



Faculty Senate Meeting Minutes
January 22, 2014
4:30 pm Don 120

Attendance: Steve Lewis, Tammy Burke, Rick Henry, Bryon Steinwand, Mike Cronin, Robyn Kiesling, Joyce Walborn, Karen Henderson, John Hartman, Ben Nickol, Della Dubbe, Dave Jones, Becki Gibson, Victor Shchuchinov, Bruce Broesder, Valerie Martinez, Denise Runge

- I. Call to Order – Meeting was called to order by Steve Lewis at 4:35 pm.
- II. Approval of the Minutes (November 27, 2013) – Minutes were reviewed, Mike C motioned, Rick H. seconded, minutes were passed with changes.
- III. Communications
- IV. Report of Committee
 - a. ASCR – Valerie Martinez presented the Sheet Metal Apprenticeship Program to be viewed by the Senate prior to going to the Board of Regents. Rick asked that as the program progresses after four years would we have enough faculty and space to accommodate the students. Valerie commented that we could have one full-time and adjuncts after the second year. Due to the program being on evenings and weekends the space should not be an issue. Valerie also stated that cost is also an issue so Valerie is proposing a model of cost recovery which is a great way to have industry and the employee support the education we will be providing. Becki asked how we are planning to market and Valerie stated that industry will be contacted as well as the program in the catalog and some flyers created. Bryon also asked if contact hours could be met on the weekend hours. Nathan moved for approval of the program and Becki seconded to move the program forward. Motion passed and program will move forward.

Tammy reported that the new Share Point forms will most likely be presented at the next Faculty Senate meeting and implementation of these forms will be next fall. She also stated the deadline for any new courses or changes to existing courses need to be in by February 14th if they want to be reflected in the catalog.

- b. Professional Advancement (PAC) – Bryon reported that he has been appointed the Chair of this committee and he is looking forward to communications between the committee and those who will be going through the process next year. Steve mentioned that the PAC will get an email out this term to get the ball rolling for those that will be getting information together for next fall.
- c. Ad-hoc Faculty handbook – Emmett is in class so Steve did mention that Chris Matson was replaced on the committee and he will email everyone if needed.
- d. Ad-hoc By-laws – Amendments were sent to ECOS and they will review this at the next ECOS meeting.

V. Unfinished Business

- a. Grade appeals procedure discussion – Steve stated that these policies have gone through ECOS. Mike would like the policy to address appeals by agency/representative. For example, if a parent calls and wants to challenge a grade the policy should address how this should be handled. Becki suggested that it read “student or agent authorized by student...”. Steve will discuss this further with Denise for proper policy language in this regard. Mike also stated that the language is unclear regarding an erroneous grade. Steve was trying to avoid it being punitive toward a faculty member so a potential change could be “wrongfully”. Rick stated that he did not see any language that speaks to the fact that there should be clear criteria for a grade appeal. Steve stated that Section A should address this. Robyn stated that the student clearly did not meet the criteria (for a recent grade appeal). John stated that if we are consistent with the language throughout the document this could also address the above concern stated by Mike about the erroneous statement. Steve stated that all we can do as a Senate is make as a recommendation and it is up to Administration to adopt/follow the policy. Becki also stated that there is no timeline for the appointment of a meeting and this should be part of the policy. Robyn stated that in her experience

they were expected to have resolution within ten days. Steve stated that he feels there should be a timeline and the group agreed that two weeks seems reasonable. The two weeks would begin after the formal grade appeal is filed. It was discussed that the language be clarified in regard to a grade appeal in the spring that will be handled in the fall and not summer. Mike moved and Bryon seconded to move the policy forward.

- b. Academic Forgiveness “policy” discussion – Steve stated that this has to be a significant event that is out of the student’s control. Mike stated that there were some grammatical errors that needed to be addressed and gave those changes to Steve. John stated that there was a titular error that needed corrected and also he is concerned that two semesters seems excessive. Nathan spoke to the fact that there could be certain diseases that could affect a person over two semesters. Rick H. did state that this would be three years later so if there was a medical condition and it is resolved at that time they should be given that opportunity. John stated that the use of the word “reasonably” leaves a great deal to interpretation and in legal documents should be considered. Becki did the research and said that in government documented cases reasonableness is one of the top three categories and it is widely accepted. Nathan supported this notion. John stated that we may want to include some language stating how this will affect financial aid so that a student doesn’t think they will “get this semester back”. Tammy moved to move the policy forward and Becki seconded. Policy was moved forward.
- c. Class Attendance policy discussion – Steve thanked Becki for her hard work on this document. Rick was concerned about online and Steve stated, “You walked right into my trap sucka!!” (I will take that out later but wanted you to read it Steve!!! Steve stated that this is a baseline and faculty can be more lenient if they so desire. John recommended title consistency. Nathan stated changing the language from “all” to “some” for the disciplines. John moved and Rick H. seconded policy will move forward.
- d. Proposed name change of the Library (N. Munn) – Nathan was appointed to the Library naming committee and will move forward with that.

- e. Retroactive Withdrawal discussion – Steve stated that this needs to be tied back to the Academic Forgiveness policy. The retroactive withdrawal would not have to take three years as would the academic forgiveness. Nathan stated that if it is a medical issue this could be a HIPPA violation and Bryon stated that this information would not be released to academics it would only go to the student services side but this is for academic forgiveness not retroactive withdrawal. Nathan moved and John seconded to move this policy forward, motion passed.
- f. Course Terminology discussion (arranged/petitioned, multi-instruction, hybrid, online, independent study, internship, self-paced, special topics) (awaiting further information) -

VI. New Business

- a. Resolution process for accommodation disagreement discussion (volunteers needed) – John volunteered to visit with Elizabeth to discuss reasonable accommodations issues. Nathan stated that there is documentation that there is no learning disability that should require four pages of notes. He stated he would also be willing to be on this discussion panel. Rick stated that it is required to be a case by case basis according to Elizabeth and Ernie. Denise stated that there are some new interpretations of ADA laws that until documentation is official we have to support the student’s position. Nathan stated that for anyone with a disability there are specific accommodations that should be allowed. John stated a formal process needs to be had with student services and academic affairs. Becki stated that a lot of thought and comments have been generated and we need to have a forum with Ernie to describe the process and the law behind the accommodations given. Denise stated that the more you can universally design a course the less of an issue it will be. John did state that accommodations are not allowed on things like ACTs or SATs and Becki agreed not on Board exams either.
- b. Honors Course development discussion (Karen H./Rick H.) - Rick stated that we are honored to be one of the first colleges to form an honors program. He stated that we currently have one honors course and we need several other courses that could be offered as honors courses. He stated they are searching out individuals

that would be willing to make their classes and honors course. Rick stated that this would require a few extra assignments and Denise stated that some component of the honors class has to be “experiential”. This would not have to be designated in the catalog but would need to be offered and calendered as an honors course therefore it would have to go through ASCR. Dr. Hartman asked if special topics courses would qualify and yes they do. Mike asked if we could have a flyer or brochure to have for advising purposes. Denise stated that Barb is currently working on this but she can send out a bullet point page. Karen stated that it will be rigorous so be careful when advising.

- c. 8 Week Summer session discussion (Denise) – Denise had Mike Brown pull the data for summer session and most people take only the first session. She also stated that high school students are not able to take the first session and there are not a lot of courses offered second session. Her proposal is for a single eight week summer session. Due to the high school getting out the second week in June we would not be able to start summer school until June 16th. Steve suggested having only one six week session. Joyce stated that one other thing to consider is that many of our students have children that are still in school when the first session occurs which is convenient. Denise stated that we may just leave it alone for this year and look for a group of courses that we may offer for dual credit in 2015. Nathan asked could there be another set of courses that are tailored for the high school students.
 - d. Academic Integrity statement discussion (time permitting)
 - e. Disruptive student removal policy discussion (time permitting)
 - f. Next Senate meeting Week before Spring Break? March 3-7, 2014
- VII. Good and Welfare (Q & A Denise) – Steve stated that for College Council he needs input on an institutional calendar.
Presentation of the new Sheet Metal Apprenticeship program (Valerie Martinez)
- VIII. Adjournment - Mike moved Karen seconded.