

**Faculty Senate
Meeting Minutes
May 4, 2017
UC 221**

Senators/Reps in attendance:

Johnny Snyder, James Ayers, Dan Schultz-Ela, Josh Butler, Lisa Friel-Redifer, Kristen Hague, Megan Glynn Zollinger, Darin Kamstra, Chad Middleton, Elizabeth Sharp, Sarah Swedberg, Karen Urban, Thomas Walla, Aparna Palmer, Anne Bledsoe, Cody Armstrong

Senators/Reps absent:

Kathy Young

Guests in attendance:

Cynthia Pemberton, Vice President of Academic Affairs; Brenda Wilhelm, Tenure and Promotion Ad-Hoc Committee; Scott Kessler, Chair – Undergraduate Curriculum Committee; Scott Vangemeren, Health Sciences; Diana Bailey, Health Sciences; Warren MacEvoy, Tenure and Promotion Ad-Hoc Committee; Don Carpenter, Chair – Graduate Curriculum Committee

Minutes Recorder: Melinda J. Scott

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

The meeting was called to order by President Johnny Snyder at 3:32pm.

President Snyder welcomed guests and reminded senators and guests to sign the circulating Roll Call sheet.

II. CONSENT AGENDA

A. Library Advisory Committee minutes (4/17/17)

Motion: to receive the item on the consent agenda.

(Swedberg/seconded); motion carried unanimously.

III. APPROVE FACULTY SENATE MINUTES of 4/20/17 MEETING

Motion: to approve the Faculty Senate minutes of April 20, 2017, with the noted amendment below.

(Middleton/seconded); motion carried unanimously.

Amendment of Item VII.D.: Modify the first sentence, “Faculty Trustee Palmer reviewed her report of the February 28th and March 30th meetings of the Board of Trustees with the senators,” to read, Faculty Trustee Palmer reviewed her report of the February 28th, March 30th, *and April 6th conference call* meetings of the Board of Trustees with the senators.

IV. COMMITTEE MINUTES AND REPORTS TO APPROVE

A. Graduate Curriculum Committee minutes (4/12/17)

Discussion: Don Carpenter, chair of the Graduate Curriculum Committee was in attendance for questions. He noted that the minutes distributed were missing the committee’s annual report. Chair Carpenter informed the senators that there are three vacant seats on the committee for the 17/18 academic year and that no chair has been appointed as of yet. President Snyder suggested that an online vote be conducted on an electronic copy of the annual report, once it is made available to the Senate.

Motion: to approve the Graduate Curriculum Committee minutes of April 12, 2017. (Ayers/seconded); motion carried unanimously.

B. Undergraduate Curriculum Committee minutes (4/13/17)

Discussion: Scott Kessler, chair of the Undergraduate Curriculum Committee was present to address questions from the senators. He listed his committee's justifications for proposed changes to Combined Curriculum Policy and Procedures Manual, specifically:

1. The three-week submission process is too short in duration for the steps required to present a fully vetted proposal at a UCC meeting
2. A form change is needed for recognizing more letters (the course prefix) as more courses are added to the curriculum
3. Protocol for use of a course addition/course deletion form to change the prefix of a course name
4. Saturday summer classes have been added as a delivery format as noted on Table III, page 5, but there is no proper way to address contact hours

Vice President Ayers referenced page 27 of the proposed changes to curriculum policies and procedures, noting that it's possible a box is not checked appropriately with regard to course AGRS 104. The issue is overlap with other ag/chem courses. It appears there are communication issues between CMU and WCCC that may cause course overlap as evidenced by course AGRS 104.

Motion: to approve the Undergraduate Curriculum Committee minutes of April 13, 2017. (Swedberg/seconded).

Subsidiary Motion: to table the motion to approve the Undergraduate Curriculum Committee minutes of April 13, 2017 until next week when voting will be conducted electronically. (Ayers/seconded); motion carried unanimously.

C. Distinguished Faculty Award Committee minutes (2/14/17)

Motion: to approve the Distinguished Faculty Award Committee minutes of February 14, 2017.

(Middleton/seconded); motion carried unanimously.

V. NEW BUSINESS

A. Tenure and Promotion Ad-Hoc committee report, Brenda Wilhelm
[Hand-out: "Tenure and Promotion 2017: Recommendations from the Tenure and Portfolio Senate Working Group"]

Discussion: Wilhelm recounted items proposed by the Tenure and Promotion Ad-Hoc committee:

1. Committee to reconvene Fall 2017
2. Changes that do not require changing the Professional Personnel Employment Handbook
3. Streamline the portfolio process
4. Alter the meeting process
5. Requests for information from department heads via the VPAA

The name of Patti Ward (Health Sciences) is missing from the committee membership listed on page 3 of the recommendations—please write her in. Much discussion of the recommendations ensued, especially with regard to submission of evidence. In the interest of time, Wilhelm requested that further Senate feedback be conducted electronically, with an online vote from Faculty Senate regarding the committee's revised recommendations. An online revised version will be made available to senators.

Motion: that the Tenure and Promotion Ad-Hoc committee continue its work in the fall. (Middleton/seconded); motion carried unanimously.

See related motion below, Item IX. FACULTY SENATE ONLINE VOTING

B. Proposed Changes to Combined Curriculum Policy and Procedures Manual,
Scott Kessler

This item is covered earlier in the agenda; see Item IV.B.

C. Faculty Senate Standing Committee Elections, James Ayers
Ballots were distributed to voting senators. Ballot candidates were advocated by various senators. Vice President Ayers collected the ballots after senators voted.

D. Catalog Description Reviewer Election, Johnny Snyder
Johanna Varner (Biological Sciences) was nominated to serve as Catalog Description Reviewer.

Motion: to accept Johanna Varner as Catalog Description Reviewer (Butler/seconded); motion carried unanimously.

E. Faculty Senate Executives Elections, Johnny Snyder

President-Elect Butler will serve as president of Faculty Senate this upcoming academic year. President Snyder opened the floor for nominations to elect a vice president, a secretary and a president-elect for the 17/18 academic year.

Motion: to nominate Kristen Hague as president-elect. (Butler/seconded); motion carried unanimously.

President Snyder closed the nominations for president-elect. The Senate elected Kristen Hague as president-elect for the 17/18 academic year.

Motion: to nominate James Ayers as vice-president. (Butler/seconded); motion carried by majority [one abstention].

President Snyder closed the nominations for vice-president. The Senate elected James Ayers as vice-president for the 17/18 academic year.

Motion: to nominate Dan Schultz-Ela as secretary. (Butler/seconded); motion carried by majority [one abstention].

President Snyder closed the nominations for secretary. The Senate elected Dan Schultz-Ela as secretary for the 17/18 academic year.

VI. OLD BUSINESS

There is no old business.

VII. REPORTS

A. CFAC and VP report, James Ayers
Vice President Ayers had nothing to report.

B. Student Government Report, Cody Armstrong
Representative Armstrong had nothing to report.

C. Executive Committee Report, Dan Schultz-Ela
Secretary Schultz-Ela had nothing notable to report that had not already been covered in this meeting.

D. Faculty Trustee Report, Aparna D.-N. Palmer
Faculty Trustee Aparna D.-N. Palmer had nothing to report. Reports for the trustee meeting of April 28th and subsequent upcoming meeting will be posted on the R: drive.

E. President's Report, Johnny Snyder

Annual reports will be loaded to the R: drive for the Senate's perusal and ensuing electronic approval. Snyder is still waiting for six more annual reports and will notify senators via email when all reports have been located to the R: drive.

Three electronic votes pertinent to this meeting will be conducted online:

1. Undergraduate Curriculum Committee minutes (4/13/17)
[Includes proposed changes to Combined Curriculum Policy and Procedures Manual]
2. Annual Reports
3. Recommendations from the Tenure and Promotions Ad-Hoc Committee (revised)

F. Update from Academic Affairs, Cynthia Pemberton

VPAA Pemberton informed the senators that a campus email will be issued soon regarding open forum-style meetings for all faculty and staff on Monday, May 8. Times are slated for morning, noon, and afternoon in UCC 213. She also covered low-enrollment course guidelines and course caps standards as they affect course comparability between online and face-to-face courses.

President Snyder thanked the senators for their service and Dr. Pemberton for ushering the university into a new era.

VIII. ADJOURN

Motion: to adjourn the Faculty Senate meeting of May 4, 2017 (Butler/seconded).

Meeting adjourned at 4:59pm.

Respectfully submitted,

Melinda J. Scott, Minutes Recorder

IX. ELECTRONIC MEETING MINUTES

See Item V.A. New Business: Tenure and Promotion Ad-Hoc committee report

Discussion: An online discussion continued regarding Item V.A., including the following topics:

1. Committee and subcommittee structure, application processing timeline, growing number of tenure applicants
2. Department head and VPAA annual evaluation/scores/comments
3. Restrictions on documentation (page quantity & length): letters of support, narratives, category

Motion: that the Senate modify the proposal currently being considered to include a requirement of submission of evidence of scholarship in a supplementary binder that will be submitted with the primary binder. No changes are recommended in this motion for the other aspects of the proposal.

(Walla/seconded); motion carried (online)

D. Undergraduate Curriculum Committee minutes (4/13/17)

Motion: to take the UCC minutes dated 13 April 2017 from the table.

(Ayers/seconded); motion carried (online).

Tabled Motion: to approve the Undergraduate Curriculum Committee minutes of April 13, 2017.

(Swedberg/seconded); motion carried (online).