



Faculty Senate  
Approved Minutes  
October 14, 2021  
3:15pm  
Zoom Meeting

Present: Kylee Britzman, Jenna Chambers, Lauren Connolly, Jennifer Cromer, Harold Crook, Kristy Gonder, Bill Hayne, Polly Knutson, J.R. Kok, Brian Kolstad, Eric Martin, Mike Owen, Eric Stoffregen, Luke Thomas, Heather Van Mullem, Scott Wimer. Ex Officio: Fred Chilson, Isaiah Ewing, Justene Garner, Leif Hoffmann, Billy Lemus, Cynthia Pemberton, Ted Unzicker

Officers: Lorinda Hughes, Sue Hasbrouck, Royal Toy

Guests: Grace Anderson, Johanna Bjork, Sarah Graham, Andy Hanson, Nina Peterson, Alicia Robertson

- I. Call to Order
- II. Introductions
- III. Approval of Senate Meeting minutes from September 23, 2021

*Motion to approve the minutes made by Eric Martin, 2<sup>nd</sup> by Lauren Connolly, minutes approved. (29 yes, 0 no, 0 abstention)*

- IV. Comments/Updates:
  - A. President Pemberton
    - 1. Updates
      - 1. Advancement search – 3 candidates were interviewed, LCSC has made an offer and we are in-process.
      - 2. VPAA Provost search will be under way in November. VP Hanson will chair the search. If you are interested in serving contact Lorinda and CC. VP Hanson.
    - 2. NWCCU Accreditation Visit – VP Chilson
    - 3. Clay Long Visit – Went well.
    - 4. Masking announcement will be made tomorrow. Shared data about a student survey that included COVID-19 data. Be sure to monitor the COVID-19 page for updates.
  - B. Vice President Chilson
    - 1. Vicki Cooper was hired as Administrative Assistant for the VPAA.
    - 2. NWCCU Accreditation Visit
      - 1. Mid cycle review site visit occurred last Monday and Tuesday. Two areas needed attention prior to the visit; Defining mission fulfillment and Establish goals for core themes. The visit went well, and we await the official letter regarding the visit.
- V. Campus Guests:



A. Johanna Bjork – Library

1. Updates. Shared information pertaining to updates by review of the website. Tutorials are available to ensure that you have the resources necessary.  
Question: With Samantha leaving are there plans to fill the position?  
Answer: Staffing are being adjusted in the interim and will be considering replacement through workload analysis and justification of the needs prior to hire. The role may be adjusted based on what we can do. No plans are in place to reduce hours or services.

B. Dr. Andy Hanson

1. Enrollment/Recruiting

1. Tomorrow is census day for the college. We are currently down 3.42 % students and 2.88 FTE. If we do not include the Dual credit students, we are down 6.68%. We had about 20 fewer direct from HS students this year. We are usually recruiting students 1.5 years ahead of time. Recruitment staff meet with each division chair to learn what is new each season.
2. The general recruitment calendar was shared.
3. LCSC has expanded HS recruitment to surrounding States so that there is less dependence on our immediate region.

2. Adult Learning – Reboot

1. Shared and discussed the current flowchart for services.
2. We have established concurrent enrollment with Walla Walla Community College.

Question: Are we permitting a lower threshold for students for evening/weekend classes, as typical enrollment requires 17 or so in the class.

Answer: VP Chilson – It may take time to build these up to speed.

VP Hanson: We also have a webpage dedicated to the adult learner; however, there is no campaign for night/Saturday courses. This is a place where we can advertise and promote more.

Question about the debt forgiveness monies, where does this come from?

Answer: VP Hanson – There are no additional monies, we will write off past debt for students to come back to college. While this does not earn back the past money, it provides an opportunity for new income and for students to find success in school.

Question: Will there be an effort to prepare students for the differences in 8-week vs the typical 16-week courses?

Answer: VP Hanson – Deans and VPs are looking at opportunities for courses. If you are interested, let your chairs know. We have to be strategic about how we offer various courses.

Statement: Currently “online” courses are listed by location rather than on their own.



Response: VP Hanson – Currently there are no good solutions, but soon the online offerings will be on the adult learner page. The Advising center are being trained on this use and I think it is being addressed.

VI. Old Business

A. Policy 3.133 Duty Assignments and Office Hours – Sue

1. Discussion covered the number of office hours expected by divisions.  
BCS Faculty handbook min 3hrs per week posted on door, in syllabi, on webpage.  
NHS: posted on door 2hrs/week.  
Humanities: Posted on door, sent to admin, but number is not determined.  
BTS tradition 2 hours face-to-face with possibility of 1 or 2 online.  
PLMSCI: no policy we do fill out schedule cards and send to admin and post or how they should be structured.  
Social Sciences: No division policy, tradition of posting.  
Education: 4 hours this year.
2. On-duty vs in-office and other items may need to be addressed. It was recommended that policy be general, and procedures developed by divisions. Some faculty stated that meeting with students on-campus in alternate locations (e.g. the SUB) may be desirable to in-office visits.

Revised language: 3.133.2.A. General Policy: Instructional personnel are responsible for being available to students by appointment and at an appropriate number of office hours each week as determined by their respective division/department.

*Motion to change the policy language made by Royal Toy, 2<sup>nd</sup> Eric Martin, motion approved.  
(26 yes, 0 no, 0 abstention)*

B. Policy 3.138 Telecommuting

1. Academic Affairs – Findings: Deferral for SDHR policy and points to an outdated policy. The college policy will be updated to point to the current policy. Grading and other items like that are not considered telecommuting. The ISU and BSU policies were reviewed. ISU’s is self-contained and defines conditional telecommuting so that a form is not necessary (6/2020). BSU does not apply to faculty who work on/off campus where appropriate, and an implied 2-month timeline for telecommuting in in the policy (9/2021).
2. VP Chilson – we cannot say we are just working remotely w/o going through the process. There are a whole host of legal implications regarding working away from campus.
3. Suggestion that college Administration and HR review the policy.

*Motion for college administration to review the policy and amend language, if necessary, made by Sue Hasbrouck, 2<sup>nd</sup> made by Mike Owen, motion approved.*

*(26 yes, 0 no, 0 abstention)*

VII. New Business:

A. Sarah Graham – General Ed committee



1. Structure of Gen Ed committee had discussion regarding updating the number of members as well as standing committee members.

*Motion to take recommendations and feedback back to the Gen Ed committee regarding the Assessment coordinator, as well as required divisions and number of members on the committee for revision made by Royal Toy, 2<sup>nd</sup> by Eric Martin, motion approved.*

*(25 yes, 0 abstentions, 0 no)*

B. Billy Lemus – Curriculum Committee

1. BTS-CERT: Fire Service Technology ITC

Question regarding costs:

Response: Use of Adjunct faculty rather than permanent position.

*Motion to approve made by Mike Owen, 2<sup>nd</sup> made by Jennifer Cromer, motion approved.*

*(23 yes, 1 abstention, 0 no)*

2. BU-BABS: Cybersecurity Management

Discussion over the program proposal covered the formatting as well as some of the listed courses required at LCSC as opposed to transfer students. A comment was made about the program that BSU is creating at the same time and they will be non-competing.

*Motion to approve made by Eric Martin, 2<sup>nd</sup> made by Lauren Connolly, motion approved.*

*(23 yes, 1 abstention, 0 no)*

**Note: For upcoming policy review, be sure you know how to access CourseLeaf.**

VIII. Division Reports/Feedback/Concerns

IX. Committee Reports

A. Budget, Planning and Assessment:

1. Gathering CRC request feedback from divisions. Preparing to participate in FAC committee reports in the spring.

B. Curriculum:

1. Billy report and breakdown finding to Senate. Vote on new curriculum today

C. Faculty Affairs:

1. Faculty Development Grant applications discussed and awarded.

D. General Education

1. Sarah Graham Report to Senate for vote new wording in Operational Guidelines (Section I. D. 2. Structure)

E. Student Affairs:

1. Leif—Wordsmithing SCE policy

X. Good of the Order

1. Chair-Elect 23-24, please submit nominations to Lorinda.
2. Winter Revels 12/10 will be outdoors from 3-5pm. Angela Meek has requested committee volunteers, please take this request back to divisions. Many volunteers for the day of would also be helpful.
3. Hearing board – Samantha Franklin leaving creates an opening 3 ½ year term; provide suggestions to Lorinda Hughes for a vote at the next association meeting. Nominees can be tenured or non-tenured.



4. 5th Annual Moore Honorary Lecture “Election Integrity: How Elections are Run at the Local Level” October 18, 2021, 12:00pm - 1:00pm, Sacajawea Hall (SAC) 115, also available via Zoom.

*Motion to adjourn the meeting made by Sue Hasbrouck, 2<sup>nd</sup> by Lauren Connolly; motion passed. (23 yes, 0 no, 0 abstention)*