

CMU Faculty Senate MEETING MINUTES

Date: April 20, 2023, 3:30 – 5:00pm

Venue: Library 331

Senators/Representatives present:

Brian Parry, Kristin Heumann, Kyle McQuade, William Campbell, David Collins, Ann Gillies, Josh Butler (for Eli Hall), Kelly Krohn-Bevill, Christopher McKim, Nate Perry, Benjamin Reigel, Markus Reitenbach, Stacie Schreiner, Margot Bechtel, Tim Casey

Senators/Representatives Absent:

Brad Montgomery-Anderson, Cher Hendricks, Cy Shimamura

Guests:

Lauren Cantwell Jurkovic, Chad Middleton, Megan Sherbenou, Sarah Lanci

Renae Phillips- Recorder

- I. Call to Order and Roll Call by Sign-In
 - a. President Parry calls meeting to order at 3:32pm

- II. Consent Agenda
 - a. Academic Policies Committee Minutes, February 28, 2023
 - b. Academic Policies Committee Minutes, March 13, 2023
 - c. Academic Policies Committee Minutes, March 27, 2023

Motion: to approve Academic Policies Committee Minutes from February 28, 2023; March 13, 2023; March 27, 2023.

(Bechtel, Seconded Schreiner); Motion Carried

- III. Approve Faculty Senate Minutes from April 4, 2023
Motion: to approve Faculty Senate Meeting minutes from April 4, 2023.
(Gillis, Seconded McQuade); Motion Carried

- IV. Committee Minutes and Reports to Approve
 - a. UCC Minutes, March 16, 2023
Motion: to approve UCC Minutes from March 16, 2023.
(Collins, Seconded Heumann); Motion Carried

- b. WCCC-CC Minutes, March 14, 2023
Motion: to approve WCCC-CC Minutes from Mach 14, 2023.
(Reigel, Seconded Reitenbach); Motion Carried

- c. Assessment Committee Minutes, December 1, 2022
Motion: to approve Assessment Committee Minutes from December 1, 2022.
(McQuade, Seconded Bechtel); Motion Carried

- d. Assessment Committee Minutes, February 3, 2023

**Motion: to approve Assessment Committee Minutes from February 3, 2023.
(Schreiner, Seconded Gillis); Motion Carried**

V. Information Items

a. Merit Pay decision.

- i. Met with Executive Committee, Michelle Quinn was caught off guard that merit pay is likely to go away. Market adjustments are on the horizon. Those with the largest discrepancies would be addressed first and then continue the process. Michelle Quinn will give the Faculty Senate a copy of the market analysis comparison by discipline by May 1st along with a schedule of processing. Michelle Quinn expressed the evaluation process will be reviewed and updated along with a possibility of base pay merit increase. PERA is excluded from the discussion. If we want to address the evaluation process for the handbook, that will need to be implemented now. The Executive Committee would prefer to work together, instead of separately when making decisions on items such as merit pay, etc. The first market analysis has been on staff, thus if merit pay is taken away, it appears that staff may be the first to receive market pay adjustment, then there is at least one year before faculty will see any increase in pay. Cher Hendricks plans to bring the handbook in alignment with Jill Knuckles this summer, maybe Faculty Senate will have a seat at the table to assist with those items. Is there a gentle way to discuss with Cher Hendricks the implementation of a committee to evaluate best practices in reference to the evaluation process. There must be evaluation outcomes, so it isn't going to go away, but the changes and implementation is key.

VI. Continuing Business

a. Academic Policies Committee Report (Megan Sherbenou)

- i. Free Speech and Civility Discourse syllabus statement proposal – Academic Policies Committee unanimously recommend not to require the statement in a course syllabus.

Motion: to approve the report by the Academic Policies Committee that the Free Speech and Civility Discourse statement should not be placed in an individual course syllabus.

(Heumann, Seconded Reigel); Motion Carried

- ii. Separating the course syllabus into a course specific syllabus and an appendix. The Academic Policies Committee unanimously recommend creating a separation. It is unclear as to who identifies what must be included in the syllabus, so they took the Distance Education Syllabus Template to split it up accordingly. The Institutional Syllabus will have all campus items that are required for all courses, not course specific, and housed in Academic Affairs. A suggested template was provided for the Institutional Syllabus.

Discussion: What if a department does not agree with other departments about the use of items, i.e., AI, etc.? What is the timeline for implementation? Distance Education can help institute the changes for Fall 2023 if desired, however wording and formatting needs to be fleshed out. The idea would be a link on course syllabus via D2L. Chad Middleton should oversee this implementation, discussions with Cher Hendricks are open to guidance on implementation and to host any items on the Academic Affairs website as needed. This may need to be married to the handbook and work with individuals who are responsible for the Student Code of Conduct, so that there is alignment.

**Motion: to approve the report by the Academic Policies Committee to split the syllabi according to the charge.
(Heumann, Seconded Bechtel); Motion Carried**

b. Retirement Match Proposal

i. Current Plan Info

1. Two Plans

- a. Mandatory participation (401(a) employer & employee contribution
- b. Voluntary participation 403 (b) employee contribution only

2. Employer contribution schedule

- a. 401(a): CMU 11.4% + employee 8.0%
- b. 403(b): 100% employee contribution

3. CMU employees do not pay into Social Security

- a. Best Practices – suggest saving 10-15% on top of Social Security (12.4%), Pension or other sources 401(a)

ii. Proposed Changes

1. Two Plans

- a. Mandatory participation (401(a) employer & employee contribution
- b. Voluntary participation 403 (b) employer & employee contribution only

2. Employer contribution schedule

- a. 401(a): CMU 12.4% + employee 8.0%
- b. 403(b): CMU Match – 50% up to 2%, employee puts in 2%, CMU puts in 1%

i. Example

1. \$50,000 annual salary

- a. 2% Employee Contribution = \$1000
- b. 1% CMU Match = \$500

Discussion: The idea is to offer a higher retirement contribution from the University as a benefit. This plan will be finalized after discussion with lawyers with an optimistic start date of July 1, 2023.

VII. New Business

- a. Vote for Secretary
 - i. Brian Parry nominates Kyle McQuade.

Motion: Vote for Secretary; unanimously voted Kyle McQuade as 2023-2024 Faculty Senate Secretary

- b. Would like to have the new Faculty Senators attend final meeting so that Vice-President can be voted on.

VIII. Reports

- a. CFAC report, Margot Beckettell
 - i. In most recent years, the main goal was to keep institutions connected due to COVID. Student success and transfer; how to deal with enrollment cliff; continue being advocates for higher education and faculty compensation. Structure of meetings: college reports (give short blurbs); general education counsel; statewide transfer schedules; GT pathway syllabi language to address how courses fulfill objectives; stackable credentials; House Bills – non-tenure track appointments changed to 5 years for librarians. Senate Bills – Require Peace Corp volunteers to be classified as state students for tuition.
- b. VP report, Brad Montgomery-Anderson
 - i. No report
- c. Student Government Report, Cy Shimamura
 - i. Not present.
- d. Executive Committee Report, Kyle McQuade
 - i. No report
- e. Faculty Trustee Report, Tim Casey
 - i. CM&U meetings in EH125 on April 26th from 4-5pm and in DH104 on May 5th from 2-3pm
- f. President's Report, Brian Parry
 - i. No report
- g. VPAA Report, Chad Middleton (for Cher Hendricks)
 - i. Morgan Bridge emailed the Department Heads: Dept. of Education has recently submitted more guidelines for online courses. There are five criteria (four have been listed below) for regular and substantive interaction for online courses and implemented by Fall 2023:
 1. Providing direct instruction for synchronous instruction.
 2. Assessing or providing feedback on student's course work, this does not and cannot be computer graded problems. It must include interaction/directly graded by instructor.
 3. Providing information or responding to questions about the course or competency.
 4. Facilitating the group discussion for course content or competency, which could include a group discussion board.
 - ii. Kristen H will post email sent to Department Heads on R:/ for review.

Discussion: Does this affect the hybrid courses? Not at this time, just full online courses. Is this federal or state mandate? It is through the Department of Education, which is federal. Who will be supervising this transition? Assume Dr. Bridge will be the supervising AVPAA. What is the reason for this change? There has been an assumption that this has been going on, but now we must effectively confirm it is in process. Has there been a conversation with HLC on the implementation of this requirement? The burden will be in the Academic Affairs Office to make sure the campus is working toward this requirement and implementing. It is a policing and monitoring issue.

IX. Adjourn

Motion: to adjourn the meeting

(Schreiner, Seconded Krohn-Bevill); Motion carried 5:01p