

**MEETING MINUTES**  
**University of Alaska Southeast Faculty Senate**

**February 5, 2016 Glacier View Room**

**In Attendance:**

M. Haavig, President	x
L. Hoferkamp, President-elect	x
K. Krein, Past President	x
H. Batchelder, SOE	
M. Buzby, Natural Sciences	x
J. Hamilton, SOM	x
S. Feero, Sitka	x

G. Hays (recorder)

R. Gilcrist, Career Ed	
C. Ianuzzi, Ketchikan	x
J. Kane, Humanities	x
M. Laster, Juneau	x
B. Wilkes, Library	x
G. Wright, Social Sciences	x
P. Schulte, Interim Provost	x

**Guests:**

R. Caulfield, Chancellor

**I. Call to Order (TC 7:18)**

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

**II. Approval of Minutes (TC 8:40)**

*L. Hoferkamp moved to approve the minutes of the December 4, 2015 meeting as amended. M. Buzby seconded. The motion passed without objection.*

**III. Committee Reports**

**Faculty Senate Committees**

• **Curriculum Committee (TC 10:50)**

**CATEGORY A** – The following Category A proposal (first reading) was reviewed by Faculty Senate.

- **16-38 SOM BA AAS Category A Curriculum Change.** (TC 11:19) The proposal creates an emphasis area within the BA AAS: general business and accounting. *J. Hamilton moved to forward the Category A proposal to the Undergraduate Curriculum Committee. B. Wilkes seconded. Motion passed with unanimous consent.*

**CATEGORY B** – The following batch of Category B proposals were reviewed (second reading) by Faculty Senate. (TC 13:40). *G. Wright moved to accept the Undergraduate Curriculum Committee recommendations to approve the following Category B proposals. M. Buzby seconded. Motion passed with unanimous consent.*

- **16-29 BS Environmental Science Category B Curriculum Change.** The proposal reduces major credit requirements from 48 to 28, adds two concentration areas, adds 8 credits to Quantitative & Spatial Analysis requirements, removes 20 credits of Breadth requirements, and changes electives from 12 to 20 credits. Changes are result of Program Review.
- **16-32 ENGL 491 Internship Category B Curriculum Change.** The proposal changes ENGL 491 from 1-3 credits to 1-6 credits and drops senior standing from prerequisites.
- **16-33 CIS S116 Business Math Category B Curriculum Change.** The proposal changes the course designator from CIS to BA.

- **16-35 School of Management Category B Curriculum Change.** The proposal deletes from the catalog 3 CIS courses, 3 LAWS courses, and 6 BA courses.
- **16-39 Bachelor of Business Administration Category B Curriculum Change.** The proposal modifies the BBA to include dual emphasis areas, with the exception of Human Resource Management and Management. Students who choose this option will replace their elective courses with the second emphasis courses.
- **16-34 BA S325 Financial Management Category B Curriculum Change.** The proposal changes prerequisite from ACCT S201 to ACCT S202.
- **16-37 Accounting Technician Certificate Category B Curriculum Change.** The proposal removes BA S201 and CIS S262 from general requirements; and adds BA S251. Removes CIOS elective options from program requirements and replaces with “select two of following” including ACCT S201, ACCT S202, ACCT S222, & ACCT S225; in addition to other remaining non-CIOS program requirements. This proposal is intended to strengthen the accounting background for the program.
- **16-36 Small Business Management Certificate Category B Curriculum Change.** The proposal makes several changes to program requirements including replacing BA S201 with BA S251, adding CIS S235 and BA S151, and changing BA S263 to BA S163.
- **16-40 FT 125 Fish Pathology Lab Category B New Course.** Addition of a new 1 credit lab for Fisheries Management and Alaska Salmon Enhancement program.
- **16-41 FT 194 Fisheries Policy Practicum Category B New Course.** Addition of a new 1 credit lab for Fish Tech program.
- **16-42 Fisheries Technology Category B Curriculum Change.** The proposal will delete FT S273 (a 4 credit course) and replace it with FT S274 (3 credits). This course will no longer have a lab element.
- **16-43 Fisheries Technology Category B Curriculum Change.** Removes three courses from the “select one of the following” section of the Fish Tech Certificate – Fish Culture Emphasis: CIOS 135, CIOS 140, MTR119. Adds CIS 105 to program requirements.
- **16-44 Fisheries Technology Category B Curriculum Change.** Replace CIOS 135 with CIS 105 from program requirements for Fish Tech Certificate – Fisheries Management Emphasis. With proposal 16-42, the certificate becomes 33 credits.

*B. Wilkes moved to accept the Undergraduate Curriculum Committee recommendations to approve the following Category B proposals. G. Wright seconded. The motion passed with unanimous consent.*

- **16-45 AAS Health Science Category B Curriculum Change.** The proposal seeks to add an “advisor approved” elective course option in the AAS Health Sciences “major requirements.”
- **16-46 S294A Health Sciences Category B New Course Proposal.** This proposal was an “after-the-fact” completion/refinement of this course, which is designed as a practicum course to practice learned competencies required for the Medical Assisting certificate program.

- Course Leaf (TC 19:39) – C. Hay-Jahans will make a Course Leaf presentation at the next meeting.
- Discussion on the structure of the Curriculum Committee membership (TC 20:40) – C. Hay-Jahans wants to present on the new structure of the committee which includes a non-voting chair (piloting this year). The March faculty senate meeting will run a little longer to accommodate the addition of this discussion.
- **Graduate Curriculum:** No report

- **Research and Creative Activities:** No report
- **Sustainability Committee:** No report

#### **Faculty Senate Ad Hoc Committees**

- **Credit for Prior Learning** (TC 22:50): No report.

#### **Other/Shared Governance**

- **MPIC** (TC 23:20) – K. Krein reported that the December 8<sup>th</sup> meeting was cancelled. No new date has been scheduled.
- **TLTR** (TC 24:54) – S. Feero reported that the TLTR regional and Juneau committees meeting was rescheduled for next week.

#### **IV. President's Report and Provost Report (TC 26:30)**

President M. Haavig urged Senators to start thinking about workloads and chairing various committees, and to also start recruiting faculty that might want to run for Faculty Senate as campus senators, etc. A more formal list will be reviewed at the March meeting. She continued her report inviting the Chancellor and the Provost to comment as the topics overlap:

- **SPBAC Administrative Efficiency Update** (TC 26:50) – M. Haavig reminded that in December the administrative efficiency memo was reviewed and included in the SPBAC folder. She said it was well received by the committee members and was the main topic of discussion at the meeting last week. The breakout sessions focused on where efficiencies and savings could be found across campuses. In summary, the group agreed to focus evaluating sharing administrative support areas such as travel and procurement, and perhaps reducing the number of higher administrative positions (not as many deans/directors). Another meeting is scheduled for February.

Dr. Schulte commented that during this period of transition, we are learning what is going to be the main focus for each University. At UAS, because the President has called for expedited program reviews, the focus will be on administrative and process reviews. UAS has a schedule for academic program reviews that are in progress.) She said the administrative reviews will most likely include travel and procurement, marketing and public relations, facilities services, Juneau transportation needs, and staffing reviews at the Ketchikan and Sitka campuses. IT programs and services are being reviewed by an outside consultant. Again, Dr. Schulte said many of these ideas came up at the SPBAC meeting.

She also said that other areas being reviewed include selling the Schaible house, and leasing or looking for a buyer for the admin services building. The main focus is finding a method to address the budget cuts – administrative and academic. In regards to expedited program reviews, Dr. Schulte said that currently the only program to be reviewed that wasn't already part of the program review schedule is the honors program.

Chancellor Caulfield distributed a copy of the regulation that lists the elements that a unit should assess during the program review process [found in shared file] which, he explained, would also be loosely used for the review of the administrative programs. He also said the baccalaureate experience and interdisciplinary studies discussions are very important – in light of the decline in enrollments at UAS. It is important to create a university of choice for our students.

- **Faculty Handbook Committee** (TC 1:01:08) – Dr. Schulte said the committee will start setting dates to meet, and expects this to be within the month.
- **New Provost** (TC 1:01: 48) – Dr. Karen Carey will be on board July 1<sup>st</sup>. Preparations are starting for the transition.
- **IT Review Update** (TC 41:00) – M. Haavig reported that Bruce Maas, head of IT from University of Wisconsin in Madison will be coming to the Juneau and Ketchikan campuses to do some on-site work, focus groups and surveys (March/April). He is conducting his preliminary work now. They expect his final report in mid-May.
- **Strategic Pathways Initiative** (TC 45:00) – Chancellor Caulfield reported President Johnsen brought about this streamlining theory in order to identify the strengths or leadership of each University. Right now it is of the mind that it makes sense to have three universities with a downsized statewide unit. This Pathways Initiative will be a way to help us identify these things. He said to expect a draft document later this month.
- **Expedited Program Reviews** (TC 56:00-1:00:45) – See notes during President and Provost's report.

## VII. Old Business

- **Lunch & Breaks During Courses** (TC 1:02:16) – M. Laster reported that R. Gilcrist is the lead person for this project but she was not able to be here today. He distributed a list of breaks that he gathered from his own department faculty [see handout in shared file]. The intent is for a policy to be developed about faculty breaks for inclusion in the faculty handbook. This topic will be an item on the March meeting agenda.
- **Common Calendar** (TC 1:09:25) – Dr. Schulte confirmed that there is an extra Tuesday and Wednesday during Thanksgiving week and that faculty are expected to meet during that week and on finals week.

## VIII. New Business

- **Faculty Constitution Update - Senate Bylaws** (TC 1:14:35) – S. Feero spoke to the draft changes which include adding an item in section 8A and 8B to provide one representative from each of the UAS campuses on the Faculty Handbook Committee [see handout in share file]. *S. Feero moved to rescind the motion from the last meeting. M. Buzby seconded. The motion carried. S. Feero moved to approve the proposed changes to the FS Bylaws that includes adding a representative from Sitka and Ketchikan campuses. J. Kane seconded. The motion carried.* M. Haavig asked senators to present the draft bylaw changes to their faculty for review. This will be on the March meeting agenda for final approval.
- **Enhancing the Baccalaureate Experience** (TC 1:18:18) – M. Haavig explained that, considering the current financial climate, there needs to be a strategy in determining the baccalaureate experience. A group met last Friday and discussed 1) How we want our baccalaureate experience to be; 2) What we want to enhance to be a viable University; 3) What differentiates us from UAF and UAA; and looking to the future 4) How can we achieve or implement these ideas? She said that from this discussion faculty senate is being asked if they want to be involved with determining how to implement these ideas. Senators voiced a need for a clearer charge for this project. *G. Wright moved to form an ad hoc committee to examine issues related to examining the baccalaureate experience with participation of the Interim Provost. J. Hamilton seconded. The motion passed.*

- **Power and Privilege Symposium** (TC 1:37:05) – G. Wright reported that Tara Olson, Student Activities Coordinator, with student activities and student government wants to hold an event or a series of events, during class time, in the fall. He said this would be for students to participate in discussions centered on a series entitled Power and Privilege [see information in share file]. They would like faculty feedback and faculty senate support for this effort. He said they are aware of the common calendar and thought the two extra days could be used for this purpose. J. Hamilton commented that it would potentially be difficult for distance education students to attend. In general, the senators supported this idea. G. Wright asked that comments and suggestions be emailed to him.

#### **IX. Adjournment** (TC 1:46:09)

The meeting adjourned by unanimous consent at 4:47 pm.

The next meeting of Faculty Senate is scheduled for March 4, 2016 at 3:00-5:30 pm, in the Glacier View Room.