

Faculty Senate
Meeting Minutes
September 4, 2014
UC 221

Senators in attendance:

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

Guests in attendance:

Carol Futhey, Vice President of Academic Affairs; Holly Teal, Registrar; and Tonya Chapin, Undergraduate Curriculum Committee Chair

Minutes Recorder: Melinda J. Scott

I. CALL TO ORDER

Meeting was called to order by President Aparna Palmer at 3:33pm.
[Hand-outs provided: draft of Faculty Senate Meeting Minutes – May 8, 2014]

Additions to Agenda:

Snyder told the senators that in addition to approving minutes from last meeting (item III), the Senate also needs to approve Assessment Committee meeting minutes received at last Senate meeting of the year.

These include:

- A. Assessment Committee minutes from November 1, 2013 meeting.
- B. Assessment Committee minutes from December 5, 2013 meeting.
- C. Assessment Committee minutes from February 13, 2014 meeting.
- D. Assessment Committee minutes from March 7, 2014 meeting.

II. CONSENT AGENDA

Motion: to approve items on the consent agenda for consideration at next meeting: (Swedberg/Middleton); motion carried unanimously.

Discussion: Sharp asked if items will typically be listed under the consent agenda. Palmer confirmed and apologized for not having items listed—they were received at the last minute.

III. FACULTY SENATE MINUTES

Motion: to approve Senate minutes from last meeting of last year, May 8, 2014: (Sharp/Delmore); motion carried unanimously.

Discussion:

Wooster asked whether receiving Assessment Committee minutes dated 11/1/13, 12/5/13, 2/13/14 and 3/7/14 included their approval. Palmer replied that Faculty Senate will be voting on them promptly, as they are a recent addition to the agenda.

Snyder, referring to section VIII.B. of the Faculty Meeting Minutes of 5/8/14, clarified that a motion to modify item “h” in the Policies and Procedures Manual for Faculty Senate Standing Committees has been done in the official documents folder on the R: Drive and work is being done to have it corrected in the Faculty Senate listing on the website.

Wooster raised issue of redundancy in receiving the Annual Report from the Graduate Curriculum Committee and again included in a combined year-end report from the Graduate, Undergraduate and WCCC committees. She requested clarification that the information is the same and why the information is repeated in two separate reports. Palmer promises to double-check.

IV. COMMITTEE MINUTES AND REPORTS TO APPROVE (Added agenda item)

A. Assessment Committee minutes from 11/1/13

B. Assessment Committee minutes from 12/5/13

C. Assessment Committee minutes from 2/13/14

D. Assessment Committee minutes from 3/7/14

Discussion: Sharp requested Assessment Committee minutes be displayed for review as the minutes were not available in the “Documents for 09/04/14 meeting” folder. Snyder provided electronic display.

Motion: to approve Assessment Committee minutes of 11/1/13: (Ayers/Butler); motion carried unanimously.

Motion: to approve Assessment Committee minutes of 12/5/13: (Ayers/Schultz-Ela); motion carried unanimously.

Discussion: Sharp asked whether “once-a-month” open sessions with the Committee have ever actually happened. Palmer did not know and Snyder will query. Palmer noted typo in Assessment Committee minutes of 12/5/13.

Motion: to approve Assessment Committee minutes of 2/13/14: (Middleton/Glynn); motion carried unanimously.

Motion: to approve Assessment Committee minutes of 3/7/14: (Slauson/Schultz-Ela); motion carried unanimously.

V. DISCUSSION OF DEGREEWORKS (HOLLY TEAL)

[Hand-out provided: “DegreeWorks Update: Faculty Senate – September 4, 2014”]

Highlights:

A. Soft Roll Out of highly accelerated process

B. Basic functions are ready; program sheets still govern if discrepancies arise

C. Training Sessions have been provided; departments can request one

D. Reporting DegreeWorks Issues

E. Upcoming Items for Spring 2015 – Work to be done for Fall 2014

F. Upcoming Changes for Fall 2015 – Work to be done in Spring 2015

G. Hard Roll Out – To be determined

Discussion: Ayers questioned whether 4-year plan/program sheets loaded on DegreeWorks serve a specific purpose. Teal affirmed that students in freshman year are assigned a plan and can see courses offered in specific semesters (for integrated registration process); advisor may also “lock in” plan. Registration tool due out mid-2015 streamlines process: instead of student choosing classes from course menu, the four-year plan guides student to classes offered that semester that will satisfy degree requirements. Listed classes will be linked to registration.

Ayers asked about implications on curriculum. Any new restrictions or requirements for 4-year plan? Futhey replied that they will be looking at more sophistication further on.

Wooster asked if training will be available for students. Teal described plans for training videos on MAVzone and FAQs already begun. Please send additional FAQs from students to Teal. Wooster asked whether answers to FAQs are available. Teal promised they will be.

Palmer asked senators to encourage fellow faculty members to use DegreeWorks. The Registrar's Office can only accelerate improvement of the system if people use it and identify errors. She asked senators to encourage their department fellows to attend training sessions—they are very useful.

Sharp provided example of DegreeWorks demonstrating to a student how close she is to graduating based on her current credit hour standing, which effectively changed the student's mind about switching majors, which Sharp had advised against.

Slauson asked if the substitution form will remain as a paper form. Teal noted technology is available for electronic processing of substitutions, but we are not there yet. The paper process remains for now, but substitutions implemented in a student's sophomore year will be entered into DegreeWorks by the Registrar's Office.

VI. NEW ACTION ITEMS

A. Senate Standing Committee Elections, Johnny Snyder

Snyder passed out ballots, explaining that the Faculty Senate comprises 15 voting senators, a faculty trustee and a CFAC representative. There was only one contested position, for Academic Policies—Group A, with the remainder single candidates.

B. Ad hoc Committee for Faculty Handbook Revisions (Johnny Snyder & Dan Schultz-Ela)

Discussion: Snyder briefed the senators on the two-year history of Ad hoc Committee, which has been composed of members from FS and other faculty. Its purpose is to evaluate the Professional Personnel Policies Handbook in regards to updates and amendments, including issues that might arise in terms of recruitment and retention of quality faculty members. In the event of its reformation, Snyder would staff it.

Schultz-Ela asked if membership would be open to faculty other than senators. Snyder responded affirmatively, clarifying that while tenure or tenure-track eligibility is required for senate standing committees, formal requirements for an ad hoc committee are unclear.

Middleton asked if there would be one person from each department or from the A, B and C

groups. Snyder had no solid answer for Middleton. Ayers inquired as to the composition of the past Ad hoc Committee. Snyder told him it has been five to seven interested faculty members from different quadrants of the university as well as from WCCC.

Ayers asked about the process of reporting from the Ad hoc Committee. Snyder replied that the Committee would bring recommendations for handbook changes to a Faculty Senate vote and then to the standing Handbook Revision Committee. Wooster asked for further clarification about the role of the VPAA. Futhey added that her part in the Handbook Revision Committee is as chair, not through her office.

Middleton wanted to know if the Ad hoc Committee determines the ideas/issues within the handbook or if the Standing Committee or FS tasks the Ad hoc Committee with examining particular issues. Snyder indicated that it works both ways, with input from various sources.

Motion: to form an Ad hoc Committee for Faculty Handbook Revisions: (Ayers/Schultz-Ela); motion carried unanimously.

After tallying votes, Snyder welcomed Karen Urban from Health Sciences as Group A representative to Academic Policies Committee.

VII. REPORTS

A. Standing Committee – Snyder provided a hand-out and reported that the Standing Committees are reasonably staffed. An At-Large representative is needed for Academic Policies and is open to tenure/tenure-track faculty regardless of group or department. Distance Learning and Technology has two positions open for Groups B and C. Senators are requested to solicit nominees via department heads or through department meetings. Contested positions will be elected by vote of Faculty Senate. Snyder will provide suggestions for the Standing Committee Policies and Procedures Manual in upcoming meetings.

B. Executive Committee – Schultz-Ela reported that the committee discussed possible formation of a Handbook Review Committee, with substantial concern about Department Head evaluations.

C. Faculty Trustee – Slauson provided a hand-out that included her report to the Trustees and her notes summarizing the meeting. Highlights included the following: a new state financial system (ERP—enterprise resource planning) for monetary transfers, House Bill 14-1319 requiring CCHE to develop new funding formula, departmental program reviews, questions to faculty present about assessment, budget review using a “financial dashboard” and the “big book,” which Slauson has available, and approval of these capitol construction projects: Tomlinson Library Addition and Renovation, Nurse Practitioner Center, Kinesiology and Performing Arts Expansion and Renovation, and Trigereneration project featuring a natural gas driven turbine. Furthermore, the trustees are endeavoring to capture the best rates for our Defined Contribution Plan, signed a new five-year contract with President Foster, and elected Robinson as Board president and Quimby as vice-president (and president elect).

Discussion: Palmer asked if there was further discussion on the dip in enrollment. Slauson has a long-view graph showing a dip that does not appear unnecessarily extreme and was expected. Numbers are not all in to indicate exactly the cause or nature of the dip. Housing is operating at 90% occupancy with a budget projection at roughly 85%. Out-of-state enrollment is high, with

regional enrollment for incoming freshman lower than expected. More information is available.

D. Update from Academic Affairs – Futhey reported that approximately 25 new faculty and approximately 60 part-time lecturers attended orientation. The Lizzie Meyers workshop attracted 125 faculty members, with more information posted online under Faculty Resources/Documents on the Academic Affairs web page. Tim Foster distributed an email re: reorganization of certain CMU administrative offices. Faculty professional development proposals closed last week with acceptance of 61 submitted applications requesting about three times the available funding—recommendations from the faculty group reviewing them are expected by Futhey in 2-3 weeks. Parents Weekend begins September 26th, including class visits by prospective students and/or their parents from 10am to 3pm. Faculty members interested in having guests visit their classroom should inform their department head. The MavScholars Preview Event is also September 26th, during which 160 high-end “infant students” will visit the ballroom between 11am and 1pm. Coordinate with department heads to host a table for an hour or two and talk to students and parents. A consistent campus-wide policy on bulletin boards needs approval, with the following guidelines: Mitch Karstens, Director of Student Life, approves postings with stamp and students in Student Life office will proctor a building's “general use” board, including purging and posting bi-monthly. Program-specific spaces are not affected. Three important documents concerning critical student services have been distributed to department heads concerning student medical emergency protocol (CMU is obligated to call 911), SART (Sexual Assault Response Team), and Suicide Intervention Protocol. Current legislation regards performance funding, with the third performance funding model in the pipe to be finalized by January 1, 2015—senators are encouraged to take a look at it. Federal legislation requires public access to information on student achievement. Futhey has submitted an assessment report to CCHE. Lots of work has been done defining student-learning-outcomes, but students need to be involved now in the conversation. Futhey believes we should find a way to highlight the applied-learning projects our students generate as part of their graduation requirements.

Ribbon-cutting at Montrose celebrated the second building added: the Branston “Success Center.”

Discussion: Snyder asked where MavScholars come from. Futhey replied that it is a mix. The majority come from in-state, where they are recruited, and are determined by two of three criteria, ACT/SAT test scores, high school GPA, and class rank.

Middleton asked about retention of these MavScholars. Futhey said they run around 80% or better, first year to second year, versus the overall 65% rate of first-time, full-time baccalaureate students. The graduation rate is trailing but is showing improvement.

Snyder commented on 911 not responding without a street address. Futhey suggested he contact Suzanne Ellinwood in Purchasing for an address. Swedberg suggested that this information should be posted.

VIII. ADJOURNMENT

Motion: to adjourn the Faculty Senate meeting of September 4, 2014 (Swedberg).

Meeting adjourned at 4:47pm.

Respectfully submitted,
Melinda J. Scott, Minutes Recorder