

MEETING MINUTES
University of Alaska Southeast Faculty Senate

October 5, 2018 Egan Library 211

In Attendance:

R. Gilcrist, President	x
H. Batchelder, President-elect	
M. Buzby, Past President	x
S. Christian, College of Education	
S. Nagorski, Natural Sciences	x
J. Hamilton, Business & Public Admin.	x
J. Markis, Sitka	x

J. Fantasia, Career Ed	x
T. Whalen, Ketchikan	x
R. Simpson, Humanities	x
K. DiLorenzo, Juneau	x
J. Lamb, Library	x
L. Vess, Social Sciences	x
K. Carey, Provost	

Guests: Kaia Henrickson, Colleen McKenna, Tim Powers, Tina Ryman

I. Call to Order (TC 2:04)

R. Gilcrist called the meeting to order at approximately 3:02 pm.

II. Introductions (TC 2:15)

III. Announcements (TC 3:12)

- a. Power & Privilege Symposium – This event will be held on Tuesday, November 6.
- b. The Student Retention Sub-Committee is looking for faculty members. Please contact Eric Scott or Charla Brown if you are interested in serving.
- c. The new UAS website launches on Saturday, October 13.
- d. The Marketing Sub-Committee is also looking for a faculty representative.
- e. Several statewide councils are looking for more faculty representation as well. M. Buzby posted an Excel spreadsheet of system council members from last year for reference. It can be found in the AY 2018-19 meeting folder. The groups have websites you can check for current vacancy information.

IV. Approval of Agenda (TC 6:03) – R. Gilcrist clarified that M. Buzby will also report on Course Blocks when the Common Calendar is discussed. *J. Lamb moved to approve the agenda of the October 5, 2018 meeting as amended. J. Fantasia seconded. The motion passed without objection.*

V. Approval of 9/7/2018 Minutes (TC 8:53) – *J. Lamb moved to approve the minutes of the September 7, 2018 meeting. J. Hamilton seconded. The motion passed without objection.*

VI. Guests (TC 10:03) – STEPS Program – Tina Ryman presented information about the STEPS Promise Neighborhood grant which takes a “Cradle to Career” approach to delivering services. UAS is one of twelve funded projects under this large federal Department of Education grant involving 25 partners including school districts in Juneau, Sitka, Hoonah, Klukwan, Hydaburg, Kake, and Angoon. The Association of Alaska School Boards (AASB) is the lead agency on the grant. The UAS portion of the grant focuses on summer on-campus programming and dual enrollment of students from the partner districts. School districts want college content taught in their classrooms as well. The UNIV 101 and other college readiness skills classes were discussed. Potential barriers such as districts wanting college credit for work that is not college level and district personnel wanting to teach college courses that they may not have sufficient academic credentials for were discussed. Opportunities the grant may provide to UAS such as scholarships for Certified Nursing Assistant classes and potential boosts to enrollment were also discussed. T. Ryman clarified that the UAS work plan is still under development. Senators encouraged the involvement of faculty in the development of the plan.

VII. President’s Report – Tabled.

- VIII.** Provost's Report (TC 55:31) – Provost Carey is currently attending a dual enrollment conference. Her written report is on the shared drive. J. Lamb encouraged programs undergoing five-year review to connect early with library staff regarding the library resources part of the self-study report.
- IX.** IT Report (TC 55:40) – Cody Bennett's written report is available on the shared drive.
- X.** Center for Excellence in Learning & Teaching (CELT) Report (TC 41:41) K. Henrickson and T. Powers provided updates on CELT topics and events:
- A workshop to raise awareness of accessibility, particularly web accessibility, was held earlier in the day. Participants learned about simple strategies to make course content available to students who use E-readers such as using alternate text for pictures and utilizing the header function in documents and web pages. T. Powers emphasized the importance of getting all of our web instruction materials accessible for all students as soon as possible.
 - M. O'Halloran will focus on specific accessibility tools for the next four Tech Tuesdays. Participants should bring a computer and a piece of work. The following sessions will be held from 2:00 to 3:00 pm in the CELT (EL 103) or via Blackboard Collaborate:
 - October 9 – Making accessible Word and PDF documents.
 - October 16 – Adding closed captioning to YouTube videos.
 - October 23 – VoiceThread.
 - October 30 – Office Lens, which is a phone app that works with Office 360 to make readable documents.
 - Digital Fellows – The application deadline is October 19.
 - Teaching Squares – The kickoff meeting went well, and there are currently four working groups composed of Ketchikan and Juneau faculty.
 - On Friday, October 12, an advising roundtable is scheduled for noon in the CELT. It will be a question and answer session with the advising and counseling staff.
 - On Friday, November 16, Emily Williams will present information about student engagement strategies for online and face-to-face instruction.
 - A session on embedded tutoring will happen later in November.
 - CELT will be sending out questionnaires to see what topics are of most interest.
- XI.** Committee Reports (TC 57:17)
- A.** Faculty Senate Committees
- a) RCA Research and Creative Activities (RCA) – No report.
 - b) Sustainability Committee (TC 57:28) – S. Nagorski reported that the group has met once this year and have another meeting coming up. The group is working with the student sustainability club. This year they will focus on campus sustainability issues and welcome input. They plan to offer a session at the Power and Privilege Symposium on plastics. The monthly columns in the Empire will continue this year. R. Gilcrist requested that the group look into the process of recycling at the TEC to ensure that they recyclables are properly processed.
 - c) Graduate Curriculum Committee (TC 1:00:25) – K. DiLorenzo reported that the group had an initial meeting and will continue to meet monthly. Several category B items are currently in the provost's CourseLeaf queue. The process for graduate curriculum is similar to the undergraduate process.
 - d) Undergraduate Curriculum (UGCC) (TC 1:01:56) – C McKenna's written report can be found on the shared drive.

- i. Proposals and Communication – There are five category A course proposals for initial review related to the statewide GER alignment project (PHYS 123, 124, 211, 212, and PSY 111). There is also a course deactivation proposal for PHYS 102, which has not been taught for several years. All of these are category A because they are GERs. With Faculty Senate approval, the Curriculum Committee can begin their review of the proposals. *R. Simpson motioned to approve all of the Category A proposals. S. Nagorski seconded. The motion passed without objection.*

C. McKenna reported that the Quick Reference Guide Handbook was updated over the summer to reflect changes in CourseLeaf, deadlines, and processes that were changed with Faculty Senate approval last year. *J. Lamb motioned to approve the updated handbook. T. Whalen seconded. The motion passed without objection.*

C. McKenna also noted that the idea of identifying a chair-elect earlier in the academic year to allow for training has been discussed. The chair must be identified no later than the March meeting.

B. Other/Shared Governance

- a) Provost's Assessment Committee (PAC) (TC 1:08:28) – C. McKenna reported that the group is working on rubrics to assess two more General Education Learning Outcomes (GELOs) related to Creative Thinking and Empirical Reasoning, and will be holding a workshop on December 13. They are currently soliciting student learning artifacts for the workshop.
- b) Chancellor's Advisory Committee on Equity and Cultural Safety – No report.
- c) Master Plan Implementation Committee (MPIC) – No report.
- d) Regional Teaching & Learning Technology Roundtable (TLTR) (TC 1:10:48) – R. Gilcrist reported for the group.
- Accessibility is a high priority for the year.
 - The deadline for Digital Fellows applications is October 19. Successful applicants will get funding to carry out their proposed project, will participate in meetings throughout the year, and will report out on their project at Convocation.
 - Blackboard will be down for a day or longer for a major upgrade the Friday after grades are due.
 - The UATV platform is being replaced by a dedicated UAS YouTube channel.
- e) Chancellor's Strategic Enrollment Task Force (TC 1:16:45) – No report.
- f) Strategic Planning & Budget Advisory Committee (SPBAC) (TC 1:16:45) – No report.
- g) Title IX (TC 1:17:37) – L. Vess reviewed the Title IX items on the shared drive.
- Changes to the annual Climate Survey are being considered. Any feedback about the survey should be directed to Lori Klein.
 - A Title IX Deputy Coordinator position to assist Lori is currently being advertised.
 - The Board of Regents have drafted a policy for the handling of delayed reports that would only investigate reports with a three-year look back window. Older reports would not be investigated unless there was a compelling reason. Senators voiced concern about the lookback period and generally felt it should be longer. Feedback on the policy can be given via a link on the document in the shared drive. The feedback deadline is October 31. If you have problems with the link, you can also submit feedback to Lori.
 - Title IX recertification needs to happen annually. Priority registration will be blocked for students who have not completed training.
- h) Common Calendar (TC 1:36:47) – M. Buzby serves as chair of the committee which is composed of faculty, bursars, and registrars. The group recently met with staff from financial aid offices to make recommendations for the next three-year calendar cycle. To make the number of teaching days equal between fall and spring semesters, the committee is recommending that fall semesters include two non-teaching days on a Tuesday and a Wednesday to balance the Monday, Thursday, and Friday holidays.

Currently UAA takes the Wednesday before Thanksgiving as a non-teaching day, and UAS holds the November Power and Privilege Symposium as a non-teaching day on a Tuesday. A memo describing the recommendation can be found in the shared drive. The committee has received a positive response to the recommendation from Paul Layer.

- i) Juneau Course Schedule Blocks with 15 minute passing times (TC 1:42:04) – M. Buzby referred to the two 2019 Schedule examples on the shared drive. At the November 2017 meeting, the senate approved example number 4 due to a miscommunication. The desired changes that were discussed and intended were actually example number 5. *L. Vess motioned to approve 2019 Schedule Example 5. Nagorski seconded. The motion passed without objection.*

XII. Old Business

- A. AK Native Graduation Requirement Implementation (TC 1:46:33) – L. Twitchell reported that UAA has instituted this requirement and gave an update regarding implementing the UAS requirement. He explained that this requirement does not require additional coursework or GERs, and that a number of courses that could fulfill the requirement are working their way through Curriculum Committee. UAS would also accept the approved UAA and UAF classes. There are online Indigenous Studies courses available that distance students can take. There is still some discussion at the Alaska Native Studies Council about whether introductory NW Coast art classes should count. A document with proposed catalog language will be added to the shared drive. Since this is a policy change and not program or course specific, it does not need to go to Curriculum Committee. *Senators should share the draft catalog language with faculty and plan to discuss at the next meeting.*
- B. Minors on Campus (TC 1:56:27) – R. Gilcrist solicited feedback from senators regarding the “M” showing up on class lists for underage students. L. Vess reported that some of her faculty have stated that they do not want to know if any of the students in their classes are underage. They want to treat all students the same. J. Fantasia requested a brief guidance document on faculty responsibilities for underage students under Title IX and other mandatory reporting laws. M. Buzby suggested a document similar to the sheet Disability Services provides for students receiving their services. *R. Gilcrist will follow up with the provost.*
- C. Digital Tenure Files (TC 2:03:10) – J. Lamb received information from UAA about their electronic file process. It is expensive and a bit clunky. His report will be posted to the shared drive shortly. UAS explored this idea about five years ago according to J. Ward. To move forward would require a large volume of retroactive scanning that faculty would have to do, particularly for long serving faculty. Some material may not be readily scanned as well. Ketchikan faculty expressed support for moving forward with exploring digital files. Senators are curious about the cost of having faculty members to travel to Juneau for the reviews. *Anita will gather the data about travel costs this year.*

XIII. New Business – Tabled until next meeting.

- A. Faculty to serve on Statewide Councils (*See III. e.*)
- B. Faculty to continue serving on GER Alignment Task Force
- C. Travel Regulation/Management System
- D. Faculty on the Board of Regents

XIV. Juneau Business – Tabled until next meeting.

- A. Juneau TLTR

XV. Adjourn (TC 2:09:49) – J. Hamilton moved to adjourn the meeting. J. Lamb seconded. The meeting adjourned by unanimous consent.

XVI. Faculty Discussion