



**Faculty Senate Meeting Minutes
Wednesday November 27, 2013
10:30 am Airport Campus**

Attendance: John Hartman, Rick Henry, Steve Lewis, Tammy Burke, Nathan Munn, Chris Matson, Ben Nicol, Kim Haughee, Barbara Yahvah, Tod Dumas, Mike Cronin (Need to add from the list)

- I. Call to Order – Steve called the meeting to order at 10:35. Steve thanked everyone for coming. Items E, F, and G are not going to be discussed until Steve meets with Denise. We will most likely discuss these issues at the meeting in January.
- II. Approval of the Minutes (October 14, 2013) – Tod moved to approve the minutes, Ben seconded, and minutes were approved.
- III. Communications – None at this meeting.
- IV. Report of Committee
 - a. ASCR – Tammy reported that there will be new forms that will be available electronically through Share Point and hopefully we will have a sample of these for the January meeting.
 - b. Professional Advancement (PAC) – Steve stated that ECOS has been working with Denise to get a better rubric for evaluating Tenure and Promotion. There is a Moodle course that Denise has created which is excellent for those who are new but for those who have been here there will need to be some changes made. We are hoping that PAC will be helpful in moving this process forward.
 - c. Ad-hoc By-laws – Mike stated that the by-law committee has completed its work and will be forwarding amendments to ECOS next week. Barb stated that ASCR should also be in agreement.

- d. Ad-hoc Faculty Handbook – Karmen stated that the committee has been meeting almost weekly. They are mostly done and will be sending the rough draft to Denise next week. They decided at this time there needs to be a good outline with links to where to go. Barb also mentioned avoiding duplication and Karmen stated they have worked to do that. She stated the web site also needs to be updated to be consistent with the handbooks.

V. Unfinished Business

- a. Grade appeals procedure discussion (awaiting further information)
- b. Course Terminology discussion (arranged/petitioned, multi-instruction, hybrid, online, independent study, internship, self-paced, special topics) (awaiting further information)
- c. Proposed name change of the Library (awaiting further information) – Nathan is on the agenda for the next college council meeting and will have further information in January.
- d. Class scheduling recommendation update – Steve and Tammy met with Denise and took the recommendation from the Faculty Senate. The meeting went well and Denise understands that we are a vigilant committee who will be making sure that decisions are being made with good communication with the faculty. Steve feels confident that there will be discussion in the future when changes are being made and it was overall a very good meeting.
- e. Website presence update – Steve spoke with Rick about having a web presence but it being more of a secure site with faculty members having access to this information but not the general public. Steve asked for the group’s comment on this also. Barb McAlmond stated that there is a new web site being rolled out and so we are waiting until the new site is up to make our presence. Chris asked what the bylaws of the committee require and Mike stated that anyone can come to the meetings and our minutes are a legal document which anyone can request, but they do not have to be publically displayed. It states in the bylaws that they will be posted to the Faculty Senate site but we currently have no such thing. Mike stated that publication for us can be intranet and not necessarily internet. Karmen asked if they could be put in the H: drive and Steve said he was looking into it and

he will find a place and report back. Becki stated that the best place would be the employee or H: drive and then it can be transferred over to the web if we desire that to be done.

VI. New Business

- a. 2014-2015 Academic Calendar discussion/presentation...vote via email – Kim presented the Calendar committee’s proposal and stated that they will get this one finished and will be working on the one for two years from now. Kim said she needs faculty guidance on two issues, one is having a finals week. Kim stated the survey indicated that faculty wanted a finals week. There will be a final survey that will be due by Monday either for or against a finals week. The second one is a change to spring break. Kim will meet with Denise on Tuesday and take the results to the committee on Wednesday.
 - i. With a finals week it would be the 15th week we would not be adding a 16th week. Nathan asked if the students were consulted. Kim stated that at this point in time it is only being driven by the faculty and no student input has been taken into consideration. Rick stated that he had discussed via email that he also feels student input is important. Jan asked why would it be the 15th week and Kim stated there would not be an extra week. Kim stated that a finals week is very specific from program to program. Rick and John discussed that we don’t necessarily need the finals week because it is better for our student body. Our students have to make a lot of changes to their work and life schedules in order to accommodate a two hour exam. Joyce stated that a few years ago they tried to do a two hour block close to the regular time. From her experience there was a lot of conflict with the students with work and childcare and felt they would adjust time for the exam and this did not work well. This was only done for one semester and there was also a lot of difficulty with room scheduling. Emmett stated that we did do it for more than one semester but some of the trades students used this for cleanup and the administration felt that this was not a proper use of the

time. Steve took a poll and saw that 14 of the 24 present give comprehensive but the majority of them stated that they did not need two hours to give the exam. Jan also stated that this would be very difficult for the nursing students. Tod stated that they would use instructional hours and he would have to increase instruction time if that last week was not allowed for instruction. He also has a lot of out of State students that this would not work for. He would have to add 15-20 minutes per day to meet the requirement. Ben also stated that for English you may not have a “final” but there is a pressure to have a final when really it might just be a final paper. Chris stated that he does have issues with not having a finals week and he has stated that for articulation this has been a problem. Steve asked is there a way to make it non-uniform? Kim stated it does have to be uniform. Steve asked Chris if he could use two class periods or do something in lieu of this. Rick stated that perhaps Chris could put in his syllabus that there will be a required extended period for the last exam and he could work with Sara to make sure room accommodations are available. The only pros that we could agree on would be for the articulation and a two hour block for the last exam. Nathan asked if other community colleges in the State of Montana have a finals week and Kim stated that as far as she knows the other two year institutions do have a finals week. John stated that we would have to compare ourselves with the other nonresidential campuses. Steve stated we need to look at the other standalone colleges. Steve asked how many accommodated students do we also have to consider which would be a disability services issue but would also be difficult for them with the amount of time that those students would need.

- ii. There is another consideration of moving away from a full week of spring break. Kim stated that our students with children have a difficult time with the two weeks differing. Instead of the full week there would be a long weekend in February and a full weekend in April. Steve asked if we have a number for how many students we lose with the full spring break

and Kim said no, that this is just an attempt to do something different. Rick stated that he has seen that he has noticed that every spring semester there are families that take spring break and this is a detriment to their grades. Steve stated that he feels that a lot of students that start in the spring are typically weaker students and the attrition rate seems to be less. Harold stated that maybe this would be giving them two chances to take a vacation. Kim stated that it would be more like a fall break. Tod asked why we don't align our break with the Helena School district. Kim stated that we don't do this because we would have to go 11 weeks without a break and then only have four weeks after the break. Kim stated that we are matching part of the student's spring break by taking that break in April. Karmen stated that the public schools do not have their calendars done enough ahead of time for us to align. Sarah who is on the committee has some idea of when the public school will have their break but there is not guarantee. John stated that if we are going to be splitting it up maybe we should consider March and April instead of February. Kim states the challenge to this that it affects the Monday Wednesday classes too greatly. Kim just asked when we are asked to vote that we consider our personal needs and family needs but also the needs of our students. Barbara wanted to ask about the amount of number of Monday's that are impacted and only one break impacts a Monday and Kim stated that it would not change the number of Mondays that are affected. Bryon asked why we couldn't go a few more days in May to get back another Monday and Tuesday. This would ensure the same number of days for all classes. This way we could take a full week in April to match up with the school district and go a few more days in May. This would continue our instructional days until the 5th and graduation would be on the 9th. Steve asked if Kim could discuss this with student services but she stated this has to be decided by Monday at 5:00. Kim will create a third question on the survey and all three options and if the third option will not work with student services which of the other two are preferred.

- b. Advising protocols- privacy issues/FERPA – Chris stated that during advising he asks students to meet him somewhere other than the cubicle. He views the cubicle area as a FERPA violation as students are unable to share information without being heard by others. Steve brought this up at ECOS and Dave and Tod stated that this is also an issue at the Airport Campus and this is difficult at this campus also. Steve visited with Denise about this issue and she is aware of it. She does have a thought in mind that could possibly work for the cubicle area that may make it more enclosed. Steve asked if the nurses have this issue but they have a conference area. Mike stated that the fish bowl and area across from the cashier were designed for this but were taken away for testing purposes. Rick stated that as far as Denise’s idea goes without knowing the plan he is concerned with natural light issues and ventilation. Steve stated he is not sure but Denise is aware. Emmett stated that he does all of his advising in the fish bowl. Rick also brought up that we have a testing center in place that is not currently being used.
- c. New BOR policies regarding “ownership” of online class materials discussion (see handout) – Steve sent out a PDF of the policy 406 regarding ownership of electronic material. She is in the process of developing a flowchart to show ownership of online material. When this was reviewed in ECOS it seemed to be very positive for the faculty but Steve just wanted to make sure that everyone was aware of the changes being made to the policy. Barb stated that this is already in the policy manual so Steve said that the discussion might be a moot point, but at least we are aware of it. John stated that it is an intellectual policy issue and we should all be aware of it. Barbara did say that she appreciates that Denise is going to be putting together a chart that will further our understanding at this institution. John also stated that if you are doing it on your own time but you are using the institution’s computer that does not constitute substantial use of institutional material.
- d. Using Moodle to post ALL class syllabi beginning Jan 2014 discussion – This was brought up in the last Gen Ed meeting that we will be strongly encouraged/required starting next spring that all syllabi will be posted in Moodle. Even if this is the only item in the shell it will need to be posted. This will be

needed for accreditation purposes. Steve encouraged everyone to upload the file as a PDF so that no changes can be made to the syllabus. Karmen stated that the new Moodle is very user friendly. John stated that this is an excellent way to prove that the students have easy access to the syllabus and therefore the burden falls on the student.

- e. College-wide attendance policy discussion
 - f. Disruptive student removal policy discussion
 - g. Academic Integrity statement discussion
 - h. Disability Service accommodations discussion - John stated that this was brought up at the division meeting but an issue came up regarding the use of several pages of notes as an accommodation through disability services and feels this is a fundamental departure from what would be acceptable. The form that we now receive from disability services does not include the regulations so he did state that these are just recommendations and they may be refused but it will most likely be challenged by the Director of Disability Services. Due to the fact that he signed the form he is locked into the accommodation for this semester. John stated that if we feel it is a violation of the integrity of the class we can refuse the accommodation as directed by the University of Montana standards. The faculty is concerned regarding the reasoning behind the changes. Steve stated that he may meet with the Director of Disability Services or this may be something for Denise or Elizabeth to discuss with him. We do have students who have true needs and we are more than willing to provide reasonable accommodations but there needs to be discussion. Joyce added that she would just like to know that all of the decisions that are being made are sound, and Barb added that the legal language should also be added to the form.
 - i. Next Senate meeting during January 7-11, 2014
- VII. Good and Welfare (Q & A Denise) – Steve stated that the faculty is concerned about the proctored testing room. Denise stated that there was no discussion and that there was an email that announced that there would be no more “testing center”. It was stated that at the Airport Campus Colleen was being asked to proctor exams which is not part of her job description and Denise asked that Colleen be relieved of this duty.

Previously there was a large proposal for a testing center. Denise has asked Mary Lannert and Elizabeth to continue this research and hopefully we will have a formal testing center soon. Denise was also concerned that students were being used to proctor exams and this was not appropriate. Faculty are responsible for proctoring exams and a student may escort the student to the room but they are not the official proctor of that exam.

Denise also stated that she has not been in a facility where faculty has shared spaces. She is concerned about this and student FERPA privacy and is working on a solution to fix this issue. She states that in the past there is a form of office cubicle that goes to the ceiling and has glass or Plexiglas sides which have the effect of being an office with a door. They can be fit and re-fit to different spaces. Denise has also realized that there are a number of computer labs that are not frequently utilized and potentially one of the labs could be turned into more office space or conference room space for advising/student visits. She did say it was important that other students should not hear or over hear conversations between faculty and students. Steve stated that one idea was that originally the fish bowl and room across from the cashier were originally intended for that and this is no longer the case. Denise feels that students should be required to schedule a specific time when making up an exam which may help with this issue.

Rick had a couple of announcements from the Quality of Work Life Committee. He asked that everyone be sure to put in their order for the dinner. The gift basket is again being done and he announced that Black Friday shoppers keep this in mind and

VIII. Adjournment - Mike moved to adjourn and Karmen seconded. Meeting was adjourned at 12:39.