student Development Services immediately. The student will not be able to receive a grade unless they are registered. For classes that meet the entire semester, students MUST be registered for classes within the add period, which is the first three days of the semester. For classes that meet less than the entire semester, students must add the class no later than one business day after the first day the class meets.

COLLEGE WIDE ITV/TELEPRESENCE SCHEDULING
 Please submit your ITV/Telepresence request through WebApp Virtual EMS. Questions can be directed to Lynn Kraft at ext. 6545 or 218-299-6545 or email lynn.kraft@minnesota.edu. ITV/Telepresence classes are scheduled through the academic dean's offices.

COMMUNICATION TOOLS
Information in Employee Portal:
> Academic Affairs and Standards Council (AASC)
> College & Campus Organizational Charts
> College Division Chair Organizational Chart
> College Employee Directory
> Shared Governance Council (SG)

CARE TEAM
M State's vision is "A success story for every student." To achieve this vision, we must pay attention to the mental, emotional and physical concerns of students and respond to those concerns with compassion, support and respect.
While the college has many departments and services that respond to student needs, students sometimes don't ask for help when they need it. To help identify and assist those students in need, M State created a network of college personnel who are committed to a caring and confidential identification, intervention and response.
This network, called the CARE Team, meets regularly to discuss students exhibiting high-risk behaviors. (CARE stands for Coordination, Assessment, Response and Education.)
The mission of the CARE Team is to:
- Assist in protecting the health, safety and welfare of M State students
- Support student success
- Provide a comprehensive response to students whose behavior is disruptive to themselves or the campus environment

The CARE Team is one of several M State resources available to address student concerns. Others include the dean of students, counselors, college social workers, accessibility resources staff and the Title IX coordinator.
For more information please see www.minnesota.edu/care-team. The CARE team referral form is available on the college home page with a link at both the top and bottom of the page as well as in the Employee Portal.

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If you have questions about the CARE Team, please contact Shawn Anderson at shawn.anderson@minnesota.edu or 218-299-6535.

STUDENT BASIC NEEDS

M State recognizes that students experience challenges that can result in accessing enough food to eat every day, safe and stable housing, issues with childcare, family obligations, health issues, unexpected expenses or issues with accessing technology. In an effort to support students, in addition to having social workers, the college has a basic needs webpage that has information and resources for each of our four campus communities. For more information see www.minnesota.edu/basic-needs.

If you're working with a student who has indicated a need for support in one of the areas above, you can also reach out to the college social workers who will assist the student.

Detroit Lakes & Wadena – contact Kayla Simon, 218-846-3687 or kayla.simon@minnesota.edu
Fergus Falls and Moorhead – contact Tyler Strand, 218-299-6839 or tyler.strand@minnesota.edu

COURSE MEETING CANCELLATION PROCESS

If faculty are ill and/or absent, they will:
1. To the extent possible, notify their students no later than one hour before any canceled class is set to start through;
    a. D2L/Brightspace,
    b. Text message,
    c. Email, or,
    d. Telephone.
2. Notify their supervising dean and the appropriate administrative assistant.
3. Submit the appropriate leave request through eTimesheet.

*We strongly encourage faculty members to inform students of how the students will be notified of a course meeting cancellation due to faculty illness and/or absence through the course syllabus or another formal communication.

COMPUTERS

(See Appendix 9)
All staff and faculty receive a unique identifier, which is their StarID. This StarID allows you to sign into M State computers, the employee portal, and numerous internal resources. The StarID password expires every 180 days. You will receive email notifications 21, 7, and 1 day(s) before the expiration. Please go to https://starid.minnstate.edu/ to reset your password before it fully expires

Your M State e-mail address is the method of communication used by the College. **It is important to check your e-mail regularly**. If you prefer to have your M State e-mail auto-forwarded to another account, would like to add the functionality to your mobile device, or have any questions about email, please consult the Knowledge Base (Employee Portal>IT/Tech Support>Help Link at top) . If you cannot resolve any questions, please contact the Computer Help Center for assistance by then clicking on Submit a Request

Adjunct faculty, with a laptop from the Computer Help Center, **must** return the laptop within one week of the end of the semester, unless they are contracted to return the following semester.

If an employee wants to access M State's intranet while they are not at one of our campuses - they can do one of two things:

1. Go to the IT knowledgebase and search for VPN (Direct link here https://mstate.custhelp.com/app/answers/detail/a_id/398/kw/vpn)
2. Go to https://www.minnesota.edu/ and click on Employee Portal and then log in with your StarID

COLLEGE FACULTY CREDENTIALING PROCESS

The college faculty credentialing is the process for evaluating education and experience to review system-established minimum qualifications for individuals teaching credit-based courses and for librarians and counselors.

Faculty credentialing policy and procedure is located at:
http://www.minnstate.edu/system/asa/academicaffairs/cfc/index.html
Faculty will log in to the following application using their StarID and password and create their employee record providing education, work experience and license/certification information relevant to the faculty position: Employee Home

D2L BRIGHTSPACE LEARNING MANAGEMENT SYSTEM (LMS)
 (Appendix 9)
M State, as a member of the Minnesota State Colleges and University system, uses the D2L Brightspace Learning Management System (LMS) for online, on-campus, and blended courses. D2L Brightspace provides the tools for faculty to design and share course content and for students to participate in a secure environment.
Our D2L Brightspace campus site administrators create course shells for *all courses* (land based, blended, and online sections) are automatically created once the course is entered in ISRS. Faculty no longer need to request course shells. If you would like to merge courses or sections together you can use the D2L Course Self Service tool located in the employee portal. You may need to add the portlet to your employee portal home page. All M State faculty are created a Brightspace user account. To access the D2L Brightspace account, go to the Employee Portal (www.minnesota.edu/employees) and click the "Br" or D2L Brightspace button to access the account.

CENTER FOR TEACHING LEARNING AND TECHNOLOGY (CTLT)

The Center for Teaching, Learning, and Technology (CTLT) Support Team is a group focused on providing faculty with assistance incorporating effective teaching practices as well as support for all the ways M State makes it possible for our students to learn including all collegewide
curriculum delivery resources, technology, and teaching tools.
Faculty may reach the CTLT by emailing ctlt@minnesota.edu, clicking on the "Ct" (CTLT) portlet in the Employee Portal, or visiting the Computer Help Center on any campus and requesting CTLT assistance.
CTLT Commons
M State employees (faculty, staff, and administration) have access to a repository of teaching resources: D2L tutorial videos, software support, professional development opportunities, and updates from administration.

College employees may access the CTLT Commons from the Employee Resources drop-down menu on the navigation bar on the D2L Brightspace landing page or by clicking on "Ct" portlet in the Employee Portal.

EARLY ALERT SYSTEM/NO SHOW
(Appendix 7)
No Show Process
If students have not shown up for class during the entire first week of the semester, faculty will mark the student as a no show (grade of FN) within the grading system (see grading directions for specific steps). No shows are to be reported by the end of the sixth day of the semester. Students who are reported as "no shows" in at least half of their registered credits for the semester are contacted regarding their intentions to attend or not attend classes. Students who indicate they do not intend to begin attending classes OR who fail to respond to the inquiry will be considered a complete "no show" and will be dropped from all their courses for the semester. Students who indicate they plan to attend classes will remain enrolled in all courses for the semester, including any in which an FN grade was issued.
For any courses that start at a different point in the semester, students may drop or add the course until the end of the day one business day after the first meeting of the course. If a student has not attended class by that point, the faculty member shall report the student as a no show.
Early Alert Process:
The early alert system is designed to track performance of all M State students. During weeks 3 and 8 faculty submit academic performance checks for all students tracking grades, attendance issues, or those in high risk for not completing a course. During these two weeks faculty can also provide positive feedback on student progress. This helps provide us with a general awareness of our student population.
At any point in the semester faculty members can submit a concern for a student. Responding staff will reach out to the student after the concern is submitted.

GRADE REPORTS
Grading
Refer to the Employee Portal under Policies/Procedures for grading policies. Please note that instructors are **required** to notify students of deficiencies in their work (D and F grades) by mid-semester so that students may take appropriate action.
Final Grades
Faculty will be responsible to enter their grades electronically. Grades are due by the end of the day one business day following the end of the semester. (It is recommended that a hard copy of the final grade roster be retained by the faculty in case of grade appeal or discrepancy.)
Please Note: The Registrar must begin processing Satisfactory Academic Progress the second day following the end of term, **therefore, one set of missing grades will mean a delay of all grades.**

GRADUATION REGALIA
Faculty are strongly encouraged to participate in commencement exercises. Those who wish to purchase regalia should contact the Registrar's Office.

EMPLOYEE MANDATORY TRAINING
New Employees and Annual All Employee Training
New Employees:
Within the first week of employment, Human Resources will provide directions on how to log into the M State Employee Resource Center, located in our **Br** (D2L [Desire to Learn]/Brightspace).
This can be accessed by employees at any time as an ongoing resource.

- <u>M State Employee Resource Center, located in our Desire to Learn (D2L Brightspace) system</u>
  - *M State Employee Resource Center*- This training will provide you a comprehensive orientation on State, Minnesota State, and M State policy and procedure as well as important information you'll need on retirement and insurance benefits.

Within the first 2 weeks of employment, Minnesota State System Office training coordinator, will send an email with instructions on how to access Enterprise Learning Management (ELM) system for Minnesota State Compliance Training.
This is also an ongoing annual requirement for All Employees.

- <u>Enterprise Learning Management, training located in Employee Self Service</u> The training includes seven modules listed below promote a safe and inclusive work environment and will help you understand policies and expectations related to these topics.

Course Required	Class Options
1. Code of Conduct	Option 1: Annual Review version – 15 minutes
	Option 2: New Employee version – 50 minutes
2. Public Jobs Private Data	Option 1: Annual Review version – 20 minutes
	Option 2: New Employee version – 45 minutes
3. Respect in the Workplace	Option 1: Annual Review version – 10 minutes
	Option 2: New Employee version – 30 minutes
4. Preventing Sexual Harassment	Option 1: Annual Review version – 10 minutes
	Option 2: New Employee version – 40 minutes
5. FERPA	General information for all employees – 20 minutes
6. Ergonomics	General information for all employees – 5 minutes
7. General Safety	General information for all employees – 15 minutes
Time to complete:	Returning Employees: ~ 90 minutes (1.5 hours) New Employees: ~ 190 minutes (3.25 hours)

Annual All Employee Training: Each Fiscal Year, all employees will be registered for Minnesota State *Required Annual Compliance Training for All Employees Academic Year*
Department Specific Training: M State Director of Safety & Emergency Preparedness will contact employees regarding any department specific safety training

- Human Resources will notify employees in high hazard areas where their position may be at risk for contact with blood and bodily fluids. These employees will be provided with Hepatitis B Form & information and will complete Bloodborne Pathogens training- (online training in ELM)
- If these employees choose to complete the Hepatitis B three-shot series, M State will pay for this cost. High Hazard Areas: Dental, GMW, GRW, Facilities Supervisor, Nursing Instructor, Athletic Coach, Medical Lab Tech, Cosmetology

EVALUATION

Faculty assessment and evaluation is intended to provide two-way communication between faculty and their administrator to ultimately improve instruction and student learning.

The performance evaluation is an opportunity to review accomplishments, provide feedback, set goals, and identify personal and professional development. The annual evaluation is a part of the on-going process of performance management and coaching.

Step One: Faculty member chooses one course observation option:
1) Classroom observation, by administrator or peer (non-probationary only) in a lecture or lab setting, or
2) Build a Better Course (BBC*) *administrative review* for an online or blended course, or
3) Build a Better Course (BBC*) *peer review* (non-probationary only) for an online or blended course.

Step Two: Faculty member completes self-evaluation.

Step Three: Administrative Assistant gathers student course survey/s feedback for an on-campus or online course chosen by the faculty member.

Step Four: Faculty member and administrator meet to discuss all elements of the evaluation.

Step Five: Following the conversation and review, the faculty member will complete a professional development plan (due before or on March 1).

To schedule a BBC review, please [contact](#) the Center for Teaching and Learning Technology (CTLT).

Evaluation Schedule

Non-probationary faculty:
- Annually
  - Student course survey on one course
  - [Professional development plan](#) (due on or before March 1st).
- Every three years
  - [Course observation](#) (Step 1)
  - [Self-evaluation](#) (Step 2)
  - Student course survey on one course (Step 3)
  - Meeting with administration (Step 4)
  - [Professional development plan](#) , due on or before March 1st, (Step 5)

Probationary faculty:
- Annually
  - [Professional development plan](#) (due on or before March 1st).
- Every semester
  - [Course observation](#) (completed by dean or dean's designee)
  - [Self-evaluation](#)
  - Student course survey for all courses
  - Meeting with administration

Temporary/Part-Time & Adjunct Faculty:
- Every semester
  - Student course survey on all courses
  - Course observation at discretion of the dean (completed by dean or dean's designee)

EXPENSES

(Appendix 5)

Procurement (Credit) Cards and Purchase Orders

Procurement cards are issued only to permanent faculty as approved by your supervising Dean. [Card application forms](#) are located on the College intranet site under Files & Forms > Business Services > Credit Card Program > Application.

[Purchase Order rights](#) are requested from your supervising Dean.   Temporary Part-time faculty will not receive rights to purchase orders, so please see your Division Chair.

Employee Expense Report Forms

Reimbursement for expenses must be signed and submitted electronically to your supervising Dean on an [Employee Expense Report](#) within 60 days following the purchase. Receipts for purchases must be electronically attached. Expenses submitted after 60 days are subject to FICA/Medicare tax.

If you have Expense/Travel Reimbursement to be paid by the System Office the employee is to complete the employee [Sema4 Employee Expense Report](#) form and attach originals of all necessary receipts, **complete and sign** the [Request for Reimbursement of Campus Employee by the Office of the Chancellor](#) form and submit both forms to M State Central Payroll Office (CPO) for processing.

LEAVE

Sick or Personal

Under the MSCF faculty contract (refer to [MSCF contract](#) Article 14), sick and personal leave is accrued on a daily basis. Upon initial employment, each full-time faculty will be credited with 20 days of sick leave allowance. At the beginning of the third academic year of employment and each academic year thereafter, each full-time faculty member shall be credited with ten (10) days of sick leave allowance Part-time faculty accrue leave on a pro-rata basis based on their teaching load.

Each full-time faculty member shall accrue two (2) days of personal leave per academic year. Such leave shall be credited at the beginning of each academic year provided that the total accumulated personal leave does not exceed ten (10) days. A faculty member may use no more than three (3) days in any semester. However, if approved by the college president a fourth and/or fifth day may be used. Prior approval may only be required if more than ten percent (10%) of the faculty at a campus request personal leave on any given day.

Personal leave may be taken in full day or one-half (1/2) day increments. Faculty members who have accrued a fractional day other than a one-half (1/2) day may also use that fractional day

Travel

Out-of-State travel **must** be approved by the Academic Leadership Team, prior to being submitted for the college president's approval. In-State travel must be approved by the School Dean/s.

Procedure

Faculty members **must** complete the online leave request using [eTimesheet](#), located on the M State web portal, when requesting personal, sick, or other types of leave covered by the union contract. Leave requests for absence due to illness **must** be submitted for approval by your supervising Dean immediately upon return to work. Requests for professional or other leave approval should be submitted, in advance, to your supervising Dean.

LIBRARY SERVICES

M State's Academic Specialists are located in each campus library and are here to support you and your students with everything from research assistance, tutoring, finding a great book to read or identifying the right resources or staff member on campus. We strive to provide a welcoming and inclusive environment committed to embracing, nurturing, and developing independent learners. Visit our webpage for more information on our library databases, LibGuides and catalog collections: https://www.minnesota.edu/student-support/libraries.

ACADEMIC SUPPORT

M State's Academic Specialists are located in the college library on each of the four campuses. When you need someone to support your students' academic journey, know that our staff can assist! Whether students need assistance with library services, proctoring, tutoring, time management, organization, study tips or D2L, this team is ready to help. Visit our webpage for more information: https://www.minnesota.edu/academicsupport.

PROCTORING

Remote proctoring services are available through Respondus Monitor. This service is available for all courses – online and on-campus. The members of the CTLT (Center for Teaching, Learning, and Technology) can assist you with integrating Respondus Monitor into your D2L shell.

Limited on-campus proctoring may be available. This option is reserved for students with Accessibility Service needs, technology needs or those with special circumstances.

For students in your online courses needing to proctor in person, please reach out to your campus' Academic Specialist (located in each library) to make sure we are able to accommodate your students and meet your exam needs. It is recommended that you consider using a lockdown browser when designing your online course exams.

Due to the large amount of proctoring, students need to schedule their exams using the sign-up process located on the proctoring webpage: https://www.minnesota.edu/academicsupport/proctoring. Note: the library staff does not proctor on-campus make-up exams.

OFFICE HOURS

Instructors hired under the Former MCCFA Bargaining Unit (30 credits/40 contact hours per academic year) shall post and maintain one (1) office (1) hour of student availability in his/her office or some other campus location per week for each three (3) credits taught to a maximum of fifteen (15) credits. Additional office hours or student availability may be scheduled at the instructor's option.

Instructors hired under the Former UTCE Bargaining Unit (32 credits/27 contact hours per week) shall post and maintain two (2) office hours of student availability per week on campus outside the instructor's scheduled instructional time. These hours will be scheduled in increments of not less than one-half (½) hour. Additional office hours of student availability may be scheduled at the instructor's option.

Office hours apply to all faculty no matter of delivery method. See Article 11, Sec. 2 & 3, Subd. 6 & 7, of the MSCF contract.

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PAY STUBS

Access to paystub will be online only; payroll advice will not be mailed.

Instructions to Access Paystub

1. Access the Employee Portal
2. Choose Mn portlet (MinnState Apps)
3. Useful Links > State of MN Employee Self Service Portal
4. On the Sign In page, type your User ID (Employee # - which is NOT the same as your Tech ID or StarID Number) and Password; click **Sign In.**
   For first time sign-in, your password is the last four digits of your Social Security Number. Contact the Human Resources for your Employee ID number.
5. Choose Self Service > My Pay > View Paystub, and your most recent pay stub will appear.

When finished viewing your pay stub information, be sure to **Sign Out.** If you do not sign out and you are using a public computer, the next person may be able to click the back button on the browser and view your account.

STUDENT COURSE SURVEYS

Student Course Surveys are completed during each semester. All adjunct and temporary part-time faculty, probationary and full-time faculty will have courses surveyed. Results will be sent, via e-mail, to the individual faculty and their supervisor.

SYLLABI

(Appendix 14)

Every course and Instructor needs to have a syllabus per MinnState policy/ procedure
https://www.minnstate.edu/board/policy/322.html and
https://www.minnstate.edu/board/procedure/322p1.html . The syllabus is the contract between the faculty and the students and outlines classroom expectations.

TEACHING AND LEARNING COMPETENCY COURSE REQUIREMENT

The Minnesota State Colleges and Universities Policy 3.2 College Faculty Credentialing and Procedure 3.32.1 sets forth a teaching and learning competency requirement that applies to community and technical college faculty, librarians and counselors hired into unlimited positions. Unlimited faculty shall successfully complete three undergraduate/graduate credit courses and a non -credit philosophy of community and technical college education course during their three-year probationary period unless they meet one of the conditions which would exempt them from the requirement to complete these courses. Please visit http://www.minnstate.edu/board/policy/332.html for more information.

Specific information regarding the T&LC courses is located within the links below. Log in using Star ID@minnstate.edu and password:
https://www.smsu.edu/academics/programs/credentialingeducationcourses/?Id=6606

TEXTBOOK ORDERS

(Appendix 3)

Please submit book orders online at http://mstatebookstore.com/online/home and click "Faculty Adoptions" in the menu bar.

Textbook order due dates are as follows:

Fall Semester – May 1st
Spring Semester – November 1st
Summer Semester – April 1st

Textbook orders should be placed as early as possible, so items are available for students before the first day of class and because it allows the bookstore to be able to purchase more used books.

*For assistance in obtaining **instructor copies** of textbooks please contact the Publisher.*

How to Access Textbook Adoption Site
1. Go to the M State Employee Portal
2. Click "Files & forms"
3. Click "Bookstore"
4. Click "Faculty Adoption" link
5. Save the one(s) you need

How to Login
1. Enter your M State e-mail address
2. Enter the password: either "books2013" or your personally changed one
3. If having problems logging in, contact the bookstore

After you get logged in you can change this password under the change profile area. Follow the instructions and complete your adoptions. It is recommended that you use the Guided Adoption process as this method keeps your book history. The Step-by-Step Guided Adoption Instructions are included in this guide.

Textbook Reminders
1. Complete process even if course has no required materials (No Text Required)
2. Indicate if only new books are acceptable
3. Late start classes also need to submit orders using the above dates so students can charge to financial aid
4. Please provide correct ISBN (i.e., bundle requires bundle ISBN, use student text ISBN and not instructor ISBN)
5. Please indicate if you want us to buyback textbooks for the following semester
6. Software and supply orders need to be entered under Step 4 in the message to bookstore area

To comply with the Federal College Textbook Affordability Act, schools must provide students with accurate course material information including ISBN and retail price information online. To meet this obligation, the bookstore needs to adopt course materials as soon as possible in order to post this information to our online class schedule.

VIRTUAL EVENT MANAGEMENT SYSTEMS (EMS)

(See Appendix 10)

Campus Room Reservations

WebApp Virtual EMS is an interactive web application with real-time access to review room availability and make rooms requests and resources. The program allows faculty and staff to search for specific events and can submit room requests directly from the web.

WEATHER/EMERGENCY CANCELLATION

When weather conditions/emergency become hazardous for travel it may become necessary to either cancel classes or close the campus.

A. Per MinnState Policy 4.4, The authority to <u>cancel classes due to weather conditions or other short term emergencies</u> resides with the college or university president or the president's designee. Cancellation of classes does not excuse any employee from work. Employees of the college, including faculty, may take personal leave, vacation leave or use earned compensatory time when classes are canceled, and they choose to be absent from work.

B. Per MinnState Policy 4.4, when the <u>campus is closed</u>, campus employees are excused from work with pay except for emergency essential employees who are not excused from work.

C. The declaration of cancellation/closure shall, whenever possible, clearly identify the time frame when employees are excused from work.

D. The decision to cancel classes and/or close the campus will be made by the President or campus designee. He/She will notify the media after the decision is made to cancel classes and/or close the campus due to weather or other emergency conditions.

E. Those employees and students that are signed up to receive emergency notifications through Star Alert will also be notified of cancellations/closures through that electronic process.

F. Emergency procedure flip charts are available in each campus room for easy reference.

MINNESOTA STATE COLLEGE FACULTY (MSCF)

Minnesota State College Faculty (MSCF) is the faculty union that represents teaching faculty, counselors, and librarians at all 2-year public colleges in the state of Minnesota. MSCF leadership consists of a state-level executive committee (President, Vice President, Secretary, Treasurer, and four representative members). At the local (campus) level, there is a Chapter President, Grievance Representative, and several other officer positions (the officer positions vary by campus across the state). MSCF bargains a two-year contract with the Minnesota State Colleges and Universities (MinnState) which dictates the terms and conditions of employment for all faculty.

Upon being hired, all faculty are automatically represented by MSCF and receive the terms and conditions of the contract. Faculty who choose to become members of MSCF are also able to vote in MSCF elections, sit on committees as a faculty representative, hold an officer position, and receive liability coverage.

MSCF fully participates in the functions and structure of the college and shares governance with administration to ensure the best possible learning environment for students.

The most important thing we do at M State is to serve students so that they might be successful. Please use this book as a resource for your use as you begin your teaching career at M State. Along with helping students obtain their life-long goals, we will provide opportunities for professional and personal development.

Appendix 1

Mission, Vision, Values and Pillars of Success

MISSION STATEMENT

Minnesota State Community and Technical College specializes in affordable and exceptional education, service, and workforce training. We welcome all students and engage them in shaping their futures and their communities.

VISION STATEMENT

A success story for every student.

VALUES

Integrity

As dedicated professionals, we act with purpose in everything we do. We are sincere and honest in our relationships and communications, and hold ourselves accountable to doing the right thing even when no one is watching.

Inclusion

We welcome, respect and accept people for who they are and celebrate the power of our collective differences in creating and shaping more robust, energized communities.

Innovation

Through the power of our four campuses, strategic partnerships and creative problem-solving, we enhance communities. We incorporate technology to improve the student experience, and we see continuous improvement as a constant.

PILLARS OF SUCCESS

I. Student Success

II. Equity and Inclusion

III. Financial Sustainability

VISION 2025

A SUCCESS STORY FOR **EVERY** STUDENT.

M STATE STRATEGIC PLAN
2019-2025

75 Percent Attend Tuition-free • 10,000 Credit Students • 10,000 Non-Credit Students • 5,000 K12 Experiences

PILLAR I
STUDENT SUCCESS: INCREASING OUR CAPACITY TO BE STUDENT-READY
• • • • •

Our focus on STUDENT SUCCESS encompasses academic readiness for college, successful course completion, documented learning improvement, student persistence toward degree completion, graduation, placement, exam/certification/pass rates, transfer rates, co-curricular experiences and student awards and honors.

WE WILL increase our capacity to be student-ready through:

▶ Comprehensive student support
▶ Innovative and comprehensive curriculum
▶ Transfer and career readiness
▶ Awarding Credit for Prior Learning
▶ Individualized student experiences

PILLAR II
INCLUSION AND EQUITY: MODELING A WELCOMING, SUPPORTIVE AND INCLUSIVE CAMPUS CLIMATE
• • • • •

Our focus on INCLUSION AND EQUITY encompasses operating as a vibrant, inclusive body of diverse students and employees who challenge, inspire and support each other through teamwork and individual action, opportunities for professional growth and community leadership.

WE WILL model a welcoming, supportive and inclusive campus climate through:

▶ Diversity in students and employees
▶ Opportunities for individual, team, institutional and community growth through an equity lens

PILLAR III
PROGRAMMATIC AND FINANCIAL SUSTAINABILITY: LEADING THROUGH INNOVATIVE PROGRAMMING DELIVERY
• • • • •

Our focus on PROGRAMMATIC AND FINANCIAL SUSTAINABILITY encompasses the prudent management of the college's enrollment, fiscal, physical and technology resources by being responsive to changing budget realities of higher education through strategic partnerships.

WE WILL lead through innovative programming and delivery by:

▶ Prudent management of the college's enrollment, fiscal, human, physical and technological resources
▶ Sophisticated and integrated strategic communications and marketing
▶ Sustainability of external funding through grant-funded initiatives, sponsorships and alumni connections
▶ Building strategic partnerships for enrollment growth

Your *Best* First Step.
minnesota.edu

VISION2025

A SUCCESS STORY FOR **EVERY** STUDENT.

In 2025, M State will be able to document and assess an impact on the lives of 25,000 students annually!

We will achieve this first by doing what we already do:

- ► Hiring the most passionate and talented people to do our work.
- ► Investing in all four campuses and in engaging online courses and programs.
- ► Teaching and serving with the highest levels of quality.
- ► Integrating our work and our values into our communities by helping build places where people want to learn, earn, live and thrive.

LEARN more. **EARN** more.
minnesota.edu

VISION2025 ▶▶▶GROWTH

The first element of the vision is growth. It may seem impossible based on everything we know about the demographics of our region and the employment market, but M State is poised for significant growth. It may not look as it has in the past, but we have the ability to tell our story, build relationships, serve new student markets and have an impact that is even bigger than the impact we have today.

OUR VISION

- An enhanced workforce development model with face-to-face instruction, national certifications and online course offerings.
- Sophisticated and integrated ways to tell our story to stakeholders, prospective students and donors.
- Robust student sponsorships and strong alumni/donor engagement.
- A diverse workforce at M State and taking a leadership role in developing equitable and inclusive communities.
- Integrated and documented learning from K-12 through the end of life that ties career interests and exploration with lifelong skill development and learning.
- Advanced processes built to recognize and document the skills and knowledge students have when they decide to seek a degree or certificate at M State.
- Immediate and comprehensive curriculum development based on regional input and opportunity.

VISION2025 ▶▶▶CONNECTIONS

The second element of the vision is connections. In 2025, M State students will have a completely interconnected and personalized experience beginning with our first point of contact. We will connect to students as early as possible, and we will stay connected throughout their working lives. We will be the first phone call they make when they need skills or knowledge, and their support of the work we do will be evident. We will be a connections-focused institution in all aspects of our work. These things happen only when we put connections above "actions," when we focus on purposeful interactions and investment in the growth of our students and each other.

OUR VISION

- Smooth transitions in and out of the institution that build lifelong loyalty.
- The perfect (and completely integrated) M State student experience with an institutional culture built on trust, stability, compassion and hope.
- Focused equity and inclusion efforts that redirect resources to fix barriers and intentionally provide support for all students.
- Interdisciplinary learning experiences focused on life skills such as teamwork, communication and critical thinking.
- A state-of-the-art document that shows the classes M State graduates have taken and illustrates their proficiency in the attributes and characteristics employers seek in the hiring process.

VISION2025 ▶▶▶HOPE

The most important element of the vision is HOPE. We hear dreams, and then we help students see their potential so they can accomplish those dreams. We will not become complacent. We will continue to exhaust all options before giving up on the students we serve.

OUR VISION

- Empower EVERY employee to remove barriers for students and embody the policies, procedures and culture that it will take to be a success story for every student.
- Aim for 100 percent success knowing it is BOLD, but also believing it is possible.
- Create leadership development opportunities and evaluation processes based on leadership values and behaviors: trust, compassion, stability and hope.
- Distribute leadership because we believe in our employees and in their ability to make things happen for our students.
- Align goals and strategies with the pillars of student success, equity and inclusion, and partnerships.
- Build immediate connection with admitted students so they take pride in their decision to attend M State.
- Focus on making an impact with the day-to-day interactions we have with our students, our partners and each other.
- Give people HOPE by seeing beyond the obvious and holding a deep appreciation for individual stories and identities.

MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE
2021-22 ANNUAL PLAN

Mission | Vision | Values | Pillars

PILLAR I
STUDENT SUCCESS

Develop and begin phased implementation of M State-branded guided learning pathways with a goal of equitable student outcomes by 2030.

1. Academic Schools - Building School Identity and Meta-Majors[1]
    a. Develop a shared vision and identity for each academic school
    b. Develop a list of meta-majors by school
    c. Determine key foundational courses by meta-major
    d. Examine data by meta-major to inform key decisions
    e. Begin to determine content in key meta-major foundational courses to help onboard students
    f. Determine college-wide approach to Credit for Prior Learning

2. Building a Holistic Approach to Advising
    a. Determine key requirements for advising/financial aid implementation in Salesforce, inclusive of professional and faculty advisors
    b. Develop an advising model

3. Student Onboarding
    a. Implement Salesforce for case management of prospects
    b. Identify a procedure for transitioning new students from the enrollment team to academic and student affairs staff
    c. Develop and implement a student intake form to collect information about potential student obstacles and to align resources with student needs, with a soft launch in Spring 2022
    d. Prepare to pilot a First Year Experience (FYE) in a variety of formats/modalities

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[1] Meta-majors are a collection of majors that may have similar curriculum and are organized by career field. From a student perspective, degrees and certificates within a meta-major would be considered similar.

4. Professional Development
    a. Provide college-wide professional development opportunities for implementing guided learning pathways and supporting employees to identify and respond to student barriers

5. Assessment
    a. Review and revise processes and documentation of curricular and co-curricular student learning outcomes to ensure the assessment activities are executed and demonstrate student learning, and the assessment loop is closed across all modalities (campus, online, concurrent)
    b. The assessment committee will review the institutional learning outcomes

PILLAR II
EQUITY AND INCLUSION

1. Equity 2030
    a. Develop and implement a proactive college-wide bias education, support and response framework
    b. Build an Equity by Design (EbD) implementation plan based on an assessment of the current institutional structure
    c. Create inclusive hiring practices through job postings, position descriptions, search chair and search team training, and employee onboarding
    d. Begin implementation of a holistic support program for BIPOC students in healthcare programs and pathways in accordance with the Bremer Foundation grant
    e. P20 collaborations will identify and partner with three districts to increase participation of BIPOC and low-income students in dual enrollment programming
    f. Identify programming improvements to serve students' basic needs through the Hope Center Institutional Capacity-Building Cohort (ICBC)

2. Student Engagement and Inclusive Student Experiences
    a. Support and re-establish student groups
    b. Create clear paths for student voices and advocacy to identify processes, policies and procedures that are contributing to equity gaps

3. Develop and implement comprehensive DEI professional development practices, opportunities and expectations for M State employees

PILLAR III
FINANCIAL SUSTAINABILITY

1. Operations
   a. Implement a procedure manual by documenting 10 standard operating procedures
   b. Implement case management models:
      i. Enrollment management to increase prospective student conversion rates
      ii. Accessibility resources to improve student support and communication
   c. Enhance integrated planning to align funding with strategic and operational plans across the institution
   d. Develop a student-focused plan for university partnerships on M State campuses
   e. Support the FM Diversion project by addressing its training needs with credit and non-credit programming

2. Innovations, Opportunities and Collaborations
   a. Obtain one multi-year federal grant greater than $1.5 million that aligns with the FY22 college strategic plan
   b. Raise at least $250,000 from external sources for general college support during FY22 to be used in FY23
   c. Continue to shift Perkins funds from personnel to innovative uses

3. Expand the reach of Workforce Development Solutions by identifying regional and national training opportunities

4. M State and Fergus Area College foundations will
   a. Raise $260,000 directed toward college priorities
   b. Raise $500,000 for student scholarships

M State is 'all IN' on a New Mission

Minnesota State Community and Technical College is a college on a mission, and **we are all IN**.

Over the past year, M State engaged more than 800 business and education partners, students, employees and community members in a comprehensive strategic planning process that clarified the themes in higher education that are critical to students and citizens throughout the region.

Our strategic planning process confirmed that we play a vital role in developing this region's workforce. In the past five years, M State has graduated more than 7,000 individuals; among graduates headed directly into the workforce, an amazing 96 percent found their jobs in Minnesota and North Dakota.

Another 7,000 individuals have taken advantage of the hundreds of M State custom training opportunities, adding real value for their employers and enhancing their own career prospects. When it comes to developing the region's workforce, **we are all IN**.

Our process also revealed the importance of affordability for our students and their families. They see affordability as a strength, which is not a notion that colleges and universities have always embraced. The word affordable does not mean cheap for families and stakeholders; it's viewed as smart and essential. By making college affordable, we make it possible. This is who we are, and we are committed to sustaining it. **We are all IN**.

Those ideals are reflected in the mission statement that emerged from our strategic planning process: Minnesota State Community and Technical College specializes in affordable and exceptional education, service, and workforce training. We welcome all students and engage them in shaping their futures and their communities.

We believe our new mission reflects the communities we serve and will help us to navigate a changing workforce landscape. And, as we work with you to achieve our mission, you will see our core values of integrity, inclusion and innovation in action on our four campuses and reflected in our strategic partnerships, our creative problem solving and our welcoming environment.

With higher education in a state of flux, we're ready to redouble our efforts to provide an affordable and exceptional education to each of our students and to enhance the future for our region's employers and communities. **We are all IN** and more committed than ever to rolling up our sleeves with you, with our students and with our communities to shape a stronger, brighter future for all.

M State serves more than 8,000 students each year through online education and at its campuses in Detroit Lakes, Fergus Falls, Moorhead and Wadena, and serves communities throughout western Minnesota and eastern North Dakota through Workforce Development Solutions. To learn more about M State, visit www.minnesota.edu.

Mission Statement

Minnesota State Community and Technical College specializes in affordable and exceptional education, service, and workforce training. We welcome all students and engage them in shaping their futures and their communities.

Vision Statement

A success story for every student.

Values

Integrity

As dedicated professionals, we act with purpose in everything we do. We are sincere and honest in our relationships and communications, and hold ourselves accountable to doing the right thing even when no one is watching.

Inclusion

We welcome, respect and accept people for who they are and celebrate the power of our collective differences in creating and shaping more robust, energized communities.

Innovation

Through the power of our four campuses, strategic partnerships and creative problem-solving, we enhance communities. We incorporate technology to improve the student experience, and we see continuous improvement as a constant.

We're ALL IN

MISSION, VISION AND VALUES

Pillars of Success

I. Student Success

Encompasses academic readiness for college, successful course completion, documented learning improvement, student persistence toward degree completion, graduation, placement, exam/certification/pass rates, transfer rates, cocurricular experiences and student awards and honors.

II. Equity and Inclusion

Encompasses operating as a vibrant inclusive body of diverse students and employees who challenge, inspire and support each other.

III. Financial Sustainability

Encompasses the prudent management of the college's enrollment, fiscal, physical and technological resources, and the enhancement of external revenue sources.

Appendix 2

Acronyms and Definitions

Created by Dixie Fjeld, 2004; revised by Loren Haagenson 06.16.2022

AA – Associate of Arts degree is a two-year transferable degree.

AAS – Associate of Applied Science degree with two-thirds of all credits being career-technical skills credits and one-third of credits are liberal arts courses.

ACIP – Ask, Connect, Inspire, Plan related to student advising model.

Adobe Connect – is a web conferencing platform that enables collaborative experiences that include video, audio, screen-sharing, polls, chat, Q&A, document sharing and more.

AS – Associate of Science degree with one-third of all credits being career-technical skill credits and two-thirds of credits are liberal arts courses.

AASC – Academic Affairs and Standards Council is a college committee made up of administration, faculty, and non-voting membership that represent academic and student support areas of the college. In this capacity, the council considers faculty requests for revisions to curriculum that meet the college's standards. The committee also facilitates faculty and staff input into policies and procedures related to curriculum and instruction and works to analyze and improve quality of educational programs and delivery to promote student academic achievement.

AFSCME – American Federation of State, County, and Municipal Employees (AFSCME) is the nation's largest and fastest growing public service employee's union. There are 1.4 million members strong and are made up of people who serve the public every day in all areas of government, health, education and other services, both public and private.

Assessment Plans – are created by faculty to align their program or discipline outcomes, college core abilities, and course competencies to assess student, curriculum, and program outcomes.

AQIP – Academic Quality Improvement Program is an alternative process through which an organization can maintain its accredited status with The Higher Learning Commission. AQIP's goal is to infuse the principles and benefits of continuous improvement into the culture of colleges and universities to assure and advance the quality of higher education. AQIP allows an organization to demonstrate that it meets The Higher Learning Commission's Criteria for Accreditation and other expectations through processes that align with the ongoing activities that characterize organizations striving continuously to improve their performance. By sharing both its improvement activities and their results through AQIP, an organization develops the structure and systems essential to achieving the distinctive higher education mission it has set for itself — and the evidence to enable the Commission to reaffirm accreditation.

Bookings – Bookings is a scheduling tool to create some one-on-one sessions that is found within Office 365. Bookings also offers a calendar option.

Build a Better Course (BBC) – A professional development opportunity to work with a Center for Teaching and Learning (CTLT) coach and interact with colleagues to build or improve an online course. This four-chapter online workshop will take 2-3 hours or less per week and provides you with specific strategies for designing or improving your course.

CDM – Curriculum Design and Maintenance Software **-** This is the MState software program whereby all new or revised courses and programs are entered, submitted, and saved for review by AASC to ensure quality curriculum is consistently accepted for all courses and programs across the college.

CTLT – Center for Teaching and Learning and Technology is a college-wide resource for faculty who will assist faculty in best practices and current trends in teaching, assist and support using technology, and providing other resources and faculty development opportunities for college faculty.

CTLT Commons – A D2L/Brightspace home page that will provide you with a wide variety of information, teaching and support resources, and professional development opportunities by providing best practices and current trends in teaching, learning, and technology. This site will provide useful updates regarding curriculum, technology, and teaching tools, classroom management, D2L tutorial videos, updates from administration, software support, and professional development opportunities as they become available.

DARS – Degree Audit Reporting System - The DARS Degree Audit is an automated report of a student's progress toward completion of his/her program. This includes checking for items such as total credits completed, minimum GPA, and completion of each course required in the program. The information comes directly from ISRS (our student registration system), so audits are always up to date with current coursework. The audits are particularly helpful in advising, as advisors and students can quickly see which requirements are missing. In addition, the Transfer Articulation portion of DARS will allow courses taken at other institutions to be used to fulfill program requirements. This is done through transfer "rules" that tell DARS how to treat each course that comes from another institution, whether as a direct target (i.e. equivalent course) or as elective credits.

Calendly – Calendly is an online tool for scheduling appointments. The free version allows for one type of event. When it is integrated with your Office 365 Outlook calendar, it makes it easy for students to schedule appointments on the website. It also automatically adds meetings to your Outlook calendar.

CAS – Course Applicability System. CAS is closely related to DARS, as the program and transfer information that is accessible in CAS is supplied through DARS. Where DARS can only be used by registered students at our own institution, CAS can be accessed by anyone, including potential students or our college's students who are planning to transfer to another institution upon completion of their current program. CAS allows the user to access a list of program requirements (the DARS audit), as well as look for course equivalencies between institutions (the transfer rules that are set up in DARS). The data audit record system used by the College to access student transcripts, placement scores, and living program plans.

Concurrent Enrollment – This is a partnership with area and regional high schools to provide high school students with the opportunity to take college courses within in their own high schools. A high school instructor who meets the credentialing requirements will teach the course at the high school, and MState instructors will be the mentor for the high school instructors.

D2L/Brightspace – Desire2Learn is a complete learning system that is helping universities, institutes, and colleges deliver online programs to hundreds of thousands of their students. Desire2Learn/ Brightspace has been selected by MnSCU as the approved and recommended Instructional Management System (IMS). It is a web-based platform for delivering campus and online classes with access to materials, tests, and discussion boards.

Education Minnesota – Education Minnesota works on behalf of members, advancing your professional development, advocating for your rights, helping you achieve an equitable contract. Education Minnesota's core purpose is to be responsible for quality teaching and learning opportunities through democratic unionism.

Guided Learning Pathway – Guided Learning Pathways (GLP) is a movement that seeks to improve student success by clarifying a student's journey through college. A GLP plan generally includes structured academic choices through clear curriculum plans, comprehensive student supports that are often focused at major transition points along the pathway, and a focus on learning and career outcomes. At M State, our GLP development has been informed by the Community College Research Center's work and uses the Ask, Connect, Inspire, and Plan (ACIP) framework.

HLC –The Higher Learning Commission is part of the North Central Association of Colleges and Schools (NCA). NCA, founded in 1895, is one of six regional institutional accreditors in the United States. Through its Commissions it accredits, and thereby grants membership to educational institutions in the North Central region: Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, Ohio, Oklahoma, New Mexico, South Dakota, Wisconsin, West Virginia, and Wyoming.

IRAP – Individual Retirement Account Plan is an additional method of preparing for retirement. See Human Resources to explore this option.

ISRS – Integrated Student Record System is the MnSCU student record database. All student information is kept in the system (Admissions, Financial Aid, financial records, and academic records) for system-wide access.

Kaltura – MediaSpace includes Kaltura Capture, which is a software that you can use to create webcam recording and/or screen recordings. Kaltura includes closed captioning options.

MAPE – Minnesota Association of Professional Employees are members who work in all segments of State of Minnesota service, and they are significant contributors to the high quality of life that is enjoyed by all Minnesotans.

Minnesota State – Minnesota State Colleges and Universities System is comprised of 30 colleges, 7 universities, and 54 campuses across the state. It offers the lowest tuition in Minnesota and provides 39,000 degrees, certificates and diplomas annually. The system is separate from the University of Minnesota. Website: http://www.minnstate.edu/

MediaSpace – MediaSpace is a cloud-based video storage site provided by Minnesota State. To login click MediaSpace login or use the link in the employee portal. Your login is your starid@minnstate.edu. MediaSpace includes closed captioning options.

MMB – Minnesota Management and Budget is part of the State of Minnesota's Human Resource System, an inter-agency partnership of dedicated professionals committed to the continuous improvement of human resource products and services that support state government in providing service to all citizens https://mn.gov/mmb/

MSCF – Minnesota State College Faculty is the bargaining unit for the faculty at MState.

OCR – Office of Civil Rights' mission is to ensure equal access to education and to promote educational excellence throughout the nation through vigorous enforcement of civil rights.

Microsoft365/Office365 – Office365 is a Microsoft product that includes Skype for Business, Word, Excel, PowerPoint, Outlook, Publisher and Access (for PC only), Microsoft Teams, etc.

PSEO – The Post-Secondary Enrollment Options is the program established by Minnesota Statute section 124D.09 to "promote rigorous educational pursuits and provide a wider variety of options for students." PSEO enrollment shall be available to eligible juniors and seniors enrolled through any Minnesota secondary school, home school, or alternative learning center, who present evidence of the ability to perform college work and who meet MnSCU and MState campus guidelines. PSEO students may earn both secondary and postsecondary credit for college courses completed on any MState campus, at a high school, or at another location. Eligible students are not responsible for the tuition, fees, or required textbooks. The required textbooks are the property of the College and must be returned to the College at the end of each term. *Enrollment of PSEO students in courses at MState may be allowed on a space available basis. PSEO students are required to perform to the College's academic and student conduct standards. PSEO students shall not enroll in developmental courses through the PSEO program.

Qualtrics – Qualtrics is a web-based survey tool used for survey research, evaluations and other data collection activities. Qualtrics can be used to build surveys, send surveys and analyze responses from an online location.

Remind – Remind is a communication tool that helps instructor connect instantly with students and others by sending quick, simple messages to any device.

Respondus – Respondus Quiz Generator is a tool for creating and managing exams on D2L/BrightSpace.

SPOL – Strategic Planning Online is an online database where faculty record and track student assessment data.

TES – Teacher Education Series courses are specific courses prescribed for technical college faculty and any General Education faculty who do not have education courses in their credentialed field, who will be teaching in a technical or community college, or other post-secondary settings. For verification of course requirements and/or degree requirements, contact the Director of Career and Technical Education. The TES courses are offered at the undergraduate and graduate level except for the undergraduate Introduction to Career & Technical Education course. If you have an undergraduate degree and are pursuing a master's degree, the TES courses may be used in a master's program at Bemidji State University.

TIAA/CREF – Teachers Insurance and Annuity Association/College Retirement Equity Fund. As of July 1, 2006, the Wells Fargo Retirement Solutions will move to TIAA-CREF accounts. All MnSCU employees have been made aware of these upcoming changes to the IRAP, SRP, and TSA retirement plans (these changes do not affect TRA, MSRS, or the Deferred Compensation Plan). See Human Resources with questions.

TSA – Tax Shelter Annuity is another opportunity to save for retirement; see Human Resources with questions.

Turnitin – (Turnitin.com) t this site, faculty or students will upload written assignments to be checked for plagiarism and may include grammar and punctuation as well. See CTLT for more answers.

Zoom – Zoom is a web conferencing solution that can be used to host meetings with faculty, staff, or students.

Appendix 3

INSTRUCTIONS FOR ONLINE GUIDED ADOPTIONS

How to Access Textbook Adoption Site
1. Go to the M State Employee Portal
2. Click "Files & forms"
3. Click "Bookstore"
4. Click "Faculty Adoptions" link
5. Save in your browser favorites

How to Login
1. Enter your M State e-mail address
2. Enter the password: either "books2013" or your personally changed one
3. If having problems logging in, contact the bookstore

How to Adopt Textbooks
1. Select *Guided Adoptions*.
    a. If you know the ISBN(s), you can use the *Quick Adoption* method (this will not create a history so it is better to use the *Guided Adoption* method)
    b. If you need to create a textbook because it is a bundle or customized textbook, use the *Guided Adoption* method

2. Using drop down menus, select current *Term*, *Department*, *Course* & *Section*
    a. If correct campus and Department is not listed, contact bookstore to add your department to your profile

3. If the course does not require any textbooks check the box "No Textbook Required" *Under Materials*

4. In *Estimated Enrollment* box enter the quantity of textbooks you think will be needed

5. Add Books & Kits
    a. Select one of the following options:
        i. *Your Book List* -- It is a list of books that you had previously adopted for any of your courses. Click adopt to attach any of the books
        ii. *Browse* -- Search through a list of categories based on topics (broad searching)
        iii. *Book Search* -- Input the ISBN of the book you want to adopt (please note bundled ISBN's are different than individual textbooks)
        iv. *History* -- Find books you previously adopted
        v. *Add a Book* -- If adopting a new book not found in your history or by searching for the ISBN, you can use *Add a Book* by inputting all the information listed
    b. Click *Adopt* for each book you would like to add to the course and then click *Continue*
    c. Enter Kit & Software ISBN's – contact bookstore for the correct ISBN

*** Please note that if the bookstore edits a book for you on their end (updating editions, changing from book to bundle, etc.), it will NOT save to your history in the adoption site.

6. Skip *Add Merchandise*

7. Select *Usage* by choosing "Required," "Recommended," "Optional," "Inclusive Access," "Book or eBook Required," "Open Source Textbook," or "Reusing from prev. class".
8. Enter any special instructions in the *Message to Bookstore*

Revised 05.11.2022 C. Loreth

    a. If books can be bought back
    b. Supplies needed for the course (include quantity)
    c. If only new books can be used.

9. Click *Adopt* button

10. Click *Submit*
    a. Once adoptions have been submitted, instructors can't cancel or change adoption; contact bookstore to make these changes
    b. Additional adoptions can be made

How to Enter Same Books for Multiple Sections of a Course

1. Click *View Submitted Adoptions* and click *Copy* for the course you want to copy from
2. Enter the course information of the new section number and it will adopt the same book(s) for that section

How to Verify Adoptions

1. You will receive an email confirmation listing your submitted adoption
2. You can log in to the adoption site and click on V*iew Submitted Adoptions* from the home page
3. If the correct textbooks are not listed, contact the bookstore
4. Please note that the book prices reflected on the Class Schedules page may change once the books are actually ordered and received by the bookstore

Bookstore Contact for book ordering questions:

Marlo Hieb 218.631.7825 marlo.hieb@minnesota.edu

Christina Loreth 218.846.3727 christina.loreth@minnesota.edu

Appendix 4

M STATE 2022-23 ACADEMIC CALENDAR

FALL SEMESTER 2022

August

M	T	W	T	F	
15	16	17	18	19	
22	23	24	25	26	5
29	30	31			3

First day of classes: 8/22/2022 — 8

September

M	T	W	T	F	
			1	2	2
H5	6	7	8	9	4
12	13	14	15	16	5
19	20	21	22	23	5
26	27	28	29	30	5

21

October

M	T	W	T	F	
3	4	5	6	7	5
10	11	12	13	14	5
17	18	19	X20	X21	3
24	25	26	27	28	5
31					1

19

November

M	T	W	T	F	
	1	2	3	4	4
7	8	9	10	H11	3
14	15	16	17	18	5
21	22	23	H24	H25	3
28	29	30			3

18

December

M	T	W	T	F	
			1	2	2
5	6	7	8	9	5
12	13	14	15	16	5
19	X20	X21	X22	X23	12
H26	X27	X28	X29	X30	

SPRING SEMESTER 2023

January

M	T	W	T	F	
H2	3	4	5	6	
9	10	11	12	13	5
H16	17	18	19	20	4
23	24	25	26	27	5
30	31				2

16

February

M	T	W	T	F	
		1	2	3	3
6	7	8	9	10	5
13	14	15	16	17	5
H20	21	22	23	24	4
27	28				2

19

March

M	T	W	T	F	
		1	2	3	3
6	7	8	9	10	5
X13	X14	X15	X16	X17	
20	21	22	23	24	5
27	28	29	30	31	5

18

April

M	T	W	T	F	
3	4	5	6	7	5
10	11	12	13	14	4
17	18	19	20	21	5
24	25	26	27	28	5

19

May

M	T	W	T	F	
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

Legend

		Administrative Duty				
	Student Contact	Days		TOTAL		
FALL	78	3		81		
SPRING	77	3		80		
TOTAL	155	6	Fall	Spr	161	
	PR Days		4	3	7	
	Floating PR Days			3		
				171		

H State Holiday
A Administrative Duty Day*
PR Professional Responsibility (PR) Day - No Classes
Student Contact Day
X Classes Not in Session
E Evaluation/Test Week

*(the equivalent of 1 day/semester assigned to curriculum and/or assessment)

Fall term grades due: Dec 19 at 11:59 p.m.
Spring term grades due: May 8 at 11:59 p.m.

Easter 4.9.23

SGC Approval: 10.8.21

22

AUGUST
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	**17**	18	19	20
21	**22**	23	**24**	25	**26**	27
28	29	30	31			

SEPTEMBER
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	**16**	**17**
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	**11**	12	13	14	15
16	17	18	19	**20**	**21**	22
23	**24**	25	26	27	28	29
30	31					

NOVEMBER
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	**10**	**11**	12
13	14	15	16	17	18	19
20	21	22	**23**	**24**	**25**	26
27	28	29	30			

DECEMBER
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	**12**	**13**	**14**	**15**	**16**	17
18	**19**	**20**	**21**	**22**	**23**	24
25	**26**	**27**	**28**	**29**	**30**	31

23

JANUARY
S	M	T	W	T	F	S
1	**2**	**3**	**4**	**5**	**6**	7
8	**9**	10	**11**	12	**13**	14
15	**16**	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY
S	M	T	W	T	F	S
			1	2	**3**	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	**20**	21	22	23	24	25
26	27	28				

MARCH
S	M	T	W	T	F	S
			1	2	3	4
5	**6**	7	8	9	**10**	11
12	**13**	**14**	**15**	**16**	**17**	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	**12**	13	**14**	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY
S	M	T	W	T	F	S
	1	**2**	**3**	**4**	**5**	6
7	8	**9**	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	**29**	30	31			

JUNE
S	M	T	W	T	F	S
				1	2	3
4	**5**	6	7	8	9	10
11	12	13	14	15	16	17
18	**19**	20	21	22	23	24
25	26	27	28	29	30	

JULY
S	M	T	W	T	F	S
						1
2	3	**4**	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	**28**	29
30	31					

AUGUST
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	**21**	22	23	24	25	26
27	28	29	30	31		

2022-2023 M STATE ACADEMIC CALENDAR

AUGUST 2022
- 17 | Spartan Welcome Days begin
- 22 | Fall semester begins
- 24 | Last day to add full-term fall semester courses
- 26 | Last day to drop full-term fall semester courses

SEPTEMBER 2022
- 5 | Labor Day **COLLEGE CLOSED**
- 16 | Application deadline for fall commencement ceremony
- 17 | Constitution Day

OCTOBER 2022
- 20-21 | Fall break No Classes/College Open
- 24 | Spring 2023 registration begins

NOVEMBER 2022
- 10 | No Classes/College Open
- 11 | Veterans Day **COLLEGE CLOSED**
- 23 | Last day to withdraw from full-term fall semester courses
- 24-25 | Thanksgiving break **COLLEGE CLOSED**

DECEMBER 2022
- 12-16 | Final exams
- 16 | Fall semester ends
- 16 | Fall commencement for all campuses; ceremony in Moorhead
- 19-J6 | Semester break No Classes/College Open
- 26 | **COLLEGE CLOSED**

JANUARY 2023
- 2 | **COLLEGE CLOSED**
- 9 | Spring semester begins
- 11 | Last day to add full-term spring semester courses
- 13 | Last day to drop full-term spring semester courses
- 16 | Martin Luther King Jr. Day **COLLEGE CLOSED**

FEBRUARY 2023
- 3 | Application deadline for spring graduates/spring commencement ceremony
- 20 | Presidents Day **COLLEGE CLOSED**

MARCH 2023
- 6 | Summer/fall 2023 registration begins
- 10 | Application deadline for summer graduates/spring commencement ceremony
- 13-17 | Spring break No Classes/College Open

APRIL 2023
- 12 | Last day to withdraw from full-term spring semester courses
- 14 | No Classes/College Open

MAY 2023
- 1-5 | Final exam and commencement week
- 5 | Spring semester ends
- 9 | Summer term begins
- 29 | Memorial Day **COLLEGE CLOSED**

JUNE 2023
- 5 | Summer term general education/online courses begin
- 19 | Juneteenth **COLLEGE CLOSED**

JULY 2023
- 4 | Independence Day **COLLEGE CLOSED**
- 28 | Summer term ends

AUGUST 2023
- 21 | Fall semester begins

No classes • Final exams • Registration • **BOLD** Important Dates

M-STATE

2022 Pay Calendar

Detroit Lakes

Fergus Falls

Moorhead

Wadena

HOLIDAYS	PAY PERIOD END DATES	PAYDAYS

January

S	M	T	W	T	F	S
						1
2	3	**4**	5	6	7	8
9	10	11	12	13	**14**	15
16	**17**	**18**	19	20	21	22
23	24	25	26	27	**28**	29
30	31					

February

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	**11**	12
13	14	**15**	16	17	18	19
20	**21**	22	23	24	**25**	26
27	28					

March

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	**11**	12
13	14	**15**	16	17	18	19
20	21	22	23	24	**25**	26
27	28	**29**	30	31		

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	**8**	9
10	11	**12**	13	14	15	16
17	18	19	20	21	**22**	23
24	25	**26**	27	28	29	30

May

S	M	T	W	T	F	S
1	2	3	4	5	**6**	7
8	9	**10**	11	12	13	14
15	16	17	18	19	**20**	21
22	23	**24**	25	26	27	28
29	**30**	31				

June

S	M	T	W	T	F	S
			1	2	**3**	4
5	6	**7**	8	9	10	11
12	13	14	15	16	**17**	18
19	**20**	**21**	22	23	24	25
26	27	28	29	30		

July

S	M	T	W	T	F	S
					1	2
3	**4**	**5**	6	7	8	9
10	11	12	13	14	**15**	16
17	18	**19**	20	21	22	23
24	25	26	27	28	**29**	30
31						

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	**12**	13
14	**15**	16	17	18	19	20
21	22	23	24	25	**26**	27
28	**29**	30	31			

September

S	M	T	W	T	F	S
				1	2	3
4	**5**	6	7	8	**9**	10
11	12	**13**	14	15	16	17
18	19	20	21	22	**23**	24
25	26	**27**	28	29	30	

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	**7**	8
9	10	**11**	12	13	14	15
16	17	18	19	20	**21**	22
23	24	**25**	26	27	28	29
30	31					

November

S	M	T	W	T	F	S
		1	2	3	**4**	5
6	7	**8**	9	10	**11**	12
13	14	15	16	17	**18**	19
20	21	**22**	23	**24**	**25**	26
27	28	29	30			

December

S	M	T	W	T	F	S
				1	**2**	3
4	5	**6**	7	8	9	10
11	12	13	14	15	**16**	17
18	19	**20**	21	22	23	24
25	**26**	27	28	29	**30**	31

MINNESOTA STATE COMMUNITY & TECHNICAL COLLEGE
EMPLOYEE PAY CALENDAR 2022 - 2023

	Earnings Period Wednesday-	Tuesday	Due in HR Office	eTimesheets Due by 12 noon	Pay Date
2022	July 6	July 19	July 12	July 15	July 29
	July 20	August 2	July 26	July 29	August 12
	August 3	August 16	August 9	August 12	August 26
	August 17	August 30	August 23	August 26	September 9
	August 31	September 13	September 6	September 9	September 23
	September 14	September 27	September 20	September 23	October 7
	September 28	October 11	October 4	October 7	October 21
	October 12	October 25	October 18	October 21	November 4
	October 26	November 8	November 1	November 4	November 18
	November 9	November 22	November 15	November 18	December 2
	November 23	December 6	November 29	December 2	December 16
	December 7	December 20	December 13	December 16	December 30
	December 21	January 3	December 27	December 30	January 13
2023	January 4	January 17	January 10	January 13	January 27
	January 18	January 31	January 24	January 27	February 10
	February 1	February 14	February 7	February 10	February 24
	February 15	February 28	February 21	February 24	March 10
	March 1	March 14	March 7	March 10	March 24
	March 15	March 28	March 21	March 24	April 7
	March 29	April 11	April 4	April 7	April 21
	April 12	April 25	April 18	April 21	May 5
	April 26	May 9	May 2	May 5	May 19
	May 10	May 23	May 16	May 19	June 2
	May 24	June 6	May 30	June 2	June 16
	June 7	June 20	June 13	June 16	June 30
	June 21	July 4	June 27	June 30	July 14
	July 5	July 18	July 11	July 14	July 28
	July 19	August 1	July 25	July 28	August 11

Mailing of paycheck/advice stub information has been discontinued. You can access your pay stub information on the web at www.state.mn.us/employee. You will need to sign in by typing your **User ID** and **Password**. Your User ID is your eight-digit Employee ID and initially, the password will be the last four digits of your Social Security Number followed by the letters MN and 2 exclamations points (for example 1234MN!!). Passwords are case-sensitive, must be at least eight characters.

HOLIDAY SCHEDULE
2022 – 2023

DATE (DAY)	HOLIDAY
July 4, 2022 (Monday)	Independence Day
September 5, 2022 (Monday)	Labor Day
November 11, 2022 (Friday)	Veteran's Day
November 24, 2022 (Thursday)	Thanksgiving Day
November 25, 2022 (Friday)	Day after Thanksgiving
December 26, 2022 (Monday)	Christmas Day Observed
January 2, 2023 (Monday)	New Year's Day Observed
January 16, 2023 (Monday)	Martin Luther King Day
February 20, 2023 (Monday)	President's Day
May 29, 2023 (Monday)	Memorial Day
June 19, 2023 (Monday)	Juneteenth
July 4, 2023 (Tuesday)	Independence Day

Employees are not authorized to work on the above dates without prior written approval from the supervisor.

If work on a holiday is authorized, payment will be made in accordance with the appropriate Bargaining Agreement.

Appendix 5

Minnesota State Community and Technical College
Institutional Procedure

Procedure Title: Employee Business Expense Reimbursement

Purpose Statement:
Minnesota State Policy 5.19 and Procedure 5.19.3 provides guidance to the employees of Minnesota State Community and Technical College related to employee travel and reimbursement of expenses incurred. This procedure will provide employees with the steps required to receive reimbursement.

Procedure:

1. Travel Regulations.

   a) Preapproval. All in-state travel and the incurrence of related expenses must receive prior approval by employee's supervisor and all out-of-state travel requires written prior approval by the college president.
   b) Use of purchasing cards for authorized business expenses is strongly encouraged. The card is used for all travel-related expenses of the cardholder except employee food, beverages and those things prohibited in the college Procurement Card Procedure.
   c) Travel Advances. The amount of the advance should not include any expense that will be directly billed. Advances should be requested a minimum of 14 days before departure using the Employee Expense Report. No advance will be issued for less than $50. A traveler may not have more than one outstanding travel advance. Settlement of the advance will include an Employee Expense Report along with all appropriate receipts and documentation and must be submitted within five (5) days of returning from the trip. Advances not settled within 28 days of return date will be deducted from the employee's paycheck in their entirety.
   d) Meals. If requesting reimbursement for meals, employee must complete the leave time and return time in full detail. This information is needed to determine eligibility for reimbursement. The following rules apply:

      - To claim breakfast, travel must have begun prior to 6:00AM or be in overnight status.
      - To claim lunch, employee must be in travel status between 11:00AM and 1:00PM. Please note that travel status is when employee is at least 35 miles from their home campus.
      - To claim dinner, employee must be in travel status after 7:00PM.
      - Meal reimbursements are for the actual cost of the meal up to a meal maximum allowed by contract.

- Cost of a meal includes tax and a reasonable gratuity and cannot include alcoholic beverages.

e) Mileage. If claiming mileage for use of a personal vehicle and employee leaves from home, the reimbursement is the mileage from either their residence or home campus to the destination, whichever is less. Mileage must be actual amounts and not rounded up or down. For reference, the expense reimbursement form has the mileage between campuses listed as well as reimbursement rates.

f) Eligibility to drive. Annually, any employee who will be driving a college vehicle must submit a Vehicle Use Agreement and consent to have the Department of Risk Management review their driving record. Employee is not required by law to provide this information, but if not provided, employee will not be eligible to drive a state owned or leased vehicle. Employee ability to drive a personal vehicle for system activities is not affected by the completion of this form.

g) IRS Rules. Expense reimbursements need to be submitted within 60 days of the expense being incurred. Reimbursement requests that are processed after the 60 days require us to withhold taxes from the employee reimbursement and also requires M State to pay our portion of the FICA/Medicare tax.

h) Fiscal Year End. All travel reimbursements for the fiscal year (ending June 30) must be submitted by July 6 (or earlier depending on fiscal year close date) and processed to ensure prompt payment from the proper fiscal year. An employee expense report submitted after July 6 requires a written explanation signed by your supervisor.

2. Expense Reimbursement Form and Routing.

a) Employee. Complete the expense reimbursement form in its entirety and remember to include:

- Cost center number.
- Permanent/Home campus work location and home address.
- SEMA4 Employee ID.
- Reason for travel and trip dates.
- If the reimbursement is for a trip that went over multiple days, each day must be completed on a separate line.
- Complete all rows & columns including the total boxes.
- If the trip was out of state travel (other than the North Dakota border cities), a copy of the approved Out of State Authorization must be attached. Employee must enter in state and out-state travel on separate forms.
- Receipts need to be attached for all expenses other than meals, taxi services, baggage handling, parking meters, pay telephones, coin-operated laundry machines, gratuity (tip) paid to housekeeping staff at a licensed lodging facility, tolls and metered photocopiers unless specified by the

applicable collective bargaining agreements or compensation plans. It is the employee's responsibility to obtain and submit the correct receipts.

- Faculty and Staff Development reimbursements must have approved forms attached.
- Failure to fill out the form completely may delay processing.
- Employee must sign, date and enter phone number on the form.
- Employee will submit signed expense reimbursement form and required documentation electronically to supervisor for review and approval and retain original for employee records.
- Deadline for forms to be received by Business Services will be the end of the day each Monday of payday week. This will generally result in reimbursement on the payday two weeks from that week's payday.

b) Supervisor Review, Approval and Submission.

    I.   Carefully review the information on the expense reimbursement forms prior to signing them.

    II.   Verify that the form includes:

- Cost center number.
- Employee permanent and home address which is needed to determine if the mileage is accurate from the place of departure.
- SEMA4 Employee ID.
- If the reimbursement is for a trip that went over multiple days, each day needs to be completed on a separate line.
- If the trip was out of state, the Out of State Authorization must be attached.
- Receipts need to be attached for all expenses other than those listed under 2 (a) above.
- If the employee is requesting reimbursement for meals, they must have completed the leave time and return time in full detail.
- Meal reimbursements are for the actual cost of the meal up to a meal maximum. If an employee submits an expense reimbursement with all of the meals at the maximum level, check with them to make sure they understand the policy. If they indeed had meals that were at the maximum cost, please make note of that on the form.

    III.   Sign, Date and enter work phone on the form. The form may be signed electronically by the supervisor.

    IV.   Form and all required documentation are emailed to businessexpense@minnesota.edu by only the supervisor or their administrative assistant and not by the employee requesting reimbursement as required by Minnesota State.

    V.   Business Services will not accept paper copies of expense forms or required documentation in order to avoid duplication of submissions.

      c) Business Services Processing.

              I.   Business Services personnel will enter business expense form and retain documentation for audit.

Associated Forms/Documents:

Minn State Travel Management Policy: https://www.minnstate.edu/board/policy/519.html

Minn State Travel Management Procedure: https://www.minnstate.edu/board/procedure/519p3.html

M State Finance/Payroll Forms: https://employees.minnesota.edu/files/forms/?s=5#f_Finance/Payroll

State of Minnesota Procedures:
http://www.sema4.state.mn.us/htmldoc/eng/webhelp/Employee_Business_Travel_Expenses_-_Operating_Policy_and_Procedure1.htm

Procurement Card Procedure: https://employees.minnesota.edu/files/file/?s=4&id=41371

Procedure History:

Procedure Author: Wayne Wolden
Date of Implementation: July 10, 2019
Date and Subject of Revision: *Enter the Date and Revision information.*

Minnesota State

Community and Technical College

ACCOUNTS PAYABLE PURCHASING & PROCUREMENT CARDS

Janine Corbin-Accounts Payable

Janice Carpenter-Purchasing and Procurement Cards

Diane Stroot-Purchasing and Accounts Payable.

The M State Employee Portal is where you will find files, forms, policies, procedures and instructions.

Let's Buy Something!

MN Statute 16A.15 Subd. 3

- A payment may not be made without a prior obligation.

You ***must create a Requisition and have received the actual Purchase Order before,*** or ***use a P Card when*** the purchase is made. You may never call a vendor, order something and tell them to "send me the bill".
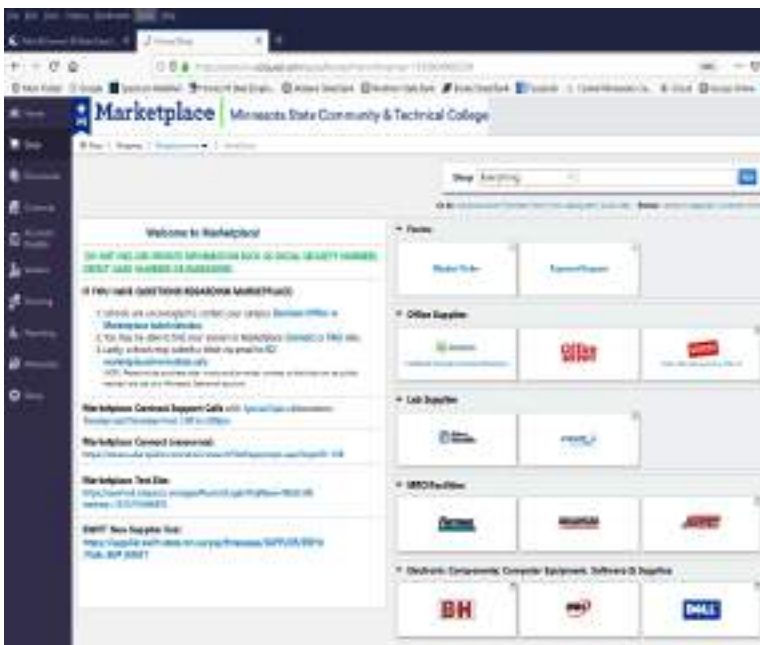
Marketplace Purchase Orders

Procurement Cards

Which one should I use?

Purchase Order:
- Office Supplies
- Contract for services
  - Professional Technical
  - Service
  - Speaker/Entertainer
- Equipment over $10,000
- Computers (IT only)
- Other Larger Purchases

Procurement Card:
- Travel (no personal meals or fuel)
- Lodging
- Amazon
- Supplies
- Other Smaller Purchases

M|State

Procurement Card Basics

- Your work does not stop after you swipe the card….
- Detailed Receipt Required and uploaded.
- Reallocation and approval is done in US Bank Access Online 2-3 days after purchase, not monthly.
- Request to incur Special Expense form is required to be approved by supervisor and attached if food is purchased for employees.
- 2 written quotes are required for any purchase over $5,000
- ~~Personal purchases and personal meals.~~ Never allowed on the card!
- Fraud, always watch for it. Login to Access Online, weekly!
- Out of state travel form is required with receipts.
- Affidavit is not a receipt and should rarely be used.
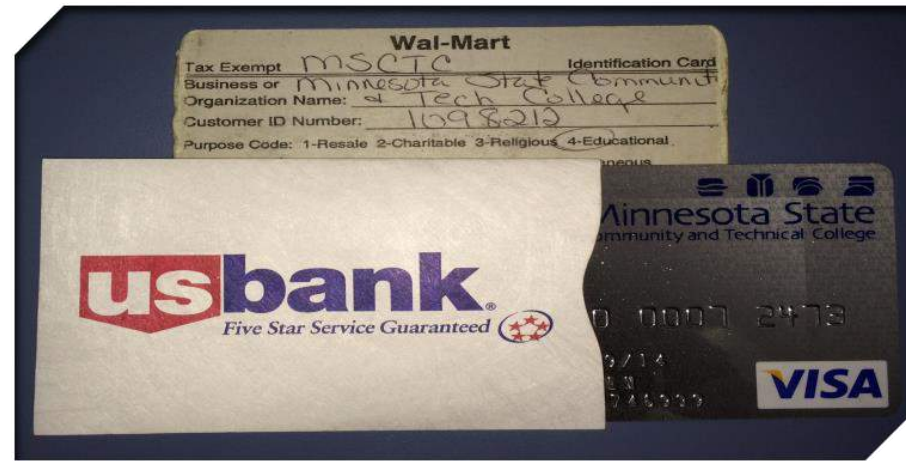
All purchases are Sales Tax Exempt, except for prepared food, lodging, airfare, parking and rental vehicles

Contracts and Purchase Order Basics

A purchase order does not always need a contract, but, a contract <u>always</u> needs a purchase order.

- Most Vendors and State Purchasing Contracts are purchasing options for you.
- Only use Minn State approved contracts found on the portal. <u>Never</u> sign a vendor's contract!
- 2 written quotes <u>are required</u> for any purchase over $5,000
- Purchases estimated to exceed $50,000 <u>must</u> be done by soliciting public notice or buying from a pre-bid contract.
- Prepayments are <u>never</u> made unless specifically allowed by State Statute.
- Every purchase order must have an invoice, a Marketplace receipt and electronic goods acceptance <u>before</u> payment will be made.
- All invoices <u>must</u> be paid within 30 days of invoice date! If you receive an invoice for a purchase order, scan and upload it when doing electronic goods acceptance.
- Approved out of state travel form is required with invoices.
- Approved request to incur Special Expense form is required to be submitted if food is purchased for employees.
- Contracts <u>may never</u> exceed 5 years.

"I understand what it means, I'm just saying 'LOL' isn't really appropriate in a contract."

Don't Forget

All purchases are Sales Tax Exempt, except for prepared food, lodging, and rental vehicles.

"The CAP Office, located at the Wadena Campus, is always here to assist you if you are in need of purchasing goods or services."

7

M|State

Thank you!
Have a great year!

Minnesota State
Community and Technical College

Please contact us for all of your contract, purchase order, procurement card, and general account's payable needs!

Janine Corbin @ 7814
Janice Carpenter @ 7815
Diane Stroot @ 7816

# Appendix 6

How to Access Your Class Lists

Created by Dixie Fjeld, Administrative Support Instructor; revised July 2020 and May 27, 2021

Before you begin a new semester, you will want to access an accurate list of students registered for your class. You can follow the steps below to access your class lists throughout the semester.

1. Go to our website at www.minnesota.edu

2. Scroll down to click on **EMPLOYEES PORTAL –** click on **eServices (Es)** icon to open
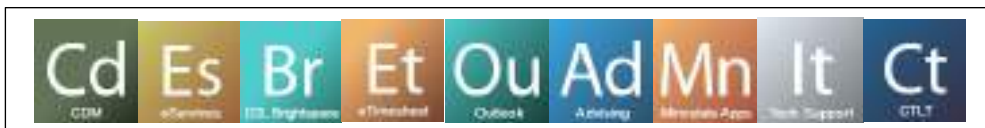
3. Login to Minnesota State by using your **STAR ID** and **PASSWORD.** You will see a message **"Welcome to Faculty Application"** with Minnesota State Community and Technical College in the Home Institution box.

4. In the upper left corner, you will see **FACULTY**; click the down arrow and select **CLASS LIST.** Select the desired **YEAR/TERM** by using the down arrow.

5. A list of your courses will appear; click on the **COURSE ID** number *(first column in blue)* to view a roster of students registered for each course. You will click the **COURSE ID NUMBER** in front of each class to obtain your class list.

6. You may print the class list by selecting **FILE – PRINT** or using shortcut keys **CTRL + P.**

7. You will also see the "**Students Last Date to Withdraw:** "**11/24/2021"** listed at the bottom left corner of the screen, along with the total number of students registered for the class listed at lower right corner of this page.

How to Access Class Schedules

Created by Dixie Fjeld, Administrative Support Instructor; revised May 27, 2021

1. Go to our home webpage at www.minnesota.edu.

2. Go to **ACADEMICS** tab across the top of the page and scroll down and click on **CLASS SCHEDULES.**

3. Choose the desired **COURSE LOCATION** box and click on **FIND COURSES BY CAMPUS** *(Moorhead)* and select the desired semester; click **APPLY** button and scroll through courses by program or courses prefix.

4. Scroll down and choose the appropriate **Program or Discipline Course Prefix, Number, and Course Name** *(i.e., ADMS 1116 – Business Comm. I).* Under each course, you will see the section number, number of students enrolled, credits, time and days offered, room for campus or DIST for online, start and end dates, and instructor assigned course.

5. You can copy portions of information by highlighting the desired information and using the shortcut keys of **Ctrl + C** to copy information and the **Ctrl + V** to paste it to a blank Word document or Excel spreadsheet for a copy.

6. To print this, go to **File – Print**. You may want to print in **Landscape** orientation so you can see all row information by following the steps below:

   a. Select **File-Print** or **Ctrl + P** to view document.

   b. Scroll down to **Page Setup** *(blue hyperlink), which will be found at bottom of page, and click on* **Landscape orientation** *graphic.*

   c. Click **Print** button for printed copy.

Advisors – How to Access Students' DARS Audits

1. Log in to eServices in the same way you do for entering grades, checking class lists, etc. If you do not know how to log in:
   - www.minnesota.edu
   - Click on **Employee Portal** link at bottom of the webpage
   - Log in using your **StarID** and **Password**
   - Click on the eServices icon

2. Once you are logged into eServices, click on the "Faculty" drop-box, then click on **Advisees**.

3. You will see an advisee search window that will allow you to search by term, advisee type or tech ID.
   Advisee Type search options:
   - *Overall* - will show every advisee assigned regardless of their registration status.
   - *Enrolled* - will only include the students who are enrolled in the "current" semester.

4. To the right of each advisee name are several links. Choose the **DARS** link to view the student's DARS audit for his/her major of record and admitted year-term program catalog.

   If you are having trouble finding the student you are looking for, you may need to go back a screen and change the search parameters.

Instructions for Electronic Grade Entry in Faculty Application

1. Log into the **Employee Portal** using your StarID and password.

2. Click **eServices**.

3. Click the **drop-down menu under "Faculty"** in the upper left-hand corner, then choose **Grade and LDA Entry**.

4. Make sure the **correct term** is displayed at the top of the screen; choose a different term from the drop-down menu if needed.

5. Click **Enter Grades** for the appropriate course.

6. **Step 6 is specific only to entering an FN grade** (NOTE: this is done just after the end of the first week of the term OR one business day after the first meeting day of a course that starts at a point in the semester other than the first week).
   - To enter an FN grade, find the student's name, click the drop-down menu in the **Select Student Participation** column and choose **Never Attended**. This will result in an automatic FN grade. Click **Save Draft Grades/Post LDA** to submit.
   - An entry of either FN or FW (as described in Step 7 below) is not available for saving as a draft. When choosing the **Save Draft Grades/Post LDA** option, all other grades will be saved as drafts, while **any FW or FN grades will be posted immediately**.

7. **Step 7 is specific only to entering an FW grade** (NOTE: this is done at any point during the semester. An FW grade is to be issued if a student stops attending or participating in a course for 14 consecutive calendar days.)
   - If a student did attend the class at least once but stopped attending the course for 14 consecutive calendar days prior to the end of the semester, you would select the **Partially Attended** selection from the drop-down menu under the **Select Student Participation** column. This will open up the calendar and require that you enter the **student's last date of attendance**. A grade of FW will automatically be assigned to the student.
   - An entry of either FW or FN (as described in Step 6 above) are not available for saving as a draft. When choosing the **Save Draft Grades/Post LDA** option, all other grades will be saved as drafts, while **any FW or FN grades will be posted immediately**.

8. For all grade entries other than FN and FW as described above, enter grades of **A, B, C, D or F** for each student.
   - **Completed Term** is selected by default in the Select Student Participation column. If you assign a student an A, B, C or D grade, nothing changes, i.e., "Completed Term" remains selected. If you assign a grade of F, the "Completed Term" choice will remain selected and the Last Date of Attendance field will change to the last date of the course. This is the correct entry if the student completed the course and earned a grade of F.

9. After entering grades, you have one or two options:
   NOTE: The Post Final Grades option (9b below) will not be available until one week prior to the last day of the semester OR the end date of that specific course if it meets for a time period other than the full semester. The date on which each particular course is open for posting grades will be displayed in the top left corner of the Grade and LDA Entry screen.

a. **Always available: SAVE DRAFT GRADES/POST LDA** will allow you to review the list of student names and grades. After entering your Star ID password, choose **Save Draft Grades/Post LDA.** This will give you a confirmation page where you can review the grades you have just saved as drafts.
    - If you are ready to finalize these grades (and the course is open for posting grades), click **RETURN TO COURSE LIST,** which will take you back to your master list of courses for the semester. Click **Enter Grades** again on the course for which you are ready to post grades and proceed to the step below.

b. **Available one week prior to end of semester (or end date of course) through the deadline to post grades:** Once you are certain that grades are correct for a particular course (and the course is open for posting grades), click **POST FINAL GRADES** on the bottom of the screen. Enter your StarID password to finalize the posting of grades for the course.

Please note the **PRINT** option is available at the bottom of the screen if you wish to print a copy of the class list with grades.

IMPORTANT NOTES:
- Once you have entered grades, you cannot go back and change grades for that course. All corrections will need to be done through the Registrar's Office.
- Incompletes and Withdrawals cannot be entered by faculty.

Grade Change Request Form

Use this form to request a change to a letter grade previously issued (including issuing a final grade in place of an I/ Incomplete grade) or to approve of the removal of an FN or FW grade assigned during the current term.

A direct link to the form can be found here. You can also access the form in the employee portal by going to Files & Forms in the top blue bar, then choosing Academics and scrolling to Faculty Forms & Resources.

Faculty Forms & Resources

- Academic Course Substitution/Exception
- Continuity Plan Worksheet
- Course Caps
- Grade Change Request
- Request for Incomplete Grade

Log in using your StarID and password:

Minnesota State
Community and Technical College

Grade Change Request

Instructor section will automatically populate with your information:

Grade Change Request

Instructor Information

A ✱ indicates required information

Instructor First Name:	Instructor Last Name:	StarID	TechID
✱ Sharlene	✱ Allen	✱	✱

Instructor Email

✱

Enter student and course information in the next section:

Student Information

Student TechID:

*

Student First Name:

*

Student Last Name:

*

Course Subject/Number:

*

Course Title:

*

Course ID#:

*

Indicate if this is an approval to remove an FN or FW or if it is a request to change a letter grade previously issued, including issuing a final grade in place of an I/Incomplete grade previously assigned.

* Please choose one of the following:

○ I am approving the removal of an FN or FW grade for this student in the current semester. Note: no additional information is needed. Please skip to the Electronic Signature portion at the bottom of the form.

○ I am requesting to change a grade previously reported as an A, B, C, D, F or I/Incomplete.

If you choose the first option (FN or FW removal), no additional information will be needed other than to sign and submit the request (see below). The form will route into a workflow queue monitored by the Registrar's Office so the FN or FW grade can be removed.

If you choose the second option (letter grade change), additional fields will display on the form. Enter the previous grade, new grade, term, year and rationale for the change, then choose the school that oversees the course so the form can be routed to the appropriate Academic Dean.

the Electronic Signature portion at the bottom of the form.

◉ I am requesting to change a grade previously reported as an A, B, C, D, F or I/Incomplete.

Original Grade Issued:

*

New Grade to be Issued:

*

Term

Choose ▼

Year:

*

* Instructor Rationale:

Which school oversees this course:

* Choose: ▼

When ready to submit the request, electrically sign (by checking the box) and click one of the "Submit" buttons.

Electronic Signature

By checking this box and signing this form, I certify that all the information reported on this form is complete and accurate and that I agree to all electronic signature terms and conditions set forth by Minnesota State Colleges and Universities.

Signed by: Allen, Sharlene on: 8-9-2022 2:12:11 PM

Signature Successfully Applied!
Press the Submit button below to save your form.

Submit Form

Notice: Please allow up to 5 days for processing. Please do not submit duplicates.
You will be notified via mail or email when your request has been processed.

www.minnesota.edu

A member of the Minnesota State Colleges & Universities System. An Equal Opportunity Educator and Employer.

Submit Form   Reset   Print   Attachments

You will receive an automated email that the request has been submitted regardless of which option was chosen.

For letter grade change requests, the form will route to the appropriate Academic Dean. An email will be sent to you automatically once a decision has been made.

Example of decision email (for demonstration purposes only):

Grade Change Request Status Update

M No-Reply-MState@mnsu.edu
To ○ Allen, Sharlene K

Sharlene Allen

Your recent grade change request for Alyssa Allen in ABCD has been Approved by your academic Dean.

Importing Grades into ISRS from D2L Brightspace

Final grades can be imported from D2L Brightspace into the official grades record (ISRS) via the eServices Grade and LDA Entry tool. This functionality can save time and increase accuracy when posting final grades. Instructors with multiple sections of the same course merged into one site in D2L Brightspace can pull each section's grades out of the merged section automatically when pulling grades over into ISRS at the end of the semester.

Importing grades into ISRS from D2L Brightspace is a multistep process. Before you can pull grades from D2L Brightspace you must ensure you have the right gradebook settings in place and **must convert all grades to letter grades**. The following four sections explain the process. To avoid errors, it is **strongly recommended** that faculty follow these four steps in order:
1. **Select & Display Grade Scheme in Final Grade Column**
2. **Release Final or Adjusted Grades**
3. **Release Final Grades**
4. **Importing Grades into ISRS using eServices Grade and LDA Entry**

1. Select & Display Grade Scheme in Final Grade Column
A **Grade Scheme** is a percentage scale and corresponding letter grade (e.g. 80% = B). A Grade Scheme must be set for the Final Grade in D2L Brightspace in order for the letter grade to transfer to ISRS. The default scheme is Percentage; however, percentages will not carry over to ISRS, only letter grades.

There are three commonly used Grade Schemes already available to you in D2L Brightspace, or you may create your own scheme. The three commonly used schemes are:

01-Classic 90-80-70-60	02-Plus-Minus 94-90-88-84-80-78-73-etc.	03-Plus-Minus with A+ 98-93-90-88-90-78-73-etc.
90 – 100% = A	94 – 100% = A	98 – 100% = A+
80 – 89% = B	90 – 93 % = A-	93 – 97% = A
70 – 79% = C	88 – 89 % = B+	90 – 92% = A-
60 – 69% = D	84 – 87% = B	88 – 89% = B+
0 – 59% = F	80 – 83% = B-	83 – 87% = B
	78 – 79% = C+	80 – 82% = B-
	74 – 77% = C	78 – 79% = C+
	70 – 73% = C-	73 – 77% - C
	68 – 69% = D+	70 – 72% = C-
	64 – 67% = D	68 – 69% = D+
	60 – 63 % = D-	63 – 67% = D
	0 – 59% = F	60 – 62% = D-
		0 – 59% = F

Importing Grades into ISRS from D2L Brightspace

To select a **Grade Scheme** for the Final Grade within the D2L Brightspace Grade tool:

    1. Within the course select the **Assessments** tab and choose **Grades**.

    2. Click the **Edit** option from the **Final Calculated Grade** or the **Final Adjusted Grade** drop-down menu.

    3. Under **Grade Scheme**, from the menu, select your preferred Scheme.

To display the Grade Scheme Symbol (letter grade):

    1. Under **Display Option**, if the menu is collapsed, click **Show Display Options**.

    2. Under **Student View**, check the box to **Override the display options for this item**.

Importing Grades into ISRS from D2L Brightspace

3. Select to show **Grade scheme symbol** (you may also choose to display other items in addition to the symbol such as Points grade or Grade Scheme Symbol color).

Display Options

⌄ Hide Display Options

Student View
☐ Display class average to users ⊘
☐ Display grade distribution to users ⊘

☑ Override display options for this item ⊘

Show
☑ Points grade
☑ Grade scheme symbol
☐ Grade scheme color
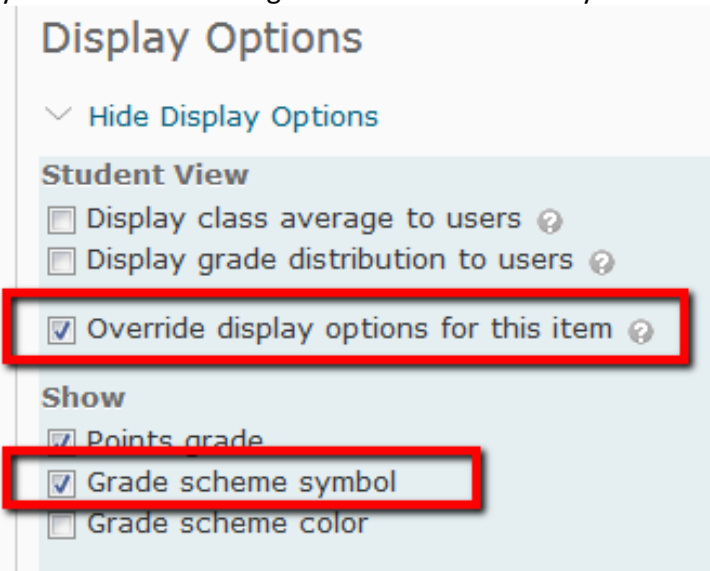
4. Click the **Save and Close** button.

2. Release Final or Adjusted Grades

Final Grades must be released before they can be exported from D2L Brightspace into ISRS. In the following steps you will select whether you want to release the Calculated Final Grade or Adjusted Final Grades.

    1. In the **Grades** tool select **Setting** (see top right).

⚙ Settings ❓ Help

    2. Click the **Calculations Option** tab.
    3. Under the **Final Grade Release** section, choose **Calculated Final Grade** or **Adjusted Final Grade** to be released.
    4. Click **Save**, then **Yes**.
    5. Click the **Close** button.

3. Release Final Grades

1. In the Grades tool go to **Enter Grades**.

2. Select **Grade All** from the **Final Calculated Grade** or **Final Adjusted Grade** drop-down menu (whichever option you chose in II. Release Final or Adjusted Grades.)

Importing Grades into ISRS from D2L Brightspace

3. If you have chosen to release the **Adjusted Final Grade**, and have not yet done so, you must first **Recalculate the Final Grade** to transfer the grade from the Calculated Grade column to the Adjusted Grade column.

    a. From the Final Grades drop down menu, select **Recalculate All**.
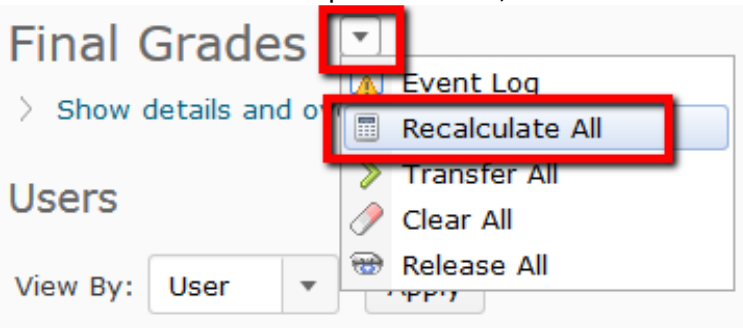
    b. Check the top box to select all, or make individual selections of what items to include in the final grade.

    c. Click the **Calculate** button.

    d. Click **Yes**.

    e. Make any necessary grade adjustments.

    f. Click **Save**.

4. Choose the check mark by the Grade icon, above the list of student names, to select all students.

5. Next, click **Release/Unrelease**.

Note: Larger sections might have two pages listed and you should make sure the entire class list appears and is selected (or repeat the process on each page).

Alternative to Steps 3 & 4: *Click the drop down menu to the right of **Final Grades** at the top of the page, and select **Release All**.)*

4
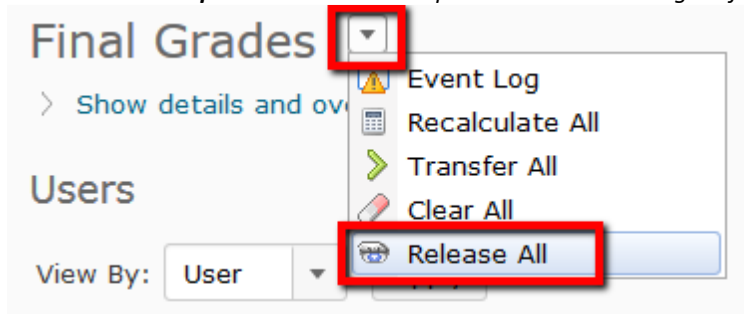
Importing Grades into ISRS from D2L Brightspace

6. Click **Yes** in the confirmation window.
7. Click the **Save and Close** button.

Note: Any students who should have other entries in ISRS (e.g. I, IP, AU, or W) will need to be entered manually and some will require an LDA (Last Date Attended) as well. These can be entered after the import from D2L process has been completed.

4. Importing Grades into ISRS using eServices Grade and LDA Entry

The final step of import is to log into ISRS using the eServices **Grade and LDA Entry** pages.
1. Go to the eServices page.
2. Click [Employee Login].
3. Login using your StarID and password.
4. Click **Faculty** in the upper left portion of the window to open the menu.
5. Click **Grade & LDA Entry** for final grade entry.

Class Management

Class List

Faculty Overrides

Grade & LDA Entry

Wait List Report

A list of your classes for the current semester should appear on the Course List and Grade Entry window.
6. Click **Enter Grades** for the course that you wish to use to import grades from D2L Brightspace.
7. Select **Import from D2L** at the bottom of the Class Roster.

Save Draft Grades/Post LDA   Print   Import from D2L

After selecting the **Import from D2L** button you will be prompted to login to D2L Brightspace (if you are currently not) and allow the system to pull this data over to Grade and LDA Entry.

8. Click **Continue**.

Application mnscu d2l grades interface v0.1 by MnSCU is trying to access your information. Would you like to proceed?

☐ Do not ask me again for this application

Continue

Successful imports will show "**Imported**" under the Grade Status column and a letter grade will appear in the Grade column.

| ☑ | 12345678 | Doe, John | Letter Grade | Imported | Complete ▾ | A ▾ | MM/DD/YYYY |

Note: If any errors occurred during the import process they will appear in the Errors/Warnings column and at the top of the page and can be viewed by clicking on the Details button.

*Note: If you do have errors and click the Details button you will want to **print** this page so you have a record.*

Importing Grades into ISRS from D2L Brightspace

Documentation for troubleshooting errors is provided by MnSCU.

9. After grades have been entered, click the **Post Final Grades** button and authenticate with your StarID to complete the process.

Save Draft Grades/Post LDA	Post Final Grades	Print	Import from D2L

Appendix 7

Minnesota State
Community and Technical College

Early Alert System

Early Alert Working Group

Michelle Ebsen – Sales, Marketing & Management Faculty

Sheri Johnson – Theater/Communication Faculty

Noureddine Benchama – Math Faculty

Maronda Robertson – Counselor

Kristin Nelson – Academic Advisor

Suzie Lundsten – Academic Advisor/Student Life Director

Scott Ebsen– Director of Student Success

(contact Scott directly with any questions/concerns)

Patrick Billodeau – Web Developer

Chris Welle – Director of Applications and Infrastructure

Submission Types

2 Types of Submissions

1. **Academic Performance Checks**

   Weeks 3 and 8

2. **Concerns**

   Submitted at any time during the semester

Demonstration
Academic Performance Checks

https://mediaspace.minnstate.edu/media/Early+AlertA+Academic+Progress+Check/0_eyr5u7xh

Demonstration
Submitting a Concern

https://mediaspace.minnstate.edu/media/Early+AlertA+Create+Concern/0_e1jz3dqu

Demonstration
Creating a Watchlist (faculty advisors)

https://mediaspace.minnstate.edu/media/Early+AlertA+Add+Student+to+Watchlist/0_fpic0jj1

Demonstration
'Closing the Loop'

https://mediaspace.minnstate.edu/media/Early+AlertA+Concern+Follow-up/0_wjluuboz

Demonstration Notes

https://mediaspace.minnstate.edu/media/Early+AlertA+Add+a+Note/1_er01hsrv

FERPA/Privacy Considerations

All student records we maintain are subject to FERPA

- Students can request to review any information that is part of their record

- We can be required to disclose all records by subpoena

- Keep your notes brief, factual and relevant only to why the alert is being submitted

What happens once I submit?

Responding Staff – Case Management

- Counselors, Academic Advisors, Social Workers, Accessibility Resources, Housing Staff, DSO's, Support Center staff, Resource Specialist

Reachout

- Telephone call, text, and emails

How do I review intervention results?

Concerns

- If contact has been made with the student you will receive an email notification with a direct link to the concern

Progress Checks

- You will need to log into the system and enter the student's name. To view notes you will click on the current semester update.

Where to Find this info

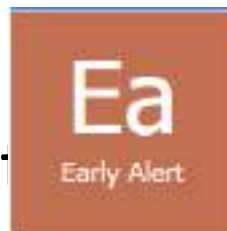**Employee Portal**

- EA (Early Alert) portlet

- >Resources – slide presentation w/videos and how-to documents

Thank you!

Minnesota State
Community and Technical College

You Belong Here. minnesota.edu

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Appendix 8

Minnesota State
Community and Technical College

To:	All M State Faculty & Staff
From:	Brent Hanson, Computer Help Center Director
Date:	8/12/2022
Re:	Reminders for the Information Technology Department

As we welcome our students back to campus and into the online M State online environment, I have three quick reminders and updates.

- Please review the video on "Public Jobs, Private Data" annually in D2L Brightspace. Not all data is public information - private data such as grades, social security numbers, credit card numbers, medical data must always remain secure. Private data should never be set via email, or saved on your local computer hard drive, or flash drive without encryption. Do not store private data unless it is necessary. If you have questions about storing or emailing private data, please contact your local help center for information.

  For more information about this policy, visit:
  http://www.minnstate.edu/board/policy/523.html

- Employees must not engage in inappropriate uses, including "Spamming" through widespread dissemination of unsolicited and unauthorized e-mail messages.

  For more information about this policy, visit:
  http://www.minnstate.edu/board/procedure/522p1.html

- Last year, all employees enabled multi-factor authentication (MFA) on their accounts. All new students also have MFA enabled. Continuing students will be able to self-enroll through August and September. Beginning in late September, continuing students will have MFA enabled in groups according to last name. All continuing students will be enabled in early October. Using MFA helps stop attackers from gaining access to Office 365/email accounts.

1

M State Information Technology Orientation

New Faculty

2022

10 Things New Faculty Need to Know

10. Do I get a laptop?
9. How do I connect to the internet when I am on campus?
8. What is my email address?
7. How does printing work on the campus?
6. What about voice mail?
5. What is D2L?
4. Am I responsible for backing up my data?
3. What if I need to Purchase an IT related item?
2. How do I access college resources from off-campus?
1. How do I request IT help?

Do I Get a Laptop?

➢ Yes – all full-time faculty and staff receive laptops
  ➢ Adjunct Faculty as needed

➢ If you don't have one yet, contact your Academic Dean and they will complete the online process for requesting a computer.

➢ Laptop Guidelines……
  ➢ Keep the laptop away from extreme temperatures
  ➢ Keep away from water, open bottles of pop
  ➢ Clean screen with damp cloth (water) no windex

Do I Get a Laptop?
Continued

- How Do I Log On to My Computer?
  - StarID and Password
    - Change password every 180 days (https://starid.minnstate.edu)
    - Protect your password! The only instance where sharing a password is acceptable is with IT and in person.
- What software is included with your laptop?
    - Windows 10 Education
    - Microsoft Office 365
    - Java
    - Adobe Reader DC
    - Mozilla FireFox Browser
    - SCCM Client (IT Tool for updates)

Do I Get a Laptop?
Continued

- ➢ What if you need other software?
  - ➢ Software Center
  - ➢ To access, first click on the Start Menu in the lower left
  - ➢ Then just start typing "software"
  - ➢ Click on Software Center
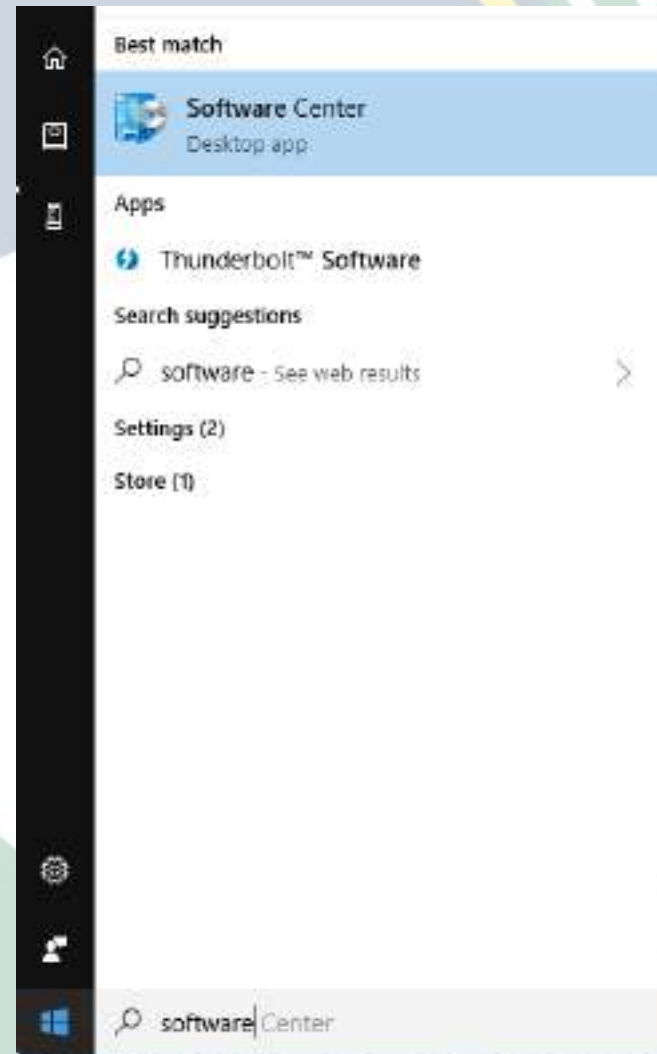
Do I Get a Laptop?
Continued

➢ Installing Applications

    ➢ Simply click on the application you want to install and hit Install
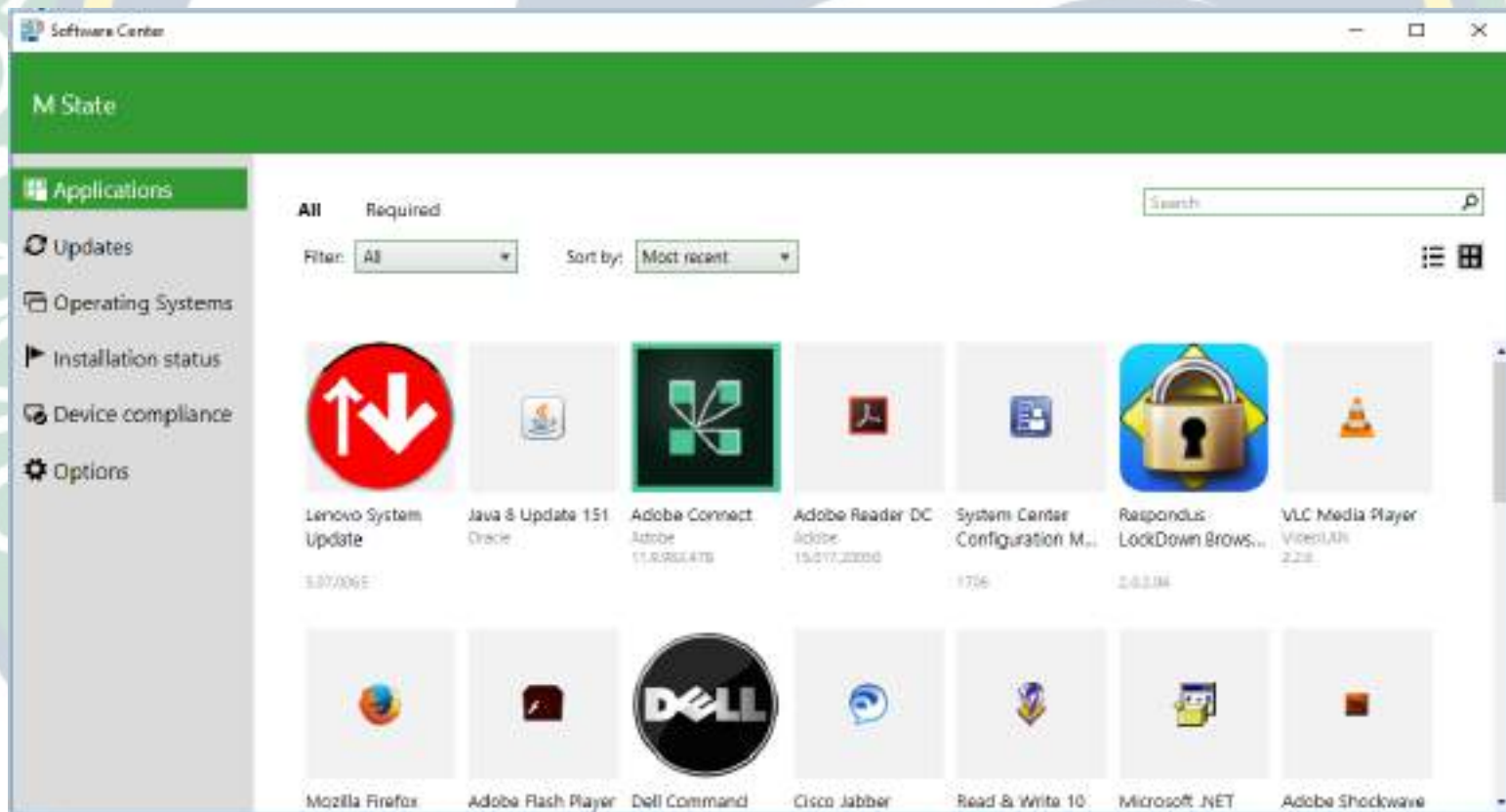
How Do I Connect On Campus?

➢ **Wireless connections**

    ➢ SpartanWiFi

        ➢ Enter your StarID credentials to connect

        ➢ Connects automatically when on campus

    ➢ Mobile Devices (iPhones, Android, iPads) can be connected

        ➢ Self help found in our online knowledgebase (Employee Portal – IT Tech Support icon-Tech Support Home)

        ➢ When passwords change, will need to enter new info

College Email

➢M State faculty/staff use Office 365 for email
  ➢Your email address will be: firstname.lastname@minnesota.edu
  ➢*When signing in to email use this format: starid@minnstate.edu *
  ➢Student's email addresses follow this format: firstname.lastname@go.minnesota.edu

➢Access to email
  ➢Outlook client on your computer
  ➢Web Access – anytime/anywhere 24/7/365
    ➢Employee Portal > Outlook Portlet (Ou)

    ➢Can also be setup on your mobile device, stop in to the CHC or consult our online Knowledge Base

➢All emails are kept in Office 365 unless deleted

How Do I Print On Campus?

- **Faculty and staff have unlimited printing**
  - Tracked and charged back to your program cost center at the end of each month. (.05 B& W and .10 color)
  - Do not bring a home printer or use a non-networked printer. All printers used must be set-up through your CHC
  - Supplies are monitored automatically
  - Students receive only $12.50 of free printing a semester (approximately 250 sheets)
  - Student pay for additional printing by adding money to their account at the print kiosk machines, located on each campus
    - Keep printing to a minimum for students
    - Ask students not to print individual powerpoint slides, print outline or 6 slides per page option
    - If you have large quantities to print, consider using the copying facilities

How Do I Print On Campus?
Continued

➢ **All computers have the "Spartan Printing" installed. This allows you to print to almost any copier. Simply go to the Konica or HP copier and swipe your id to print**

➢ **To Install a Campus Printer**

➢ Start Button or press the Windows key and Type in "Control Panel"

➢ Click on "Control Panel"

➢ Select "View Devices and Printers"

➢ In the Devices and Printers window, select "Add a Printer"

➢ Your printer should be listed. If for some reason it is not, or you are installing a printer on another campus, please follow below:

   ➢ Select "The printer that I want isn't listed"

   ➢ Select "Find a printer in the directory based on location or feature" and select Next. Choose the campus by selecting "Browse" and selecting the campus where the printer is located

   ➢ Select your printer and select "OK"

➢ Your printer will install. Select "Next"

➢ You will be asked if you would like the printer to be set as a default printer and to print a test page. Select Finish

➢ Your printer is now installed and ready to be used

What About Phone/Voicemail?

➢ All full-time faculty and staff have a phone and voicemail.

➢ Adjunct faculty do not have individual phones; students contact via email.

➢ Contact your Academic Dean if you do not have a phone, and need one.

➢ Once we know your extension, Jabber (chat too) can be installed on your laptop – Use Software Center

What is D2L?

➢ Mstate uses Desire2Learn Brightspace (D2L Brightspace) for its Learning/Instructional Management System.

➢ Course shells are created automatically for all online sections and <u>as requested for on-campus sections</u>.

➢ To access your D2L Brightspace, go to www.minnesota.edu Employee Portal > D2L Brightspace Single Sign-on link

➢ To request a course shell for on-campus sections or map online sections together, go to Employee Portal > Resources> Brightspace D2L Course Request > Sign in with StarID and Password

Am I Responsible for Backing up My Data?

➢ The answer is **YES**

➢ Faculty/Staff should use Microsoft OneDrive to backup all their important and immediately needed files.

  ➢ Your Computer Help Center staff will assist you with OneDrive set-up

  ➢ This folder Synchronizes to the server automatically when documents are save and you are connect to the internet

➢ CD's, flash drives and other external sources maybe used

  ➢ This type of media can fail, so it shouldn't be your only source of back-up

Am I Responsible for Backing up My Data? Continued

➢ There are two types of data: Private/Non Public and Public

➢ Private/Non Public data includes: SSN, age, race, ethnicity, gender, citizenship, visa status, veteran or disability status, personal medical information, student grades, test scores, etc.

➢ Public Data includes: Name, job title, work location and phone number, employee ID number, Student Directory information

➢ Don't store private data on your computer or any external media. Private data maybe stored on network drives, eServices, D2L Brightspace, etc.

➢ If you suspect a breach in security, notify your Computer Help Center asap

What if I Need to Purchase an IT Related Item?

➢ Your campus Computer Help Center has a few things on hand, i.e., keyboards, mice, power supplies, etc. You will need to provide your Cost Center

➢ All other IT related purchases should go through your campus Computer Help Center and myself
  ➢ This includes but is not limited to: Software, laptops, desktops, printers, iPads, Kindles and scanners.

➢ M State uses MinnState contract vendors to ensure the best pricing available.

How Do I Access College Stuff from Off Campus?

➢ **Most of the Mstate resources are web based and can be accessed through the Employee Portal**

  ➢ D2L Brightspace

  ➢ Email

  ➢ Outlook

  ➢ eServices

➢ **If you need to access a resource that requires authentication**

  ➢ Access Mstate's network from off campus:
  https://mstate.custhelp.com/app/answers/detail/a_id/398/kw/vpn

Need IT Help?

➢ **Each campus Computer Help Center is ready to help!**

➢ **Search our online knowledgebase or create a ticket for help. Log into Employee Portal and click on IT Tech Support**

Single sign-ons

Br	Et	Ou	Ed	Mn	It	Ct
D2L Brightspace	eTimesheet	Outlook	Edu CMS	Minnstate Apps	Tech Support	CTLT

How Do Employees Request IT Help?

Login to the Employee Portal at www.minnesota.edu

Click on the **It Tech Support** Portlet

NOTE: If you do not have the IT Tech Support Portlet, click add/edit portlets next to your name in the upper left corner of the Employee Portal. Scroll down until you see the Single Sign-on section. Put a check mark in IT Tech Support and click update Portlets. You will now see the IT Tech Support single sign-on portlet whenever you login to the Employee Portal.

To create a ticket: Once you click on the IT Tech Support portlet, you will see this screen:

Filling out and submitting the request:
- First, please enter the issue you are having along with any pertinent information in the Question text box
- Indicate if this is a D2L issue
- Campus on which you are located
- Would you prefer contact by email or phone?
- If you chose phone, please supply the number to best reach you at
- Optionally, attach any document or screenshot
- Finally, submit your request

Lesch – May 2021

Once submitted, your ticket is routed to the appropriate ITS Team member who will contact you to resolve or gather more information.

You can view the progress of this or any previous incident/ticket any time by logging back into the Employee Portal, clicking on the IT Tech Support portlet, and "Your Account"

D2L Brightspace Learning Management System (LMS)

M State, as a member of the Minnesota State Colleges and University system, uses the D2L Brightspace Learning Management System (LMS) for online, on-campus, and blended courses. D2L Brightspace provides the tools for faculty to design and share course content and for students to participate in a secure environment.

Course Shells

Course shells are automatically created once the course is entered in ISRS. Faculty no longer need to request course shells. If you would like to merge courses or sections together you can use the D2L Course Self Service tool located in the employee portal. You may need to add the portlet to your employee portal home page.

After clicking on the *D2L Course Self Service link* you will see the screen below.

To manage merged courses please follow the instructions in this document. Faculty who do not wish to use D2L Brightspace for your courses, you can remove these courses from D2L. They are not deleted; they are just set to inactive. The instructions for removing these courses from D2L are also in the document provided here.

manage%20merged
%20course%20self%2

Accessing course shells

Faculty access course shells through the D2L Brightspace landing page by clicking on the "Br" portlet (D2L Brightspace) in the Employee Portal.

Courses are available under *My Courses* or by clicking on the course selector on the upper navigation bar.

By scrolling down on the page, faculty may view courses organized by semester.

Assistance

For D2L functionality issues, faculty should reach out to the Computer Help Center by submitting an IT Helpdesk Ticket via the "It" (Tech Support) portlet in the Employee portal and then selecting D2L Issue.

For assistance with course design and using D2L Brightspace tools, faculty should contact the Center for Teaching, Learning, and Technology.

The Center for Teaching Learning and Technology (CTLT)

The Center for Teaching, Learning, and Technology (CTLT) Support Team is a group focused on providing faculty with "help on best practices and current trends in teaching as well as support for all the ways M State makes it possible for our students to learn including all college-wide curriculum delivery resources, technology, and teaching tools."

Faculty may reach the CTLT by emailing ctlt@minnesota.edu, clicking on the "Ct" (CTLT) portlet in the Employee Portal, calling 218-299-6533, accessing the Zoom Room https://minnstate.zoom.us/j/9462604955 , or visiting the Computer Help Center on any campus and requesting CTLT assistance.

CTLT Commons

M State employees (faculty, staff, and administration) have access to a repository of teaching resources: D2L tutorial videos, software support, professional development opportunities, and updates from administration.

College employees may access the CTLT Commons from the Employee Resources drop-down menu on the navigation bar on the D2L Brightspace landing page or by clicking on "Ct" portlet in the Employee Portal.

Fergus Falls

Legend

🔴 Color Printer	🔵 Mono Printer	🟢 Mono MFP
🟡 Color MFP	⚪ Copier	🟤 Fax
⚫ Other		

Detroit Lakes

Minnesota State Community & Technical College
Detroit Lakes Campus

Address:
0 Hwy 34 E
etroit Lakes, MN 56501

ocal: 218.846.3700
oll Free: 800.492.4836

x: 218.846.3794

| Legend | Color Printer | Mono Printer | Mono MFP | Color MFP | Copier | Fax | Other |

Moorhead Campus

Device Locations

M|State

Wadena Campus

Legend:
- Color Printer (red)
- Mono Printer (blue)
- Mono MFP (green)
- Color MFP (yellow)
- Copier (white)
- Fax (tan)
- Other (gray)
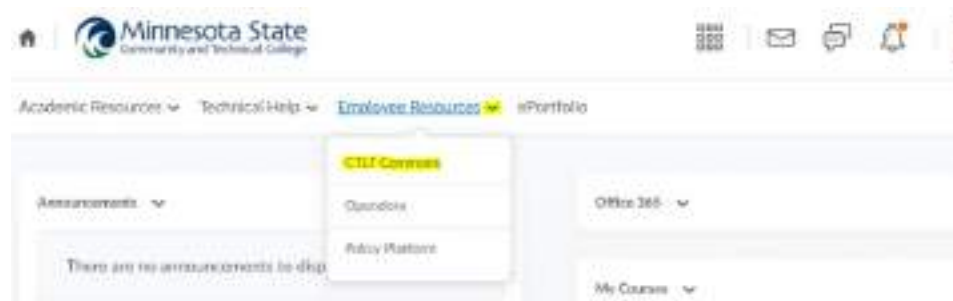
Setting up VPN access (Connect to M State's Network remotely)

Connecting to a Virtual Private Network (**VPN**) provides users access to network resources from an off-campus location.

Follow these steps to set-up the Microsoft **VPN** on your computer.

1. *click* **Start**

2. *select* **Settings**

3. *select* **Network & Internet**

4. *select* **VPN**

5. *select* **Add a VPN connection**

6. *enter the following information:*

>   **VPN Provider -** Windows (built-in)

>   **Connection Name -** MSTATE **VPN**

>   **Server name or address -** vpn2.minnesota.edu

>   **VPN type -** Secure Socket Tunneling Protocol (SSTP)

>   **Type of sign-in info -** User name and password

>   **User name (optional) -** ad\starid

>   **Password (optional) -** *your password*

>   *click* **Remember my sign-in info**

7. click **Save**

Once the Microsoft VPN is set-up, follow these steps to connect/use the VPN.

1. *click* the **monitor** or **wireless icon** in your taskbar

2. *select* **MState VPN**

3. *select* **connect**

Network resources that <u>require</u> a VPN connection include:

- Shared network drives, i.e. P:drive
- ISRS
- Room/Car reservation system
- Software center

- Follow-me printing

  Resources that <u>do not</u> require a VPN connection include:

- Outlook email client or web client
- D2L course access or D2L course mapping requests
- Cisco Jabber (Phones)
- Most resources within the Employee Portal

  The VPN connection may be slower than a regular connection because users are sending and receiving encrypted information, which requires more time to process.

  If you need assistance installing or using your VPN connection, contact your local Campus Computer Help Center.

Appendix 9

M|State
Virtual EMS

1) Employee Portal > Log In > Resources > System Links > Room Reservations

2) Click on **MY HOME** log in with **STAR ID** and **PASSWORD**

3) **BROWSE (Events or Locations)**

   a) **BROWSE EVENTS** by day, week, or month by clicking on the corresponding words: Daily List— Weekly List—Monthly List. Enter or search for the date in the **DATE** window. Click on **FILTER** if you know the location, room, group name, event name, event type to narrow down information. Click update at the bottom of the box to include the filters.

   b) **BROWSE LOCATION** displays all rooms in all four campuses. Enter or search for dates in the **DATE** window. Click on **ADD FILTER** to pick capacity, features, floors, room types, and setup types to find space that meets your needs.

4) **RESERVATIONS**

   a) If you know what room you want to reserve, click on **CREATE A RESERVATION** and click **BOOK NOW** on the campus location where you would like your room booked. Fill in the fields—date, time, recurrence. Click on **SEARCH**. Click on the desired room (green plus sign) and enter the number of attendees. Click the **ADD ROOM** button. Click **NEXT STEP** to enter services. You may enter **ADDITIONAL NOTES, FACILITIES REQUESTS**, select **IT/AV EQUIPMENT OR SERVICES**, or add **EVENT NOTES**. Click **NEXT STEP.**

   Under **RESERVATION DETAILS**, enter **EVENT NAME**, select **EVENT TYPE** from dropdown box, select **GROUP,** and then **1st CONTACT** from the dropdown boxes**.** Select any files to be attached under **ATTACHMENTS** and enter any additional details such as-To specify any outside callers that may be joining by Jabber under **ADDITIONAL INFORMATION**.

   When all information has been entered, click on **CREATE RESERVATION.** Once the reservation has been created, you will have the option to **ADD TO MY CALENDAR** or go back and **EDIT THIS RESERVATIONS**

5) **VIEW EVENTS**

   a) If you made a reservation, you can review your requests by clicking on **MY EVENTS**.

   b) If you need to **CANCEL BOOKINGS** or **EDIT RESERVATIONS**, click on the corresponding link to do so. **RESERVATIONS TASKS** can also be added or cancelled by clicking on the corresponding link to add, cancel , or edit services.

Appendix 10

CLOSING THE GAP:
CREATING EQUITY IN THE CLASSROOM

HR | K-12 EDUCATION

Hanover Research highlights classroom strategies, tips, and approaches to close the equity gap.

HANOVER RESEARCH

INTRODUCTION

School and district leaders grapple with a daunting challenge—they must reform policies and practices that currently contribute to opportunity and achievement gaps. Despite district and school leaders' best efforts, students of color, low-income students, English learners, students with disabilities, and those who are homeless or in foster care are more likely to fail math and reading and are less likely to graduate. In order to resolve the achievement gap, historical practices that focus on educational equality, treating all students the same, must be replaced with efforts that advance educational equity, ensuring all students have the resources they need so they graduate prepared for success after high school.

The recent reauthorization of the Every Student Succeeds Act (ESSA) gives greater responsibility to states and districts to advance equity at the local level. Specifically, ESSA tasks states and districts to:

- **Design standards and assessments that develop and measure higher-order thinking skills for all students**
- **Use multiple measures to assess student and school performance and progress**
- **Document resource gaps**
- **Consider the use of evidence-based interventions and strategies to narrow the achievement gap.**

District leaders must craft system-wide reform efforts that address academic expectations, access to learning opportunities, high-quality instruction, resource allocation, and accountability to achieve educational equity. This brief provides strategies, resources, and tools to improve quality of instruction and academic expectations in the classroom.

I. CREATING A CULTURALLY COMPETENT ENVIRONMENT

In an equitable classroom environment, students of all backgrounds (e.g., race, nationality, gender) have the same opportunities to learn and develop their knowledge. To create an equitable learning environment, educators must be culturally competent and possess the ability to communicate and work effectively across cultural lines.

DIMENSIONS OF CULTURAL COMPETENCY

In fostering cultural competency, there are three distinct dimensions, each of which plays a unique and valuable role in promoting student equity.

DIMENSIONS OF CULTURAL COMPETENCY

INSTITUTIONAL
The policies and values of the district and school administration.

PERSONAL
The cognitive and emotional processes that educators must engage in to become culturally responsive.

INSTRUCTIONAL
The materials, strategies, and activities that form the basis of instruction.
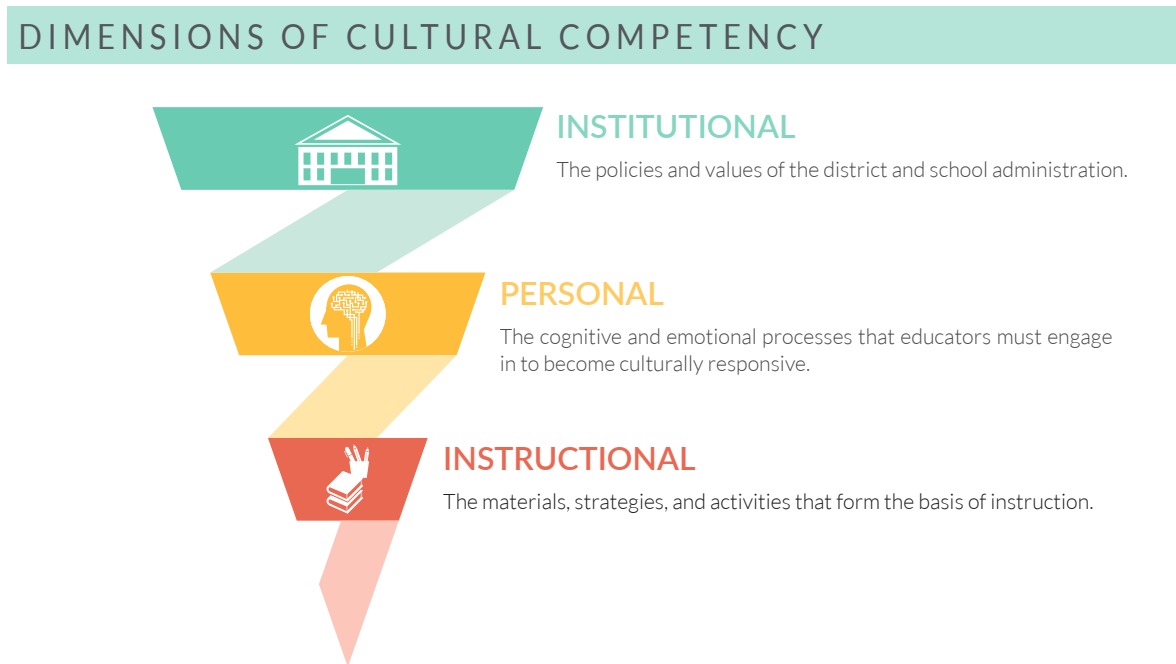
The consideration of multiple cultural perspectives at all three levels is necessary to improve outcomes among diverse learners. At the institutional level, this includes ensuring appropriate policies and values are advocated across the district and school administration. At the personal level, this involves critically reflecting on one's attitudes and beliefs about oneself and others to uncover biases. At the instructional level, this encompasses having materials, activities, and teaching strategies that represent a variety of backgrounds and cultural experiences.

KEY ROLES IN ESTABLISHING AN EQUITABLE ENVIRONMENT

Site administrators and classroom teachers play distinct, but complementary, roles in creating an equitable learning environment.

CULTURAL COMPETENCY ROLES OF ADMINISTRATORS AND TEACHERS

	DISTRICT AND SITE ADMINISTRATORS	TEACHERS
VALUING DIVERSITY	• Articulate a culturally proficient vision for the district and the site • Establish standards for holding teachers and staff accountable for the vision	• Teach all subjects from a culturally inclusive perspective • Insist on classroom language and behaviors that value differences
HAVING THE CAPACITY FOR CULTURAL SELF-ASSESSMENT	• Assess the district and site culture • Articulate the cultural expectations for all teachers and staff	• Assess own culture and classroom culture, as well as their effect on students • Support students in discovering their own cultural identities
UNDERSTANDING THE DYNAMICS OF CULTURAL INTERACTIONS	• Help faculty and staff members learn to distinguish between behavioral problems and cultural differences • Provide training and support systems for conflict management	• Use conflicts as object lessons • Teach students a variety of ways to resolve conflicts
INSTITUTIONALIZING CULTURAL KNOWLEDGE AND ADAPTING TO DIVERSITY	• Examine policies and practices for overt and unintentional discrimination • Change current practices when appropriate • Model and monitor school-wide and classroom practices	• Learn own instructional and interpersonal styles • Develop processes to flex instructional style to meet the needs of all students • Help students understand why things are done in a particular way • Teach students appropriate language for asking questions about others' cultures and sharing details of their own

STRATEGIES FOR EQUITABLE CLASSROOM MANAGEMENT

Teachers must establish and maintain behavior standards for respectful treatment in the classroom. Consequences for misbehavior must be implemented consistently and equitably in order to avoid the cultural misunderstandings that sometimes lead to disciplinary interventions.

EQUITABLE CLASSROOM MANAGEMENT STRATEGIES

MONITOR DISCOURSE STYLE

Indirect requests (*"Would you like to let me finish reading the directions?"*) can confuse some children who are used to receiving explicit directives from their parents.

BE SENSITIVE TO HOW DIVERSE CULTURES DEAL WITH CONFLICT

For instance, individuals from certain cultures may avoid open conflict, believing that differences are best worked out quietly. Written exchanges may be preferred over face-to-face conflict resolution.

CLARIFY EXPECTATIONS

If you put students into groups, for example, explain and model the difference between "helping" and "doing the work for" a partner.

EMPHASIZE A POSITIVE ENVIRONMENT, NOT PUNISHMENT

Classroom rule-breaking decreases when "welcome parties" and other inviting measures are enacted.

II. DEVELOPING CULTURAL COMPETENCY IN TEACHERS

The most effective way to develop cultural competency among staff is to provide long-term, sustained professional development that enriches teachers' cultural understanding. Many school districts are employing a variety of innovative professional development opportunities that help teachers evaluate, explore, and expand their instructional approaches.

BEST PRACTICES FOR DIVERSITY TRAINING

Following a staff cultural audit in 2006, **Arlington Public Schools** in Virginia identified a series of recommendations for diversity training for its staff, administration, and teachers. These recommendations targeted ways to change the daily interactions across each group in the school district.

DIVERSITY TRAINING RECOMMENDATIONS

- Provide numerous opportunities for skill-based training, with specific focus on effective communication and cultural considerations inside and outside the classroom.

- Ensure that the training addresses the needs of the constituency base and that the training exercises are relevant and specific to the community.

- Explore the intersections between ethnicity, socio-economic status, culture, and race as dimensions of diversity.

- Investigate managing unconscious bias and assumptions harbored by the district community members. Crafting the filter to identify unconcious biases is key to becoming culturally competent.

- Develop training on communication styles and the delivery of effective feedback when responding to prejudicial or culturally incompetent remarks.

- Strategize ways to cultivate diversity allies, forge partnerships and build relationships across cultures.

- Unpack issues of "unearned privilege" in the workplace and its effect upon the strength of workplace relationships.

- Offer training on "cultural cues" and issues of respect in the workplace.

- Introduce management training for administrators and supervisors to assist with promoting positive employee attitudes.

Source: Arlington Public Schools.

CULTURAL COMPETENCE ENRICHMENT PROGRAMS

To promote cultural competence across the district, **Albemarle County Public Schools** in Virginia operates a multi-pronged series of cultural enrichment programs. Through their Office of Community Engagement, the district manages a team of diversity resource teachers, operates a culturally focused artist-in-residence program, and curates cultural community ambassadors.

Diversity Resource Teachers: Each school in the district has a diversity resource teacher that takes responsibility for planning and executing cultural competence workshops and training activities.

Artists-in-Residence: The artists-in-residence specialize in everything from songwriting to West African Dance and visit students at various schools to broaden their cultural horizons and break stereotypes.

Cultural Community Ambassadors: Representatives of various racial and ethnic backgrounds serve as cultural community ambassadors and visit elementary school students to read multicultural picture books and conduct accompanying awareness-building discussions and activities. This program helps students see through stereotypes and accompanying activities help to bridge cultural divides and build cultural awareness.

Source: Albemarle County Public Schools.

III. DIAGNOSTIC: CHECKLIST FOR CULTURALLY RESPONSIVE INSTRUCTION

The Checklist for Culturally Responsive Instruction helps classroom teachers improve their instruction approaches by considering differences in social dynamics, learning styles, and life experiences of students.

ENGAGEMENT STRATEGIES

☑ Welcomes students by name as they enter the classroom
Asks students for correct pronunciation of their names; correctly pronounces students' names

☑ Uses eye contact with all students
Makes culturally appropriate eye contact with all students

☑ Uses proximity with all students equitably
Circulates around student work areas to be close to all students

☑ Uses body language, gestures, and expressions to convey a message that all students' questions and opinions are important
Smiles, nods head in affirmation; leans toward students

☑ Uses class building and team building activities to promote peer support for academic achievement
Structures academic and social interactions between students

☑ Uses random response strategies
Numbered heads, color-coded cards, equity sticks, calling sticks

☑ Uses cooperative learning structures
Structures opportunities for students to learn with and from their peers (i.e., Think-Pair-Share, Teammates consult, Jigsaw, Pairs Check, Partner A and B, Boggle, Last Word)

☑ Structures heterogeneous and cooperative groups for learning
Uses random grouping methods to form small groups; teaches collaborative learning skills to students; provides opportunities for cooperative groups to process/reflect

☑ Uses probing and clarifying techniques to assist students to answer
Rephrases the question; asks a related question; gives student a hint, clue, or prompt

☑ Acknowledges all students' comments, responses, questions, and contributions
Uses affirming, correcting, or probing to acknowledge all students' responses

☑ Seeks multiple perspectives
Validates all perspectives with responses such as: "That's one idea. Does anyone else have another?"

☑ Uses multiple approaches to consistently monitor students' understanding of instruction, directions, procedures, processes, questions, and content
Uses a variety of approaches to monitor students' understanding throughout instruction (i.e., Thumbs Up, Unison response, One Question Quiz, Envelope Please)

☑ Identifies students' current knowledge before instruction
Uses a variety of methods to assess students' knowledge before instruction (i.e., Word Splash, K-W-L, Anticipation Guide, Brainstorming, Webbing)

☑ Uses students' real life experiences to connect school learning to students' lives
Asks students to reflect upon and discuss the following: "What events/situations occur in your family or neighborhood that require some knowledge of ___?" How does knowing about ___ benefit your interactions in your family, neighborhood, or school?"

LEARNING ENVIRONMENT STRATEGIES

☑ Arranges the classroom to accommodate discussion
Arranges seating to facilitate student-student discussion; seeks to facilitate teacher-student discussion

☑ Ensures bulletin boards, displays, instructional materials, and other visuals in the classroom reflect the racial, ethnic, and cultural backgrounds represented by students
Displays and uses materials (supplemental books) that reflect all students' racial, ethnic, and cultural backgrounds year round; displays products and props from students' home and community background

☑ Uses a variety of visual aids and props to support student learning
Uses multiethnic photos, pictures, and props to illustrate concepts and content; uses appropriate technology to illustrate concepts and content

☑ Learns, uses, and displays some words in students' heritage language
Posts some content words or phrases in students' heritage languages; uses some words or phrases from students' heritage language in the classroom

☑ Models use of graphic organizers
Uses a variety of graphic organizers during instruction; encourages students to identify and use the task appropriate graphic organizer by modeling

FEEDBACK STRATEGIES

☑ Uses wait time
Pauses at least 3-5 seconds to consider the student's response before affirming, correcting, or probing; pauses following a student's response to allow other students to consider their reactions, responses and extensions

☑ Asks students for feedback on the effectiveness of instruction
Asks students to indicate the learning activities that are effective in helping them to learn; uses interviews, surveys, and questionnaires to gather feedback from students; uses exit cards to gather feedback

☑ Provides students with the criteria and standards for successful task completion
Evaluates student work by providing performance criteria (i.e., rubrics, exemplars, anchor papers)

☑ Gives students effective, specific oral and written feedback that prompts improved performance
Confers with students to provide feedback to improve performance; provides opportunities for students to use peer reviews; provides written feedback that allows students to revise and improve their work

☑ Provides multiple opportunities to use effective feedback to revise and resubmit work for evaluation
Allows students to revise work based on teacher feedback; encourages and structures opportunities for students to provide feedback to peers based on an established standard

☑ Explains and models positive self-talk
Explains the importance of positive self-talk and how positive self-talk leads to positive outcomes

☑ Asks higher-order questions equitably of all students
Asks analysis questions; asks synthesis questions; asks evaluation questions; poses higher order questions and uses a random method for calling on students; provides think time for all students before asking for responses

☑ Provides individual help to all students
Ensures all students receive individual help

SOURCE LIST

Page 2

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ACKNOWLEDGEMENTS

ABOUT HANOVER RESEARCH

Hanover Research provides high-quality, custom research and analytics through a cost effective model that helps clients make informed decisions, identify and seize opportunities, and heighten their effectiveness.

THE HANOVER APPROACH TO EDUCATIONAL EQUITY

Hanover Research offers an integrated and customized approach to evaluating educational equity. The issue of educational equity and cultural responsiveness is unique to each K-12 organization, and Hanover's team of experts will recommend a tailored approach best suited for the individual organization. Hanover's unique year-long partnership model allows for each educational equity project to build off of the previous one, producing more actionable results and more detailed insights.

HANOVER'S CORE CAPABILITIES

PRIMARY RESEARCH — Survey design, administration, and analysis; qualitative data coding; in-depth interviews; online and onsite focus groups; digital ethnography

SECONDARY RESEARCH — Literature review; best practices; environmental scan; benchmarking; demographic analysis

DATA ANALYSIS — Descriptive and predictive analytics, including: student segmentation; linear regression; data mining; decision simulation; data visualization

HANOVER'S MODEL DIFFERENTIATORS

EXPERT
Nearly 200 analysts with advanced research knowledge

CUSTOM
Every report tailored to meet a client's unique needs

CUSTOM RESEARCH SOLUTIONS
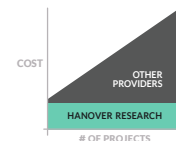
HIGH-VALUE
Annual, fixed-fee business model

COST
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OF PROJECTS

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A NEW MODEL FOR INFORMATION SERVICES

CONTACT

www.hanoverresearch.com
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Appendix 11

Copyright Resources and Information

1. [Minnesota State Copyright Information](#)
   a. [MN State Policy 3.26 Intellectual Property](#)
   b. [MN State Policy 3.27 Copyrights](#)
      i. [MN State Policy 3.27.1 Copyright Clearance](#)

2. [M State Policy Reproduction and Use of Copyrighted Materials](#)
   Click on page 3, scroll to Reproduction and Use link

3. [MN State Copyright Guidelines](#):

   Books and Periodicals
   Use of Music Materials
   Performance of Copyrighted Works
   Use of Computer Software and Other Electronic Works
   Use of Trademarks
   Determining Fair Use
   The TEACH Act
   Obtaining Permissions

4. [IP/Copyright Tools and Forms](#)

5. [Frequently Asked Questions About Copyright](#)

6. Federal Policy Important Dates

   1790, Original copyright act
   1909, Updated to lengthen protection timelines
   1976, Material does not have to be registered to be copyright protected
   1980, Computer programs covered
   1998, Digital Millennium Copyright Act (online copyright infringement)
   2002, Technology, Educational & Copyright Harmonization Act (TEACH Act)

Inside Address (Publishing Company)
Rights and Materials Permission Department

Dear Sir/Madam:

I would like permission to copy the following for use in my classes during the current and future semesters.

Title:
ISBN:
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Copyright:
Type of Copy: Photocopy, Download
Material to be Copied: Pages, Chapters
Number of Copies:
Distribution: Reserve in the Library, Handed out to Students
Type of Use: Course Name and Number, Required reading/Supplemental resources

Will the material be posted on the Internet? If so, name the sites and how long it will be posted. If online, will downloading, copying, printing be restricted by a password or some other method?

Indicate if it will or will not be for sale.

Provide a mailing address, email address, phone number to be reached by the owner.

Detroit Lakes
900 Highway 34 East
Detroit Lakes, MN 56501-2698
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ecampus@minnesota.edu

Fergus Falls
1414 College Way
Fergus Falls, MN 56537-1000
218.736.1510 fax

Moorhead
1900 28th Avenue South
Moorhead, MN 56560-4899
218.299.6810 fax

Wadena
405 Colfax Avenue Southwest
Wadena, MN 56482-1447
218.631.7901 fax

M|State

A member of Minnesota State Colleges and Universities System.
An Equal Opportunity Educator / Employer.

Toll Free: 877.450.3322   minnesota.edu

Appendix 12

Employee Parking Payroll Deduction

Select one	Description	Rate
	"Full-time Employee" (Teaching 8 credits or more per semester or working 20 hours or more per week)	$60.00 per year
	"Part-time Employee" (Teaching <u>less than</u> 8 credits per semester or working <u>less than</u> 20 hours a week)	$30.00 per year
	Adjunct term by term employee teaching 8 or more credits.	$30.00 per semester
	Adjunct term by term employee teaching <u>less than</u> 8 credits.	$15.00 per semester

Minnesota State Community and Technical College is required by state statute to charge a parking fee to adequately support the operation, maintenance, and development of campus parking facilities. (*Note: Parking fees paid through payroll are pre-tax*)

Select One	Payment Options	Description/Instructions
	One time Installment (yearly)	One automatic payroll deduction of $60 for FT, $30 for PT and $15/$30 for adjunct employees. The deduction will happen the first full pay period after Business Services receives the form.
	Twenty-six Deductions (bi-weekly) *Includes: Permanent FT & PT Staff and 12 month pay Faculty*	Twenty six consecutive payroll deductions beginning on the first full pay period after Business Services receives the form.
	Five Deductions (bi-weekly) Includes: FT/PT Seasonal & Temporary Staff, Adjunct & 9 month pay Faculty	Five consecutive payroll deductions beginning on the first full pay period after Business Services receives the form.

My signature on this form indicates my approval to process payroll deduction for the parking permit fee from my paycheck. This form will be retained by the Business Services Office and the deduction will continue in subsequent years. A written notice is required to cancel this deduction. *The parking rate could increase in subsequent years.*

_____   _____
Printed Name   State Employee ID # (not Tech ID #)

_____   _____
Signature   Date

Please return this form to: M State Attn: Karen Gabrielson, 1414 College Way, Fergus Falls, MN 56537 or E-MAIL/SCAN to: karen.gabrielson@minnesota.edu

If you have questions about payroll deduction, contact Karen Gabrielson at 218-736-1551.

BUSINESS SERVICES USE ONLY

Effective Date _____ *Total Amount $* _____ *Entered by* _____ *Date* _____

Minnesota State
Community and Technical College

Employee Parking Waiver

Minnesota State Community and Technical College is required by State Statute 136F.67 to charge a parking fee to adequately support the operation, maintenance, and development of campus parking facilities. All employees at Minnesota State Community and Technical College will be charged an annual parking fee based on their employment status with the college.

I certify that I will not park on *any* M State property, and I am requesting the parking fee to be waived. I acknowledge that the following reasons or others similar to them are NOT valid for a parking waiver:

- ❖ **I work nights and/or weekends**   ❖ **I only park in the lot occasionally**
- ❖ **I only teach 1 class once a week**

I am requesting a waiver for the reason marked below. I agree to notify the Business Services Office in Fergus Falls if my situation changes so that the waiver can be adjusted accordingly.

SELECT ONE	WAIVER OPTION	DESCRIPTION/INSTRUCTIONS
☐	Not parking in any M State parking lot at any time during the year.	I will not park in any M State parking lot because either I do not own a vehicle; I use public transportation, park off college property, or carpool with someone who has paid for parking.
☐	Sabbatical or not employed for a term	I will not be working on any campus for term _____. I will not be using the parking lot at any time during the term to drop off papers, check my mail, or go to my office, etc.
☐	Handicap permit	I have a handicapped permit. Permit number _____ Permit valid through _____

I understand that if I park a vehicle on M State property, I will be subject to parking fines and/or towing, making this parking waiver invalid.

_____   _____
Printed Name   Employee ID#

_____   _____
Signature   Date

Please return this form to: M State Attn: Karen Gabrielson, 1414 College Way, Fergus Falls, MN 56537 or scan to karen.gabrielson@minnesota.edu

If you have questions about parking waivers, contact karen.gabrielson@minnesota.edu

CENTRAL ACCOUNTS RECEIVABLE USE ONLY			
Amount waived: $ _____	*Entered by:* _____	*Date:* _____	*Term:* _____

Rev: 5/2021

Appendix 13

Cisco IP Phone 7911 Basic User Guide

CISCO IP PHONE 7911

1	LCD screen	Displays features such as the time, date, your phone number, caller ID, call status, and soft key tabs.
2	Cisco IP Phone series type	Indicates the Cisco IP Phone Series to which your phone belongs.
3	Soft keys	Enable you to engage any of the functions displayed on the corresponding LCD screen tabs. Soft keys point to feature options displayed along the bottom of your LCD screen. Soft key functions change depending on the status of your phone (for example, if the phone is active or idle).
4	Navigation button	Enables you to scroll through text and select features displayed on the LCD screen. Also provides access to speed dial numbers when there are no text or features to scroll through.
5	Menu button	Displays a menu that provides access to a voice messaging system, phone logs and directories, settings, and services.

6	Hold button	Places the active call on hold, resumes a call on hold, and switches between an active call and an incoming call or an active call and a call on hold.
7	Keypad	Works exactly like the keypad on a traditional telephone.
8	Volume button	Increases or decreases volume for the handset and speaker. Also controls the ringer volume (if on-hook).
9	Handset	Functions like a traditional handset. The light strip at the top of the handset blinks when the phone rings and remains lit to indicate a new voice messages (depending on your message system).
10	Footstand	Allows the phone to stand at a convenient angle on a desk or table.

USING THE MENU AND HOLD BUTTONS

Your Cisco IP Phone has two feature buttons:

Menu Button

Menu button Displays a menu that provides access to a voice messaging system, access to various directories (including call history and speed dials), access to settings (including contrast, ring type, configuration, and status), and access to services (if set up by your system administrator). For more information, see the "Using the Cisco IP Phone Menus" section.

Hold Button

Hold button puts an active call on hold or resumes a call on hold. See the "Putting a Call on Hold" section for more information.

OVERVIEW

The Cisco 7911 IP telephone provides easy access to a wide range of business features.

Cisco IP Phone 7911 Basic User Guide

SOFT KEYS

Features are available based upon the state of your phone.

To Place a Call

Internal

- Lift Handset or press the New Call soft key
- Dial Extension
    - o Within your Site: nnnn

External

- Lift Handset, or press the New Call soft key
- Local – Dial 9 + Number
- Long Distance – Dial 9 + 1 + Number

Last Number Redial

- Press the REDIAL soft key

Call Hold

To Place a Call on Hold

- From an existing conversation, press the HOLD button. A red light will come on the HOLD button.

To Retrieve a call from Hold

- Press the HOLD button again
- You are now connected to the call and the red light will go off

To place a second call while connected to your first caller

- Place your current call on HOLD by pressing your HOLD button
- Press the New Call soft key and dial your number
- When finished press the ENDCALL soft key and retrieve call from HOLD

To Answer a Call Waiting

You will hear a call waiting tone and see caller ID in your display when another call is coming into your extension. To answer:

- Press the ANSWER soft key, the original caller is placed on hold
- To reconnect with the original call, use your Navigation key to select the call and press your HOLD key
- You can toggle between the two calls by selecting and using the HOLD key to retrieve the call

To Transfer a Call

- During a call, press the TRANSFER soft key
- Dial the number
- Announce the call
- Press the TRANSFER soft key to complete the transfer, hang up

OR

- If the person you attempt to transfer the call to is not available, press the END CALL soft key to disconnect from that call and the HOLD button to return the original caller.

Conference Call (maximum of 8)

- While a call is in progress, press the MORE soft key and then press the CONFRN soft key. Dial the extension or outside number.
- After the party answers, press the CONFRN soft key to bring the parties together

To add additional parties

- Repeat the above steps
- To reconnect to the Conference when a called party isn't joining
- If the person you attempt to bring into the conference is not available, press the END CALL soft key and then the HOLD button to return to the conference call

Call Forward

- When your phone is idle, press the CFWDALL soft key
- Enter the number, OR press MESSAGE key for sending calls directly to Voicemail
- To Cancel
- Press the CFWDALL soft key

Pick Up

If your group is set up in software

- When a phone is ringing within your group
- Press the MORE soft key until you see PICK UP, then select the feature
- The call will begin ringing on your phone with the caller Id of the person the call was for
- To accept the call, press the ANSWER soft key
- You are now connected

Monitor Soft Key

This feature will allow you to open your one-way speaker while on hold.

- While connected to the call and listening to the on hold music, press the MONITOR soft key

- You can hang up the handset

- When the caller comes back on the line press the MONOFF soft key and pick up the handset to talk

MENU BUTTON

The MENU button is used to access features on your phone. Here are the features available to you:

Messages

- Press the MENU button

- Press the number 1 or the SELECT soft key to call voicemail

Directories

To view Missed, Received or Placed calls:

- Press the MENU button

- Scroll to Directories and SELECT

- Scroll to the directory that you would like to view

- Press the SELECT soft key

- To place a call to one of the phone numbers from within the directory, press the DIAL soft key if it's an internal number or press the EDIT DIAL soft key, press the 9 on the dialing pad, then press the DIAL soft key if it's an external number

- You can delete a specific number from your directory by highlighting the number and pressing the DELETE soft key

Speed Dial

You have 4 speed dials you can program using your User page. Once programmed, you can access them from your telephone.

- Press the MENU button

- Scroll to Directories and Select

- Scroll to Speed Dial and Select

Directory Services

Use your Directory services to access the Corporate Directory for local employees on the Cisco system and the Enterprise Directory for other offices not on the new system.

- Press the MENU button

- Scroll to Directory Services and Select

- Choose 1 for Corporate Directory

- Choose 2 for Enterprise Directory

Services

Options like fast dials are available to you and can be accessed through your Services menu.

- Press the MENU button

- Scroll to SERVICES and select

- Scroll to the service you want and select it

Settings

You can set the following features on our phone through the settings menu:

Ring Type

- Press the MENU button

- Scroll to SETTINGS

- Scroll to Ring Type

- Use the scroll key to select a ring type

- Press the PLAY soft key to hear the ring type

- Press the SELECT soft key to save the ring type

LCD Contrast

- Press the MENU button

- Press the 1 on the dialing pad or scroll to Contrast and Select

- Use the UP and DOWN soft keys to change the contrast

- Press the OK soft key to save the setting

Ring Volume

- With your phone idle, press the volume key to hear the current ring volume

- Press either the up or down volume key to change the ring volume

- When the ring times out, the setting will be saved

VOICEMAIL SETUP AND ACCESS

Enroll

To enroll with voicemail (first use)

Cisco IP Phone 7911 Basic User Guide

- Press the Messages button.
- Enter the first time enrollment password = 678283.
- Follow prompts to:
- Record your name - press # key as soon as you say your name
- Record a greeting
- Set a new password (min 4 digits)
- To rerecord your name press 4 then 3 and follow prompts

Logon From Your Phone

To logon to voicemail from your phone

- Press the Messages button.
- Enter your password, press the # key

Logon From Another Inside Phone

To log on to voicemail from another inside phone

- Press the Messages button.
- Press the * key when voice mail answers
- Enter your ID (4 digit extension), then press # key.
- Enter your password, then press the # key.

Logon From Outside Phone

To log on to voicemail from outside-

- Dial the external voice mail phone number or direct dial your own extension
- *(If you direct dialed your own extension)* Press the * key when voicemail answers otherwise continue to next step …
- Enter your ID (4 digit extension), then press # key.
- Enter your password, then press the # key.

Transfer a Caller Directly to Voicemail

- While connected to the caller, press the TRANSFER soft key
- Press *
- Enter the person's 4 digit extension you are transferring to
- Press the TRANSFER soft key again, quickly

Leave a Quick Message in an Inbox

- Get dial tone
- Press *

- Enter the person's 4 digit extension you would like to leave a message for
- Record your message
- Hang up

Basic Voice Mail Controls

During the message:	Key	After the message:	Key
Repeat	1	Repeat	1
Save Message	2	Save	2
Delete Message	3	Delete	3
Decrease Message Speed	4	Reply	4
Change Volume	5	Forward Message	5
Increase Playback Speed	6	Mark as New	6
Skip Back	7	Reverse	7
Pause	8	Message Properties	9
Skip Forward	9	Skip to Next Message	#
Skip to End of Message	#	Go to a Message	12
Skip to Next Message	##	Skip to Previous	14
Go to a Message	12	Skip to Next Message	16
Skip to Previous	14	Exit Messages	*
Skip to Next Message	16		
Exit Messages	*		

How to Access Voicemail from Non-school Phone.

Call your school phone number.

When voicemail picks up press the * key.

The system will ask for your ID, this number is your extension number (Last 4 digits of your phone number)

The system will then ask for a PIN number. This is the 6 digit PIN you use to access from your desk phone.

You now are in the system.

How to change voice mail password (PIN).

Go to the following link

https://voicemail.minnesota.edu/ciscopca (You may be asked if you want to trust the

site, choose yes)

Login with your Starid and password.

Click on the **Messaging Assistant** link.

Hover over "Password" in the menu list at the top of the page, and in the drop menu select "Change PIN"

Type in your new 6-digit PIN (All numbers) and select SAVE. (PIN needs to have some complexity to it, for example you cannot have the extension as part of the PIN. The PIN needs to have at least 3 different numbers and be cannot be repeating like 123123. If you get an error you will need to try something different)

Retrieve Messages

1	**New**
3 **1**	**Saved**
3 **2**	**Deleted***
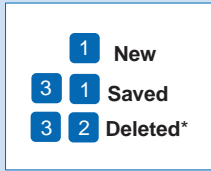
During Message

1	Restart message	**7**	Rewind message
2	Save	**8**	Pause/Resume
3	Delete	**9**	Fast-forward
4	Slow playback	**#**	Fast-forward to end
5	Change volume*	**#** **#**	Skip message, save as is
6	Fast playback		

After Message

1	Replay message	**5**	Forward message
2	Save/Restore as saved*	**6**	Save as new/Restore as new*
3	Delete	**7**	Rewind message
4	Reply	**9**	Play message properties
4 **2**	Reply to all	**#**	Save as is
4 **4**	Call the user*		

Find Voice Messages

5	**Find messages***

1	From another user
2	From all outside callers
3	From a specific outside caller

Send a Message

2	**Send**

Record and address message

#	Send now
1	Add name
3	Message options

1	Change address
2	Change recording
3	Set special delivery
4	Review message
#	Send

1 Add name	**2** Hear all names	**3** Remove name	
1 Hear recording	**2** Save recording	**3** Rerecord	**4** Add to recording
1 Urgent	**2** Return receipt	**3** Private	

Change Preferences

4	**Setup options**

1	Greetings
2	Message settings
3	Personal settings
4	Transfer settings

Greetings:

1 Record this greeting	**2** Turn on/off alternate greeting	**3** Edit other greetings	**4** Hear all greetings

Message settings:

1	Change message notification
3	Change menu style
4	Edit private lists

1 Pager	**2** Home phone	**3** Work phone	**4** Mobile phone

1 Select full or brief menus	

1 Hear lists	**2** Change names on a list

Personal settings:

1	Change password
2	Change recorded name
3	Change directory listing

1 Change listing status

Use These Keys Anytime

0	Help
*	Cancel or back up

*Not available on some systems.

Appendix 14

HR & Payroll Resources for Faculty

Paycheck Information for State of Minnesota Employees

As an employee of the colleges and universities of Minnesota State, an agency of the State of Minnesota, your paycheck is processed through Minnesota Management & Budget. The State of Minnesota issues one paycheck per employee on a biweekly basis. If you are employed at multiple Minnesota State institutions or state agencies, your total compensation will be combined on one paycheck. Paystubs can be viewed on the State of Minnesota Self-Service website.

Resources for Minnesota State Faculty

Below are several links to resources in the IT Connect SharePoint site. To access these documents and the Connect sites, simply use your StarID and password. Questions about your teaching assignments should be directed to your dean/supervisor. Questions about your pay and benefits should be directed to your campus HR office.

Employee Home provides a custom dashboard with ISRS applications and self-service functionality based on the selected institution. Employee Home may be accessed outside the firewall. Here's the link to a quick resource guide that provides details about key functionality in this application: Employee Home Quick Reference Guide

Quick Reference Guide Pay Details Report
The Employee Pay Details report provides an employee with information by pay period and check date of scheduled pay and what was actually paid (Pay Check) across all institutions. The reports show totals by pay period and keeps a calculated balance each pay period.

FWM User Guide for Faculty
This user guide provides significant detail about the Faculty Workload Management (FWM) application, which is a fully-integrated, automated process that leverages ISRS course schedule information to build faculty assignments in the HR system. This application allows you to review courses and details about your workload at any time.

- FWM Quick Resource Guide for IFO

- FWM Quick Reference Guide for MSCF

Attention Employees Eligible for Tuition Waivers

Please use the online system to request tuition waivers. Paper forms will no longer be used.

Tuition waiver information is located on the M State employee portal under Files & Forms>Human Resources>Tuition Waiver.

Website : TuitionWaiver

Login: Login ID or Username = your Star ID. If you don't know your Star ID and password, please contact your Human Resources office for that information.

Process: Submitting tuition waiver requests using the new system will be very simple if you follow these 3 steps:

1. Log in using the URL, Star ID and password described above.
2. Create and submit your tuition waiver request(s).
3. Check back in the Tuition Waiver system to see when the waiver is processed by Human Resources.

NOTES:

Do not print the tuition waiver form. Campus accounts receivable offices will run a report that will show all the waivers for M-STATE that have been approved by Human Resources. They will use this report to process waivers, applying dollar amounts to student bills. Check your bill information to make sure the tuition waiver was processed in a timely manner.

Questions/Problems: Please contact the Human Resources office if you have problems or questions with the tuition waiver system.

* Detroit Lakes (218) 846-3870
* Fergus Falls (218) 736-1513

Appendix 15

Board Policy 3.22 Course Outlines and Course Syllabi

Part 1. Purpose
To define and govern dissemination of course syllabi and course outlines.

Part 2. Definitions

Course Outline
The document approved by the appropriate college or university committee to communicate information about the college or university courses.

Course Syllabus
The document that is created by and reflects the creative work of the faculty member, and contains: the elements of the corresponding course outline, standards for evaluation of student learning, and may include additional information.

Part 3. Course Outlines

Subpart A. Course outline dissemination
Each college and university shall post course outlines for all courses on its website.

Subpart B. Student transfer
Course outlines are the official Minnesota State document used to determine course equivalencies for student transfers. For additional guidance, see Board Policy 3.21 Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum.

Part 4. Course Syllabi

Subpart A. Dissemination to Students.
Each college and university shall establish procedures that ensure each student enrolled in a course is provided a course syllabus within a maximum of one week after the first class meeting. When courses are offered in a condensed format, the time frame for distribution of the syllabus must be adjusted accordingly.

Subpart B. Dissemination to College or University Administration.
The faculty member shall provide, according to institutional policies and procedures, a copy of the current course syllabus to the college or university administration. See System Procedure 3.22.1 for use of course syllabi.
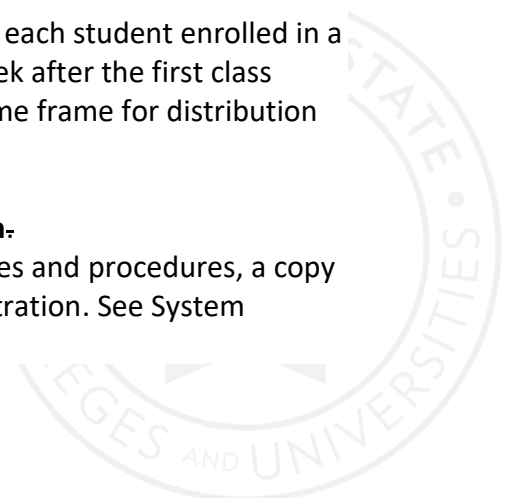
Date of Adoption: 06/17/98
Date of Implementation: 07/01/98
Date of Last Review: 10/21/20

Date and Subject of Amendments:

10/21/20 – Placed "outlines" before "syllabi" in title and outline information before syllabi information in body of policy, changed Part 3 Dissemination to Students to Part 4 Course Syllabi, relocated Part 4 to Part 4, subpart b, and applied the writing and formatting standards.

5/18/11 - Amended Title, amended language to make a clear distinction between course syllabi and course outlines. Adds Part 5 - course outlines.

Additional HISTORY.

Procedure 3.22.1 Course Outlines and Course Syllabi

Part 1. Purpose
   a. To identify the characteristics of course outlines and course syllabi and their roles within Minnesota State.
   b. This procedure must not be interpreted to expand, diminish, or alter the academic freedom provided under board policy and Minnesota State collective bargaining agreements.

Part 2. Course Outlines

Subpart A. Purpose
Course outlines communicate information about college and university courses and on how the courses align with applicable accreditation requirements.

Subpart B. Creation
Course outlines are created and maintained by faculty members and approved through the appropriate college or university process.

Subpart C. Content
A course outline contains the applicable elements of the course, including the subject, course number, course title, course description, credits, lecture hours, lab hours, prerequisites, co-requisites, Minnesota transfer curriculum goals, learning outcomes, the effective date, revision history, and other elements determined by the college or university.

Subpart D. Uses
For college and university purposes, course outlines are used to advise students, to communicate with external parties, to determine course equivalencies for student transfers, for accreditation purposes, to communicate the essential elements of a course to faculty members teaching the course, for program and course reviews, for licensure applications and updates, and for grant applications. Students use course outlines for course selection, course transfers, and other purposes. Faculty members use course outlines to develop course syllabi, communicate the essential elements of a course to other faculty members, develop new or update existing curriculum or courses, and for program and course review.
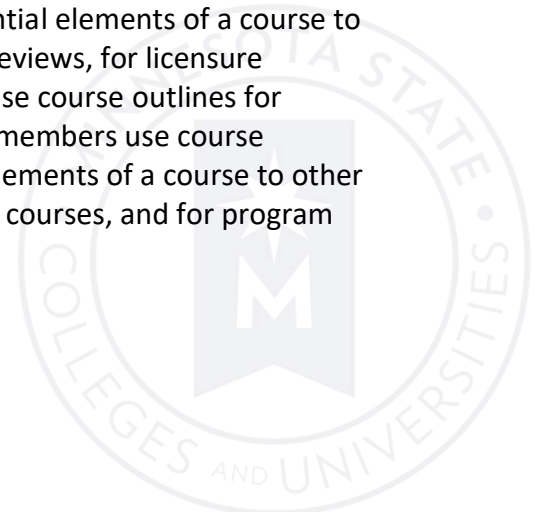
Subpart E. Ownership
Pursuant to Board Policy 3.26 Intellectual Property, course outlines are considered institutional works owned by the colleges and universities.

Subpart F. Record Keeping
Colleges and universities shall enter course outlines into the student information system.

Part 3. Course Syllabi

Subpart A. Purpose
Course syllabi communicate the details of courses taught by individual instructors.

Subpart B. Creation
Course syllabi are created by faculty members.

Subpart C. Content
A course syllabus includes the pertinent information from the corresponding course outline and the details of the course as determined by each individual instructor. The details may include meeting dates, times, locations, instructor contact information, grading policies, required materials, course requirements, statements or references to college, university, or board policies, accommodation requests, etc.

Subpart D. Uses
Faculty members use course syllabi to organize class information and communicate the instructor's plan for conducting the course. A course syllabus helps clarify course goals and objectives, assessment and evaluation standards, grading policies, and student responsibilities associated with the course. Students use course syllabi as guides to learning and course expectations. Faculty and students may use course syllabi for student grade appeals.

Colleges, universities, departments, and programs may use course syllabi for accreditation and licensure applications/updates.

Departments and programs may request from faculty their course syllabi for program reviews and curriculum development and reviews.

A course syllabus may be used for other purposes if the owner of the intellectual property rights to the syllabus grants permission.

Subpart E. Ownership
Ownership is governed by Board Policy 3.26 Intellectual Property and the applicable Minnesota State collective bargaining agreements.

Date of Adoption: 06/08/11
Date of Implementation: 06/08/11
Date of Last Review: 08/10/20

Date and Subject of Amendments:
    08/10/20 – Relocated the course syllabi information after the course outline information, replaced "Integrated Statewide Record System (ISRS)" with "Student Information System" in Part 3, subpart F. Technical changes made throughout the document from application of new writing and formatting styles.

No Additional HISTORY.

MISSION: Minnesota State Community and Technical College specializes in affordable and exceptional education, service, and workforce training. We welcome all students and engage them in shaping their futures and their communities.

VISION: A success story for every student. VALUES: Integrity. Inclusion. Innovation.

SAMPLE SYLLABI STATEMENTS

Below are sample syllabi statements that you may opt to use or adapt. Also see the [Student Handbook](#) and [Policies](#) sections of the M State site.

ACADEMIC INTEGRITY AND HONESTY STATEMENT*

At M State "students are expected to meet their academic requirements with honesty and integrity" (*Student Handbook* 17). Examples of academic dishonesty include cheating, plagiarizing, self-plagiarizing, altering source information, creating information and attributing it to a source, and working collaboratively and not crediting all creators. Note that your handbook specifies that "all students are expected to be the sole authors of their work and acknowledge the authorship of others' work through proper citation and reference. Use of another person's ideas, including another student's, without proper reference or citation constitutes plagiarism and academic dishonesty and is prohibited conduct" (17). For more information about M State's policy regarding academic dishonesty see page 17 of the *Student Handbook*. *Note that pages referenced are from the 2018-2019 *Student Handbook*.

In this course, if I determine that an assignment, is an example of academic dishonesty—I will assess the situation and one of the following penalties will occur: Insert your specific policy here.

ACADEMIC INTEGRITY TRACKING STATEMENT

M State has an Academic Integrity Tracking system in order to provide a means for the college to identify patterns of students not meeting M State honesty and integrity expectations and to take steps to address the reoccurring problem. *In this course, if I determine that an assignment, is an example of academic dishonesty—I will submit the incident to the Academic Integrity Tracking system.*

TURNITIN STATEMENT

I use the Turnitin service within this course to help ensure that all submitted work does not include plagiarized content. By enrolling in this course, you are consenting to having your writings uploaded into the Turnitin database where they will be checked for textual similarity review (i.e., plagiarism) and similarities will be noted. The database "includes billions of web pages: both current and archived content from the internet, a repository of works students have submitted to Turnitin in the past, and a collection of documents, which comprises thousands of periodicals, journals, and publications." Written assignments submitted to Turnitin are saved as source documents within the Turnitin database for the purpose of generating similarity reports.

ACADEMIC PERFORMANCE SYSTEM STATEMENT

M State has an Academic Performance system in order to provide a means for M State to do everything in its power to help each M State student succeed. This system allows instructors to report when a student not attending, not doing well on assignments and would benefit from tutoring, needs to be connected with resources either on or off campus, or is failing the course. This system is also a way for instructors to reward the positive behavior you are demonstrating in class by submitting a "Wow, Well-done!" If you receive an e-mail or phone call from Student Development Services regarding your performance, this is because I have used the system.

ACCESSIBILITY STATEMENT

M State is committed to providing equal access to education for all students. Students who have a disability or believe they may have a disability are invited to contact the Accessibility Services office as soon as possible to determine eligibility and/or submit accommodation requests. For questions or to request accommodations, contact: *Insert the applicable content information here.* For additional information, visit the [M State Accessibility Resources website](#).

- Detroit Lakes: Mark Nelson at mark.nelson@minnesota.edu or 218.846.3756, or stop by Student Development Services.
- Fergus Falls: Jon Kragness at jon.kragness@minnesota.edu or 218.736.1595, or stop by room C344
- Moorhead and Wadena: Jamie Jensen at Jamie.jensen@minnesota.edu or 218.299.6882, or stop by room E112A

DISRUPTION FREE LEARNING ENVIRONMENT STATEMENT

M State is committed to providing a positive learning environment that is "characterized by respect, openness, and cooperative interactions" so that "all students are able to learn without disruption." You, the students in this course, play a key role and are expected to_____in this course. See the "Disruption Free Class Environment" policy.

FN, FW, AND W STATEMENT (FOR FULL-LENGTH SEMESTER COURSES)*

If you decide not to complete a course at M State, you must abide by set deadlines:

 FN: Federal regulations require that a FN (No Show) grade be submitted if a student does not participate in a course before the end of the drop period. If you do not actively participate by *January 11*, **2019**, you will earn an FN (Education Policies – Failure for Non-Attendance policy).

FW: Federal regulations also require that a FW (Failure to Withdraw) grade be submitted and *last date of attendance* be recorded in the grading system for any student who has "ceased active participation for 14 consecutive calendar days (including holidays) prior to the end of the term" (Education Policies - Failure to Withdraw policy).

W: If you decide to withdraw after January 11th, you must do so by the end of the day on *April 17, 2019*. If you meet this deadline, you will have a W (which represents Withdraw) on your transcript (unless you have already earned an FW for not participating for 14 calendar days); if you do not meet this deadline, you will earn a grade in the course (Education Policies - Drop/Add/Withdraw policy). *Courses that run less than the full semester have a last day to withdraw calculated individually by course. The students can see this in eServices and instructors can see this date in their class list.

SERVICE MEMBER STATEMENT

 M State is dedicated to assisting veterans and eligible family members in achieving their educational goals. If you are a member of the military and are currently serving, apprise me of regularly scheduled military training and duties that conflict with scheduled course requirements. I will work with you to address issues that arise. For further information on this, refer to MinnState Procedure 5.12.1 Military Service and Disabled Veterans.

If you are a service member or veteran, please contact an M State Veterans Higher Education Regional Coordinator for information regarding educational benefits and opportunities:

- Aaron Jensen 218-329-6040 (cell) /aaron.jensen@state.mn.us
- Detroit Lakes A106, Fergus Falls Main Entrance seating area, Moorhead C123, Wadena N43

SOCIAL WORKER/HOUSING AND FOOD INSECURITY Statement

Detroit Lakes/Online/Wadena: If you face challenges securing food or housing and believe this may affect your performance in the course, you are urged contact to Kayla Simon at kayla.simon@minnesota.edu / (218) 846-3687 for support. You are also welcome to share this information with me so that I am able to help facilitate the support.

Moorhead /Fergus Falls: If you face challenges securing food or housing and believe this may affect your performance in the course, you are urged to contact Tyler Strand at tyler.strand@minnesota.edu / 218-299-6839 for support. You are also welcome to share this information with me so that I am able to help facilitate the support.

RECORDING CLASS SESSIONS Statement

According to the Video and Audio Recording of Classroom Lectures Policy,

> Faculty members may voluntarily make audio or video recordings of classroom lectures for instructional purposes related to their courses at Minnesota State Community and Technical College. [However] students are not permitted to record classroom lectures using personally owned recording devices (e.g. iPod, video/camera phone, digital recorder, etc.) unless permission is obtained from the faculty member and there are no objections from any of the students present in the class. Permission to record a classroom lecture that a faculty member grants to a student is limited to the student's own personal use and for educational purposes only (Education Policies).

> Students may record a classroom lecture as part of an accommodation under the Americans with Disabilities Act. Permission should be coordinated among Minnesota State Community and Technical College, the faculty member and student (Education Policies).

Because some students find reviewing recorded class sessions to be a great learning tool, I have asked all of you to consider your view. If you object to have classes recorded by a classmate, please send me an email message by_____.

SYLLABUS TRAPS TO AVOID

Problems with the syllabus may arise when the instructor is unclear about course expectations, the instructor deviates from the printed syllabus, or the instructor lacks consistency in the application or enforcement of stated course requirements. Therefore, to minimize any complaints that arise, please consider using these recommended guidelines.

➢ According to advice from Minnesota State (the system office) and MSCF, grades based strictly on attendance should be avoided. It's best to tie attendance to an in-class activity (e.g., pop quiz, in-class discussion, lab activity, etc.). However, if attendance is tracked and will be used for grading, then make sure to apply the policy to all students equally.

➢ Make sure to include information regarding online class attendance. If a class will only be held online, for example, make sure to indicate if the class will be recorded, if students need to have their video on (for zoom classes), and what's the best way to respond to discussion topics.

➢ Clearly describe how online tests, quizzes, and/or assignments will be monitored. For example, do students need to have their video on the whole time to show they are the person taking the test.

➢ Be specific on how late work is handled (accepted, not accepted, any penalties) and do not deviate from your policy. It's best to determine if assignments are due at the beginning or end of class, for example.

➢ If you are using alternative website resources and/or OERs (Open Educational Resources), make sure to list the URL and the expectation for students to access and use those resources.

➢ State your grading criteria. For example, what percent of the final grade is based on homework, exams, labs, class participation, etc.?

➢ State your policy on how work is to be received (e.g., original documents, photocopies, and/or electronic transmissions, such as e-mail or D2L Brightspace, etc.). **Caution**: How will you ensure that this is the student's original work and not a copy of someone else's work?

➢ When there are class schedule or assignment changes, how will this be addressed? For example, all schedule changes will be announced in class and the student is responsible for any announced changes. Or, will an e-mail be sent or will the notice be posted in D2L Brightspace?

➢ Course/classroom rules on plagiarism should be spelled out in the syllabus (per M State Academic Honesty and Integrity policy). https://www.minnesota.edu/about/policies-and-procedures/academic-honesty-and-integrity-policy

➢ For program courses and/or sequential courses, you might need a statement regarding successful completion or a minimum grade requirement as a prerequisite to continue with future courses or to continue in the program.

➢ Make sure to have a statement about expectations for appropriate behavior in the classroom, lab, and/or via zoom. Cite the student handbook for the "Student Conduct Code" policy. Make sure to be consistent with any needed consequences. https://www.minnesota.edu/student-conduct

➢ Include a statement that addresses students who may need accommodations for learning disabilities and/or physical disabilities. Please refer them to Accessibility Resource Services for further help. https://www.minnesota.edu/accessibility-resources

➢ M State prides itself on being a Veteran's friendly college. You may want to add a paragraph that states that accommodations will be made, when necessary, if a student is called upon for active duty and/or other military-related activities. Contact Student Services for information on how to be in contact with our VA representative. https://www.minnesota.edu/veterans

➢ Depending on your campus/office location, include information as to the best way to reach you outside of class. List your posted office hours, e-mail, and phone number (if applicable). If you don't have an office at M State, e-mail is the recommended option. You can give out your cell phone number at your own discretion.

➢ **Optional**: Review the complaint procedure for students or cite the student handbook on how complaints are to be handled. https://www.minnesota.edu/handbook

➢ **Above all, avoid inconsistencies!**

Syllabus [Template, Title level]

[This syllabus template implements principles that account for the needs of a maximum diversity of learners. In particular, clarity, consistency and repetition are expressed in this template to ensure that students have all the information they need at the start of your course in order to be fully informed of their participation expectations. The syllabus guides student engagement with course. **Remove any information within the brackets when updating the document with your course information.** The bracketed information is used to help identify the formatting used in the document.]

Course number and title of the course [subtitle level]

Fall/Spring/Summer year, Number of credits, Meeting days and times

Instructor Information [Heading 1 level]

[Normal paragraph level] Name:

Office Location: Building, room number

My office hours are on xyz day(s), time(s) and by appointment.

You can reach me at phone number or at firstname.lastname@minnesota.edu

Course Information [Heading 1 level]

[Normal paragraph level] Course prerequisites, place in sequence, etc.:

Course description and purpose:

Learning Objectives [Heading 1 level]

[Normal paragraph level] By the end of this course, students will be able to:

- First Goal
  - Additional clarification
- Second Goal
  - Additional clarification
- Third Goal
  - Additional clarification

TEXTBOOKS AND MATERIALS [HEADING 1 LEVEL]

[Normal paragraph level] Textbooks: title, author(s), publisher, year, ISBN, price, where to purchase

ASSIGNMENTS [HEADING 1 LEVEL]

[Normal paragraph level] Describe all assignments in brief, indicating each type of assignment's value and what your lateness policy is. Be sure to link each assignment back to the learning goals of the course to provide consistent and explicit expectations. If possible, create embedded hyperlinks to respective assignment sheets that have more information.

WRITTEN ASSIGNMENTS (X POINTS EACH) [HEADING 2 LEVEL]

[Normal paragraph level] Indicate the type of writing to occur (genre and tone) and how it should be formatted (font, font size, page layout, citation style, etc.), as well as how it should be turned in (as a .docx file, submitted to Canvas or Sakai, as a hard copy in class, etc.). Always connect assignments to the learning goals of the course: "This assignment connects to the xyz learning goals of the course."

EXAMS (X POINTS) [HEADING 2 LEVEL]

[Normal paragraph level] Explain the date(s) and format of any exams or tests in the course. "This exam connects to the xyz learning goals of the course."

HOMEWORK, LAB WORK, ETC. (X POINTS EACH) [HEADING 2 LEVEL]

[Normal paragraph level] Specify where and how the work is to be done and how many of these assignments there are. "This assignment connects to the xyz learning goals of the course."

EXTRA CREDIT (X POINTS) [HEADING 2 LEVEL]

[Normal paragraph level] Be sure to indicate whether or not you accept extra credit assignments, including the parameters of such work and its purpose. "This assignment connects to the xyz learning goals of the course."

GRADING [HEADING 1 LEVEL]

[Normal paragraph level] Try to create a very clear grading scale for simplicity and transparency. If possible, provide direct links to pertinent areas of course content, such as rubrics to be used in evaluation. For example: "Please see the detailed rubric in our Canvas course site to see how the xyz assignments will be assessed."

USING D2L BRIGHTSPACE AND OTHER TECHNOLOGIES [HEADING 1 LEVEL]

[Normal paragraph level] Indicate the degree to which your course will utilize the learning management systems and other technologies and instructions for accessing these. Consider providing an in-class demonstration.

[COLLEGE-WIDE RECOMMENDED SYLLABUS STATEMENTS:]

ACCESSIBILITY RESOURCES STATEMENT [HEADING 1 LEVEL]

M State is committed to providing equal access to education for all students. Students who have a disability or believe they may have a disability are invited to contact the Accessibility Services office as soon as possible to determine eligibility and/or submit accommodation requests. For additional information, visit the M State Accessibility Services website.

For questions or to request accommodations, contact

DETROIT LAKES:

Mark Nelson on at mark.nelson@minnesota.edu or 218.846.3756, or stop by Student Development Services on the M State - Detroit Lakes campus

FERGUS FALLS

Jon Kragness at Jon.Kragness@minnesota.edu or 218.736.1595, or stop by room C344

MOORHEAD AND WADENA

Jamie Jensen at Jamie.Jensen@minnesota.edu or 218.299.6882, or stop by room E112a

ONLINE

Contact the Accessibility Resources office on your home campus (listed here). If you are unsure which is your home campus, check SpartanNet or call/text the M State Support Center at 1.877.450.3322.

ACADEMIC HONESTY AND INTEGRITY [HEADING 1 LEVEL]

M State maintains high expectations for all students regarding Academic Honesty and Integrity. M State Academic Honesty and Integrity Policy identifies but is not limited to the following expectations.

- Students are expected to be the sole authors of their work and to acknowledge the authorship of others' work through proper citation and reference. Use of another person's ideas, including another student, without proper reference or citation constitutes plagiarism and academic dishonesty and is prohibited conduct.
- The College extends the concept of plagiarism to include issues of copyright and trademark infringement. Submission of prior work without self -citation constitutes self - plagiarism and academic dishonesty and is prohibited conduct.
- Collaboration in the completion of course work is prohibited unless explicitly permitted by the course instructor. Where such collaboration is permitted by the course instructor, student s must acknowledge any collaboration and its extent in all submitted course work.

Academic dishonesty, or cheating, does not allow a student the best opportunity for learning and compromises the learning environment. If you are uncertain or have questions about what might constitute academic dishonesty, contact your instructor. The full policy can be reviewed on the M State website: Academic Honesty and Integrity Policy.

Consequences of Academic Honesty and Integrity infractions include

Service Member Syllabus Statement:

M State is dedicated to assisting veterans and eligible family members in achieving their educational goals.

Military members that are currently serving should advise their instructor of all regularly scheduled military training and duties that conflict with scheduled course requirements. Instructors will work with the student to address issues that arise. For further information on this, refer MinnState Procedure 5.12.1 Military Service and Disabled Veterans.

If you are a service member or veteran, please contact an M State Veterans Higher Education Regional Coordinator for information regarding educational benefits and opportunities.

The regional coordinator serving M State is Aaron Johnson. He can be reached at 218.329.6040. Please call for campus availability. His office locations are:

Fergus Falls: Main Entrance seating area
Moorhead: Room C123
Detroit Lakes: Room A106
Wadena: Room M26H

Veterans can meet with a campus or program advisor for academic questions, but they are encouraged to meet with a regional coordinator regarding benefits.

Course Calendar [Heading 1 level]
[Normal paragraph level] Provide a clear list of assignments and work to be done during the course, complete with dates and noted deadlines. Do not use a table for this information unless you know how to format the table in an accessible way.

Week 1, date to date [Heading 2 level]
[Normal paragraph level] Clarify what work needs to be completed by class time. Specify when assignments are due, how they are turned in, and how many points each is worth (be redundant for clarity and consistency).

Week 2, date to date [Heading 2 level]
[Normal paragraph level]

Week 3, date to date [Heading 2 level]
[Normal paragraph level]

WEEK 4, DATE TO DATE [HEADING 2 LEVEL]
[Normal paragraph level]

WEEK 5, DATE TO DATE [HEADING 2 LEVEL]
[Normal paragraph level]

WEEK 6, DATE TO DATE [HEADING 2 LEVEL]
[Normal paragraph level]

WEEK 7, DATE TO DATE [HEADING 2 LEVEL]
[Normal paragraph level]

WEEK 8, DATE TO DATE [HEADING 2 LEVEL]
[Normal paragraph level]

WEEK 9, DATE TO DATE [HEADING 2 LEVEL]
[Normal paragraph level]

WEEK 10, DATE TO DATE [HEADING 2 LEVEL]
[Normal paragraph level]

WEEK 11, DATE TO DATE [HEADING 2 LEVEL]
[Normal paragraph level]

WEEK 12, DATE TO DATE [HEADING 2 LEVEL]
[Normal paragraph level]

WEEK 13, DATE TO DATE [HEADING 2 LEVEL]
[Normal paragraph level]

WEEK 14, DATE TO DATE [HEADING 2 LEVEL]
[Normal paragraph level] No class; Fall Break

WEEK 15, DATE TO DATE [HEADING 2 LEVEL]
[Normal paragraph level]

WEEK 16, DATE TO DATE [HEADING 2 LEVEL]
[Normal paragraph level]

Be sure to note important changes in the schedule and discuss these as a class. Make a revised version of the course calendar available both digitally and as a hard copy to ensure that all students are using the most up-to-date version.

Appendix 16

Memo

To: M State Employees

From: Pat Nordick, CFO

Re: Vehicle Use Agreements for Employees

As many of you are aware, in order for any of us to operate the college's vehicles we need to complete a vehicle use agreement and have our driving record reviewed and verified for eligibility. This verification needs to be completed annually for any employees planning to drive M State's state vehicles.

Attached you will find an electronic version of the vehicle use agreement. If you will be driving college vehicles, please complete the vehicle use agreement, sign it, and scan to Karen.Gabrielson@minnesota.edu. Once received they will be forwarded to the State of Minnesota Risk Management Division who will review your driving record and make a determination whether you will be able to drive for college business. If your driving record comes back as eligible you will be allowed to drive college vehicles.

Please note, that no one from M State will see your driving record. Only two employees at the Department of Risk Management actually see the results of the driving record review. The college only receives notice that you are eligible to drive or not.

It takes approximately 3-5 business days to receive your eligibility once I submit it to Risk Management so please plan that into your timeline.

Also, as a reminder, any student that will be driving a state vehicle is required to complete the documents as well. As stated earlier, it takes a few days to turn around the driving record review so please plan on having the documents forwarded to me no later than 10 days prior to your trip.

If you have any questions, please feel free to email me with your questions.

Thank you for your cooperation regarding this continued requirement.

MINNESOTA STATE

Vehicle Use Agreement and Consent to Obtain Driving Record(s)
Effective September 1, 2009

The information you are being asked to provide on this page will be used by Minnesota State Colleges and Universities to determine your eligibility to drive state owned or leased vehicles for system activities. This information will be submitted to the state Department of Motor Vehicles for each state where you have held a driver's license in the past five years. The driving record(s) obtained will be reviewed by the state Risk Management Division of the Department of Administration, which will rate the acceptability of your driving record. This rating will be maintained by the applicable system Human Resources Office and available to other system personnel including, but not limited to, your supervisor, who have a need to verify your eligibility to drive a state owned or leased vehicle. This consent form will be used to annually verify your driving eligibility unless you rescind your consent in accordance with the applicable campus or office procedure. You are not required by law to provide this information, but if you do not do so you will not be eligible to drive a state owned or leased vehicle. If your job responsibilities require that you drive a state owned or leased vehicle and you do not wish to complete this form, please discuss with your supervisor. Your ability to drive a personal vehicle for system activities is not affected by your completion of this page. If you have any questions about this form or policy, please discuss them with your supervisor.

Please return this form to the Human Resources Office. The submission and review process may take 7 to 10 working days. Effective 9/1/09, an employee's driving record must be acceptable before reserving a state owned or leased vehicle.

Complete the Following Only If You Authorize Minnesota State Colleges and Universities to Obtain Your Driver's License Records to be Eligible to Drive a State Owned or Leased Vehicle

Name**: Last:**_____ **First:**_____ **Middle:**_____

Date of Birth: _____

Driver's License Number: _____ **Issued by State of:** _____
Driver's License Class: _____

Other Driver's Licenses held in the last five (5) years: _____
_____

Division: _____
Name of Supervisor: _____
Office Phone Number: _____ **E-mail Address:** _____

Minnesota State is an affirmative action, equal opportunity employer and educator.

Driver's Responsibilities:

Driver agrees to:

1. Maintain an active, appropriate driver's license;
2. Comply with Minnesota State Colleges and Universities' Drivers' License and Record Check Guideline
   5.19.3.1 and other system policies and procedures applicable to travel;
3. Notify his/her supervisor immediately if driver's license is suspended, revoked, cancelled, restricted or expired if driver intends to use state owned or leased vehicle;
4. Observe all posted speed limits and operate system vehicle in accordance with applicable laws and state regulations. The Department of Administration monitors all vehicles electronically.

Vehicle Use Agreement

My signature below signifies that I have read and understand the Driver's Responsibilities noted above, and agree to abide by them.

I AUTHORIZE MINNESOTA STATE COLLEGES AND UNIVERSITIES TO OBTAIN MY MOTOR VEHICLE RECORD (MVR) FROM ANY STATE WHERE I HAVE HELD A DRIVER'S LICENSE IN THE LAST FIVE YEARS BASED ON THE INFORMATION I HAVE PROVIDED ON THIS FORM FOR THIS PURPOSE. I ALSO UNDERSTAND THAT MY MOTOR VEHICLE RECORD <u>MAY</u> BE OBTAINED AND REVIEWED ANNUALLY IN CONJUNCTION WITH THIS AUTHORIZATION.

I AGREE THAT THE INFORMATION I HAVE PROVIDED IS ACCURATE AND COMPLETE.

If I intend to drive a state owned or leased vehicle, I agree to notify my supervisor immediately if the status of my driver's license changes, as described above.

_____   _____

Signature   Date

Appendix 17

Open the M State webpage at www.minnesota.edu > Employee Portal > StarID Login

M State departments

- [Academic Affairs](#)
- [Athletics](#)
- [Bookstore](#)
- [Business and Entrepreneurial Services](#)
- [Business Services](#)
  - [Billing and Receivables](#)
  - [Budgeting](#)
  - [Payroll](#)
  - [Purchasing and Payables](#)
- [Communications and Marketing](#)

- [Fine Arts](#)
- [Foundations](#)
- [Human Resources](#)
- [Information Technology](#)
  - [Computer Help Center Services](#)
  - [Server and Network Services](#)
  - [Web and Application Services](#)
- [Library](#)
- [President's Office](#)
- [Student Development Services](#)

M State committees

- [Academic Affairs and Standards Council](#)
- [Affirmative Action and Diversity Committee](#)
- [Facilities and Safety Committee - Detroit Lakes](#)
- [Facilities and Safety Committee - Fergus Falls](#)
- [Facilities and Safety Committee - Moorhead](#)
- [Facilities and Safety Committee - Wadena](#)
- [Gen Ed Council](#)
- [General Advisory Council](#)
- [Labor Management - AFSCME](#)

- [Labor Management - MAPE](#)
- [Labor Management - MMA](#)
- [President's Cabinet](#)
- [Shared Governance Council](#)
- [Staff Development Committee - Detroit Lakes](#)
- [Staff Development Committee - Fergus Falls](#)
- [Staff Development Committee - Moorhead](#)
- [Staff Development Committee - Wadena](#)

Updated May 2022

M State workgroups

- [Assessment](#)
- [Communications and Marketing Advisory Committee](#)
- [Custom Training Services](#)
- [eCampus](#)
- [Institutional Effectiveness Council](#)
- [Student Access](#)

- [Student Success](#)
- [Web Content Advisory Committee](#)
- [Worksite Wellness - Detroit Lakes](#)
- [Worksite Wellness - Fergus Falls](#)
- [Worksite Wellness - Moorhead](#)
- [Worksite Wellness - Wadena](#)

M State files & forms

- [AASC](#)
- [Academic](#)
- [Academic Advising Tools](#)
- [Assessment of Student Learning](#)
- [Bookstore](#)
- [Business Services](#)
- [Campus Newsletters](#)
- [College Newsletters](#)
- [Communications and Marketing](#)
- [Equity and Inclusion](#)
- [Facilities](#)
- [Foundations](#)
- [Grant Development](#)
- [Human Resources](#)
- [Information Technology](#)
- [Institutional Research](#)

- [K-12 Collaborations](#)
- [Miscellaneous](#)
- [Perkins V](#)
- [Placement](#)
- [Policies and Procedures](#)
- [Program Review](#)
- [Safety](#)
- [Strategic Planning](#)
- [Student Development Services](#)
- [Title III](#)
- [Worksite Wellness - Detroit Lakes](#)
- [Worksite Wellness - Fergus Falls](#)
- [Worksite Wellness - Moorhead](#)
- [Worksite Wellness - Wadena](#)

Employee Directory

Search by person, title, or department or arrange by Name, Campus, Department

Resources

System links

- Connect2Campus (VPN)
- Emergency Procedures and Weather Closing Documents
- Employee Self Service
- Star Alert System (Emergency alerts)
    - Recipients Login (Manage how messages are received)
    - Admin Login (to send messages)
- Communications and Marketing Tasklist
- Tasklist
- Tech Support Request
- Brightspace D2L Course Self Service
- Room & Vehicle Reservations
- Campus Enrollment and Application Status Reports
- Early Alert System
    - Overview
    - Faculty Training 8.20.20
    - Responding Staff Process
    - General How-To
    - Academic Progress Checks
    - Emailing Students
    - Submitting Concerns
    - How-to: Send a Text Message from OSC
    - FAQs

Online Orientation

- Online Orientation Report

Secured resources

The following links require a secured connection. If you are connecting from an off-campus location, you must first connect to the college's VPN.

- ISRS Reports (Replicated Data Queries)

Employee Resources

- On-Boarding Process
    - Generate Welcome Email
      This generates a basic employee personnel record
    - Employee Resource Request
      Request items such as:
      Keys, campus location, P-Card, etc

- o [Staff On-Boarding Checklist](#)
  28 day checklist for new staff
- o [Faculty On-Boarding Checklist](#)
  28 day checklist for new faculty
- o [Business Cards & Name Badge Request](#)
- Off-Boarding Process
  - o [Employee Exit Checklist](#)
- Campus Maps
  - o [Detroit Lakes](#)
  - o [Fergus Falls](#)
  - o [Moorhead](#)
  - o [Wadena](#)
- [P Card form](#)
- [M State Pride Award](#)

Miscellaneous resources

- [Course caps](#)
- [PO - goods acceptance](#)

College and Customized portlets: Click Add/edit, check the desired shortcuts, click update portlet settings.

Personal portal   **Add/edit portlets**

5.19 Travel Management

Part 1. Authority. Pursuant to Minnesota Statutes section 136F.42, subd. 2, the Board of Trustees may adopt policies for the colleges and universities to approve and administer travel arrangements, other than reimbursement, for employees and students on campus, and for the system office to provide the same services for employees in that office.

Part 2. General Responsibilities. The Board of Trustees delegates authority to the chancellor for systemwide travel management. System procedures providing standard guidelines and processes shall be followed to fund authorized travel at state expense when such travel is necessary to conduct official business and to promptly reimburse employees for expenses incurred.

Part 3. Responsibility and Accountability. The employee is responsible for complying with Minnesota State Colleges and Universities travel policy and procedures, the employee's respective bargaining agreement or compensation plan, state laws, federal laws, and IRS guidelines and for accurately completing all required forms for reimbursement of authorized official business travel expenses. The employee's supervisor is responsible for reviewing and approving all travel requests and expenses.

Date of Adoption: 06/21/00,
Date of Implementation: 06/21/00,

Date and Subject of Revision:
    12/16/14 - Policy 5.19 went through a periodic review. No substantive changes were made.
    11/16/11 - Effective 1/1/12, the Board of Trustees amends all board policies to change the term "Office of the
        Chancellor" to "system office," and to make necessary related grammatical changes.
    10/5/09 - Policy reviewed, no content amendments recommended.
    06/18/03 - changes "system office" to "office of the chancellor", changes "MnSCU" to "Minnesota State
        Colleges and Universities", deletes outdated web page addresses
    06/21/00 - Contains language formerly in Board policy 5.7;

5.19.3 Travel Management

Part 1. Authority. Board Policy 7.1, Authority, delegates to the chancellor authority to develop a system procedure on travel management.

Part 2. Scope and Responsibility. This procedure applies to all employees of the colleges, universities, the system office; the Board of Trustees; and any other individuals, including students, authorized to travel or be reimbursed for allowable expenses in conducting authorized Minnesota State Colleges and Universities business. System employees, trustees, or other individuals authorized to travel, including students, are responsible for complying with this procedure and for the accurate completion of all required forms, including the Employee Expense Report. Students eligible for reimbursement shall be compensated in accordance with local student travel rates or, in the absence of local student travel rates, with the Commissioner's Plan.

For purposes of this procedure, unless otherwise specified, the term "traveler" shall refer to all employees of the colleges, universities, and system office; Board of Trustees; and any other individuals, including students, authorized to travel.

Part 3. Prior Approval.

1. All in-state travel and the incurrence of related expenses must receive oral prior approval and all out-of-state travel requires written prior approval by an employee who has delegated authority to approve out-of-state travel. Written authorizations are retained locally for audit purposes.

2. Travel may be authorized travel when it can be reasonably determined that:
   a. The travel is primarily for the benefit of Minnesota State Colleges and Universities and is related to the effective conduct of business, including the promotion of interstate cooperation;
   b. The cost of the travel and absence from work will be offset by benefits accruing to Minnesota State Colleges and Universities, including the professional advancement of an employee; and
   c. The travel relates to activities which do not have as their purpose the advancement of a political party, a political candidate, or a religious denomination.

3. Exception. Travel that has not received prior authorization is allowed only in emergency situations.

Part 4. Spouse/Companion Travel. Travel expenses will not be reimbursed if incurred by a spouse or other individual accompanying traveler on business unless:

- the spouse/companion is a state employee and there is a bona fide business purpose requiring his or her attendance; and
- such expenses are provided for in collective bargaining agreements or compensation plans.

A spouse or other individual may accompany a traveler, including students, on a business trip at the traveler's expense. However, personal guests, including spouses, are not allowed to travel in a state-owned, rented, or leased vehicle.

Part 5. Maximum Use of Financial Resources. Travel costs should take into consideration any financial decisions made such as:

- Traveler leaving a day early if a lower airfare is available and the airfare offsets costs of additional hotel or food.
- Traveler staying over a weekend at the traveler's own expense to obtain lower airfare. Additional expenses may be paid related to the reduced airfare providing the expenses do not exceed the amount saved on the lower airfare.
- Other unusual situations which increase or decrease the trip costs.
- Travel is being paid for by an outside organization and is in compliance with ethics requirements in accordance with Minnesota Statutes section 43A.38, Code of Ethics for Employees in the Executive Branch, and Minnesota Statutes section 10A.071, Certain Gifts by Lobbyists and Principals Prohibited. If a traveler is reimbursed by Minnesota State Colleges and Universities for this travel and is also reimbursed for the same travel expense by an outside organization, the traveler must endorse the outside reimbursement check over to the college, university, or system office. A traveler may be reimbursed by an outside organization for travel or meals expenses, not to exceed actual expenses incurred, which are not reimbursed by the state and which have been approved in advance by the appointing authority as part of the work assignment.
- Traveler elects to drive a personal vehicle rather than travel by commercial airliner. Reimbursement for personal vehicle use in lieu of airfare is at the lower reimbursement rate and shall not exceed the lowest round-trip coach airfare.

Part 6. Travel Arrangements. Whenever feasible, travel arrangements must be made through the travel agency designated by the college, university, or system office. Use of the state's preferred vendors or targeted group and economically disadvantaged vendors is encouraged.

   Subpart A. Fares.

   1. **Lowest Fare.** Inquiries on fares and reservations should be made early enough to take advantage of advance purchase discounts.

   2. **Travel Insurance.** Travel insurance coverage purchased by employees is not a reimbursable expense.

   3. **Upgrades.** Upgrades at the expense of the system are not permitted. Upgrades are allowed at the traveler's personal expense. Free service upgrades for all domestic air travel are permissible with the lowest available rates. Travelers shall not use their

positions to seek or accept an unwarranted privilege of substantial value which is not regularly available to similarly situated individuals.

4. **Use of Personal Aircraft.** Travel in personal aircraft may be authorized by the board chair for the Board Trustees; by the chancellor for system office staff; and by the college or university president for the respective college or university staff, when it is deemed in the best interest of Minnesota State Colleges and Universities. In such cases, mileage reimbursement shall be at the rate identified in the applicable collective bargaining agreement or compensation plan. Proof of adequate liability insurance is required and the pilot and aircraft must be in compliance with all Federal Aviation Administration requirements.

5. **Baggage.**

   a. **Checked Baggage Fee.** A traveler will be reimbursed for reasonable checked baggage fees to and from the traveler's flight destination.
   b. **Excess Baggage Fee.** An excess baggage fee is a fee for baggage deemed by the airline to be overweight or oversized. A traveler will be reimbursed for excess baggage charges only to the extent the traveler is required to have on hand equipment, books, reports, etc., which exceed the normal weight limitations.
   c. **Lost Baggage.** Personal items lost while traveling on authorized business are not a reimbursable expense.

Subpart B. Lodging. The lowest government rate available should be secured at a reasonably priced, licensed lodging facility. Staying at the private residence of a relative or friend is not a reimbursable expense.

Room charge and tax may be directly billed to the college, university, or the system office. Other miscellaneous charges such as meals, dry cleaning, telephone calls, etc. must be paid by the traveler to the lodging facility at the time of check-out. Business-related expenses will be reimbursed through the Employee Expense Report process.

Subpart C. State-owned Vehicles. State-owned, rented or leased vehicles are to be used for official state business only. A driver shall have a valid state driver's license, complete a Vehicle Use Agreement Consent to Obtain Driving Record form, and observe all ordinances and laws pertaining to the operation of motor vehicles, System Guideline 5.19.3.1 Driver's License Record Check, and Consent Form - Vehicle Use Agreement and Consent to Obtain Driving Record(s).

Authorized drivers are:

- state employees;
- contractor's employees or independent contractors, if authorization to drive a state vehicle is specifically mentioned in the applicable contract;
- students who have been given permission by college or university administration;
- an individual assisting an employee with a disability, if approved by the employee's supervisor; and
- an individual assisting a student with a disability, if approved by the college or university administration.

Only authorized persons are permitted to ride in state vehicles. Personal guests not on state business are not allowed in state vehicles. Authorized persons include:

- state employees;
- other persons participating in related state programs;
- volunteers as provided in System Procedure 4.0.1;
- an individual assisting an employee with a disability, if approved by the employee's supervisor; and
- an individual assisting a student with a disability, if approved by the college or university administration.

Subpart D. Personal Vehicle Usage. A traveler may use the traveler's personal vehicle for business purposes when in compliance with state policy outlined in Minnesota Management and Budget's SEMA4 Operating Policy and Procedure Manual, Employee Business/Travel Expenses.

Mileage reimbursements for the use of personal vehicles will be at the allowable levels and in conformance with expense reimbursement requirements defined in the respective bargaining agreement or compensation plan of the traveler, and state policy as outlined in Minnesota Management and Budget's SEMA4 Operating Policy and Procedure Manual, Employee Business/Travel Expenses.

Subpart E. Rental Vehicle. Rental of a vehicle by traveler is authorized only when the type of trip or location of meetings is such that use of local transportation (taxis, airport limousines and airport shuttles, buses) is not practical or is expected to be more expensive. Rental vehicles shall be reserved and rented at the lowest applicable discounted rate possible or available.

The use of compact or mid-size/intermediate rental vehicle categories is recommended except in cases where:

- There are three or more passengers;
- Excess baggage for official business requires a large vehicle, e.g., booth displays, slide presentations, sales items; or
- A larger size vehicle is provided at no extra charge above the compact or midsize rate.

When rental vehicles are used for travel within the United States, the traveler is expected to decline rental vehicle insurance because the State of Minnesota has provisions for insuring rental vehicles against damage through the Risk Management Division. Traveler will not be reimbursed for the cost of rental vehicle insurance for domestic travel. For international travel, traveler should accept all insurance coverage when renting vehicles in a foreign country. Insurance coverage purchased in foreign countries is reimbursable.

Part 7. Airline Frequent Flyer Program. Minnesota Statutes §15.435, Airline Travel Credit, requires any credits or other benefits issued by an airline to a public employee or any other individuals authorized to travel, including students, who uses public funds to pay for airline travel to accrue to the benefit of the public body providing the funding. When using state funds, travelers who frequently fly and have airline frequent flyer programs for their personal travel shall obtain separate airline frequent flyer program numbers to record and report receipt of credits or other

benefits. All travelers shall report such credits or other benefits within 90 days of the receipt of such benefits to the college or university business office or other administrative office as designated by each college and university; credits and other benefits can only be used to offset future business-related expenses.

Part 8. Travel Advances. The use of state purchasing cards for authorized business expenses is strongly encouraged. An authorized card may be used for all travel-related expenses of the cardholder except food, beverages and as otherwise provided in System Procedure 7.3.3, Purchasing Cards, Part 6. A traveler may be issued a travel advance subject to minimum amounts determined by the applicable bargaining agreement or compensation plan. The amount of the advance should not include any expense that will be directly billed. Advances should be requested a minimum of 14 days before departure using the Employee Expense Report. A traveler may not have more than one outstanding travel advance. The advance must be submitted with an Employee Expense Report with appropriate receipts and documentation within five (5) days of returning from the trip. Advances not settled within 28 days of return date will be deducted from the employee's paycheck in their entirety in accordance with appropriate payroll deduction procedures.

Part 9. Reimbursement of Travel Expenses. Review of expenses by the traveler's supervisor or manager is the primary control in preventing duplicate expense payments.

Subpart A. Reimbursement Form. Travelers, within applicable policies and collective bargaining agreements or compensation plans, will be reimbursed for all reasonable and necessary expenses while traveling on authorized business. Request for reimbursement of travel expenses shall be submitted on an Employee Expense Report form.

Subpart B. Receipts. Itemized receipts are required for all expenses except meals, baggage handling, and parking meters or as required in collective bargaining agreements or compensation plans. Examples of acceptable forms of receipts include, but are not limited to: receipts delivered to the employee electronically, copies, scans, faxes, or original paper receipts. Canceled checks and copies of credit card bills do not substitute for receipts. A traveler may be allowed to file an affidavit in lieu of a receipt if a receipt is not obtained.

Subpart C. Direct Billing/Purchasing Cards. Air travel costs may be paid using a direct or central billing account, state purchasing card, or personal charge/credit/debit card.

Subpart D. Miscellaneous Expenses. The following miscellaneous expenses may be reimbursed:

- **Personal telephone calls.** If allowed by collective bargaining agreements or compensation plans, documented personal telephone calls are reimbursable.
- **Laundry and dry cleaning.** Travelers in travel status in excess of one week without returning home shall be allowed actual cost not to exceed applicable collective bargaining agreements or compensation plans for laundry and dry cleaning for each week after first week.

Subpart E. Non-Reimbursable Expenses.

1. **Alcoholic beverages.** Under no circumstances will travelers be reimbursed for alcoholic beverages.

2. **Parking.** If a traveler who normally does not drive to work drives a personal vehicle to work because the traveler will use the vehicle for official business during the day, the traveler is NOT entitled to parking reimbursement at the work location.
3. **Examples** of miscellaneous expenses for which travelers will NOT normally be reimbursed:

- Annual fees or interest for personal credit cards;
- Late payment fees or interest on state-issued purchasing card;
- Expenses of traveling companions or family members;
- Expenses related to vacation or personal days while on a trip;
- Loss or theft of personal cash or property;
- Entertainment or recreation costs, including movies;
- "No-show" charges;
- Optional travel or baggage insurance;
- Traffic or parking tickets; and
- Incorrect or incomplete expense reports.

Part 10. International Travel.

Subpart A. Definitions.

1. International travel means travel to all destinations outside the United States or its territories.
2. System-related travel means international travel by an employee, trustee, student, volunteer, or other participant for business purposes or in a program sponsored by or under the direction of the system, or its colleges, universities or system office.
3. Travel warning means a travel warning, alert, or equivalent determination by the United States Secretary of State.

Subpart B. Authorization and Approval.

Presidents and system office employees. All international travel by presidents and system office employees must receive written approval by the chancellor or designee prior to the proposed travel.

College and university employees. All international travel by college or university employees must receive written approval by the college or university president prior to the proposed travel.

Student, volunteer or other participants must receive written approval by the organizing official, either the college or university president or the chancellor or his/her designee prior to the proposed travel.

Subpart C. Expense Reimbursement. Because the cost-of-living varies from country to country and the rate of money exchange fluctuates, the following expenses will be reimbursed at the actual cost, subject to reasonableness determinations, unless provisions for reimbursement of international travel are referenced in collective bargaining agreements or compensation plans:

1. Commercial transportation;

2. Hotel/motel accommodations;
3. Meals;
4. Work-related long distance calls;
5. Dry cleaning and laundry services after one week in continued travel status; and
6. Miscellaneous expenses incurred with travel such as baggage handling and parking fees.

Receipts for expenses should be attached to the employee's expense report. If a traveler does not have a receipt or an affidavit of expenditures, the out-of-state reimbursement limits in collective bargaining agreements or compensation plans shall be used.

Subpart D. Travel to Countries Under Travel Warnings Generally Prohibited.

No system-related travel may be made to countries or areas under a U.S. Department of State travel warning unless prior approval has been obtained in writing from the chancellor or designee. (See travel warning information at http://www.travel.state.gov.) Such prior approval will be granted only in limited circumstances and will consider:

1. The academic, professional development or business purpose of the travel and the identity of the foreign travel host or sponsor, if any;
2. The benefits of the travel to the system and the participants and the importance of the trip to the mission of the college, university or system;
3. Whether the objectives of the proposed travel could be accomplished in an alternative location that is not subject to a travel warning;
4. The political, physical, security and travel conditions in the country or region in which travel will occur, and the ability to evacuate system travelers if necessary;
5. The proximity of the proposed travel to a location identified by the Department of State as a safety concern;
6. The manageability of legal risk to the system; and
7. Any other factors identified by the chancellor or designee.

System participants, or if a minor the parent or guardian, must sign a written release acknowledging the travel warning.

Subpart E. Ongoing Monitoring of Health and Safety Conditions.

1. Participants in system-related travel are responsible to stay informed about U.S. Department of State and government health organization travel warnings and other indicators of health or safety risks in the country, region or area where international travel is planned or occurring.
2. System employees who are organizing or leading study abroad travel must regularly monitor U.S. Department of State travel safety information for the proposed travel destination(s) up to the date of departure and immediately inform the appropriate campus or system office administrators of the issuance or modification of a travel warning for the destination.

Subpart F. Suspending International Travel. The chancellor or designee or the sponsoring college or university president may suspend system-related international travel at any time, including while it is in progress, if significant health or safety concerns are raised by any source,

including the U.S. Department of State, travel warnings from government health organizations, national disasters, on-site staff officials or other indicators of potential health or safety threats. If such concerns are raised, the factors described above shall be considered in deciding whether to suspend the travel.

Subpart G. Individual Student Action. A student who participates in an education abroad opportunity without prior college or university approval in a country or region subject to a travel warning must take a leave of absence from the college or university and cannot be registered for any system credits during this period. Any student who chooses to participate in a program in a country, region or area where the system has suspended its programs does so voluntarily and is acting outside the control and responsibility of the system. Students on leave of absence from a system college or university are not eligible for financial aid from the system.

Subpart H. Travel Vaccination Requirements. The Centers for Disease Control and Prevention has travel vaccination requirements, food and water precautions and other pertinent information at the following Internet address: http://wwwnc.cdc.gov/travel/content/vaccinations.aspx, Travelers' Health, Vaccinations. International travelers are responsible to consult this site prior to undertaking international travel.

Subpart I. Emergency Travel Assistance. In case of an emergency, contact the travel agency issuing the travel documents and itinerary.

Subpart J. Foreign Currency Services and Reimbursement Conversion. Foreign currency can be obtained from any of the following locations:

- banks;
- airport foreign exchange counter;
- major hotels in foreign countries; or
- currency exchange outlets.

Expenses incurred and paid directly by the traveler are converted into U.S. dollars at the actual exchange rate, supported by receipts such as a foreign currency exchange receipt or a charge/credit card billing statement. When more than one exchange of the same type of foreign currency is made during the reporting period, a weighted average exchange rate (total U.S. dollars divided by total amount of foreign currency) must be used. All expenses must be recorded in U.S. dollars, with the currency conversion rate clearly noted on the expense report and on all support receipts. If the amount claimed on the expense report is more or less than the amount of the attached receipts, a written statement explaining the differences must accompany the expense.

Part 11. Responsibility and Accountability. The traveler is responsible for complying with state statutes, laws, regulations, and policies; Minnesota State Colleges and Universities travel policy and procedures; the traveler's respective bargaining agreement or compensation plan; and federal laws and IRS guidelines. The traveler is also responsible for accurately completing all required forms for reimbursement of authorized official business travel expenses. The traveler's supervisor is responsible for reviewing and approving all travel requests and expenses. Audits of travel reimbursements shall be conducted according to the audit plan approved by the Board of Trustees.

Date of Implementation: 07/01/98,
Date of Adoption: 07/01/98,

Date and Subject of Revision:
  8/26/13 - Amended Part 9, to emphasis that the primary control in preventing duplicate expense reports is supervisory review. Further amended Part 9, Subpart B to align with recent amendments to Minnesota Management and Budget's policies and procedures regarding employee travel expense receipts.
  1/25/12 - The Chancellor amends all current system procedures effective February 15, 2012, to change the term "Office of the Chancellor" to "system office" or similar term reflecting the grammatical context of the sentence.
  1/25/11 - Technical changes have been made to the procedure. The International travel section has been expanded to address travel to countries or regions under travel warnings.
  10/04/10 - Defines when fees for more than one piece of baggage are reimbursable.
  9/28/10 - Travelers will be reimbursed for checked baggage fees to and from traveler's flight destination.
  11/17/09 - Part 11, Subpart D – Title changed from Travel Advisories to Travel Warnings/Alerts.
  07/20/09 - Clarification of requirement to report frequent flier benefits for business travel; technical changes including capitalization; and state agency name changes.
  1/18/02 - Amendments to be more comprehensive and to include students and to move Part 11 to its own procedure 5.20.1
  06/21/00 - Contains language formerly in system procedure 5.7.1

Minnesota State
Community and Technical College

Travel Request

The travel request form must be signed/approved before funds are committed or travel is booked.
*NOTE: Out of state travel requires an additional form to be submitted and approved **before** funds are committed.*
This form is also used to request professional leave.

EMPLOYEE NAME:	Home Campus

☐ Check here if you are requesting professional leave without travel.

☐ Check here if no M state funds are requested for this trip/No budget information needed.

TRAVEL FUNDS REQUEST

Directions for Application:
1) Complete travel estimates and funding sources *(if applicable)*
2) Attach a copy of workshop, conference, meeting, or training agenda to application.
3) Submit completed application to your supervisor.
4) Do not place any deposits without prior approval from your supervisor.
5) Supervisor will communicate decision with employee.

Estimated Travel Costs

Registration Fee(s)	$
Mileage	$
Lodging	$
Meals	$
Other Expense:	$
TOTAL	$

Name of workshop, conference, meeting, or training:

Departure date:
Return date:

Funding Source

Grant	$
College Travel Funds	$
Program club	$
Professional development*	$
Other:	$

Objective for professional leave/travel: *(check appropriate box)*
☐ Content improvement or training.
☐ Improvement of service or teaching.
☐ Deliver presentation.

☐ Other:_____

Have you attended this conference, meeting, event in the past?
☐ YES or ☐ NO

Date Requested:

_____

Employee Signature

Approved: ☐ *YES* ☐ *NO*

☐ *WITH CONDITIONS***

_____   _____
Supervisor Signature   Date

*If you have applied for professional development funds, please attach a copy of the denial/approval from your union.
If you have not applied for professional development funds, please provide a short rationale in the space below.

** Conditions of approval (if applicable):

Minnesota State
Community and Technical College

Authorization for Out of State/International Travel

Name of Employee Taking Trip: _____

Purpose of Travel or Event (attach copy of agenda) _____

Destination: _____   Dates of Travel: _____

Mode of Travel: ☐ Air   ☐ Private Automobile

☐ Motor Pool Vehicle   ☐ Other _____

ITEMIZED ESTIMATE OF COSTS:

Airfare	$ _____ *Round trip per person*	X _____ *Number of people*		= $ _____
Lodging	$ _____ *Per person per night*	X _____ *# of nights* x _____ *# of people*		= $ _____
Meals	$ _____ *Per day per person*	X _____ *# of days* x _____ *# of people*		= $ _____
Registration Fee	$ _____ *Per person*	X _____ *Number of people*		= $ _____
Meeting Meals Expense	$ _____ *Per person*	X _____ *Number of people*		= $ _____
Other (specify)	_____			= $ _____
		TOTAL ESTIMATED COST	=	$ _____

What is your source of funding for the trip? _____

Cost Center Number _____

Justification: Explain in detail why trip is in the best interest of M State:

_____

_____

_____

_____	_____	_____	_____
Requestor/Traveler Signature	*Print Name*	*Date*	*Phone*

_____	_____	_____	_____
Supervisor Signature	*Print Name*	*Date*	*Phone*

APPROVAL / AUTHORIZATION:

_____		_____
President Signature (Required for all out of state travel)		*Date*

** This travel authorization is subject to the condition that the particular travel is permitted by federal, state and system standards and local conditions at the time the travel occurs. Please attach a copy of this form to the employee expense report.

SEMA4 EMPLOYEE EXPENSE INSTRUCTIONS & RATES
Please read before filling out an expense form

Mileage & Meal Reimbursements

for all collective bargaining units/compensation plans. (effective 1/1/21)

Mileage:

  $0.515 **State Vehicle Available**

  $0.585 **State Vehicle Not Available**

Meals:

Employees assigned to be in travel status between the employee's temporary or permanent work station and a field assignment shall be reimbursed for the actual amount of meals including a reasonable gratuity. Breakfast reimbursement may be claimed if employee leaves the work station before 6:00 a.m.; Lunch, if performing related work more than 35 miles from their permanent work station and the work extends over their normal noon meal period (between11-1); and Dinner if on travel status overnight or is required to remain in a travel status until after 7:00 p.m.

Maximum reimbursement for meals including tax and gratuity, shall be:

Breakfast $9.00, Lunch $11.00, and Dinner $16.00

Other metro areas: Atlanta**,** Baltimore, Boston, Chicago, Cleveland, Dallas, Denver, Houston, Kansas City, Los Angeles, Miami, New Orleans, New York City Philadelphia, Portland, San Diego, San Francisco, and Seattle (see rates below) Minneapolis and St. Paul are NOT included in other metro areas.

Other metro area not to exceed amounts are:

Breakfast $11.00, Lunch $13.00, and Dinner $20.00

Employee: Complete all parts of this form that are applicable to the expenses you are submitting, including Reason for Travel, Employee Name, Employee ID Number, Trip Dates & Cost Center. Complete all rows & columns total boxes. Failure to fill out the form completely may delay processing. Sign/date/phone # and scan to your supervisor.

Supervisor: Approve the correctness & necessity of this request in compliance with existing labor contracts and all other applicable rules and policies. **Email form to: businessexpense@minnesota.edu**

Employee ID: See your Paystub Advice for your Employee ID Number

No employee ID Number will result in delay of processing.

Receipts: Receipts for all expenses, except meals, taxi service baggage handling and parking meters, should be included with the reimbursement form.

Copies & Distribution: Submit the document electronically to your supervisor and retain a copy for your employee records. Reimbursements will only processed with signed forms received electronically from your supervisor.

Cost Center Number: Please enter the 6 digit cost center number that your expenses should be charged to. **If there is no cost center number it will result in delay of processing.**

Expense Type: Select an Expense Type below that applies to the expenses for which you are requesting reimbursement.

INSTATE		OUT-OF-STATE	
ARI	Airfare	ARO	Airfare
BGI	Baggage Handling	BGO	Baggage Handling
BPI	Business Phone	BPO	Business Phone
CFI	Conf/Registration	CFO	Conference/Registration
CPI	Photocopies	CPO	Photocopies
LGI	Lodging	LGO	Lodging
MEI	Meals/no lodging	MEO	Meals/no lodging
MWI	Meals w/lodging	MWO	Meals w/lodging
MLI	Mileage	MLO	Mileage
PHI	Personal Phone	PHO	Personal Phone
PKI	Parking	PKO	Parking
TXI	Taxi	TXO	Taxi

OTHER			
CLA	Uniform Allowance	MEM	Membership
SMP	Supplies	TRG	Training/Tuition

Travel Advances: An employee can only have one outstanding advance at a time. Therefore, an advance must be settled before another advance can be issued.

Travel Advance Settlement: When the total expenses submitted are less than the advance amount, the employee will owe money to the state. The amount owed will be a deduction taken from the employee's payroll warrant/advice.

Instate/Out-of-State: Please circle whether your expenses were incurred Instate or Out-of-State. If you travel to the airport (instate) and fly out-of-state for a conference, etc., your mileage to the airport is also considered out-of-state. If you are traveling to Fargo ND, this will be considered instate expenses.

Final Expenses for this trip? Circle this if there will be no further expenses for this trip. By doing this, any outstanding advance balance associated with this trip will be automatically deducted from the next paycheck that is issued.

Tuition: If you are taking a class that gives grades, a copy of your grades must be attached to the expense form before reimbursement will be given. Failing grades are not reimbursed.

60 DAY TAX RULE

PLEASE READ CAREFULLY

The IRS requires employee business expenses to be submitted for reimbursement within 60 days after the expense is incurred. If not submitted within 60 days, the reimbursement becomes taxable for Federal, State, FICA, and Medicare and withholding tax must be taken.

It is important that all employees take care to submit expenses for reimbursement before the 60 day period is over. Not doing so is an additional cost to both the employee and the agency. It would be best if you would turn in your business expense reimbursements weekly or even monthly to avoid the 60 day rule.

EXPENSE REIMBURSEMENT CHECKS

PLEASE READ CAREFULLY

All direct deposits will post to the same accounts in the same manner as they currently do.

Employees receiving regular pay and business expenses who have any direct deposits set up as dollar amounts, will have one paystub and one transmission to their direct deposit accounts for expenses and payroll. Bank statements will not change.

Employees receiving regular pay and business expenses who have all direct deposits set up as percentages or balance, will have two paystubs and two transmissions to their direct deposit account. Bank statements may display two transactions instead of one.

Mileage between campuses (one way):

Fergus Falls - Moorhead	56
Fergus Falls - Detroit Lakes	46
Fergus Falls - Wadena	55
Detroit Lakes - Moorhead	47
Detroit Lakes - Wadena	46
Moorhead - Wadena	91

SEMA4 EMPLOYEE EXPENSE REPORT

[ ] instate [ ] short term adv	Reason for Travel/Advance	Employee Name		Home Address (city & state)		SEMA4 Employee ID	SEMA4 Record No.
[ ] outstate [ ] annual adv							
[ ] Advance issued for exp.?	Trip dates (start/end)	Permanent Work Station (city and state)			Job Title		Cost Center
[ ] Final expenses for trip?							

Date	Daily Description/Comments	Meals B L D	Total all meals (no overnight)	Total all meals (overnight)	Lodging	Conference Registr.Fee	Parking	Personal Telephone	Time	Location	Trip Miles	Total trip & Local Miles	Mileage Rate	Mileage Amount	Total
														-	$ -
														-	$ -
														-	$ -
														-	$ -
														-	$ -
														-	$ -
														-	$ -
														-	$ -
														-	$ -
														-	$ -

TOTALS: ENTER SUBTOTAL AT FAR RIGHT	MEI - MEO $ -	MWI - MWO $ -	LGI - LGO $ -	CFI - CFO $ -	PKI - PKO $ -	PHI - PHO $ -		Vehicle control #	Total Miles 0	Rate	MLI - MLO $ -	Subtotal $ -

If using private car for out-of-state travel: What would lowest airfare to destination be? $ _____
Travel not to exceed this amount

I declare under the penalties of perjury that his claim is just and correct and that no part of it has been paid except with respect to those

advance amounts shown. I AUTHORIZE PAYROLL DEDUCTION OF ANY SUCH ADVANCES.

State employees and other officials using state funds traveling on state business and using commercial airlines cannot claim frequent flier

mileage as their own. Employees must certify that they have not claimed frequent flyer mileage for personal use when they apply for travel

reimbursement. Any benefits received belong to the state.

OTHER EXPENSES

DATE	EXPENSE TYPE	DESCRIPTION	TOTAL

Employee Signature	Date	Work Phone

Approved: Based on knowledge of the necessity for travel and expense and on the basis of compliance with all provisions of

applicable travel regulations.

G R A N D   T O T A L

SUBTOTAL FROM ABOVE PLUS TOTAL OF ALL OTHER EXPENSES	$ -
LESS ADVANCE:	
AMT. OF ADV. TO BE RETURNED BY DEDUCTION FROM PAYCHECK:	$ -

Supervisor Signature	Date	Work Phone

Appointing Authority Designee Signature (Needed for Annual Advance and Special Expenses)   Date

BUSINESS OFFICE USE ONLY

EXPENSE GROUP ID	DISTRIB %	FY	AGENCY	ORG	APPR	TRANSACTION NUMBER	FICA