



## Faculty Senate Minutes October 5, 2017

Present: Jacklyne Carlson, Deb Cave, Danny Devlin, Howell Flowers, Matt Frohlich, Heather Gysberg, Lisa Hoynes, David Lewellyn, Deb Mantz, Angie Milakovic, David Mozingo, Lindsey Novak, Ryan Okerson, Erin Price, Melanie Schock, Jean Rolandelli, Sean Thorenson, Michael Tomanek, Vance Vesey, Shirley Wilson, and Jackie Hagel (Notetaker)

Absent: Lisa Hoynes

Exofficio Members Present: Carla Hixson, Amy Juhala, and Dan Leingang

Exofficio Members Absent: Bruce Emmil

### ***Call to Order***

President Carlson called the meeting to order at 3:30 pm.

### ***Approval of Minutes***

Senator Wilson moved to approve the September 7, 2017 minutes. Senator Rolandelli seconded. Motion carried.

### ***Operations Council***

Senator Lewellyn had no Operations Council report. He mentioned OC information on the CORE Portal is difficult to find.

### ***Council of College Faculties***

President Carlson stated the Council of College Faculties meeting on Tuesday, October 3, was cut short. There was discussion on policy 611.2—Employee Responsibility and Activities: Intellectual Property. Percentage distribution changes were discussed—CCF is opposed at this time to changes. CCF was not pleased with October 5, 2017, letter written by Chancellor Mark Hagerott—too transparent. CCF will discuss NDUS Listserv/Policy Listserv in the future.

### ***Student Government Association***

Jordan Schade, Student Government Vice President, reported the SGA elected all new senators. SGA will vote on platform and new President.

### ***Committee Reports***

#### ***Curriculum – Looked at Common Syllabi – Recording Policy***

President Carlson stated student accessibility office information was added to recording policy. Should this statement be added to the common course syllabus? The statement was reviewed by the curriculum committee and North Dakota State University system lawyers. Leingang suggested adding 701 area code--Carlson will have Eric Bless include area code and work with Scott Helphrey regarding Blackboard. Senator Devlin moved to pass the video recording

statement on first reading. Senator Lewellyn seconded. Motion carried. Faculty Senators were asked to get feedback from constituents.

Senator Devlin suggested a blanket statement be written regarding guest speakers coming in and out of class.

Carlson mentioned a statement regarding incompletes is being drafted and should be in place within the next month.

### ***Old Business***

#### ***Faculty Development Survey***

Rolandelli stated there are four new faculty members serving on the faculty development committee. If faculty are interested, contact Hixon or Mantz for summation of faculty development surveys. Some comments made: don't want an administrative parade; want faculty development—ideas that help us teach better; offer more variety; have faculty meet with respective Dean and talk about administrative topics. Faculty Senators were asked to get feedback from constituents—send topic ideas to Carlson or senator.

### ***New Business***

#### ***Student Rights and Responsibilities – Jay Meier***

Meier stated the student conduct and grievance appeal process have been consolidated, so everything is in one document that is available to faculty, staff, and students. This is a working document, so if you have comments, send to Meier. President Carlson asked Meier to work with Eric Bless on wording for common course syllabus.

Meier stated the general concern reporting form (used to report disruptive students, students in residence halls, Title IX concerns, etc.), is sent directly to Meier.

#### ***Adjunct, Overload, Extended Day, Special Duty Pay Policy and Overload Limitations***

President Carlson referenced #1. *Overload shall not normally exceed 5 hours/semester for any faculty member. Extended day classes are not considered part of overload.* Some faculty hugely exceed that number. Do we look at limiting overloads? #2. *Overload and Adjunct pay for all traditional classes will be calculated based on contact hours per week, a sixteen-week semester\*, and degree using the following hourly rates. Overload pay will be authorized as soon as it is known that an overload exists for the year. This will normally occur during the second week of the second semester.* The pay scale has not moved for many years. Leingang encouraged Faculty Senate to look at this policy. Carlson will ask the salary and workload committee to review.

\*Each unique class in a faculty member's schedule, whether day, extended day, or overload, taught in a lecture or laboratory format and that carries credit, shall count toward total preps. Unique, for the purpose of calculating total preps, refers only to the faculty member's schedule, not to the schedules of others. Duplicated classes in a faculty member's schedule will not count toward total preps.

#### ***Administrative Reports***

Leingang mentioned Campus Security Authority (CSA's). Title IX training is available for faculty who have clubs.

Hixson stated the course component information is being put into workable chunks. The North Dakota State University definitions were created for internship, cooperative education, and field experience/practicum. Internship and cooperative education need to be separated. This will be sent to the curriculum committee.

Juhala stated the Bismarck State College Wellness Health Fair was discussed at the Operations Council. To receive funding, it is a requirement that wellness be part of what we do at BSC. Nancy Gordon coordinated this effort. Because she is no longer employed at BSC, we need a permanent volunteer to coordinate the three to four events scheduled each year. No release time or extra pay will be granted. Alicia Uhde is a co-chair.

### ***President's Updates***

President Carlson stated faculty are experiencing stress because of Blackboard. Carlson would like a venue created where faculty could show/share how they fixed problems that arose within their areas and maybe meet twice a month.

The North Dakota Community College Consortium is no longer in existence. President Carlson asked where dollars are that we paid into NDCCC.

President Carlson stated if anyone is interested in serving on the employee recognition dinner committee, contact Christina Burns.

President Carlson was unable to attend the *State of the College Address*. She, as well as many faculty, have some real concerns regarding the Front Door Admissions Project. Following discussion, Senator Lewellyn moved that Faculty Senate draft a letter and send to President Larry Skogen voicing their concerns. Senator Rolandelli seconded. Motion carried.

President Carlson asked Faculty Senators to get feedback from constituents indicating what type of things faculty would like to see done around campus to make them better teachers and students succeed. Send feedback to Carlson by Friday, October 6.

Senator Devlin moved to adjourn the meeting at 5:15 pm. Senator Wilson seconded. Motion carried.