

MEETING MINUTES
University of Alaska Southeast Faculty Senate

September 1, 2017 Egan Library 211

In Attendance:

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

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

G. Hays (recorder)

Guests: Cody Bennett, Colleen McKenna, Megan Watson, Dave Marvel

I. Call to Order

M. Buzby called the meeting to order at 3:01 pm.

II. Approve of Agenda (TC 2:40)

J. Lamb moved to approve the agenda of the September 1, 2017 meeting as presented. A. Jones seconded. The motion passed without objection.

III. Approval of Minutes (TC 3:40)

J. Hamilton moved to approve the minutes of the May 5, 2017 meeting as presented. A. Jones seconded. The motion passed without objection.

IV. Announcements (TC 3:57)

M. Buzby said this agenda item is to allow time for Senators to make announcements. None were offered.

V. President's Report (TC 5:05)

M. Buzby asked that Senators review the written report in the share file, and said that most often she would only report on new items at this time. She reported on the following:

- As a member of the Chancellor's cabinet, she attended the Strategic Priorities Retreat and reviewed the priorities from last year and determined if they were still relevant and workable priorities for this year. The Chancellor will prepare the new list for discussion at the SPBAC meeting.
- The Draft Regulation on the Protection of Minors (R09.12.010) is in the share file for review. She said the draft as it is written addresses the previous concerns faculty have had (see Exemptions). L. Hoferkamp as chair of Faculty Alliance encouraged faculty to let her know if they have any further concerns in regards to the draft regulations.
- The Concurrent Enrollment policy subcommittee will finalize this policy soon. L. Hoferkamp is also asking for feedback on this topic as a member of the Concurrent Enrollment Committee.
- The Common Calendar Committee is a permanent committee that includes two faculty representatives from each of the three universities. M. Buzby asked for volunteers to serve on the committee. J. Hamilton is currently serving. Please ask faculty if they want to serve. It was suggested that a face-to-face faculty member be the second representative.
- M. Buzby noted upcoming dates of events:
 October 3rd – New Engagement Day launch of the annual campaign
 October 9th – Indigenous Peoples' Day (planning meeting 9/7 at 10am)
 November 7th – Power and Privilege Symposium (non-teaching day)

- Strategic Pathways Phase III: M. Buzby mentioned President Johnsen met with faculty and staff today. See share drive for the letter sent to President Johnsen from Faculty Alliance that summarizes feedback received by faculty.
- Program Review Timeline Schedule: Program reviews in AY 17-18 are due November 1st – a change from the previous schedule. M. Buzby asked Senators to review the proposed schedule with their faculty. A vote by email will be initiated in two weeks.
- College of Education: President Johnsen’s letter to the Board of Regents (BOR) addressing a new proposal for one College of Education has been posted to the share drive (include links to the BOR site with more details). The document references that UAA and UAF students and faculty will remain at their respective individual campus, resulting in UAS getting less students and thus less revenue. However, the accreditation process will be easier. It was noted that the executive dean located in Juneau will have no input into the promotion and tenure process of the faculty. Provost Carey said that the steering committee workgroups will be meeting in the near future with the charge to look at what can be aligned, review of innovative programs, and how the three schools can better collaborate.

VI. Provost’s Report (TC 26:25)

- Chancellor’s Strategic Enrollment Task Force: Provost Carey reported the task force is in the process of writing a strategic enrollment plan to implement marketing, recruitment, and retention efforts. She encouraged faculty to review the draft and provide feedback on the major objectives developed thus far. The next meeting is Friday. <http://www.uas.alaska.edu/chancellor/strategic-enrollment-task-force.html>
- EAB – Student success collaborative: Provost Carey explained that this program was discussed at one of the breakout sessions during Convocation. It is a program that statewide purchased which is scheduled to roll out next year. It is very similar to the early alert system and will identify at risk students so that campuses can provide quality and quicker follow up.
- IE Site – Please become familiar with the IE site for information on enrollment numbers. <http://uas.alaska.edu/ie/index.html>
- Summit team group: The Summit Team has been expanded into 34 members and divided into 10 work groups. The Provost reported she serves on three of those, one of which is the Institutional Research group. Discussions in this group revolve around how to implement the recommendation from strategic pathways for a more collaborative and interactive institutional effectiveness group across all four entities (SW, UAA, UAF, UAS). All these groups will be reporting to the larger summit team once every 4-6 weeks. <http://www.alaska.edu/pres/summit-team/>
- Concurrent Enrollment/Minors Protection Policy: The Minors Protection policy is now being reviewed by members of the Concurrent Enrollment Committee. Early last spring the Concurrent Enrollment Committee met and decided that the Minors Protection Policy would impact the Concurrent Enrollment Policy. Provost Carey stressed, that with both policies, the point is to treat minor students just as any other student.
- GER Assessment Task Force: The group, now named Provost’s Assessment Committee (PAC or PacMan), meets next week. Professor Chris Hay-Jahans has been added to the committee membership representing the science and math fields.
- Accreditation: Provost Carey reported she will be meeting with both Michael Ciri and Joe Nelson next week to discuss accreditation as they will be required to submit accreditation reports for their areas.
- Arts & Sciences Open House: The Provost applauded everybody for the great work on the open house. She said it was especially enjoyable talking to all the students.

VII. IT Report (TC 33:38): C. Bennett referred to his report on the share drive.

- Blackboard: He reported that IT is running on the latest version of Blackboard. There was concern that faculty were not notified about a problem with discussion board and notifications. It was decided that IT would more actively notify faculty when this kind of issues arise.
- Course Archiving: In regards to IT pursuing Course Archiving in a Google drive, C. Bennett fielded questions about the security, access, and possible need for this option. M. Buzby recollected from previous

discussions that faculty were not expecting this due to the Google Cloud risks in general. She asked Senators to check with their departments/units to see if they had any concerns. C. Bennett also referred to the two Google documents on the share drive as tools to enhance use of the G Suite. [See GoogleGuidance.pdf, GoogleFileshare.pdf, GoogleResourceCalendar.pdf]

- **Meet Me:** There will soon be a Meet Me audio conference phone system with a PIN associated to faculty phone numbers. This provides connectivity between campuses and is a great cost savings. He is anticipating this to be in place sometime within the next month.
- **Voicemail messaging:** C. Bennett reported that they are enabling the feature to deliver voicemail messages to email. Email notifications can be configured through the phone system.
- **Classroom technology:** Egan 108 has been set up with new technology. M. Buzby reminded Senators that if faculty have concerns about their current technology needs, please contact Tim Powers as he is the Juneau TLTR chair.

VIII. Committee Reports

Faculty Senate Committees (TC 52:50)

- **Undergraduate Curriculum Committee:** C. McKenna noted the AY 17-18 Curriculum Committee membership as presented in her written report. She reported that proposals must be submitted via CourseLeaf by October 1st. She also said that the CourseLeaf training PowerPoint offered during Convocation would soon be posted on the Curriculum Committee website, and that she is always willing to provide training to faculty or to answer any questions.
- **Graduate Curriculum** (TC 55:52): D. Marvel, chair of the Graduate Curriculum Committee, reported he anticipates items coming to the committee but nothing has been submitted as yet. Committee members: Dave Marvel, Kathy DiLorenzo, Tim Powers, and Virgil Fredenberg. Ex Officio Members: Barbara Hegel and Dean Lo.
- **Faculty Handbook** (TC 56:55): M. Buzby said changes to the handbook would be addressed in the spring. Suggestions for changes can be submitted to the committee at that time. She noted a summary of the changes to the current handbook is now available off the Faculty Senate Handbook site.
- **Research and Creative Activities** (TC 57.30): The committee has not yet met this academic year.
- **Sustainability Committee** (TC 57:40) L. Vess reported that the committee met last week. The theme for this year is "Fish and the Future".

Faculty Senate Ad Hoc Committees

Enhancing the Baccalaureate Experience Interdisciplinary Degree Proposal (TC 58:36) R. Walz reported that the afternoon meeting was a free discussion resulting in a vote of support to continue with the development of the degree proposal. While there was some concern about abandoning a current successful and operating degree program, it was still decided to move forward. The Interdisciplinary Bachelor of Arts would replace the Bachelor of Liberal Arts. There are five concentration areas; Cultural Studies and Social Inquiry, and the Alaska Native Studies and Outdoor and Adventure Studies are ready to go. The Creative Expression workgroup believe they could meet a few more times and be ready. He said the decision still needs to be made if this will be a refashioning/replacement of the BLA, or a new degree. R. Walz believes the proposal could be ready by the October 1st Curriculum Committee due date. He will seek the assistance of chair C. McKenna in the preparation of the actual proposal paperwork.

Other/Shared Governance

- **TLTR Regional** (TC 1:07:40) S. Feero reported the committee had not yet met. She is the chair of the regional TLTR, Brandon Chapman is the chair of the Ketchikan TLTR, and Jon Martin is the chair of the Sitka local TLTR. It was noted that in both Sitka and Ketchikan, the local TLTR meetings are open and have both staff and faculty members chair the committee.
- **CELT** (TC 1:09:11): Megan Watson reported the Open House during Convocation was successful. She plans on sending out a faculty survey to learn more about the needs and wants of faculty. She encouraged

Senators to check out the CELT website for upcoming Quality Matters workshops. Provost Carey said the Scholarship of Teaching and Learning is very important and reminded them that NWCCU will be looking to see what we are doing for our faculty in regards to professional development. She strongly encouraged all faculty to provide frequent and open feedback about what kind of workshops faculty want available to them. Both M. Watson and the Provost want to know if the courses being provided are relevant to faculty. While funds are available to faculty through department professional development and the Wilson funds, the Provost said it's important to also provide professional development opportunities locally. The UAA CAFÉ has offered their courses to UAS through various online methods. The MASS report recommended having a faculty member involved with CELT and liaison with IT, perhaps by providing a credit release. M. Buzby encouraged Senators to canvas their faculty for interest to serve in this capacity.

<http://www.uas.alaska.edu/celt/>

- **Advisory Committee on Equity and Cultural Safety** (TC 1:20:22): The advisory committee was formerly known as the Diversity Action Committee. M. Buzby said this is a Chancellor's advisory committee, with Lance Twitchell as the chair. The current membership will be researched. Nothing to report.
- **MPIC** (TC 1:22:38): An update and charge is on the share file.
- **SPBAC** (TC 1:22:55): The committee will meet October 5th.
- **Web Strategy Committee** (TC 1:23:22): See written report on the share file. M. Buzby explained that this committee was created last spring, chaired by Colin Osterhout. Susie Feero is the faculty representative on the committee. If there are concerns about a website, please contact C. Osterhout.

IX. New Business

- **Proposed Program Review Timeline** (TC 1:26:10): See President's report. Watch for an email from M. Buzby in a couple of weeks.
- **Common Calendar Representation** (TC 1:26:17): M. Buzby asked to be notified by Friday if there is faculty interest in serving on the Common Calendar committee.
- **GER Alignment for UA** (TC 1:26:49): M. Buzby said there is usually some confusion about which GER committee this refers to. She explained that this GER Alignment Committee reviews common course numbering across the UA system. At this point, each discipline should be meeting to identify courses that are the same. If so, then the course should have a common 100 & 200 course numbering and title; if different, then the course numbering should be different. This statewide committee has membership from four areas (see agenda) and reports directly to the Faculty Alliance that serves in a reporting role. At UAS, our GER committee is the Provost's Assessment Committee (PAC).
- **GER Assessment** (TC 1:28:50): The UAS committee is the Provost's Assessment Committee (PAC or PacMan) committee. They define what is going to be assessed in the UAS GER's.
- **Faculty Morale Survey** (TC 1:29:47): Sharon Chamard and Diane Hirshberg are working together to develop another faculty morale survey to be released annually. The desire is to have two faculty from each university serve on a committee, to read, review and comment as the survey is being developed. L. Hoferkamp added there is an effort to have a section of the survey with general questions that would include staff input to perhaps gain a bigger picture. M. Buzby encouraged Senators to ask their faculty for interest in serving on this committee. Faculty Alliance is supporting the action with UNAC potentially footing the bill.
- **Peer Evaluation of Courses** (TC 1:33:02): Currently, the only consistent way to attain course assessments is through student course ratings. M. Buzby asked Senators what is currently being done, and what can we do in regards to peer evaluation? She then asked if Senators were open to pursuing something more formal. L. Hoferkamp shared that she annually has a peer come into her classroom to evaluate the way in which she interacts with students, the way in which she presents information, and how she tests student comprehension. The evaluator then prepares a letter for her. S. Feero reported the Regional TLTR used a Title III rubric for a peer review. She offered to share what they developed as a starting point. R. Gilcrist and S. Feero noted that there is some faculty push-back to peer evaluations because it is unknown where the documentation is filed. Provost Carey said that in no way is this to be punitive. She said it is more to

demonstrate what we say we do in the classroom is actually what we are doing in the classroom. NWCCU is looking for a measurement of faculty effectiveness. Provost Carey will distribute to Faculty Senate the accreditation mandate in regards to peer evaluation. M. Buzby asked for S. Feero to email the rubric information to her. She also asked Senators to survey faculty what they are currently doing to test effectiveness. This will be discussed further in a future faculty senate meeting.

X. Old Business

- **Learning and Testing Center** (TC 1:52:08): M. Buzby raised the concern over the decreased hours in the Learning and Testing center. Provost Carey confirmed that it is a temporary situation due to lack of staffing. Senators said faculty are willing to help out so students can be tested.

XI Juneau Business

- **Shuttles and Safety Committee Membership** (TC 1:54:40): M. Buzby reported that she talked to M. Ciri to prioritize the schedule and asked that faculty provide feedback. She said that if faculty have suggestions or complaints from students to please provide the specifics. This will make it easier to work out the best way to serve the students. There was also mention of helping students return to campus housing from the Marine Tech building downtown.

Adjournment

The meeting adjourned by unanimous consent at 5:08 PM.