

**Local 1949/Bemidji State University
Labor/Management
Meeting Minutes – January 21, 2016**

Present: Sandy Beck, Angie Downey, Maria Eastman, Mark Geiger, Mark Johnson, Hiram Price, Bob Griggs, Richard Hanson, Karen Snorek, and Megan Zothman

Absent: Chad Blake, Mike Schmitt, Martin Tadlock

- **Minutes of Previous Meeting:** 12/3/15 – no changes.
- **Human Resources:** Overtime report numbers were affected by the General Adjustment so include OT from 7/1/16 to 12/2/16.
 - Vacancy Report

AFSCME UPDATE-Recruitment, Selection and Hiring				
Date: January 2016				
VACANCY	Department	Result	Date	Comments
Office and Administrative Specialist Intermediate PCN 01097891	NTC Distance MN	Filled	1/13/16	Indieke, Kimberly
Central Services Administrative Specialist (0.50 FTE) PCN 00139550	Print Shop	Filled	1/14/16	Marshall, Janis
General Maintenance Worker PCN 00144250	Housing and Residence Life	Posted for Bids	1/19/16	Vacancy: Dawn Kern
General Maintenance Worker PCN 01081144	Academic Buildings	Posted for Bids	1/19/16	Vacancy: James O'Brien
Office and Administrative Specialist Intermediate PCN 00893740	BSU Foundation	Posted for Bids	1/19/16	Vacancy: Amanda Kerkhoff
College Lab Assistant 1 PCN 00632740	NTC	Ready to Post	1/25/16	Vacancy: Lois Goodyear
EMERGENCY/TEMPORARY				
General Maintenance Worker PCN 00893570	Residential Life	Temporary	8/17/15	Assignment end 6/30/16 (Cynthia Hill)
General Maintenance Worker PCN 00893530	Academic Buildings	Temporary	8/24/15	Assignment end 6/30/16 (Wayne Bitz)
General Maintenance Worker PCN 00893580	Academic Buildings	Temporary	9/18/15	Assignment end 1/26/16 (James Davis)
College Lab Assistant 1 PCN 00632760	NTC	Temporary	8/19/15	Assignment end 5/6/16 (Faye Riegert)
College Lab Assistant 1 PCN 01102133	NTC	Temporary	2/25/15	Assignment end 1/29/16 (JoAnn Staker)
Athletic Equipment Manager PCN 00139230	Athletics	Temporary 0.50 FTE	8/6/15	Assignment end 6/30/16 (George Taylor)
REALLOCATIONS				
Account Clerk Senior to Accounting Technician PCN 00138810	Business Services		12/29/15	Rogers, Tammy
Account Clerk Senior to Accounting Technician PCN 00145220	Business Services		12/29/15	Hovland, Deborah

NTC:

- BESIs have been offered to two AFSCME employees due to low enrollment. All offers must be accepted by 2/1/16.

- Bob Griggs reported that he had a conversation with President Maki at NHED regarding the 1500 dislocated Iron Range employees. About 1000 more dislocated workers are anticipated, and they may have a need for assistance so Bob is looking into options.

Local 1949:

Administration:

- Cranium Café – The Cranium Café is an online access point for students to communicate. It will provide for things that Skype does not. It is a web-based, one-click access point. All students involved in online studies are encouraged to sign up, but also all employees who wish to have an online option for meetings, etc.
- New policies were introduced. There is a 10-day period for proposed policies. The policies below will be presented at all Meet and Confers this weekend and to the Cabinet. Please send comments to the policy committee.
 - Institutional Review Board Policy: please see attachment
 - Motorized and Non-Motorized Modes of Transportation Safety Policy: please see attachment

Informational

- Budget cuts at Aramark – Wally's are affecting students; Karen will follow up with Aramark regarding the concerns.

Respectfully submitted,



Karen Snorek
Vice President for Finance & Administration

Richard Hanson
Bob Griggs
Karen Snorek
Martin Tadlock
Megan Zothman

Sandy Beck
Chad Blake
Angie Downey
Maria Eastman
Mark Geiger
Mark Johnson
Hiram Price
Mike Schmitt

Kiki Schnackenberg (Recorder)



Online and searchable training guides can be found at:

www.Help.CraniumCafe.com



Welcome & Onboarding Guide for Faculty & Staff Members

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WELCOME

Cranium Cafe is the only meeting and collaboration platform designed specifically for student support. Our goal was to create software that replicates what you currently do on campus. Volumes of research have concluded that student services such as academic advising, tutoring, counseling, and professor in-office meetings are tightly correlated with retention and graduation.

Our student engagement platform includes an online scheduler, virtual lobby, and a video meeting space. The scheduler, virtual lobby, and video meeting space is yours and you control how students engage with each application. Just like you would control your appointments, open walk-ins, and in-office meetings, you can control your Cranium Cafe function in similar ways.

With Cranium Cafe, a student can “knock on the door” of their academic support team and receive the same quality of support that is available to on campus students.

First Step: create a Cranium Cafe account by going to:

<https://my.craniumcafe.com/login/sami2/bemidji>.

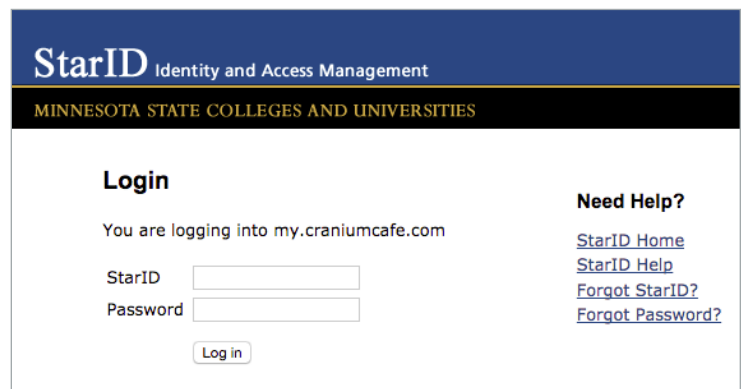
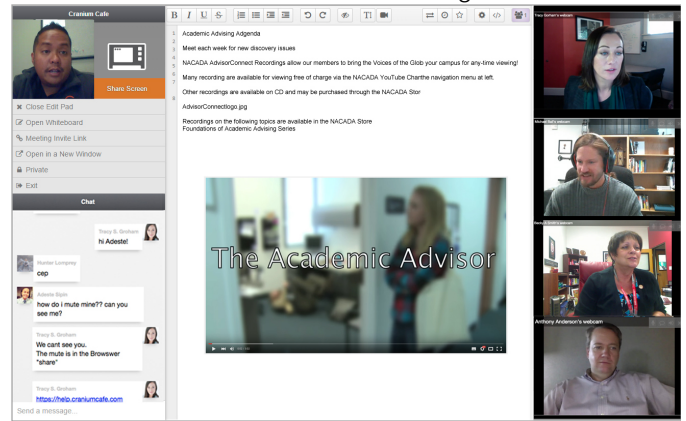
Use your Minnesota State College or University account to access the Bemidji State University - Cranium Cafe instance. Bookmark the login page to gain quick access to your Cranium Cafe account.

Second Step: is to contact us and arrange a one-on-one training. This training will consist of how best to use Cranium Cafe within your courses to promote more face-to-face engagement with your off-campus students.

Our team will guide you through how to join instant and scheduled Cafe meetings, calendar integration, and the Cafe meeting tools. These tools include document library, instant file transfers, share screen, YouTube integration, lobby management, and archive recordings.

To schedule the training: please go to <https://www.craniumcafe.com/cafe-with-us/> and schedule a session with either Mike Bills, or Tracy Gorham through their Cafe Cards by clicking onto “Schedule Meeting button.

Cranium Cafe Meeting



BEST PRACTICES

Online students, commuter students, and adult learners find it difficult to meet on campus. So we developed a communication platform that allows off-campus student a way to "knock" on the door of their academic success team from any location, with one-click. Without the assistance of an IT person, you can easily add Cafe Cards right on your webpage so students can talk to specific members of your team for help when they're online and available. We believe that students who have more face-to-face interactions with their school's faculty and staff, have a higher level of academic success.

*Add Cafe Cards on home pages of each student services websites. This gives your students direct access to face-to-face communication.

Example: [University of Texas Graduate School](#)

The screenshot displays the website for The Graduate School at UTSA. The header includes navigation links for Graduate Admissions, Future Students, Incoming Students, Current Students, and Faculty/Staff. Below the header, there are sections for 'Recent Rankings of Excellence' and 'Connect Instantly'. The 'Connect Instantly' section features four 'Cafe Cards' for staff members: Emmanuel Watkins, John Shaffer, Jesse Samudio, and Kelsey Schumaker. Each card includes a photo, title, phone, office, and bio, along with 'Knock on Door' and 'Schedule Meeting' buttons. A 'Launch Virtual Tour' button is also visible. A 'Helpful Links' sidebar on the right lists various resources like 'Check Status of Application', 'Tuition Costs and Fees', and 'Financial Aid'.

The departments with the most success implementing Cranium Cafe all did the following:

- Held a training session — virtual or on-campus — with [Tracy Gorham or Mike Bills](#)
- Chose high-traffic webpages and highly visible spots for their Cafe Cards with a heading similar to "Chat or Meet with our Advisors now!"
- Sent an email to all students that
- Announced the new tool & that they would be available for online chat, meetings, and scheduling
- Included images
- Included the page link where students could find the Cafe Cards

Academic Advising: Cranium Cafe has been a powerful tool to help current and prospective students connect with their academic advisor face-to-face, just like they would if on campus. Embed your Cafe Cards on your advising webpage and tell students to go to the webpage to "knock" on your Cafe door and start an instant virtual meeting, or self-schedule a meeting for later. Online meetings with Cranium Cafe are particularly beneficial when registering incoming freshmen for classes before the students have moved to campus. Advisors and students can share screens and look through documents together, which helps in explaining requirements, picking courses, and explaining schedules.

Financial Aid: include Cafe Cards on your webpage and send this link to students who need to meet with you. Use it as a scheduler for in-office meetings or allow students to self-schedule online meetings as well. Our customers report a significant decrease in back-and-forth emails with students when departments offer regular schedules for one or more staff members to be online and available to answer questions. Online meetings are particularly beneficial for off-campus students or incoming students from out-of-state who haven't yet moved near campus. You can share screens or mark up documents together to explain financial packages or show students how to fill out their financial aid paperwork.

Recruitment: include Cafe Cards for Admissions Officers on your "Future Students" webpage so prospective students immediately see that you are available to answer questions and for more in-depth discussions. Create the opportunity for prospects to develop relationships and form an immediate connection to your school. These online meetings with Cranium Cafe are particularly beneficial for out-of-state prospects because they can immediately begin forming a real relationship (not just through email or via phone) with a representative from your school without traveling to campus. You can also share screens or upload documents so you can view and discuss pamphlets, web pages, or anything else you may want to explain or show the student.

Extra tip: in addition to Cafe Cards for Admissions officers, put a Cafe Card for a current student on the webpage so they can have direct face-to-face contact with prospective students and talk about their college experience.

Tutoring: create an e-tutoring webpage on your student services site and include Cafe Cards for all of your tutors. Make sure each tutor includes areas of expertise on their Cards and encourage them to set their Cafe Hours so students know when they are available and can self-schedule tutoring appointments.

Mental Health / Title IX: Cranium Cafe is a safe environment that promotes the human connection without any physical contact. Students can get help when they need it most without travel and staying anonymous — not seen going into the mental health counselor's office.

Help Desk / IT Support: Faculty, staff, and students can contact their school's IT and Help Desk with one click and meet virtually. IT support is more efficient and effective when students can share their screens and show the specific technical issues they are experiencing.

LMS Course Integration

The courses with the most success implementing Cranium Cafe did all of the following:

- Sent an email to all students that announced the new tool & that they would be available for online chat, meetings, and scheduling
- Faculty required regular one-on-ones meeting throughout the term
- Instructor encouraged group meetings between students

Instructor Office Hours: do your office hours from the office, your home, the beach — anywhere. Whenever you're logged in, your light shows as green so students know you're available to chat or Cafe. Set Cafe Hours so students can see when you'll be online and so students can self-schedule meetings with you.

Teacher Assistants: encourage your TAs to be available online at regular times so students can go to them with questions or tutoring sessions.

Student-to-Student Collaboration: Encourage students to set their own hours or to log in while working on assignments. When a student goes to the Cranium Cafe tab within an LMS course, it's similar to walking into a food court, except each station is a student who can choose be available to other students. Clicking to initiate a chat with another student is easier than other study group options because students don't have to hassle with:

- Exchanging personal contact information
- Scheduling a time & place to meet
- Downloading or installing any software

Retention Outreach: Cafe with your students when they're online to touch base or discuss assignments, attendance, or in-class performance.

TECHNICAL REQUIREMENTS

Cranium Cafe's Real-Time Student Services software was built to simulate an in-office appointment specifically designed to extend the reach to all off campus students. The Cafe is an intuitive and user-friendly real-time meeting & collaboration platform that requires no download or installation. Students can “knock” on the door of their academic support team and receive immediate help regardless of location or ability.

Desktop PC and Mac meeting requirements:

- Use Chrome or Firefox
- Have your web camera ready and activated
- Have a headset with microphone ready — your cell phone headset will work great

Android and Window device meeting requirements:

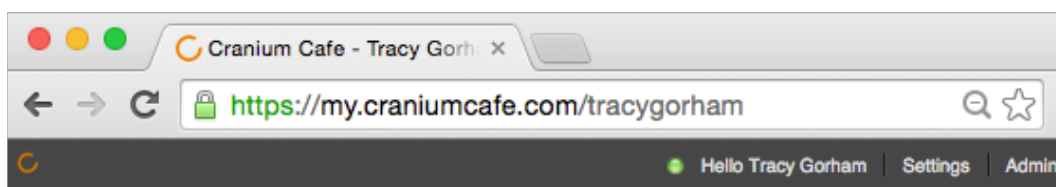
- Use Chrome
- Have your web camera ready and activated
- Have a headset with microphone ready — your cell phone headset will work great

iOS - Apple Device meeting requirements:

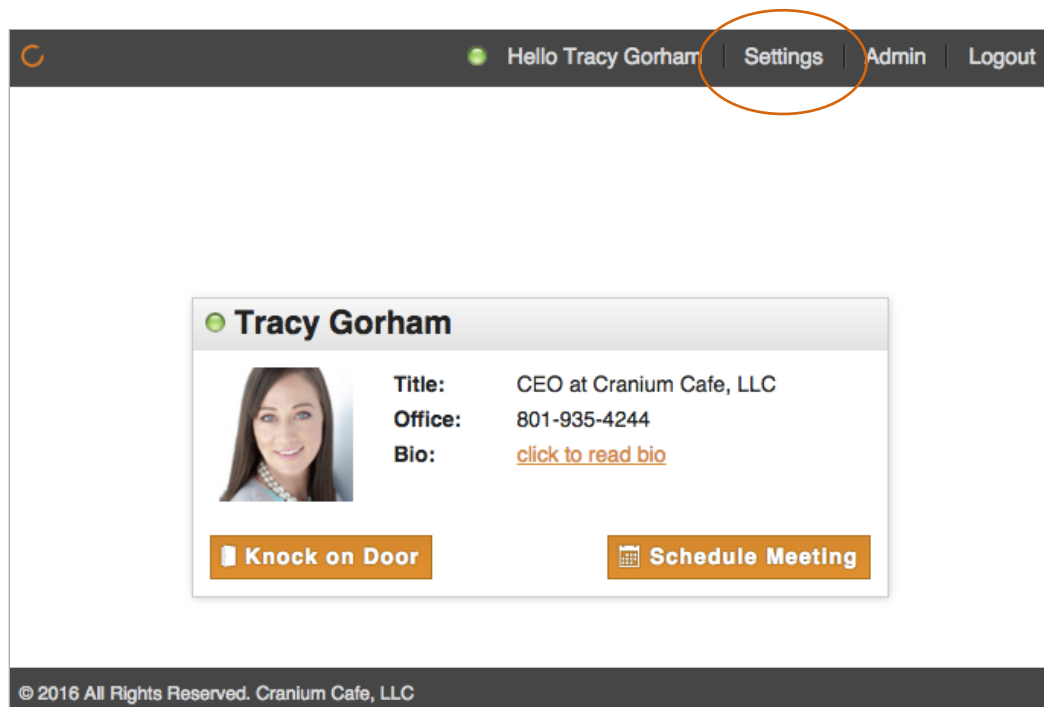
- Currently iOS devices can “knock” on the door, instant chat, and schedule a meeting with their handheld device through Safari and Chrome browsers. There is no need to download and install an application. The video meeting portion of Cranium Cafe is not supported on iOS devices and a message in the Cafe Chat box will appear indicating this.

FACULTY & STAFF ACCESS PANEL

After you log into your Cranium Cafe account through your school's single sign-on, you will be directed to your self-hosted Cafe Card. We created this page for faculty and staff members who do not have access to their school's website to embed their Cafe Card. Your self-hosed Cafe Card will have a unique URL address which can be sent to others so they can “knock” on your door and schedule meetings through your Cafe Card. Your unique URL address will and in our user name. **Example:** <https://my.craniumcafe.com/USERNAME>

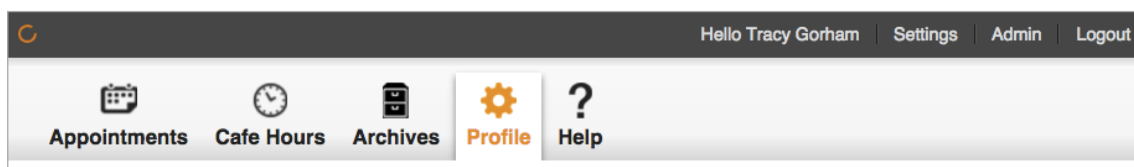


You will find direct links to your profile settings and admin panel. Click onto “**Settings**” in the upper right hand of the screen to access your personal Cranium Cafe account settings. You will be directed to your settings area which include **Appointments, Cafe Hours, Archives, Profile, and Help**.



PROFILE TAB: PERSONALIZING YOUR CAFE CARD SETTINGS

We will begin with customizing your Cranium Cafe Card and profile. As you know, Cranium Cafe allows students to initiate instant communication with their academic support team at the same time it allows faculty and staff to control the communication. By customizing your Cafe Card and profile settings, you can determine when meetings will happen, the length of meetings, when students can schedule, and control when your "Knock on Door" button is available.



Online Presence:
Open office hours and walk-in appointments

Cafe Card:
Embeds easily into any webpage
Nothing to download or install

Personalized Image:
Profile photos creates instant rapport and trust

Personalized Card:
Customized to each faculty/staff
Preference settings replicates how faculty currently meetings with their students

Instant Communication:
Allows students to “knock” on the door just like they would when on campus

Self Scheduling:
Outlook & Google calendar integration
Customized scheduling preferences

Mike Bills


Title: President at Cranium Cafe
Phone: 801-209-0266
Email: mike@craniumcafe.com
Location: Salt Lake City, UT 84102
Bio: [click to read bio](#)

Knock on Door **Schedule Meeting**

Personalizing Your Cafe Card

Appointments Cafe Hours Archives **Profile** ? Help

Tracy Gorham's Profile


[Upload Photo](#)

Name:

Title:

Email:

Office Address:

Bio:
I am excited to bring the Cafe to your students where they can share in micrometings amongst themselves and with you, the faculty of their school. Our goal is to bring back that type of communication and camaraderie within your course studies that naturally occurs between your students and your school's faculty.

[Update Profile](#)

Personalize your Cafe Card by adding a profile photo, short biography, and preferred contact information.

Once logged into your Cranium Cafe account, navigate to the “Profile” tab. The first section of the Profile settings relate to your Cafe Card and what is shown online. Add information that your students will find helpful in connecting with you.

To personalize your Cafe Card, follow these steps:

1. Click "Upload Photo" and choose a picture file from your computer or external hard drive
2. Add name, title, email, and an address or phone to the corresponding fields
3. Create a bio for others to read —you can copy & paste from a word document or your LinkedIn bio

Determine & Manually Set Online Status

Cafe Online Status

● [set me as "away"](#)

Default Away Message:

Away Timeout:

Only one person can chat with me at a time

⚙️ Update Status Settings

Cafe Online Status Settings allow you to:

- Manually set your status to "away" with a personalized message
- Set the amount of time before your status automatically sets to "away"
- Choose to have only one Cafe Chat at a time (while in a Cafe Chat or a Cafe Meeting, the status light next to your profile name will turn yellow, and no one else will be able to chat or Cafe with you until you close your previous conversation)

Cafe Scheduler Settings

Cafe Scheduler

Allow people to schedule Cranium Cafe appointments with me:

In the Cafe
 At my Office
 By my Telephone

My Cafe iCal Feed:

Amount of time a user is allowed to schedule with me:

Block users from scheduling an appointment with less than this amount of notice:

Before a scheduled meeting, email me a reminder:

Phone:

Make phone number visible to other users

Receive SMS meeting alerts

Carrier:

Timezone:

⚙️ Update Scheduler Settings

Cafe Scheduler Settings: allow you to customize how people self-schedule appointments with you and how we send you appointment reminders. The Cafe Scheduler offers you these options:

1. Offer appointment location options to people self-scheduling appointments with you
2. Select Cafe Scheduler iCal feed to add to your personal Yahoo or Google Calendar (learn more here)
3. Limit the amount of time others can self-schedule with you
4. Block others from self-scheduling short notice appointments
5. Set when you want to receive appointment reminder emails
6. Add your cell phone number for SMS text appointment reminders
7. Allow your cell or office phone number to be visible on your Cafe Card
8. Opt to receive SMS text appointment reminders
9. Select your cell phone carrier
10. Select your time zone

Change Cafe Username

Cafe Username

My Cafe Username: **tracygorham**

[Change My Cafe Username](#)

Cafe Username Settings: allow you to create a vanity name and personalize your Cafe's name. To do this, follow these steps:

1. Click "Change My Cafe Username"
2. In the new window that appears, pick a new Username while following the tips that appear above the text boxes
3. Enter your password and click "Save"

Change Your Cafe Username

A unique Cafe username allows you to login and use the Cranium Cafe Android or iOS mobile App. Type in a name below to see if it's available.

Pick a username

Enter your password

[forgot your password?](#)

[Save](#) [Cancel](#)

Change Password

Password

Old password:

New password:

Confirm password:

[Update Password](#)

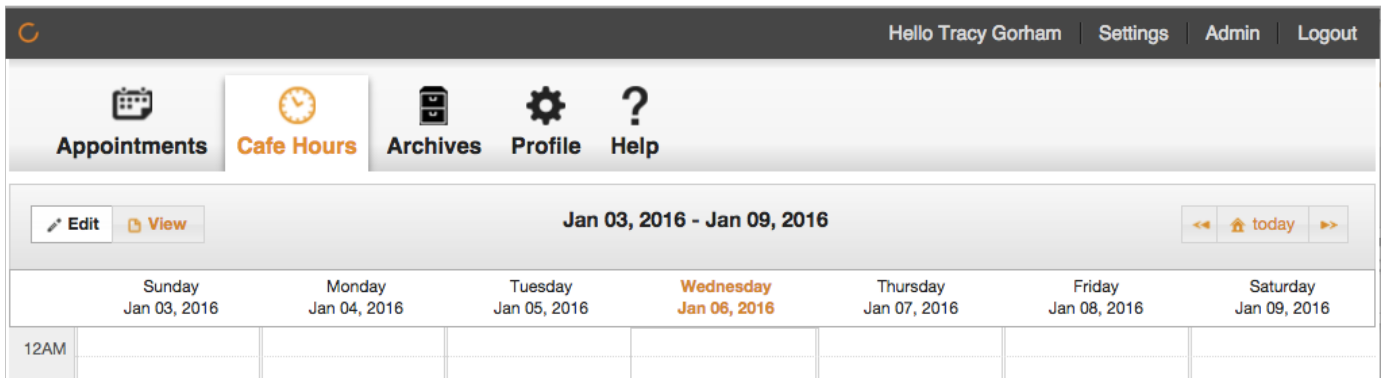
[I forgot my password](#)

Password Settings: allow you to change your password and request a forgotten password. To change your password, follow these steps:

1. Enter your old password in the first field
2. Enter your new password in the second field
3. Enter your new password again in the third field for confirmation
4. Click "Update Password"

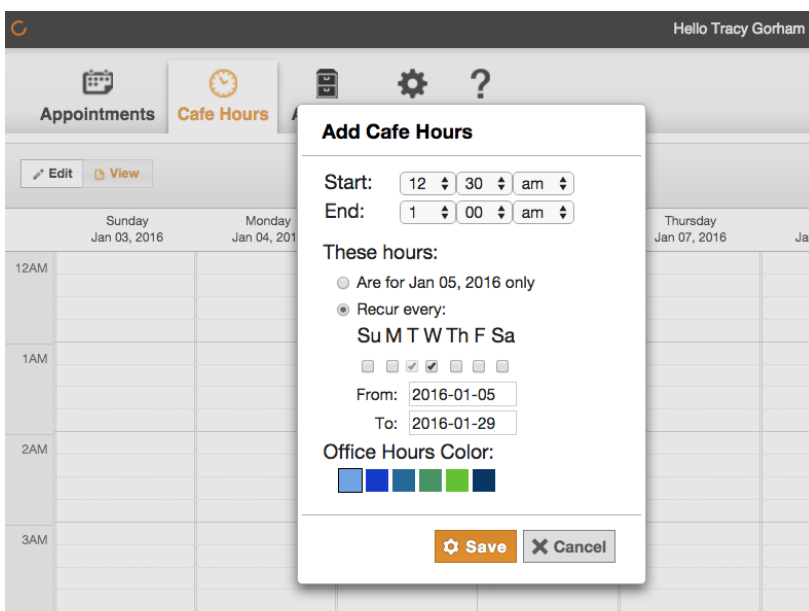
CAFE HOURS TAB: SETTING OFFICE HOURS

Cranium Cafe meetings can be scheduled right from the Cafe Card. When the student clicks on “Schedule Meeting” button, they first go through the authorization process. When they are authorized, the scheduler will appear within the same webpage — they always stay on the school’s website and never redirected.



Setting Cafe Hours

NOTE: This setting is only for Google Calendar and iCal integrations. This is not a required step when using the Cranium Cafe Outlook Plugin.



Your Cafe Hours are the times during which others can self-schedule appointments with you. To set your Cafe Hours, follow these steps:

1. Log in to your Cranium Cafe account
2. Navigate to the "Cafe Hours" tab
3. Click once within the calendar — a manual configuration box will appear
4. Select the start and end time
5. Set this time block for a single day or as a recurring event
6. Click "Save"

Integrate & Configure Your Preferred Calendar

You can configure your preferred calendar to interact with your Cafe Scheduler where others see your availability and self-schedule appointments. Configuring your preferred calendar will allow flexibility and auto calendar population with a push/pull method.

OUTLOOK CONNECTOR - WINDOWS VERSION

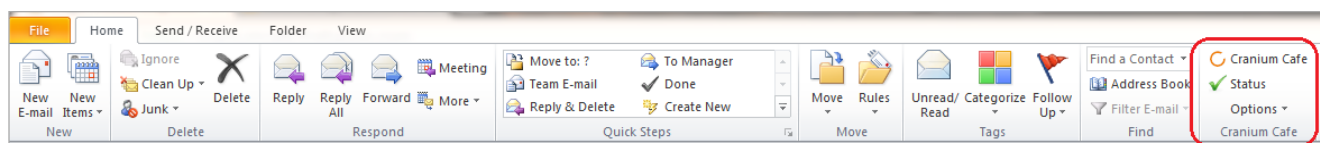
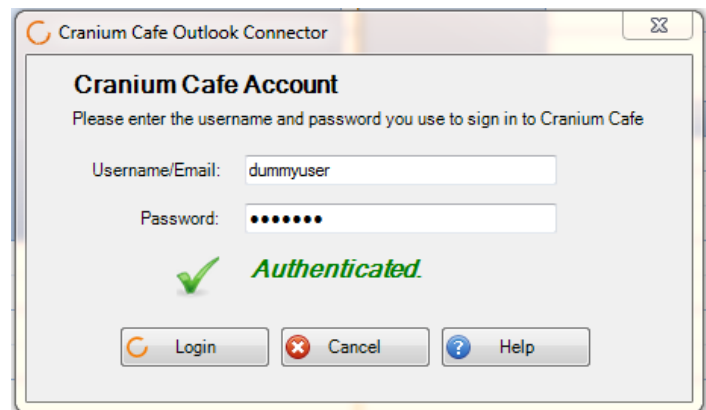
The Cranium Cafe Outlook Plugin gives you total control over your Cafe Hours from your Outlook Calendar. The plugin is a push/pull custom Outlook integration for the Cafe Scheduler. You can change scheduled Cafe appointments and update your Cafe Hours with just a few clicks.

Download Links:

[Cranium Cafe Outlook Connector DOWNLOAD \(for 32-bit Outlook\)](#)

[Cranium Cafe Outlook Connector DOWNLOAD \(for 64-bit Outlook\)](#)

- [Documentation: Step-by-Step Guide](#)
- [Outlook Connector Add-In Issue Guide](#)



OUTLOOK CONNECTOR - MAC VERSION

Steps within this guide:

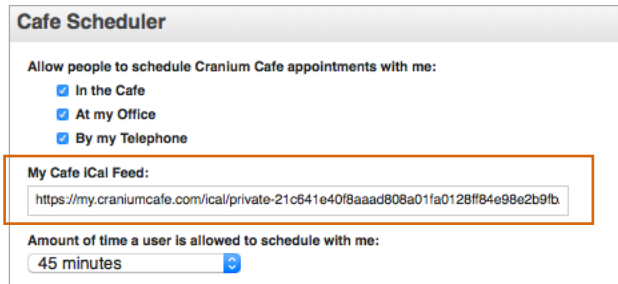
1. Customize your Cranium Cafe account & copy iCal feed
2. Open Mac Calendar & Add Cranium Cafe iCal feed code: File > New Calendar Subscription > Paste Code
3. Export Cranium Calendar iCal Feed: Highlight the Calendar > File > Export > Select where to save > Export button
4. Import into Outlook: Open Outlook > Go to Calendar view > Drag the exported calendar file into the any area of the Outlook calendar

Video Tutorial Located Here: <https://help.craniumcafe.com/calendar-settings/>

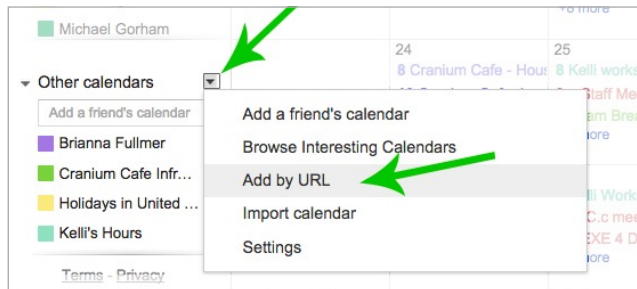
GOOGLE ICAL CONFIGURATION

Your personalized Cafe Hours can be integrated into your Yahoo, Google, or Mac iCal calendar. Below is a step by step how-to guide to walk you through the Google Calendar integration process.

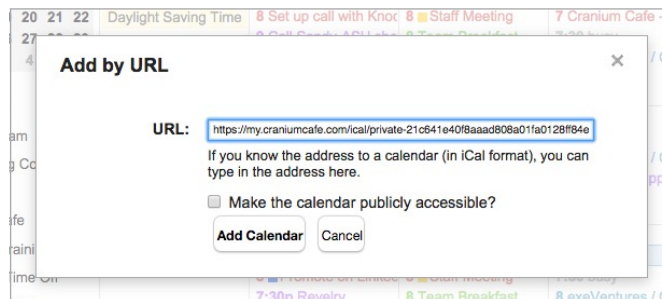
Step 1: Copy the "My Cafe iCal Feed" address found in your "**Profile**" tab.



Step 2: Log in to your Google Calendar, click the "Other calendars" drop down arrow, and select the "Add by URL" option.

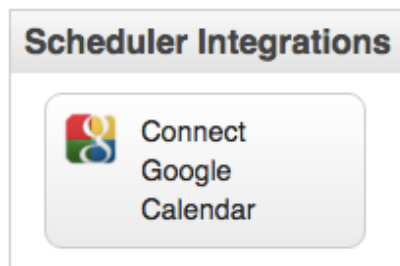


Step 3: Paste the "My Cafe iCal Feed" address into the URL field and click "Add Calendar." Your Cafe Hours are now integrated into your Google Calendar.



Step 4: Return to the "**Profile**" tab and scroll down to the "Scheduler Integrations" area.

Click onto "**Connect Google Calendar**" and sync your Google account with your Cranium Cafe account.



APPOINTMENTS TAB: LIST OF MEETINGS

The Appointments tab allows you to see all your upcoming appointments in a one-page view. You have access to the message sent from the person who scheduled the meeting and a direct link to download the that was attached to the scheduled meeting. There is a “Cancel” button that will allow you to cancel the meeting with a personalized message.

NOTE: The meeting message, information and document download it also integrated into your Outlook & Google Calendar when your Cranium Cafe is integrated into your preferred calendar.

The screenshot shows the Cranium Cafe interface. At the top right, it says "Hello Tracy Gorham". Below this is a navigation bar with icons and labels for "Appointments", "Cafe Hours", "Archives", "Profile", and "Help". The "Appointments" tab is selected. Below the navigation bar, there are two meeting entries. Each entry includes a profile picture, a title, location, subject, and meeting time. At the bottom of each entry, there are two buttons: "Download Document" and "Cancel".

Name	Title	Location	Subject	Meeting Time
Mike Bills	President at Cranium Cafe	In Mike Bills's Cafe	I'm excited to meet with you and discuss spring semester 2016! Attached it the document we worked on last week.	Monday, Jan 11th, 2016 @ 9:30 AM to 10:00 AM MST <i>This meeting starts in 4 day(s)</i>
Sharon Mason		In Sharon Mason's Cafe	Hi! Let's go over the student services project for this coming semester.	Monday, Jan 11th, 2016 @ 10:15 AM to 10:45 AM MST <i>This meeting starts in 4 day(s)</i>

ARCHIVES TAB: CHAT & MEETING ARCHIVES

Within the Archives page, you can access chat histories and playback meetings. The delete function allows you to control your archive storage.

“**Start a Solo Recording**” button launches your Cafe (video meeting) where you can test settings and upload documents into your Document Library prior to a scheduled or instant meeting.

NOTE: Solo Recording is a great way to practice the Cranium Cafe meeting tools before meetings begin.

The screenshot shows the Cranium Cafe Archives interface. At the top, there is a navigation bar with a user greeting "Hello Tracy S. Gorham" and links for "Settings", "Admin", and "Logout". Below this is a secondary navigation bar with icons and labels for "Appointments", "Cafe Hours", "Archives" (which is highlighted), "Profile", and "Help".

The main content area is divided into several sections:

- Create an Archive:** Contains a prominent orange button labeled "Start a Solo Recording".
- Cafe Archive Space:** Shows a progress bar indicating "Using 342.6 MB of your 5.0 GB".
- Search Archives:** Includes two search input fields: "Search by Participant Name:" and "Start Date:". Below these is a "Search" button with a magnifying glass icon.
- Search Results:** A table displaying the results of the search. The table has columns for "Participants", "Date", "Length", "Size", and "Public". Each row also includes a set of action icons (chat, download, play, delete).

Participants	Date	Length	Size	Public
Tracy S. Gorham & Jacquelyn Beck	November 3, 2015 @ 11:11 AM	00:05:39	94.8 MB	<input type="checkbox"/>
Tracy S. Gorham & Mari Burns	October 23, 2015 @ 3:29 PM	00:01:42	8.6 MB	<input type="checkbox"/>
Tracy S. Gorham & Mike Bills	October 23, 2015 @ 1:04 PM	00:01:49	9.8 MB	<input type="checkbox"/>

HELP TAB: DIRECT LINK TO HELP CENTER

A Cranium Cafe Meeting Tester is located within the Help tab. The Meeting Tester will test the camera, microphone, and internet speed. There is a direct link to the Cranium Cafe Help Center where you can find in-depth documentation, video tutorials, and submit a help ticket to Cranium Cafe.

The screenshot displays the Cranium Cafe user interface. At the top right, the user is logged in as 'Hello Tracy Gorham' with links for 'Settings', 'Admin', and 'Logout'. The main navigation bar includes 'Appointments', 'Cafe Hours', 'Archives', 'Profile', and 'Help' (which is highlighted). Below the navigation bar, there are two main sections:

- Pre-Meeting Check:** A section with the text 'To check if your camera and microphone will work for Cranium Cafe video meetings, click the Meeting Tester button below.' and an orange button labeled 'Meeting Tester' with a thumbs-up icon.
- Help Center:** A section with the text 'Please visit our help center for tips, tricks and troubleshooting techniques.' and an orange button labeled 'Help Center' with a question mark icon.

Thank you for reviewing the Welcome - Onboarding Guide! Let us know your Cranium Cafe experience by emailing us directly at info@craniumcafe.com.

The Cranium Cafe Team

801-935-4244



Bemidji State University Policies

Policy Name: Institutional Review Board Policy Formerly entitled: Human Subjects Policy	Effective Date: 9/29/2015
Policy Owner: Provost and VP of Academic and Student Affairs	Last Review: 6/1/2015
	Next Review: 9/1/2018

Policy Statement

It is the policy of Bemidji State University that all research involving human subjects conducted at this institution will be in accordance with federal regulations including but not limited to the "Guidelines for Protection of Human Research Subjects" 45 Code of Federal Regulations (CFR) 46 established by the National Institutes of Health, and regulations to protect human subjects, 21 CFR 50, 312, 812 as established by the Food and Drug Administration.

To ensure adequate safeguards and to discharge the responsibility of the institution, no research (including grant applications), development, or related activity involving human subjects may be undertaken unless the University Committee appointed for the purpose has reviewed and approved such proposed activity. Exceptions to this policy may occur when the research only involves Bemidji State University students 18 years of age and older, subject identity is kept confidential, the data is only used for classroom purposes or for evaluation/improvement of existing programs, and will only be used for internal purposes and will NOT be used for any future publications or presentations. (2/2014)

When secondary data sets are publicly available and have no identifying information, investigators will still need to file but claim exempt status. These will be reviewed by the Institutional Review Board convener or designee.

Scope and Purpose of Policy

This policy applies to all involved in research projects proposed by students, faculty and staff. The policy is not intended to infringe on the academic freedom of researchers. It is specifically intended to reaffirm that freedom while focusing on protection of human subjects and to comply with federal regulations. Safeguarding the rights and welfare of all those individuals involved as subjects in research, development, or related activities carried out or supervised by members of the faculty and staff of Bemidji State University is not only the responsibility of the individual members of the faculty or staff involved, but it ultimately and directly the responsibility of the University.

Definitions

Human Subjects Research is defined as any systematic investigation designed to develop or contribute to generalizable knowledge based on data obtained from human subjects. This includes both original studies and replications of existing studies performed by faculty, students, or others. It is important to note that specifically excluded are activities whose primary focus is on benefiting the individual(s) involved in the procedure.

Minimal Risk is defined as research procedures designed such that subjects are not exposed to physical, psychological, or social risks significantly in excess of that normally encountered in daily life. Any possible risks imposed must be weighed against the scientific importance and the potential benefits of the research.

Confidentiality in research procedure means procedures shall not disclose confidential information, including names and/or salient identifying characteristics, to other than the investigator(s) and their research staff. Further adequate provisions must be made to protect the confidentiality of information that is to be retained over an extended period of time.

IRB Review Committee is defined as a group of not fewer than five members established by the president. With advices of appropriate committees, boards, councils, or Deans of the university, members shall be appointed for a term of not more than three years. Membership on this committee is not restricted to university faculty but shall include individuals drawn from various sectors of the university community at large who are interested in or knowledgeable about the related issues in protecting the rights and welfare of individuals who may be involved in such research. The university president in consultation with the senior vice president of academic and student affairs shall annually designate a chair person for this committee.

Procedures

- A. Structure of the Human Subjects Committee:
 1. One representative for each college and one person elected at large from the faculty association.
 2. One representative from MSUAAF.
 3. One representative of the Administration appointed by the President in consultation with the Senior Vice President for Academic and Student Affairs.
 4. One lay representative from the community or surrounding area.
 5. One representative of the medical profession not associated with the University, preferably an MD.
- B. No member of the Committee shall be involved in either the initial or continuing review of an activity in which the member has a conflicting interest, except to provide information requested by the Committee.
- C. The Human Subjects Committee shall meet twice during the year, or as the need for review of proposals requires, and additionally for special meetings called by the Chairperson. A simple majority of the members shall constitute a quorum of the Committee's business. In the absence of the Chairperson, the members present shall elect a Chairperson pro tem to conduct the business of the meeting.
- D. Records shall be kept by the IRB of the following:
 1. a list of IRB members.
 2. written procedures for the IRB.
 3. minutes of IRB meetings, including attendance, voting, action, and a summary of discussions.
 4. copies of research proposals reviewed.
 5. sample informed consent forms
 6. statements of finding provided to subjects.
 7. subject debriefing protocols when required.
 8. reports of any injuries to human subjects.
 9. progress reports submitted by investigators.
 10. record of continuing review activities.
 11. copies of all correspondence between the IRB and the investigators.
 12. records shall be kept three (3) years after the completion of research.

E. ACTIVITIES INCLUDED AS RESEARCH

1. Physical, chemical, electrical or psychological stimulation of responses with the human body as well as interview, observation of behavior, administration of tests or other techniques of measurement, examination, or evaluation of individual humans.
2. Observation of the performance of activities; or of physical or psychological reactions of individual humans or groups of human beings to stimuli which are either controlled by the investigator or are present in a normal non-manipulated environment.
3. Observation or evaluation of the products of individual performance of tasks or reactions to stimuli in which human beings are directly involved through their active conduct or through giving consent to have procedures performed upon them.

F. ACTIVITIES SPECIFICALLY EXCLUDED

These activities are distinguished from research activities and may be classified as beneficial services. These activities include:

1. Teaching/training of individuals.
2. Performance of diagnostic evaluation of individuals which will directly benefit the individual, or the relation of an individual to whom the human participant has agreed to assist, or the mass screening of disease.
3. Performance of therapeutic procedures for the direct benefit of the individual participating or for the relation of an individual participating as in the interviewing relative to counseling services.

G. CLINICAL TRAINING AND RESEARCH TRAINING

Clinical training covers those procedures and activities that are used to teach students to engage in professional activities with human beings other than the teacher or student involved in the procedure. *Clinical training* is excluded from the scope of this policy. *Research training* is intended to train the student in the methodology and the procedures for conducting research involving human subjects and is involved in the scope of this policy.

1. There may be cases where the original procedure is performed as *Clinical training* or as *Diagnosis* or as *Therapy* and at some later date the case record, or product of such service, would be the subject of study. In this case, it is the subsequent use of records or products that will constitute research involving human subjects and is subject to this policy.
2. If *Research training* utilizes research designs, methodology, procedures, and/or techniques that are frequently used and does not violate minimal risk or confidentiality, then the original design must be approved by the IRB with periodic review every five years.

H. CATEGORIES OF HUMAN RESEARCH

1. Research funded by external agencies requiring review; e.g., DDHS. Such research will be reviewed by the IRB in accord with the appropriate agencies guidelines.
2. Research not funded by agencies requiring review but employing human subjects in a manner not explicitly exempted. Such research shall be subject to either an expedited or full review by the IRB (see section IV) and must conform to the principles outlined in this document.
3. Explicitly exempted research. Involved are projects of no or low risk as defined by the American Association of University Professors (AAUP). These guidelines are principally based upon those established by the U.S. Department of Health and Human Services (DHHS). Specifically exempt from full IRB review are:

- a. Research on normal educational practices that is conducted in schools.
- b. Research which involves the use of educational tests (cognitive, diagnostic, aptitude, achievement) if the investigator will record the information so obtained in a manner that makes identification of the subjects impossible.
- c. Research involving survey or interview procedures where the subjects are legally competent, and where the investigator identifies himself/herself, and states that he/she is conducting a research survey interview.
- d. Research involving the observation (including observation by participants) of public behavior in places where there is a recognized expectation of privacy, except where both of the following conditions exist:
 1. Observations are recorded in such a manner that the human subjects can be identified directly or through identifiers linked to the subjects, and
 2. The observations recorded about the subjects, if they became known outside of the research, could reasonably place the subjects at risk of criminal or civil liability, be damaging to their social standing, or be damaging to the subjects' financial standing, employability or reputation.
- e. Research involving the collection or study of the existing data, if either the data are publicly available, or the investigator will record them in a manner that makes identification of the subjects impossible.

I. THE REVIEW PROCESS

1. For research involving human subject risks of harm must be (1) of no greater probability or magnitude than those encountered in daily life or during performance in routine physical or psychological examination or tests; or (2) reasonable in relation to expected benefits of the research, and minimized by the use of the safest procedures. The review process is dependent on the amount of risk involved in regard to the human subjects. There are three forms of review which include:
 - a. Exemptions from IRB Review
Projects associated with university courses (other than capstone projects and graduate theses) if the identity of a research subject is protected, and the subject is at minimal risk. The IRB recommends that departments conduct internal reviews on this type of research activity.
2. Approved by the BSU Human Subjects Committee in February of 2014: "There is no need to file when the research only involves Bemidji State University students 18 years of age and older, subject identity is kept confidential, the data is only used for classroom purposes or for evaluation/improvement of existing programs, and will only be used for internal purposes (i.e. and will NOT be used for any future publications or presentations)."
When secondary data sets are publicly available and have no identifying information, investigators will still need to file but claim exempt status. These will be reviewed by the Human Subjects convener or designee.
3. Expedited Review
A review by the chair of the IRB and/or one other member of the IRB for research that involves no more than minimal risk, or to review minor revisions in previously approved research, or review revisions for proposals that were approved with contingencies.
4. Full Review

A review of proposals by the entire IRB. This will be conducted for research that involves greater than minimal risk, or the research is of a psychologically sensitive nature.

J. INSTRUCTIONS

Use of human subjects in research requires approval from the Human Subjects Committee (IRB) before the research procedures are implemented and data are collected. Materials for review should be submitted to the IRB chair. If necessary, the IRB chair will call a meeting of the full committee within 10 duty days of receipt of the materials. Review results will be given to researchers within an additional 10 days of the meeting.

K. The IRB will not review proposals that do not include:

1. Complete all items on the IRB Human Research Approval Form and Ethical compliance Questionnaire (See Attachment A) and attach it to the documents being submitted for review.
2. A 100-150 word abstract or summary of the proposed study.
3. A complete statement of the research methods, including copies of the instruments(s) being used to collect data (see Ethical Compliance Questionnaire). Do not include literature review chapters or proposals.
4. An Informed Consent Form (See attachment B for further description and sample consent forms)
5. Signed letter of permission from an institutional representative, if research is to be conducted in an institution such as a school, hospital, etc.
6. Debriefing Statement (See attachment C for further description and sample)
7. The original and six copies of this information are required for a Full Review. The original and one copy of this information are required for an Expedited Review.

L. MONITORING ONGOING RESEARCH

The IRB shall maintain ongoing review of nonexempt human research with respect to subjects' rights. Monitoring procedures shall be arranged at the time of the review on a case-by-case basis. All projects will minimally be required to file a yearly report addressing the status of subject treatment.

Investigators who report substantial changes that may impinge on human subjects may be subject to further review by the IRB. Such a review shall occur at the discretion of the IRB.

Depending upon the particular circumstances of the research, one or more of the following actions may be employed as part of the monitoring procedure:

- Discussions with the investigators.
- Discussions with subjects who participated in the research.
- Discussions with other persons involved in the research (e.g. assistants).
- Site visits.
- Solicitation of further documentation on research methodology impinging on human subjects.

M. COMPLAINTS

Anyone who believes that the rights of any human subject involved in a BSU related research project are being violated is encouraged to inform the IRB of their concern. The IRB will investigate the complaint to determine if, in the committee's majority opinion, it is valid. If so, the IRB shall require either (1) the problem be remedied or (2) the research be discontinued. Notification of such action will be forwarded to the

investigators and any appropriate agencies and/or university personnel (e.g., president, dean, department head, etc.)

Rationale

The rationale for this policy is to provide guidelines for research that is safe and in accordance with federal regulations including but not limited to the “Guidelines for Protection of Human Research Subjects” 45 Code of Federal Regulations (CFR) 46 established by the National Institutes of Health, and regulations to protect human subjects, 21 CFR 50, 312, 812 as established by the Food and Drug Administration.

This rationale also ensures adequate safeguards and to discharge the responsibility of the institution, no research (including grant applications), development, or related activity involving human subjects may be undertaken unless the University Committee appointed for the purpose has reviewed and approved such proposed activity.

Supporting References

Guidelines for Protection of Human Research Subjects” 45 Code of Federal Regulations (CFR) 46 <http://www.hhs.gov/ohrp/humansubjects/guidance/>
National Institutes of Health, and regulations to protect human subjects, 21 CFR 50, 312, 812 <http://www.hhs.gov/ohrp/humansubjects/commonrule/index.html>

Policy:		
Formal Review Process	Date Submitted	Date Reviewed
MSUAASF		
BSUFA		
Classified Meet and Confer		
BSUSA		
Provost/Vice President Recommendation		Date
Presidents Approval		Date

DRAFT

Bemidji State University Policies

Policy Name: In-line skates, skateboards, bicycles, motorized/non-motorized modes of transportation safety policy	Effective Date: January, 2016
Policy Owner: VP for Finance and Administration	Last Review:
	Next Review:

Policy Statement

Bemidji State University permits the use of in-line skates (including roller-skates) and non-motorized scooters, skateboards (including longboards) and bicycles/unicycles (modes of personal transportation) outside of buildings and tunnels on university property. The use and operation of other modes of non-motorized and motorized transportation, including, but not limited to, Segways, motorized scooters and mopeds, are prohibited as a means of transportation on university property. Due to possible fire hazard caused by many reported mechanical defects, hoverboards are banned from use (by anyone) on campus grounds, and may not be present inside any building or tunnel owned by or under the care and control of Bemidji State University. The prohibition of other motorized and non-motorized transportation is not applicable to individuals who require accommodation relative to a disability under the American with Disabilities Act of 1990 as amended in 2008, during the scope of bona fide university business, or to be transported to/from a storage area or recharging area. This policy does not diminish or supersede applicable local ordinances or state law.

Scope and Purpose of Policy

The scope of this policy applies to all members of the university community, visitors and guests relative to the operation of the devices listed above. The purpose of the policy is to provide a safe, walkable campus community while permitting the appropriate use of the above devices in a safe and responsible manner. The university does not assume liability or responsibility for injury to operators of modes of personal transportation utilized on university property, nor does the university assume liability or responsibility to those injured by operators of modes of personal transportation on university property.

Procedures

While transiting the campus, individuals must not operate permitted modes of personal transportation in a manner that endangers others, damages property or equipment, incites fear or alarm and/or inconveniences pedestrians. Operators of these modes of personal transportation will yield to pedestrians at all times. The safety and well-being of

all campus community members, visitors and guests is of paramount importance. BSU property and equipment is not to be used to facilitate stunts or trick maneuvers, reckless or careless operation or other imprudent operation of personal transportation devices. This policy will be enforced by University Public Safety. The first contact with offenders by a Public Safety Official will result in a request that violators cease the activity. However, Public Safety Officials do retain the right to request that non-resident offenders leave campus grounds. Refusal to comply with instructions from Public Safety Officials will result in a report to the Bemidji City Police Department with a recommendation for the issuance of a citation for disorderly conduct and/or trespass.

Rationale

Bemidji State University values the safety and well-being of all university community members, visitors and guests. Bemidji State University sidewalks and grounds benefit the entire university community, which includes guests and visitors as well as the surrounding neighborhood and greater community. Therefore, it serves the health, safety and welfare of members, guests and visitors of the university as well as surrounding neighborhood and community to implement a policy intended to minimize hazardous conditions and the destruction of property belonging to or under the care and control of the university.

Supporting References

There are no supporting references for this policy.

Policy: In-line skates, Skateboards, Bicycles, Assistive Mobility Devices Safety Policy		
Formal Review Process	Date Submitted	Date Reviewed
MSUAASF		
BSUFA		
Classified Meet and Confer		
BSUSA		
Provost/Vice President Recommendation		Date
Presidents Approval		Date

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