

**Approved  
Faculty Senate Meeting Minutes  
February 6, 2014**

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

Guests: Brenda Wilhelm, Jonathan Hinkle, Jeremy Hawkins, Robert Cackler, Holly Teal, John Reece, Sarah Cron, Steve Werman, Carol Futhey, Michelle Dusterdick (ASG Representative), Tim Foster

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 UC221.**

**II. CONSENT AGENDA**

**Motion: to receive the consent agenda (Middleton/Howe); motion carried.**

- a. Receive Graduate Curriculum Committee minutes from December 4, 2013 meeting.**
- b. Receive WCCC Curriculum Committee minutes from October 9, 2013 meeting.**
- c. Receive WCCC Curriculum Committee minutes from November 12, 2013 meeting.**
- d. Receive WCCC Curriculum Committee minutes from December 10, 2013 meeting.**
- e. Receive Undergraduate Curriculum Committee minutes from December 5, 2013 meeting.**

**III. FACULTY SENATE MINUTES**

**Motion: to approve minutes from 5 December 2013 (Chovich/Sharp); motion carried.**

**IV. COMMITTEE MINUTES AND REPORT**

**A. Motion: to approve Undergraduate Curriculum Committee minutes from November 14, 2013 (Sharp/Sandstrom); motion carried.**

**B. Motion: to approve Faculty Success Committee minutes from October 21, 2013 (Wooster/Sharp); motion carried.**

## V. Presentation/Discussion of Role of Academic Department Head – President Foster

Foster gave historical background for impetus in making decisions to redesign administrative structure at CMU in spring 2004. With evaluation of financial conditions being considered, a committee of six faculty members researched structures based on two-different models; one with deans & department chairs, and one *without* deans and *with* department heads. Advantages noted with the study included: department heads are appointed and given more responsibilities than chairs, less redundancy in paperwork and evaluations than with deans, flatter organizational design with college-wide decisions made by 14 department heads versus 3 deans. Overall consensus was made that cost savings to eliminate dean function and to reorganize functions financially would allow Administration to make commitment to keep CMU more sustainable and competitive in the long run.

Question was raised with concern of increased enrollment and possible need to have administrative structure re-evaluated. Foster responded that he would prefer to hire more faculty then reinstate deans with an annualized cost of \$1M. Better coordination efforts and utilization of scheduling software going live in fall would help to make better investment decisions. Budgetary impact has required lean staffing, focus on revenue, and attention to student faculty ratios. Foster noted that current organization structure is not an accreditation issue from an HLC standpoint.

Question was also asked if there are better ways to function in role of department head which differs from department chair as being tasked with more managerial duties. The response from Foster was that discussion is always welcomed but that the evaluation process based on feedback needs to be realistic and department heads do receive two-part evaluation as faculty member and administrator with goals for department and staff. Evaluations include five subcategories for managerial functions. Foster noted that management in most cases is “an acquired skill,” and that faculty members striving to gain more administrative experience and responsibilities are encouraged to volunteer, serve on committees, and speak with Administration.

## VI. Presentation by Campus Safety Group - Edward Bonan-Hamada

Bonan-Hamada gave updates on upcoming events for campus awareness and training, beginning February 11 with Attack Countermeasures Training (ACT) taught by Alon Stivi and two hands-on training sessions on February 12 with John Nicoletti. Both trainings are given in response for education and preparation of potential emergency situations. Request for increased campus-wide faculty involvement was made by the Campus Safety Group.

## VII. CONTINUING BUSINESS

Snyder reported on Academic Policy Committee updates with five charges sent to Academic Policies and one charge sent to Faculty Salary and Benefits, including +/- grading which is still being worked on, CLEP and course repeat, **“mock 5 – W date?”** Lecture Capture has been sent back to FS, and email has been sent out to Faculty Salary and Benefits for dependent tuition and clarification of new committee chair. Bradley gave background on Lecture Capture and (ATAC), in discussion of usage of technology

for online/hybrid courses and intellectual property rights. It was found in Section 5.9 of the Trustee's Manual, policy statement that covers some of the questions of faculty rights, commercial application, and liability. Bradley asked to review, with goal to develop policy that doesn't contradict Trustee Policy. "Key points" mentioned were what Lecture Capture can be used for outside the general scope, such as, faculty evaluations, and how long files should be archived. Bradley encouraged faculty discussion and feedback to take back to BOT.

## **VIII. NEW BUSINESS**

No new business items to report.

## **IX. REPORTS**

**A. Faculty Trustee Report** – presented by Gayla Jo Slauson from January 29 Board Meeting in Denver. Members were served breakfast by CMU culinary arts students at the State Capitol, and President Foster testified on Senate Bill One for higher education. Legislative lunch with the Joint Budget Committee showed good CMU support and promotion. The BOT meeting included a brief presentation given on retention and how faculty is creating departmental plans, faculty tenure, and sabbatical leave. Budget planning discussions took place with overall financial outlook good for CMU over last three years. Slauson made note of next BOT meeting held in March and requested ideas within timeline for next report.

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

**C. President's Report** – Bradley reminded faculty of upcoming suicide prevention workshops and availability of sponsorship for two day program. GE committee is moving forward with next steps and is in process of creating a subcommittee of the Undergraduate Curriculum Committee. Bradley will email description of the Essential Learning Committee with need to elect three faculty members in group A and in group B, for a total of six nominations requested within next couple of weeks. Faculty Success Committee is gathering current practices or status on departmental faculty mentoring programs. Bradley requested feedback on how it's working and how to improve.

**D. Academic Affairs Update** – **Werman explained that HLC visitation final report was submitted for board review, then will move forward with next two steps before recommendations are made.**

## **X. Adjournment**

Meeting adjourned at 5:03 PM (Sharp).

Respectfully submitted,  
Coreen Blair  
Minutes Secretary