

MEETING MINUTES
University of Alaska Southeast Faculty Senate

March 2, 2018 Egan Library 211

In Attendance:

M. Buzby, President	x
R. Gilcrist, President-elect	x
L. Hoferkamp, Past President	
A. Jones, SOE	x
S. Nagorski, Natural Sciences	x
Charla Brown [for 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	

A. Parrish (recorder)

Guests: Cody Bennett, Megan Watson, Colleen McKenna, Brian Buma, L.J. Medenica, Kathy DiLorenzo, Barbara Hegel, Charla B. Jim Powell.

- I. **Call to Order** (TC 5:30)
M. Buzby called the meeting to order at 2:30 pm
- II. **Introductions** (TC 5:34)
- III. **Announcements** (TC 6:58)
 - a. Faculty Excellence Awards: M. Buzby encouraged nominations in the areas of Teaching, Service, Advising, Research, and Adjunct Instruction.
- IV. **Approval of Agenda** (TC 7:40)
C. Brown moved to approve the agenda of the 3/2/18 meeting. S. Nagorski seconded. The motion passed without objection.
- V. **Approval of 2/2/18 Minutes** (TC 8:18)
A. Jones moved to approve the minutes of the 2/2/18 meeting. S. Feero seconded. The motion passed without objection.
- VI. **President's Report** (TC 8:43) M. Buzby's written report is available on the shared drive. She highlighted the following topics:
 - Faculty Initiative Funds – the draft Request for Proposals (RFP) process for these Faculty Development Funds is under review by Academic Council (AC) and should be available soon.
 - EAB Retention Guidelines – Please share the Faculty Senate (FS) comments version with your faculty and provide feedback on priorities for the subcommittee chaired by Charla Brown and Eric Scott.
 - Ruffalo Noel Levitz – Consultant Gary Fretwell from this firm was on campus last week to discuss our enrollment challenges. He shared that the number one reason students select a school is based on the academic programs, and that having enough money to pay for their education is the second priority.
 - GER Task Force – They held a retreat February 10-11. UAS representatives Andrea Dewees and Heidi Pearson attended. The Task Force is in response to the Board of Regents (BOR) mandate to align course numbers, titles, and descriptions where possible. They made progress on some of the challenges and they hope to complete their work by May. Please help with curricular processes in your disciplines to get changes submitted.
 - Title IX Policy and Training Review – The UAS Advisory Group for Title IX includes several community organizations; the committee is working well. The committees at Fairbanks and Anchorage are not as well developed and Faculty Alliance (FA) is attempting to improve communication and coordination statewide.
 - Changes to Banner 9 – There are some web links provided in M. Buzby's report for reviewing upcoming changes to Banner for different campus user groups. There is a workshop next Tuesday that all are welcome to attend. B. Hegel clarified that it is more of an overview of a sales type presentation of add-ons available from the vendor.

- VII. **Provost's Report** (TC 19:15) – M. Buzby shared that the Provost is currently attending the BOR meeting and provided a written report that is on the shared drive which was reviewed by the group.
- S. Feero provided an update on the Sitka Campus Director search. Negotiations with a candidate have occurred but there currently is an issue causing delay at Statewide.
 - EAB will be on campus again March 21.
 - Digital fellows – Robin Gilcrist, Reid Brewer, Ali Zeigler, and Kitty LaBounty are doing projects through this program.
 - PAC-MAN – An update will be provided later in the meeting.
- M. Buzby shared that the Provost's office is soliciting publications for sharing with the campus community in a regular publication that has gone out once so far. Please forward new publications to her.
- VIII. **IT Report** (TC 21:22) – C. Bennett reported on the following:
- Automatic Notification of Dropped Students – this is a new service that will send an email to faculty when a student withdraws from a class. C. Brown noted that this is an outcome of the retention subcommittee.
 - IT is working with statewide OIT on better coordination of SPSS licensing for budget savings.
 - Ellucian (Banner vendor) will be here on a sales call next week.
 - The Virtual Desktop Environment is open to early adopters.
 - ELMO now requires a security question. This is in response to recent account breaches in the system.
 - Donovan will send out the fall software request shortly – please respond.
 - Egan Library 104 has additional screening and sound components.
 - In addition to the Windows 10 student and employee virtual environments, a local Windows 10 build is being developed that could be installed on a computer.
- IX. **CELT Report** (TC 26:25) M. Watson reported on the following:
- Workshops and sign up deadlines coming soon include Quality Matters, Applying the Quality Matters Rubric (deadline March 7), Improving Your Online Course (deadline March 28). Contact Maureen for more details.
 - A workshop with Emily Wall, Allison Neeland, and English faculty regarding embedding writing tutors in classes will be held in the CELT center March 21.
 - Open Educational Resource (OER) webinars are also listed on the CELT website.
- M. Buzby noted that there has been one inquiry about the CELT liaison position.
- X. **Committee Reports** (TC 28:38)
- A. Faculty Senate Committee Reports
- a. **Graduate Curriculum:** M. Buzby reported that the process in this committee is the same as the undergraduate committee.
 - a. A report from the committee on the status of multiple Public Administration (PADM) proposals is on the shared drive. J. Powell, K. DiLorenzo, and LJ Medenica provided information and answered questions about the proposals, which include eight new courses, two new concentrations (Higher Education and Municipal Governance), some course deactivations, and some course changes. A summary document of the changes in Course Leaf is on the shared drive and was reviewed. Some course proposals address the need for training for non-profits. *S. Feero motioned to approve for first reading. S. Nagorski second. The motion passed by unanimous consent.* Look at in April meeting.
 - b. **Undergraduate Curriculum Committee** (UGCC) (TC 33:55) 2:59. Revised report.
Coleen McKenna's updated report is on the shared drive.
Three Category A Proposals for Initial Senate Review:
 - b. Program change to GER – ANS 101 social science GER. *L. Vess motioned to pass to Curriculum Committee. N. Chordas second. The motion passed by unanimous consent.*
[End Tape 1]
 - o Creating a Cultural Geography Emphasis within the Geography and Environmental Studies BA. After discussion, *L. Vess motioned to pass to Curriculum Committee. N. Chordas second. The motion passed by unanimous consent.* M. Buzby recommended clarifying language so students understand their options.

- o ANS 210 Indigenous Performing Arts. Create the new course discussed previously as a Fine Arts GER – any objections – no. unanimous consent.

Category A Proposals for Second Senate Review: (TC 8:30 (Tape 2))

STAT 200 (was STAT 273) M. Buzby FYI – prerequisites. *J. Lamb motioned to approve, A. Jones seconded. The motion passed by unanimous consent.* M. Buzby clarifies change in prerequisites. No opposition – passes

- a. GEOG 390. *N. Chordas motioned to approve, J. Lamb seconded. The motion passed by unanimous consent.*

Category B already approved on list.

- c. Research and Creative Activities - Report available on the shared drive. B. Buma expanded on the following:
 - Undergraduate Research and Creative Activity (URECA) has made seven awards this cycle. Some of the projects need approval from Facilities.
 - Held an Intellectual Property workshop last week with folks from UAF and Statewide.
 - Q menu training for faculty with top trainer in the system. QMenu is used for managing grants.
 - Starting a monthly newsletter of faculty productivity. There will be an email solicitation of your publications. Send anything you would add to your CV to the Provost's office for inclusion.
 - The Statewide Research Council is trying to develop metrics for research effectiveness. Concerns about disciplines that do not attract outside research dollars were raised. One of the goals of the council is to foster collaboration across university proposals. M. Buzby noted that when Request for Proposals (RFP) for Faculty Initiative Funds comes out it could be an opportunity for collaboration and funding for Social Sciences and Humanities.
- d. Sustainability Committee – S. Nagorski shared that the group has met once since last time. Looking into Earth Day activity options. May get a table at the Visitor Center. The day coincides with a revival of the March for Science. The monthly film series has been well attended. Continue to contribute monthly articles to the newspaper.

B. Other/Shared Governance (TC)

- b. Chancellor's Advisory Committee on Equity and Cultural Safety: L. Vess reported that the group has not met since last meeting. An important community issue that group members have been participating in is the conversations about stereotypes and cultural appropriation in the arts community. After the incident at Wearable Arts last month there was a public meeting at the JAHC. This Friday from 5:30 – 7:00 there is a planned community conversation and potluck at the JAHC to further the discussion.
- c. Master Plan Implementation Committee (MPIC): (TC) Glenn has not provided a report. Provost Carey has informed M. Buzby that the Soboleff Annex is going to be torn down in July. Concerns were raised about the way Nina, Ernestine, and Denise learned that they would have to vacate their offices recently. Currently MPIC is co-chaired by G. Wright and Nathan Leigh. Discussion ensued about how inactive committees and committee members can be before they are removed. L. Vess moved to remove G. Wright as MPIC representative of Faculty Senate. N. Chordas second. J. Lamb abstained. Similar concerns about the lack of meetings/reports from the Chancellor's committee on Equity and Cultural Safety were voiced. Other facility concerns that have not been addressed were raised. *Megan will follow up with the Provost.*
- d. Regional Teaching & Learning Technology Roundtable (TLTR) - S. Feero noted that the minutes from the February 8th meeting are on the shared drive. A proposal to IT asking for access to course sites two weeks prior to student access is on the shared drive. *S. Feero moved to have IT follow up with the proposal. N. Chordas seconded. The motion passed by unanimous consent.*
- e. Faculty Handbook Committee – M. Buzby reported that the group has met two times. Campus representatives to the committee are needed per handbook changes made last year. Ann Spehar and Susie Feero have agreed to join the committee beginning next week. The committee is a bit

behind, so the track changes draft will come to Faculty Senate in April. Faculty will have one month to review prior to the May meeting. The most significant changes will be around the transition of all current UAFT faculty members at UAS to the UNAC bargaining unit.

- f. Chancellor's Strategic Enrollment Task Force (TC 1:02:11) M. Buzby reported that the Task Force will meet next week and will focus on the recommendations from Ruffalo Noel Levitz.
- g. Strategic Planning and Budget Advisory Committee (SPBAC) – M. Buzby reported that the committee will meet March 30th.

XI. New Business (TC 1:02:46)

- A. Faculty Senate President-Elect Nominations are open. – M. Buzby noted that all current senators will serve again unless they find a replacement. After serving as President-elect, would then serve as President the next year and Past president after that. The Past President also serves on Faculty Alliance. Handbook is good resource
- B. Provost's Assessment Committee (TC 1:03:49) – R. Gilcrest reported that the committee held a workshop on the 23rd. Reviewed artifacts that had been submitted using rubrics and testing rubrics. Met today to begin putting together a report on the work. Plan to have a draft report to the provost by end of the academic year which will be shared with Faculty Senate. Hope to develop this as an annual process. Information about that will be included in the report.:
- C. GER Regulation change proposal (TC 1:08:02) – M. Buzby noted that this is item 10 on the shared drive. This request originated with UAF several years ago and now is being proposed statewide by the statewide GER coordinating task force. Please also see Lisa's letter about why the changes are being proposed. It includes changes in descriptions and structure, including minimum credit distribution. The biggest change is in the distribution of Humanities and Social Science GERs. The assumptions refer to what was voted on at the last meeting about not counting a course as a GER twice, but a GER course can also be used to satisfy a degree requirement. Please review with your faculty and be prepared to vote at the April meeting. Keep in mind that this is a statewide effort.
- D. GER curriculum decisions at UAS (TC 1:13:22) – M. Buzby led a follow up discussion to BA 151 being proposed as a social science GER at the previous meeting. *L. Vess made a motion that a class cannot be proposed in CourseLeaf as a Category A that affects another department without a signature from that department chair. S. Feero second. The motion passed by unanimous consent.* M. Buzby noted that the Faculty Handbook proposed revisions will include several changes in both the graduate and undergraduate curriculum process, including language that only faculty can initiate proposals.
- E. Program Review support (TC 1:39:18) – S. Feero voiced concern that the faculty need more support than they are getting with regard to analyzing the data packets received for the program review process including the financial data. While UAS has made progress in standardizing the data package, it isn't always apparent what questions to ask or how to best utilize the data provided. Would like collectively to ask for more support in this area from the Provost. *M. Buzby will put into action items.*
- F. Proposed class schedule change for AY 2019-20 Juneau classes. (TC 1:46:47) – M. Buzby provided background on this item (#11 on shared drive) which addresses the concern of inadequate passing time for students on the Juneau Campus) by providing 15 minutes between class times. *J. Lamb moved to approve the proposed schedule change. L. Vess second. The motion passed by unanimous consent.*
- G. Special Course Contract forms (TC 1:54:53) M. Buzby reviewed item #12 on the shared drive. Three changes have been made to the form: A note that it must be accompanied by an additional registration/add form; a note regarding all fee policies; and a note regarding supplying outside internships agency hosts with Title IX information. S. Feero reported that it has been determined that two departments in Career Education are currently identified in BOR regulations, and that they are working with the Provost regarding how best to proceed regarding a Career Ed Chair. *N. Chordas motioned to adopt the revised form. L. Vess seconded. The motion passed by unanimous consent.*

Additional items discussed by the whole group included the possibility of a consent agenda and the Faculty Handbook expectation of draft minutes being circulated shortly after the meeting.

XII. Juneau Business (TC – 2:02:33)

- A. Juneau TLTR – Egan Walkthrough – M. Buzby led a review of the memo from G. Wright. TLTR is looking for Faculty Senate review and support of the items listed in the memo. Safety concerns and what budget renovations would come from were discussed. *L. Vess moved to approve the memo and the group unanimously concurred.*
- XIII. Adjournment - The meeting adjourned at 5:20