

**UAS Faculty Senate
DRAFT Minutes
December 3, 2010**

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1. **Call to order and Roll call 3:00 pm** – Present: Sherry Tamone, Dan Monteith, Carolyn Bergstrom, John Radzilowski, Rose Goeden, Rick Wolk, Anne Jones, Emily Wall, Jennifer Ward for Caroline Hassler, Brian Blitz, Alex Simon, Robin Gilcrist, Colleen McKenna, Rick Caulfield, Heather Hadley (scribe)
Guests: Nina Chordas, Carol Hedlin, Michelle Calvin-Casey, Kathy DiLorenzo
2. **Announcements:** Spring 2011 Convocation has been changed to January 21, noon to 5:00p. Chancellor's Christmas party is December 14.
3. **Adopt agenda (Portfolio Documents):** Agenda adopted without change.
4. **Approval of Minutes from November 5, 2010 (Portfolio Documents):** Tamone stated that under 7.2 of the Nov minutes, it should read that Jessie Grant will attend the Dec 3 meeting to talk about software sharing. Blitz made a motion to accept minutes with the change and Gilcrist seconded.
5. **President's Report**
 - 5.1. **Faculty Alliance:** Barbara Hegel, Registrar, has been working on a Banner process for checking prerequisites. Hegel has been working under the assumption that all prerequisites require a grade of C or better. Tamone has been unable to find a policy that supports that assumption. Fairbanks is currently working on two resolutions: grade of C or better on GERs in order to transfer them into UAF for credit and incompletes not satisfied within one year will receive an F as a final grade. UAF Faculty Senate president has asked that UAS get on board with UAF for requiring a C or better on GERs. Tamone asked Senators to talk with their departments about how they would like to see policy as it relates to minimum grade requirements for GERs and report out at the February meeting.
 - 5.2. **Provost Council:** Strategic planning and assessment group held its last meeting December 3. Tamone asked Senators to encourage departments to view the draft document on the Provost's Web site and comment. The document can be a very useful tool for program assessment and review.
Program Reviews: UAS is behind schedule on a number of program reviews. The Provost's office is working hard to get us up to date. They are also working very hard to simplify and reduce the workload for assessment plans, annual assessment reports and program reviews. Caulfield would like to continue discussions with Faculty Senate on how to streamline processes and reports/plans. Carol Hedlin will be instrumental in getting things revised and on track. Diane Meador has been hired as the Manager of Institutional Effectiveness and will be working closely with Caulfield and Hedlin.
Spring 2011 orientation for adjuncts is scheduled for January 6, 2011.
Caulfield is working with Tim Powers (UAFT) on setting up a system for annually evaluations of term faculty. Agreement has not yet been reached.
 - 5.3. **Chancellor's Cabinet:** Discussions have been held on budget updates and tuition increases.

Katie Bausler encourages faculty to participate in the “Why UAS” videos marketing campaign.

It’s icy out there – get your free cleats from Dan Garcia, Safety Officer – Facilities.

Healthcare costs and claims paperwork will continue to increase.

Student ratings response rates are low. Faculty please look at ways you might improve numbers.

6. Old Business

6.1. Compressed Classes: Sitka finds that “no more than 1 credit may be earned per week per student” is too restrictive and needs to be changed or removed. Natural Science is concerned about removing any of the existing verbiage. Ketchikan finds it too restrictive also. Health Sciences would like to see removal of the 1 credit max per week as well as removal of the 3 day minimum per credit. Humanities would like to remove both restrictions.

6.2. Wilson Funds: Natural Science is concerned that some faculty may be awarded more than once while others may not receive any funding before money is exhausted. Humanities has the same concern. Ketchikan is quite supportive. Tamone called for a vote on the draft policy as presented at the November meeting. Blitz recommended that there be a system allowing for conditional approvals for applicants submitting papers to conferences happening later in the fiscal year. Caulfield stated that, if approved, applications already received will be grandfathered in order to benefit from the bump in funding.

Blitz made a motion to approve the draft as written and submitted at the November meeting. Bergstrom seconded. Radzilowski abstained. No opposed. The motion passed.

6.3. Faculty Handbook Revision Task Force: Priscilla Schulte and Nina Chordas are added to the task force. Task force will begin meeting in the new year.

6.4. Evaluation of Administration: SOE would like to know more about the process. SOM is concerned about additional workload/committee assignments and maintaining anonymity. Natural Science is concerned about additional committee work. Humanities is in favor. Ketchikan will email comments. Social Science is generally in favor. Library in general believes the documents provide a good model.

Tamone clarified that the role of faculty would be minimal, with the process mainly being an avenue for faculty to provide input anonymously. Caulfield stressed that staff would have the same opportunity.

Tamone to work with IT on developing metric/model and distribute for review at Feb meeting. Vote to take place at March meeting.

6.5. Student Dishonesty: Tamone recommended that plagiarism and academic dishonesty be removed from student misconduct. Faculty decide on consequences of academic dishonesty and clearly state that in syllabi. Though not required, working with Jessie Grant – Dean of Students – will allow him to collect information MAU-wide. If a student is behaving dishonestly in your class, s/he may be behaving the same in other classes. Tamone suggested that Senators could serve as the Appeals Committee (per the student appeals process). Senators

were requested to take the verbiage and placement of the verbiage in the Student Handbook back to departments for review and comment.

7. New Business

7.1. Plagiarism Software: Jessie Grant, Dean of Students, stated that his office has been working with faculty and students to provide information on academic dishonesty. He proposed UAS purchase a site license for turnitin.com at a rate of \$5000-8000 per year. Students can run papers through the system as a precautionary measure, and faculty can use it as an evaluation tool. The software has an additional feature, which ups the cost considerably, that compares student papers to determine if students are sharing. Wolk recommended that Grant work with faculty on where such software be located on the UAS Web site. Grant asked faculty to review their policy, and have conversations with him, on students testing in the Learning Center (LC). There have been students using cell phones to cheat during exams in the LC.

7.2. Class Scheduling: Monteith stated that he and some other faculty are interested in bringing in more 1.5 hour time blocks. The Registrar, Barbara Hegel, is open to looking into possibilities. Caulfield stated that this discussion could meld well with discussions on better alignment between Juneau, Sitka, and Ketchikan. He stated that he would be happy to work with Monteith and Hegel on the issue and bring information to the February meeting.

7.3. Program Reviews and Student Learning: See President's Report/Provost Council. Carol Hedlin: In general, program assessment plans are developed, annual assessment reports are generated by program faculty, and in year 5 a program review is completed. Annual assessment reports/data, student learning outcomes as are stated syllabi, are used to create the program review. All reporting needs to be more streamlined and meaningful. It boils down to: What do you want your students to learn? How do you know that they learned it? Blitz asked what "program" means. Hedlin defined it as degree program.

7.4. Distance Education and the Legislative Audit: Michelle Calvin-Casey reported that she is on a statewide committee on audit of distance education. There are various documents at the Faculty Senate portfolio. Things are happening with distance education and this UA group, so make sure you're in the know. ASAP: Each School must review the spreadsheet for UAS programs and update Calvin-Casey in order to assure accurate information. Survey it due out finals week.

7.5. Reports: Tamone recognized that Senate fails to hear reports. She recommends that committees send written reports for posting and reading by Senators.

7.6. Sustainability Committee-Time did not allow.

7.7. Research Committee – Time did not allow.

7.8. Evaluation Committee – Time did not allow.

7.9. Honors Program-Time did not allow.

7.10. Senate Reports/Updates-Time did not allow.

8. Next Regularly Scheduled Faculty Senate Meeting: February 5, 2011

9. Meeting adjourned at 5:10p