



## Faculty Senate Minutes September 6, 2018

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

Absent: Jeanne Masseth, Ryan Okerson, Jean Rolandelli, Jessica Splonskowski, and Vance Vesey

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

Others Present: Deb Mantz

### *Call to Order*

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

### *Approval of Minutes*

Senator Borjeson Painter moved to approve the May 3, 2018 minutes. Senator Kern mentioned one change to the May 3, 2018 minutes—***ND General Education Committee Representation*** should read ***ND General Education Council Representation***. Senator Schade seconded amended minutes. Motion carried.

### *Operations Council*

Senator Borjeson Painter stated Mystic Print Post Cards were sent to students on how to use Mystic Print on campus. The Operations Council 2019 budget was approved. Faculty Senate has \$500 to use at their discretion. Juhala mentioned if more money is needed, a request can be submitted.

### *Council of College Faculties*

Senator Borjeson Painter and Senator Solhjem both stated there were no meetings held this summer. The Council of College Faculties will meet next Tuesday.

### *Student Government Association*

Senator Shade stated the Student Government Association is just getting started for the year.

### *Committee Reports*

#### *Old Business*

##### ***Blackboard Left Hand Navigation***

Theresa Felderman and Jaclyn Allen said Blackboard left hand navigation would be piloted this year with roll out next year. All faculty will use this as standard. Faculty senators were sked to send this information to constituents.

### ***CORE Portal Overhaul***

President Devlin stated the Faculty Senate Executive Committee met with Jennifer Klesalek regarding the CORE Portal overhaul.

### ***BSC CCF Representatives and Alternate***

Senator Solhjem and Brent Reems are Bismarck State College Council of College representatives. Marko Davinic is alternate.

### ***Faculty Senate Standing Committee Memberships***

President Devlin said Faculty Senate Standing Committee Memberships are updated as of August 30, 2018. There are several vacancies on Faculty Senate Standing Committees—Academic Standards (1); Faculty Development (1); Grade Appeals (1); General Education—1 each from Business and Medical; Student and Campus Relations—two alternates; Tenure (1). Senator Price volunteered to serve on Tenure; Senator Stone volunteered to serve on Student and Campus Relations. The following individuals currently serve on Faculty Development—Carla Hixson, Ex Officio; Deanna Solhjem, Deb Shipman, Francis Miller, Annie Paulson, Erin Thomas, and Jeff Wuitschick. Faculty Development meets the first Monday of every month, 3 pm, LEA 204. Juhala requested she be listed as exofficio under General Education Committee, remove Dan Leingang, and list Kara Welk. Devlin wants the vacancies filled by October 4 meeting—email appointments to him. Devlin will ask committees to follow a five-year appointments schedule. For committee chairs that have served for five years, will ask them to step down. By having five-year appointments, this gives all faculty a chance to serve. Devlin reminded standing committee chairs to post time/place of meetings and minutes on Faculty Senate site on the CORE Portal.

### ***ND General Education Council Representation***

Senator Kern, along with Kara Welk and Katrina Eberhart serve on the ND General Education Council.

### ***New Business***

#### ***New Courses – CIT 397 and CIT 497***

President Devlin asked Faculty Senate to approve new CIT classes for new Cybersecurity Program. Senator Hoynes moved to approve CIT 397—Cooperative Education/Internship. Senator Borjeson Painter seconded. Motion carried. Senator Hoynes moved to approve CIT 497—Cooperative Education/Internship. Senator Borjeson Painter seconded. Motion carried.

#### ***Granting of Tenure Policy Updates (Granting of Tenure – Track Changes)***

President Devlin stated administrative titles are being changed within Granting of Tenure Policy. Senator Flowers moved to approve, skipping first reading and moving directly to second reading. Senator Price seconded. Motion carried. Leingang said he is communicating with candidates that are up for tenure.

### ***2019-20 Final Timeline***

President Devlin said the 2019-20 Final Timeline is on the CORE Portal in Faculty Resources.

### ***Faculty Senate Funding***

Faculty Senate has \$500 to use at their discretion.

### ***Summer Strategic Meeting Report***

Senator Borjeson Painter said the idea of alternative or blended classes offered Tuesdays and Thursdays for 50 minutes was discussed. Juhala said this topic was discussed at the September 6 department chair meeting along with mode of instruction.

### ***Committee for Review and Recommendations for Amendment of Faculty Senate Constitution/Bylaws***

President Devlin will appoint a special committee to review and recommend changes to Faculty Senate Constitution and Bylaws. Devlin asked Faculty Senators to talk with their constituents and let him know who might be interested in serving on this special committee.

### ***Academic Honor Code Exam + HLC Reporting (1.5 Academic Integrity Policy)***

President Devlin stated if faculty worked with Pearson, the academic honor code exam was included for online classes only. Our Online Education Committee created a 5 question test that was approved by Faculty Senate; There is also a 12 question test that was not approved by Faculty Senate.

President Devlin said we are reviewing the 1.5 Academic Integrity Policy and how it relates to Blackboard. Senator Borjeson Painter suggested we do something similar to Title 9 training—investigate how we can do and not duplicate training. We do not want students to take a test five times. Juhala suggested another option might be to bring back FYE classes—would be part of class and every student would have to take. Senator Borjeson Painter moved we explore the idea of a one-time test for academic honor code. Senator Schade seconded. One abstention. Motion carried.

Are we tracking students who cheat and are we following through? Juhala said this is something the Deans could track. Leingang stated a tracking component was not previously available, but we might be able to piggyback on what is in the system. Should faculty tell other faculty about a student who is cheating? President Devlin will ask the Academic Standards Committee to look into this.

### ***Workload Definitions for Distance Faculty (Faculty Workload)***

President Devlin stated the telecommuting policy was written for staff, not faculty. Devlin spoke with Dr. Larry Skogen about workload definitions for distance faculty last semester and discovered there is no policy for non-NECE instructors. Senator Stone said not every course works online. Juhala stated department chairs need to be involved in discussions. Senator Borjeson Painter would like the Faculty Workload Committee to come back to the Faculty Senate with recommendations. We need to look at what is best for Bismarck State College and take our students' input seriously. Senator Schade will ask the Student Government Association for feedback. Devlin will take to the Faculty Workload Committee and work with department chairs.

***Prorating Pay for Adjunct/Overload Assignments (Adjunct Overload Extended Day)  
Adjunct/Overload Pay Update***

President Devlin stated adjunct pay has not increased for 10 years. We will put adjunct/overload pay aside for now.

President Devlin met with the Deans and Vice President for Academic Affairs regarding prorating. Emmil stated prorating has been happening for 10 years in the Energy Department—prorate pay for small, low enrollment classes. There is no mention of prorating in policy. An action team addressed two years ago.

Leingang feels talking about this now is perfect timing—is good for us to be ahead of the game. There have been inquiries from people outside the system regarding minimum class size. Juhala stated department chairs talked to full-time and adjunct faculty that had two or three students in class and asked if they would teach at a prorated rate. This did not affect a faculty's full load. Juhala said the higher-class number from last day to add a class would be used for proration calculation.

Senator Frohlich said if we are going to prorate for low enrollment classes, are we going to compensate faculty for having more students. Leingang said there is a guideline listing variables for student enrollment, which he will post.

Senator Borjeson Painter stated faculty must meet certain standards for teaching, so is prorating worth it. Within the system, do other institutions prorate and do they have a policy?

Senator Kern stated fewer students sometimes means more work for faculty member.

Does proration make faculty not want to teach or do a good job?

Juhala said the statement on proration will be revised.

Have other departments looked at rotation of classes? Juhala said department chairs have done this. We still need to make sure students can get through programs in two years.

Senator Stone moved proration topic be sent to a special committee. Senator Borjeson Painter seconded. Motion carried.

President Devlin will ask Faculty Workload Committee to address adjunct pay.

***Administrative Reports***

Leingang said the systems portfolio was submitted this summer. A big thank you to all who helped accomplish that task. We followed the AQIP pathway, which will soon no longer exist, new pathway coming. Leingang will create a working group to include two faculty representatives to build schedule for visit that will happen in April 2019.

Leingang mentioned our mission will change—there is discussion regarding polytechnic—as a campus, we need to tackle. Faculty definitely need to be involved; Leingang will ask President Devlin for faculty support.

Leingang stated the Saudi Arabia contract was signed and we are in the early stages of developing credit (noncredit) classes. Bismarck State College will sell the curriculum. Ten individuals have been hired (including females) and students will be starting soon.

Leingang serves on the PeopleSoft Steering Committee; they will be on campus October 10. A faculty member should be a part of this committee.

Leingang said all course change forms are moving to an electronic version. The review and approval process will change.

Leingang said the Academic Affairs Council has addressed a number of policy changes. The emeritus policy is being reviewed at the system level. The North Dakota University System is looking at staff being considered for emeritus status.

Hixson said the health sciences programs will move next summer into the former Unisys Building. We hope to launch a capital campaign in December. Signage will be placed on west side of Technical Building listing our Cybersecurity Program and Palo Alto Networks (they made a significant donation to the program).

President Devlin mentioned it is state employees' recognition week September 10-14.

President Devlin said College Relations will launch a new ad campaign/open house for admissions. Devlin asked Faculty Senators to get back to him with best times that are available for faculty to attend.

Senator Schade moved to adjourn the meeting at 5 pm. Meeting adjourned.