

**Approved
Faculty Senate Meeting Minutes
November 21, 2013**

Senators: Steven Bradley, Johnny Snyder, Elizabeth Sharp, Cynthia Chovich, Jeanine Howe, Anne Bledsoe (Library), Dan Schultz-Ela, Genell Stites, Carrie McVean Waring (CFAC), Aparna Palmer, Sarah Swedberg, Alane Wooster, Chad Middleton, Gayla Jo Slauson

Guests: Steve Werman, Michelle Dusterdick (ASG Representative), John Sluder, Carol Futhey

Minutes Secretary: Coreen Blair

I. CALL TO ORDER

The meeting was called to order by Steven Bradley, Faculty Senate President, at 3:33 PM in UC222.

II. CONSENT AGENDA

Motion: to approve the consent agenda (Howe/McVean Waring); motion carried.

- a. Receive Assessment Committee minutes from February 22, 2013 meeting.**
- b. Receive Assessment Committee minutes from March 15, 2013 meeting.**
- c. Receive Assessment Committee minutes from April 19, 2013 meeting.**
- d. Receive Assessment Committee minutes from May 10, 2013 meeting.**
- e. Receive Assessment Committee minutes from September 20, 2013 meeting.**
- f. Receive Assessment Committee minutes (including Appendix) from October 10, 2013 meeting.**

III. FACULTY SENATE MINUTES

Motion: to approve minutes from 7 November 2013 as amended (Sandstrom/Sharp); motion carried.

IV. COMMITTEE MINUTES AND REPORTS

A. Motion: to approve Undergraduate Curriculum Committee minutes from October 24, 2013 meeting (Swedberg/Chovich); motion carried.

B. Motion: to approve Combined Curriculum Committees Annual Report for 2012-13 (Chovich/Sharp); motion carried.

Discussion: Questions about when curriculum and program changes appear in the Registrar's database and are electronically downloaded into course catalog. Werman will follow-up with Holly Teal.

Futhey requested that the Curriculum Committee not make mid-year changes to forms, which have led to the delay of the annual report, and instead submit them at the beginning or end of year.

V. CONTINUING BUSINESS

Bradley brought to discussion the best approach needed to make recommendations to committee to increase the current employee dependent tuition discount benefit. Research was conducted earlier in year with policies and practices at comparable institutions impacting faculty and staff. Futhey suggested that the committee meet with Pat Doyle to formulate projected cost using low- to high-range usage scenarios.

VI. NEW BUSINESS

A. Motion: to receive recommended revisions to Professional Employment Handbook (Schultz-Ela/Middleton); motion carried.

Discussion: Bradley distributed handbook draft dated 11/20/13, requesting review by FS and possible feedback from respective departments. Proposals numbered in first column of draft are for vote at next meeting.

B. For information purposes, Futhey provided proposed changes to the Handbook from Academic Affairs concerning workload, overload limits and descriptions, and 30-hour Instructor policies.

C. Bradley reminded senators of semester meetings still pending with Foster and Futhey, with emphasis on efforts to improve student retention. Along with departmental feedback requested, Faculty Senate & Faculty Trustee would like to be involved in discussions and ideas for effective institutional “best practices” in student retention programs which may be presented in a future summary report.

VII. REPORTS

A. Trustees Report – Slauson reported on BOT consent agenda items, including sabbatical reports from Gig Leadbetter, Tammra Minnick, and Kristine Reuss, which were well received by trustees. BOT approved Phase VI Student Housing for future residence hall to be built south of Garfield Hall. Current housing market study conducted shows that more junior/senior students desire to live on campus, and therefore a need for more housing exists. Budget remains positive with state revenue forecast better than expected with 102M proposed increase for higher education. Health benefits and *Health IQ* were discussed. Plan participation this year shows more equal representation in differing health plans.

Jeremy Franklin demonstrated Living Arts on-line course, giving an example of current D2L and distance learning technology. Distance contract with Academic Partnerships for on-line degree programs (8-week classes with CMU curriculum) was reviewed and approved by BOT with RN-BSN degree in first phase implementation.

CMU dining hall update shows square footage per seat (14.25) is lower than a comparable facility averaging 19 sq ft, and with more space needed, plans are moving forward to renovate library with additional dining space. Slauson has report available for further review.

B. Executive Committee Report – Schultz-Ela reported no new reports from committee with most of discussion spent on handbook revisions.

C. President's Report – In the interest of time, Bradley distributed information including responses from PES department on 8-week early alert reporting and changes in course evaluation forms. Additional departmental reports will be included at next meeting. Comments were distributed from theatre department, additional departmental requests were given to promote the theatre's *One Act Festival*, and reminder made that Gigi Richard is offering new GE science course in spring, *Water, People and Environment*.

D. Academic Affairs – Futhey commended the good turnout for Teacher2Teacher workshop with approximately 70 faculty attending. The HLC evaluation team finalized their campus visit yesterday. Futhey will send out an email with more information and summary from the exit interview. Futhey remarked on comment from team chair, Tim Schibik, stating that CMU “really function like a family at this institution.” Futhey reiterated that faculty agrees on a primary purpose of “wanting students to be successful” and that everybody has a part in contributing to their success. The HLC received a good response from the student group representing approximately 75 students (standing room only).

Going forward, CMU will receive a draft report in approximately six weeks, which is then sent to our HLC staff liaison (expected to be reviewed by early Jan., depending on delay with holidays). Once sent to President Foster to review for factual errors only and a team sign-off, a second HLC “desk review” will take place for recommendations and possible sanctions. Final vote of the HLC evaluation team is estimated to take place by in March for reception in April.

Reminder that January 16-17, Terry Rhodes (VP for Association of American Colleges & Universities) will be on campus to work with faculty and GE review group on ePortfolio systems with discussion on how to demonstrate or document growth, such as for writing and critical thinking. Teacher education is currently pursuing a model that is increasingly becoming more common and useful to show achievement to future employers and other parties. Additional topic will include VALUES rubrics, with in-depth discussion on basis of creating our own adapted rubrics to evaluate outcomes.

IX. Adjournment

Meeting adjourned at 4:58 PM (Schultz-Ela).

Respectfully submitted,
Coreen Blair
Minutes Secretary