

**Faculty Senate
Meeting Minutes
November 19, 2015
UC 221**

Senators/Reps in attendance:

Chad Middleton, Dan Schultz-Ela, Johnny Snyder, Lisa Friel, TJ Gerlach, Kris Dietrich (proxy for Megan Glynn), Carrie McVean Waring, Elizabeth Sharp, Genell Stites, Sarah Swedberg, Laney Wooster, Aparna Palmer, James Ayers, Ben Linzey

Guests in attendance:

Steve Werman, Academic Affairs; Scott Bevill, Distance Learning & Technology Committee; Carolyn Ferreira-Lillo, WCCC CC Chair; Margot Beckett, Academic Policies Committee Chair; Holly Teal, Registrar

Minutes Recorder: Melinda J. Scott

I. CALL TO ORDER AND ROLL CALL BY SIGN-IN

Meeting was called to order by President Chad Middleton at 3:32pm.
Senators and guests were reminded to sign the Roll Call sheet on the clipboard.

II. CONSENT AGENDA

- A. Library Advisory Committee Minutes (9.7.15)
- B. Assessment Committee Minutes (9.1.15)
- C. Assessment Committee Minutes (10.6.15)
- D. Faculty Success Committee Report on
Faculty Travel and the Faculty Professional Development Fund

Motion: to accept the items on the Consent Agenda as listed above.

(Ayers/seconded); motion carried unanimously.

Discussion: Senator Butler encouraged fellow senators to pay special attention when reading over the items on the Consent Agenda in preparation for the next meeting, especially the report on *Faculty Travel and the Faculty Professional Development Fund*.

III. STANDING COMMITTEE MINUTES TO APPROVE

- A. WCCC Curriculum Committee Minutes (10.13.15)

Motion: to approve the WCCC Curriculum Committee Minutes of October 13, 2015.

(Snyder/seconded); motion carried unanimously.

- B. Library Advisory Committee Minutes (4.29.15)

Motion: to approve the Library Advisory Committee Minutes of April 29, 2015.

(Swedburg/seconded); no vote

Discussion: Library representative Anne Bledsoe was not able to attend this meeting due to illness and therefore unavailable to answer any questions senators may have about the committee's minutes.

Motion: to table approval of the Library Advisory Committee Minutes of April 29, 2015 until the next Faculty Senate meeting.

(Snyder/seconded); motion carried unanimously.

C. Distance Learning & Technology Committee Minutes (9.21.15)

Motion: to approve the Distance Learning & Technology Committee Minutes of September 21, 2015.

(Ayers/seconded); motion carried unanimously.

Discussion: Scott Bevill representing the Distance Learning & Technology Committee answered questions from the Faculty Senate.

D. Academic Policies Committee Minutes (9.28.15)

Motion: to approve the Academic Policies Committee Minutes of September 28, 2015.

(Snyder/seconded); motion carried unanimously.

E. Academic Policies Committee Minutes (10.14.15)

Motion: to approve the Academic Policies Committee Minutes of October 14, 2015.

(Swedburg/seconded); motion carried unanimously.

Discussion: Academic Policies Committee Chair Margot Beckett was commended for her committee's work researching CMU's peer universities.

IV. APPROVE SENATE MINUTES FROM 11.5.15

Motion: to approve the Faculty Senate Meeting Minutes of November 5, 2015.

(Butler/seconded); motion carried unanimously.

V. CONTINUING BUSINESS

A. APC Proposal on *Commencement Ceremony Guidelines*, Chad Middleton

Discussion: President Middleton extended the senate's appreciation to Chair Margot Beckett for the hard work of her committee in generating this proposal. Dr. Beckett presented a summary of the guidelines as would be altered by the proposal. These current policies represent a unified front from the Academic Policies Committee and the Registrar. Questions regarding summer courses were addressed, including the registration deadline in order to qualify to walk in the May commencement ceremony. It was confirmed that changes to the "intent to graduate" form will need implementing coincident with the proposed changes to the guidelines policies.

Motion: to approve the APC Proposal on *Commencement Ceremony Guidelines*.

(Ayers/seconded); motion carried unanimously.

B. APC Report on *Faculty Absences*, Chad Middleton

Discussion: Dr. Beckett presented a short summary of the report. Discussion ensued regarding the wording of the policy, specifically concerning a "Report of Absence from Duty" form that department heads "require" faculty to submit versus "may require" faculty to submit in event of an absence.

Motion: to adopt a resolution (provided) recommending that department heads "may require" a "Report of Absence from Duty" form from a faculty member in the event of an absence and to make the form available to all department heads.

(Snyder/seconded); motion carried by majority (with 2 nays and 2 abstentions).

Motion: to amend the motion above, concerning the resolution (provided) by modifying the third bullet to read:

Department heads *may require* the "Report of Absence from Duty" form (or another similar form) from the faculty in their departments when faculty anticipate cancelling classes for reasons other than sickness or emergencies.

(Ayers/seconded); motion carried by majority (with 1 nay and 2 abstentions).

VI. REPORTS

A. Update from Academic Affairs; Steve Werman, Academic Affairs

No updates to report

B. Advising on Essential Learning Policies, Steve Werman

[Hand-out: “Applicability of the Essential Learning Program Capstone (ESSL 290 and ESSL 200)”]

Assistant VPAA Werman reviewed the hand-out with senators, pointing out options for transfer students, associate degree candidates and bachelor degree candidates. He noted that the information provided in the hand-out is also available in the CMU 2015-2016 course catalog (p. 50).

C. Update on Working Group on Department Head Feedback, Josh Butler

[Hand-out: “Update on The Working Group on Academic Department Head Feedback”]

Senator Butler reviewed the hand-out with the senate members. The draft form for department head feedback is being edited. The process will begin in Fall 2016 under the new VPAA and will be done in each department every other year (staggered by departments).

D. Update on the Assistant VPAA search, James Ayers

Senator Ayers updated the Faculty Senate on the current status of the AVPAA search. Three candidates total have been interviewed. It is unclear when the formal appointment of the new AVPAA will take place. Ayers indicated that the timing of the appointment is in the hands of President Foster and VPAA Futhey.

E. FS Executive Committee Report, Dan Schultz-Ela

The executive committee engaged in a swirling discussion of items that have been covered by reports and proposals in this senate meeting. Secretary Schultz-Ela had nothing to add.

VII. ADJOURN

**Motion: to adjourn the Faculty Senate meeting of November 19, 2015.
(Ayers/seconded); motion carried unanimously.**

Meeting adjourned at 4:54pm.

Respectfully submitted,

Melinda J. Scott, Minutes Recorder