

# ***Faculty Senate Meeting Minutes***

October 26, 2016

## **I. Call to order**

*Nick Marsing called to order the regular meeting of the Faculty Senate at 3:30pm on October 26, 2016 in the Lorenzo and Erastus Snow Conference Room.*

## **II. Roll call**

*The following persons were present: Alan Palmer, Jonathan Bodrero, Jeff Carney, Jake Dettinger, Dean Brereton, Nick Marsing, Allan Stevens, Larry Smith, Erick Faatz, Katie Justesen. Minutes submitted by Jonathan Bodrero.*

## **III. Approval of minutes from last meeting**

*The minutes from 10/12/2016 were approved as read. Larry Smith motioned to approve minutes; Allan Palmer seconded the motion. Unanimous vote to APPROVE minutes.*

*Note: Some people with Mac computers are having difficulty viewing minutes. Also, last minutes posted to website are from March. Need to post recent minutes.*

## **IV. Good news**

BAT division is having their fashion runway tonight. Cost is \$5 but is a lot of fun

Humanities: Write a novel in a month (national program)

Science and Math: Bronson Nye is doing a monthly science night. First one was electricity. Most recent one was on biology. Modest attendance but people are enthused.

Fine Arts: Jonatha Brooke did workshops for song-writing students and talked to business students. Good to have a dose of reality.

Katie Justesen invited construction workers to her design class. Turned into a very positive experience and think tank.

Nick Marsing, Beckie Hermansen, and Melanie Jenkins are going to do a cohort group for psychology, statistics, and English in Spring 2017.

## **V. Open issues**

*Committee Reports:*

- a) *Professional Track*: Still waiting to hear back from the attorney general's office on their revised document. After approved by Mr. Haggarty, the documents will be coming to the faculty senate for review.
- b) *ITAC*: Going to meet next week. Larry asks why ITAC isn't already under the Senate umbrella. Nick asks if we can distinguish between a senate subcommittee and senate sponsored committee? Jeff C. thinks it is reasonable for some committees (sustainability, etc.) Haven't heard any updates from Paul G. about sustainability.

Larry asks, "Does this distinction affect what "counts" toward A&T service to college?" Global Engagement fell apart (because people thought that it doesn't count toward A&T). Erick says that on the A&T there is not a distinction in the document about what counts for service. Alan S. says that when he was on A&T they counted all kinds of service. Nick suggests that we recommend to A&T to consider various kinds of service to college. There are not by-laws for serving on many committees (honors, service learning, CGE, etc) and that may be part of the issue. Erick says that if there were bylaws in place, this would not be a problem.

What is the difference between senate sponsored and senate sub-committee. Jeff C. if the impact goes beyond academics, it would be sponsored (sustainability and physical facilities). This is a separate question for what constitutes "service" on committees.

- c) *Faculty Association*: Alan S. spent half of a day in Richfield on Monday. Good things going on there. Alan S. talked with Steve H. today about topics he unearthed on Richfield campus that Steve was unaware of. (Prof. track document, ) Steve H. was excited to get a different perspective. Steve H. and Pres. Carlston have been responsive. Next month Alan will meet with FA and HU. Jeff applauds Alan's efforts; suggests we continue to improve communication between campuses. Richfield school district was bought out by the college for their rooms in SVC. College plans to bring in more academic courses there.
- d) *Honors*: have not met since Pizza w/ professors. Voting on co-directors will close on Monday. Erick F. asks when the Honors CHE will be reviewed by the Deans Council.
- e) *Advancement and Tenure*: Moving forward. Still baffled by how/when reduction in tenure decisions are made.
- f) *Adjuncts*: The email from Denise Tippits about athletic absences asked deans/chairs to pass on to adjuncts. Nick asks if adjuncts are in the "everyone" list. Some adjuncts are refusing to use college email (causing problems). Some may still not be getting emails. Larry asks if we should have an "adjunct" email. HR has adjunct personal email, but often not college email because they are doing paperwork as being hired. Nick suggests that when dept. chairs/deans sign contracts for adjuncts we check that we have their email.

Should we have a combined faculty-adjunct list? Feeling is to have separate lists. Chairs can forward emails on to adjuncts. Larry suggests having ITAC address the issue. Music is divided into areas and faculty forward (usually) important emails to adjuncts. Another issue is getting adjuncts to use the Snow College “official” email. Currently there is no “exit” interview for part-time people. Easy for Ron B. to add to the list, take off the list; he just needs to know.

**Larry suggest having an official policy to have a new email list [adjuncts@snow.edu](mailto:adjuncts@snow.edu) and that adjuncts be required to use for official Snow College communication and that the College will use College email addresses for official communication with faculty. Gives the deans/chairs leverage to have adjuncts use snow.edu email for employment. Dean B. seconds. Passes unanimously.** Nick will write the policy. Jeff C. asks if we have a similar policy for full-timers.

- g) Professional Development: Met with VP Hood to discuss sabbaticals. Currently there are 6 layers of approval (chair, dean, A&T, senate, VP, Pres). It was suggested to whittle down the layers. The biggest reason people don’t take sabbaticals is there is not a pot of money to replace people going on sabbaticals. Joseph P. sabbatical was only possible because Allan S. and Kevin S. took his classes (for free). Steve Hood would like to see a fund. Allan S. would like to see funds available and competitive so more people would use them. Steve H. asked the committee to decide on how much. E-portfolios were also discussed.
- h) Library: committee to meet next month
- i) TTC: met but Dean B. called away on emergency

## VI. Agenda Items

- a). CARE: many faculty are not aware of issues facing students and how close to lawsuits we are. In last meeting, Melanie J. suggested a policy be in place to alert students they may be uncomfortable in class and protect faculty. Put a paragraph in syllabus similar to / linked to ADA. Katie J. talked to Staci T. about what has to been reported. Adjuncts have no training in this. Some divisions had reporting training. Katie J.’s eating behaviors class has many “target” students. Allan S. suggests incorporating into Canvas. (ADA statement, CARE statement)

Reporting is covered in new training of faculty. How do we get the training to “older” faculty and adjuncts? Ask Staci T. for a brief, concise statement that could be put on syllabus.

Syllabus is a legally binding contract between faculty and student. Jeff C. says that he sometimes deliberately chooses uncomfortable “texts.” Academic freedom is covered in A&T document. Underage students (concurrent enrollment, etc.) have to sign a waiver for college classes.

Jeff likes the idea of a blanket warning for the whole college and the instructor/college for fine-tuning.

Nick asks where the policy lives. Allan S. says that right now it lives in A&T document. Do we need two documents: one that talks to students about triggers, warnings, and safe-spaces and the other that is to protect faculty?

If students are uncomfortable, who do they go see? Craig Mathie? Wellness Center? This may be a college council / college cabinet decision. Alan P reads the ADA statement to his classes each semester. Students are informed day 1 about their responsibilities. This prevents end of semester "surprises." Whoever we refer students to needs to cross outside of academics. There needs to be more clarification and training. Why not make a 2-minute video on what students should do if have a concern about a grade, have a trigger. Senate should vet videos before being posted.

b). Academic calendar feedback. Send out an electronic version to college of the survey. Larry is in favor of the action except that it should be a dean deal (not a senate deal). Suggested to have Beckie H. revise existing survey and send to faculty on SurveyMonkey or whichever survey program Snow already pays for.

**Action items:**

Nick M. to write policy for adjunct email list and talk to Staci about CARE paragraph / policy.  
Try to get org charts from campus entities for discussion on governance.

**VII. Adjournment**

*Nick Marsing adjourned the meeting at 4:58 pm. Next meeting will be 11/9/2016 in the Lorenzo and Erastus Snow Conference Room.*

Minutes submitted by: *Jonathan Bodrero, Senate VP*