



## Faculty Senate Minutes December 6, 2018

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

Absent: Howell Flowers, Jeanne Masseth, David Mazingo, Ryan Okerson, and Vance Vesey

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

Guests: Larry Skogen and Deb Mantz

### *Call to Order*

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

### *Approval of Minutes*

Senator Holman moved to approve the November 1, 2018 minutes. Senator Splonskowski seconded. Motion carried.

Larry Skogen shared the following regarding Governor Burgum's recommended budget for 2019-21.

- Budget includes a %% reduction in base funding, which is not far off from current budget.
- Salary increases were funded 4% for year 1; 2% for year 2, if institution finds permanent salary savings to cover the cost.
- Health insurance increases are funded, an employee may have to contribute \$28/month depending on coverage chosen.
- Retirement contributions increase by 2%--1% funded by the state; 1% by employee.
- Five million dollars for online curriculum development.
- Forty million dollars for challenge grants.
- Thirty million dollars for "career academies."
- Fifty million dollars for TR Library in Medora.

On task force recommendation, Skogen believes the current set up for State Board of Higher Education is the best option to govern all institutions.

### *Operations Council*

Senator Borjeson Painter reported several faculty and student policies were updated; any gift over \$25 must be reported to the Bismarck State College Accounting Department (this includes BSC Foundation gift cards and service pins); \$600 gift must be reported to the IRS. The athletic club is exempt; Scott Lingen gave financial aid report.

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

Senator Solhjem stated the Council of College Faculties sent another letter to the State Board of Higher Education regarding tenure. Faculty are not in favor of tenure for institutional presidents. The SBHE is adamant about having some type of consultation at institutions. CCF would like departments at each of institutions to be consulted. A special task force within CCF will be created for legislative session. There was discussion regarding collaborative students and dropping or not dropping from classes.

### ***HLC***

Leingang stated work continues on documentation. We are on target; reviewers have been assigned to the college--two from Michigan; one from Minnesota; 1 from South Dakota School of Mines—four year and two year community college mix. HLC visit is April 29-May 1, 2019.

***Student Government Association*** - No report

### ***Committee Reports***

#### ***Old Business – Quick Updates – December 2018***

- ***Faculty Senate Standing Committee Memberships***  
Vacancy on Academic Standards has been filled.
- ***Academic Honor Code Exam***  
Work continues on whether we should do once a year.
- ***Best Practices/Common Suggested Format for Online Classes***  
Faculty have been asked to think about this.
- ***Length of Time for Emeritus Status Post-Retirement***  
Sending to Faculty Rights Committee and Tenure Committee.

### ***Flexible Office Hours Policy***

Schade reported students were very mixed on this topic, so nothing concrete to report. Juhala reported department chairs are all over the place--faculty like flexibility, not set office hour; prefer students set up appointment. Faculty are in touch with students via email evenings and weekends. Senator Kern reported English Department faculty feels one hour of office time is not expecting a lot. Could a virtual hour for students be considered? Senator Borjeson Painter reported Computers and Office Technology Department faculty have a lot of flexibility; likes the idea of students setting up an appointment; not being locked into a specific time; if changes are made, we need to be responsive to students.

Recommendations: Make HR policy match with faculty handbook; consider virtual office hour; include a statement in the syllabus; work with department chair, find out what works best, and negotiate an office hour.

The Deans were asked to discuss at a department chair meeting again.

### ***Department Chair Evaluation***

President Devlin stated the department chair evaluation was passed on first reading at November 2018 meeting. This evaluation would be conducted once a year. Under Budget and Resource Responsibilities: 1) b. Monitors faculty workloads and c. Consults minimum class size guidelines to help determine whether or not to run or close sections were struck, because stated elsewhere in document.

Under Program/Discipline Responsibilities: 4) d. Manages “Open House” and departmental recruitment activities was struck, because it is stated differently in evaluation.

Juhala stated department chairs reviewed the evaluation and approved. A senator mentioned qualifying language should be included that states department chairs don’t need to do/be evaluated on all duties listed in the evaluation. Senator Stone asked that previous statement be removed to end debate.

Senator Borjeson Painter moved to pass department chair evaluation on second reading. Senator Stone seconded. One senator opposed. Motion carried.

### ***Blackboard/Anonymous Course Surveys***

#### ***Third Year Tenure Review Policy***

Senator Price stated the Tenure Committee is wondering, what is their responsibility. Should committee members contact faculty for missing information, decide what the rules are, and have the Deans decide what faculty should be evaluated on? Price stated Tenure Committee members could contact faculty, then visit with department chairs. It was suggested that department chairs conduct third year evaluation and track or have appropriate Dean track. President Devlin will attend a meeting. In the meantime, Devlin will contact Michael Kern.

### ***360 Evaluations***

Dan Leingang stated using document can be continued. Information is collected by the Dean and shared with faculty. Document would not be included in master personnel file, but is subject to open records. A mechanism is not in place, if we decide to use. From employee engagement team survey, conducting a 360 evaluation was not suggested. President Devlin stated we will postpone and consider at February meeting. Senator Frohlich moved to postpone. Senator Holman seconded. Motion carried.

### ***General Education Revalidation – Extended Schedule***

Senator Kern stated we don’t want to move off of five year schedule.

### ***New Business (New Business Folder)***

#### ***General Education Committee – Requests for Classification of General Education***

Diversity requests: ANTH 171—Introduction to Cultural Anthropology; PSYC 100—Human Relations in Organizations. Senator Holman moved to approve. Senator Rolandelli seconded. Motion carried.

Enrichment requests: ART 135—Sculptural Welding; COMM 206—Digital Communication Fundamentals; COMM 224—Social Media, Writing and Design; COMM 225—Introduction to

Audio Production. Senator Kern moved to approve. Senator Milakovic seconded. Motion carried.

General education requests: ANTH 171—Introduction to Cultural Anthropology; PSYC 100—Human Relations in Organizations. Senator Holman moved to approve. Senator Cave seconded. Motion carried.

***Curriculum Committee – New Courses, Course Changes, Course Inactivation***

President Devlin asked for Faculty Senate approval on the following:

- Course changes: ASC 94—College Writing Prep I; ASC 95—College Writing Prep II; ASC 96—College Writing Prep III; CIS 256—Web Portfolio; CT 251—Materials Testing; CT 251L—Materials Testing Lab; EDUC 250—Introduction to Education; EDUC 298—Pre-Professional Experience; EE 206—Circuit Analysis; EE 206L—Circuit Analysis Lab; ELPW 252—Civil Design; ENGR 101—Graphical Communication; ENGR 201—Statics; ENGR 202—Dynamics; ENGR 203—Mechanics of Materials; ENGR 204—Surveying I; ENGR 204L—Surveying I Lab; ENGR 206 Fluid Mechanics; ENGR 241—Thermodynamics; ENRG 310—Energy Production and the Environment; ENRG 315—Energy Management Communications; ENRG 320—Fundamentals of Workforce Safety; ENRG 430—Project Management in the Energy Industry; ENRG 435—Managing Energy Facilities; ESRE 221—Applied Electronics; ESRE Automation and Control; ETST 254—System Elements I-Substations; ETST 256—System Elements II-Transformers; ETST 258—System Elements III-Protective Relaying; ETST 270—System Operator Work Practices. Senator Rolandelli moved to approve course changes. Senator Frohlich seconded. Motion carried.
- New courses: ANTH 171—Introduction to Cultural Anthropology; ART 135—Sculptural Welding; BUSN 200—Risk Management and Insurance; BUSN 210—Property and Casualty Insurance; CIS 274—Cybersecurity Operations; CIT 367—Cybersecurity Infrastructure Configuration; CIT 368—Cybersecurity Prevention and Countermeasures; COMM 206—Digital Communication: Fundamentals; COMM 224—Social Media, Writing and Design; COMM 225—Introduction to Audio Production; CSCI 174—Intermediate C++/Visual C++; CT 151—Spreadsheets for Engineering Technology and Surveying; CT 219—Introduction to Planning and Development; ELPW—114—Industrial Safety and Health; ELPW 120—Industrial Prints and Diagrams; ELPW 240—Electrical System Design; EMS 235—Paramedic Summation; ENRT 117—Technical Communication; ENRT 230—SCADA; HPER 115—Introduction to Coaching; HPER 298—Coaching Practicum; PSYC 242—Research Methods; PSYC 253—Adolescent Psychology. Senator Hoynes found out that Minot State University won't be offering psychology program--four-year degree. They don't see student need for research methods. Senator Hoynes moved that PSYC 242 and PSYC 253 to back to Curriculum Committee for review. Senator Schade seconded. Motion carried. Senator Kern moved to approve all new course with exception of PSYC 242 and PSYC 253. Senator Holman seconded. Motion carried.

- Course inactivation: ME 213—Modeling of Engineering Systems. Senator Hoynes moved to approve course inactivation. Senator Cave seconded. Motion carried.

#### ***New Online Course Procedure***

President Devlin stated the new online course procedures was sent to Deb Mantz for her comments. Mantz stated she did review. Devlin asked that faculty be asked for their feedback.

#### ***Faculty Email Response Policy***

Senator Borjeson Painted moved that faculty email response policy be placed on February agenda.

#### ***Instructional Technology Center – Faculty Insights, Requests, etc.***

President Devlin asked that we get faculty feedback.

#### ***January Faculty Senate Retreat***

President Devlin stated there will not be a January faculty senate retreat, will conduct in May.

#### ***Emeritus Standards***

President Devlin stated Larry Skogen asked various groups on campus to look at emeritus standards.

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

Leingang – No report

Emmil – No report

Hixson stated a consulting firm contract is in negotiation to give us feedback from employee engagement team survey.

#### ***President's Update***

President Devlin asked that faculty be reminded about completing the institutional name change survey

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