



Faculty Senate Minutes March 7, 2019

Present: Deb Cave, Danny Devlin, Theresa Felderman, Howell Flowers, Matt Frohlich, Heather Gysberg, Mike Holman, Lisa Hoynes, Josh Kern, Angie Milakovic, Lynette Borjeson Painter, Erin Price, Deanna Solhjem, Jeff Stone, Jordan Schade, Student Government Association, and Jackie Hagel (Notetaker)

Absent: David Mozingo, Lindsey Novak, Ryan Okerson, Jean Rolandelli, Jessica Splonskowski, and Vance Vesey

Exofficio Members Present: Bruce Emmil and Amy Juhala

Exofficio Members Absent: Carla Hixson and Dan Leingang

Call to Order

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

Approval of Minutes

Senator Hoynes moved to approve the February 7, 2019 minutes. Senator Kern seconded. Motion carried.

Operations Council

The last meeting was cancelled.

Council of College Faculties

Senator Solhjem mentioned House Bill No. 1026—A Bill for an Act to create and enact a new subdivision to subsection 1 of section 54-12-14 and section 62.1-04-03.2 of the North Dakota Century Code relating to a class 1 exempt firearm license; and to amend and reenact section 62.1-02-05 of the North Dakota Century Code, relating to possession of a concealed firearm or dangerous weapon at a public gathering. As Bismarck State College representatives, Solhjem and Reems voted no; 12 other Council of College Faculties members were in favor of sending the letter. The CCF is writing a letter expressing their concern regarding this bill.

Senator Solhjem stated as of this date, no faculty have volunteered as Council of College Faculties representatives. The staggered service is for two years. Brent Reems is stepping down to allow staggered service. Encourage colleagues to step up to the plate.

HLC

President Devlin reported that the Higher Learning Commission has approved a nursing certificate program in Hettinger starting fall 2019. The Academic Affairs Council approved notification of new program in Data Analytics Technology (AAS)—start date is spring 2020. The State Board of Higher Education and HLC must approve.

Student Government Association

Senator Schade stated a delegation from the Student Government Association is heading to Washington, DC as advocates for Bismarck State College. The SGA will start using the model of Faculty Senate to hold elections.

Senator Hoynes moved to approve agenda items out of order. Senator Stone seconded. Motion carried.

Employee Parking Lots/24 Hour Enforcement

Matthew Giddings stated we definitely have parking issues on campus, one being students parking in employee only designated areas. Employees parking in designated employee parking areas, need a parking permit. Open parking would be less work for staff. We will continue to enforce parking restrictions for handicapped and loading/unloading spots. Nathan Welk is working on a digital system. Bismarck State College does not have a parking policy, so if someone chooses not to pay ticket, we can't make them pay. Giddings wants to put together a parking committee to create policy.

Committee Reports

Old Business

Quick Updates

Third Year Tenure Review Policy

President Devlin stated the Tenure Committee is discussion the possibility of a third-year review and that being placed in policy.

Length of Time for Emeritus Status Post-Retirement

President Devlin stated the Faculty Right Committee is reviewing the Emeritus Policy. Statement would be added that states, anyone retired to implementation of five-year policy is not held to that time frame. The committee will look at changing Bismarck State College's policy to closer align with State Board of Higher Education policy 430.2, which states that emeritus status may be grant upon or after retirement. All proposed changes will be run through legal counsel.

It was suggested that person receiving emeritus status attend commencement. More information to follow at April meeting.

Office Hours Policy Proposal

President Devlin stated there is no policy requirement for physical office hours. The faculty handbook states, faculty must keep at least one office hour a day, Monday-Friday. Faculty should work with department chairs to come up with virtual office that are in the best interest of students. Indicate on course syllabus on campus and/or virtual office hours.

Devlin asked for volunteers to review faculty handbook and update. It would be great to have this accomplished before or by the end of spring semester, so handbook is current for new hires and is a good resource for faculty. More information to follow after spring break.

Blackboard Shell Creation – Left Hand Navigation Rollout – Deb Mantz

Left Hand navigation rollout will occur fall 2019. All faculty are required to use Blackboard starting fall 2019. Faculty Senators were asked to talk to faculty about left hand navigation. Include left hand navigation with screen captures in the faculty handbook. Mantz said she could provide optional training for adjuncts, say in the evening—find out from adjuncts what would work for them. Before doing roll over, make sure dates, etc., are updated.

Common Syllabus Ad-Hoc Committee

The Common Syllabus Ad Hoc Committee was tasked with generating two to three solutions to the ongoing question of the length and content of the common syllabus, with particular focus on whether Blackboard is a viable option for providing that information in an accessible and meaningful way.

If student success is dealt with in the course, it stays in the course syllabus. (Disabilities statement stays in—deals with student success in the course). Everything else goes to the new location.

1. Separate into course syllabus and institutional syllabus. Institutional syllabus would be a link in left side navigation to all the statements we have right now, which includes:
 - Academic Honor Code
 - Accessibility: If you have a disability that may limit your ability to fully participate in this class, please contact the Student Accessibility Office (SAO) at 701.224.5671. Personnel from the SAO will work with you and your instructor to arrange for reasonable accommodations after you have completed the registration process and it has been determined that you qualify.
 - Camera/Video Recording
 - Email
 - Military/Veteran Statement
 - Drop/Withdrawal Deadlines
 - Student Rights and Responsibilities
 - Title IX
 - Guest Speaker
 - Recordings
2. Link to student handbook with directions to pay attention to the items above.
3. Give every students a quiz over the institutional syllabus, one time per semester. How would we be able to set that up in Blackboard? OR Have every student sign a document saying the will / have read the institutional syllabus. Faculty can discard after the last day to file a grievance.

Faculty input should be sought.

New Business

New Policies and Policy Updates Folder

Faculty Communication Proficiency

President Devlin stated this is a State Board of Higher Education policy and is in line with ADA. Senator Kern moved to approve on first reading. Senator Hoynes seconded. Motion carried.

Student Publications Policy

President Devlin stated this policy focuses on school related journalists. Senator Hoynes moved to approve on first reading. Senator Kern seconded. Motion carried.

Student International Honor Society

President Devlin stated credits are earned at Bismarck State College. Senator Holman moved to approve on first reading. Senator Hoynes seconded. Motion carried.

Student President's Honor Roll

President Devlin stated credits are earned at Bismarck State College. Senator Holman asked that we be consistent with saying institutional credits and take back to the Deans for their review. Devlin will email Faculty Senators and ask to vote via email.

General Policy – Revalidation for General Education--Final

President Devlin stated this needs to through Human Resources. Senator Holman moved to approve on first reading. Senator Frohlich seconded. Motion carried. Devlin asked Faculty Senators to take back to constituents.

Academic Integrity Reporting

President Devlin stated we continue to solicit evidence that faculty are involved in student teaching and research that demonstrates academic integrity.

Election of New Senators

President Devlin asked Faculty Senators to hold elections if not serving another term. Let Devlin know who was elected, so new senators can attend April meeting.

Faculty Development Days – 1 Day of Development? August Faculty Senate Meeting

More information forthcoming.

Administrative Reports

Juhala thanked faculty for sending information she requested for Higher Learning Commission report. Send articles written, conference presentations, and examples of information literacy to Juhala. Reminder about Pacific Institute all employee training April 23. Let faculty know Pacific Institute training will be held September 26-27, no day classes, but evening classes.

Other

President Devlin stated the North Dakota University System bereavement leave policy (definitions of family) is statutory and cannot be changed without a bill to amend definitions. The Chancellor has asked human resources administration to be generous with employees who grieve the loss of a loved one.

President's Update

President Devlin stated Faculty Senate will hold a retreat May 13, 9 am-12 pm.

If serving another term, consider being an officer. Need to elect vice president and secretary/treasurer.

Senator Schade moved to adjourn the meeting at 5 pm. Senator Frohlich seconded. Motion carried.