

UAS Faculty Senate Meeting Minutes

December 3, 2004

Present: Jonathan Anderson, Brian Blitz, Jennifer Brown, Nina Chordas, Seon Chun, Chuck Craig, Ginny Mulle (President), David Noon, Priscilla Schulte, Lynn Shepherd, Sherry Tamone

Ginny Mulle called the meeting to order at 3:00pm.

1. The November 5th meeting minutes were approved (version posted at the Faculty Senate website).
2. The agenda was approved with one addition: Adjunct union negotiations.
3. **President's report**

a. **Draft UA Faculty Workload System Project Charter** (November 15, 2004)

At the November meeting of the Faculty Alliance, Dave Veazey, UA Assistant Vice President for Academic Affairs, provided a draft Project Charter [hyperlink to document] and demonstration of a prototype database for the UA Faculty Workload System. According to the Charter, its purpose is to "implement a more efficient and electronic interactive database system for faculty workload and activity reports across the University of Alaska System."

Several objections to the project were raised. The proposed system assumes parity between members of the ACCFT and United Academics unions with respect to teaching and service loads, whereas, the "5th part" of ACCFT contracts is considered to be equivalent to teaching a second section of a course, and not an additional course. Hence, entering course credits into the system, rather than percentages of workload devoted to teaching, could lead to redefinition of workloads among members of the two unions. A stated project objective is to "meet the needs of faculty," but there appears to be no time saved by moving away from the current use of word processing for submission of workloads and activity reports and the project would be costly to develop and maintain. There is skepticism about the purported "controlled, secure access over the public internet;" security is dubious, signatures would be missing, and disputes over versions could arise.

b. **UA Distance Education Steering Board** (November 2, 2004)

Ginny met with Provost Stell to clarify the respective roles of the UA Distance Education Steering Board (DESB) and the UA DE Advisory Board (DEAB). The DESB has formed working groups that are developing recommendations on the 'nuts & bolts' for improving distance education, especially coordination amongst MAUs. Their recommendations should go to Interim VP for Academic Affairs, Craig Dorman, by early February, although the group has no power to implement any of the recommendations. The DESB has 20 members with three from each MAU; Katy Spangler, Cathy Lecompte, and Susie Feero were selected by Chancellor Pugh to represent UAS. So far, there has been one meeting at which various groups brainstormed perceived problems with policies and procedures and possible solutions [hyperlink to report].

The DEAB has one member from UAS, Dean Schmitt. The group's role is less clear in terms of making changes in distance delivery, but their concerns will be the 'big picture' issues. Curt Madison, Director of the Center for Distance Education in Fairbanks, will head both the DEAB and DESB and be responsible for implementing any recommendations approved by the Vice President for Academic Affairs and President Hamilton. Provost Stell has asked the System Academic Council to consider making Madison's role one of 'coordinator' not 'decision-maker,' leaving autonomy at the MAU level with regard to implementation of changes.

c. Academic Calendars

The Provost has issued academic calendars for AY06-10 that conform to various provisions of collective bargaining agreements and historic practices. They are posted at the Faculty Senate website.

d. Northwest Commission on Colleges and Universities – Regular Interim Visit Report [hyperlink to report]

There were four commendations in the NWCCU report and several recommendations:

- new programs need to be submitted to NWCCU for status review
- there needs to be concrete evidence that the six basic competencies and course objectives are being assessed in conjunction with "the effectiveness of educational programs"
- the advising system needs improvement
- the transportation, safety, and security of students need to be reviewed
- the methodology for determination of enrollment figures may need review
- a definition and measure for 'faculty scholarship and teaching' need elaboration

At Mini-Convocation in January, academic units will focus on the assessment of core competencies and their programs' learning outcomes in order to begin addressing the NWCCU recommendation. In order to participate, Ketchikan faculty will need to be away from Ketchikan for four days because of seasonal flight schedules.

d. Criminal Background Investigation

Apparently UAA and UAF routinely perform a criminal background check on all new hires, and UAS has started doing this too.

e. ETS Assessment of Computer and Information Literacy

Provost Stell provided an article from the *Chronicle of Higher Education* about a new test from the Educational Testing Service, the Information and Communication Technology (ICT) Literacy Assessment Test. She is interested in exploring this option further to see if it might help UAS assess two of the core competencies, as recommended by NWCCU.

4. Committee reports

a. Ad Hoc Committee on Online Student Evaluations – no report

Sherry reported that grievances regarding Spring 2004 online evaluations are still ongoing. Some issues regarding the current implementation of online evaluations will be passed on to the committee for their deliberation and recommendations:

- students who have not been attending class and have no basis for making judgments about an instructor remain on course rosters. Should they be able to

- submit evaluations just because their names appear in Banner as course registrants?
- possible elimination of e-mail notification about the availability of online evaluations
 - coordination of the timing of evaluation for different instructors to avoid confusion amongst students and missed opportunities
 - how to obtain evaluations from students who choose to take an Incomplete and finish a course at a later date

b. Ad Hoc Committee on the Scholarship of Teaching

Lynn reported that the committee met once and agreed on the kinds of activities to consider as 'scholarship of teaching' for the purposes of retention, promotion, and tenure reviews. Members will attempt to define and categorize these activities at their next meeting. It's likely that the committee's recommended guidelines for evaluation will include a holistic rubric to assess levels of performance for 'scholarship of teaching' in lieu of a point system such as that in the research guidelines.

c. Ad Hoc Committee on Distance Education

Jennifer indicated that the committee considered definitions of "classroom time" and "seat time" as they apply to courses taught 'synchronously' vs 'asynchronously.' This brought up issues related to ensuring the quality of courses, regardless of the format for delivery. Further information will be gathered from NWCCU and other universities about the evaluation of credit hours and whether learning outcomes might be used instead of credit hours so course listings remain equivalent but format-neutral.

Katy Spangler serves on both the UAS Ad Hoc DE Committee and the UA Distance Education Steering Board (DESB), so she will be reporting on developments as that Board's task force groups get underway. Jennifer met with Curt Madison, the new head of DESB, when he was in Juneau last week, to become informed about the DESB.

d. Academic Information Services Committee – no report

e. Curriculum Committee

Alexis reported that the committee has completed a review of 164 proposals this term and will complete their work on 2005-6 catalog listings at two meetings in early December. Proposals for the 2006-7 catalog should be submitted by March 15, 2005 with the final deadline being September 15th. In the past month, Rick McDonald has joined the committee to represent the Information Technology department. The committee recommends dropping several music courses from the catalog, updating over 50 Information Technology courses, forwarding certificate programs for Drafting Technology and Pre-Radiologic Technician and an A.A.S. in Power Technology to the Provost for her approval.

f. Ad Hoc Committee on Plagiarism

David will bring the new form for use in reporting incidents of plagiarism to the next Senate meeting. The committee met to consider a case of alleged plagiarism.

g. Working group on Curriculum Committee forms and processes

Jonathan indicated that the committee met to review existing course/program proposal forms in order to consider which items are essential and recommend some changes. Some of the issues are:

- how hours for lecture, laboratory, and seat time are recorded;
- who should sign the forms, in what order should signatures be obtained, and when a Dean's signature should be required.

Since Deans are accountable for all aspects of programs, but particularly budgets and workloads, should their signature be required before a departmental Chair signs and forwards a program proposal to the Senate or a course proposal to the Curriculum Committee? Or, should proposals be reviewed and recommended by the Senate before they are forwarded to a Dean and the Provost for consideration? Currently, a Dean's signature is required before proposals reach the Senate or Curriculum Committee, but in some instances that could effectively take away faculty control over the curriculum. Jonathan will meet with the Provost's Council in January to discuss the issues and hear their concerns and needs.

Jonathan and Lynn will investigate how approval of distance-delivered courses is handled at the various MAUs, because policies may differ with regard to faculty review of program proposals. At UAS, program proposals (certificates, degrees) must first be approved by the Senate, and the Curriculum Committee need only see whether the proposed courses meet certain requirements. At other MAUs, distance education courses, particularly those offered semi-autonomously through the Center for Distance Education, might be approved by a Curriculum Committee with respect to course requirements but never be approved as part of a program. This could erode faculty control over development of curriculum and academic program planning. It's not clear whether the health sciences courses recently fast-tracked for distance delivery were scrutinized by a faculty body for their integration into academic program planning or were just approved by a Curriculum Committee based on their conformity to course requirements.

h. Advising, Learning Center, and Tutoring Committee (ALCT)

Richard Stephens has recruited Seon Chun to attend meetings of the Learning Center Advisory Board and Ashley Ahrens to attend meetings of the Advising Task Force. He will ask for a volunteer to attend meetings of the Enrollment Management Committee. These individuals are also members of the ALCT and will report regularly about issues of concern. Richard will summarize the committee's deliberations and report to the Senate.

Ginny will ask Richard to have members draft language regarding the committee's purpose, composition, selection of members, terms of service, duties, meetings, timelines, and actions - language similar to that already in the Senate's Constitution and Bylaws for other standing committees. The draft will be considered at the next Senate meeting.

5. New business

a. Procedures for election of a President-Elect

Brian proposed amending the current Senate By Laws to simplify the process of electing a President-Elect. Under the current By Laws, all tenure-track faculty

members need to notify the current Senate President if they do not wish to be included in a list of nominees.

Senators will consult with their units and report back at the next meeting.

The proposed wording is in bold italics:

Section 2. Elections

C. Election of Officers

1. By April 1, each ***tenured faculty*** member of the Faculty Assembly [*suggest deleting* - who is eligible to run for Senate President and Senate President-Elect] will be sent a written statement confirming his/her eligibility to run for election as an officer of the Senate. Faculty Senators-elect and Campus Senators-elect remain eligible, although if elected an officer, their respective faculty academic unit or campus would need to elect another representative to the Senate.

And

Section 3. Officers of the Senate

(1) Senate President

b. Only ***tenured faculty*** [*suggest deleting* – tenure-track faculty] are eligible for the position of Senate President.

(2) President-Elect

c. Only ***tenured faculty*** [*suggest deleting* – tenure-track faculty] are eligible to serve as President-Elect.

b. UAF recommendation for a policy on Identification and Use of Invalid Academic Degrees

Ginny spoke with UAF Senate President Abel Bult-Ito for clarification on how the UAF Senate motion [hyperlink to document] is being handled. Apparently, the motion needs the UAF Chancellor's approval, but legal action is underway and needs to be resolved first. If the UAF Chancellor and UA General Counsel approve the motion, then Abel expects a draft Regulation to go to the Faculty Alliance for consideration and the UAA and UAS Senates would be asked to review and approve the language.

A motion in support of UAF Senate's efforts to proceed through these channels with a draft regulation was unanimously approved.

c. Adjunct Faculty collective bargaining negotiations

Jonathan reported that negotiations are underway for a new collective bargaining agreement. Faculty negotiators are asking for provisions that would make seniority count in setting priorities for hiring. This has implications for faculty control over the curriculum.

The meeting was adjourned at 5:10pm.