

**Faculty Senate
Meeting Minutes
December 1, 2016
UC 221**

Senators/Reps in attendance:

Johnny Snyder, James Ayers, Josh Butler, Dan Schultz-Ela, Lisa Friel, Megan Glynn Zollinger, Darin Kamstra, Elizabeth Sharp, Melissa Connor (proxy for Sarah Swedberg), Karen Urban, Thomas Walla, Aparna Palmer, Lauren Cantwell (proxy for Anne Bledsoe), Ben Linzey

Senators/Reps absent:

TJ Gerlach, Chad Middleton, Anne Bledsoe

Guests in attendance:

Kurt Haas, Asst VP Academic Affairs; Scott Kessler, Chair – Undergraduate Curriculum Committee; Margot Beckett, Chair – Academic Policies Committee; Tim Pinnow, Asst VP Academic Affairs; Suzanne Lay, Chair – Assessment Committee; Bette Schans, Director of Assessment & Student Learning; Tom Acker, Chair – Faculty Salary & Benefits Committee; Don Carpenter, Chair – Graduate Curriculum Committee

Minutes Recorder: Melinda J. Scott

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

Meeting was called to order by President Johnny Snyder at 3:30pm.

Senators, guests and proxies were welcomed and reminded to sign the Roll Call sheet on the clipboard.

II. CONSENT AGENDA

A. Undergraduate Curriculum Committee Minutes (11.10.16)

Motion: to accept the Undergraduate Curriculum Committee Minutes of November 10, 2016. (Ayers/seconded); motion carried unanimously.

III. FACULTY SENATE MINUTES

A. Faculty Senate Meeting Minutes, 11/17/16

Motion: to approve the Faculty Senate Meeting Minutes of November 17, 2016 with the following amendments: 1) Add Megan Glynn Zollinger to the list of senators in attendance; 2) Item IV.A. should read “Motion to *approve* the Sabbatical Committee Meeting Minutes...” (Butler /seconded); motion carried unanimously.

IV. STANDING COMMITTEE MINUTES TO APPROVE

A. Assessment Committee Minutes 5/3/2016

Discussion: Item #3: Progress of the construction of SLOs and Item #4: the curriculum manual example provided by CSMS titled “Cyber Security.” A well-written example of a curriculum manual is useful to other departments who are developing the same for their programs.

Motion: to approve the Assessment Committee Minutes of May 3, 2016 (Ayers/seconded); motion carried unanimously.

B. Assessment Committee Minutes 9/6/2016

Discussion: The progress of Essential Learning assessments: writing, e-portfolio, critical thinking, oral communication, quantitative literacy.

Motion: to approve the Assessment Committee Minutes of September 6, 2016 (Ayers/seconded); motion carried unanimously.

C. Graduate Curriculum Committee Minutes 11/9/2016 (with addendum)

Discussion: Progress of graduate certificates, library reviews, program launch timelines, MATH 596 topics, MAEd programs approvals.

Motion: to approve the Graduate Curriculum Committee Minutes of November 9, 2016 (Kamstra/seconded); motion carried unanimously.

D. Undergraduate Curriculum Committee Minutes 10/27/2016

Discussion: Tabling the recommendation in section IV.A will effectively kill the revision suggested.

Motion: to consider section IV.A. separately from the rest the Undergraduate Curriculum Committee Minutes of October 27, 2016 (Schultz Ela/---); motion withdrawn.

Motion: to approve the Undergraduate Curriculum Committee Minutes of October 27, 2016 (Ayers/seconded); motion carried unanimously.

Motion: to table the recommendation in section IV.A. contained in the Undergraduate Curriculum Committee Minutes of October 27, 2016 (Butler/seconded); motion carried unanimously.

V. NEW BUSINESS

A. Discussion of report from Faculty Salary & Benefits Committee concerning the summer pay structure change of 11/5/2015 (Tom Acker)

Discussion: Senators and Chair Acker discussed the history of CMU's summer pay structure and the current structure model in relation to comparable institutions. Summer enrollment impacts the pay structure, which is of concern to many instructors, as well as how declining to teach a summer course might impact instructors' contract or tenure considerations. President Snyder will research these issues with the aim of revisiting at a future senate meeting.

VI. OLD BUSINESS

A. Policy and Procedures Manual for Faculty Senate Standing Committees

President Snyder reviewed the most recent changes posted to the manual as posted on the R: drive.

Discussion: Vice President Ayers will research the meeting requirements of the Distance & Learning Technology Committee as dictated by the Policy and Procedures Manual. Senator Kamstra notes that Item 8B on page 13 of the updated Policy and Procedures manual should read "Remind faculty members returning from sabbatical *to* submit a report...." President Snyder will investigate the status of free commuter passes to emeritus faculty. The recent updates to the Policy and Procedures Manual will be posted on the R: drive before the holiday break begins.

Motion: to accept the changes to the Policy and Procedures Manual for Faculty Senate Standing Committees as posted on the R: drive. (Schultz Ela/seconded); motion carried unanimously.

B. Academic Policy – maximum credit hour exemption...e.g., POST

Margot Beckett was available for senators' questions about the proposed exemption. President Snyder thanked Chair Beckett for expediting this proposal through committee.

Motion: to approve the Academic Affairs policy “Student Load and Limitations” as revised 11/30/16.

(Sharp/seconded); motion carried unanimously.

C. Exit Interview, Kurt Haas

Discussion: The format is not final, but will serve as the basic template; expect some updates.

VPAA Haas has offered to gather responses from the exit interview. It would be a great tool for HR to use as part of the faculty check-out procedure in the future. President Snyder will ask them.

Motion: to recommend that Human Resources deploy this Exit Interview to faculty members who have left the university at the end of the 2015/2016 academic term, after any imminent changes.

(Ayers/seconded); motion carried unanimously.

VII. REPORTS

A. CFAC and VP report, James Ayers

No report given.

B. Student Government Report, Ben Linzey

ASG Representative Linzey will compile a written report to be issued at a later date about a conference he attended in New York City with students from fifty universities. Conference topics included: the presidential election; campus safety, sexism, white privilege, LGBTQ issues, diversity and more. ASG is now working on an action plan addressing some of these subjects on CMU campus. ASG needs a faculty advisor—please inform your colleagues! ASG is fielding budget appeals from five different organizations tomorrow. Representative Linzey will not be able to attend Faculty Senate meetings next semester due to scheduling conflicts, but he has someone to attend in his place. ASG President Dillinger and ASG's director of external affairs, Rykel Menor, will undergo impeachment proceedings this week and next.

The addition of the D2L component to all CMU courses is causing problems for some students; it is not being utilized properly/effectively by some faculty members. Mr. Linzey asked what kind of training faculty receives in D2L.

C. Executive Committee Report, Dan Schultz-Ela

Most items of this meeting have covered the issues of the latest Executive Committee meeting. VPAA Pemberton wanted to emphasize that the POST program is an example of how the Academic Affairs policy “Student Load and Limitations” will apply, but the policy is written to address other program needs as approved. President Foster agrees that information gleaned from the Exit Interview should prove informative but wondered how the Exit Interview data will be used—to what end.

D. Faculty Trustee Report, Aparna Palmer

[Hand Out: Summary of Board of Trustees Meeting, September 30, 2016” Draft]

Faculty Trustee Palmer reviewed the handout with fellow senators.

E. President's Report, Johnny Snyder

Senators are invited to the point for Faculty Friday, 4:30 to 6:00pm.

The procedure for selecting a chair for the Robinson Lecture Fund is outlined on page 1 of the Policy & Procedures Manual. "Scholarly and Creative Activity" has also been added to the manual in the Pre-Tenure Review Committee section.

F. Update from Academic Affairs, Kurt Haas

No report given.

VIII. ADJOURN

Motion: to adjourn the Faculty Senate meeting of December 1, 2016 (Butler).

Meeting adjourned at 4:58pm.

Respectfully submitted,

Melinda J. Scott, Minutes Recorder