

Faculty senate minutes, November 2<sup>nd</sup>, 2017

Attendance: Joyce Walborn, Barbara Yahvah, Derrick Hauer, Amy Kong, Bryon Steinwand, Viktor Shchuchinov, Steve Lewis, Seth Roby, Kim Feig, Jenn Bergner, Karen Raphael-Conley, Rick Henry, Tod Dumas, Joe Zimmerman, John Hartman, Nathan Munn

Guests: Tammy Burke, Chad Hickox, Robyn Kiesling

- I. Call to Order – Nathan called the meeting to order at 4:02.
- II. Approval of minutes from August 25, 2017 – Steve made a motion to accept minutes and Bryon seconded. Minutes passed .
- III. Communications – There were no communications noted.
- IV. Committee Reports
  - a. PAC – Steve stated they are in the process of developing PAC language. Teams are set with a lead PAC person. They are reaching out to faculty and then they would like to include the division chairs (or administrative person to be part of the team). Nathan requested that Steve send proposed changes and he will put it on the next agenda.
  - b. ASCR – Barbara is the new chair. She reported on who the current members are. She also stated that they are talking about a revision in the charge of the committee. Instead of the committee doing all of the editing that has happened in the past, it will be the responsibility of the faculty and the Division Chairs to edit the curriculum forms. Barbara also stated that they will be doing an annual review of the ASCR Manual and revising as needed. She would like to send through a first reading of a draft regarding the committee membership. She also stated that they would like to meet only monthly if able. New proposed language was sent out to the committee and next week they will look at feedback and then make a change for first reading. Nathan sent out the Senate version of the bylaws. Barbara got feedback that there was a small change in Hayley's title and then she also talked about other Senate changes including a student representative. Also for full-time faculty there is a request for five full-time faculty and no adjuncts. She then proceeded to read the change in bylaws and provided the group with copy (see attachment). Nathan stated that this will count as the first reading of the constitution and there will be a second reading at the next meeting.
- V. Unfinished Business
  - a. Thanking Mike Brown – Group agreed that they would like to acknowledge Mike Brown's work with this committee. Steve and Rick Henry agreed to work together to compose a thank you note and have it reviewed by ECOS.
  - b. Advising committee – Joyce stated they are currently wait for the staff survey and contract professionals survey to be completed. That data will be gathered and taken to College Council.
  - c. Graduation Requirements – It was agreed that the minimum requirement for HC credits would be 33%. This can be used effective and currently. Rick stated that the pre-advising effort will be starting next week and faculty can sign up with Rick.
  - d. Formation of Committee to modify bylaws for administrative evaluations – A committee has not yet been formed. This committee was to evaluate Division Chairs, Head of Nursing and Fire and Rescue. Nathan suggested that ECOS could form an ad hoc committee to review this subject and revise the constitution as necessary.

- e. ECOS and ASCRC members to College Council – Nathan reported that College Council is starting to get a feel for their mission. The Dean stated that there could be two faculty members. Nathan stated that he will follow up and determine who will be attending in the future.
- f. Scholarly Research Committee – John stated that they committee did meet. There is going to be the first journal coming out called Facets. It will be an official publication for Helena College. He stated they have also decided to take on the Annual Two-Year College Research Day. John has secured the student center for April 13<sup>th</sup> and a key note speaker.
- g. Institutional Effectiveness Committee - No report.
- h. Bylaws review – Barbara had already reviewed the ASCRC changes, Nathan presented a document that provided essentially consistency amendments and to make the document official. He had sent this document out for review. There were really no substantial changes. Barbara had one grammatical change on Helena’s Teachers’ Union not Teacher’s. Steve also suggested an edit under PAC, that it should read “should consist of at least three faculty members...”. These edits and review of the document will be considered the first reading and will be revisited at the next meeting.

#### VI. New Business

- a. SGA – Nathan stated that this was a concern as there was conflict and debate regarding the constitution so SGA was frozen and therefore all of the college clubs were frozen. Nathan reported that this is still in process and the constitution is being re-written. His understanding is that you can have informal gatherings but cannot take out any money. John stated that this also prevents group field trips. Barbara stated that technically this is only part of our role as educators but no legal standing with the SGA. Steve stated that we care about all of our students. Nathan stated that it should be a concern, but being part of the process is merely supporting students not governing.
- b. LMS update – Amy Kong – Amy provided the group with two documents (see attached). She showed a comparison of two LMS platforms, Moodle and Canvas, but also acknowledged that this was before the budget cuts happened. Amy provided a second document that explained that if we switch to Canvas we will have to pay more each year and also we are currently in a contract with Moodle and if we back out, the rest of the institutions in Montana using Moodle will have to pay more. She explained that switching to Canvas would also be a burden on her and IT. She also stated that the more she has investigated Moodle the more uses she has found. She stated that there are actually many great features on Moodle. Amy recommended that at this time we continue with our current LMS, Moodle. At Christmastime there will be a new theme (look) which will be more modern, but this will not affect structure. Barbara confirmed that instructors will still have access to their Moodle shells.
- c. Director of e-learning – It was questioned that if the Director of e-learning, although not faculty, be considered a member of the faculty. Rick stated that it makes a lot of sense if they are/were faculty but if they were not a faculty or past faculty it may not make sense as it is technically a staff position. Steve stated that they are a Director, but they do not supervise faculty so they could be part of the faculty. They are academic staff,

but not overseen by the CBA. Barbara stated that the involvement of the position could also fit on ASCR. Steve asked if due to the limited number of participants could we vote by email, Nathan stated no because they should be in attendance at the meeting to have a voice. Nathan called for a motion. Steve moved to add the Director of e-Learning to faculty and Bryon seconded. Barbara asked if this member would be voting or non-voting. The Director of Library Services is voting so it was agreed that the e-Learning Director would also be voting. John asked what the advantages versus disadvantages are to having this person as part of the faculty. Steve stated that he felt it would be reasonable with the involvement of this position with the faculty to have this person on the committee. Rick also stated that it would be beneficial to have more membership. Vote was called and motion passed.

- d. Faculty role in Redesigning America's Community Colleges
    - i. Outcomes, sampling, aligning
      - These issues were discussed at length. Further activity with Faculty's role will be discerned in relationship to College Council.
  - e. Moodle for advising – Moodle can be used for advising, and some may find it convenient. IT is willing to work with faculty on this if anyone so desired
  - f. 2018-2019 calendar – Byron discussed the ongoing process of developing the academic calendar.
  - g. Faculty senate budget – Faculty senate does have a small budget. In general these funds are used toward faculty attending BOR meetings.
- VII. Adjournment – Byron moved and Karen seconded adjournment. The meeting adjourned at 5:05 p.m.