

APPENDIX E

Memorandum of Agreement

This Memorandum of Agreement is made and entered into this 22nd day of March, 2006, by and between the Minnesota State Colleges and Universities (MnSCU) and the Minnesota State College Faculty (MSCF) to memorialize the agreement regarding column movement for former UTCE faculty who currently hold a five-year license with an expiration date of July 1, 2006 or later.

Whereas: The parties have worked together to develop a new Board of Trustees policy on credentials that will eliminate the licensure renewal process; and

Whereas: The Board of Trustees has adopted the proposed new policy 3.32 College Faculty Credentialing and repealed Policies 3.9 Licensure of Faculty Requiring a license and 4.3 Designation of Assigned Fields/Designated Assignments and Minimum Qualifications for Faculty effective July 1, 2006.

It is therefore agreed that:

1. The parties are desirous to respect the previous contractual agreements in **Article 13 Wages, Section 3. Column Change and Documentation, Subd. 3 Licensed Faculty Member on Column I or II** and the mutual agreement to continue to provide eligible faculty the opportunity to move from Column I to Column II and the mutual from Column II to Column III when the individual would have been required to renew a five-year license.
2. In accordance with **Article 13 Wages, Section 3. Column Change and Documentation**, faculty members on Column I or II as of July 1, 2006, *shall apply* for column movement at the time the next five-year license renewal would have taken effect (see timeline grid below).
3. The provisions of this MOA shall apply to all faculty members who hold a five-year license with an expiration date of July 1, 2006 or later, regardless of the faculty member's status (*Unlimited Full-time, Unlimited Full-time-Probationary, Unlimited Special, Unlimited Part-time, Unlimited Part-time-Probationary, Temporary Full-time or Temporary Part-time*). An unlimited full-time faculty member who is on phased retirement shall also be eligible.

All applications shall include a copy of the last five-year license held. Additionally, for licenses expiring on July 1, 2006, verification of one of the following: completed renewal requirements, or verification of partially completed renewal requirements and a completed in accordance with Board procedure 3.32.1 Professional Development Plan, or a completed in accordance with Board procedure 3.32.1 Professional Development Plan. All verifications and Professional Development Plans are to be documented by the faculty member's supervising administrator prior to the end of Spring Semester 2006. Thereafter, for licenses that would have expired July 1, 2007, or later, individuals will have to provide a copy of a completed in accordance with Board procedure 3.32.1 Professional Development Plan on file at the college.

4. In addition, all faculty members who have been in the process of securing the first five-year license after July 1, 2005, that would have been issued effective July 1, 2006, with an expiration date of 2011 under the conditions of the soon to be expired licensure policies shall be subject to the provision in #2, #3 and #5 of this MOA.

All applications shall include a copy of the last annual license and transcripts verifying completed Teacher Education Sequence (TES) courses on or before July 1, 2006. Additionally, verifications of a completed in accordance with Board procedure 3.32.1 Professional Development Plan on file at the college.

5. An approved column movement will take effect at the start of the next semester or of extra days or weeks that precede the semester. *For example:* to ensure column movement as of the following fall semester, complete applications must be received by the college no later than one day prior to the first duty day of fall semester. Column movement applications will be accepted any time after the five-year interval has been met, but approval of the column movement will be prospective to the start of the next semester or of extra days or weeks that precede the turn in date.

The following is an information grid listing column movement timelines:

Column I as of 07/01/06	5-yr. License Exp. Date	Eligible to Move to Column II	Next Column Movement II to III	5-yrs. Service	Eligible to Move to Column III
I	2006	Fall 2006	II	2011	Fall 2011
I	2007	Fall 2007	II	2012	Fall 2012
I	2008	Fall 2008	II	2013	Fall 2013
I	2009	Fall 2009	II	2014	Fall 2014
I	2010	Fall 2010	II	2015	Fall 2015

Column II as of 07/01/06	5-yr. License Exp. Date	Eligible to Move to Column III
II	2006	Fall 2006
II	2007	Fall 2007
II	2008	Fall 2008
II	2009	Fall 2009
II	2010	Fall 2010

The above stated terms represent the complete and total agreement between the parties. No other agreement shall be binding unless signed by the parties hereto.

FOR MSCF:

FOR MnSCU:

//S//

Greg Mulcahy, Chief Spokesman,
MSCF
Date: 3/22/06

//S//

Jeffrey O. Wade, System Director - Labor Relations
MnSCU
Date: 3/22/06

//S//

Larry Oveson, President
MSCF
Date: 3/22/06

//S//

Toni T. Munos, System Director – Personnel
MNSCU System Office
Date: 3/22/06

//S//

William L. Newton, MSCF
Field Representative
Date: 3/22/06

COLLEGE FACULTY PROFESSIONAL DEVELOPMENT PLAN

Unlimited Full-time and Unlimited Part-time Faculty

_____ College

This professional development plan is to identify activities and/or strategies I will use in maintaining currency in my credential field and in teaching and learning skills. This plan may include activities that go beyond maintaining currency. This plan is being submitted in accordance with the timelines and criteria specified in the college.

Faculty Member Name _____ Credential* _____

**Use separate form for each credential field*

My plan covers the _____ academic year(s). Period from _____ to _____

My plan addresses specific objectives and expected outcomes with respect to the following components:

Check all that apply:

☐ **A. Content knowledge and skill in the discipline/program.**

Example: Learning new technology or methodologies: computer software training, workshop, communication/interpersonal relations skills training, attain professional certifications/licenses.

☐ **B. Teaching methods and instructional strategies.**

Example: Classroom management, curriculum development, learning styles, on-line cultural and diversity enrichment.

☐ **C. Related work experience.**

Example: Business/industry internships, relevant summer employment, observation or special project(s) with employers.

☐ **D. Study appropriate to the higher education environment.**

Example: Advancement of academic credentials, researching, publishing, grant writing.

☐ **E. Service to the college and to the greater community.**

Example: Active participation in rotary, Chamber of Commerce groups, skills development.

☐ **F. Other Components, as appropriate:** _____

Describe the objectives and expected outcomes for each component checked above:

(Add additional pages as necessary.)

A. Content knowledge and skill in the discipline/program:

Anticipated completion timeline: _____

B. Teaching methods and instructional strategies:

Anticipated completion timeline: _____

C. Related work experience:

Anticipated completion timeline: _____

D. Study appropriate to the higher education environment:

Anticipated completion timeline: _____

E. Service to the college and the greater community:

Anticipated completion timeline: _____

F. Other components, as appropriate:

Anticipated completion timeline: _____

Faculty Member's Signature:	Date:
Consultation with Supervising Administrator on:	

Supervising Administrator's Signature:	Date:
The above professional development plan (<i>Check One</i>)	
<input type="checkbox"/> This plan does include the suggestions discussed during consultation. <input type="checkbox"/> This plan does not include the suggestions discussed during consultation.	
Comments and/or additional Consultation meetings:	

FOR USE OF FORMER UTCE FACULTY MEMBERS ONLY <i>(For column movement I to II and III for faculty members of all appointment types.)</i>	
The above professional development plan is submitted to meet the criteria for column movement in accordance with the five-year service requirement (a.k.a. five-yr. license renewal) as described in the March 22, 2006, Memorandum of Agreement between MnSCU and MSCF.	
Faculty Member's Signature_____	Date_____
The above professional development plan is approved for purposes of column movement:	
Supervising Administrator's Signature:_____	Date_____