



Faculty Senate

**Full Faculty Senate Procedural Meeting
November 1, 2018 – 3:30 pm, Westlie Room – MSU Student Center**

In attendance: Steve Shirley, Laurie Geller, Vicki Michels, Jessica Smestad, Linda Olson, Andy Bertsch, Dan Conn, Dan Ringrose, Evan Borisinkoff, Timothy Morris, Daniel Ngugi (arrived 3:44pm), Kathryn Kilroy, Sayeed Sajal (arrived 3:56pm), Darren Seifert, Dianna Anderson, Jean-Francois Mondon, Gary Rabe, Bryan Schmidt, Mark Singer, Lori Willoughby, Lesley Magnus, Mary Huston, Lisa Borden-King, Paul Markel, Amy Roberts, Chris Keller, Andy Heitkamp

Absent: Mikhail Bobylev, Deanna Klein, Bikalpa Ghimire, Gideon Amponsah

Guests: Rick Hedberg, Rebecca Ringham, Teresa Loftesnes, Virginia Conn

1. Seating of Alternate Delegates

None

2. Review Agenda

3. Approval of minutes from last procedural meeting – October 4, 2018

Motion to accept the minutes, (Magnus/Morris). Motion carried.

4. Approval of minutes from discussion meeting – October 18, 2018

Motion to accept the minutes, (Kilroy/Conn). Motion carried.

5. Standing reports

A. Dr. Steven Shirley, MSU President

i. See SharePoint folder (November 01, 2018 Procedural Meeting) for full report

B. Dr. Laurie Geller, Vice President for Academic Affairs

i. See SharePoint folder (November 01, 2018 Procedural Meeting) for full report

C. Staff Senate Liaison, Andy Heitkamp

i. At the October 16 Staff Senate meeting, in response to the charge received from Dr. Shirley to convene the Strategic Salary Administration Task Force, Staff Senate:

- Established a new Staff Senate committee - the Staff Senate Budget and Salary Committee - to serve as the staff representation on the Strategic Salary Administration Task Force, and
 - Renamed the Compensation & Survey Committee to the Staff Senate Satisfaction Committee so as to avoid duplication of responsibilities with the new Budget and Salary Committee.
- ii. Recent High Five Award winner: Tricia Houmann, Payroll
 - iii. Next Staff Senate meeting is Tuesday, November 20 at 8:30am in the Jones room
 - iv. Four Be-In-The-Know sessions are forthcoming

D. Student Government Association Liaison, Bikalpa Ghimire/Gideon Amponsah

- i. No member of SGA present to give report

E. Council of College Faculty, Bryan Schmidt

- i. The last CCF meeting focused on three issues:
 - First, a blackboard update was given by Darren King from the system office. In the first 3 weeks of class, 42,000 users used the system and it was running at a 99.8% efficacy rate. The system office is looking to add capabilities to Blackboard, particularly in regards to accessibility. The updates would have anti-plagiarism software and would allow grading data to be moved automatically into Campus Connection.
 - The second issue was discussed was an update on the Governor's Task Force on Higher Education Governance (the CCF president is a member of that task force). CCF had a split opinion on this, with the rep from Dickinson (the CCF president) and myself opposed to splitting the board, and UND and NDSU strongly supporting a split of the board (arguing they need more flexibility and that the system needs more "competition").
 - Finally, the SBHE was looking into modifying policy 605.1 (tenure) to allow university presidents to be offered tenure when hired. This would only apply to presidents that had tenure at their previous post. CCF was unanimously opposed to this for a variety of reasons (tenure is not a perk, could result in faculty being fired, etc). A letter was written and sent to the board expressing the opinion of CCF and at the SBHE the policy change was tabled to allow more time to discuss with faculty. The chancellor reached out to the CCF on Thursday to request a phone conference be set up with all interested CCF members to discuss the policy change in more detail before the next SBHE meeting.

F. Faculty Satisfaction Survey Committee, VP of Faculty Senate, Bryan Schmidt

- i. No report

G. Academic Assessment Committee, Lisa Borden-King

- i. Compressed Courses (must be reviewed for "comparability" to regular length courses)
 - Compressed courses for 2nd eight weeks of Fall 2018 semester have been reviewed and approved
 - Compressed courses beginning in the first 8 week session of Spring of 2019 will need to be submitted by December 1 and those beginning in the 2nd eight week session will need to be submitted by February 1, 2019
- ii. Assessment Reports
 - In order to comply with HLC and improve our assessment processes a new format for assessment reports was sent to Chairs by Dr. Geller and was approved by the AAC.
- iii. Assessment Liaisons

- The AAC, working in collaboration with Dr. Geller and Dr. Brooks, has developed an approach to developing campus consensus regarding assessment terminology, the structure of learning targets for students, and assessment processes. Departmental liaisons will meet regularly with Dr. Geller, Dr. Brooks, and the Chair of the AAC to begin working on this process. The first meeting is scheduled for November 8th. These liaisons will be bringing ideas (and likely tasks) back to each department so that we can move forward in a timely manner making needed improvements to assessment as a process at MSU.
- iv. General Education Assessment
 - Due to the large amount of work the AAC has been doing this semester, requests for assessments of the general education developmental content categories scheduled for this semester have been delayed. The reminders should be sent by Friday of this week.

Unfinished Business

6. **Nominations to the Ad Hoc Committee on Intellectual Property Rights Policy and Procedure**
 - i. Mikhail Bobylev (Science) – *Chair*
 - ii. Linda Cresap (Business Information Technology)
 - iii. Dannah Schaffer (Science)
 - iv. Paul Markel (Psychology)

Charge: “Collaborating with Drs. Geller and Kana to review and revise, if necessary, the I.P. Rights Policy and Procedure contained in Sharepoint; and bringing that final version back to Faculty Senate at our December 6, 2018 procedural meeting.” (October 4, 2018 Procedural Meeting)

Motion to approve the members of the Ad Hoc Committee on Intellectual Property Rights Policy and Procedure, (Willoughby/Olson), Motion carried.

New Business

7. **Special Guest: Rick Hedberg, VP of Advancement**
 - A. Traveling around the U.S.; visiting with alumni and potential donors
 - B. Working with chairs and Dr. Geller to identify academic needs in order to compile those into a list that can be shared with potential donors
 - C. MSU website is currently featuring Dr. Bobylev and students – share department stories with Teresa Loftesnes for the website
 - D. Alumni Speaker Series starting soon – departments can give suggestions of potential speakers to the Advancement Office
 - E. Annual Giving Day scheduled for April 10, 2019. Departments should identify projects for this fundraising effort.
8. **Curriculum Committee Report**
 - A. Agenda and minutes are located in Full Faculty Senate 11/1/2018 SharePoint Folder
 - B. Curriculum Changes:
 - i. Radiology Course Change – RAD 405
 - ii. BA-Social Science Program Change
 - iii. BIT Course Changes – BIT 440, 565
 - iv. Business Admin Course Changes – BADM 421, 595, 598, 599
 - v. BS-MGMT Program Change
 - vi. MSSPM Program Change
 - vii. Social Work Course Changes – SWK 335, 430
 - viii. BA in Chemistry Option 3 Medicinal Plant Chemistry Program Change

Motion to approve all approved curriculum changes from October 4, 2018 Curriculum Committee meeting, Motion carried.

9. Proposed formation and charge of Ad Hoc Committee for External Affairs

- A. This committee will monitor, suggest appropriate responses to, and cultivate relationships with legislative and community groups.
 - i. Legislative affairs
 - Monitor and suggest appropriate responses to Faculty Senate and MSU Administration concerning legislation that directly impacts MSU.
 - Monitor and suggest appropriate responses to Faculty Senate and MSU Administration concerning pressures on the State Board of Higher Education such as moves to modify governance structure, funding formulas, budgets, etc.
 - Proactively cultivate positive relationships with local and state legislators and agencies.
 - ii. Community affairs
 - Proactively cultivate positive relationships with the community and community groups.

Motion to approve the formation and charge of the Ad Hoc Committee for External Affairs, (Markel/Ringrose), Motion carried.

10. Nominations to the Ad Hoc Committee for External Affairs (requested via email on October 25 sent to Faculty Senate for consideration)

- A. The following have been nominated and have confirmed their willingness to serve:
 - i. Niki Roed
 - ii. Gary Rabe
 - iii. Terry Eckmann
 - iv. Jan Reppow
 - v. Dean Frantsvog, Chair
- B. Additionally, the MSU President, VPAA, VPA, and Faculty Senate leadership will identify and confirm four community members to serve on this committee.

Motion to approve the five faculty committee members for the Ad Hoc Committee for External Affairs, and to allow the committee and administration to identify the remaining four community members to serve on this committee (Ringrose/Olson), Motion carried.

11. Academic Policies Committee Report re: summer credit limit

- A. Students who wish to attempt more than 18 credits in a fall or spring semester or more than 12 credits in the summer must have at least a 3.0 cumulative GPA. Students may not register for more than 22 credits per fall or spring semester or 15 in the summer. The overload approval form must be signed by the student's advisory, department/division chair and must also contain the division/department stamp. Return the completed form to the Registrar's Office for processing.

Motion to approve the revised Overload Policy, (Olson/Michels), Motion carried.

12. Other items?

None

13. Upcoming meetings:

- A. Discussion meeting: Thursday, November 15, 2018
- B. Procedural meeting: Thursday, December 6, 2018

- C. MSU will host the Chamber of Commerce's Business After Hours event on December 13 in the NW Arts Center; 5:00 pm to 7:00 pm; \$5 cover charge
- D. There will be no discussion meeting in December.

Adjournment

Meeting adjourned at 4:39pm

Respectfully submitted,

Jessica Smestad, M.A.

Faculty Senate Secretary