



## Faculty Senate Minutes February 7, 2019

Present: Deb Cave, Danny Devlin, Theresa Felderman, Howell Flowers, Matt Frohlich, Heather Gysberg, Lisa Hoynes, Josh Kern, David Mazingo, Lindsey Novak, Ryan Okerson, Lynette Borjeson Painter, Erin Price, Jean Rolandelli, Deanna Solhjem, Jessica Splonskowski, Jeff Stone, Jordan Schade, Student Government Association, and Jackie Hagel (Notetaker)

Absent: Mike Holman, Angie Milakovic, and Vance Vesey

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

Exofficio Members Absent: Carla Hixson

Guests: Deb Mantz

### ***Call to Order***

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

### ***Approval of Minutes***

Senator Splonskowski moved to approve the December 6, 2018 minutes. Senator Schade seconded. Motion carried.

### ***Operations Council***

Senator Borjeson Painter said the Operations Council had not met.

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

Senator Solhjem asked if faculty have experienced a slow turn around in receiving travel reimbursement—a couple faculty senators experienced said yes.

Solhjem shared the following from Senate Bill 2320 regarding freedom of speech—page 3, #i.—*Although faculty members are free in the classroom to discuss subjects within their areas of competence, faculty members should be cautious in expressing personal views in the classroom and careful not to introduce matters that have no relationship to the subject taught, especially matters in which the faculty members have no special competence or training and for which the views of the faculty members lack the authority accorded to statements about subjects within areas of their competence. However, a faculty member may not face adverse employment action for classroom speech unless the speech is not reasonably germane to the subject matter of the class as broadly construed and comprises a substantial portion of classroom instruction.* Some parts of this bill are redundant. The Council of College Faculties plans to draft a letter to legislators regarding this bill.

Leingang said the Academic Affairs Council discussed Senate Bill 2320 at their February 6 meeting. There are many items in this bill that are seen as problematic by the system office. The

organization that wrote this bill is from out of state. Leingang encouraged faculty to work with the Council of College Faculties.

Senator Solhjem said Brent Reems will be stepping down as a Council of College Faculties representative, therefore, we need a representative for next year. The CCF meets the first Tuesday of the month, 9-10 am, via conference call.

### ***HLC***

Leingang said completion of documentation for HLC visit, April 29-30 and May 1, is ongoing. Documentation will be sent to HLC sometime during spring break. Faculty, staff, students, and the community will be asked for their input.

### ***Student Government Association***

Senator Schade stated the Student Government Association has lost a few of their officers, so recruiting efforts are taking place. A new vice president has been elected. SGA is concerned about another possible federal government shut down. An SGA delegation will be going to Washington, DC—fund raising is taking place to help pay for the cost of the trip.

### ***Committee Reports***

#### ***Curriculum***

Via email the week of January 7, the following faculty senators voted to approve PSYC 100—Human Relations in Organizations; PSYC 242—Research Methods; PSYC 253—Adolescent Psychology: Cave, Flowers, Frohlich, Gysberg, Holman, Hoynes, Kern, Milakovic, Mazingo, Novak, Okerson, Borjeson Painter, Price, Rolandelli, Solhjem, Splonskowski, and Schade (SGA)

### ***Old Business – Quick Updates***

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

President Devlin said he does not have an update at this time, will address at March meeting.

#### ***Length of Time for Emeritus Status Post-Retirement***

Senator Borjeson Painter reviewed emeritus status documents from other institutions. Only one document she reviewed did not include rank. Borjeson Painter stated, if people don't remember someone from last five years, do they deserve emeritus status. Community colleges tend to look at the person being nominated as going beyond the norm to warrant a nomination. Current policy states nominations must be received prior to or up to five years after retirement. This recognition should not be automatically granted upon retirement. What is our position on this?

Juhala said she received three nominations this spring that fall within the five year window. Senator Kern mentioned the current policy states staff may self-nominate, but faculty cannot. He wonders why the difference? President Devlin contact Brent Reems for answer.

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

President Devlin stated faculty have asked if they can hold digital or virtual office hours. In the faculty handbook it states, *faculty must keep at least one office hour a day, Monday-Friday*. There is no specific policy that addresses office hours. Leingang stated, this is something that is faculty driven. Leingang suggested Faculty Senate look at faculty handbook sometime early fall

semester. Some of the information is really out of date and faculty senators should get feedback from faculty. Along with handbook, general policies, and faculty contracts should be reviewed, as well. Faculty senators would like to see faculty work with department chairs in setting office hours. Devlin will bring up office hours and contracts when visiting with Rita Lindgren on various topics. Devlin will visit with Mindy Sturn.

### ***New Business***

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

Senator Borjeson Painter would like us to review how we deliver services via online education and Blackboard as it relates to faculty email response. Some students feel faculty should be available 365 days; 24/7. Borjeson Painter feels it is important that faculty mention or add to the common syllabus template what email response time is to students. Because of social media, one faculty senator expressed that faculty need to evolve to find out how students want faculty to relate to them. President Devlin will present at faculty development meeting.

#### ***Schafer Testing Center Renovation***

President Devlin stated Jay Meier is proposing that room 209 in Schafer Hall become part of the Testing Center. Rationale for proposed changes was provided. The Testing Center will incur 100% of the costs for this project. Senator Rolandelli approved President Devlin sending Jay Meier a letter of support from Faculty Senate. Senator Hoynes seconded. Motion carried.

#### ***Common Syllabus***

- Fill-In Format
- Move Common Information to Link in Blackboard?
- Suggested Changes
- Move common information into link on BB.

President Devlin stated the Executive Committee met and would like an ad hoc committee formed to discuss common syllabus and bring feedback to the March or April meeting. Should students be asked to volunteer on the ad hoc committee? This is more than just the common syllabus, how do we communicate with students on many different topics. President Devlin asked for volunteers to serve on ad hoc committee. Those volunteering—Deb Mantz, senators Hoynes, Rolandelli, and Schade volunteered. It was suggested someone from Human Resources be asked to serve because final policies come from their office.

#### ***Bereavement Policy Changes***

President Devlin said clicking on Benefits tab takes you directly to the NDUS policy, which states:

#### **NDUS HR Policy Handbook**

Full policy handbook at following link: <https://ndus.edu/human-resource-policy-manual/>

#### **20. Other Paid Leave**

20.1 Funeral Leave – An approved absence from work, with pay, of up to twenty-four working hours, may be provided to an employee to attend or make arrangements for a funeral, as a result of a death in the employee's family, or in the family of an employee's spouse.

20.1.1 Family means husband, wife, son, daughter, father, mother, stepparents, brother, sister, grandparents, grandchildren, stepchildren, foster parents, foster children, brother-in-law, sister-in-law, daughter-in-law, and son-in-law.

20.1.2 Funeral leave for employees working less than forty hours per week will be prorated.

20.1.3 Funeral leave may only be used in place of regularly scheduled work hours and shall not cause overtime.

Devlin stated we have an opportunity to add to the NDUS policy via being advised by our legal counsel. Devlin asked that the Council of College Faculties review and provide feedback.

### ***Faculty Leave – Half Day***

Faculty senators felt this would cause issues, don't go there.

### ***Administrative Reports***

Leingang mentioned at Academic Affairs Council, the following was discussed:

- The North Dakota State Board of Higher Education 430.2 Emeritus Status policy relating to both faculty and staff. Faculty and staff should be split as separate paragraph.
- North Dakota University System academic calendar and changes.
- Students are requesting a fall break.
- Next year's academic calendar will state the Wednesday before Thanksgiving is a no class day.

Emmil stated the Deans reviewed five to six policies that will come to Faculty Senate for their review.

Juhala asked about Academic Honor Code status. President Devlin will check on this.

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

President Devlin mentioned the Employee Vision and Culture Building session with Pacific Institute will be April 23, 12-4 pm.

President Devlin asked faculty senators to hold elections and have new senators attend the April meeting.

Faculty Senate will hold a retreat May 13.

On February 11, remind faculty about DUO authentication.

Senator Schade moved to adjourn the meeting at 4:50 pm. Senator Rolandelli seconded. Motion carried.