



## Faculty Senate Minutes October 4, 2018

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

Absent: Howell Flowers, Matt Frohlich, David Mozingo, Erin Price, and Vance Vesey

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

Exofficio Member Absent: Carla Hixson

Others Present: 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 September 6, 2018 minutes. Senator Borjeson Painter stated under **Blackboard Left Hand Navigation**—Theresa Felderman and Jaclyn Allen said Blackboard left hand navigation would be piloted the year with roll out next year. Should read: *President Devlin said Blackboard left hand navigation would be piloted this year with roll out next year.* Senator Gysberg seconded the amended minutes. Motion carried.

### *Operations Council*

Senator Borjeson Painter reported for the Operations Council that they met September 26. Some topics discussed were: space allocation guidelines—Marnie Piehl is working on combining two different documents to bring back to the OC; campus displays using one common system—ScreenCloud; look at current system in NECE and determine costs of upgrading vs. cost of new system.

### *Council of College Faculties*

Solhjem shared the following from last month's meeting. Blog on CORE to keep all up to date with CCF.

- Summer retreat and allowing students and faculty to choose a chosen name in Campus Connection—preference is to keep legal name.
- Check box for felony reporting for all campuses because there is no follow up on background checks—Bismarck State College has many applicants from the ND State Penitentiary. Would faculty like to see this information? Topic will be discussed further.
- Issues with salaries—BSC and Dickinson State University starting salaries are less than faculty who teach for Bismarck Public Schools.

- What would happen if we had to start paying for health care?
- Changes to tenure were not received positively.
- Would like to move away from hiring adjuncts.
- Concerns were voiced regarding Saudi Arabia project at BSC.
- K-12 applies for innovation grants. Can BSC do the same?
- Faculty not compensated fairly with regard to increased work load and committee assignment.
- Let's publish positive stories in higher education.
- North Dakota State College of Science is competing with students from South Dakota.
- Williston State College feels like they are forgotten at times.
- Dickinson State University feels they have a lack of emotional support for women.
- Bottineau has shortage of faculty to teach nursing. Faculty also work at hospital.
- Concerns with president's being allowed to keep their tenure even they come from out-of-state.

### ***HLC***

Leingang stated we received initial feedback from systems portfolio that was submitted. Where unclear was indicated, we have work to do. Documentation must be submitted four weeks prior to the April 2019 visit. After review again, another visit may take place. Leingang is working with Larry Skogen and putting work teams together. Work teams would plan for the visit, book hotel rooms, etc.

With the State Board of Higher Education approving a new mission for Bismarck State College that includes are being a Polytechnic institution with delivery of Bachelor of Applied Science degrees. More work to be done

### ***Prorating Pay for Adjunct/Overload Assignments***

Senator Novak stated the Workload and Salary Committee was given the task of coming up with a definition for distance faculty and a position description for full-time, benefited faculty who teach online and what their responsibilities should be concerning committee work, advising, and service.

Senator Novak said many of the colleges don't have full-time faculty as distance education instructors. Bismarck State College is in the middle regarding adjunct overload pay. The University of North Dakota doesn't pay adjuncts, considered community service. Most colleges are on the same page with regard to prorating, don't have a policy—9 or 10 students required to run a class. If a course is required, it is taught even though the minimum of 9 or 10 is not met.

Senator Rolandelli said this information is valuable. We should review our policy to see if changes need to be made. Should we look at increasing required credit hours? Can we use committee work to decrease teaching load? Do we look at unique situations on a case-by-case basis? President Devlin will contact Workload and Salary Committee to discuss further. Senator Novak asked specifics regarding what the committee should do. President Devlin asked that Faculty Senators go back to their constituents, get feedback, and send to Senator Price.

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

Senator Schade mentioned the upcoming session on Computing and the Law, October 10, 12:50 pm, NECE.

### ***Committee Reports***

#### ***Old Business***

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

President Devlin said we need one more faculty member to serve on the Academic Standards Committee. Faculty Senators were asked to go back to constituents and let Devlin know if someone is willing to serve.

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

President Devlin signed new course documents for CIT 397 and CIT 497 and submitted to Vice President for Academic Affairs.

##### ***Academic Honor Code Exam + HLC Reporting***

Is there a one-time way that students can take academic honor code exam? Can we pool questions from five question exam plus add question six? Do we really need this exam? The Higher Learning Commission requires for institutional integrity. Need to keep in mind that we are tracking. President Devlin will ask the Online Education Committee to discuss further.

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

President Devlin said procedural changes, titles, and best practices are being reviewed/updated. Devlin will ask the Chairs of standing committees to submit changes to him.

##### ***Special Committee for Studying Prorating of Faculty Overload/Adjunct Pay***

President Devlin plans to create a separate ad hoc committee to address studying prorating of faculty overload/adjunct pay to take that burden off the Workload and Salary Committee. Faculty Senators were asked to get feedback from constituents. If no volunteers come forward, Devlin will ask Faculty Senators to serve.

#### ***New Business***

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

The Deans met with distance learning and institutional assessment coordinator. It was discovered that course surveys in Blackboard are not anonymous. An option would be to take the survey online, recreate along with Survey Monkey, and make it a Qualtrics survey—have a drop down for online survey and a drop down for campus survey. We need to identify when the survey would appear and decide where to house surveys. Chris Heydt manually builds survey five weeks out for eight-week classes; 10 weeks out for 16-week classes.

Kara Welk has started building the survey. It was suggested that comment boxes be removed after each question and instead, have one box at end of survey for comments. Should a survey be completed for all classes? Department chairs or the Deans could pull surveys at the end of semester and send to faculty. Surveys could become part of faculty member's tenure portfolio.

Faculty Senators were asked to get feedback from constituents and send to Price. Senator Borjeson Painter suggested the Faculty Rights Committee to look into all of this.

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

Emmil said conducting department chair evaluations is double the work because the Deans complete a faculty evaluation and staff evaluation. The Deans worked on creating one form for department chair evaluations consisting of current questions from faculty and staff evaluations. Juhala said Human Resources is reviewing document, making sure we are not missing anything.

Senator Borjeson Painters asked where the department chair upward evaluation is that was approved by Faculty Senate six years ago. Leingang, when he was the Dean, recalls the document was not implemented as a regular part of the department chair evaluation. Are there implications with open records law? President Devlin asked Faculty Senators to take back to constituents and bring feedback to November meeting. This will be November agenda item, Devlin will ask Mindy Sturn if Staff Senate is interested in being on board about this.

### ***ND General Education Council – GERTA Plus***

Senator Kern said proposed revisions to policy 403.7 were presented to the Academic Affairs Council spring 2018. The proposed revisions allow campuses to be involved in WICHE Passport project. How do we continue transfer of students who are going out of state? This doesn't change GERTA and how we operate. Kern said more schools are being innovative. With oversight ND State GERTA Council. Gone through hoops, going to Academic Affairs Council. Tom Leno needs to be in the loop regarding changes and how a school may get to general education. Faculty Senators were asked to get feedback from constituents.

### ***PeopleSoft/CTS Listening Tour***

President Devlin said the PeopleSoft/CTS Listening Tour is open to anyone that would like to visit with individuals from PeopleSoft. Session is October 10, 8:30 am, NECE 335.

### ***Administrative Reports***

Leingang mentioned he is working with President Larry Skogen and President Devlin to find Faculty Senate appointees to work and support Polytechnic mission. Senator Schade will be asked for Student Government Association appointees.

Representation from General Education and Curriculum Committees, a team, will be asked to look at new BAS coming on board.

Senator Hoynes moved to table the rest of new business topics. Senator Schade seconded. Motion carried.

### ***Expectations of Instructional Technology***

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

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

### ***Best Practices/Common Suggested Format for Online Classes***

### ***General Education Revalidations***

***Other***

President Devlin said the Mystic Trail has been completed. The fall production, Dracula, opens October 18. Staff Senate discussed providing desserts (December 7) to share with faculty and staff as a stress reliever before finals. Devlin will get back to Staff Senate and let them know if Faculty Senate would be interested in providing desserts, as well.

Senator Schade moved to adjourn the meeting at 4:57 pm. Senator Rolandelli seconded. Motion carried.