

## University of Alaska Southeast Faculty Senate Meeting Minutes

December 6, 2019, 3:00 – 5:00 PM

Egan Library 211

In Attendance:

H. Batchelder, President	X
D. Noon, President Elect	X
R. Gilcrist, Past President	
G. Sampson, AK College of Education	X
S. Nagorski, Nat. Sci. Dept.	X
J. Hamilton, Business & Public Admin. Dept.	X
J. Martin, Sitka Campus	X

J. Fantasia, Career Education	X
R. Landis, Ketchikan Campus	X
K. Krein, Humanities Department	X
K. DiLorenzo, Juneau Campus	X
J. Ward, Library	X
D. Monteith, Social Sciences Dept.	X
K. Carey, Provost	

Guests: M. Buzby, J. Lamb, C. McKenna, J. Powell

### I Call to Order (TC 1:52)

### II Introductions (TC 2:00)

### III Announcements (TC 3:05)

- a) **Faculty Academic Record Files - Protocols being reviewed and updated** – There are two documents on the shared drive about this, the current protocols for handling the files and the project completion document from 2013. That was when the files were moved from the provost's office to the deans and directors offices. Questions can be directed to Anita. Please share with your faculty and bring back any feedback.
- b) **The SPBAC survey results and the budget handouts** from the most recent meeting can be found on the shared drive.
- c) **Chancellor Caulfield's response memo to our budget** questions is also on the shared drive.
- d) **As of November 25, the Wilson Fund has \$4,500 available with** a maximum award per faculty member of \$500. To use Wilson Funds you must be presenting or part of a panel. **The CBA Professional Development Fund has \$17,807.50 remaining** with a maximum award of \$1,500. Application information can be found at <http://www.uas.alaska.edu/provost/wilson-fund.html>.
- e) **Faculty Innovation Session at Spring Start Up** – This will be a forum where faculty can share creative things they are doing with regard to teaching or research and creative activities. Spring Start Up is January 8.
- f) **Faculty Data Session at Spring Start Up** – Kristin Handley will have a session to talk with faculty about data needs and reporting in general and for program reviews.
- g) **Chancellor Search Committee** – R. Gilcrist is chairing the committee. She attended all of the listening sessions with the search firm today. J. Radzilowski has been added as an additional faculty member and they are looking for one more student to serve on the committee. Please send any suggestions to R. Gilcrist.
- h) **Banner Issues** – There is a memo on the shared drive from the three UA registrars to the Student Success Council with serious concerns about Banner. This has been topic at the Systems Governance Council, which H. Batchelder chairs. Many customizations over the years have made maintaining and updating the system exceedingly difficult. As a result, we have

experienced a number of outages, and there are fears of system failure. They are trying to highlight the problem since we depend on Banner for our operations and classes. The memo has been shared with the president and the Board of Regents (BOR). It includes two options for addressing the problems. Ben Shier is the person we have been directed to talk to about our concerns. K. DiLorenzo noted that Banner connects to BlackBoard and other systems used by classes, and houses student records.

- i) **HR Update** – Several UAS staff members learned that they have been given additional work as “Human Resource Coordinators” because of the HR consolidation. The additional duties and responsibilities come with no training or additional pay. Many of these staff members were already overloaded with responsibilities due to ongoing staff reductions. These additional responsibilities were discussed at a retreat yesterday with Michelle Pope from statewide. The HR coordination responsibilities were previously handled by Sarah, Yolanda, and Kim. Concerns about this will be brought forward to Systems Governance Council and Faculty Alliance.
- j) **Mission and Metric Session** (Note: Date changed to 2/7) – The chancellor and provost are holding an initial meeting to address the new NWCCU accreditation standards. There are only two standards we have to address now. The first is about student learning and institutional effectiveness and the second is about resources and governance. Our previous mission and core themes had measures that were difficult to track. Core themes are no longer part of the data that will be tracked. This will change the way we need to gather and report data. More information about this kick off meeting and an agenda will be coming soon. This initial meeting will consider whether the mission needs to be revised as we enter a new accreditation cycle.

**IV Approval of Agenda** (TC 19:57) – *K. Krein moved to approve the agenda. J. Hamilton seconded. The motion passed with no objections.*

**V Approval of November 2019 Meeting Minutes** (TC 20:19) – *J. Fantasia moved to approve the previous meeting minutes. D. Monteith seconded. The motion passed with no objections.*

**VI President’s Report** (TC 20:43) – H. Batchelder’s written report is on the shared drive. She highlighted the following.

- **Budget:** There are several handouts in the shared drive related to the budget. One of those is the results of the Strategic Planning and Budgeting Advisory Committee (SBPAC) survey. The proposed budget is due to the president January 6. See the SPBAC handout with a PowerPoint slide and financial worksheet for the format. The BOR has asked for more budget information, and are planning a half-day workshop to look at the submissions from the MAUs. We need to be able to show that we can manage the proposed reduction. A more detailed budget will be submitted in May. Another handout compares the UAS budget for 2020 to 2014, and shows how much we have cut. There is also a handout with the preliminary results from the SPBAC budget reduction planning exercise. Definitions of the revenue and expense categories can be found on the shared drive. Deans and directors have this information as well. M. Ciri is willing to meet with faculty that would like to go over the budget documents in detail. Let H. Batchelder know if you would like to schedule a session with M. Ciri. The next SPBAC meeting is scheduled for December 19.

- Program reviews have been submitted and will be discussed at Executive Cabinet.
- The chancellor and provost held a student forum about tuition earlier this week, but only one student showed up.
- BOR: John Davies stepped down as the chair of the BOR, and Sheri Buretta is the new chair. Her response letter to the state regarding the legislative intent towards single accreditation is on the shared drive. Consolidation to a single accreditation is on hold until UAF completes their renewal in 2021. Chair Buretta's letter mentions the need for an independent cost analysis to determine if single accreditation would result in cost savings. The BOR will review the policies on roles and shared governance principles at their January meeting. They are receptive to forming a statewide committee on Open Educational Resources (OERs) through Faculty Alliance. President Johnsen is allocating money to strategic initiatives. One of those initiatives is to give a one percent raise across the board to staff.
- If your salary was outside of market median, your pay should be corrected and you should receive an increment of one third of retroactive pay.
- D. Noon, L. Klein, and K. Handley attended the NWCCU accreditation academy. They will be conducting a project to gather data on how different populations of students are doing in specific gateway classes, and sharing it with faculty. There will be more information about this in January.
- Dual enrollment issues: Parents do not have a clear understanding of the way credits can be transferred and counted in degree programs.
- A new student petition committee is being formed to consider both housing and academic matters.
- Buyouts have been used in the past as a cost saving measure. They did save some money but the loss of experience had harmful effects.
- H. Batchelder is serving as the chair of the System Governance Council. The chair meets with the BOR chair once a month. The governance council chair position will rotate between staff, faculty, and students of all three MAUs.
- The Faculty Alliance Chair attends BOR meetings. President Johnsen is not receptive to a faculty regent, but will consider having a non-voting faculty representative attend. The Alliance will extend a thank you to the BOR for recording meetings.
- Regent D. Anderson attended the Juneau Campus Advisory Council meeting. He thanked them for not supporting Faculty Alliance resolution regarding shared governance, when in fact they did support it.
- Chancellor search: The search firm has a good record of accomplishment with regard to recruiting diverse candidates. K. Krein reported that the faculty session focused on the process and selection criteria. The committee is tasked with selecting three candidates and President Johnsen will do the final selection. The position description should be complete in January. Please send your input to R. Gilcrist

**VII Provost's Report (TC 48:16)** – Provost Carey is at an Executive Cabinet meeting. Her written report can be found on the shared drive.

**VIII IT Report (TC 48:24)** – C. Bennett's report is in the shared drive.

**IX CELT Report** (TC 48:30) – K. Henrickson’s written report is on the shared drive. CELT still needs a liaison. It is a two-credit service opportunity. Contact K. Henrickson, E. Tomlinson, or H. Batchelder if you are interested, and please share the following link to this opportunity with your faculty.

[https://docs.google.com/document/d/1P\\_0q4GUEfulfosVCSSCW5nwDc-0CFft4ag6\\_3\\_eDQ0Y/edit#heading=h.gjdgxs](https://docs.google.com/document/d/1P_0q4GUEfulfosVCSSCW5nwDc-0CFft4ag6_3_eDQ0Y/edit#heading=h.gjdgxs)

**X Committee Reports**

**a) Undergraduate Curriculum** (TC 50:03) – Chair McKenna’s report is on the shared drive.

- There are **four Category A proposals for initial senate review**. Three are General Education Requirement (GER) courses that are having missing SLOs added (AKL S105, AKL S106, and AKL S107). The other is ART S495, which is being changed to ART S295 to meet the needs of the Northwest Coast Arts emphasis in the Associate of Arts degree program. *D. Monteith moved to approve the four proposals for initial senate review. K. Krein seconded. The motion passed without objection.*
- There are **two Category A proposals for final senate review**. ART S263 and ANS S101 have passed second reading in the committee, and are recommended for final senate review. *D. Monteith moved to approve the two proposals for final senate review. K. Krein seconded. The motion passed without objection.*
- The committee recommends that the Faculty Senate ask the UAS Registrar to remove the restriction that students must take a minimum of **six unique credits toward a minor**. It further recommends that if departments would like to override this for their own programs, they submit curriculum change proposals to set these restrictions at the program level. *K. Krein moved to adopt the recommendation of the committee. S. Nagorski seconded. The motion passed without objection.*

**b) Graduate Curriculum** (TC 54:06) – K. DiLorenzo reported that there are several proposals in process that will be coming to Faculty Senate this spring. In last month’s meeting folder there is a memo about graduate faculty status. The committee continues to do research and preparation for implementing such a process at UAS. She has been working on application forms, removal forms, and policies. They are looking for direction from senate about whether to continue moving forward with the goal of adopting such a process. If there is interest, they will continue to work on it and bring policies and forms to the next meeting. She fielded questions about the level of rigor, the levels of approval, and the different types of activities graduate faculty would engage in. UAA and UAF have policies and processes in place for graduate faculty. *K. Krein moved to direct the graduate committee to move forward on developing such a process. J. Ward seconded. D. Monteith recommended that the process be limited to the department or school level. No objections were noted.*

**c) Research and Creative Activities** – (TC 1:02:57) J. Powell reported that the group will meet next month. Applications for student funding under URECA (Undergraduate Research and Creative Activity) program were due this past Wednesday. The annual URECA symposium will be held in the spring.

- d) **Sustainability** (TC 1:03:27) – S. Nagorski reported that they are continuing their regular activities, and are working on a new project. They are developing guidelines and preparing a letter to Faculty Senate promoting the idea of utilizing the renewable Juneau carbon offset program for various carbon generating activities. M. Ciri is helping to determine how it could work and what is allowable. They will have more information shortly and will be looking for support from Faculty Senate. K. Mell contributed the most recent monthly column to the Juneau Empire about cutting energy costs and reducing carbon emissions on campus.

## XI Other/Shared Governance

- a) **Chancellor's Advisory Committee on Equity and Cultural Safety** – Neely – No report.
- b) **Master Plan Implementation Committee (MPIC)** – Hoferkamp – No report.
- c) **Regional Teaching & Learning Technology Roundtable (TLTR)** – Feero – No report.
- d) **Title IX Committee** – Parky – No report.

## XII Old Business

- a) **Interstate Passport** (1:08:13) – J. Dumesnil has agreed to help with this effort. More faculty are needed, especially those who teach GERs. J. Ward is interested in serving on the committee. S. Sulser was suggested as a staff person. H. Batchelder noted that the BOR is very interested in the program, and there is information about it in the November meeting folder. D. Kline from UAA is mentoring us through this project. The committee will do the work of mapping UAS GER courses with the passport program learning outcomes. One suggestion was to have a workshop with all the GER disciplines represented. S. Nagorski will follow up with J. Dumesnil.
- b) **Dual Enrollment** (*Discussed with Interstate Passport*) – B. Urquhart and B. Morgan from Ketchikan are willing to be on this committee. T. Powers and K. Smith from BPA have also agreed to participate. K. Henrickson is interested. Other faculty on the committee are J. Markis, K. Deal, A. Dewees, J. Liddle, and L. Zacher. Non-faculty members of the committee are L. Klein and T. Lee.
- c) **Course Evaluation Form** (TC 1:16:53) – Discussion ensued regarding the request from A. Triplett to add a writing/tutoring center question to the automated student ratings each semester. Concerns were raised about the low response rate, the number of non-course related questions, and whether this would be an effective way to gather feedback. Other options suggested included working with G. Sampson to develop a tool, and a form and anonymous collection box in the center so that users would be targeted. *G. Sampson moved not to include the question on the form. K. Krein seconded. The motion passed with no objections.*
- d) **PCO Process Update** – Not discussed.

## XIII New Business

- a) **Open Educational Resources (OER)** (TC 1:23:37) – J. Lamb reviewed the presentation found at the following link regarding making the cost of course materials easy to find on the schedule, and potentially designating courses as no or low cost.

[https://docs.google.com/presentation/d/1WAcXuc\\_wl6TqAc7hqOWXkG\\_VRX90nd6VJSx-cMsNCzA/edit#slide=id.p](https://docs.google.com/presentation/d/1WAcXuc_wl6TqAc7hqOWXkG_VRX90nd6VJSx-cMsNCzA/edit#slide=id.p)).

He noted that the library has been doing proactive work reaching out to faculty to let them know about free course resources available through the library. The registrar supports the concept of making materials cost information more transparent to students and potentially have the no or low cost designator included in the course schedule. Questions and discussions ensued about defining material costs when texts may be available for a wide range of costs and how to make such a system workable in the PCO process. Frequently asked questions are included in the linked slide presentation. H. Batchelder noted that Regent Perdue is very interested in following up on this. *H. Batchelder asked senators to take this back to faculty to gather feedback for future discussion and consideration.*

- b) Common Calendar Committee – class scheduling for course sharing (TC 1:46:50) – M. Buzby reviewed two documents from the shared drive. The first is a narrative guide about the task, and the other is a spreadsheet of course blocks with proposed changes. There are five tabs on the spreadsheet and she directed senators to the UAS tab. Feedback is needed by next meeting on the possible changes to course scheduling blocks. The BOR would like more alignment of course times to accommodate students that are taking courses on more than one campus for programs such as engineering. She noted that all three registrars are on the on the calendar committee, and have recommended not changing peak class times. The goal is to align start times before ten and after four beginning in fall of 2021. Student government and staff council are also being asked for feedback. *After discussion, senators were asked to discuss with faculty in order to provide feedback by the next meeting.*
- c) Request for a UNAC non-voting FS member (TC 2:04:15) – C. Brown has asked to expand Faculty Senate to include a UNAC seat as a non-voting member. *H. Batchelder asked senators to discuss with faculty and bring feedback to the next meeting.*
- d) Student Government Update – C. Zuelow – No report.
- e) Request for more faculty on the chancellor search committee – *(See announcements)*

#### **XIV Juneau Business and Other Concerns**

- a) Local TLTR (TC 2:05:08) – A faculty member is proposing adding whiteboards and possibly chalkboards to Egan 218 and Egan 219. They are currently in storage, leftover from the Egan 108 remodel, so the only cost for would be for Facilities to install them and remove the corkboards that are not well utilized. *D. Monteith moved to approved adding the boards to the classrooms. K. DiLorenzo seconded. The motion passed with no objections.*

**XV Adjourn** (TC 2:09:16) – *D. Monteith moved to adjourn the meeting. K. DiLorenzo seconded. The meeting adjourned by unanimous consent.*

#### **XVI Faculty Discussion**