

**Faculty Senate  
Meeting Minutes  
September 17, 2015  
LHH 302**

**Senators/Reps in attendance:**

Chad Middleton, Josh Butler, Dan Schultz-Ela, Johnny Snyder, Aparna Palmer, Jack Delmore, Lisa Friel, TJ Gerlach, Megan Glynn, Carrie McVean Waring, Elizabeth Sharp, Genell Stites, Sarah Swedberg, Laney Wooster, James Ayers, Anne Bledsoe

**Guests in attendance:**

Carol Futhey, Academic Affairs; Steve Werman, Academic Affairs; Gillian McKnight-Tutein, Asst VP of Academic Affairs; Bette Schans, Director of Assessment of Student Learning; Holly Teal, Registrar; Jared Workman, PES Physics Professor; Ben Linzey, ASG Chief of Staff

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 3:30pm.  
Senators were reminded to sign the Roll Call sheet on the clipboard.

**II. CONSENT AGENDA (Items to Accept)**

- A. UCC Committee Minutes (8.27.15)
- B. Combined Curriculum Annual Report 2014-15

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

**III. APPROVE SENATE MINUTES FROM PREVIOUS MEETING (9.3.15)**

**Motion: to approve the Faculty Senate Meeting Minutes of September 3, 2015.  
(Stites/Sharp); motion carried unanimously.**

**Discussion:** Clarify Item C.3. on page 3: amend to “President Foster suggested that Faculty Senate review current policy and offer recommendations regarding ways to address faculty absences.”

**IV. STANDING COMMITTEE MINUTES TO APPROVE**

- A. Assessment Committee Minutes (2.5.15)
- B. Assessment Committee Minutes (3.4.15)
- C. Assessment Committee Minutes (4.2.15)
- D. Assessment Committee Minutes (5.6.15)

**Motion: to approve the Assessment Committee Minutes as listed above.  
(Ayers/Sharp); motion carried unanimously.**

**Discussion:** A question was raised about the “late submission” of the above committee meeting minutes to the Faculty Senate, as well as receiving them in “bundles.” The Director of Assessment of Student Learning acquiesced, “at the senate’s pleasure.” Senator Snyder suggest more timely submissions in case Faculty Senate needs to act on the content of the minutes.

E. Assessment Committee Annual Report 2014-2015

**Motion: to approve the Assessment Annual Report of 2014-2015. (Swedberg/Friel); motion carried unanimously.**

**Discussion:** “Nice summary.”

## V. INFORMATIONAL ITEMS

A. Bill and Mai Robinson Endowed Lecture Fund (Jack Delmore)

[Hand-out: “Memorandum of Understanding: CMU Foundation and William S. Robinson”]

Bill wanted to reinstate lectures and performances from a broad spectrum of speakers and artists at CMU, to be open to the public as well as the academic community.

**Discussion:** The donation was finalized 10 days ago, so further plans are moving along now. Nominations for the selection committee will be solicited through Faculty Senate.

## VI. NEW BUSINESS

A. Mandatory implementation of D2L (Gillian McKnight-Tutein)

D2L shell use will be required by Fall 2016. A soft roll-out will begin Spring 2016. November training is being offered: “Courses on the Half-Shell.” Shells will be generated automatically for all courses. Help sessions will be available a week before the beginning of both fall and spring semesters as well as Quick Guides and webinars. Distance Learning will relocate to the renovated library December 15. Only syllabi and grades will be required to be posted. November 9-15 is Distance Learning Week.

B. Adequacy of faculty travel funds (Chad Middleton)

The last increase in faculty travel funds was made in 1995—from \$500 to \$600.

**Motion: to charge the Faculty Success Committee with surveying a peer group of higher education institutions to determine where CMU ranks in their support of faculty travel. (Snyder/Butler); motion carried unanimously.**

C. Sufficiency of the *Faculty Professional Development Grant*, (Chad Middleton)

The funding for the *Faculty Professional Development Grant* currently stands at \$50,000 annually.

**Motion: to charge the Faculty Success Committee with exploring the same peer group as in the motion for VI. B. above, as to the peer groups’ internal support for faculty research, travel, and scholarship.**

**(Snyder/Ayers); motion carried unanimously.**

D. Recommendations on requirements for commencement (Aparna Palmer)

Academic Affairs would like a policy in place to address students who walk in the commencement ceremony but are short on graduation credits. Most importantly, the VP of Academic Affairs would like to see that those students actually finish their degrees. Holly Teal of the Registrar’s office encourages DegreeWorks as a tool to verify course work that results in graduation. By February 2016, the Registrar can check DegreeWorks and give advance notice to students as to whether they qualify to participate in commencement. A follow-up check will be done in March or April. Registrar Teal will go through DegreeWorks in November to see if students have registered for the correct classes and then update department heads monthly. She encourages faculty to check DegreeWorks before approving graduation petitions.

**Motion: to charge the Academic Policies Committee to evaluate the current policy of graduates lacking degree completion requirements to participate in commencement ceremonies. In particular, how many requirements should/could be lacking, if any, in order to “walk” in a commencement?**

**(Palmer/Glynn); motion carried unanimously.**

E. Policy recommendations concerning faculty absences (Chad Middleton)

President Foster and VP of Academic Affairs Futhey want input from Faculty Senate

**Motion: to charge the Academic Policies Committee with exploring current policy regarding faculty absences. What types of absences are there (sick leave, conference travel, personal days, sabbatical ...) and what processes are in place for these absences, and what processes are lacking?**

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

**Discussion:** Are there timelines regarding these various charges to the noted standing committees? Middleton would like reports back and acted on by the end of fall semester, particularly the charge in item D.

## **VII. REPORTS**

A. *Working Group on Department Head Feedback* Report (Josh Bulter)

There is a calendar in development for implementation, possibly this year. The working group has separated issues into feedback structure, consisting of 5 or so categories with prompts, and feedback process, regarding anonymity procedures and a single submission limit. Senator Butler has placed a document, “Progress Report on Working Group on Department Head Feedback” on the R: drive with more details. The document is available via the following file path:

R:\Faculty Senate\Fall 2015 files\Documents for the 9-17-15 meeting\ Progress Report on Working Group on Department Head Feedback

B. Executive Committee Report (Dan Schultz-Ela)

Of the issues discussed (most addressed in this senate meeting) no consensus has been reached at the executive level.

C. Strategic Planning Committee Progress Report (Carol Futhey)

The last strategic plan was issued in 2010. Three recommendations from the Higher Learning Commission report are being addressed. Results from the recent strategic planning committee focus groups should be presented to the CMU Board of trustees by January 2016.

D. Update from Academic Affairs (Steve Werman)

Faculty colloquiums are scheduled on Wednesdays, five times each semester. Attendance averages about 2% of the available seating. Please encourage your colleagues and students to attend!

## **VIII. ADJOURN**

**Motion: to adjourn the Faculty Senate meeting of September 17, 2015 (Stites).**

Meeting adjourned at 4:44pm.

Respectfully submitted,  
Melinda J. Scott, Minutes Recorder