

UAS Faculty Senate  
Minutes  
September 3, 2010  
Call in 1-800-893-8850 PIN 3325714

1. Call to order and Roll call 3:00 pm

Present: Sherry Tamone, Dan Monteith, Carolyn Bergstrom, John Radzilowski, Rose Goeden, Rick Wolk, Anne Jones, Emily Wall, Caroline Hassler, Brian Blitz, Alex Simon, Robin Gilcrist, Colleen McKenna, Rick Caulfield

Visitors: Heather Hadley (scribe), Maria Moya, Jill Dumesnil, Mark Speece

2. Announcements

Heather Hadley will be the meeting scribe for the fall semester.

3. Adopt agenda (Portfolio Documents)

Agenda adopted: Blitz moved, Radzilowski seconded.

4. Approval of Minutes for May 7, 2010 (Portfolio Documents)

Minutes approved without change: Blitz moved, Wall seconded.

5. President's Report

1. Demonstration of Portfolio Pages for Draft Faculty Senate Materials

2. Faculty Administrative Leadership Retreat

Student success and strategic planning, and concerns regarding these matters, were discussed at the retreat. The plan is to have two retreats per year around convocation as opportunities to discuss budget and other important matters in more informal settings. Tamone encourages the president-elect to continue the practice.

3. Faculty Alliance

Faculty Alliance tries to have two face-to-face meetings per year. The last meeting was attended by Tamone, Monteith, and Jonathan Anderson. Alliance met with Statewide executives to discuss strengths, weaknesses, opportunities and threats, distance education, and changes to the Academic Master Plan (AMP). The most recent version of the AMP will be posted on the Faculty Senate portfolio page. Senators need to direct their faculty to the document and solicit feedback. Faculty feedback/perspective will be incorporated and forwarded to Statewide Academic Council (SAC) with the goal of acceptance of the AMP by the Board of Regents by the end of this year, as presented by SAC.

4. Chancellor's Cabinet

4.1. UA Review...who can attend

Money has been allocated for a UA review. Faculty Senate is invited to meet with consultants to discuss governance, processes, and conflicts on Friday, Sept. 10, 8:30a – 10:00a. There is no audio link planned for extended campuses. Tamone will forward meeting location to Senators.

5. Academic Master Plan (Portfolio documents): Senators should have departments look at AMP and return next meeting with feedback

6. Update on the strategic and Assessment Planning

The Strategic and Assessment Planning Team held its first meeting on August 27. The team is working with external consultant, George Copa, on defining the strategic plan vision and core values for the next reaccreditation cycle. The second meeting is

scheduled for October 1. By the end of the year the team will have completed their five scheduled meetings.

6. Old Business

1. Student Dishonesty---Tamone/Monteith

Tamone and Monteith will work with Jessie Grant on the plagiarism policy verbiage and creation of a system for tracking offenses. Tamone and Monteith to report progress at October 1 meeting.

2. Evaluation of Administration

Tamone, the Chancellor, and the Provost have been exploring systems that would allow faculty input into the evaluation process of administrators. Tamone will provide Senators with questionnaire found in the Faculty Senate archives for review and comment. First reading of questionnaire will take place at the October 1 meeting, after which Senators can distribute to their faculty for comment.

7. New Business

1. Standing and *ad hoc* Committees (STATUS)

Tamone will research how standing committees can be eliminated, bring that information to the Senate, and make her recommendations on which committees to eliminate.

1.1. Curriculum Committee

1.2. Graduate Committee

1.3. Communications Committee

The charge of the committee is to take minutes and maintain website. Tamone recommends that this responsibility be taken over by a staff member in the spring, and that the committee be eliminated.

1.4. Faculty Evaluation Committee

The committee does not appear to be active and there is confusion about the committee charge. Tamone will research the make-up, history, and charge of the committee and make recommendation.

1.5. Research Committee (2009 *ad hoc*)

Tamone will invite chair, Sanjay Pyare, to report on the committee status at the October 1 meeting.

1.6. Sustainability Committee (2008 *ad hoc*)

Tamone will invite Kevin Maier to the October 1 meeting to discuss the committee, its charge, and its future.

2. 6-year course sequence---Rick Wolk

Wolk discussed concern about changes made (have been corrected) to 6-yr course sequence updates submitted by his department. Caulfield stated that his office is working on an improved process. Faculty had opportunity to review the sequence document at convocation and submit requests for updates/corrections due Sept. 3, which will be the annual date for review and updates. The Provost's office maintains the working/living document, which is posted on the office website. Changes to course sequencing no longer requires Provost Council (PC) approval. PC will review in terms of improving process and ask Faculty Senate to do the same. Changes are submitted by faculty, to dept chairs, to the Dean, and possibly more than one Dean if changes have impacts across Schools, and are then sent electronically to the Provost's office for updating the official document, which will be posted with change date. Course offerings will be planned three semesters in advance, recognizing that some information may not be available.

Beginning 2011, PCOs will be due to Deans November 1, and due to the Registrar December 1.

### 3. Honors Program---Tamone

Tamone stated she believes that an Honors Program can be an effective student recruitment, success and retention tool and would like to form an ad hoc committee to explore the potential. She asked Senators to poll faculty for interest in participating on the committee to explore programs, impacts on faculty workloads, student interest, provide feedback on the idea, identify departments interested in having such a program, and report findings at the October 1 meeting.

### 4. Evaluation Process ---Simon

Simon stated that he believes there are ambiguities in the faculty evaluation process. That the process needs structural changes and needs to be reviewed for consistency. Mark Speece stated that, as dept chair, in the last two years he has had to write three memos to administration about evaluations being unfair and not in compliance with the faculty handbook evaluation guidelines.

Tamone stated that she is hearing from faculty that there is disconnect between the actual process and the faculty handbook evaluation guidelines. Tamone recommended that the Senate form an ad hoc committee to work on the consistency of the handbook language. Radzilowski agreed that language and process need to be reviewed because there appears to be confusion. He further stated that someone needs to review the language in conjunction with the collective bargaining agreement (CBA) to assure there are no conflicts. Caulfield stressed that there should be no ambiguity about expectations from faculty in terms of workloads and how they are evaluated, there must be consistency with the CBA and he welcomes the opportunity to work with the Senate on addressing concerns.

Tamone informed the Senate that UAFT faculty evaluation committee assignment letters have not yet been sent due to some confusion about process, and late notification of standing for promotion/tenure that required reconfiguration of evaluation review committees. Tamone will be working with Maria Moya to clarify the process and deadlines of evaluation committee member selection.

Tamone requested a volunteer to chair an ad hoc committee to review existing faculty evaluation language, processes, definitions, as currently appears in the faculty handbook, for clarity and compliance with the CBA. Alex Simon will chair the committee. Tamone asked Senators to solicit faculty for participation on the committee.

### 5. Faculty Development---Tamone

Tamone asked Senators to poll faculty as to what they want/need in the way of faculty development and report findings at the October meeting. Caulfield asked for feedback from faculty about the idea of dept chairs identifying mentors for new faculty, and instituting an annual Provost's lunch with new faculty.

### 8. Senator Reports

Time did not allow for Senator Reports.

Tamone told Senators they should feel free to email agenda items to her as things come up with their faculty.

### 9. Next Regularly Scheduled Faculty Senate Meeting: October 1, 2010

### 10. Adjourn (no later than 5:00pm)

Radzilowski made a motion to adjourn the meeting at 5:00p.

