

MEETING MINUTES
University of Alaska Southeast Faculty Senate

December 1, 2017 Egan Library 211

In Attendance:

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

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: Eric Scott, Charla Brown, Megan Watson, Cody Bennett, Colleen McKenna

I. Call to Order (TC 7:00)

M. Buzby called the meeting to order at 3:05 pm.

II. Introductions (TC 7:02)

III. Approval of Agenda (TC 8:12)

N. Chordas moved to approve the agenda of the December 1, 2017 meeting. J. Hamilton seconded. The motion passed without objection.

IV. Approval of November 3, 2017 Minutes (TC 8:32)

J. Hamilton noted needed changes to item VII on page three, the IT section. Needed edits will be made by M. Buzby and A. Parrish. *J. Hamilton moved to approve as amended. N. Chordas second. The motion passed without objection.*

V. Retention Subcommittee – (EAB) (TC 10:10)

(Five items related to this topic are available in the shared drive.) H. Batchelder is on this subcommittee of the Chancellor’s Strategic Enrollment Task Force and will be the liaison to Faculty Senate (FS). Charla and Eric co-chair the subcommittee. C. Brown explained that the primary focus of the group is student success, and that they hope to collaborate with FS moving forward. A roster of membership was circulated. E. Scott explained how the group grew out of the retention working group created to address a need identified by the Student Satisfaction Survey last year. They have a vision of creating a culture of retention across UAS through effective processes and systems. He reviewed data demonstrating that we lag significantly in our retention of low performing students after one semester and among all students from fall to fall.

C. Brown noted that the UA system has engaged in a membership with a company called EAB that has powerful analytic tools in their Student Success Collaboration Suite. One of these is the Academic Policy Diagnostic for Retention Best Practice. The faculty and staff on the retention subcommittee used the this tool to assess if UAS policies are too lenient or too strict compared to best practice in helping students meet the goal of attaining their degree. The results of the initial audit conducted by the subcommittee were reviewed. The subcommittee wants to engage FS for feedback and for prioritization of concerns to address. C. Brown and E. Scott will be presenting this information at a Spring Startup session on retention. This process could be a road map for improving our retention problems. M. Buzby asked FS to review the information with faculty and bring feedback to the February meeting.

VI. Center for Excellence in Learning & Teaching (CELT) (TC 24:22)

M. Watson reported that CELT is planning for spring semester. For Spring Startup, Maureen O’Halloran will offer individual consultations on Blackboard as needed and other Instructional Design questions. There will also be a workshop on encouraging online student engagement. They are open to ideas from faculty for other needs.

- CELT Faculty Liaison – M. Buzby noted that no applications have been received yet. A. Jones discussed the position with the School of Education, and the feedback was that it is a very big task for 20% of time. M. Buzby will follow up with the M. Watson and the Provost to consider revising. J. Lamb suggested a specific course release such as with department chairs.

VII. President's Report (TC 27:48)

The written report is available on the shared drive. M. Buzby expanded on the following topics:

- Common Calendar Committee: M. Buzby chairs this committee. They have met with Bursars and Registrars several times this year. No date changes are currently being proposed. Bylaws for the committee are available. Seven dates are being targeted for alignment each semester: start and end dates, withdrawal dates, fee payment dates, spring break, and add/drop dates. These dates affect outside stakeholders and need to be identified two years in advance. Non-teaching days at each campus that are not aligned such as the Power & Privilege Symposium (P&PS) need be determined one year ahead of time. P&PS will be held on Tuesday, November 6 this year. Alignment of the fee payment date is not coming for a while as payment processes are not the same across the system.
- Email lists: Be aware that there are non-faculty on the group faculty mailing lists. People who can mail out to that list will also receive group emails.
- Strategic Planning & Budget Advisory Committee (SPBAC): The committee has met more regularly and has been discussing tuition and fees. Michael Ciri chairs the committee. He is studying student fees to assess if they are being properly charged and allocated to the appropriate services. J. Hamilton questioned how the 25% tuition reduction process would work, particularly determining how it will work for students taking the same coursework for different programs (certificate vs. associate). Provost Carey noted that there is a committee working on that and other implementation issues. Please send questions and comment to our representatives, Paula Martin and Leslie Gordon. They are to have a report to the President by Dec. 6 with a target of implementation date of Fall 2018. Two problems of note: classes that are currently full and space restricted (i.e. welding) would lose revenue; also students will figure out that it makes sense to enroll in occupational endorsements and certificates to pay less when their goal is actually an associate degree.
- Grades are due at noon on the Wednesday deadline. Please be sure faculty and adjuncts are aware for timely reporting.
- Special Course Contracts and Course Substitution Forms have been updated to reflect the Department of Business and Public Administration and will be posted to the website.
- UAF A.A. acceptance policy for GERs: Kevin Maier is working on a transfer agreement with Peninsula College in Washington that would accept their A.A. degree to meet UAS General Education Requirements (GERs). M. Buzby noted that there are areas such as Math and English where UAS requires a higher standard for some subjects. S. Feero inquired about the standards UAF uses for accepting A.A. degrees for GERs. M. Buzby believes that they are accepted if the A.A. is from a regionally accredited institution. L. Hoferkamp inquired about the process for making this change at UAS. M. Buzby discussed with the Registrar and Colleen McKenna and confirmed that it is not a curriculum issue, but Faculty Senate would have to approve it. Please check in with your faculty about this before the February meeting.
- Student survey request: M. Buzby received a request to send a survey from a UAS student through the faculty email list. L. Vess is in favor as it supports one of our students. The Provost asked if Human Subjects Research issues had been addressed. M. Buzby noted that an IRB waiver was in place for this particular survey. L. Vess noted that that information about IRB waivers should be indicated for any surveys.

VIII. Provost's Report (TC 44:53)

Provost Karen Carey noted that her written report is on the shared drive.

- Tuition and Student Fees: As discussed, these are being reviewed by SPBAC. Provost Carey noted that students and families need timely educational costs and therefore changes should not be implemented until Fall 2019. Michael Ciri is conducting an audit of student fees.
- Alaska College of Education update: UAA and UAF need to move their College/School of Education to other academic units. That is coming up for discussion at Academic Council on December 15. The name change for

UAS to Alaska College of Education will be brought to vote by the Board of Regents (BOR) in March, in preparation for initiating that change with Northwest Commission on Colleges and Universities (NWCCU).

- Karen travelled with Paula Martin to colleges in Washington with similar profiles (Peninsula College, Wenatchee, and South Puget Sound College) to explore additional articulation agreements. These institutions are interested in developing such agreements for their students. Some of our programs may be more rigorous than they offer, so incoming students would need to be informed of the additional time they would need to complete a program.
- Discussion of marketing online programs and educational partnerships with Sealaska Heritage ensued.

IX. IT Report (TC 54:48)

Cody Bennett referred to the IT report on the share drive.

- Blackboard: Cumulative update Q2 2017 CU5 will happen Dec. 22 during the standard maintenance window as opposed to a more significant upgrade. The next major upgrade will happen in winter 2018.
- Course back up clarification: There are both full system backups and rolling content backups.
- Email Alias Selection: Although user names and passwords will remain the same, we now have the ability to select a custom or friendlier user name for email from a list of preconfigured options listed in the report on the shared drive. Note that the aliases need to have periods or hyphens to not compete with other user names. Although users can deactivate an alias user name, it is probably safer to not deactivate.
- Conference Now: This system does not require that you be at your campus phone or on campus to access.
- Campus closure: The Help Desk will be checked once per day for critical systems, but you can press '2' to go to OIT emergency call system as needed.
- Ellucian (Banner and other campus systems vendor) visit: It was a "Discovery" visit to learn how we use their products. They met with a number of campus units and plan to come back again. This is a new strategy for the company to reach out to the users of their products.

X. Committee Reports (TC 1:07:54)

A. Faculty Senate Committee Reports

a) **Graduate Curriculum:** There was no report.

b) **Undergraduate Curriculum Committee (UGCC)** (TC 1:07:55)

The report from C. McKenna is in the shared drive. M. Buzby projected the proposals from CourseLeaf onscreen for discussion and review.

- Category A proposals for **initial** review and discussion and Faculty Senate recommendations for each proposal were as follows:
 - GEOG S275 Introduction to Cultural Geography: New course for proposed Interdisciplinary Bachelor of Arts degree. *Recommend that this proposal be tabled.*
 - GEOG S390 Critical Geography: New course for Geography and Environmental Studies Bachelor of Arts degree and the Interdisciplinary Bachelor of Arts degree. *Recommended that this proposal move forward with suggestions.*
 - Pathways to Teaching Minor: New minor in Education called "Pathways to Teaching". *Recommended that this proposal be moved forward with suggestions.*
 - STAT S200 Elementary Statistics: Change course number (was STAT S273), course description, and prerequisite to align with UAA and UAF. *Recommended that this proposal move forward.*
 - Marine Transportation, AAS: Add new Engine Room emphasis to the Marine Transportation AAS degree program. *M. Buzby called for the vote. The proposal was not approved and feedback for how to proceed was provided.*
- Category A proposals for **final** Senate review are listed below. *After review, both were approved.*
 - History Minor: Omit list of courses in "Select three of the following" section and allow students to select from all history courses (at least six credits of which must be upper-division).
 - Mathematics, BS: Modify electives requirements to allow for more flexibility.

c) Research and Creative Activities (TC 1:32:43) Report available on the shared drive.

d) Sustainability Committee (TC 1:32:55) Report is available in the shared drive.

S. Nagorski reported that the committee continues to make progress on various projects and initiatives. They submit monthly columns to the Juneau Empire and they held a session during the P&PS. They are working in conjunction with the student Sustainability Club to build support for the Juneau Renewable Energy Strategy. They are working on a film series that will start in January and they continue to work on electric vehicle issues on campus.

B. Other/Shared Governance (TC 1:33:56)

a) Chancellor's Advisory Committee on Equity and Cultural Safety:

M. Buzby sent out information about this committee (formerly the Diversity Action Committee). There are three openings for faculty (representatives from Juneau, Ketchikan, and Sitka) on the committee. It is not a Faculty Senate (FS) Committee, but FS will select the three faculty representatives. Angela Lunda and Beth Hartley from School of Education have expressed interest. J. Lamb noted that there was some confusion last year with people thinking they were on the committee (Ali Zeigler) but finding out they were not. L. Vess also expressed interest last year. M. Buzby will email interested faculty and try to determine who the three representatives will be. Please encourage faculty to email M. Buzby if they are interested. Discussion of the priorities and the makeup of the committee ensued. M. Buzby will follow up with Lance Twitchell to see if he would like more faculty representation on the committee.

b) Master Plan Implementation Committee (MPIC): There was no report.

c) Regional Teaching & Learning Technology Roundtable TLTR *Regional* (TC 1:42:30):

- S. Feero reported that TLTR is discussing creating course shells earlier so faculty can get a head start on building them. They plan to discuss this with Michael Ciri in January.
- TLTR Reps will be asking faculty for preferences about the default set of items guest users can see before enrolling in the course. This will also be discussed with M. Ciri.
- Juneau has requested a session at Spring Start Up about classroom technology. That group is working with IT to have better information for faculty about what technology is available in each classroom in preparation for course proposals next fall.

d) Strategic Enrollment Task Force (TC 1:44:32)

i. Senator Feedback of Goals for AY 2017-18

- Market online degrees better
- Clarify that 'Come Home To Alaska' does not require physically moving back
- Improve infrastructure for eLearning
- Provide mobile hot spots for remote users
- Increase marketing of distance programs
- Advertise the quality of our academic programs
- "Be at Home in Alaska" (Online with students in Alaska)

M. Buzby reported that Ketchikan and Sitka will provide their enrollment plans at the next meeting.

e) Strategic Planning and Budget Advisory Committee (SPBAC) There was no report.

f) Title IX (TC 1:49:24)

A Title IX update is in the shared drive. M. Buzby will follow up with Lori Klein about the responsibility for Title IX training with regard to internships at outside employers. Discussion ensued about including Title IX language in syllabus. B. Buzby will ask Lori to send out a blurb that could be easily added.

XI. New Business

A. Emergency preparedness training opportunities – (TC 1:52:58) Tabled. Could be provided at Spring Start up.

B. Spring startup – faculty input? (TC 1:53:30) M. Buzby has adjusted the schedule based on feedback received thus far. The last date to submit feedback is Friday, December 8 to allow the agenda to go out before break.

C. UA Rally – spring dates? (TC 2:01:25) M. Buzby noted that a similar event was discussed but did not happen last year due to time constraints. Groundhog Day was selected as an appropriate date for this recurring issue. L. Vess will help pull this together. The importance of not using any UA resources was stressed. M. Buzby will discuss and coordinate efforts with Faculty Alliance.

D. Facilities wish list (TC 1:57:08) Please ask faculty to send winter break maintenance request to Facilities or Megan. Adding shades to rooms (i.e. Room 108) to allow for film screenings was suggested. Paula Martin hopes to pull together a classroom tour with Facilities to note maintenance needs. If repeated maintenance needs are not addressed, please notify Provost Carey. Expressing appreciation for completed work was encouraged.

E. UAS-wide survey solicitations form students/others (See Presidents Report)

F. Next meeting February 2, 2018

XII. Old Business

XIII. Adjournment (TC 2:11:58) The meeting adjourned by unanimous consent at 5:09 pm.