

DRAFT MINUTES
University of Alaska Southeast Faculty Senate Meeting
May 6, 2011
Egan Library 211

Meeting called to order 3:02 pm by S. Tamone. D. Monteith presided over the meeting.

In Attendance: S. Tamone (President), D. Monteith (President Elect), C. Bergstrom, J. Radzilowski, R. Goeden, R. Wolk, A. Jones, E. Wall, C. Hassler, B. Blitz, A. Simon, R. Gilcrist, C. McKenna, R. Caulfield (Ex-Officio), M. Moya, N. Chordas, B. Hegel, V. Fredenberg

Agenda: adopted as presented.

Approval of Minutes from April 1, 2011: Meeting minutes amended and posted. Motion to approve minutes; motion passed.

Public Comment: V. Fredenberg presented a new K-5 mathematics education graduate certificate for review by the Faculty Senate. The K-5 certificate is an 18 credit program; no calculus and trigonometry. Currently UAS offers a 21 credit K-8 certificate for middle school. The K-5 certificate paperwork has been approved by the graduate committee.

Fredenberg stated once the K-5 certificate is approved by UAS, the State of Alaska will begin a K-5 teacher endorsement. The K-5 certificate will help increase UAS enrollment and is not offered by UAA or UAF.

Hegel outlined the curriculum process: proposals should first go to Faculty Senate, and then to either curriculum or graduate committee for their approval. She also said this certificate is a new program, not a modification to existing program.

Monteith recommended senators report back to units.

Wolk moved that program be approved, Gilcrist seconded.

Discussion: Blitz to abstain since he hadn't reviewed the program proposal.

Monteith stated chair of the Curriculum Committee or a representative of the Graduate Committee will attend faculty senate meetings when issues of curriculum are on the agenda.

Monteith asked Hegel about program presentation in the AY11-12 catalog. Hegel said because of the late date, the program would not be added to the catalog until AY12-13. If approved, students can enroll in AY11-12 without the program in the current catalog.

Caulfield, as Graduate Dean, hasn't yet read the proposal. He noted that UAS must contact NWCCU with change and determine next steps resulting from that notification. Also recommends checking BOR policy for guidance.

Monteith asked if NWCCU needs to sign off on this certificate before UAS can add it to catalog.

Hegel stated that faculty senate must approve, graduate committee and provost in that order.

Monteith call for the question: Approved with one abstention.

1. Announcements

1.1. Health Care Open Enrollment

Tamone announced that enrollment is open until May 15, 2011. Nearly all faculty should have received an analysis completed by UAF/UAA UNAC faculty. Should faculty choose not to send in enrollment information, they will default to the \$750 plan.

2. Old Business

2.1. Honors Program at UAS

Caulfield provided update on the legislative proposal for \$100K for UAS honors program; looks unlikely the proposal will be funded this year. Tamone meeting next week with Honors Program committee to determine next steps: without funding and keeping to the plan approved and supported by Faculty Senate. Caulfield would like to ask for funding in the UAS FY12 budget.

2.2. Elections (New Faculty Senate President Elect)

Monteith announced Mike Stekoll was elected faculty senate president elect. Stekoll will be sitting in on AY11-12 Faculty Senate meetings as well as representing UAS on Faculty Alliance.

Tamone announced AY 11/12 elections will be conducted using surveymonkey.com.

2.3. Changing Constitution Standing Committees

Tamone informed Faculty Senate of three elections this fall at the General Assembly during fall Convocation: 1. Removal of the Communications committee; 2. Research as a standing committee; and, 3. Sustainability as a standing committee.

3. New Business

3.1. Faculty Handbook

Chordas reported that the Faculty Handbook committee worked to review and update the handbook: to make it user friendly, to check links, insert contract language and add an appendix. She assured Faculty Senate no substantive changes made; no approval process needed.

Discussion: Caulfield recommends there be one pdf of the handbook and that it be available for the current academic year.

Monteith stated there has been no representative version of the handbook approved by faculty senate since 2003. The current version on the web is a hybrid. He recommends the first item for fall is to get faculty feedback and review of document.

Wolk offered that the two attorneys in the School of Management also support review by faculty.

Tamone explained that the review of handbook began in fall 2010 after a faculty evaluation file workshop. Much of the information for the workshop came from the current version of the Faculty handbook and created most of the confusion. The updated document should provide new and accurate guidance; and she was hoping for approval, today, by Faculty Senate.

Chordas told the Senate, if they were interested in seeing the changes, of the track changes version of the handbook on line.

Hassler noted deconstruction of the sections dealing with library faculty; she said there had been no chance yet for review.

Tamone said the faculty handbook will be updated yearly based on changes in language and process; with presentation to faculty during fall Convocation.

Blitz asked where the document was located.

Tamone stated the updated version of the faculty handbook was on the Senate portfolio page; most changes would be found in the sections on evaluation. UAFT and UNAC process are now completely separated.

Caulfield requested that Faculty Senate make this handbook a first order of business in the fall as it is a foundational document for the new academic year.

Monteith requested a motion for calling this version a “reviewed draft”.

Blitz made the motion and recommended the Senate review this document before sending out to entire faculty. No further action taken.

Monteith asked the wishes of the Senate. Do we want to accept this document, or continue working for input – what is the draft for review?

Tamone asked the Senate to review the updated faculty handbook and get their changes to either M. Moya or Tamone by Tuesday May 10th; the changes would be added and the Senate reviewed document would uploaded to the Faculty Senate portfolio page by Saturday May 14, 2011.

Monteith called for a motion to “freeze” the document on Saturday May 14 as the official review document.

After a second from Simon, the question was called. Motion passed with one abstention.

3.2. Sabbatical Review Process

Tamone explained the language is in the updated faculty handbook: how to apply, and the review process. The sabbatical committee unanimously agreed, as a first step in the process, to submit sabbatical applications to the faculty evaluation peer review committees.

Discussion: Monteith recommended an institutional administrative plan for allocating resources for sabbaticals. Peer evaluation provides vetting; as an institution, how does UAS allocate resources to systematically cover and encourage faculty sabbaticals, use as a means of retention; too few faculty apply for sabbatical.

Blitz asked if the Peer committee recommend will make recommendations.

Caulfield explained that the Peer committee will review all of the applications as received and provide recommendations on each; the final decision will come from the Chancellor.

3.3. Convocation Agenda Items

Monteith stated that as incoming Faculty Senate President to sit down during Convocation to meet with Senate to discuss priorities and goals for the upcoming academic year. Action item agenda, more clear cut to facilitate accomplishing priorities of faculty.

Suggestions:

Faculty handbook discussion in an open forum; question and answer session, clarification on changes.

At their meeting on August 23 with UA President Gamble, Faculty Senate to discuss student success, program completion and meeting faculty from all three campuses.

Intellectual property discussion, changes in language of CBA, and as economic development for university and faculty.

Institutional Review Board: who, how and when to use it.

Re-invigorate Reconciliation committee to meet with administration each semester.

Implications of grades and Ws on students and financial aid; discuss new financial aid regulations.

More time for department and faculty group meetings.

Convocation activities set as breakout sessions, offer four or five options, each lasting about one hour. Faculty will have flexibility in choosing their subjects of interest. Some subjects may be covered in Faculty Development seminars in fall 2011.

Examine and discuss the costs of non retention of faculty; what are the remedies?

Team teaching: innovations in instruction.

Relationships between campuses, reduce friction and frustration, team building; how to facilitate actions.

Monteith asked the Senate to email their other suggestions to the Provost or himself.

4. Reports

4.1. President's Report

Tamone stated that most items in President's report had been discussed; mentioned UA Statewide recommendation to use Accuplacer tests across all MAUs; already in use at UAS. Summer program and classes brainstorming event on May 10, 2011 from 2 – 4 in the Glacier View Room. Deans search for Career Education and School of Management continue.

4.2. Sustainability Committee

Neely reported that bus passes are a priority effort for AY 11/12. A report is being written on the Committee's other activities including: installation of filtered water fountains, Earth day events and funding options for student bus passes.

4.3. Research Committee

No report available.

5. Senate Reports/Updates

Tamone asked for input from Senate on subjects for Faculty Development in fall 2011.

Wolk asked how faculty can have input in the budgeting process; process occurs in the summer when faculty are off contract and campus.

Monteith suggested that the budget process and how faculty can influence decisions on spending happen during the reconciliation meeting.

Caulfield stated he asks deans and directors for input in February, March and April; will ask to have faculty included in their discussions. He suggested looking at models on shared budget discussions used at UAF.

6. Next Scheduled Faculty Senate Meeting: September 2, 2011

7. Meeting adjourned at 4:58 pm.