

## MINOT STATE UNIVERSITY FACULTY SENATE

April 5, 2007

3:30pm, WESTLIE ROOM

**Attendance:***Senators:*

Bethany Andreasen, Rosanne Antelli, Larry Atwood, Becki Barcomb, Kristi Berg, Mikhail Bobylev, Alex Deufel, Ron Fischer, John Girard, Steve Hayton, Chad Heinzl, Joseph Jastrzembki, Ruth Kihm, Elaine Larson, Drarza Markovic, Linda Pettersen, Ron Royer, Margaret Sherve, John Webster, Gary Rabe, David Fuller.

*Senators Absent:* Erik Anderson, Terry Eckmann, Frank Moseley, Linda Olson, Sharlese Robertson, Tom Seymour (or proxy).

*Guests:*

Robert Kibler, Maila Zitelli, Ryan Winburn, Chris Beachy, Ursula Schittko.

**1. Proxy approval**

Grant Linsell for DeVera Bowles, Paul Sims, Sue Jensen for Cheryl Nilsen.  
All proxies were approved.

**2. Approval of the minutes of the March 01, 2007 meeting**

- minutes were approved with two changes.

**3. Review of the agenda**

- President Alex reminded the senate that the agenda has some lengthy items, so we'll need to move through as quickly as possible.

**4. Announcements**

- A new institutional committee was formed with broad representation across campus. It is known as ITAC – Information Technology Advisory Committee.

- IT suggests that people hold off on VISTA software uploads, as it currently needs a lot of computing power that not all systems are ready for.

- General Education student survey results showed some disturbing comments. There was discussion of the validity of the information and the desire to see more disaggregation of the data. Different kind of survey or more intensive focus group sessions were discussed. John Girard gathered some information on this process at the AA & NC conference, and would be willing and interested to use the information for using the survey's information. Motion of a resolution to pass this issue on to next year's Senate or to the General Education committee was withdrawn, as it was determined that we need to take more immediate action with this data.

*Motion by John Girard, Second by Ron Royer: It is recommended that the VPAA form an ad hoc institutional committee to consider results of the Student and Faculty General Education surveys. Conference attendees, with new knowledge of the process*

*will be involved. The committee will make recommendations to the Senate. Motion Passed.*

## **5. Administrative Reports**

**President Fuller** distributed his report dated March 21, 2007. He specifically mentioned Swain Hall project funding, salary issues, Vision 2013, Art Space, Student Union and bookstore remodel, the N. Broadway project, landscape design and Info Tech and its possible impact on the community and the campus. The Service Learning Conference, headed by Ruth Kihm and others was a great success. Hats off to the committee.

**Dr. Rabe** talked about: 1) an update on the midterm grading option. Thanks for all the faculty who participated Dr. Rabe would like to fully implement Mid-term grading in Fall 2007, 2) changes in commencement were shared. WE need two new faculty marshals. 3) Dean's Council will tackle some issues now and over the summer. 3) Dr. Rabe discussed faculty load, chair compensation and leave will be issues to be discussed next year.

## **6. CCF report (shared by Becki Barcomb for Lisa Borden-King)**

- The topic of faculty and staff tuition waivers is under discussion by the CCF. Currently, campuses have differing policies on use of the waivers. For instance, MSU employees may not use their waivers for online courses. Williston State is using the waivers as a means of recruiting faculty and staff, and is having trouble due to some campus' policies. If you have comments or questions, please contact Ernst Pijning or Lisa Borden-King.

## **7. SA report**

- Scholastic Readership has been purchased for next year. There will be two sites, chosen from those with the most use this year.

- The rest of Club funding has been distributed.

## **8. HLC report – Ron Royer**

The HLC campus group has regrouped. There are two more meetings this semester: April 17<sup>th</sup> and May 1<sup>st</sup>. Task forces are submitting first and 2<sup>nd</sup> drafts of their reports. There is a team of seven attending an HLC meeting in Chicago. Report/Executive Summary should be available at the Fall 2007 Convocation in August, with the final copy done late in the Fall semester. Ron reminded senators and other faculty and staff to review the self study document on the website.

## **9. GUEST ISSUES**

- **Curriculum – GEOL, BIOL, Science/Teaching, Foreign Language.** All of the following curriculum changes brought forth by the Curriculum Committee were passed:

## GEOL

- Geol Minor (non-teaching) changes from 26-28 to 27 credits. Modify existing program.
- Environmental Geology Minor change. (from 27-29 to 24-25 credits)
- course change request: Geol 421
- Earth Science BSE changes Credits from 35 – 37.
- New course: Geol 323: Global Climate Change
- Earth Science minor (teaching): change of credits from 27-29 to 24-25

## BIOL

- Biol 310: course change: Pharmaceutical Ethnobotany (formerly Ethnobotany)
- Biol 404: New course request: Plant Molecular Biology
- Biol 402: New course request: Bioinformatics

## Science

- Program change proposal: Modificaiton of MAT: Science
- New Proposal: Science Concentration for MEd program
- SCI 501: New course
- SCI 579 (formerly SCI 598)
- SCI 598: Project and Report: New course

## GERMAN

- Germ 220: New course: Zeitgeist in German Film
  - Program Change in Foreign Language, German option BA program.
  - LANG 390: Foreign Language Methods Change of course description
  - LANG 451: Study Abroad: Course Changes
  - French Option: BA & BSE: Program Change (37 to 35 credits)
  - FREN 301: Drop. Replaced by FREN 302 (below)
  - FREN 302: New course: Conversation and composition (3 cr)
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- **Promotion – Robert Kibler, Gary Rabe, David Fuller**

A full report will come later in the semester, but some current guideline changes were shared: The numeric schema will be removed from the faculty self evaluation document; 1) the numeric scale will be removed from the Promotion Committee forms. 2) That “Consulting” be replaced with “Applied Research” as headings under “Scholarship Performance Standards and that all pertinent language also reflect this change.”

3) The Faculty Senate affirms the Promotion Committee's belief that the purposes of promotion applicants must be obtain terminal degrees ad within the field of study.

- **CDCC documents – Chad Heinzl**

Chad Heinzl brought edited CDCC Diversity Course documents forward for Senate approval. Passed.

- **Handbook – Ron Fischer**

Joseph Jastrezmbski and John Girard: A committee of interested parties will be chosen by the current Faculty Senate President to work on the handbook over the summer. Final approval of the Handbook by next year's Senate Executive Board will be made prior to the start of Fall semester.

## 10. NEW BUSINESS

- **Changing withdrawal date – Gary Rabe**

The Academic Affairs Committee proposed a change to the date when a "W" is transcribed for a student who withdrew from a course. They would like the 10<sup>th</sup> calendar day of the semester or 8<sup>th</sup> day of class to be the new date. Financial Aid paperwork requirements make this policy change necessary. John Girard moved and Ron Royer seconded. Motion passed to approve the policy change as shared by the AAC.

- **Faculty Load policies**

Linda Olson volunteered to join Dr. Rabe's committee looking at Faculty Load policies. It was discussed that it was important to have representation from a variety of departments across campus, including Nursing, Music, & Education. Issues such as Graduate faculty load and overloads will be discussed in the committee.

Dr. Fuller shared his philosophy that six hours of allowable overload per semester is too much – and it undermines the effectiveness of our teaching, research and service.

Senators were also reminded of the HLC's previous (1997) advice regarding faculty load, "reduce low-enrolled programs in order to staff other programs."

- **Committee tasks – Ron Royer, Steve Hayton**

A request was made to Senate committees: Please expedite the electronic filing of all Faculty Senate, as well as Institutional Committee minutes, as they need to be available to build evidence for the HLC report. The formatting and addressing system information was shared by Steve Hayton: Please use a word.doc or and rtf; a naming scheme will be devised. The email address is [selfstudy@minotstateu.edu](mailto:selfstudy@minotstateu.edu)

HLC

Motion was made to assign the Constitutional Review Committee the task of looking at language in the bylaws that will ensure smooth collection of information in the future. Motion by Ron Fischer, Second by John Girard. Motion passed.

- **Parking fees – Gary Rabe**

A proposal from the Parking Services office to raise parking fees for students and faculty was shared. Fee increases on the proposal were further modified. Faculty will now pay 30.00 per year for reserved passes.

- **MSU senate resolution about salaries to state senate**

An email sent from UND to State Senate regarding salaries and their support of the 5/5 initiative was shared.

The Senate has moved for a 5/5; wording would need to change to say that we hope they would stay with this. We have two options: 1) Write a letter ourselves, or 2) sign onto UND's letter.

Decision: A motion was made (Bethany Andreasen) and seconded (Deb DeWitz) that Alex will appoint someone to write a letter, re: Approval of a resolution to the ND Legislature to stay with the 5/5 pay raise in the Higher Education budget; that needs to go to both the House & Senate. Chris Keller's name was mentioned as a possible letter writer.

Meeting Adjourned at 6:20 pm.

Respectfully submitted,

Rebecca Barcomb  
Faculty Senate Secretary  
2006-2007