



Minot State
UNIVERSITY

Faculty Senate

Sept. 4, 2014
3:30 pm
Westlie Room

FACULTY SENATE MINUTES – *approved by Faculty Senate on October 9, 2014*

In Attendance: Steve Shirley, Lenore Koczon, Chris Keller, DeVera Bowles, Jane la Plante, Jean François Mondon, Mikhail Bobylev, Stephen Hayton, Lori Willoughby, Zeni Shabani, Laurie Geller, Linda Olson, Kevin Neuharth, Ali Smith, ShaunAnne Tangney, Harry Hoffman, Daniel Ngugi, Ernst Pijning (for Jacob Sowers), Scott Kast, Draza Markovic, Cheryl Nilsen, Linda Cresap, Tom Seymour, Ann Beste-Guldborg, Orlene Schroeder, Lesley Magnus, Johnna Westby, Rebecca Porter, Chelsea Geis, Kevin Gilgallon

Absent: Kelly Buettner-Schmidt

Guests: Morgan Matejcek, Teresa Loftesnes

Meeting called to order at 3:33 pm by President DeVera Bowles

Agenda:

1. Opening / Attendance / Seating of Alternate Delegates

- Introduction of committee members
- *Motion to seat alternate delegate Ernst Pijning for Jacob Sowers (Hayton/Nilsen); motion carried.*

2. Approval of minutes from May 1, 2014

- *Motion to approve minutes for May 1, 2014 (Seymour/Ngugi); motion carried.*

3. Agenda Updates: None

4. Announcements / Comments from the Faculty Senate President

- **Welcome back to everyone**
- **Upcoming Events**
 - Sept. 9: Futurepalooza and Faculty Elections – encouraged faculty to vote and encourage their colleagues to vote
 - Sept. 12 and 14: Carmen in Ann Nicole Nelson Hall, Western Plains Opera and MSU
 - Sept. 17-20: NOTSTOCK
 - Sept 20: History student interns present their Digital Minot research

presentations on MSU Summer Theatre, Heritage Singers, and pioneer female teachers in Olson Library at 11 a.m.

- Sept 20: Minot State University is hosting the second North Dakota Undergraduate Mathematics Conference (NDUMC) Sept. 20, 9 a.m. to 4 p.m., in Model Hall. NDUMC is a one-day meeting designed to provide an opportunity for undergraduate and high school students to present their mathematical research or projects in a professional setting.
- October 17: Academic Hall of Fame – 4:30 p.m. hors d'oeuvre reception for Bob Hubbard of Northwestern Iowa College in Orange City. He is the daughter of Joann Slanger, and is head of theatre department. The awards ceremony will be October 17, Friday 4:30 preceding theatrical performance to increase attendance.
 - Sept 3 meeting yielded new ideas to publicize, and some institutional support for limited invitations, publicity and reception.
- **Charges to Committees**
 - **Academic Hall of Fame**—The committee should connect with campus entities that can help with planning. They may need to clarify distinction between Golden Awards and Academic Hall of Fame when seeking nomination.
 - **Academic Policies**—Set up a schedule to review policies so that outdated policies are updated and the best and most correct information is available. Part of this discussion includes developing a policy for who makes policy, which is a larger campus discussion. For the upcoming year, the Academic Policies Committee is asked to create a schedule to review policy, which may develop into a policy that details how often we should be reviewing and updating policies.
 - **Athletic Policies**—Charged to clarify how their responsibilities differ from the institutional Athletic Committee.
 - **Budget and Salary**—Go back and explore revisions or other funding models within the state and beyond for best practices regarding adjunct salary schedules. Share that information with all faculty receiving those contracts, specially our online and adjunct faculty.
 - **Committee for the Peer Review of Teaching**—Bring to FS proposed change to their mission, and take a more proactive approach in meeting their original committee charge by actively reaching out to faculty seeking promotion and tenure.
 - **Constitutional Review Committee**—Faculty Senate approved a motion to move the Curricular Diversity and Campus Climate Committee (CDCCC) duty of certifying courses to the General Education Committee duties, to insert language about a member of the CDCCC serving on the General Education Committee, and to record that part of CDCCC's charge is to attend to Diversity on campus which does include examining course offerings and experiences within the Faculty Senate (FS) bylaws. The Constitutional Review committee was requested to recommend appropriate language make the above changes in the FS bylaws.
 - **Faculty Research Committee**—Include Cari Olson as a non-voting member.

- **General Education**—Create language for the webpage clarifying that undergraduate special students are not required to take Gen Ed courses, and encourage programs to submit upper level courses for designation as Developmental Content courses in the Gen Ed sequence.
 - 1) Continue to review potential new Gen Ed courses for inclusion in the new Gen Ed option list.
 - 2) Continue to educate the campus community on the new Gen Ed by attending departmental/division meetings when deemed helpful.
 - 3) Review the Gen Ed appearance on the MSU website to be sure that forms and information are up to date and easily assessable.
 - 4) Develop pamphlets for both faculty and students to explain the new Gen Ed and also, the rationale behind its development.
 - 5) Report the progress of the new Gen Ed to Faculty Senate when necessary.
 - 6) Review the 2015-2016 Catalog information when it becomes available to be sure that any new courses and policies are updated appropriately.
 - Nilsen recommended the committee use the FAQ in the Gen Ed document that was created by the Gen Ed Ad Hoc committee as a starting point.
 - See *Report to Faculty Senate on Proposed New Model for General Education* located here:
<http://www.minotstateu.edu/academic/GeneralEducationReform.shtml>
- **Summary of 2014 Faculty Satisfaction Survey Results**
 - Summary of the survey questions were distributed
 - President DeVera Bowles spoke about the work Andy Bertsch and Harry Hoffman did and thanked them for their efforts.
 - Indicated she spoke with President Shirley about the results
 - At the next meeting, Andy Bertsch and Harry Hoffman will present their results of the trend analysis of all surveys from 2006 to the most present one.

5. Approval of Christopher Keller as the Parliamentarian

- *Motion to approve Chris Keller as Parliamentarian (Nilsen/Hoffman); motion approved.*

6. Approval of at-large positions for Faculty Senate Executive Committee:

- *Motion to approve Joseph Jastrzembski and Lisa Borden-King to serve on FSE (Westby/Olson); motion approved.*

7. Administrative Reports

a. President's Report – Dr. Steve Shirley

- Measure 3—Will likely see more PR on the measure in the coming weeks. Encouraged faculty to read the language closely on the ballot measure.
- State Board of Higher Education (SBHE)—SBHE is planning to have a new strategic plan out in October; has not seen a draft version yet; their plan will impact our strategic plan
- Enrollment—down about 5.5% compared to a year ago; the enrollment model

indicated we'd be down about 2.5%; we do need to get enrollment turned around

- CTE Project—All campuses go before the SBHE every even year and present ideas. Each campus gets to bring two projects forward and UND and NDSU get to bring three projects. Chancellor indicated MSU's proposed projects would not be prioritized. Thus, in July new project ideas were developed at the last minute and a new proposal was put forward, which was unanimously approved by the SBHE. The project will travel through the next steps of the process. Met with both K-12 superintendents and community members as well.
 - President Shirley addressed faculty questions about how the CTE project fits MSU's mission, curriculum support, and daycare.

b. VPAA's Report – Dr. Lenore Koczon

- Welcome back and good luck this semester!
- Thanked those who helped with new faculty orientation.
- Thanked those who participated and gave mini-sessions at convocation.
- Keep U Safe Campaign on campus—a grant program to educate students about Title IX rights and to provide programs and services on campus.
- PTSD training session on campus via Veterans Affairs Office
- Reminder: BSE degrees switching to BSEd degrees
- Dual credit—HLC changed their rules and regulations going into this year; dual credit instructors need to participate in assessment activities at the campus (e.g., Gen Ed, etc.)
- Wrapping up interviews for coordinator of the Graduate School
- Dr. Neil Nordquist will retire in December
- Considering restructuring the Graduate School and Office of Sponsored Programs
- Affordable Care Act (ACA) issues are being worked out for different employees—adjuncts, RAs, graduate students; need to consider how many hours adjunct instructors work and where should the healthcare start. Federal guidelines are 2.25 x credit hours but these do not consider labs or studio hours or other types of different teaching formats.
- Reinforce Academic Hall of Fame info—moving the day and time will hopefully create a better turnout.
- Extend hope and prayers to Dick Jenkins who is quite ill.

8. Report by SGA Representative – Chelsea Geis, Kevin Gilgallon

- Welcome back activities last week
- SGA retreat the Monday before classes
- First official meeting with Dr. Shirley on the lawn next week
- September 23 elections for Homecoming King and Queen
- Next state meeting is in Wahpeton

9. Report by Staff Senate Representative – Rebecca Porter

- Staff Senate will be creating a cookbook to sell to raise funds
- Thank you for the help with the picnic
- Tuition waiver program – online courses 50% supported by campus and 50% by individual

- Measure 3 – NDSU will have debate that will be broadcast

10. New Business

a. Faculty Senate Exec Committee appointments and elections.

- DeVera acknowledged the open positions on committees
- See handout

b. Committees Recommendations for the following:

- *Ad hoc* Committee on Faculty Satisfaction Survey:
 - Members of the committee will include two faculty members from each college (CAS—Chris Keller, COB—Andy Bertsch, COTEHS—need someone), the institutional researcher (Cari Olson), Harry Hoffman who has been working to analyze the results, and the FS Vice President (Linda Cresap).
 - Consider: Where the survey results should be housed, how to publicize results, the function of the survey—to help FS President and MSU President to understand the campus climate and how to put the info to its best use
 - *Motion to approve the committee (Willoughby/Nilsen); motion approved.*
 - Discussion: we need an additional member from each college; ShaunAnne Tangney (CAS), Johanna Westby (COTEHS), agreed to participate
 - DeVera will contact deans of COB and COTEHS for two more members
- *Ad hoc* Committee on evaluating committees: Kevin Neuharth, Linda Cresap, Daniel Ngugi, Chris Keller—one additional member needed.
 - Purpose: To assess whether existing standing committees should still exist, if they are doing their work, if they need to change their mission/charge
 - *Motion to approve the committee (Hayton/Hoffman); motion approved.*
 - Discussion: Ann Beste-Guldberg pointed out no COTEHS member and agreed to find a member.
- Suspension Appeals Committee—Kenneth Bowles agreed to be a member
- Student Association liaison—Jean-Francois Mondon requested Faculty Senate vote on another Student Association liaison to attend Student Association meetings.
 - Lesley Magnus agreed to be the second member.
 - *Motion to approve Lesley Magnus as the second liaison to the (Ngugi/Nilsen); motion approved.*

11. Closure

- Tom Seymour announced the following:
 - Sept 19: Vegas Hotel at 11:30 a.m. Discussion of legislative appropriations and how they work
 - Oct 17: Vegas Hotel at 11:30 a.m. Discussion of Measure 3

- DeVera suggested all campus faculty be sent a link to FS minutes or include a link to them in PIO daily email to encouraged more faculty to read them
- *Motion to adjourn (Nilsen) at 4:40 p.m.*

Respectfully submitted,

Laurie Geller, Ed.D.
FS Secretary

Color Key

Green = college election

Red = Faculty Senate Appointments

Yellow = general Faculty election

2014-2015 Faculty Senate Standing Committees

Faculty Senate

President of the University Steve Shirley (voting member)
Vice President for Academic Affairs Lenore Koczon (voting member)
Parliamentarian Chris Keller (non-voting)

Faculty Elected At-large (9)

DeVera Bowles (15) - President
Jane la Plante (15)
Jean François Mondon (15)
Mikhail Bobylev (16)
Stephan Hayton (16)
Lori Willoughby (16) replacing Ziegler
Zeni Shabani (17)
Laurie Geller (17)
Linda Olson (17)

Sixteen faculty elected by college

College of Arts and Sciences (9)

Kevin Neuharth (15)
Ali Smith (15)
ShaunAnne Tangney (15)
Harry Hoffman (16)
Daniel Ngugi (16)
Jacob Sowers (16)
Scott Kast (17) 1 yr. alternate for Kojo Annan
Draza Markovic (17)
Cheryl Nilsen (17)

College of Business (2)

Linda Cresap (16)
Tom Seymour (17)

College of Education and Health Sciences (5)

Ann Beste-Guldborg (15)
Kelly Buettner-Schmidt (15)
Orlene Schroeder (16) - replacement for Coleman (16)
Lesley Magnus (17)
Johnna Westby (17)

Staff Senate

Rebecca Porter

Student Association

1.
2.

Staff Senate Liaison Tom Seymour (15)

Student Association Liaison (2 FS members) *****

(16)

Jean-François Mondon (16)

2014-2015 Senate Executive Board

Committee Chair and Faculty Senate President DeVera Bowles
Vice President Linda Cresap
Secretary Laurie Geller
Immediate Past President of Senate Kevin Neuharth
Vice President for Academic Affairs Lenore M. Koczon
Parliamentarian Chris Keller
2 Faculty:

Lisa Borden-King (15)
Joseph Jastrzemski (15)

Council of College Faculties * * * * *

Audra Myerchin (15)
Devin Otto nominated alternate (15)
Ernst Pijning (17)

North Dakota General Education Advisory Council

Aili Smith (Alternate - 15)
Jacob Sowers (16)
Andrea Donovan (17)

Academic Assessment Committee

Lenore Koczon, VPAA (non-voting member)
Neil Nordquist, Dean's Council Representative (non-voting member)

Faculty Elected At-Large (2 members)

Jean François Mondon (15) - Chair
Joseph Krieg (17)

4 members elected by college

College of Arts and Sciences * * * * *

Jacob Sowers nominated (15) replacing Ziegler
Katie Kilroy (16)

College of Business

Tom Seymour (16)

College of Education and Health Sciences

Erik Kana (17)

Student

1.

Academic Hall of Fame Committee Members

College of Arts and Sciences

Eric Furuseth (15)

College of Business

Gary Ross (15)

College of Education and Health Sciences

Cheryl Gerard (16)

Color Key

Green = college election

Red = Faculty Senate Appointments

Academic Policies Committee

Non-Voting Members

Lenore M. Koczon, *Vice-President for Academic Affairs*

Rebecca Porter, *Registrar*

Kris Warmoth, *Dean, Center for Extended Learning*

3 Faculty Elected by College

Arts and Sciences - Linda Olson (17)

Education and Health Sciences - Erik Kana (15)

Business - Gary Ross nominated (16)

3 Faculty At-Large

John Webster (15) - Chair

Nikki Medalen (16)

Jynette Larshus (17)

Student

1.

Athletic Policies Committee

Richard Jenkins, *Vice President for Student Affairs*

Rick Hedberg, *Athletic Director*

Caren Barnett, *Minot State University Nurse (non-voting member)*

Dave Rochholz, *Human Performance - Chair*

Four faculty from outside Human Performance

Jay Wahlund (17)

Erik Anderson (15)

Jerry Stai (15)

Neil Roberts (16)

Students

1.

2.

Budget and Salary Committee

Non-Voting Members

Lenore M. Koczon, *Vice President for Academic Affairs*

Wes Matthews, *Human Resources Director*

Faculty

Warren Gamas (15) - *College of Education and Health Sciences*

David Iverson (15) - *Gordon B. Olson Library*

Linda Cresap (16) - *College of Business*

Scott Seaton (17) - *Arts and Sciences*

Faculty (elected at-large)

Stephan Hayton (17)

Committee for the Peer Review of Teaching

must be tenured; cannot serve concurrently on Promotion Committee

3 faculty elected at-large

Eric Furusetth (15)

Draza Markovic (16)

Joan Houston (17)

9 faculty elected by college

College of Arts and Sciences * * * * *

Bill Harbort (15)

Ken Bowles nominated (16) *Margaret Sherve on sabbatical*

Scott Sigel nominated (17)

College of Business

Patti Fedje (15)

Kristi Berg (16)

Carla Cabarle (17)

College of Education and Health Sciences

Deb Jensen (15)

Tom Froelich (16)

Kathy Hintz (17)

Constitutional Review Committee

Faculty Elected At Large

John Webster (15), Ernst Pijning (16), Daniel Ngugi (17)

Faculty Appointed by Senate President

Jay Wahlund (17)

Wojciech Cebulak (15)

Dean Frantsvog (16)

Curricular Diversity and Campus Climate Committee

Lenore Koczon, *Vice-President for Academic Affairs*

Rebecca Porter, *Registrar*

Faculty at Large Member

Harry Hoffman (15)

College of Arts and Sciences

Ryan Stander (15)

Andrea Donovan (16)

Matthew Eddy (17)

College of Business

Andy Bertsch (17)

College of Education and Health Sciences

Ann Beste-Guldborg (15)

Nelrene Yellowbird (16)

Student Member

1.

PAGE 3

Color Key

Green = college election

Curriculum Committee

Non-voting, ex officio

Rebecca Porter, *Registrar*

Voting member, ex-officio

Stephen Banister, *Director of the Library*

3 at large faculty

John Webster (15) -

Andrea Donovan (16)

Orlene Schroeder (17)

10 faculty elected by college

4 Arts and Science

Jacob Sowers (15)

Carlen Gilseth (16)

Matthew Eddy (17)

Jynette Larshus (17)

College of Business (2)

Linda Cresap (15) *Chair*

Sharon Reynolds (16)

Education and Health Sciences (4)

Jodi Connell (15)

Jennifer Heftner (15)

Susan Peterson (16)

Leisa Harmon (17)

3 students

1.

2.

3.

Faculty Affairs Committee

(10 faculty elected by college/library)

College of Arts and Sciences (4)

Micah Bloom (15)

Carlen Gilseth (16) - Co-chair

Daniel Ngugi (16) - Co-chair

James Fusik (17)

College of Business (2)

Joan Houston nominated (15)

Mehdi Hossain nominated (17)

College of Education and Health Sciences (3)

Terry Eckmann (15)

Lisa Roteliuk (16)

Ashley Guy (17)

Library

Sarah Henderson (16)

Faculty Research Committee

Dean of the Graduate School and the Office of Research & Sponsored Programs -

Six Faculty Elected by Colleges

College of Arts & Sciences (3)

Harry Hoffman (15)

Narayan Thapa (16)

Mikhail Bobylev (17)

College of Business (1)

Deanna Klein (16)

College of Education and Health Sciences (2)

Ann Beste-Guldborg (15)

Shirley Cole-Harding (17) - *Chair*

Faculty Handbook Committee

Administrative Officer - *Cari Olson, Coordinator of Academic and Institutional Projects (voting member)*

Faculty Representatives

College of Education and Health Sciences

Jaci Reep-Jarmin (16)

College of Arts and Sciences

Micah Bloom (15)

College of Business

Mehdi Hossain nominated (17)

Faculty Rights Committee

Five tenured faculty elected at-large.

Members cannot serve concurrently on Promotion or Tenure Committee.

Committee Members

Alexandra Deufel (15)

Harold Nelson (15)

Joseph Jastrzembski (16)

Larry Chu (16)

Leisa Harmon (17)

PAGE 4

Color Key

Red = Faculty Senate Appointments

General Education Committee

Lenore Koczon *Vice President for Academic Affairs (voting member)*
Conrad Davidson *Dean of Arts & Sciences (voting member)*

Six Faculty - Appointed by Faculty Senate President

College of Arts & Sciences

Jean François Mondon (17)

Andrea Donovan (15) *Chair*

Paul Lepp (15)

Nancy Pearson (16)

College of Business

Jan Reppow (17)

College of Education & Health Sciences

Amy Roberts (16)

Students

- 1.
- 2.

Library Committee

Lenore Koczon, *Vice President for Academic Affairs*

Library

Susan Podrygula(15) - *Chair*

College of Arts and Sciences

Eric Furuseth (16)

College of Business

Carla Cabarle (17)

Education and Health Sciences

Linda Schaefer (15)

Promotion Committee

Members must be tenured and cannot serve concurrently on Tenure, Faculty Rights, or the Committee for the Peer Review of Teaching

Six Faculty (Elected at-large)

Darren Dobrinski (15)

Jon Rumney (16)

Dean Frantsvog(16)

Kevin Neuharth (17)

Dan Ringrose (17)

Andy Bertsch (17)

promotion Committee continued

Three Faculty (Elected by College)

Arts and Sciences

Laurie Geller (17)

Business

Lori Willoughby (16)

Education and Health Science

Terry Eckmann (15) *Chair*

Sabbatical Committee

Three Faculty Elected at-large

must be tenured; must be associate or full professor

Stewart Kelly (15) *Sabbatical replacement for Margaret Sherve*

Daniel Ringrose (16) *Chair*

Cheryl Nilsen (17)

College of Arts and Sciences

DeVera Bowles (15)

Linda Olson (17)

College of Education and Health Sciences

Darren Dobrinski (16)

Susan Peterson (17)

College of Business

Lori Willoughby (15)

Deanna Klein (16)

Non-voting member

Lenore Koczon, *Vice President for Academic Affairs*

Tenure Committee

Must be tenured and cannot serve concurrently on Promotion or Faculty Rights.

Four Faculty (elected at-large)

Kristi Berg (15)

Vicki Michels (for Fall 2014 for Margaret Sherve (16)

Shirley Cole-Harding (17)

Ernst Pijning (17)

Faculty elected by College (3)

Arts and Sciences

ShaunAnne Tangney (15) -*Chair*

Business

Juliann Eklund (16)

Education and Health Sciences

Lesley Magnus (17)

SEPTEMBER 9 ELECTION FOR OPENINGS IN 2014-2015 Faculty Senate Standing Committees

Color Key

Green = college election

Yellow = general Faculty election

Faculty Senate

College of Education and Health Science

Lori Garnes nominated (15) replacing Buettner-Schmidt

Council of College Faculties *Elected annually* Devin Otto nominated *alternate* (15)

Academic Assessment Committee *4 members elected by college*

College of Arts and Sciences

Jacob Sowers nominated (15) replacing Ziegler

Academic Policies Committee *3 Faculty Elected by College*

College of Business

Gary Ross nominated (16)

Committee for the Peer Review of Teaching

must be tenured; cannot serve concurrently on Promotion Committee

9 faculty elected by college

College of Arts and Sciences

Ken Bowles nominated (16) Margaret Sherve on sabbatical

Scott Sigel nominated (17)

Faculty Affairs Committee *(10 faculty elected by college/library)*

College of Business (2)

Joan Houston nominated (15)

Mehdi Hossain nominated (17)

Faculty Handbook Committee

College of Business

Mehdi Hossain nominated (17)