

**Approved**  
**Faculty Senate Meeting Minutes**  
**December 5, 2013**

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

Guests: Suzanne Lay, Steve Werman, Carol Futhey, Jeremy Brown, Gary Looft, Bette Schans, Belinda Flynn, Holly Teal

Minutes Secretary: Coreen Blair

**I. CALL TO ORDER**

**The meeting was called to order by Steven Bradley, Faculty Senate President, at 3:30 PM in UC222.**

**II. CONSENT AGENDA**

**Motion: to approve the consent agenda (Chovich/Stites); motion carried.**

**a. Receive Undergraduate Curriculum Committee minutes from November 14, 2013 meeting.**

**b. Receive Faculty Success Committee minutes from October 21, 2013 meeting.**

**III. FACULTY SENATE MINUTES**

**Motion: to approve minutes from 21 November 2013 (Sharp/Sandstrom); motion carried.**

**IV. COMMITTEE MINUTES AND REPORTS**

**A. Motion: to approve Assessment Committee minutes from February 22, 2013 meeting (Middleton/Swedberg); motion carried.**

**B. Motion: to approve Assessment Committee minutes from March 15, 2013 meeting (Middleton/Howe); motion carried.**

**C. Motion: to approve Assessment Committee minutes from April 19, 2013 meeting (McVean Waring/Sharp); motion carried.**

**D. Motion: to approve Assessment Committee minutes from May 10, 2013 meeting (Swedberg/McVean Waring); motion carried.**

**E. Motion: to approve Assessment Committee minutes from September 20, 2013 meeting (Sharp/Howe); motion carried.**

**F. Motion: to approve Assessment Committee minutes (including Appendix) from October 10, 2013 meeting (Howe/Sharp); motion carried.**

## **V. CONTINUING BUSINESS**

A. Jeremy Brown gave brief update on changes and implementation of Microsoft Office by summer 2014. This will entail transitioning Groupwise to Outlook with email, and document files having shared cloud-based storage. Email addresses will remain the same with seamless transition expected as storage with email, calendars, and files will exist in both platforms while training and transitioning.

Belinda Flynn demonstrated usage of early alert system to address previous “timeout” questions before saving changes with “satisfactory/unsatisfactory” marks. Clarification was made that timeout occurs at 60 minutes from sign-in and submission of changes require “satisfactory/unsatisfactory” notations on all students on roster. Once changes are submitted, the clock is reset for an additional 60 minutes. Options discussed to avoid lost data included noted reminders to save every 20 minutes, and intermittent save button to (*save as draft*) before all checked with “satisfactory/unsatisfactory,” concluding with “final commit” or “post” button. Delmore asked about the ability or potential to use early alert system for music lessons with multiple instructors in one class. Brown responded with commitment to look into further research and follow-up, with possible individual department trainings.

Another significant system change noted that 8-week mandatory alert includes five radio buttons with grades, in addition to “satisfactory/unsatisfactory” notations.

B. Draft handout revisions and departmental feedback on proposed Faculty Workload proposal for PPEH was discussed, with questions raised about restrictions on annual versus semester maximum credit hours for overloads, distinction between academic and technical faculty with 30-credit hour requirement, possible inflation of Excellent performance evaluations, and reasonable workload per year. Technical faculty was encouraged to submit feedback to Futhey to address issues, as well as campus-wide feedback. Draft Sections III & IV address changes required by the Affordable Healthcare Act. Employees working an average of 30 hours per week are required to receive benefits, but clarification is still needed regarding relations between contact hours, credit hours, and working hours for the lecturer category. Section IV formalizes benefits eligibility at end of contract.

## **IV. NEW BUSINESS**

A. Vote on individual recommended proposals to Professional Employment Handbook. Based on vote, revisions will be submitted to handbook review committee, with recommended changes in language and applicability, and final version sent to BOT by March.

**i. Motion: to approve Proposal 1 (Howe/Delmore); motion carried.**

**ii. Motion: to approve Proposal 2 (Schultz-Ela/Middleton); motion carried.**

**Discussion:** Rationale and clarification of term limits with department chairs will need to be “fined tuned” before finalization.

**iii. Motion: to approved Proposal 3 (Sandstrom/Delmore); motion carried.**

**Discussion: motion to amend by eliminating phrase “and to advance departmental program goals,” thereby ending the preamble with “university” (Howe/Delmore); motion carried with one abstention and one nay vote.**

**iv. Motion: to approve Proposal 4 (Stites/Middleton); motion carried.**

**v. Motion: to approve Proposal 5 (Schultz-Ela/Swedberg); motion carried.**

**vi. Motion: to approve Proposal 6 (Swedberg/Wooster); motion carried.**

**B.** Discussion on departmental feedback of institutional “best practices” in student retention with examples given of direct student/faculty interaction, departmental strategies, and what other institutions have done. Bradley encouraged providing him feedback and ideas for Slauson to collect and compile for presentation to BOT. Faculty feedback included:

- 5-week faculty meeting with freshman students (pizza get-together)
- Student peer mentor with upper classman
- Incorporate FYI students into core class groups (example: biology)
- Teacher Ed – intro class restructure for freshman, similar to Intro to Business
- Increase mandatory advising for first two semesters
- Signed contract via syllabus, taking accountability for course expectations
- Give Early Alert system “teeth” by putting hold on account for unsatisfactory rating
- One person designated to do all course advising
- Creating a program-specific Facebook page for better student communication and involvement
- Working on current proposal for value-added “take-away milestones” at associate degree midpoint and incorporation of industry certificates within degrees

Bradley requested input before leaving campus for winter break via email to pass on to Slauson, and Futhey reminded body of institutional sessions with recommendations to be sent to administration or department heads.

**C.** Bradley confirmed meeting schedule for first spring Faculty Senate meeting to be held February 6, 2014.

**Motion: to extend meeting by 10 minutes (Chovich/Stites); motion carried.**

**D.** Proposal for consideration to modify student withdrawal date was distributed and discussed, with possible charges sent to Academic Policies. Question was raised concerning initiation of 9-week early alert reporting, which could potentially give

students the option of withdrawal from a full semester course with a “W” or continue on to improve grade. The proposed deadline to withdraw would be April 11 (week 11) as opposed to current deadline of March 14. This would allow time to collect early alert data and individual student assessment of course direction. Futhey reminded FS that it will be faculty decision on option to push withdrawal date. Werman requests charge be elevated to highest priority if sent to Academic Policies.

**Motion: to extend meeting by 10 minutes (Sharp/Wooster); motion carried.**

**Motion: to charge Academic Policies (Chovich/Stites); motion carried with one nay vote.**

E. Other new business reported by Swedberg concerned management and clarification of library collections, interdisciplinary materials, and distinction of which candidate items are ready for “weeding.” It was clarified that library staff will send listing with gathered criteria to all faculty and each discipline to review before any decisions are made as to what stays on or is taken off the shelf.

## **VIII. REPORTS**

**A. Executive Committee** – Schultz-Ela reported that agenda items were discussed with no new items to report.

**B. President’s Report** – No Report

**C. Academic Affairs** – No Report

## **IX. Adjournment**

Meeting adjourned at 5:16 PM (Sharp).

Respectfully submitted,  
Coreen Blair  
Minutes Secretary