

## CMU Faculty Senate MEETING MINUTES

Date: April 6, 2023, 3:30 – 5:00pm

Venue: Library 331

### Senators/Representatives present:

Brian Parry, Brad Montgomery-Anderson, Kristin Heumann, Kyle McQuade, William Campbell, David Collins, Ann Gillies, Josh Butler for Eli Hall, Kelly Krohn-Bevill, Christopher McKim, Markus Reitenbach, Stacie Schreiner, Margot Beckett, Tim Casey

### Senators/Representatives Absent:

Nate Perry, Benjamin Reigel, Cher Hendricks,

### Guests:

Laureen Cantwell Jurkovic, Cy Simamura, Megan Sherbenou, Amber D'Ambrosio, Sarah Lanci, Evan Curtis, Greg Baker

Renae Phillips- Recorder

- I. Call to Order and Roll Call by Sign-In
  - a. President Parry calls meeting to order at 3:31pm

- II. Consent Agenda
  - a. Assessment Committee Minutes, December 1, 2022

**Motion: to receive the Assessment Committee Meeting minutes from December 1, 2022 and February 3, 2023.**

**(Reitenbach, Seconded McQuad); Motion Carried**

- III. Approve Faculty Senate Minutes from March 16, 2023

**Motion: to approve Faculty Senate Meeting minutes from March 16, 2023.**

**(Butler, Seconded Gillies); Motion Carried**

- IV. Information Items

- a. Update on nominations for Faculty Trustee

- i. Currently no nominations (a dramatic reaction was displayed by our current Trustee, Casey). Deadline to submit is Monday, April 10, 2023. Casey will put his name in the hat if there are no other candidates interested. It is a really great opportunity, and we need strong representation on the Board.

- V. Continuing Business

- a. Digital Archive (Amber D'Ambrosio)

- i. The goal is to save the reports in a way that can utilize keyword search. Also, it is of value to the public to have access to the information. CMU Tomlinson Library already has a digital archive which allows keyword search for all documents in the archive or can drill down in specific collections.

Discussion: Will it search by relevance? Yes, it can be set up as desired. In terms of stewardship, uploading the files, maintaining, etc. Amber D'Ambrosio is the primary responsible user that would upload to the Digital Archive system. Who has access to the Archive? It currently is fully viewable to everyone, but can be restricted to user, etc., as determined. How would you prefer the documents to be submitted? Given access on the R:/ folder and can pull it into the Digital Archive. What kind of volume can be handled? If it is something that can be completed during the summer, it would be better. Documents need to be in .pdf format. What documents would be best in the Digital Archive? Consensus would be to have all documents. What chronological order would make the most sense to start? Start with the most recent and work backward makes the most sense for future discussions.

- b. Senate Bylaws vote outcome (Brad Montgomery-Anderson)
  - i. Clinical Faculty: 225 Yes; 2 No; 1 Abstain (needed 119 approval votes to ratify the amendments). Please share that there was a superfluous change with your faculty. Need to remove “and E” from Article III, Section 1 and Article VII, Section 2.
  - ii. CFAC Representative: 228 Yes; 1 No; 1 Abstain (needed 119 approval votes to ratify the amendments)

#### VI. New Business

- a. Time involved in curriculum changes (Sarah Lanci & Evan Curtis)
  - i. If there is a proposal in the Fall semester, is there enough time to have updates/changes in place for students to utilize for Spring registration? A flow chart of the current process was presented to the Faculty Senate. Will look at submission dates and possibly adding training for the members of the UCC members and Department Reps.

Discussion: Not sure if there is a way to redesign CIM to work best for the process. Who can address the problem of the flow of submission to approval? There should be a way to streamline CIM (i.e. “Proposal bridged with Banner, some manual entry occurs”); Maggie Bodyfelt will prioritize items that affect the students. It appears that CIM needs to close earlier to make the flow meet registration times. As we are learning what does and what doesn't work, we need to determine any new deadlines. There need to be more responsible individuals at each stage, i.e., the only representative from the Registrar's office is Maggie Bodyfelt, so if she is out of the office, then there currently isn't any other individual to process that stage. Thus, having at least two representatives responsible at each stage might make a difference. Can we ask the Registrar to have place holder courses?

- b. Special Senate Meeting on May 11<sup>th</sup> via Zoom at 330pm
  - i. To approve last minute UCC Minutes
- c. Vote for President-Elect
  - i. Nominations: Stacie Schreiner

1. Parry nominated Stacie Schreiner for President-Elect for 2023-2024

**Motion: Vote for President Elect  
(Parry, Seconded Butler); Motion Carried**

- d. Vote for Vice-President
  - i. Role of Vice President:
    1. Maintains the membership rolls; relays the tallies; attends Executive Committee meetings and Graduation; will step in to run Faculty Senate Meeting if President is absent.
  - ii. Nominations:
    1. Brian Parry will reach out to fill vacancy.
- e. Vote for Secretary
  - i. Role of Secretary:
    1. Record keeping (minutes) for the Executive Committee and other information collection for the Faculty Senate
  - ii. Nominations:
    1. Brian Parry will reach out to fill vacancy.

**Motion: Tabled the Nomination and Vote for Vice-President and Secretary**

VII. Reports

- a. CFAC report, Margot Beckett
  - i. No report
- b. VP report, Brad Montgomery-Anderson
  - i. No report
- c. Student Government Report, Cy Shimamura
  - i. This Saturday is the MAV Awards; Next weekend is the Spring Concert
- d. Executive Committee Report, Kyle McQuade
  - i. Next meeting is Tuesday, April 11, 2023.
- e. Faculty Trustee Report, Tim Casey
  - i. Next Board of Trustee meeting end of May. Recent CM&U meeting: President Marshall discussed that tuition will be increasing for 2023-2024. Looks promising that we can get Geo Project all the way up to 100%; COLA (1-2% adjustment) and market adjustments (2-3% adjustment). Does not appear that President Marshall will be doing the merit pay this year, and plan on putting those funds toward market adjustments, Parry will add to Executive Committee meeting to confirm. We are about a year or more out on the discussion for Adjunct pay.
- f. President's Report, Brian Parry
  - i. No report
- g. VPAA Report, Cher Hendricks
  - i. Not present; Parry relayed that Hendricks wanted to emphasize the email sent out about two new positions in Academic Affairs.

VIII. Adjourn

**Motion: to adjourn the meeting**

**(Kelly, Seconded Marcus); Motion carried 5:01pm**