

MEETING MINUTES
University of Alaska Southeast Faculty Senate

October 6, 2017 Egan Library 211

In Attendance:

M. Buzby, President	x
R. Gilcrist, President-elect	x
L. Hoferkamp, Past President	x
Lisa Richardson for 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	

G. Hays (recorder)

Guests: Brian Buma, Sara Rodewald, Colleen McKenna, Megan Watson

I. Call to Order

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

I. Wellness Update (TC 3:00) Sara Rodewald, Wellness Manager from Healthyroads, explained that she oversees the Wellness program for the University. She shared various components and specifics of the biometrics program. The rebate is \$600/person and is based on the biometrics results of last year and is shown as a credit on your paystub under the wellness entry. In regards to the collection of this personal information, Sara said the HIPAA laws prohibit them from sharing any member level information.

III. Approve of Agenda (TC 7:37)

R. Gilcrist moved to approve the agenda of the October 6, 2017 meeting. N. Chordas seconded. The motion passed without objection.

IV. Approval of Minutes (TC 8:20)

N. Chordas moved to approve the minutes of the September 1, 2017 meeting as presented. J. Hamilton seconded. The motion passed without objection.

V. President's Report (TC 8:40)

M. Buzby asked that Senators review the written report in the share drive. She expanded on the following topics:

- CBA faculty professional development funds: Watch for email notifying faculty of the application site.
- Common Calendar: M. Buzby is the chair and Julie Hamilton is the other faculty serving on the committee. Please provide any suggestions about the UA common calendar to her, especially with options about the number or date of non-teaching days. Those will be submitted to Faculty Alliance and then forwarded to the President. Changes to the next academic year calendar must be made by late October/early November, with the intent to have all changes to the calendar made two years in advance.
- Faculty Morale Survey committee: Kathy DiLorenzo and Ali Ziegler will be serving on this committee.
- Concurrent Enrollment policy: M. Buzby referenced the draft Concurrent Enrollment policy in the share drive, and asked for comments on this document. The committee intends to finalize the policy at the November meeting.
- Statewide Councils: M. Buzby asked for suggestions for faculty representation on each of the strategic councils – Student Services, Human Resources, Finance/Admin/Lands/Facilities, Development, University Relations, Institutional Research, and Community Campus Directors. Brian Buma is serving on the Research

Council. Please notify M. Buzby of faculty interested in serving on a particular council. It's important to have faculty involved during the creation of the bylaws. She will report the UAS faculty membership to Faculty Alliance when they meet in two weeks.

- Recruitment: There is a new position being advertised for Director of Recruitment, Admissions and Advising. The Chancellor's Enrollment, Recruitment and Retention Committee views student recruitment as the top priority and suggested that faculty also be involved in this effort. M. Buzby cautioned faculty to be aware that they may be expected to participate in some fashion and if so, to request compensation.
- M. Buzby noted dates to remember:
October 9th – Indigenous Peoples' Day <http://uas.alaska.edu/indigenous-day>
October 9th – A Title IX guest speaker will be on campus. More TBA
November 7th – Power and Privilege Symposium www.uas.alaska.edu/privilege/
- UAF is proposing an update to the BOR policy aligning GERS descriptions. See the document in the share drive for the current language and the proposed language (UAF_Proposed_GER_regulation_changes_2014.pdf). M. Buzby said this will be voted on at the next meeting.
- Program Review Timeline: See final approved Program Review timeline in share drive. M. Buzby explained that the new schedule was reviewed by faculty and approved via e-mail on September 15th. See the Provost's website for program review details.
- Dan Klein (GER coordinator at UAA for the UA system) gave a progress report to Faculty Alliance which is in the share drive. M. Buzby asked faculty to contact her if there are questions.
- BOR commissioned another report from an outside consultant, NCHEMS. See share drive for the summary of the review.
- The Early Alert system purchased this summer, EAB, has representatives coming to campus October 17th. Faculty will have a chance to participate and learn more of the system sometime in the spring.

VI. CELT (TC 34:06)

M. Watson described the various up-coming Quality Matters and Instruction Design courses, and noted that the Tech Tuesday sessions would be recorded during the time Maureen O'Halloran is on jury duty. She also reported on the recent Advisors Meeting co-sponsored by the Provost. It was a well-attended event that will be followed up with another session on October 27th focusing on information supporting student mental health with Margie Thomson. M. Watson reviewed the position description for the PT Faculty Director/Liaison of CELT position (see document on the share drive). The Bruce Maas report mentions the need for this type of position to bridge the communication gap between IT and faculty about technology needs in the classroom. M. Buzby asked senators to consider how faculty can play a part in advocating for this position. She clarified that it was not intended to be an overload. The expectation is to have the position filled by spring semester.

VII. IT Report (TC 44:50): M. Buzby referred to the IT report on the share drive.

- Blackboard course backups on Google: Currently faculty can make their own copy of their Blackboard course. The concern is that some student information is included in Blackboard so the confidentiality of the information is in question. It was decided to ask for faculty to have an opt-out option.
- L. Hoferkamp asked for an update about the new travel program.

VIII. Provost's Report (TC 53:40): M. Buzby noted that the Provost's written report is in the share drive, and to direct any questions about items in the report to her. She will then get more information from the Provost.

IX. Committee Reports

Faculty Senate Committees

- **Graduate Curriculum:** Nothing to report.
- **Undergraduate Curriculum Committee (TC 55:10):** C. McKenna reminded that proposals must be submitted via CourseLeaf and signed by the dean or director by October 18th. If you have any questions, please feel free to contact her. M. Buzby added that the proposals will be viewed on screen during the meetings. J.

Hamilton had a request for senate consideration and explained that now that Business & Public Administration (BPA) is under the School of A&S there is the question as to whether or not students seeking an Associates of Arts (A.A.) Degree can satisfy the mandatory requirement of 18 credits being from A&S by using BPA courses that they've taken. She presented the catalog language, and confirmed that DegreeWorks does not accommodate this currently, and that the Registrar cannot make the change to allow BPA courses to satisfy this requirement within DegreeWorks without official approval/direction. The committee was in agreement for making the change commenting that because the 18 credits are electives from A&S, and now that BPA is a part of A&S, these BPA courses could satisfy the 18 credit A&S requirement.

- **Research and Creative Activities** (TC 1:04:03): B. Buma said the committee met on September 15th. The URECA application period is open through early December. He reported that in response to a request by the UA intellectual property (IP) contact, Mark Billingsly, it was decided that the RCA committee would be the best contact for any faculty in the process of developing IP-relevant products. See share drive for more information in regards to the Statewide Research Council of which Brian Buma is the faculty representative from UAS.
- **Sustainability Committee** (TC 1:05:15) S. Nagorski reported that the Sustainability Committee has already met three times this academic year, and has already submitted their first newspaper article. With Jim Powell's assistance, they are participating in the development of the Juneau Renewal Energy Plan. They will also have a presentation prepared for the Power & Privilege symposium.

Other/Shared Governance

- **Advisory Committee on Equity and Cultural Safety** (TC 1:07:08): Nothing to report.
- **MPIC** (TC 1:08:16): Nothing to report.
- **TLTR Regional** (TC 1:08:28) S. Feero referenced her report on the share drive. The TLTR met on September 14th and will meet again on October 19th. She said that as yet they had not heard who would be their Social Science representative. L. Vess offered to find out and report back before the next meeting. S. Feero explained in more detail about Kaltura (in test phase at this point), a video management and authoring system, integrated with BlackBoard. It costs about \$6,000 per year.

X. New Business

- **GER Assessment** (TC 1:12:54): R. Gilcrist referenced the document on the share drive (PAC_report_to_Faculty_Senate.pdf). She noted that the committee had completed drafting the general education student learning outcomes (GELOs) and asked these to be reviewed and shared with faculty. These outcomes will be used to assess the GER's for the fall and spring of this year for the accreditation report next year - Effective communication, Critical thinking, Creative thinking, Empirical reasoning, Synthesis and analysis, Community engagement. The **bolded** word is what the committee is proposing and the *italic* is a descriptor of the outcome - which is not set in stone. Please ask faculty if they agree that these can be used to assess GERs. M. Buzby said the goal is to have a process in writing.
- **Peer Evaluation of Courses** (TC 1:24:34): See share drive for memo to Chancellor Caulfield and Faculty Senate regarding peer reviews. It was questioned if using the activity report for evaluation purposes, even voluntarily, is a question for the union. J. Hamilton said the BPA faculty questioned if using the activity report would add value to teaching effectiveness when it is actually just a review of themselves. And asked, what does teaching effectiveness mean? A suggestion was to send out a survey to collect information on how many faculty perform peer evaluations. It was also pointed out that the peer review committees are in fact peers evaluating peers. M. Buzby said she would present these concerns to the Provost.
- **Class Scheduling** (TC1:35:27): See 2017 Existing and Proposed Course Schedules in the share drive. The proposed schedule provides 15 minutes between classes. M. Buzby asked if the senators thought faculty would be interested in pursuing a change and questioned if the Juneau campus schedule needs to be similar to the Sitka and Ketchikan campuses. M. Buzby said she believes this is just a Juneau campus issue due in part to the nearby road construction. She asked senators to request feedback from faculty.

- **Dual Enrollment Summer Incentives** (TC 1:43:47): M. Buzby referred to the document on the share drive. Frank Coenraad is proposing to hold summer high school dual credit courses, taught by UAS faculty. There was a concern that faculty could not actually teach high school students for high school credit unless the students are officially enrolled as a UAS student. Please email M. Buzby with comments and suggestions.

XI. Old Business

- **Common Calendar Representation** (TC 1:50:55): M. Buzby asked to be notified by Friday if there is faculty interest in serving on the Common Calendar committee. As a committee member, she is initiating the discussion for making the Wednesday before Thanksgiving a non-teaching day. It was suggested that the day in November now used for Power & Privilege (P&P) be a teaching day which faculty could incorporate the P&P format into their syllabus. The Wednesday before Thanksgiving could then become a non-teaching day. M. Buzby believes the Chancellor would not be inclined to support that because it is feared the students would take off the entire Thanksgiving week. Senators commented that many of their students already do that – especially students living in small Alaskan villages or those living outside of Alaska that require days to travel to and from. They would like to conduct a survey. Career Ed short courses also are problematic because they do not easily fall within the traditional schedule. T. Whalen said he would find out if the short courses could have the non-teaching days built into the syllabus. M. Buzby said this wouldn't be effective until fall 2019.
- **Faculty Discussion:** The Faculty Senate bylaws include the Provost as an ex-officio member. The senators are interested in making changes to the Constitution and Bylaws so that the Provost would no longer be required to attend each meeting.

XII Juneau Business

- **Juneau TLTR**
 - **New Membership** (TC 2:01:10) M. Buzby said a Juneau TLTR committee needs to be created. T. Powers is currently the only member. M. Buzby will send out a reminder email to encourage faculty interest in serving.
- **Anderson and UAS Shuttle:** This item was not discussed due to lack of time.

Adjournment

The meeting adjourned by unanimous consent at 5:06 pm.