

Faculty Senate Minutes
September 7, 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, Erin Price, Melanie Schock, Deanna Solhjem (attended for Jean Rolandelli), Sean Thorenson, Michael Tomanek, Vance Vesey, Shirley Wilson, and Jackie Hagel (Notetaker)

Absent: Ryan Okerson

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

Exofficio Members Absent: Carla Hixson

Call to Order

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

Approval of Minutes

Senator Lewellyn moved to approve the May 4, 2017 minutes. Senator Devlin seconded. Motion carried.

Operations Council

President Carlson asked if anyone was interested in being a backup on Operations Council. The OC meets the first and third Wednesdays of each month at 8:15 am. Backup does not have to be a faculty senator. There was no report from OC.

Council of College Faculties

President Carlson attended the Council of College Faculties meeting August 29. The State Board of Higher Education shared various reports. The Council of College Faculties decided they want to write some kind of letter to the SBHE. The Academic Affairs Council discussed trying to put a cap on the amount of royalties (from patents) faculty can receive for doing research, publishing books, etc. Leingang stated the cap now is at 40%, which does not impact Bismarck State College too much. Institutions would decide what is best for them. The CCF decided they would give a report at end of the year indicating their accomplishments. At next meeting, would discuss, solidify, and have unified voice. The CCF would like to invite the Chancellor and two board members to come to each campus with faculty giving them a tour of happenings.

Student Government Association

No one in attendance from the Student Government Association.

Committee Reports

Senator Mantz reported for faculty development committee. Dawn Hagerott will be stepping down. Tom Marple will be stepping down as chairperson. Three members are needed to serve on this committee—do not need to be a faculty senator.

Old Business

Common Syllabi – Recording Policy

President Carlson put the common syllabi recording policy on the CORE Portal. Our attorneys reviewed the recording policy. Should recording policy be placed on the common course syllabi? Carlson will send to curriculum committee for their review and feedback

Starfish Email

President Carlson stated the Starfish committee is no longer in existence. We are not sure how to move forward regarding emails and wording within. Senator Gysberg volunteered to help as we move forward. Carlson will visit with Ginny Saiki for more details.

New Business

Classroom Space

President Carlson shared her thoughts along with colleagues, that front door admissions area coming into Jack Science Center 111 is not the real issue. The real issue is the loss of a classroom—JSC 117. Juhala stated the AES Front Door Project has been meeting and are trying to figure how taking JSC 117 impacts faculty. Juhala asked the IT Department to run a report, last few years, indicating the number of students in JSC 117, 119, and 126. If a computer lab was converted to a classroom, the biggest challenge is only 24 students could fit in the lab. Juhala plans to share the report with AES Front Door Project Committee. Members on the committee are Amy Juhala, Dan Leingang, Karen Erickson, Donna Fishbeck, Jay Meier, Tamara Barber, Carol Flaa, and Don Roethler. Carlson stated she would like the committee to listen to ideas from faculty. Juhala stated that if JSC 117 remains a classroom, would that calm the waters. Leingang suggested the Vice Presidents, Deans, and Department Chairs meet to discuss what other classrooms on campus need renovation. The AES Front Door Project Committee will meet again September 12.

Course Forms Review

President Carlson stated Sheila Bitz updated the course forms—they are Faculty Resources. The date to submit course form changes is October 13. By next year, the goal is to have all course forms in a digital format.

Faculty Job Descriptions

President Carlson is wondering why faculty are signing the faculty job description when it is the same for everyone. This is not an accurate reflection of what faculty do. Carlson will send this to the workload and salary committee. Carlson will discuss further with Rita Lindgren.

Graduation Committee

President Carlson stated we need someone to serve on this committee, does not have to be a faculty senator. How do we choose flag bearers and others for graduation? Faculty senators would like a set of guidelines created. Carlson asked faculty senators to take back to their constituents. Carlson will visit with Sheila Bitz and find out if she would like feedback.

Incomplete by Instructors

President Carlson stated students now have to initiate the incomplete, not faculty member. Do we want to pursue? Faculty senators would like this revisited to include a statement that allows a

faculty member to initiate if student cannot because of extenuating circumstances. Carlson will ask the grade appeals committee to work on this.

Strategic Plan

President Carlson asked faculty senators to encourage faculty to attend strategic planning meetings. Teaching and learning are our top priorities.

January Meeting – 11th or 18th

President Carlson will schedule faculty senate meeting for January 18. If there are no agenda items, the meeting will be canceled.

Green Fridays

President Carlson brought up an idea to unite everyone on campus and wear Bismarck State College green attire on Fridays. Ginny Saiki met with Staff Senate and Student Government Association to find out if they liked the idea and would promote.

Administrative Reports

Sick Leave Policy/HLC Committees – Dan Leingang

Leingang stated the State Board of Higher Education has not passed the sick leave policy.

Leingang will be putting together a systems portfolio for the last seven years for HLC. Leingang will be working closely with Kara Welk on this project. Leingang will contact different groups on campus for feedback. Project information is on the CORE Portal.

Juhala stated Hixson is lead on catalog component field. We need to clarify definitions for lecture, lab, cooperative education, internship, and field experience. President Carlson would like to send to the curriculum committee. A spreadsheet with pertinent information will eliminate completing course change forms.

Updates

You Make a Difference

President Carlson asked if there is any interest in reviving You Make a Difference. Amanda Benes expressed an interest in helping to revive You Make a Difference, if it moves forward. Carlson stated the Faculty Senate has \$500 to conduct various activities. Could we use that money for this purpose?

Staff Senate 5-K/Employee Week

President Carlson will attend a Staff Senate meeting and find out if Faculty Senate and Staff Senate can do more things together.

Senator Devlin moved to adjourn the meeting at 4:55 pm. Senator Price seconded. Motion carried.