

MEETING MINUTES
University of Alaska Southeast Faculty Senate

November 4, 2016 Egan 225

In Attendance:

L. Hoferkamp, President	x
M. Buzby, President-elect	x
M. Haavig, Past President*	x
A. Jones, SOE	X
J. Amundson, Natural Sciences	x
M. Haavig, SOM*	x
S. Feero, Sitka (in Juneau)	x

R. Brewer, Career Ed, Sitka	x
C. Ianuzzi, Ketchikan	x
N. Chordas, Humanities	x
R. Gilcrist, Juneau	x
J. Ward, Library	x
G. Wright, Social Sciences	x
K. Carey, Provost	x

*dual capacity

G. Hays (recorder)

Guests: Chancellor Rick Caulfield, Cody Bennett, Kevin Maier, Lance Twitchell, Heather Batchelder

I. Call to Order

L. Hoferkamp called the meeting to order at 3:00 pm.

II. Approve of Agenda (TC 3:00:50)

N. Chordas moved to approve the agenda of the November 4, 2016 meeting as amended. M. Haavig seconded. The motion passed without objection. Added Classroom Utilization Working Group by Kevin Maier under Faculty Senate Committees.

III. Approval of Minutes (TC 4:12:00)

J. Ward moved to approve the minutes of the October 7, 2016 meeting. S. Feero seconded. The motion passed without objection.

IV. Committee Reports

Faculty Senate Committees

- **Undergraduate Curriculum Committee (TC 5:22:00):** Senators referred to the written report in the share drive. The Curriculum Committee is moving to plan B where the deadline to receive Curriculum Committee proposals is extended to December 1. They meet on November 18 and will again discuss the need to extend the deadline. R. Gilcrist said an update will be sent at that time.
- **Graduate Curriculum (TC 7:00:00):** L. Hoferkamp reported on behalf of the Graduate Curriculum Committee. They too are awaiting the implementation of the CourseLeaf system before submitting MPA program change proposals.
- **Research and Creative Activities (TC 21:15:00):** B. Buma explained that the first page of the planning document was revised to include Volunteers/Community member/Unaffiliated. *J. Ward moved to include the Fieldwork and Remote Activity Guidelines in the faculty handbook. N. Chordas seconded.*
- **Sustainability Committee (TC 8:40:00):** See report in the share drive.

Faculty Senate Ad Hoc Committees

- **Enhancing the Baccalaureate Experience (TC 10:35:00):** G. Wright will present a report in December.

Other/Shared Governance

- **Master Plan Implementation Committee (MPIC)** (TC 11:05:00): G. Wright reported that the committee has not yet met.
- **TLTR Regional** (TC 11:20:00): R. Gilcrist reported that the TLTR regional committee met on Tuesday, October 11th and will meet again on November 8th. She said that single instance Blackboard transition is on schedule, and so far, the 'look' is the same. Spring courses can now be migrated to the new Blackboard.
- **Diversity Action Committee.** (TC 13:40:00) Lance Twitchell reported that the committee met and reviewed and updated their priorities. To better communicate the charge and purpose of the committee they hope to create a University webpage and post the definitions of the terms commonly used. See report in the share drive.
- **CELT** (TC 23:50): M. Haavig reported that they are trying to enhance and build the Scholarship of Learning and Teaching side of CELT. The difference between Instructional Design and Scholarship and Learning and Teaching is being made clearer on the website. Faculty collaborative for training is the goal. She said to please get in touch with her or Maureen O'Halloran if you have suggestions or are interested in providing training.
- **Classroom Utilization Work Group** (TC 25:25): Kevin Maier reported that he met with Barbara Hegel, Donovan Grimes, and Tricia Lee to discuss two items as directed by Faculty Senate: 1) technology preferences in the classrooms in the PCO process, and 2) the availability of Egan 220 and the Glacier View Room for teaching. He stressed that from the meeting it was agreed that greater communication between faculty, TLTR, room scheduling and IT was definitely needed and would be beneficial. See memo in share file. During the review of the committee's suggestions and recommendations other concerns and questions were raised. The senators determined that a more sophisticated review and specific charge for the committee would be in order. L. Hoferkamp will talk to Provost Carey to prepare a specific charge. K. Maier agreed the group could meet again to continue to seek solutions.

V. IT Report (TC 39:13): Cody Bennett, Manager of IT User Services, introduced himself and urged faculty to come to him at any time should they need help. He said he is focusing on addressing the items from the Mass Report.

VI. Provost Report (TC 47:19:10)

Provost Carey updated the Senators on the news from President Johnsen recommending that UA establish a single College of Education at the University of Alaska Fairbanks. She said that both she and the Chancellor are disappointed about the news. A. Jones voiced support for Dean Lo and her efforts as did Provost Carey. After some discussion about the BOR process and the possible need for faculty union representation to answer questions about this recent news, *M. Haavig moved the UAS Faculty Senate does not support President Johnsen's recommendation to the Board of Regents on the consolidation of the colleges and school of education to one college administered by UAF. The UAS Faculty Senate urges the Board of Regents to reject this motion. N. Chordas seconded. The motion carried by unanimous consent.*

Provost Carey's report included the following highlights (TC 53:33):

- President's Professors Program – Four proposals were submitted for the President's Professors program: Marine Biology, Culture History and Environment, MPA for Indigenous Business and Corporations, and Educational Leadership. Provost Carey will share the submittal with senators.
- Outdoor Studies program – working to address the findings and recommendations in the recent program review.
- United Way Campaign to begin in December
- Professional Development Brown Bag November 18th – Supporting our Veterans by David Noon
- Behavior Health or Chemical Dependency program – She has met with Amanda Sesko and Heidi Brocius to research offering a Behavioral Health or Chemical Dependence program through Career Ed

- Institutional Repository in Library – Regional Library Director Elise Tomlinson would like to have as many items as possible from faculty and staff added to that repository.
- UNAC negotiations review (expect a 5-10% cut next year)

VII. Old Business

- **Class Break Scheduling** (TC 59:31:00): R. Gilcrist presented course proposal credit hour and break description language for faculty senate review. During the discussion, it was determined that there isn't a need for this as the NWCCU policies and regulations do not require it. R. Gilcrist said that the Registrar requires it of Career Ed courses. Faculty Senate determined that no differentiation should be made between Career Ed courses and any other courses. Senators asked R. Gilcrist to draft a letter to the Registrar requesting consistent class break schedule requirements that provide for faculty having the discretion to set breaks and to no longer differentiate between Career Ed courses and any other courses all of which is supported by NWCCU policies and regulations. The letter will be reviewed at the next Faculty Senate meeting.
- **Single Accreditation** (TC 1:13:15): L. Hoferkamp referenced the October 31st memo from Faculty Alliance to President Johnsen regarding Single Accreditation vs Three Separate Accreditations. Senators agreed with their suggestion to expand faculty involvement, and the focus on the benefits of the *administrative* elements of a common student experience.
- **Wilson Fund** (TC 1:14:50): L. Hoferkamp offered the definition of Faculty Assembly for the purposes of eligibility to Wilson funds as follows: Faculty shall be defined as (1) tenure-track faculty and (2) those term faculty who have worked in their positions three or more consecutive years with a faculty appointment of 40% FTE or greater. In order to give time for Career Ed and School of Education faculty to discuss with unit members, senators approved L. Hoferkamp to conduct an email vote for approval of the new language.
- **Faculty Morale Survey** (TC 1:17:53): Faculty Senate agreed with proceeding with the Faculty Morale Survey with outside administration pending minor wording edits offered by G. Wright.
- **CPL – Departmental participation** (TC 1:20:25): H. Batchelder reviewed the changes as referenced in the document found in the share drive. It was noted that the Dean/Director will work with faculty to determine what departments want to participate. Suggestions: 1) The application form should indicate that fees will go to the faculty portfolio evaluator, and 2) The forms should reference catalog information about CPL. *Motion to accept the CPL with the amendments as presented. R. Gilcrist seconded. Motion carried.*

VIII. New Business

- **Strategic Priorities** (TC 1:32:30): Faculty Senate discussed the SP process. It was decided that L. Hoferkamp would write a letter requesting the review process include 1) a comment period, 2) that a responsible party for each component be identified and assigned and, 3) that a matrix and measurements for success be set out for each action step.
- **Strategic Pathways** (TC 1:36:45): L. Hoferkamp read the Resolution prepared by Faculty Alliance. She summarized that it is asking to open the process up for more discussion by faculty. Senator comments:
 - Process happened over the summer when faculty were not on contract so they did not have the opportunity to provide input on who would represent them.
 - Governance issue – the directives are not linked to the Pathways groups.
 - Allow the options teams to make recommendations to the implementations team.
 - Provide a feedback process between President Johnsen and the teams.
 - Faculty need to be representative of the departments being impacted.
 - Recognize / acknowledge the changes in the process based on input from Phase I to Phase II.
 It was agreed that L. Hoferkamp would write a letter to President Johnsen noting that while changes have been made in the process between Phase I and Phase II, UAS Faculty Senate supports the concerns addressed in the resolution prepared by UA Faculty Alliance. (See Resolution in share file.)

- **McDowell Work Group** (1:44:00): Another retention study will be conducted this Spring, and the Chancellor would like 3-5 faculty to review the McDowell Work Group questions before the release of the study. Please submit list of names to the Provost within the week (next Friday the 11th). G. Wright and R. Gilcrist volunteered.
- **After-Hours Security** (TC 1:49:21): L. Hoferkamp explained that there have been recent trespass issues and will remind D. Garcia to send UAS trespass notice information to faculty to be better aware of the process.
- **Juneau TLTR** (TC 1:55:48): L. Hoferkamp requested names of faculty willing to serve on the Juneau TLTR Committee. Names submitted so far: Cody Bennett, Tim Powers, Richard Simpson?, Sanjay Pyare.
- **Sitka TLTR** (TC 1:56:18): S. Feero shared that in Sitka they are conducting Blackboard collaboration classes. Sitka's TLTR membership consists of faculty, staff, and one student.

IX. President's Report

- **Special Course and Substitution Contract Forms** (TC 1:57:45): L. Hoferkamp reported that according to Dean Schmitt there is a discrepancy between the approvals on the new forms and the information in the catalog. Senators agreed to amend the catalog to match the form. (G. Wright volunteered to craft those changes.) She also said that Deans are concerned that faculty may assume they will automatically receive a workload adjustment when completing the special course form, and in the current budget climate cannot afford to do that. It was clarified that completing the form has nothing to do with workloads. Faculty must work with their Dean/Director separately and in advance if expecting a workload revision as part of a special course contract.
- **Spring Start-Up** (TC 2:05:33): L. Hoferkamp asked senators to please check with faculty for topics and presentations they would like to see for Spring Start Up, January 10-12, 2017. Send to her ASAP.
- **Fall 2017 Convocation** (TC 2:07:15): Provost Carey asked to move Fall Convocation a week later, the week prior to classes, to accommodate the local school district's first day of school. L. Hoferkamp asked senators to check with faculty and report back so the revised academic calendars can be posted with the new dates.
- **Committee Members list** - see share drive: AY16_17 Committees_Faculty Senate.docx. L. Hoferkamp will add the composition of the committee (position next to the name) as referenced in the bylaws.

L. Hoferkamp reported on the Faculty Alliance's meeting of October 28 in an email dated November 1st:

- Discussion with President Johnsen on proposed tuition increase, strategic pathways actions and single accreditation.
- Faculty Alliance will be sending a request to UAA, UAF and UA-SW for budget information. The request will include roughly the same questions as were sent to UAS. FA is interested in faculty input. L. Hoferkamp requested Senators to ask faculty for additional questions or edit existing questions.
- The English Community of Practice is working on aligning lower division (0 – 200) required composition courses.
- The Writing Placement Community has compiled recommendations for delivery in December.
- The GER Coordinating Task Force has compiled disciplinary teams and those teams have been charged to make recommendations on instituting Alaska Native Studies GER at 3 universities.
- AK Native Studies Council is working on identifying SLOs and titles for those courses
- Accreditation Report, see: FA_AccreditationResponse161028.pdf
- SAC - Still waiting on Protection of Minors draft policy language. The update of Banner ethnicity codes is in progress.
- Tuition Increase - see: AY2018 Tuition Adjustment Notice 161028.pdf

Adjournment (TC 2:10:57)

The meeting adjourned by unanimous consent at 5:09 pm.

The next meeting of Faculty Senate is scheduled for December 2, 2016 at 3:00-5:00 pm, in the Glacier View Room.