

**MINUTES**  
**University of Alaska Southeast Faculty Senate**  
**May 4, 2012 Egan Library 211**

In Attendance: C. Bergstrom, S. Neely, A. Jones, D. Monteith, R. Goeden via audio, C. McKenna, V. Williams, R. Caulfield via audio, P. Schulte via audio, W. Girven, B. Blitz, R. Gilcrist, M. Stekoll, M. Pennoyer, scribe.

Guests: E. Hill, K. DiLorenzo, J. Powell, A. Sesko, N. Chordas

Faculty Senate President Dan Monteith called the meeting to order at 3:03 pm.

The Senate requested and approved changes to the meeting agenda:

**Action Item**

**Sponsor**

1. March, April and, upon completion, May meeting minutes will be sent to the Senate for their approval.

1b. UNAC Report

Nina Chordas

Chordas provided a report from the meeting of UNAC union on April 21, 2012 in Fairbanks. Discussion included the top down leadership style of the UA Statewide administration and the unhappiness it causes; not in accordance with the mission of the University. A vote of no confidence In President Gamble was considered but no action was taken. UNAC is willing to collect information and/or evidence of actions by the University of Alaska administration that is harmful to the University or detrimental to faculty. Comments may be submitted anonymously.

D. Monteith stated that an apology from President Gamble is expected to go to all faculty regarding Gamble's position on the code of ethics.

1c. Student Ratings Committee

Amanda Sesko

Sesko stated the goal of the committee was to find a set of questions shown to be predictive of teaching excellence and student success. University centers for teaching excellence groups have researched sets of questions and found that many universities have gone to shorter sets of questions. The committee selected those questions they felt would be most useful to UAS: quantitative, qualitative and open ended. The questions are worded appropriately to include on line classes, different instructional methods and the UAS goals for teaching. (DRAFT attached) The emphasis is on student ratings not evaluation of the course or the instructor.

D. Monteith proposed that the final draft of the ratings instrument be reviewed during Convocation at department meetings. The task force has been disbanded.

1d. One Campus, One Book

Wendy Girven

Girven provided a handout for the AY 12-13 One Campus, One Book: *Being Caribou* by Karsten Heuer. In addition to the book, there is a film produced by the author's wife, Leanne Allison. Both the book and film will be featured on the Juneau campus and at a session of the Evening at Egan series in November.

Girven added that Gwich'in Elder Randall Tetlichy will serve as elder in residence during his visit to the Juneau campus in November.

1e. Campus Masterplan

Rick Caulfield

Caulfield announced that the Campus masterplanning continues. Consultants will be at UAS next week. The effort is led by Keith Gerken and Pua Maunu who are trying to ensure active faculty engagement. There is an open house specifically for faculty on Thursday May 10 1:30 to 2:30 in the Glacier View Room. Faculty are encouraged to attend to discuss needs for classrooms, office and labs.

On May 9, there is a special meeting of the Provost's Council to discuss masterplanning where both M. Stekoll and D. Monteith will attend and discuss faculty concerns.

1f. UAS Policies Relating to Academic Actions and Appeals Rick Caulfield

Caulfield has been asked by Chancellor Pugh to revisit the UAS academic and administrative policies on student appeals, grades, academic status and administrative appeals. A scoping meeting has been set for May 15. Mike O'Brien from UA General Counsel will be in Juneau to participate at the meeting. Along with Deans and Directors, M. Stekoll and D. Monteith are invited to attend. There will be a draft review by August with presentation to Faculty Senate at the September meeting. Feedback from the Senate is expected by the October meeting. An updated policy should be completed by the end of the fall semester. A session at Convocation to discuss information sharing, academic integrity and plagiarism is planned.

2. Curriculum Committee – Update

Erica Hill

Hill reported during AY 11-12 the Committee had 46 proposals. Significant efforts included addition of two emphases to the BLA: Alaska Native Studies and Outdoor and Adventure and revisions to the Business minor. The Committee also approved the AAS in Law Enforcement. The approval included a resolution, similar in language to the one passed by the Senate, stating approval of the proposal with the understanding that a permanent 60% part time faculty member with expertise in justice or a related field be included. All approvals will become active in summer 2013 and will not be in the AY 12-13 academic catalog.

Pedar Dalthorp will be chair of the Curriculum Committee in AY 12-13.

D. Monteith introduced the UNIV class designator. Study skills classes like PSY 110, are university services classes. After working with the Registrar, Student Services and the Curriculum Committee, all have agreed to add the UNIV designator. Administrative oversight for use of the UNIV designator is with the Dean of the School of Arts and Sciences.

S. Neely moved to approve UNIV as an official designator. C. McKenna seconded the motion. The motion passed unanimously.

Hill stated there are three skills oriented courses, none of which include substantive academic content, slated for the UNIV designator: PSY 110, COMM 220 and 420.

P. Schulte asked about HUM 101 and whether or not this course would change to a UNIV designator. Both Hill and Monteith stated that HUM 101 is not being deleted from the catalog or changing its designator. Schulte also asked about the transferability of UNIV courses. Hill responded the intent of UNIV courses is not to transfer as they are not substantive academic courses.

M. Stekoll asked if the intent of the UNIV courses is to be 100 level courses. Hill answered that there is one course description and syllabus that has been submitted for the UNIV 220 designation. When the Committee met to review, there was no concern that it was numbered inappropriately. The Committee passed the use of the UNIV designator pending Faculty Senate approval.

Monteith offered that the earlier motion approving use of the UNIV designator be amended to say: move to approve that all University courses with the UNIV designator be at the 100 level. The amendment passed unanimously.

Monteith asked for a motion to approve move PSY 110 and COMM 220 to the UNIV designator at the 100 level designator. R. Gilcrist so moved, S. Neely seconded. The amendment passed with six in favor and four abstentions.

B. Blitz asked who would teach UNIV courses. Monteith said that the Dean of Arts and Sciences will decide. UNIV courses are non-academic, but must be 100 level for financial aid.

Monteith recommends review of the process by Faculty Senate during the next academic year.

Hill reminded the Senate of Curriculum Committee deadlines: October 1 (for Fall), proposal deadline for inclusion in the catalog for the following academic year; and, March 1 (for Spring), proposals will not be in the catalog for the following academic year. All forms submitted require digital signatures. At the time of submittal, a new course proposal requires a syllabus.

R. Gilcrist asked for a faculty development seminar in the use of electronic signature.

3. PADM Natural Resource Management Emphasis

Kathy DiLorenzo

DiLorenzo stated that, pending a second reading and approval by the Faculty Senate, the proposal has been approved by the Graduate Committee. DiLorenzo introduced Jim Powell, a long term adjunct instructor in the Public Administration Program, who helped develop program curriculum. The idea is to get an emphasis area in natural resources policy to MPA students. She reiterated the Senate's earlier concern about naming of the emphasis.

Monteith asked for a motion to approve the MPA with an emphasis in Natural Resource Policy. C. McKenna so moved, V. Williams seconded. The motion passed with 7 in favor, 2 opposed and 1 abstention.

4. UA E Lab Task Force Recommendations

Mike Stekoll

B. Blitz said the Natural Sciences faculty want the deadline moved to fall 2014. There should be a remediation process; unclear of the process. Should each MAU define their own process; if at UAS, who will define it?

Stekoll said the intent is to have the department determine the process.

Monteith stated the Task Force suggested that each MAU follow their own curriculum process. Each department and discipline in Natural Sciences will create the review process and the Curriculum Committee will conduct a review of all science courses with labs.

R. Goeden asked if there was to be a special committee to review all of the classes; what are the criteria in the review process.

C. McKenna asked if UAS isn't already doing this through outcomes based assessments.

Stekoll answered that labs are not reviewed through outcomes based assessments.

Monteith asked for a motion stating that the UAS Faculty Senate agrees with the philosophy and intent of the Task Force recommendations and will develop its own curriculum process for review of outcomes.

Blitz so moved; C. Bergstrom seconded. The motion was approved with nine in favor and one opposed.

5. UAFT Faculty Evaluation Committee

Priscilla Schulte

Schulte reminded Faculty Senate that today is the deadline for appointment of faculty to the UAFT Faculty Evaluation Committee.

M. Stekoll asked about the timeline for the UNAC Faculty Evaluation Committee selection process.

6. TLTR Update

Colleen McKenna

McKenna reported on an email about Blackboard training opportunities for Juneau faculty. McKenna will forward the email to the Ketchikan and Sitka campuses. May 15 is a beginning course; May 17 is for grading and assessing work. Over the summer, Maureen O'Halloran will have sessions on Elluminate and would like feedback from faculty on their availability. School of Management received an email from UA OIT on Blackboard upgrade, disregard the email, it was meant for UAF.

Monteith recommends a Blackboard session at Convocation.

7. Honors Program

Sol Neely

S. Neely moved to approve the Honors Program. W. Girven seconded. The motion passed unanimously.

8. Faculty Handbook

Dan Monteith

The next meeting of the Faculty Handbook committee is Wednesday May 9 at 1:30. The committee is working through revisions, clarifications and going through the entire document. The next draft of the handbook should be complete and available for review by the Senate over the summer, with approval at the September meeting. Another recommendation being written into the Handbook for next year is that Faculty Senate will have a committee working on the Handbook throughout the year. A draft copy of the Handbook will be available for approval by the Senate in May. The newly approved version the Handbook will be for faculty to use to prepare for promotion and tenure in the academic year.

9. Complete College America

Dan Monteith

Monteith asked for a motion from UAS Faculty Senate recommending that UAS not join Complete College America. He added that both UAF and UAA are not going to participate; and, Faculty Alliance needs to provide a recommendation by May 18, 2012 to UA President Gamble.

B. Blitz so moved, motion seconded by C. McKenna. The motion passed with nine in favor and one abstention.

10. Items for Fall Convocation

Dan Monteith

- GERS and Assessment
- Faculty Handbook
- Election of Faculty Senate President
- More time for department and program meetings – including Honors Program
- Possibility of Convocation being three days – scheduled for August 22 and 23
- CPR and first aid training – especially for those teaching labs – contact Dan Garcia
- UAS Policies Relating to Academic Actions and Appeals –committee work on dishonesty, best practices, and training for what to include, for consistency, in syllabi. Monteith asking for representatives from each department on an AY 12-13 ad hoc committee
- Blackboard Training
- Review of and work on AY 12-13 course schedule

The meeting was adjourned at 5:02.

Attachments:

Final Recommendations and Comments on Student Rating for the Faculty Senate

Student Ratings Draft

**University of Alaska Southeast Student Ratings**

INSTRUCTIONS: [standardized instructions indicating the purpose of student ratings should go here--they should also be read orally when possible]

Using the scale provided please answer the following questions:

|                                                                               | 1-Strongly disagree   | 2-Disagree            | 3-Neither agree nor disagree | 4-Agree               | 5-Strongly agree      |
|-------------------------------------------------------------------------------|-----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| The content and materials were useful, organized, and relevant to the course. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        | <input type="radio"/> | <input type="radio"/> |
| The goals and objectives for the course were clear.                           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        | <input type="radio"/> | <input type="radio"/> |
| What the instructor expected of me was well defined and fair.                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        | <input type="radio"/> | <input type="radio"/> |
| The instructor's teaching methods were clear and effective.                   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        | <input type="radio"/> | <input type="radio"/> |
| The instructor was available, responsive, and helpful.                        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        | <input type="radio"/> | <input type="radio"/> |
| The instructor created an environment conducive to student learning.          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        | <input type="radio"/> | <input type="radio"/> |
| I acquired the knowledge and skills this course is intended to promote.       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        | <input type="radio"/> | <input type="radio"/> |

**Comment [AS1]:** CODE: Content

**Comment [AS2]:** CODE: Clarity of goals and objectives

**Comment [AS3]:** CODE: Clarity of expectations for the student

**Comment [AS4]:** CODE: Instructional methods

**Comment [AS5]:** CODE: Instructor availability

**Comment [AS6]:** CODE: Learning environment

**Comment [AS7]:** CODE: Learning outcomes

What did you like about this course?

**Comment [AS8]:** The following are qualitative open-ended student ratings. The recommendation is that faculty will also be able to add in specific questions in this section (if desired).

What would you would you do to improve this course?

Please indicate any further comments you have about this course.

Please answer the following questions.

Using the scale below, how important were the following reasons for taking this course?

|                                  | 1-Unimportant         | 2-Somewhat Important  | 3-Important           | 4-Very important      |
|----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Course fulfills a requirement.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Course was at a convenient time. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Course topic interests me.       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**Comment [AS9]:** The following are student demographic questions. This section should ALWAYS come last as to not affect the results of the student ratings. They are intended to help faculty assess the relationship between *individual* student ratings and characteristics of the student.

How often did you complete the assigned readings/coursework before each class?

- Seldom or never
- Less than half the time
- About half the time
- More than half the time
- Almost always

I put a lot of effort into this course.

- Strongly disagree
- Disagree
- Neither Agree nor Disagree
- Agree
- Strongly Agree

My student status is:

- Undergraduate
- Graduate
- Other (non-degree, faculty or staff)

What year of study are you in?

- 1st
- 2nd
- 3rd
- 4th
- 5th
- 6th or more

What grade do you expect in this course?

- A
- B
- C
- D
- F

Over the course of the semester, about how many class meetings did you miss?

\_\_\_\_\_ or N/A