

MEETING MINUTES
University of Alaska Southeast Faculty Senate

February 1, 2019 Egan Library 211

In Attendance:

R. Gilcrist, President (partial)	x	J. Fantasia, Career Education	x
H. Batchelder, President-elect	x	T. Whalen, Ketchikan	x
M. Buzby, Past President	x	R. Simpson, Humanities	x
E. Williams, College of Education	x	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: *C. McKenna, C. Bennett, S. Kendig, L. Twitchell, L. Hoferkamp.*

- I.** Call to Order (TC 2:15) – R. Gilcrist announced that H. Batchelder will be lead the meeting in her absence today. H. Batchelder called the meeting to order at 3:00 p.m. She announced that E. Williams will represent the College of Education due to S. Christian serving as an Associate Dean.
- II.** Introductions (TC 3:33)
- III.** Announcements (TC 3:45) – H. Batchelder announced the following items.
- a. On February 13, there will be a ‘Rally for Education’ at the Capitol from noon to one. Beth Kerttula will lead the rally. Abel Bult-Ito will be there along with Jesse Kiehl and student government president Nick Bursell. The permit is in place to close the street and R. Gilcrist asked for volunteers to help with the remaining tasks.
 - b. Change of Grade Form – R. Gilcrist noted that the form in the shared drive might not be current. She is awaiting confirmation from the Registrar.
 - c. Faculty Initiative Funds – The application period ends at midnight.
 - d. Appointment of new Board of Regents (BOR) member. It is not yet known who the new Regent will be.
- IV.** Approval of Agenda (TC 7:35) – *J. Lamb moved to approve the agenda of the February 1, 2019 meeting. K. DiLorenzo seconded. The motion passed without objection.*
- V.** Approval of December Minutes (TC 9:20) – *J. Hamilton moved to approve the minutes of the December 7, 2018 meeting. L. Vess seconded. The motion passed without objection.*
- VI.** President’s Report (TC 9:45) – R. Gilcrist’s written report can be found in the shared drive. J. Lamb noted that the Writing Center has been painted and there may be a staff recruitment shortly. Remaining questions and discussion focused on concerns about the budget. There was discussion about the data being used by President Johnsen to review class, section sizes, and faculty to student ratios. Provost Carey reported that the budget will be released by the Governor on February 13, and there is grave concern about cuts to the UA system. Much is unknown. Leadership is working on contingency plans if the cuts are as large as are feared. The senate and house will take up the budget after it is released.
- VII.** Provost’s Report (TC 23:09) – Provost Carey’s written report can be found on the shared drive. The written accreditation report is completed and is on the shared drive. There will be a number of meetings during the site visit. Please be here and available to meet with them on April 24-26. Our enrollment numbers are down but tuition levels are holding.
- VIII.** IT Report (TC 25:22) – C. Bennett will provide a written report shortly. He reported that a major Blackboard upgrade was completed in December and a service pack update has just been applied. There is a ‘Know Issues’ page you can visit if you experience any problems. IT is working on a guidance document about various technology options emerging to help people make decisions about using them. He is serving on a review committee for a request for proposals regarding changing our video conferencing platform. Our current solution is nearing the end of its useful life and it is not flexible. It requires specific equipment in specific rooms. The

industry is moving toward web-based conferencing options. He noted that Helpdesk staffing is a bit low and asked for patience as they are relying more on student employees. Please reach out if you are experiencing a problem that needs to be elevated. The annual email about fall software needs will be going out shortly.

IX. Center for Excellence in Learning & Teaching (CELT) Report (TC 33:31) – J. Lamb referred senators to the written report on the shared drive and noted upcoming professional development events including the Digital Fellows program. Provost Carey encouraged faculty to attend the Dual Enrollment workshop on February 8. Faculty from Kenai Peninsula College will be here to share their experience. There are two bills in the senate related to dual enrollment and middle colleges to be aware of. The Senate Education Committee met with superintendents from around the state to provide information, which may lead to some amendments to those bills. The more we can be ready for any legislation regarding dual enrollment, the better.

X. Old Business

- a. AK Native Knowledge Graduation Requirement Implementation (TC 37:55) – L. Twitchell reported that 95% of the Student Learning Outcomes and the Six Year Sequence have been updated. The committee (Chancellor’s Advisory Committee on Alaska Native Education) is using a planning document Google sheet. They are working with UAA and UAF on transferability issues. The committee will be the ones reviewing new classes suggested for consideration to add to the list. Discussion followed of the process for transfer students and distance students to use petitions and substitutions to meet the requirement. L. Twitchell explained that the courses could fit into a number of different areas such as General Education Requirements or electives. Forms may need to be modified to accommodate this new requirement. The process for adding new courses that have been approved by a committee was discussed. C. McKenna affirmed that the CourseLeaf approval workflow could be modified to add a box for committee approval.
- b. Dual Enrollment (35:29 and 1:06:15) – M. Buzby put the preliminary results from the faculty survey in the shared drive. The comments have not yet been compiled. The senators returned to this topic to discuss how to move forward on the draft dual enrollment memo in the shared drive. Provost Carey encouraged faculty to clarify the UAS approach to dual enrollment in light of the preciously discussed legislative action in progress this session. J. Markis and others will submit comments or edits before the memo is finalized. M. Buzby thanked faculty for the response to the survey. She will finalize the survey feedback and join it to the revised memo for further action at the next meeting.
- c. Digital Tenure Files (TC 49:50) – J. Lamb’s notes from the recent Interfolio presentation are in the shared drive. Senators discussed the pros and cons and raised concern about the expense of the product. Mailing was discussed as an alternative. *H. Batchelder called for a voice vote in favor of pursuing the digital product. There were no votes in favor. All were opposed. After further discussion, the option of mailing binders was brought for a voice vote. All were in favor, none opposed, with the condition of there being a back up copy of the file.* Details will be fleshed out during the upcoming faculty handbook update.
- d. Open Access Policy (TC 1:00:42) – J. Lamb and L. Vess led a discussion of the draft policy in the shared drive. A draft instructional document for faculty about the process is also on the shared drive. L. Vess noted that the Research and Creative Activity (RCA) committee supports the policy. *H. Batchelder requested that senators share the information with faculty and be prepared to vote on adopting it at the next meeting.*
- e. Change of grade form – (Discussed in Announcements.)

XI. New Business

- a. N/A

XII. Committee Reports

- a. Research and Creative Activities (RCA) (TC 1:13:12) – No report was submitted.
- b. Sustainability Committee (TC 1:13:37) – S. Nagorski's written report is in the shared drive.
- c. Graduate Curriculum Committee (TC 1:13:57) – K. DiLorenzo reported that they have been conducting work via email, and plan to meet next week. They are working on College of Education items related to accreditation.

d. Undergraduate Curriculum Committee (UGCC) (TC 1:14:22) – C. McKenna noted that the committee has met three times since the last FS meeting. Her written report on the proposals for action can be found on the shared drive.

- HUM S360 / GEOG S360 is a Category A proposal up for first review. *J. Lamb moved that the proposal be passed. H. Batchelder asked for a voice vote. All voted in favor, none were opposed.*
- The following Category A proposals are up for final review.
 - ENGL S217
 - BIOL S111
 - BIOL S112
 - ECON S100
 - ENGL S261
 - PHYS S123
 - PHYS S124
 - PHYS S211
 - PHYS S212
 - PSY S111

J. Lamb moved to approve all the listed proposals. H. Batchelder asked for a voice vote. All voted in favor, none were opposed.

Discussion ensued regarding a legislative proposal regarding foundational courses.

XIII. Other/Shared Governance

- a. Chancellor’s Advisory Committee on Equity and Cultural Safety (TC 1:21:38) – L. Vess noted the report from S. Neely on the shared drive. The group last met in January.
- b. Master Plan Implementation Committee (MPIC) (1:22:45) – L. Hoferkamp reported that MPIC met on January 16. The committee charge that she and G. Wright had proposed (item 17 c in the shared drive) provided for more faculty input, but that has been revised by the chancellor (item 17 b) to more closely resemble the original charge, which keeps the committee strictly advisory. Two students serve on the committee and it meets twice per semester unless there is greater need. She will continue to advocate for a stronger voice for faculty on the committee. L. Hoferkamp also submitted a proposed Code of Conduct for the committee that she will add to the shared drive. She is compiling response from the capital improvements list ranking and thanked all who provided feedback. Discussion ensued regarding the rough trail from behind the new residence hall to the highway, and safety concerns for students. M. Buzby noted that the 15-minute passing times next year might eliminate the need for the campus shuttle. This may also result in more students using the trail and crossing the highway unsafely. Provost Carey noted that they highway crossing issue is a Department of Transportation issue, and encouraged faculty to continue to advocate for a safer solution for students.
- c. Regional Teaching & Learning Technology Roundtable (TLTR) (1:38:46) – No report.
- d. Title IX (1:39:01) – L. Vess reported that the committee met recently and is submitting feedback on an online Title IX training module for students. The goal is to make the training more relevant to our students. UAA and UAF have also submitted comments. A lot of feedback has been received. There may be another draft circulated once the feedback has been reviewed. The interview process is underway for a deputy coordinator.
- e. 2019 Schedule and Common Calendar (TC 1:41:55) – M. Buzby noted that most of the calendar work was done in the fall. The AY 20 faculty calendar is in the shared drive. L. Vess noted that there is a resolution being drafted to declare February 16 Elizabeth Peratrovich Day as has happened at UAA. M. Buzby noted that since we have worked to align GERs in the UA system, a maintenance process is needed to communicate course changes. CourseLeaf can have a check box added. An advisory committee that includes curriculum committee members from each MAU for this maintenance function is being constituted. Faculty Senate at all three campuses also review GER course proposals.

XIV. Juneau Business (1:49:47) – None.

XV. Adjourn (TC 1:50:40) – *J. Lamb moved to adjourn the meeting. K. DiLorenzo seconded. The meeting adjourned by unanimous consent.*

XVI. Faculty Discussion