Faculty Senate  
Meeting Minutes  
February 5, 2015  
UC 221

Senators/Reps in attendance:  
Aparna Palmer, Johnny Snyder, Dan Schultz-Ela, Chad Middleton, Elizabeth Sharp, Lisa Friel, Josh Butler, Megan Glynn, TJ Gerlach, Sarah Swedberg, Laney Wooster, Gayla Jo Slauson, James Ayers, Anne Bledsoe

Senators/Reps absent:  
Genell Stites, Jack Delmore, Connor Boes

Guests in attendance:  
Karen Urban: Health Sciences (Genell Stites proxy); Steve Werman: Academic Affairs; Carol Futhey: Academic Affairs; Don Carpenter: GCC; Tonya Chapin: UCC; Jeremy Hawkins: UCC; John Marshall: Student Services; Ed Bonan-Hamada: Campus Safety Committee

Minutes Recorder: Melinda J. Scott

I. CALL TO ORDER AND ROLL CALL BY SIGN-IN  
Meeting was called to order by President Aparna Palmer at 3:31pm. Senators were reminded to sign the Roll Call sheet on the clipboard.

II. CONSENT AGENDA  
A. UCC Minutes (12/11/14)  
B. UCC Minutes (1/22/15)  
C. Proposed Changes to Policy and Procedures Manual (1/22/15)  
D. Mentoring Survey Results from Faculty Success Committee

Motion: to accept all items on the Consent Agenda as listed above. (Swedberg/Sharp); motion carried unanimously.

Amendment 1: page 2: item VI.A: New Business: 2nd paragraph: remove sentence 4: “Sharp stated that Kinesiology is considering adding…”


III. APPROVE SENATE MINUTES FROM PREVIOUS MEETING (12/4/14)  
Motion: to approve the Faculty Senate Meeting Minutes of December 4, 2014, with amendments as noted below. (Middleton/Butler); motion carried unanimously.

Amendment 1: page 2: item VI.A: New Business: 2nd paragraph: remove sentence 4: “Sharp stated that Kinesiology is considering adding…”

IV. STANDING COMMITTEE MINUTES TO APPROVE
   A. UCC Minutes (11/13/14)
      Motion: to approve the UCC Minutes of November 13, 2014
      —noting that “Agenda” in the header of the document should be “Meeting Minutes.”
      (Ayers/Butler); motion carried unanimously.
   B. GCC Minutes (11/19/15)
      Motion: to approve the GCC Minutes of November 19
      —noting that on page one: Item III.B.1: “PhD” should be “DNP.”
      (Snyder/Sharp); motion carried unanimously.
      Discussion: The word choices used to distinguish between a Master’s degree and a Doctoral degree
      with regard to item 6 (Ethical Reasoning) in the list of student learning outcomes (p 4) were
      addressed.

V. PRESENTATIONS
   A. Concussion Protocols and Reminders for Upcoming Safety Presentations
      1. Safety Presentations (John Marshall)
         i. Heads up email coming soon for March campus-wide training (3 areas)
            a. Campus Safety & Active-Threat Response Prevention
            b. Suicide Intervention/Prevention
            c. Sexual Assault Prevention & Reporting
         ii. March 3rd & 4th: beginning mid-day Tuesday through mid-day Wednesday; 75-mins
            each area—running concurrently
   2. Concussion Protocols (Ed Bonan-Hamada)
      i. [Hand-outs]
         a. “Sports-Related Concussion”
         b. “CMU Concussion Management Protocol”
         c. “CMU Concussion: Teacher Feedback Form”
      ii. Student Services, and possibly Educational Access Services, should be notified in the
         event of a suspected concussion

VI. NEW BUSINESS
   A. Peer-Teaching Observations and Evaluations (Dan Schultz-Ela)
      —How common are they on campus; how useful; what potential problems exist?—
      1. Confictive Issues
         i. Tenure-track evaluating tenured faculty—possible bias in light of tenure-track review
         ii. Administrative assistant who processes evaluations has relative teaching in system
      2. Other Issues
         i. Lack of pedagogical training among peers
         ii. Unclear how department head utilizes evaluations
      Discussion: Peer evaluations are voluntary. There is no campus-wide set evaluation form; criteria
      vary from department to department. It seems the natural aim of the observation/evaluation process
      is peers assisting peers. There is an express distinction “feedback” (peer observation) and an official
      evaluation (conducted by a department head). The value of what is being sought should be defined
      prior to the observation/evaluation process. Friel’s department is using the observation/evaluation
      process to provide feedback on a goal set by the one under observation. Schultz-Ela indicated that
      the criteria are vague in the peer evaluation form with which he is acquainted.
VII. REPORTS, UPDATES & QUERIES
A. Update from Academic Affairs (Carol Futhey & Steve Werman)
   Nothing to report
B. Faculty Trustee Report (Gayla Jo Slauson)
   [Hand-outs: “Faculty Trustee Report to Faculty Senate, February 5, 2015,” and “The Value of a Parking Space”]
   The Board of Trustees met January 22-23, 2015 in the Denver area. Palmer accompanied Slauson.
C. Update on VPAA search (Chad Middleton)
   1. Out of 31 submissions, 25 were established as qualified candidates
   2. Qualified candidates have been evaluated using a rubric to provide “Top Nine”
   3. Top Nine will undergo phone interviews:
      7-10 questions are being developed for this purpose
   4. Top 3-5 candidates will be invited to campus
D. Executive Committee Report (Dan Schultz Ela)
   The committee met Monday, February 2, 2015
   1. Pre-Tenure survey
      i. Needs reworking based on questions about process and results
   2. Catalogue Description Reviewer results presented by Snyder
   3. Futhey noted Handbook Revision Committee soon to meet with much to review, including:
      i. Technical changes
      ii. HR-referenced issues due to recent health initiative
   4. Evaluations
      i. Foster has suggested that the weight of evaluation elements should be reconfigured as pertaining to senior faculty
      ii. Foster notes that criteria for dismissal do not correspond with evaluation criteria —this should be remedied
      iii. Snyder wants to bring evaluations revision to the table (last revision 2008?)
E. Standing Committee Update (Johnny Snyder)
   1. Catalog Description Reviewer: Susan Longest, Biological Sciences
   2. New GCC representative: Kim White, Biological Sciences
   3. All committees are fully staffed and operational
F. Query: Work-Life Balance Workshop—when to meet?
   1. Futhey will schedule, with consideration given to:
      i. Fall or spring term
      ii. Time of day
   2. Palmer charges senators to solicit feedback from their respective departments with regard to optimum time/2nd and 3rd choices for this workshop
      Please forward responses to Palmer by the week of February 9th — responses notwithstanding, Palmer will request no scheduling over spring break

VIII. ADJOURN
   Motion: to adjourn the Faculty Senate meeting of February 5, 2015 (Schultz Ela).
   Meeting adjourned at 4:49pm.

Respectfully submitted,
Melinda J. Scott, Minutes Recorder