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Zoom Link: <https://zoom.us/j/145322835>

**AGENDA**

**UAF FACULTY SENATE MEETING #210**

Monday, November 9, 2015 – 1:00 - 3:00 PM

Wood Center Carol Brown Ballroom

- |      |    |   |        |
|------|----|---|--------|
| 1:00 | I. | Call to Order – Debu Misra              | 4 Min. |
|      |    | A. Roll Call                            |        |
|      |    | B. Approval of Minutes to Meetings #209 |        |
|      |    | C. Adoption of Agenda                   |        |
| 1:04 | II | Status of Chancellor's Office Actions   | 1 Min. |
|      |    | A. Motions Approved: <i>None</i>        |        |
|      |    | B.                                      |        |



ATTACHMENT 210/1  
UAF Faculty Senate #210, November 9, 2015  
Submitted by the Administrative Committee

\*\*\*SECOND READING\*\*\*

**MOTION:**

The UAF Faculty Senate moves to amend the University of Alaska Fairbanks Faculty Senate Constitution, Article IV: Officers, Section 2, as shown below.

**EFFECTIVE:** AY 2015-2016

**RATIONALE:** Allowing a broad set of nominees improves the senate's chances of finding effective, willing leaders. The current narrower pool does not allow alternates to be nominated. Any member who has recently won their school or college election, or chaired a committee, has demonstrated leadership potential and should be eligible for nomination here.

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**Bold Italics** = Addition  
**~~Strikethrough~~** = Deletion

ARTICLE IV – Officers, *changes to Sect. 2*

*Sect. 1* The two officers of the Senatel





**Curricular Affairs Committee**  
**Meeting Minutes of September 16, 2015, 1-2 pm at 145 Bunnell**

Present: Ken Abramowicz, Jennie Carroll, Mike Earnest, Alex Fitts, Doug Goering, Carol Gering, Catherine Hanks, Cindy Hardy, Eileen Harney, Jayne Harvie, Ginny Kinne, Jenny Liu, Lisa Lunn (via Zoom), Rainer Newberry, Caty Oehring, Patrick Plattet, Holly Sherouse  
Absent: Eric Collins, Joan Hornig, Casey Byrne

1. Approval/Amendment of Agenda

The agenda was approved.

2. Old Business

a. O/W Motion (FS 9/14/15 discussion notes attached)

The committee discussed the notes from the 9/14/2015 Faculty Senate meeting. For the 9/30/2015 CAC meeting it was agreed that a revised motion would be first on the agenda. Some straw plans for implementation and for departmental Communication plans would be included.

A straw plan for implementation would address which academic year changes would take effect. The existing Os and Ws would go away in the Catalog. However, the designation could be left in Banner if need be (per Holly). Rainer asked everyone to make a straw Communication plan for their respective departments.

CAC agreed they will work on getting a motion through the Senate; address an implementation plan; and, address course curriculum.

3. New Business

a. CAC Goals AY 15/16 (Draft goals list attached)

The list was reviewed by the committee. Ken A. suggested adding an item concerning the lack of notice from the Athletics Program about the absences of student athletes from class. Cindy H. suggested that an item to discuss the remaining GERC attributes or “decorations” be added to the list. Jennie requested that items be emailed to her for the next meeting.

b. Selection of CAC representative on Assessment Team (due to Alex Sept. 18)

Cathy Hanks agreed to be the CAC representative on the Assessment team.

c. PHC to Bucket plan

i. Subcommittee vs. Committee of the whole?

ii. If Subcommittee:

1. CAC gives subcommittee direction/general guidelines (potential issues for direction/general guidelines attached)

2. CAC gives no direction/general guidelines (Subcommittee decides on guidelines themselves)

CAC chose to form a Subcommittee comprised of the following CAC members: Ken A.; Cindy H.; Jennie C.; Rainer N.; Eileen H.; and Holly S.

It was agreed that this group does not require further direction / guidelines from CAC since they are current members.

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The following remaining items were postponed until the next meeting (9/30/2015).

x Math and Science GER Alignment	On Agenda for September 16 CAC Meeting
Other	
x Student Code of Conduct Revision?	On Agenda for September 16 CAC Meeting
x Address issues from probation actions based on summer sessions	On Agenda for September 16 CAC Meeting
Vice Provost Fitts requests (additional info. forthcoming)	
x Foreignlanguage option change	
x Double counting of courses between minor and major	
x Oversight of capstone requirement	
x Academic disqualification policy change	

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A long discussion took place about the emphasis of the motion – is its intent to modify the SLOA process (incorporating Communication into existing SLOAs), or is the intent to separately create processes for developing department Communication Plans? The current motion is confusing because it unclearly addresses both of these points, or can be construed to imply creation of a separate Communication SLOA.

Parts of the motion that actually belong in a more-detailed department Communication Plan were differentiated from parts that addressed a department SLOA. It was agreed that there should be one SLOA plan that incorporates Communication assessment within that SLOA; rather than a separate Communication SLOA all by itself. The new University Assessment Committee will look at the SLOA outcomes. The Communication Plans which lay out the processes departments will use to achieve student learning outcomes, will be developed individually by each department for their degree programs (and these will need a separate vetting process).

The motion will be edited to clarify the confusing references, particularly in the numbered sections (1-8). Section #3 and #4 will be edited, and the numbered sections moved around / changed to differentiate between what belongs in the motion's rationale, and what belongs in the motion itself or that can be left out for the University Assessment Committee to address later.

Whether or not to do any combining of the four bulleted items near the top of the motion was discussed. It was decided they should remain as they are. However, it was agreed that they mention processes that are outside of a SLOA plan.

- Explain disciplinary content using a variety of modes of communication, including oral and written communication.

6. Departments should submit as part of their Communications Plans a clarification for how they will handle the transition away from O/W designators for students who fall under a catalog prior to Fall 2017.  
Comment: Suggested for removal (EA).
7. A web page (similar to the SLOA) will be established where communications plans are collected and disseminated across the university.
8. Implementation timeline for this transition:
  - a. Department's will submit Communications Plans as part of their Student Learning Outcomes Plans submitted April 2016. Comment: 2, 3 (JC)
  - b. Plans will be reviewed by the College or School's Academic Council. Comment: 4 (JC)
  - c. During AY 2016/17 Departments will make any necessary changes to implement their plan. Comment: 6 (JC)
  - d. Plans will be in place and implemented by Fall 2017.
  - e. Existing O and W designators will remain in place (if appropriate) for a period of 2 years from Fall 2017 to facilitate students under catalogs with O/W requirements.

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### **Curricular Affairs Committee**

**Meeting Minutes of October 14, 2015**, 1-2 pm at 131 Bunnell (eLearning Conf. Rm.)

Present: Ken Abramowicz, Casey Byrne, Jennie Carroll, Alex Fitts, Doug Goering, Catherine Hanks, Cindy Hardy (audio), Eileen Harney, Jayne Harvie, Joan Hornig, Ginny Kinne, Lisa Lunn, Rainer Newberry, Patrick Plattet, Holly Sherouse

Absent: Carol Gering, Jenny Liu, Caty Oehring,

4. Approval/Amendment of Agenda  
The agenda was approved as submitted.

5. Approval of minutes from September 16 and September 30, 2015  
The minutes for Sept. 16 and 30 were approved as submitted.

6. Old Business

- a. Revised O/W Motion for discussion (attached)
  - i. SOM Draft Communications plan examples (attached)
  - ii. Composition Committee of the English Department online questionnaire (<https://write.alaska.edu/university-writing-questionnaire/>)

Revisions to the motion were discussed and agreed to by the committee. Communication plans will be reviewed by an appropriate committee at each school and college, typically a curriculum review or academic council committee, depending upon the unit. The Communication Plan would accompany the Student Learning Outcomes Plans submitted in April 2016, and Plans would be implemented in fall 2017.

The committee reviewed the draft plan from SOM. It was fairly long (7 pages), and the committee ~~id~~ decided not to include it as an example. 912 -548.4(o.96ot)273.1

Jennie mentioned the brief survey from Sarah Stanley / English Department. Alex agreed to bring it to

The committee discussed adding information (from the BOR and the UAF police site) about the student code of conduct to the Catalog. With general support for that idea, the committee agreed to request that the Registrar's Office add more information from the BOR web site and bring a draft of that to the next meeting. Holly agreed to do so.

c. Math and Science GER alignment (Rainer)

Discussion of this item was postponed to a future meeting.

d. Probation actions based on summer performance (Doug)

e.

Dean Goering described the problem they're experiencing of their students getting stuck on probation following poor summer performance. It was agreed that Doug and Alex will discuss this further and bring their suggestions for a solution back to the committee.

The remainder of the meeting time was used to discuss prioritization of issues the committee needs to address. Items discussed included:

- x the implementation of the Capstone requirement;
- x formulating a motion to address the foreign language option which can replace a minor in the Bachelor of Arts (to get rid of that option – the foreign language department supports such action);
- x how many credits can be double-counted for minors and majors? The issue comes up at the Registrar's Office from time to time. I

ATTACHMENT 210/5  
UAF Faculty Senate #210, November 9, 2015  
Submitted by the Faculty Affairs Committee

**Faculty Affairs Committee**  
**Meeting Minutes for Wednesday, September 23, 2015**

4::00 PM, Conference Room (130), Murie Building, UAF

**Present:** Elizabeth Allman, Andreas Anger, Nicole Cundiff, Chris Fallen, Valerie Gifford, John Heaton, Julie Maier, Leslie McCartney, Walter Skya

**Absent:** John Eichelberger (Ex-Officio)

Meeting called to order at 4:00 PM by Chris Fallen

Minutes from August 26, 2015 approved.

Today's agenda approved.

**Old Business:**

It was agreed to keep the FAC by-laws as they are.

Nicole Cundiff made a motion to keep the Department Chair policy as is; 2nd by John Heaton, passed.

**New Business:**

Draft motion regarding expanding the pool for Faculty Senate President and President-Elect. Andreas Anger moved that we accept Revision 1, but strike out the sentence fragment 'or any of the above from the senate of the preceding academic year'; striking out the colon after include, and striking out the comment in the rationale section. 2nd by Walter Skya, approved.

The following items are to be tabled for the next meeting or by electronic communication:

1. Subcommittees for proposed projects
2. Staff benefit rates

Meeting adjourned at 4:55 p.m.



Group Discussion: It appears this committee's task is to revise the blue book and ensure that unit criteria address joint appointments. It seems most faculty understand their roles, but there are some holes to clarify. Sunny wondered if the research directors felt that they had enough say regarding joint appointment expectations. We decided it would be helpful to hear from some directors. We also would like clarification on how many total faculty members hold joint appointments.

Adjourned





- o Would it be possible to expand eligibility to use leave share?
- o Gather info:
  - f Talk with Provost – to see to whom we should talk further about this
  - f What have individuals negotiated – that might be good at UA level?
  - f Talk with UA HR

### **5. Promotion & Tenure Workshop – April 2016**

- x Start discussing this
- x Should workshop also focus on:
  - o Associate to Full Professor?
  - o Have speaker focused on Term Professors
  - o Also, think about “Strategizing for Career Success” for Term Professors – who can be (but are not typically) promoted to Associate and Full. Such as how to complete evaluation process (Faculty 180), Discuss special issues they might face in classroom (e.g., Students who are not happy about taking classes from “temporary” people), Skill development/mentoring for negotiating multi-year contract.
  - o Moving into administration appointments
- x Might decide on separate meetings/workshops as this would be too much for 2-hour time-frame (possibly, some of these issues could be focus for Convo. Café)

### **6. Encouraging administrators to support faculty who allow students to bring babies and (non-disruptive) children into classroom**

- x Sine brought this up because has had students who didn’t see bringing their babies to class as an option over dropping out of school
- x Guidelines available at: <http://www.alaska.edu/risksafety/download/MinorsOnCampus.pdf>

### **7. Re: Wording – Encourage resolution to use gender-neutral language (e.g., Freshmen to 1<sup>st</sup> Year)**

### **8. Next Meeting Dates**

- x Friday, 6 November, 1-2:00
  - x Friday, 11 December, 1-2:00
- Both in Gruening 718 (School of Ed)

Respectfully Submitted, Ellen D. S. Lopez

These minutes are archived on the CSW website:

<http://www.uaf.edu/uafgov/faculty-senate/committees/committee-on-the-status-o/>

ATTACHMENT 210/8

UAF Faculty Senate #210, November 9, 2015

Submitted by the Faculty Development, Assessment and Improvement Committee

## **UAF Faculty Development, Assessment and Improvement Committee Meeting Minutes for October 27, 2015**

I. Franz Meyer called the meeting to order at 2:05 pm.

II. Roll call & Introduction of Committee members

Present: Gerri Brightwell, Mike Castellini, Andrea Ferrante, Brian Himelbloom, Kelly Houlton, Steve Hunt, Duff Johnston, Chris Lott, Franz Meyer, Joy Morrison, Channon Price

Excused: Bernie Coakley, Candi Dierenfield, Diana DiStefano, Cindy Fabbri, Trina Mamoon

We were happy to welcome Mike Castellini back to our committee as our ex officio dean representative.

III. News on electronic Course Assessment Implementation Committee

Andrea reported that Blue has started for the courses ending in October. He recorded a You Tube video to show students how to use Blue to evaluate their courses. It will be linked to the Provost's page for Blue. Kelly asked if it could also be linked to Blackboard. Blue will open up on November 30 for two weeks for courses ending on December 14.

Andrea has presented on our switch to electronic course evaluations to the Faculty Senate and ASUAF. He has also asked Andrew Cassell to post the flier and You Tube video on Facebook and Twitter. This week's Cornerstone should have an article on Blue with links to the video and the Provost's webpage.

The ECAI Committee is trying to present information about Blue to all units and have most of them covered. Duff and Gerri will bring it up at the English Department meeting since it is a large department. Kelly presented to the Department of Developmental Education (another big department that includes a lot of rural-based faculty) at their department meeting on Tuesday. Franz will present it to Geosciences at their monthly meeting.

Andrea explained that two questions are being consistently asked: 1) what will the response rate be; and 2) how will the numbers compare to IAS for Tenure and Promotion? He stressed that we must make electronic evaluations as visible as possible to improve response rates. Faculty can urge their students to participate by explaining how important their feedback is and how it is used to improve courses. As for T and P, we cannot compare apples and oranges. Each professor's course will still be compared with the university as a whole, but the wording in some units' criteria will have to be changed. Since this is not a Faculty Senate issue, it will need to be handled unit by unit (i.e. those units which specify a specific number on IAS scores). Franz will bring this up at the next Administrative Committee meeting so the Unit Peer Committee can look into adjusting the numbers.

Andrea also stated that a sample paragraph regarding electronic evaluations that could be inserted into syllabi is being looked at by the Faculty Senate.

IV. Upcoming activities of the UAF Office of Faculty Development (report from Joy)

Joy reports that she has done a series of research-focused training on West Ridge. Next Tuesday from 1:00 – 2:00 pm will be some training for Blue in RASM 340 with her and Sally Skrip presenting. Andrea will also join them. There will be two sessions on using Faculty 180 this semester as well as two in the spring.

The Office of Grants and Contracts will offer training on Wednesday, November 11 from 9:30 to 10:30 am in the Vera Alexander room (O'Neill 201) on G-Create – a huge data base in which UAF has bought institutional membership. A user will put in a few keywords and in return get a list of all possible grant-funding sources. Joy has asked that they continue to offer this training on a regular basis.

Mike asked how taking faculty development to individual colleges/schools worked out. Joy explained that it worked very well for two colleges whose deans promoted and supported it, but did not work well enough for others for her to continue offering this tailor-made experience.

#### V. Upcoming activities by UAF eLearning & Distance Education

Chris asked us to refer to [iteachu.uaf.edu/events](http://iteachu.uaf.edu/events) to see the new consolidated calendar of faculty development offerings for OFD, eLearning and OIT. He also explained that eLearning is trying a new approach by offering workshops and open labs to get faculty started on exploring technology and other issues before they are teamed up with an Instructional Designer.

#### VI. Revisit and latest updates on UAF Faculty Senate bylaw modifications

We discussed our stance on voting committee members needing to be full-time faculty. What does it mean to be “full-time”? Suggestions included stating “tenured and tenure-track faculty” or simply “faculty”.

Electronic voting and proxy voting were discussed next and a motion was proposed and seconded to leave out mention of electronic and proxy voting so individual committees can decide what works best for them.

Regarding the “conflict of interest” issue, we decided it is too vague and should be left out of the Faculty Senate bylaws. Specifying what constitutes a conflict of interest usually results in a huge document. A motion to have it struck was proposed and seconded.

We discussed our own committee’s proposed bylaws document further and Franz suggested that how members are appointed is essentially contained in the Faculty Senate document although not word for word. We also have a two-thirds vote requirement to change our committee bylaws that is not reflected in the Faculty Senate bylaws.



ATTACHMENT 210/10  
UAF Faculty Senate #210, November 9, 2015  
Submitted by the Information Technology Committee

**Information Technology Committee**  
**Meeting Minutes for October 21, 2015** via Google Hangouts

Julie Cascio called the meeting to order at 10:05 a.m. ADT

Attendees:

Julie Cascio, Joanne Healy, Falk Huettmann, Rorik Peterson, Siri Tuttle, Martha Mason ex officio,  
Not present: Bill Barnes, Eric Collins, Alba Ruth Prato, Chris Lott ex officio, Debra Kouda ex officio

Google group for this committee was created.

uaf-faculty-it-committee <uaf-faculty-it-committee@alaska.edu>

OIT Follow up report on phone connections – Martha Mason

- x Phone lines have been removed from classrooms because each costs \$260 per year. Phones such as Polycoms were brought from individual units for use in the classroom. Reichart, Gruening and Brooks had analog lines that were disconnected. CRCDC reconnected four rooms in Brooks.
- x A suggestion was made that OIT staff need to see what the problems are ( ) ushaom Br li se-2(c)-6(i of)3(f -1

- One frustration heard by the committee was that Teaching/Class information entered into the system was not accurate. Michelle said this info is extracted from Banner and uploaded manually. If the class is not correct in Faculty 180, then it is because the instructor in Banner is not correct. Accurate information in Banner will be more and more important including correct start and end dates, as this is also used for electronic evaluation. Correcting banner records are done through the Dean and Registrar. For Faculty 180 questions or corrections, contact Michelle Strickland or Alex Fitts.
- A frustration brought u