

MEETING MINUTES
University of Alaska Southeast Faculty Senate

April 6, 2018 Egan Library 211

In Attendance:

M. Buzby, President	x
R. Gilcrist, President-elect	x
L. Hoferkamp, Past President	
A. Jones, School of Education	x
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
D. Noon for L. Vess, Social Sciences	x
K. Carey, Provost	x

Guests: Cody Bennett, Kathy Di Lorenzo, Colleen McKenna, L. J. Medenica, Larry O’Loane, Jim Powell, Megan Watson

I. Call to Order (TC 0:20)

M. Buzby called the meeting to order at approximately 2:59 pm.

II. Introductions (TC 0:30)

III. Announcements

J. Lamb invited everyone to join the Faculty Authors reception after the meeting in the library.

IV. Approval of Agenda (TC 2:10)

J. Hamilton moved to approve the agenda of the 4/6/18 meeting. S. Feero seconded. The motion passed without objection.

V. Approval of 3/2/18 Minutes (TC 2:25)

M. Buzby noted that the March 2 meeting minutes are in the shared drive. Please review and be prepared to approve at the May meeting or by email.

VI. President’s Report (TC 2:45)

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

- Faculty Handbook – Thanks to everyone for helping with the Faculty Handbook. The draft is posted on the shared drive. All faculty need to review. The vote on the changes will happen at the May 4 meeting.
- Faculty Initiative Funds – The Request for Proposals (RFP) for Faculty Initiative Funds is out with a quick turnaround time. The submission deadline is April 27. This is an opportunity for disciplines that may not have many funding opportunities. L. Hoferkamp is a good resource if you have questions, as is Paul Layer.
- FTO Cash – The form for this is now available. It was sent in an email from Cyndee West with a link. You can submit it to the local HR office. The forms need to be submitted by May 1. FTO cash in will be available to transitioning UAFT faculty next year, as will the option to apply for Faculty Initiative Funds.
- GER Coordinating Task Force – The UAS committee completed their reports but there is still work to be done at UAF. The next step will be to ensure that all required curriculum forms are submitted. The task force reports to the Board of Regents (BOR) in June.
- AY 2019 committee assignments – Any missing AY 18-19 assignments need to be sent to M. Buzby.
- EAB Retention Guidelines – Comments can still be made to the working document. Sitka faculty have submitted suggestions for registration deadlines.

- Career Tech Courses will have a 25% tuition discount starting in the fall. The discount is for specific courses that are primarily for students in Occupational Endorsements. A link to the specific list of courses is in the FYI document on the shared drive.
- Banner upgrade (TC 9:35) – Reminder that the Banner 9 upgrade may impact faculty who manage grants. There are links in M. Buzby’s report to web resources about the upgrade to share with your faculty.
- Faculty Alliance - (TC 9:50)
 - Chief Information Technology Officer (CITO) Karl Kowalski resigned a few weeks ago. The interim person in charge is Martha Mason. The position description is currently under review. This is related to the statewide university IT report (Szmak report).
 - The idea of outsourcing eLearning was generated by the Strategic Pathways process as a way to boost enrollments. Faculty Alliance has serious concerns about this strategy, and Paul Layer is listening to those concerns.
 - College of Education – Steve Atwater is starting as the Executive Dean. There are several memos about the process on the shared drive.
 - UA Portal - If you are interested in a summer assignment, Paul Layer is putting together a committee to assist with the design of a student access gateway for current and prospective students. The goal is to help build enrollments. There will be significant costs over several years to create this, primarily using outside vendors. Contact Paul if you are interested.

VII. PROVOST REPORT (TC 19:07)

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

- Sitka Campus Director search – Not officially signed, but very close to having a director in place.
- Dean of Arts & Sciences/ Vice Provost for Research and Sponsored Programs recruitment – the committee will deliberate next week on the three candidates.
- The search for the Institutional Effectiveness Director is getting underway.
- The Provost’s Assessment Committee (Robin, Alberta, Andrea, Chris, Ali, Math, Colleen) has done an outstanding job. Their report will be posted soon.
- The provost is heading to New Orleans with Ali Zeigler next week as part of the Digital Fellows program.
- One Canoe Indigenous Ways of Knowing - Science, Arts and Education. This event will happen June 2 - June 6 in collaboration with Hawaiian partners. It is the ‘Summer in the Rainforest’ event for this year. It celebrates the canoe that went around the world made in Hawaii from SE Alaska wood. If you are interested in participating in this conference [please check out the website](#). The conference will be limited to 100 people and is being held right before Celebration.

VIII. IT Report (TC 22:59)

Cody Bennett’s written report can be found on the shared drive.

- Room scheduling update – The Astra scheduling program is changing to a cloud hosted service. Training will be offered at fall convocation. M. Buzby noted that the room resources in Astra are not always up to date.

IX. Center for Excellence in Learning & Teaching (CELT) Report (TC 25:49)

M. Watson provided updates on CELT events.

- Emily Wall and Allison Neeland recently led a popular workshop on embedded writing tutors. Notes and handouts can be found on the CELT website on the STL side.
- A teaching with Wikipedia lunchtime workshop with Jonas and Megan is coming up next week.
- Tim Powers applied for the CELT Faculty Liaison position. *N. Chordas moved to approve Tim Powers for the position. M. Trafton seconded. The motion passed without objection.*

X. Committee Reports (TC 28:19)

A. Faculty Senate Committees

a) Graduate Curriculum (TC 28:20) – MPA faculty were available to answer questions on the second reading for the proposals for the two emphases for the Public Administration program. M. Buzby noted that the proposals passed first reading without objection. *J. Lamb moved to approve the second reading of the Graduate Curriculum Committee proposals. J. Hamilton seconded. The motion passed without objection.*

b) Undergraduate Curriculum (UGCC) (TC 29:29) - C. McKenna's report on the five proposals for action is on the shared drive. There is a separate information sheet regarding curriculum deadlines.

Category A Proposals for Second Senate Review:

- **Marine Transportation, AAS** (Adds a new Engine Room Emphasis). C. McKenna clarified that the requested feasibility study has been completed. *T. Whalen moved to approve the proposal. S. Feero seconded. The motion passed without objection.*
- **ENGL S225** (GER course deletion) and **ENGL S226** (change title, description, and Student Learning Outcomes). *N. Chordas moved to approve the two proposals. M. Trafton seconded. The motion passed without objection.*
- **Remove BA S254** from the **Bachelor of Business Administration** program. *J. Lamb moved to approve the proposal. S. Feero seconded. The motion passed without objection.*
- **Pathways to Teaching Minor** (new minor). *S. Feero moved to approve the proposal. N. Chordas seconded. The motion passed without objection.*

Category B proposals that have passed are listed in the report for reference.

Curriculum Committee Deadline Information from the proposed Faculty Handbook revision (TC 33:22)

M. Buzby and C. McKenna provided information regarding this revision, which will clarify actual practice. October 1 is the deadline for submitting proposals for inclusion in the catalog the following fall. The March 1 deadline is being removed as it is not useful. Proposals can be submitted year round. Courses to be offered in the following summer need to be through the CourseLeaf workflow by the December committee meeting in order to meet Proposed Course Offering (PCO) deadlines. Similarly, for a course to be offered in the fall, it needs to be through the workflow by the February meeting to be scheduled. Proposals that are complete by the April meeting will be included in the fall catalog. C. McKenna pointed out that there is an option in CourseLeaf to select when you first want to offer the course you are proposing. This helps prioritize proposal review. C. McKenna will likely be the chair of the committee again next year.

c) Research and Creative Activities (TC 38:33) – B. Buma provided a written report which can be found on the shared drive. M. Buzby noted that B. Buma will be leaving UAS and that Eran Hood has volunteered to take over as chair. He will also serve on the statewide research committee. The URECA Symposium is next week as is Arts Meets Science week.

d) Sustainability Committee (TC 40:04) – A report from S. Nagorski is on the shared drive.

- The film series wraps up for the year with a final film on April 19.
- The group is coordinating with other partners and planning for the March for Science next week.
- Concerns have been raised about where the wood for the benches in Whitehead came from.
- Plastic waste on campus will be a focus of the group in the future, and they are soliciting ideas for making campus more sustainable.
- The source of heat and energy in the new Auke Bay building was discussed as well as safety concerns about the highway curve.
- Sonia will return as chair next year – the group is always open to ideas and feedback.

B. Other/Shared Governance (TC 45:45)

a) Chancellor's Advisory Committee on Equity and Cultural Safety (TC 45:47)

i. M. Buzby reported that Lance will not be the co-chair next year. Let M. Buzby know if you are interested in serving as the faculty co-chair. As there have been few meetings or reports recently, it may be a good time to revisit how the group is organized. It has traditionally had a staff and a faculty co-chair. It is unknown if Kolene is going to co-chair the group next year.

b) Master Plan Implementation Committee (MPIC): (TC 48:05) M. Buzby noted that there is a report in the shared drive from this committee. The committee charge is also posted.

i. New faculty co-chair: L. Hoferkamp volunteered to be the faculty co-chair on the committee next year which will be helpful to have a Natural Sciences faculty serving while the Auke Bay building is under construction.

The difference between capital budgets and operating budgets was discussed.

c) Regional Teaching & Learning Technology Roundtable TLTR Regional (TC 54:40): S. Feero reported that the notes from the last meeting are on the shared drive. There is a meeting on April 12. Jonas and CELT hope to have a discussion with faculty working with open educational resources. Membership and leadership for the group for next year are not finalized.

d) Faculty Handbook Committee – (TC 56:15)

- M. Buzby reviewed some of the major changes in the handbook. The track changes version will go out today in preparation for a vote at the May 4 meeting. Please keep track of any major concerns. It will be voted on in three parts - the bylaws, the constitution, and the handbook.
- Chapter 10 has the most changes. All UAFT faculty have received notice that they will be in United Academics, and all UAFT language has been deleted. Documents are available to help understand the changes and clarify the differences between the two unions.
- The curriculum changes previously discussed are in Chapter 9. Please note that pages do not always display the same so please be descriptive about sections you are addressing, not just page numbers when you send your edits/feedback/objections to Megan.
- Please note that faculty workload credits differ for the FS Past President if that person also serves as Faculty Alliance Chair.
- Core Competencies have been replaced by the GER General Education Learning Outcomes (GELOs).
- The Sabbatical process in Chapter 11 has been streamlined to remove the peer review committee stage which will allow faculty to know if they have been approved more quickly. Removing the month for the peer committee review moves the time line up so that the final decision from the Chancellor would be due by December 21. *Nina moved to approve the changes to the sabbatical process and timeline. J. Lamb seconded. The motion passed without objection.*

e) Chancellor's Strategic Enrollment Task Force (TC 1:07:05) K. Carey reported that the enrollment plan is moving forward. The report has been received from Ruffalo Noel Levitz, but it would be very expensive to continue using their services. A. Jones noted that recruiters tend to focus on the areas they know best. It would be helpful if we had materials recruiters could use to represent areas outside of their expertise.

f) Strategic Planning and Budget Advisory Committee (SPBAC) (TC 1:13:55) Provost Carey reported that the group is scheduled to meet after the Alaska Native Studies Conference.

XI. Old Business

A. Faculty Senate President-Elect Nominations – (TC 1:14:22) H. Batchelder has expressed interest in becoming president-elect. Jill Dumesnil is willing to run in order to ensure that an election takes place. M. Buzby explained that if there are not at least two candidates this semester, an election will take place in the fall at Convocation and no other faculty senate business can take place until that happens. H. Batchelder will make a decision about

running this week. If there are enough candidates, Megan will draw up an election. T. Whalen will be the Ketchikan representative. M. Trafton may be the Sitka representative.

B. GER Regulation change proposal (TC 1:18:11) M. Buzby reviewed the regulation change document on the shared drive and clarified that the credit requirements are for baccalaureate degrees. *N. Chordas moved to approve regulation change. M. Trafton seconded. The motion passed without objection.*

C. Program Review support and feedback (TC 1:22:10) S. Feero noted the challenge of interpreting some of the data provided by IE. Provost Carey noted the priority of ensuring that programs are able to assess how students are making progress in their degree programs, and UAS needs to be able to report it from our data systems to maintain accreditation. The difficulty in getting cost data for program review was noted.

D. Class schedule change for AY 2019-20 [Approved at 3/2 meeting] (TC 1:36:10) M. Buzby reminded the senators about this change that will go into effect in Fall of 2019 to provide 15 minute passing times in Juneau.

E. AK COE updates and memos (TC 1:36:51) [Discussed earlier.]

XII. New Business

A. AK Native GER Resolution (TC 1:37:01) Alaska Native Graduation Requirement Resolution. After discussion of the documents on the shared drive *a motion to approve the resolution for fall 2018 contingent upon 1) approval of some UAS Education courses that satisfy requirement to be reviewed and approved by the Alaska Native Studies Council by April 16, 2) removal of Associates Degrees from the requirement, and 3) change from specific cultures to Alaska Native cultures in the Student Learning Outcomes was made by J. Lamb. N. Chordas seconded. The motion passed with no objection.*

B. Faculty Handbook review – Vote 5/4 [Discussed earlier.]

C. UAFT transition to UNAC (TC 1:58:30) M. Buzby noted that several documents are available on the shared drive about the transition. The flow chart and the Key Training Takeaways may be most helpful. Please email any questions to M. Buzby.

D. Safety-Active shooter training and grants for door-locks (TC 1:59:21) M. Buzby followed up on the training request from the last meeting with Dan Garcia. After discussion there was general agreement that Convocation would be a good time to schedule an optional training. With regard to door locks, Provost Carey reported that interviews for the new Risk Management Director are underway and that position would likely be able to follow up with pursuing grants for this improvement.

Ketchikan and Sitka signed off at approximately 5:02 p.m. (TC 2:03:05)

XIII. Juneau Business (TC 2:03:10)

A. Juneau TLTR – M. Buzby noted that a report from the last meeting is in the shared drive along with the Egan walk through memo. The form approved at the last FS meeting for requesting classroom renovations has some drawbacks and a new form has been developed that adds further review to reduce the likelihood of negative consequences of permanent changes. It also requires more detail that can help with moving renovation requests forward. *N. Chordas moved that the new form be approved. S. Nagorski seconded. The motion passed with no objection.*

TLTR was able to move forward with the request from the Egan walkthrough memo to install blinds (roller shades) in rooms 119 and 219 pending approval by FS and determination of funding sources. *N. Chordas moved that the change be approved by FS. J. Lamb seconded. The motion passed with no objection*

M. Buzby reported that TLTR needs additional information regarding requests for an additional whiteboard in Egan rooms 113 and 114 and also for the request for lecterns in 108 and 223. Please solicit feedback from your faculty. A new TV has been installed in room 218 as requested.

XIV. Adjournment (TC 2:11: 01) - The meeting adjourned by unanimous consent at approximately 5:10.