



**Faculty Senate Meeting Minutes  
August 22, 2014  
10:30 am Donaldson Lecture hall**

**Attendance: Steven Felter, Derrick Hauer, Curtis Peterson, Joe Zimmerman, Tammy Burke, John Hartman, Viktor Shchuchinov, Ben Nickol, Rick Henry, Nathan Munn, Deb Rapaport, Karmen Williams, Kim Haughee, Jan Campana, Becki Gibson, Emmett Coon, Bryon Steinwand, Karen Henderson, Joyce Walborn, Robyn Kiesling, Mike Cronin, Barbara Yahvah, Karen Raphael-Conley, Shaun Scott, Della Dubbe**

- I. Call to Order - Meeting called to order by Steve Lewis at 10:33 and he welcomed everyone.
- II. Approval of the Minutes -April 11, 2014 - Minutes were reviewed. Ben motioned and Rick Henry seconded. Minutes were approved.
- III. Communications - Steve reminded those who teach on the Donaldson campus that there are limited bathrooms in use and it may take students a lengthier time to travel to use the restroom.
- IV. Report of Committee
  - a. ASCR - Tammy
    1. Update on new course/modified course form
    2. Protocol for getting new/modified courses approved
  - b. Professional Advancement (PAC) - Steve stated that ECOS will be forwarding names to Senate to form the PAC committee. These persons have to have been through the tenure and/or promotion process. Emmett, Karen R-C, and Steve have volunteered at this time to serve on PAC.
    1. Ascertain where every faculty member is in timeline for P/T- Steve will be sending out an email to every faculty member to ascertain what year each faculty member is in and when they are

up for promotion and/or tenure. From this list individuals will be targeted by the PAC to offer assistance.

#### V. Unfinished Business

- a. By-law amendments vote (2<sup>nd</sup> discussion) - Steve passed out the document containing the amendments for everyone to review. Bryon suggested that Steve give a recap of the amended bylaws, therefore, Steve reviewed the proposed changes. Byron moved to vote on proposal #1, Nathan seconded, Steve called for discussion and there was none. Proposed amendment #1 was passed. Emmet motioned to approve amendment #2 John seconded, Steve called for discussion. Nathan questioned if this amendment was necessary. Steve referred to Article 2 section 4 which does not have a cap on years of service. Becki stated without the change previous language implies that it is for only one year. Steve stated that it basically allows for continuity not necessarily a limitation on term. John also stated that this may be a concern for professional development opportunities for other faculty. Proposed amendment #2 was passed. Shaun moved to approve amendment #3, Karen seconded, Steve called for discussion. John discovered a clerical error and Chair-Elect will be hyphenated. Kim asked for clarification on section five A. Steve explained that a parliamentarian may be elected but it is not necessary and this is up to the Chair. Becki recommended that the word "may" be changed to "will." Steve stated that this changes the original intent. Della suggested taking out "at its discretion". Becki and Nathan agreed that the verbiage is acceptable. Steve called for question, proposed amendment #3 was passed with one abstention.
- b. Course Terminology discussion (arranged/petitioned, multi-instruction, hybrid, online, independent study, internship, self-paced, special topics) (awaiting further information...to be covered at next full Senate meeting) - Steve stated that this will absolutely be discussed at the next meeting. He will meet with Denise and possibly the Division Chairs.

#### VI. New Business

- a. Ad-hoc Administration Evaluation Committee (tenured faculty only) - Steve stated that the bylaws state under Article 11 that evaluation of administration is

required by the bylaws. Steve asked that tenured faculty remain after the meeting to form an ad-hoc committee. Mike provided some historical perspective stating that the bylaws have been derived from administrative conversation and that this is not about self-defense or reproach. Steve stated that it may be all four members of leadership or just academic leadership and after this committee is formed a decision will be made on who will be evaluated. Barb stated that there may be some consideration of future language to evaluate the Division Chairs as well. Steve stated that this had been discussed and will be further discussed. Barb stated that in the past every faculty senate member evaluated the leadership, the committee formed the evaluation tool and all members evaluated. Becki read the bylaws section 11. Steve stated that an ad hoc committee may not be necessary. Barb stated that she would volunteer to be on the committee to determine the evaluation tool. Steve stated that he will email at the end of the day after ECOS has convened to clarify this process.

- b. Staffing Senate sub-committees- Steve asked that faculty PLEASE volunteer for sub-committees and to get involved, especially with the PAC.
- c. Faculty Social - John stated that September 12<sup>th</sup> is available at the Brew House if we are interested. Steve asked for other input from the Senate. Della stated she had a very positive experience at the Brew House and recommended it. John stated that for \$10 they would provide food.
- d. Academic Integrity statement discussion - Steve dispersed an email conversation between him and Denise as well as the statement in the student handbook. Kim made the point that if it involves faculty it should be handled by Human Resources. John stated that we should check with Missoula for other recommendations. Steve stated that Denise is requesting this because of accreditation and Steve will check on alternate sources and report back to the Senate.
- e. Disruptive student removal policy discussion - Steve provided an example from Diablo Valley College for this policy. He asked that we consider adopting a similar policy. Bryon stated that this has been brought up in the past but not supported by administration. John stated that it needs to be clear on how the

student will be removed. Rick asked if we need all of the language and Steve stated a clear procedure is more likely to be successful. Emmet stated that he had an incident with a student who was intoxicated and he asked the student to leave with no support of a policy so this would be helpful. Mike stated that this is addressed in the emergency procedures that are in each classroom. Mike did comment on an aside that if an evacuation is necessary he/she should take the emergency procedures along to continue procedure.

- f. Next Senate meeting .... September 26/November 7? Times to be discussed - Steve asked the group if these days would be appropriate suggesting 4:00 p.m., one at each campus. The group suggested to have one on a Friday and one on a Monday. Steve stated he will double check to make sure there are no other meetings being held on Mondays.
- VII. Good and Welfare - Karen announced that she would like more students in the honors/Ways of Knowing course as she currently only has three MW from 2:00-3:15. Della also stated that there will be a new librarian on Monday. Della has agreed to give 15% of her time to allocation of instructional design of Moodle to assist faculty. She asked that the faculty set up a time to meet with her and that way time can also be accounted for. Della also stated that she has submitted a copyright policy to Denise. Steve said that he will check with Denise to get this moved forward.
- VIII. Adjournment - Karen R-C moved to adjourn and Karen Henderson seconded.