



**Faculty Senate Meeting Minutes
November 3 2014 4pm
Airport Campus (room 202 B)**

Attendance: Nathan Munn, Steve Lewis, Tod Dumas, Bryon Steinwand, Rick Henry, Ben Nickol, Karen Henderson, Tammy Burke, Derrick Hauer, Joe Zimmerman, Curtis Peterson, Karen Raphael-Conley

- I. Call to Order - Meeting called to order at 4:05 by Steve Lewis
- II. Approval of the Minutes (October 3, 2014) - Nathan moved to approve the minutes, Karen seconded, and minutes were approved with corrections.
- III. Communications (faculty openings on Professional Development and Budget committees)
 - a. Karen Henderson wanted to remind faculty to create courses with an honors component as we now have honors students who are entering the honors program and we need more faculty to be offering honors courses. Steve suggested Karen send out an email reminding faculty and she agreed that this was a good idea and will be sending out some information.
 - b. Steve on behalf of Kim Worthy asked to alert faculty to serve on committees. There is an opening on the Professional Development Committee (Institutional Committee) and also the Budget Committee (Faculty Senate Representation). This is the faculty's opportunity to have a faculty voice on these committees and especially those who are up for promotion and tenure should consider stepping up and volunteering for these positions.
- IV. Report of Committee
 - a. ASCR- Tammy reported that ASCR is continuing to review new courses and course revisions. The ASCRC calendar has been posted to the website stating

meeting times and cutoff dates for catalog submissions. Two of the four new forms are available on the website and the Diversity and Honors Course forms will be coming soon. There has been positive feedback from those who have used the new forms.

- b. Professional Advancement (PAC) - Steve stated that many of the faculty should have received an email from the PAC committee regarding the processes of promotion and tenure. Tod stated that he had already been contacted by a faculty member and is already helping this individual with their promotion portfolio. Steve stated that we might want to consider a FAQ tab on the web once the site is up and running. Steve said that the Faculty Senate link should be available soon as he is meeting with Rick on Friday.

V. Unfinished Business

- a. Copyright policy discussion (already launched/needs Senate approval) - Steve said that Della sent out the link in regard to the Copyright approval. Della is waiting on Senate for further direction/approval regarding the policy. Steve felt that some training would be beneficial in regard to what exactly "fair use" means. Karen stated that there is a standard acceptable policy that libraries use. Karen stated that it does give percentages but percentages vary according to the type of literature. Steve asked that if it has to do with legality, he is not sure what there is for us to approve or not approve. Nathan stated that it is unlikely that we will modify MUS BOR policy so our "approval" is not necessary to move this forward. Rick stated that he agreed that education on the matter would be beneficial and Karen stated that she will try to find a previous source that had helped her. Steve stated that this was our first review of the policy and therefore it will be voted on at the next reading at the next meeting.
- b. Course Terminology discussion: Independent study and Internship - Steve stated that there are a few internships out there. Steve stated that with the understanding that these are in different disciplines, should the definition be consistent? Should there be prerequisites? Denise suggested that this discussion be forwarded to the Gen/Tech Division and have the Division come up with language that is consistent. Therefore this item is tabled and referred to Gen/Tech. Steve stated

that the discussion for internship definition also be forwarded. Nathan added that Capstone also be included in the discussion.

- c. Academic Integrity Statement discussion/clarification (handout) - Steve handed out the academic integrity statement. He noted that he did make one change to the previous document. He stated that as we expect our students to abide by standards that we as faculty should also be abiding by these standards. This statement will be forwarded to administration to eventually become policy which will be helpful with accreditation. Ben suggested that the last sentence be more directed at setting an example for the students. He suggested the statement should read, "All members.... must MODEL in educating..." The statement was viewed and edited and it will be reviewed at the next meeting.
- d. Evaluation/Assessment of advising process discussion - Postponed.

VI. New Business

- a. Disruptive student removal discussion/policy recommendation - Postponed.
Steve would like a larger group to discuss this. Denise explained that there have been several incidents in which faculty have needed some type of recourse with a disruptive student. Karen asked that when this discussion is presented that we also ask if there are funds available for security and also if it is a disruptive person who is not a student in the class but of some relationship to the student.
- b. Prior Learning Assessment discussion/recap (Tammy B.) - Tammy and Elizabeth have served on the PLA committee and Tammy gave a brief overview of the committee's work. This is something we are already doing and we may be asked to make some new assessment tools but there will be more information coming from OCHE.
- c. Next Senate meeting - Discussion regarding a meeting prior to Christmas break and after was held. General consensus was following Christmas break in line with other meeting/duty days.

- VII. Good and Welfare - Denise stated that in the changes to the CBA IR days are no longer existent and Denise stated that there is only about one day of meetings that needs to be done. She asked if people would rather meet on Thursday (January 8th) or Friday (January 9th). The group agreed that Thursday would work well. Denise also

stated that for the Airport Campus faculty that needs OSHA training this will also be done around the same time.

VIII. Adjournment - Bryon moved to adjourn, Tod seconded. Meeting was adjourned at 5:16.