MEETING MINUTES
University of Alaska Southeast Faculty Senate

February 6, 2015 Egan Library 211


Via Audio: C. Ianuzzi, T. Anderson, and S. Feero

Guests: Chancellor J. Pugh, C. Hay-Jahans, B. Urquhart, C. McKenna, and J. Hamilton

I. Call to Order
K. Krein called the meeting to order at 2:34pm.

II. Chancellor Pugh – Budget Update (0:02 – 37:30)
J. Pugh provided senators an update on the prospective FY16 budget (summarized in a handout titled, FY16 Budget Talking Points). He explained significant budget cuts are anticipated for all branches of state government, and fortunately, so far, the new governor’s budget shows the university with the second lowest reductions of any state agency (-2.4% including fixed costs increases in salaries and benefits). We won’t know the final budget picture until the conclusion of the current legislative process (in April). Additionally, the university’s Board of Regents is considering a 5% tuition increase at its next meeting. He explained that every 1% increase in tuition (or credit hours production) generates approximately $100,000 in revenue.

J. Pugh added that Statewide is looking at various cost savings options including layoffs, contract length reductions, health care benefit changes, reorganizations to share administrative staff, and one-year term faculty contract non-renewals. Additionally, UAS asked all departments to hold back 5% of non-personal services expenses this fiscal year so these funds can be used as a bridge toward next year. Additionally, along with regular academic program reviews, UAS implemented a 90-day hiring freeze and special program reviews of non-instructional functions including advising and library staff. On February 13th 3:00-4:30pm (in the Juneau Egan lecture hall) the Chancellor is hosting a special Budget Meeting for faculty and staff. The Chancellor added UAS has a survey tool on the Web for faculty, staff, and students to submit ideas for cost savings, revenue enhancements, and/or improved efficiencies.

J. Pugh added that he is anticipating additional budget cuts for the next two to three years, but stressed that UAS intends to primarily use attrition and “minor tweaks” to deal with reductions; not massive layoffs. He also noted that UAS is doing well with its enrollment and retention numbers (compared to UAA and UAF), which should help mitigate budget reductions.

V. Fredenberg asked about possible changes by the BOR to the university’s financial exigency regulations.
J. Pugh clarified that the main regulations currently under review/change are those pertaining to furloughs and layoffs (primarily affecting staff, not faculty).

III. Approval of Agenda (37:30 – 38:30)

M. Buzby — moved to approve the agenda of December 5, 2014.
J. Ward — seconded.

The agenda was approved without objection.
IV. Approval of Minutes (38:30 – 40:00)

K. Krein proposed removing from the December 5, 2014 meeting minutes the sentence: “... and suggested that the number of possible units be divided by the number of authors” when referencing changes to the Faculty Handbook, Appendix D – Research & Creative Activity Guidelines, Section 3.

H. Batchelder – moved to approve the minutes of the December 5, 2014 meeting, as amended.

A. Seso – seconded.

The motion passed without objection.

V. Committee Reports (40:00 – 2:25:30)

Faculty Senate Committees (40:00 – 2:25:30)

- Curriculum Committee: (40:00 – 50:30)

C. Hay-Jahans explained that the report to the Senate includes work product from the Curriculum Committee from its last two meetings (in January and February).

Faculty Senate approved the second readings on the Category A Proposals as follows:

J. Ward — moved to pass.

A. Sesko — seconded.

The motion passed without objection.

- Category A Proposals

  o 15-12 OE in Certified Nurse Aide Training – Category A New Program Proposal (Summer 2015)
  o 15-47 GEOG S350 Interdisciplinary Perspectives on Climate Change – Category A New Course Proposal (Fall 2015)
  o 15-43 Financial Institutions OE Program – Category A New Program Proposal (Fall 2015)

Faculty Senate also approved the second readings on the Category B Proposals as follows:

M. Buzby – moved to pass second reading as a group Category B Proposals as presented in the reports submitted by the Curriculum Committee.

S. Feero — seconded.

The motion passed without objection.

- Category B Proposals

  o 15-13 Diesel/Heavy Duty Emphasis OE – Curriculum Change
  o 15-14 DESL S107 Diesel Fuel systems – New Course
  o 15-15 Power Technology AAS diesel Emphasis – Curriculum Change
  o 15-16 Power Technology AAS Marine Oiler Emphasis – Curriculum Change
  o 15-17 Power Technology AAS Mine mechanic Emphasis – Curriculum Change
  o 15-18 Power Technology, Mine Mechanic emphasis OE – Curriculum Change
  o 15-22 HIM S 101 Introduction to Healthcare Management I – New Course
  o 15-23 HIM S 102 Introduction to Healthcare Management II – New Course
  o 15-24 HIM S155 coding I – New Course
  o 15-25 HIM S255 Coding II – New Course
  o 15-26 HIM S258 Coding III – New Course
  o 15-27 HIM S261 Revenue and Financial Management for Healthcare – New Course
  o 15-29 Healthcare Information Technology OE – Curriculum Change
  o 15-30 CLOS Courses – Curriculum Change
  o 15-31 Bachelor of Business Administration – Curriculum change
  o 15-32 BA S251 Management Skills – New Course
  o 15-33 BA S375 Project Management – Curriculum Change
C. Hay-Jahans reported Curriculum Committee is continuing to look at Student Learning Outcomes. He explained that any programs who wish to know the outcomes of the process should submit a request to the Curriculum Committee. He added that Student Learning Outcomes will eventually be posted on the website. K. Krein added that program reviews are a good time to review/update SLOs in the future.

C. Hay-Jahans explained that he would like to propose changes to the structure of the Curriculum Committee. Currently, there are 7 members (each representing one of the seven academic units) with one member who also serves as a non-voting Chair. He suggests having 7 unit voting representatives and a chair that would be selected from members who have served on the committee within at least the last year or two. The chair would be separate from other membership on the committee and would not represent an academic unit. Chair would only vote to break ties. V. Fredenberg commented that the chair should make a two-year commitment to the post. Senators agreed to consider today’s proposal from C. Hay-Jahans as a first reading (which, if passed, would become a change to Senate bylaws). Senators agreed to take this proposal to their academic units and come back to the next Senate meeting with feedback and be prepared to vote.

- **Graduate Curriculum Committee:** (50:30 – 1:08:30)
  No report

- **Research and Creative Activities:** (1:08:40 – 1:42:00)
  A. Sesko, on behalf of the Research and Creative Activities Committee, asked for Senate feedback on the proposed changes to the Co-authorship language in the Faculty Handbook, Appendix D – Research & Creative Activity Guidelines previously submitted in a memo from the members of the UAS Research and Creative Activity Committee.

  K. Krein proposed the Senate consider removing the following language from Appendix D at its next meeting:

  “Peer-reviewed, collaboratively written articles, books, or chapters – divide the possible total number of units by the number of authors. Note: If a faculty member can provide evidence that he/she was the lead author, the point value may be raised accordingly.”
• Faculty Alliance: (1:42:00 – 2:25:30)
K. Krein updated the senators on the work of Faculty Alliance including the following:

  o Math & English GER Update
    L. Vess – moved to assign Andrea Dewees/Humanities, Heidi Pearson/Natural Sciences, and Glen Wright/Social Sciences as UAS’ representatives on the Statewide GER committee.
    M. Buzby — seconded.
    The motion passed without objection.

  o Forced Furloughs – Faculty Alliance is seeking input from the university senates on whether to weigh in on the question of furloughs, given that the prospective changes to Regents regulations will primarily affect university staff (not faculty). Provost Caulfield clarified that prospective furloughs would include management. He added that no decisions have currently been made to initiate furloughs.

    Senators agreed to invite UAS faculty union representatives to a future Senate meeting to discuss this issue.

  o Common Calendar – B. Urquhart reported that within the past year the Board of Regents adopted a policy stating that “course blocks with be common across all campuses.” Subsequently, a university-wide, representative task force was formed by the president to look at the benefits, costs, challenges, and mitigations of aligning calendars (starting with academic year 2016-17), as well as make recommendations to the president. B. Urquhart also reported that the committee was able to agree on basic framework for alignment of term start/end dates, add/drop dates, and spring breaks. The committee is challenged with reaching agreement on common withdraw dates and course meeting times. It is considering recommending AY 2017-18 implementation and establishment of a standing committee to propose a common calendar.

VI. Faculty Senate Bylaws & Constitution (2:25:30 – 2:29:00)
M. Buzby explained the proposed changes to Faculty Senate bylaws and constitution is on the shared drive. The working group (M. Buzby, S. Ferro, L. Vess, and M. Haavig) proposes passage. They suggested Senators take the proposed changes back to their units for feedback. M. Buzby asked faculty to feel free to e-mail her if they have questions about any of the proposed changes. She added that the Senate has 28 days (until the next meeting) to accept the proposed changes.

VII. Provost’s Report (2:29:00 – 2:32:00)
Provost Caulfield reiterated that term faculty whose contracts end this year and who are predominantly on general fund dollars will receive contract non-renewal letters, in a manner that is consistent with the faculty collective bargaining agreements. He stressed this isn’t something management wants to do; it’s a pre-cautionary measure, given the current budget uncertainties. Before receiving formal, written notice, each affected faculty member will first be contacted by their dean/director.

He reported that UAS is moving forward with acquisition and implementation of CourseLeaf software related to catalog and curricular processes.

Adjournment
Nothing further came before the committee and the meeting adjourned without objection at 5:06pm.
Next Meeting

The next meeting of Faculty Senate is scheduled for March 6, 2015 at 2:30 pm.