

MEETING MINUTES
University of Alaska Southeast Faculty Senate

December 7, 2018 Egan Library 211

In Attendance:

R. Gilcrist, President	x	J. Fantasia, Career Ed	x
H. Batchelder, President-elect	x	T. Whalen, Ketchikan	x
M. Buzby, Past President	x	R. Simpson, Humanities	x
S. Christian, School of Education		K. DiLorenzo, Juneau	x
S. Nagorski, Natural Sciences	x	J. Lamb, Library	x
J. Hamilton, Business & Public Admin.	x	L. Vess, Social Sciences	x
J. Markis, Sitka	x	K. Carey, Provost	x

Guests: Cody Bennett, Lisa Hoferkamp, Colleen McKenna, Jim Powell, Jennifer Ward, Dean Thornton

- I. Call to Order (TC 2:06) – R. Gilcrist called the meeting to order at 3:00 p.m. She noted that written reports from committees are on the shared drive and senators should share them with faculty. Those items have been moved to the end of the agenda as consent items to help expedite the meeting.
- II. Introductions (TC 3:04)
- III. Announcements (TC 3:51) – R. Gilcrist announced the following items.
 - a. UNAC Article 15.9 faculty development funds are available. The limit for individual faculty awards this year will be \$1500, and there is still quite a lot of money available in that fund.
 - b. There is currently only \$900 remaining in the Wilson Fund this year.
 - c. Grades are due at noon on December 19.
 - d. Spring Start-up will be held on January 9-11. The agenda is under development. The first day will have a number of sessions. The second day will be for CPR training. Events may be held on Friday, but that has yet to be confirmed.
 - e. January 15 marks the start of Legislative Session. Last year faculty held a rally for education. If there is sufficient interest, it can be scheduled again this year.
 - f. Please remind students of the February 15 scholarship application deadline.
- IV. Approval of Agenda (TC 8:24) – *J. Hamilton moved to approve the agenda of the December 7, 2018 meeting. J. Lamb and L. Vess seconded. The motion passed without objection.*
- V. Approval of November 2, 2018 Minutes (TC 8:43) – *R. Simpson moved to approve the minutes of the November 2, 2018 meeting. J. Lamb seconded. The motion passed without objection.*
- VI. Guests (TC 9:53) – J. Ward presented information regarding Open Access Policies for research, scholarship, and creative works. Many educational institutions in the U.S. and beyond have adopted such policies, and UAA has too. She is seeking a statement of support from Faculty Senate (FS) for UAS to adopt such a policy. Please see the documents on the shared drive, which include the UAA policy. Several UAS faculty authors have already had their work posted to the open UA Scholarworks repository. Discussion about open access clarified that authors would retain the copyright, that some grantors require public access of work they fund, and that an 'opt out' option would be available. J. Lamb noted that many publishers allow authors to self-archive a limited amount of copies for personal use and that sample addendums for publishing contracts could be located if needed. Discussion regarding publication fees noted that UAS open access would be different from publishing open access through a specific journal. Dean Thornton and the Research and Creative Activity Committee (RCA) have efforts underway to identify and track faculty publications better, which could be supported by having such faculty work published to Scholarworks. R. Gilcrist asked that senators discuss this with their faculty and plan to vote at a future meeting. J. Ward is looking for faculty interested in helping draft a UAS policy. Please have faculty contact her if interested.

- VII. President's Report (TC 24:01)** – R. Gilcrist referred senators to her report on the shared drive. Discussion ensued regarding service portions of workloads. Provost Carey explained that greater scrutiny is being paid to service activities at statewide as a potential cost savings (i.e. having faculty teach an additional course rather than hiring an adjunct), and to ensure that service hours and activities are distributed fairly. The composition of workloads is not defined in the CBA. Senators noted that the small size of UAS puts a heavier workload on faculty to meet university service obligations, including shared governance activities. It was noted that community agencies rely on faculty expertise as well. Provost Carey noted that a three-credit service credit should be comparable to the effort of a three-credit class. She also noted that UA anticipates a difficult budget climate and that UAS has already taken significant cuts, particularly to staff.
- VIII. Provost's Report (TC 37:13)** – The written report is on the shared drive. Accreditation is the Provost's top priority.
- IX. IT Report (TC 37:32)** – Cody Bennett's written report will be available shortly on the shared drive.
- The Blackboard upgrade test environment is about to close. A problem with course themes was discovered late in the testing. It is recommended that course themes be disabled. More information on this will be shared when available.
 - IT is exploring position accounts (rather than individual accounts) for computers so information is not lost when positions turn over or adjuncts change.
 - A new Chief Information Technology Officer will start at UA in January.
 - IT is revisiting the purchase process for computers.
 - Mobile Computer Labs can be scheduled in your classrooms to make it easier for your students to complete course ratings.
 - Colin Osterhout, the Web Coordinator, is revamping campus calendars.
- X. Center for Excellence in Learning & Teaching (CELT) Report (TC 45:57)** – R. Gilcrist noted that the CELT report is in the shared drive. CELT held many opportunities for faculty this semester.
- XI. Old Business**
- a. **AK Native Graduation Requirement Implementation (TC 54:39)** – R. Gilcrist referred senators to the updated information from A. Dewees on the shared drive. This requirement is scheduled to go into the catalog starting in fall 2019. J. Hamilton noted concerns about the availability of distance offerings. It was clarified that UAA and UAF distance courses that fulfill their similar requirements will transfer in, making those courses available to UAS students to select from. Other questions senators have are about evaluating the existing course work of students transferring in to UAS and the process for reviewing course substitutions. Updating the six-year course sequence is part of the implementation timeline and should be completed by March 1. The review and approval process for adding new courses to the list is still unclear. R. Simpson noted that the faculty working-group has been getting Student Learning Outcomes (SLOs) identified for all the courses and clarifying which courses are available by distance. R. Gilcrist asked senators to share the updated version of the catalog copy with faculty.
 - b. **Dual Enrollment (1:04:45)** – M. Buzby reported that she is working on a survey of the different types of dual enrollment models to see which have the most faculty support and the perceived advantages and disadvantages of each. The survey should go out next week and remain open for about a month. She noted that the STAT 200 class that started this discussion will be taught in Sitka High School to the three enrolled students. Discussion of various aspects of the Sitka STAT class ensued. K. Carey is planning to bring faculty from Kenai Peninsula College (KPC) who have had positive experiences with delivering college level coursework in a high school setting to meet with our faculty. President Johnsen and some legislators want to build dual enrollment offerings. It is growing in popularity down south and there is a lot of literature available on dual enrollment. K. Carey wants us to closely monitor our pilot efforts and gather feedback about how it is working. There is great demand for this from superintendents around Southeast Alaska, but not always awareness about the university requirements to grant college credit, including the educational requirements of instructors. *R. Gilcrist asked senators to share the December 3 memo in the shared drive with faculty so that it can be voted on in February.* In addition to the memo

there is also a document with research about dual enrollment and information about the Mat-Su Middle College.

- c. Digital Tenure Files (TC 1:29:12) – R. Gilcrist noted two documents in the shared drive on this topic. They include screen shots of a product called Interfolio 180 that UAF uses for faculty activity reporting. J. Hamilton noted that Business and Public Administration (BPA) faculty are interested in a digital solution. Discussion of digitizing binders versus travel versus mailing binders ensued. Interfolio has a Promotion and Tenure module that would cost approximately \$8000 per year and a one time set up fee of approximately \$5000. Other digital platforms discussed included WordPress, OnBase, and secure PDFs. If UAS elects to mail binders, the process should be clarified in the Faculty Handbook. S. Nagorski reported that the Natural Sciences department is not very interested in going digital. A webinar from Interfolio will be scheduled for Spring Start Up.

XII. New Business

- a. Open Access Policy – See item VI.

XIII. Committee Reports

- a. Research and Creative Activities (RCA) (TC 49:05) – J. Powell reported that three applications for Undergraduate Research and Creative Activity (URECA) funding were received. The URECA Symposium is scheduled for April 10. Participants in the student essay-writing contest will be integrated into the event. Publication fees continue to be discussed by the committee. It is unknown if Arts Meets Science week will occur that same week as it has in the past.
- b. Sustainability Committee (TC 50:59) – S. Nagorski's written report is in the shared drive.
- c. Graduate Curriculum Committee (TC 51:26) – K. DiLorenzo reported that the Masters in Education in Science program will be discontinued and a program review will be needed to start that process. It may be revised to become a STEM focused program as reported by H. Batchelder. The committee is also considering stacked courses that would allow graduate students to participate in the Legislative Internship Program, which will involve coordination with the UGCC.
- d. Undergraduate Curriculum Committee (UGCC) (TC 46:50) – *L. Vess moved to discuss UGCC items earlier in the agenda as a courtesy. J. Lamb seconded. No objections were noted.*
 - C. McKenna's written report on the proposals for initial review can be found on the shared drive. She clarified that the name change for ECON 100 did not change course content but brought UAS into alignment statewide. *M. Buzby acting for R. Gilcrist asked for a vote on the category 'A' proposals from the senators. All senators voted in the affirmative. Proposals passed for initial FS review by this action are: ART S110, ART S260, ECON S100, ENGL S233, ENGL S224, ENGL S261, and PHYS S165 (formerly ASTR S225).*

XIV. Other/Shared Governance (TC 1:45:00) – R. Gilcrist noted that these reports are in the shared drive. J. Lamb moved to accept the reports in the shared drive as consent agenda items. J. Hamilton seconded. No objections were made.

- a. Chancellor's Advisory Committee on Equity and Cultural Safety
- b. Master Plan Implementation Committee (MPIC)
- c. Regional Teaching & Learning Technology Roundtable (TLTR)
- d. Title IX
- e. 2019 Schedule and Common Calendar (1:46:02) – M. Buzby noted that the President approved the Common Calendar. It is on the shared drive along with the Juneau campus schedule information that includes 15-minute passing windows.

XV. Juneau Business

XVI. Adjourn (TC 1:50:14) – J. Lamb moved to adjourn the meeting. J. Fantasia and R. Simpson seconded. The meeting adjourned by unanimous consent.

XVII. Faculty Discussion