

MEETING MINUTES
University of Alaska Southeast Faculty Senate

February 2, 2018 Egan Library 211

In Attendance:

M. Buzby, President	x
R. Gilcrist, President-elect	x
L. Hoferkamp, Past President	x
A. Jones, SOE	
S. Nagorski, Natural Sciences	X
J. Hamilton, Business & PA	x
M. Trafton, Sitka	x

S. Feero, Career Ed, Sitka	X
T. Whalen, Ketchikan	x
N. Chordas, Humanities	x
H. Batchelder, Juneau	X
J. Lamb, Library	x
L. Vess, Social Sciences	x
K. Carey, Provost	x

A. Parrish (recorder)

Guests: Larry O’Loane, Maren Haavig, Cody Bennett, Megan Watson, Colleen McKenna

I. Call to Order (TC 3:20)

M. Buzby called the meeting to order at 3:03 pm.

II. Introductions (TC 3:25)

III. Approval of Agenda (TC 4:57)

N. Chordas moved to approve the agenda of the 2/2/18 meeting. J. Lamb seconded. The motion passed without objection.

IV. Approval of 12/1/17 Minutes (TC 5:05)

N. Chordas moved to approve with minor typo edits. J. Hamilton seconded. The motion passed without objection.

V. President’s Report (TC 5:25)

a. Roberts Rules of Order: M. Buzby clarified that as president she will facilitate discussion in the room and online, but will not initiate motions. Senators are encouraged to bring feedback from their units and disseminate information to them.

M. Buzby’s report is on the shared drive. She highlighted the following items:

- Faculty Alliance (FA) held a retreat and a meeting in January. Current work includes a letter to Representative Justin Parish regarding a bill to add a faculty member to the Board of Regents (BOR) to improve communication.
- Interim Vice President for Academic and Student Affairs Paul Layer attended the FA meeting. He supports efforts to improve communications in the system. He may be invited to a future Faculty Senate (FS) meeting.
- FA also worked on a final draft RFP for the Faculty Initiative Funds that are part of the new Collective Bargaining Agreement (CBA).
- General Education Requirement (GER) Alignment Task Force: Dan Kline of UAA who chairs the Task Force is planning a retreat to move this effort forward. L. Hoferkamp will attend.
- The most recent draft of the IT Council Email policy is on the shared drive. *Please share with your faculty and send comments or questions back.*
- The Dual Enrollment (saved as Concurrent Enrollment) draft regulation is on the shared drive. *Comments are still being accepted.*

- The Academic Council (AC) is developing policies for Student Medical Withdrawals. L. Hoferkamp clarified that the word medical will be replaced with two types of withdrawals: voluntary (under student control) or involuntary designations.

VI. PROVOST REPORT (TC 13:24)

Provost Carey's written report can be found on the shared drive. She highlighted the following :

- On campus interviews are underway for three candidates for the Sitka Campus Director search.
- Seven candidates have been identified for phone interviews for the Dean of Arts & Sciences/ Vice Provost for Research and Sponsored Programs recruitment. The committee plans to bring 3-4 individuals to campus for interviews.
- The search for the Executive Dean of Education will likely bring 3-4 candidates for campus visits to UAA, UAS, and UAF.
- Several faculty searches are also underway. J. Hamilton added the Accounting search to that list.

VII. IT Report (TC 15:44)

Cody Bennett's written report can be found on the shared drive. He highlighted the following :

- A Blackboard Learn User Group has started. The purpose of the group is to share best practices, ideas, and information across all campuses.
- Technical teams are working to increase the timeliness of communications across MAUs when problems are identified.
- Mona and the Information Systems team have been making improvements to increase the reliability of our infrastructure.
- IT is inviting early adopters to try the Employee Virtual Computer Environment prior to offering it on a wider scale.
- Cody fielded questions from the group.

VIII. CELT Report (TC 24:33)

M. Watson provided updates on upcoming workshops. The Online Engagement workshop at Spring Startup received a good response so another may be offered soon. M. O'Halloran has scheduled Tech Tuesday sessions on Kaltura and Collaborate Ultra this month. Quality Matters sessions will be offered in March. *CELT is seeking topics and facilitators for other teaching and learning workshops so spread the word.*

The Scholarship of Teaching and Learning (STL) side of the CELT web site has been enhanced. Additional pages have been added such as Assessment and Course Design that link to external resources.

a. CELT Liaison – M. Buzby noted that the revised description is on the shared drive. It has been streamlined and the time commitment has been clarified. The challenge of finding someone with adequate room in their workload and the adequacy of the compensation was discussed. *Provost Carey's suggestion to increase the compensation to two credits per semester was accepted.*

IX. Committee Reports (TC 37:19)

A. Faculty Senate Committee Reports

- a) **Graduate Curriculum:** There was no report.
- b) **Undergraduate Curriculum Committee (UGCC) (TC 37:23)**

Coleen McKenna's report is on the shared drive.

Category A Proposals for Initial Senate Review:

- BA S151 was discussed at length for consideration as a Social Science GER. Topics included alignment in the UA System, transfer issues, the lack of GERs in the Business and Public Administration department, impacts if students change majors, whether departments can propose GERs for other departments, and how to best serve students. *J. Lamb introduced a motion to pass the proposal for initial senate review. M. Buzby called for the vote. The motion passed with seven yes votes.*
- The proposal to change BA S315 to BA S254 and to remove it from the Bachelor of Business Administration program *passed initial review without objection.*
- BA S254 was discussed for consideration as a Social Science GER. *L. Vess motioned to table the proposal. N. Chordas seconded. Additional discussion ensued. L. Vess withdrew the initial motion and motioned not to pass the proposal forward. J. Lamb seconded. The motion failed two to six. The proposal will move forward to Curriculum Committee.*
- Marine Transportation AAS proposal: L. O’Loane provided background on the proposal. S. Feero clarified that Career Education supports this program proposal. *S. Feero motioned to pass the proposal. T. Whalen seconded. The motion passed with unanimous consent.*
- ENGL 225 N. Chordas explained that this GER course has not been taught for twelve years and that the subject matter has been incorporated into other courses. *J. Lamb motioned to pass initial review M. Trafton seconded. The motion passed with unanimous consent.*
- ENGL S226 *J. Hamilton motioned to pass initial review. N. Chordas seconded. The motion passed with unanimous consent.*

Proposals for Second Senate Review: (TC 1:37:25)

- CHEM S105
- CHEM S106
- CHEM S105L
- CHEM S106L
- Fixed Plant Mechanic Emphasis

N. Chordas motioned to pass the five proposals for second senate review. L. Vess seconded. The motion passed with no objection.

c) Research and Creative Activities - Report available on the shared drive.

d) Sustainability Committee - Report available on the shared drive.

B. Other/Shared Governance (TC 1:40:30)

a) Chancellor’s Advisory Committee on Equity and Cultural Safety: No written report received. L. Vess reported that there has been a meeting and another is coming up in February to set short and long-term goals. Lance is listed as chair. L. Vess reported that he and Kolene are co-lead. *L. Vess will find out if Lance wants to submit reports or have her report for the group.*

b) Master Plan Implementation Committee (MPIC): (TC 1:41:25) There was no written report from Glenn Wright. M. Buzby learned from Michael Ciri that Nathan Leigh is the co-chair of the committee that she does not believe has met for over a year. K. Carey suggested that FS request an update as the Soboleff Annex is closing and people will be moving. There are developments with the Auke Bay Marine Center. Concerns were expressed about communications and planning. BOR needs to give approval before additional planning can take place.

c) Regional Teaching & Learning Technology Roundtable TLTR Regional (TC 1:46:20): S. Feero noted that the group is meeting next week.

d) Chancellor’s Strategic Enrollment Task Force (TC 1:46:32)

i. Update on Goals/Targets

M. Buzby reported that there has been little feedback received on the goals so far. Targets have been added to each goal. The next report is due February 14.

ii. EAB Retention Guidelines Feedback (Tabled)

e) Strategic Planning and Budget Advisory Committee (SPBAC) (Tabled)

f) Title IX (TC 2:13:02)

i. FA proposal to review mandatory reporting policy –Faculty Alliance is putting together a statewide group to consider revising the current policy, including the current mandatory reporting obligations for faculty and staff. There are concerns about the current pre and post training student surveys. The training surveys are currently turned off due to negative feedback. There is a new training module called Bridges that may be more adaptive to Alaska.

g) Web Strategy Committee – There was no report.

X. New Business

A. Career Ed. motion for Department Chair – (TC 1:48:01) S. Feero reported that Career Ed. Faculty, with support from campus directors and the dean, have approved adding a faculty chair to the organizational structure, and that Reid Brewer will act in that capacity until a formal selection process is instituted in Fall 2018. Provost Carey added her consent. The Special Course Contract Form and the Course Substitution form will need to be updated to reflect this change and CourseLeaf will need a department chair structure added to the workflow. *S. Feero moved that the described form updates and curriculum changes be made. J. Lamb seconded. The motion passed with unanimous consent. S. Feero will provide text of the motion to M. Buzby.*

B. Special Course Contract (SCC) form changes (TC 1:51:59) M. Buzby related that she has been informed by Lori Klein and Glenn Wright that external internship sponsors need to be provided information about Title IX. This information could be added to the SCC form. Another request is to add fee payment policy language to the SCC form. This language is included on the Course Add and Course Registration forms that must accompany the SCC form. M. Buzby suggested adding reminder language about the fee payment policy and noting that the Title IX information must be provided. The Title IX information could be added to the faculty forms list. *M. Buzby will follow up by email.*

C. Survey to Students /Faculty (Tabled)

a) Non-teaching day

D. Double Counting of Courses (TC 2:06:35) Please review the potential Faculty Alliance motion on the shared drive to delete UA Regulation R10.04.040.C.3 regarding GERs. *Please solicit feedback from your faculty and let Megan know by email whether they support the deletion or not.*

E. Program Review support (Tabled)

F. Faculty Senate President-Elect Nominations – (TC 2:00:44) Workload due dates are approaching. Senators are automatically re-nominated for their seats if they do not have anyone to take their spot. President-Elect nominations are due by March 30. *Send nominations to R. Gilcrist.*

XI. Old Business

A. GERs for transfer – (TC 2:03:20) Kevin Maier provided the Transfer Policy Change Proposal that can be found in the shared drive regarding students who have completed programs at regionally accredited institutions. M Buzby clarified that this is a policy change that would not need to go through Curriculum Committee. All senators present expressed support for the concept. *M. Buzby will provide a final draft for voting to get the policy into effect for fall 2018.*

XII. Juneau Business

A. Juneau TLTR – Egan Classroom Modification Request (Tabled)

B. Classes: Length and passing times in Juneau (Tabled)

XIII. Adjournment - The meeting adjourned at 5:24