

**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.**

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...”

Amendment 2: page 3: item **VIII.B.2: VPAA search**: after “Search deadline: January 20th,”
add “for full consideration.”

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. Conflictive 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
 - ii. Will be “recomputed” and reintroduced
 - 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