



July 2, 2018

Michael Klug  
1945 Magoffin Avenue  
Saint Paul, MN 55116

Dear Michael Klug:

This letter constitutes a written reprimand for violating college policies related to grading and handling of student records.

The college contracted with an independent investigator to investigate this matter. The contractor was also tasked with comparing the evidence with college policies to evaluate whether any college policies were violated.

You spoke to me and President Sharon Pierce about this matter on Feb. 5, 2018, when we called you for the purpose of informing you that your portfolio and nomination as an Outstanding Educator was being rescinded by the college. As the investigator explained to you, that conversation was not designed to be an investigative interview. The investigator therefore gave you an opportunity to be interviewed, but you declined. Dr. Kube also declined to be interviewed as a witness.

This investigation and decision was therefore based on the available evidence, which comprised your statements from the Feb. 5 conversation with myself and President Pierce and the information you included in the portfolio.

Based on the evidence, the investigator concluded that you had allowed a non-employee, Dr. Maria Kube, to assist you in the grading process, for Molecular Biology course from 2010 to 2016. The investigator's assessment was that this behavior violated two college policies.

First, allowing someone other than the faculty to assist in grading was a violation of College Policy 3.08, which states the "evaluation of a student's performance is determined by the instructor of the course."

Second, given that Dr. Kube assisted in the grading individual student work, it follows that you violated the college's Student Records policy by allowing Dr. Kube to view academic information related to individual students. The only exception that would allow for the disclosure of any private student data under this policy is for sharing such data with college officials with legitimate educational purposes. Since Dr. Kube was not a college employee, this exception does not apply.



Your failure to meet the responsibility for independently grading student work and not disclosing private student data to those not authorized to view it is serious and cannot be repeated. Continued similar conduct in failing to meet basic responsibilities may be subject to further discipline.

You have the right to appeal this reprimand pursuant to the collective bargaining agreement between the Minnesota State College Faculty and the Minnesota State system.

Sincerely,

Gail O'Kane  
Vice President of Academic Affairs

cc: Gill Creel, MSCF Grievance Representative  
Michael Klug Personnel File