

**Faculty Senate  
Meeting Minutes  
April 21, 2016  
EH 101**

**Senators/Reps in attendance:**

Chad Middleton, Josh Butler, Dan Schultz-Ela, Jack Delmore, Lisa Friel, TJ Gerlach, Kris Dietrich (Megan Glynn proxy), Carrie McVean Waring, Elizabeth Sharp, Genell Stites, Sarah Swedberg, Laney Wooster, Aparna Palmer, James Ayers, Anne Bledsoe, Ben Linzey

**Guests in attendance:**

Carol Futhey, VP of Academic Affairs; Kurt Haas, Assistant VP of Academic Affairs; John Marshall, VP of Student Services; Bette Schans, Director of Assessment of Student Learning; Jeremy Hawkins, Undergraduate Curriculum Committee Chair; Scott Vangemeren, Sabbatical Leave Committee; Jay Ballenberger, Library; Suzanne Lay, Assessment Committee Chair; Tamara Minnick, Sabbatical Leave Committee; Margot Beckett, Academic Policies Committee Chair

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 were reminded to sign the Roll Call sheet on the clipboard.

**II. CONSENT AGENDA**

- A. Graduate Curriculum Committee Minutes from 4/13/16
- B. Graduate Curriculum Committee 2015-2016 Annual Report
- C. Undergraduate Curriculum Committee (UCC) Minutes from 4/14/16
- D. UCC proposed changes to *Curriculum Policies and Procedures Manual*
- E. WCCC Curriculum Committee Minutes from 12/8/15
- F. WCCC Curriculum Committee Minutes from 12/14/15
- G. WCCC Curriculum Committee Minutes from 1/12/16
- H. WCCC Curriculum Committee Minutes from 1/19/16
- I. WCCC Curriculum Committee Minutes from 2/9/16
- J. WCCC Curriculum Committee Minutes from 4/5/16
- K. Faculty Success Committee Proposal on *Faculty Exit Interview Questionnaire*

**Discussion:** Noted on the UCC minutes of 4/14/16 was item IV. Old Business citing the need to resolve issues concerning the newly added BA in Studio Art.

Also, it was discovered that some Senators had a meeting agenda that included an Item K while others did not. President Middleton explained that he had inadvertently combined the GCC 2015-2016 Annual Report with the GCC Committee Minutes from 1/13/16 in the original agenda. In the second version of the Faculty Senate agenda, the annual report is its own item—Item B.—as listed above.

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

**III. STANDING COMMITTEE MINUTES TO APPROVE**

- A. Academic Policies Committee (APC) Minutes from 3/2/16

**Motion: to approve the Academic Policies Committee Minutes of 3/2/16.  
(Butler/seconded); motion carried unanimously.**

**Discussion:** Chair of the Academic Policies Committee, Margot Beckett, was on hand to answer any questions from the senate body. It was noted that Item 3.A., the 2<sup>nd</sup> paragraph, that “majors” should be “minors.”

**B.** APC recommendation on *Attendance in Online Courses*

**Motion: to approve the APC recommendation on Attendance in Online Courses.  
(Stites/seconded); motion carried unanimously.**

**Discussion:** In the event the policy is finally adopted, the students will be duly informed about attendance requirements through the catalogue. It was recommended that this issue be brought to the attention of the Registrar. Also a typo was noted on this recommendation: under “Policy Summary for Catalog,” the heading “Professional Certificate Requirements (pg. 37 of the 2015-2016 Catalog)” should read: “Attendance (pg. 37 of the 2015-2016 Catalog).” This document will be corrected and the updated version forwarded to President Middleton.

**C.** APC recommendation on *Requirements for a Minor*

**Motion: to approve the APC recommendation on Requirements for a Minor.  
(Sharp/seconded); motion carried unanimously.**

**Discussion:** No discussion.

**D.** APC recommendation on *Concurrent Enrollment in Maverick Milestone (ESSL 290) and Essential Speech (ESSL 200)*

**Motion: to approve the APC recommendation on Concurrent Enrollment in Maverick Milestone (ESSL 290) and Essential Speech (ESSL 200).**

**(McVean Waring/seconded); motion carried unanimously.**

**Discussion:** The “grade-improvement” option was discussed in relationship to these courses.

**E.** APC recommendation on *Professional Certificate Requirements*

**Motion: to approve the APC recommendation on Professional Certificate Requirements.  
(Sharp/seconded); motion carried unanimously.**

**Discussion:** No discussion.

**F.** Assessment Committee Minutes from 12/1/15

**Motion: to approve the Assessment Committee Minutes of 12/1/15.  
(Stites/seconded); motion carried unanimously.**

**Discussion:** Assessment Committee Chair Suzanne Lay was on hand to field questions from the senators.

**G.** Assessment Committee Minutes from 2/2/16

**Motion: to approve the Assessment Committee Minutes of 2/2/16.  
(Swedberg/seconded); motion carried unanimously.**

**Discussion:** No discussion.

**H.** Distinguished Faculty Award Committee Minutes from 12/7/15

**Motion: to approve the Distinguished Faculty Award Committee Minutes of 12/7/15.  
(Swedberg/seconded); motion carried unanimously.**

**Discussion:** No discussion.

I. Distinguished Faculty Award Committee Minutes from 2/5/16

**Motion: to approve the Distinguished Faculty Award Committee Minutes of 2/5/16. (Swedberg/seconded); motion carried unanimously.**

**Discussion:** No discussion.

J. Distinguished Faculty Award Committee 2015-16 Annual Report

**Motion: to approve the Distinguished Faculty Award Committee 2015-16 Annual Report. (Ayers/seconded); motion carried unanimously.**

**Discussion:** It was noted that Cindy Chovich should be listed among the committee members.

K. Library Advisory Committee Minutes from 11/2/15

**Motion: to approve the Library Advisory Committee Minutes of 11/2/15. (Delmore/seconded); motion carried unanimously.**

**Discussion:** Anne Bledsoe was present to address any questions from the senators regarding these minutes.

L. Pre-Tenure Review Committee 2015-16 Annual Report

**Motion: to approve the Pre-Tenure Review Committee 2015-16 Annual Report. (Butler/seconded); motion carried unanimously.**

**Discussion:** The committee chair, Steve Murray, was unable to attend this meeting, but Josh Butler was referred by Mr. Murray as a representative to address questions from the senators. The pre-tenure review was deemed a very helpful preparation to tenure-track faculty who submitted their dossiers for review. It serves as an incentive to organize the paperwork needed in anticipation for applying for tenure. Junior faculty are encouraged to submit two years into their probationary contract. The Kinesiology Department recommends that their junior members to submit by year three.

M. Sabbatical Leave Committee, Application form for Sabbatical Leave, current

N. Sabbatical Leave Committee, Application form for Sabbatical Leave, modified

**Motion: to approve the Application form for Sabbatical Leave in its modified form. (Swedberg/seconded); motion carried unanimously.**

**Discussion:** Tamara Minnick, a member of the Sabbatical Leave Committee was present to answer any questions posed by the Faculty Senate. The current modifications allow for easier review. The committee is planning on having a website for faculty to refer to when completing the form for submission. Discussion ensued regarding the wording of “Describe the purpose of the sabbatical leave using the attached application” vs “Describe the purpose of the sabbatical leave using Part II of the application.”

**Motion: to amend the original motion for approval (above), by modifying Item VI of the application to read “Describe the purpose of the sabbatical leave (see Part II of this application).”**

**(Schultz-Ela/seconded); motion carried unanimously.**

O. UCC Minutes from 2/25/16

**Motion: to approve the UCC Minutes of 2/25/16. (Ayers/seconded); motion carried unanimously.**

**Discussion:** Jeremy Hawkins, chair of the Undergraduate Curriculum Committee was present to answer any questions.

P. UCC Minutes from 3/10/16

**Motion: to approve the UCC Minutes of 3/10/16.**

**(Swedberg/seconded); motion carried unanimously.**

**Discussion:** Jeremy Hawkins, chair of the Undergraduate Curriculum Committee was present to answer any questions. The minutes seem to indicate a new step in the curriculum review process. SLOs are submitted to Bette Schans before they come before the UCC. Assessment plans based on SLOs go to Bette Schans.

#### **IV. APPROVE SENATE MINUTES FROM PREVIOUS MEETING (4.7.16)**

**Discussion:** Amendments to the Senate Minutes were noted as follows:

- Item VI.A., second sentence: correct by removing the second “her”: “Senator Swedberg supplemented the discussion with her observations of the effects of sexual orientation intolerance on ~~her~~ some of her students.”
- Item VI.A., third paragraph, second sentence: change “Senate Palmer” to “Senator Palmer”
- Item VII.B., first paragraph: amend to read “President Middleton passed around the Faculty Senate statement embracing diversity and condemning bigotry so that senators, staff and guests could sign the document, if they felt comfortable in doing so.” (Additions underlined.)

**Motion: to approve the Faculty Senate Meeting Minutes of April 7, 2016 with the amendments noted above.**

**(Butler/seconded); motion carried unanimously.**

**Motion: to move Item VI. New Business forward on the agenda.**

**(Swedberg/seconded); motion carried unanimously.**

#### **V. INFORMATIONAL**

A. Update on campus-wide inclusion efforts, John Marshall

Mr. Marshall informed the senators about the 3-year Sampson Grant and campus efforts to address suicide prevention/intervention. Peer group engagement is a component of this type of prevention. Continued improvement for education and awareness training is a constant—especially given that attendance at recent sessions exceeded the aims of the training. Mr. Marshall’s office is looking to develop shorter sessions with a higher level of training. Sensitivity training is also a renewed focus given recent attention from the “athletics incident.” Fall of 2016 the Student Services office will turn its attention to the issue of campus inclusion and diversity.

#### **VI. NEW BUSINESS**

A. Discussion on Faculty Senate & FS Subcommittee representation, Josh Butler

[Hand-out: “Senate Sub-Committee openings for Fall 2016”]

Senator Butler presented his solicitations regarding positions available on senate committees.

There was a reminder that the Assessment Committee is not a standing committee with elected officers. Members are appointed from each department on campus.

#### **VII. REPORTS**

A. Update from Academic Affairs, Carol Futhey

VP Futhey informed the senators of personnel changes on the main as well as Montrose campus.

B. Update from Faculty Senate President, Chad Middleton

President Middleton recapped the Faculty Senate’s aims and accomplishments of the 2015-2016 academic year. He also reminded senators of the importance of upcoming senate elections. After reviewing the options for the addressing the scheduling conflict between Faculty Senate’s last

meeting and President Foster's Spring Recognition Reception and Program, President Middleton took a straw poll.

**Motion: to hold the Faculty Senate meeting of May 5 one half hour earlier at 3pm. (Schultz-Ela/seconded); motion carried unanimously.**

President Middleton recounted the number of applicants and finalists for the Distinguished Faculty Awards. Also mentioned were the selected Emeriti faculty. The president reminded senators to solicit signatures from their colleagues in their respective departments for the senate's statement in support of diversity and condemning bigotry. Anne Bledsoe will be making the document available at the library for signatures. Kurt Haas will make the document available to support staff. The Associated Student Government is working on a table in the University Center for soliciting signatures. A few faculty were under the impression that the statement was issued by CMU's administration and for this reason declined to sign. The statement is on the Faculty Senate's website. The Academic Council has been presented with the statement and responded very positively. The Criterion has yet to respond to President Middleton's queries about running the statement, perhaps accompanied by a story.

**C.** Faculty Trustee's Report, Aparna Palmer

[Hand-out: "Summary of Board of Trustee's Meeting Draft"]

Senator Palmer reviewed her summary with the Faculty Senate. A finalized version will be provided to President Middleton who can make it available to the rest of the senate.

**D.** Faculty Senate Executive Committee Report, Dan Schultz-Ela

All topics covered at the Executive Committee meeting were adequately discussed at this meeting. Secretary Schultz-Ela had nothing further to report

## **VIII. ADJOURN**

**Motion: to adjourn the Faculty Senate meeting of April 7, 2016. (Ayers, seconded); motion carried unanimously.**

Meeting adjourned at 4:55pm.

Respectfully submitted,  
Melinda J. Scott, Minutes Recorder