

## Helena College Faculty Senate

### Meeting Minutes

February 16, 2016 / 9:00 / DON 120

#### **Call to Order/Introductions**

Rick Henry (chair) called the meeting to order at 9:02 a.m.

#### **Attendance**

The following persons were present: Rick Henry (chair), Karmen Williams, Nathan Munn, Derrick Hauer, Dave Jones, Curtis Peterson, Amy Kong, Kim Haughee, Nina Heizinger, Karen Henderson, Glen Ziegler, Della Dubbe, Bryon Steinwand, Karen Raphael-Conley, Joyce Walborn, Barbara Yahvah, Shaun Scott, Emmett Coon, Ben Nickol.

#### **Review of Minutes**

Members reviewed minutes from the January meeting. Byron moved to approve and Derrick seconded. Vote passed unanimously.

#### **Communications**

There were no communications to report.

#### **Reports of Committees**

1. ASCR
  - a. Kim asked that those considering serious revisions to courses be aware that this requires deactivating the old course and activating a new, which is a great deal of work for ASCR.
2. PAC
  - a. Rick mentioned that Robyn Kiesling and Chad Hickox wish to set up regular meetings with this committee.

#### **Unfinished Business**

1. Articles and Bylaws
  - a. Karen RC moved to accept the amended bylaws as written; Curtis seconded. Karen RC and Rick thanked the relevant ad-hoc committee(s) for their work. Vote was passed unanimously. Bryon indicated that the Dean now has to accept the changes to the bylaws. Rick and Della agreed to present the corrected document to the Dean.
2. Calendar
  - a. Rick reported that the College is considering putting out a 10-year adjustable calendar. He pointed out that a "Helena College Day" is being considered, which will be a non-instructional day set aside for training, etc. Rick also mentioned that the College is moving to consistently begin the Spring semester after MLK day. Yet unclear as to how this will affect summer instruction. Kim indicated that more calendar committee activity is being requested by the college, but the calendar committee is disenchanted with the process thus far.

Nathan expressed concern about the sequential summer offerings not fitting in the adjusted calendar. Barbara agreed that further compressing difficult summer courses is not necessarily in the students' best interest. Kim echoed this concern. Barbara also recommended that shortening courses, if it needs to happen, be at the back end and not the front of the session. Rick mentioned that one idea is to

schedule summer instruction to capture freshly graduated Capital/Helena High students. Several Senate members expressed concern about full-time faculty members choosing not to teach in the summer with the less advantageous scheduling.

3. Ad-hoc budget tracking committee
  - a. Rick mentioned that more transparency is being encouraged as to what money is available in which funds, for which purposes, etc. Della mentioned that fees are tagged with appropriate use descriptions, and recommended that everyone be aware of what that description is for their budgets. Rick asked the group whether it would be worth it for Russ to report to the Senate as a whole about this matter, or whether it'd be better for a smaller delegation to meet with him and report back to the group. Barbara suggested that those faculty members with the most "fee use" would have the most interest in being a part of this. Emmett recommended that the information be given to the Faculty Senate as a document that we could review.

By general assent the group agreed that this is a communication problem with leadership.

4. Supplemental Advisor Program
  - a. Rick reported that this program is on hold.
5. Graduation ad-hoc committee
  - a. No such committee has yet been formed. Nathan reported that the Senate's interests with respect to graduation will be pressed during the general Graduation committee meeting, when that happens.
6. Calendar Course rotations
  - a. Rick reported that the College is striving for regular, predictable offerings (2 years out) from every program.

### **New Business**

1. ASCR Committee members
  - a. Rick volunteered that Barbara's appointment to ASCR wasn't handled according to protocol, and needed to be corrected. Also, another member has to be voted in to replace Tammy Burke. Nathan nominated Barbara. Karen RC seconded. Appointment passed unopposed with Barbara abstaining.
  - b. For the second ASCR position, Glen nominated himself. Karen H. seconded this. Glen was appointed unanimously.
2. Request for Senate Information
  - a. Rick reiterated his request to the Senate to report parts of the college's "points of emphasis" that we are already doing in some way. He asked that we emphasize positive steps Senate members have taken. Karen H. supported Rick's efforts in this area.
3. Recorder needed
  - a. Rick put out a call for a Faculty Senate recorder. Ben volunteered and was appointed.
4. College Council Discussion
  - a. In addition to the earlier calendar discussion, Rick brought up the College's push to adopt Bryant School. He encouraged the faculty to be brainstorming ways we can help that institution. Kim mentioned that the QWL committee recommended that the Bryant Parent-Teacher Organization be involved in this.
5. Retention Committee
  - a. Rick put out a call for faculty interested in serving on the Retention Committee. Interested parties should contact Elizabeth Stearns-Sims.
6. Late registration

- a. Rick reported that the College is shortening the late registration window from 15 days to 10. This was embraced by general acclaim.
7. Pre-requisite issues
  - a. Rick voiced concern about students being advanced without adequate performance on pre-requisite courses. He recommended that faculty members check into this at the beginning of semesters. Several senate members agreed that this was an issue.
8. Faculty Senate Budget
  - a. Rick announced that his budget request was for \$2,250.

**Adjournment**

1. The meeting was adjourned at 10:00 a.m.