

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

**April 7, 2017 Egan Library 211**

**In Attendance:**

L. Hoferkamp, President	X
M. Buzby, President-elect	X
M. Haavig, Past President*	X
A. Jones, SOE	X
J. Amundson, Natural Sciences	--
M. Haavig, SOM*	X
S. Feero, Sitka (in Juneau)	X

\*dual capacity

R. Brewer, Career Ed, Sitka	--
C. Ianuzzi, Ketchikan	X
N. Chordas, Humanities	X
R. Gilcrist, Juneau	X
J. Ward, Library	X
G. Wright, Social Sciences	X
K. Carey, Provost	X

G. Hays (recorder)

**Guests:** Colleen McKenna, Megan Watson, Amanda Sesko, and Lori Klein

**I. Call to Order**

L. Hoferkamp called the meeting to order at 3:01 pm.

**II. Approve of Agenda**

*N. Chordas moved to approve the agenda of the April 7, 2017 meeting. M. Haavig seconded. The motion passed without objection.*

**III. Approval of Minutes (TC 2:40)**

*G. Wright moved to approve the minutes of the March 3, 2017 meeting as amended. R. Gilcrist seconded. The motion passed without objection.*

**IV. Committee Reports**

**Faculty Senate Committees (TC 6:02)**

- **Undergraduate Curriculum Committee:** C. McKenna reported that the Curriculum Committee approved her position as AY 17-18 committee chair. She then reviewed the following Category A Curriculum Change proposals for final Faculty Senate approval.

17-16 ENVS S416, 17-17 GEOG S416 Category A New Course and 17-66 Fish Tech Cert in Fisheries Management, 17-67 Fish Tech Cert in Salmon Enhancement, and 17-68 AAS Fish Tech Category A Curriculum Change proposals. *M. Haavig moved to accept the UGCC recommendation for final approval of proposals 17-16, 17-17, and 17-66 through 17-68 by Faculty Senate. G. Wright seconded. The motion carried with unanimous consent.*

The following Category B proposals were presented for final Faculty Senate approval:

17-18 BIOL 107, 17-41 AKL S109, 17-42 AKL S110, 17-43 AKL S470, 17-46 ANS S492A Category B New Course proposals; 17-24 ACCT S201, 17-25 ACCT S202; and 17-56 Philosophy Minor, 17-57 AAS Power Tech, 17-61 HS S116 Category B Change proposals (TC 9:11). *There were no objections and faculty senate accepted the UGCC recommendation for final approval of proposal 17-18, 17-24 through 17-25, 17-41 through 17-43, 17-46, 17-56 through 17-57 and 17-61.*

- **Graduate Curriculum (TC 10:30):** There was no report.
- **Research and Creative Activities (TC10:35):** See written report on the share drive.

- **Sustainability Committee** (TC: 11:25): L. Vess provided information to L. Hoferkamp to report. She reminded senators about March for Science – April 22 at 9 am, starting at the Capitol building. S. Nagorski is the AY 17-18 committee chair. The project for this year included the creation of a composting bin located at John Pugh Hall.

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

**Enhancing the Baccalaureate Experience** (TC 14:23): G. Wright said there seems to be a consensus to try to combine the BLA & BSS into a single degree. A proposal will be assembled by a faculty workgroup over the summer.

### **Other/Shared Governance**

- **Master Plan Implementation Committee (MPIC)** (TC 17:54): G. Wright reported the committee discussed developing a formal charge for the committee and that he has agreed to continue as chair. He also reported that the facilities director hiring committee has good pool of candidates to review.
- **TLTR Regional** – Nothing to report.
- **Advisory Committee on Equity and Cultural Safety** (TC 20:05): No report.
- **CELT** (TC 20:15): Megan Watson reported the GER assessment committee conducted their first workshop “Creating a Culture of Assessment” on March 24<sup>th</sup>. They distributed a survey to get feedback to plan for the second workshop later this semester. The next faculty and staff development series is April 14<sup>th</sup>, “Recruiting 101 – Summer Opportunities to Raise Enrollment” lead by Amanda Triplett and Allie Mogensen. Megan also reported that the CELT webpage is going live on April 14<sup>th</sup> – includes calendar of events/workshops, faculty profiles, and workshop request forms. <http://www.uas.alaska.edu/celt/>
- **Room Usage Working Group** (TC 23:55): K. Maier reported they met last week. A written report is forthcoming and will be placed in the share file.
- **McDowell Report Work Group** (TC 24:32): R. Gilcrist said there is no new information to report.
- **GER Assessment Group** (TC 25:10): This is also called the Provost Assessment Committee (PAC). Their presentation is on the Provost’s home page. <http://www.uas.alaska.edu/provost/index.html> Please take the time to respond to the survey which will help in the preparation of the April 28<sup>th</sup> workshop and the presentations during Convocation - return the survey by April 21<sup>st</sup>. If you have not yet received the survey please request one from your Dean or Director. Senators were reminded GER assessment is a very crucial part of accreditation.

### **V. Guests**

- **IT Report** (TC 30:11): L. Hoferkamp referenced the written report that includes[see share drive]:
  - Service disruptions and the subsequent reasons for those disruptions.
  - Google – security concerns. IT recommends not using it information contains sensitive issues. It was recommended that this information be shared with faculty and student services, perhaps through an email from C. Bennett and/or during staff council.
  - Other: M. Buzby noted that the link to the voice mail set up option will be operational in the near future.
  - Blackboard collaborate archived meetings is now available for viewing for prior courses. It was suggested that this information also be included in the email from C. Bennett as well.
- **Recruitment** (TC 34:35): L. Hoferkamp explained that during the student success task force meeting there was a discussion of the creation of two subcommittees, one regarding retention and one regarding recruitment. She suggested that a more effective way to solicit comment would be for a member of the recruitment committee to interact with Faculty Senate. There were no objections to her advocating for that approach. Provost Carey confirmed her attendance at the student success committee meetings attending as a representative on behalf of faculty.

## **VI. Provost Report & Chancellor's Report (TC 42:15):** Please see handout saved in share file.

Provost Carey reported on the following items:

- Program Reviews – Several programs are currently under review with some deadlines extended to April 14<sup>th</sup> due to the late creation of IRC committees. She said it was difficult to find faculty that had time in their workload to serve. Deans and directors are reviewing a draft proposal regarding when program reviews are due, and how Institutional Review Committees members are assigned. This will come before the senators at the new meeting.
- College of Education – Meetings have taken place with the NWCCU about the preparation of the substantive change document. An all faculty meeting will take place on May 11<sup>th</sup> from 10 am – 4 pm. The steering committee membership now includes UAS representative Ernestine Hayes. See more COE information at <http://www.uas.alaska.edu/chancellor/alaska-college-of-education.html>
- SIP Grant (\$1.9 million) – This grant creates in part a language lab area focusing on the Cyril George collection in Library 211. She is working with Elise Tomlinson, Jonas Lamb and Lance Twitchell on this project.
- Faculty Evaluations – Provost Carey reported she has forwarded all 24 faculty evaluation recommendations to the Chancellor. His decision response is due to unit members by May 1.
- SE mid-year conference – She presented an update about UAS at the conference.
- Summer in the Rainforest – This is a summer program developed in collaboration with the Basic Arts Institute sponsored by the Alaska Arts Education Consortium and Sealaska Heritage Institute. This is a 2 week event where students will be working with Lyle James, Lance Twitchell, Ernestine Hayes and others. It is hoped to become an event where UAS programs can be highlighted.
- Smart Classroom – Provost Carey reported that a group met with a contractor, Ted Quinn, to discuss setting up an active SMART classroom. They are looking at Egan 224-225. Senators suggested using a smaller room as EG 224 and 225 are the much needed larger rooms. It is hoped to have this up and running by fall.
- Tuition for Career & Technical Education (CTE) programs – Provost Carey reported she served on a CTE workgroup across the state to address the charges for CTE courses. The group developed a proposal reducing the costs of some courses by 50% to promote increased enrollment. This will be piloted for a couple of years.
- Finish College Alaska (TC 50:42) – She is working with Bill Urquhart on a proposal to present to Executive Cabinet. This program encourages residents with some college but no degree to come to UAS to finish their degree.
- Student Success Task Force (TC 51:08) – Provost Carey explained that there are two work groups – one on recruitment and one on retention. The McDowell survey work group will now serve as the retention workgroup. There was a 22% response rate on the student survey. She said there will be focus groups with 3 groups of students: a group of freshman on campus on April 17<sup>th</sup>; a group of graduate students online; and another group of students who are online students. McDowell Group will present the results during the first week in May.
- Assessment workgroup – Provost Carey again encouraged all faculty to review the assessment group presentations “Creating a Culture of Assessment” that are posted on the Provost’s home page. <http://www.uas.alaska.edu/provost/index.html>

## **VII. Old Business**

- **Faculty Morale Survey (TC 1:19:25):** L. Hoferkamp referenced the documents found on the faculty senate share drive in regards to the meeting with the Chancellor and Provost on April 4, 2017. [See Faculty Morale talking points.] She said they identified issues that faculty can control and discussed providing tangible information to address faculty concerns.
- **Protection of Minors on Campus Policy (TC 1:05:45):** L. Hoferkamp explained that the latest version of the policy specifically separates numbered courses from those in which minors participate. Faculty Alliance

submitted the following wording to be included in R09.12.085 of the policy: “All students enrolled in numbered courses regardless of their age would be granted the same rights and responsibilities as outlined in FERPA, Title IX and BOR policy.” She asked senators to consider if this policy language allows sufficient academic freedom without putting faculty at significant liability. L. Klein mentioned other requirements under the Office of Civil Rights that impacts protection of minors and that more work is forthcoming in this area, i.e. programs that have an overnight component. L. Hoferkamp said they are not sure when the new draft will be received and suggested faculty solicit feedback to send to her before Faculty Alliance meets April 14<sup>th</sup>. See version currently on the FS shared drive.

- **Title IX Policies & Procedures Review Team** (TC 59:35): The revised Title IX Policies and Procedures are required by the Office of Civil Rights report. In order to conduct the review under the usual shared governance process within the 5/1/17 deadline, it was suggested to create an ad hoc committee. L. Hoferkamp and N. Chordas volunteered to be on the committee. In the meantime, senators asked for the advisory committee faculty to also share their comments.
- **Finals Week Scheduling** (TC 2:06:25): L. Hoferkamp explained that faculty are strongly encouraged to ask students to check the spring 2017 finals schedule for conflicts. This is also at the request of the registrar. She said so far there are very few students that indicated they have conflicts.
- **Faculty Senate Membership** (see Committees list) (TC 1:24:45)  
L. Hoferkamp asked senators to provide unit member appointments to the various committees.
  - Faculty Senate President-Elect – L. Hoferkamp still need.
  - Master Plan Implementation Co-Chair – G. Wright will remain as chair.
  - Chancellors Advisory Committee on Equity and Cultural Safety Co-Chair – Lance Twitchell is the current co-chair. In addition to the co-chair, 3 faculty members are also needed. Currently serving are Jonas Lamb and Ali Ziegler.
  - TLTR Co-Chair – The current co-chair is Robin Gilcrist. S. Feero expressed interest and L. Hoferkamp will forward her name to the committee. G. Wright is on the TLTR Juneau committee.
  - Curriculum Committee Chair – Colleen McKenna will remain as chair.
  - Common Calendar Committee – 2 members are needed from each University.
  - Faculty Senate – The goal is to have a slate of names by the last meeting of the academic year.

## VIII. New Business

- **Faculty Handbook** (TC 1:39:00): L. Hoferkamp reported that she received various housekeeping revisions that have been addressed in the version provided to senators on the share drive. They discussed the syllabus language revision, and the Directed Study copy and paste error. Senator also requested that the missing IT services information be reinserted back into Chapter 12. L. Hoferkamp said those changes will be incorporated into a new draft and sent out to all faculty through faculty senators for an email vote.
- **House Bill** (TC 1:46:30): This bill provides for the creation of a faculty Regent to serve on the UA Board of Regents. The resolution references support of the creation of a faculty regent and a staff regent. Senators felt the resolution should coincide with the bill and chose to remove reference to a staff regent from the resolution. *J. Ward moved to support faculty representation on the Board of Regents (to support the resolution as amended). R. Gilcrist seconded. The motion carried by unanimous consent.*
- **Shared Governance** (TC 1:55:25): This item was moved to the next meeting agenda. L. Hoferkamp requested feedback regarding the role of faculty at BOR meetings.
- **Resolution “Recognizing Indigenous Peoples’ Day throughout UA”** (TC 1:56:00): The Resolution asks for University of Alaska statewide to recognize the second Monday in October as Indigenous Peoples’ Day. *N. Chordas moved to support the Resolution as amended (adding ‘staff’ to the language). A. Jones seconded. The motion carried by unanimous consent.*
- **Revising Catalogue Language to Change Course** (TC 2:00:17): Faculty Senate is requesting changes to the UAS Academic Catalog under Challenging a Course Through UAS as follows: “Students may not challenge a UAS course that is a prerequisite to another UAS course in which they are currently enrolled or have completed unless they have both instructor and chair, dean or campus director permission.” *G. Wright*

*Moved to approve new catalog language as presented as amended. N. Chordas Seconded. The motion carried by unanimous consent.*

#### **IX. President's Report:**

The following President's report was sent to senators via email dated April 10<sup>th</sup>.

#### **Old Business – Unfinished**

##### **B. ACTION REQUIRED**

##### **Protection of Minors on Campus Policy**

The latest version of this draft policy is attached to this email and found on the Faculty Senate shared drive. The edits found in this *draft* document have been informally accepted by UA General Council. If you would like to make additional edits or feel that certain sections remain problematic, it is important that you communicate this to me, by Friday, April 14, 2017 before 2:00 PM.

#### **New Business**

B. UAS FS Resolution 2017-2; Support for a UA Faculty Regent has been forwarded to Provost Carey, Chancellor Caulfield, Faculty Alliance and the Board of Regents.

D. UAS FS Resolution 2017-3; Recognizing Indigenous Peoples' Day throughout UA has been forwarded to Provost Carey, Chancellor Caulfield, Faculty Alliance and the Board of Regents

E. The UAS-FS motion to change the catalogue language has been forwarded to Provost Carey, Chancellor Caulfield and Registrar Hegel

#### **President's Report**

A. Chancellor Caulfield authorized a working group to pursue a Title III Strengthening Institutions Program (SIP) Grant. The focus of the proposal is construction of the Cyril George Center for Alaska Native Knowledge in the Egan Library and provides an endowed Elders in Residence program at UAS. The center would involve creation of a high tech language classroom/lab in the Egan Library that would utilize EL 211 & 210. UAS facilities has committed funding for some architectural, electrical, and mechanical design. The working group (contact Lance Twitchell or Provost Carey) is interested in ideas about what the ideal blended classroom (local+distance) might look like. Their current directions include using EL 211-210 as a model for implementation in other classrooms (Egan 109 & others) based on a common set of gear & instructions. Please discuss and identify the general sentiment among your colleagues, then discuss that sentiment at our May 5, 2017 meeting.

##### **B. ACTION REQUIRED**

Faculty Alliance – At the March Board of Regents Meeting Faculty Alliance chair Tara Smith, chair-elect 2017 Lisa Hoferkamp and chair-elect 2018 Chris Fallen participated in a discussion of shared governance with the regents, President Johnsen, General Counsel Mike Hostina, the chair of Staff Alliance Nate Bauer, and the president of the Coalition of Students, Colby Freel. The discussion began with a short presentation by President Johnsen and General Counsel Mike Hostina. During the discussion, we asked for official communications to be improved between governance groups and administration, and we emphasized wanting to have full governance groups consulted even when a member or two might have served on a team. For additional details on this meeting see the Faculty Senate shared drive (FA Report to Senates 17.03.pdf). The discussion ended with Chair O'Neil asking all three governance groups to gather response to the following questions for a report to the BoR at the June meeting.

How can the Administration more effectively:

Solicit advice and counsel from Governance organizations on matters of importance or interest to them?

Communicate with Governance organizations on issues of importance to the university community?  
How can Governance organizations more effectively:  
Provide advice to the Board of Regents and the Administration on organizational and other matters?  
Communicate with its constituencies on issues of importance to the university community?

Please distribute these questions with a summary of their origin, collect feedback from your colleagues and provide that to me via email. Ideally, I would like to receive feedback by April 27; however, I will continue to ask for feedback until mid-May.

Faculty Alliance sent two recommendations to SAC on the Common Calendar which will be forwarded to the Summit Team with the support of SAC. To address remaining and future common calendar issues, the Faculty Alliance has convened the Common Calendar Committee. Members are Sarah Kirk and David Fitzgerald from UAA, Leah Berman and Sandra Wildfleuer from UAF, and Julie Hamilton and Maren Haavig from UAS.

The Faculty Alliance received a revised version of the draft Protection of Minors Regulation from Timothy Edwards in Risk Management at Statewide. That version is available on the Faculty Senate shared drive. Faculty Alliance would like faculty feedback on the revised draft for the April 22 SAC agenda.

Faculty Alliance passed one motion regarding UA Statewide reductions; Resolution 2017-07 Regarding the Statewide System Offices of the University of Alaska. See the Faculty Senate shared drive FA Resolution 2017-7.pdf

C. Strategic Pathways Phase III - Presentation of options will be made to the Summit Team on April 11. Areas include Colleges of Arts and Sciences: Arts and Humanities, Colleges of Arts and Sciences: Social and Natural Sciences, Mine training, Finance, Risk Management, Land Management and Facilities. You are encouraged to participate via Alaska.edu.

#### D. ACTION REQUIRED

Statewide IT Council - K. Kowalski has asked for faculty feedback regarding the top 5 IT issues on which this group should focus in the next year. Please solicit this information from faculty and provide to me by our May 5, 2017 meeting.

E. Finals Week Scheduling - Faculty are encouraged to have students check the spring 17 finals schedule for conflicts, i.e. coincident exam times for different courses, and attempt to identify possible resolutions.

#### **X. Juneau Business (TC 2:07:40):**

UNAC Shop Stewards Reminder – Department member attends brief training session in order to effectively communicate CBA negotiations. Contact Mike Stekoll, Robin Walz or Andrea Dewees.

#### **Adjournment**

The meeting adjourned by unanimous consent at 5:02 PM.

The next meeting of Faculty Senate is scheduled for May 5, 2017 from 3-5 pm in Egan Library 211. It was suggested to bring the new senator to the next meeting.