



Faculty Senate Meeting/Work Session

MINUTES

September 22, 2022

(In-Person Meeting)

3:15 p.m. ACW 134

Present: Charles Bell, Julie Bezzerides, Jenna Chambers, Frederick Chilson, Jennifer Cromer, Harold Crook, Celeste Ellis, Justene Garner, Rachele Genthos, Sue Hasbrouck, Thomas Hill, Lorinda Hughes, Seth Long, Mike Owen, Michelle Pearson-Smith, Marti Reese, Suzanne Rousseau, Jenny Scott, Eric Stoffregen, Luke Thomas, Heather Van Mullen.

- I. Call to Order: 3:16 pm
- II. Approval of Senate Meeting minutes from September 8, 2022: *minutes approved as read. No corrections.*
- III. Old Business (Revision of Policy 2.114, Sabbatical Policy)

Chair (Sue Hasbrouck) provided a summary of where Senate last left off with the attempted revision of this document, and a draft form was made available to Senate members as part of the meeting materials, via a link to the Senate website. However, Sue pointed out that the last version on the website had not incorporated the necessary changes to the “header” of this policy change; namely, date of revision and the summary of the proposed revision. Therefore, these elements were incorporated, along with minor revisions to the introductory paragraph to make it grammatically-correct (i.e., to eliminate overuse of the word “professional”). A “clean read” of the proposed revisions was thus offered during the meeting (see Attachment 1).

In addition, Sue shared two new pieces of information that had been gleaned, since the last full Senate discussion of the revision. The first was a reference to SBOE Policy II.G.3(c), which states “A sabbatical leave may be used for the purpose of acquiring new professional skills and updating professional skills or conducting research. Sabbatical leave awards are fully dependent on the availability of appropriate funding.”

The second piece of information shared was in reference to the current year sabbatical budget (cost center 10-01-269105), which remains at zero after being cut in the FY21 operating budget. In order for sabbaticals to take place in the coming year, there would have to be funding allocated for this purpose as part of this year’s budget cycle, and Sue

recommended that Senate advance an “RRF” (Resource Request Form) to ensure that it received consideration. A brief funding history of the account was presented, and it was suggested that the Budget, Planning & Assessment Committee might be the appropriate body to draft the RRF and bring it forward to the full body for review.

Michelle Pearson-Smith: Have we needed to do this (develop the RRF) before?

Sue Hasbrouck: in the past, Provost Stinson was always the individual who asked for funding for sabbaticals as well as other faculty development initiatives, on behalf of the faculty.

Provost Chilson: Having the RRF creates a paper trail to help support these requests.

Harold Crook: Motion to have the Budget, Planning, and Assessment Committee develop the Resource Request Form, requesting restoration of funding for sabbaticals.

[Chair called for discussion.]

Eric Stoffregen: We have had salary increases since the sabbatical budget was cut—we need to keep that in mind when developing an estimate of sabbatical costs.

Harold Crook: From my own perspective I feel as though the CTE group needs their own sabbatical system and budget. People need to be able to go to industry, gain skill sets and come back to share their experiences.

Provost Chilson: Yes, I agree. Those details will need to be discussed in the future.

Michelle Pearson-Smith: The NHS division might also find a system similar to CTE’s field experience model useful to explore.

Provost Chilson: Absolutely this needs to be sorted out. This will be discussed and developed in the future.

[Chair’s clarification (not discussed at meeting): CTE cost center 12-11-301305 (CTE Sabbatical) resides in the CTE budget but has not had permanent funding allocated to it for many years. Further research would be required to determine just how long.]

Chair called for the vote on the motion that was on the floor (to have BPAC develop the sabbatical RRF), and it was approved unanimously.

The chair then moved to the task at hand (revision of sabbatical policy), and pointed out that Senator Genthos from the Social Science division had contacted her one hour before the Senate meeting to propose new verbiage for the sabbatical policy revision. This version of the proposed revision is included as Attachment 2. Senator Genthos moved that the Social Science verbiage be adopted as the proposed revision, and the motion was seconded by Mike Owen (BTS). Discussion ensued:

Rachelle Genthos: I sent out a survey to my division. Feedback from faculty in the Social Sciences division wanted to keep “personal renewal” so as to not lose the personal growth and revitalization aspect of sabbaticals. I went to BSU’s statement for some input. I also made the language more succinct by removing grammatically-incorrect

repetition [similar to the edits made to the original proposal]. The biggest difference is that, instead of stating the purpose of sabbatical is to provide opportunity for professional renewal, instead it would provide the opportunity for “faculty to revitalize their professional lives, skills, and knowledge, as well as maintain currency in specific fields through relevant research, study, continuing education and travel.”

Julie Bezzerides: I would like to add “etc.” to the end of the statement.

Charles Bell: Would “travel” and not “professional travel” be the best word choice?

Provost Chilson: How the sentence is written (“...travel”) leaves it understood that one is to engage in professionally-appropriate travel.

The chair called for further discussion; seeing none, the vote on the motion that was on the floor was held and passed 16 ayes, 0 nays, with one abstention. Absent: 3.

IV. Good of the Order

Sue Hasbrouck: October 13th Senate meeting will be held via Zoom unless you are otherwise notified. October 27th meeting is cancelled.

Eric Stoffregen: Clarifying question related to sabbatical applications: should faculty change their heading from “professional renewal” or leave it?

Provost Chilson: Just leave it for now.

Thomas Hill: request from TEAM that a document that explains the Boyer model again be made available.

Sue Hasbrouck: my suggestion to the Faculty Affairs committee is that they ask the administration to develop a draft of this model and bring it to Senate for review (via Faculty Affairs), so as to not overburden this standing committee. Currently, Faculty Affairs is responsible for ranking both Faculty Development grant applications as well as sabbatical applications.

Rachelle Genthos: Question to Provost Chilson, is there a sabbatical committee forming?

Provost Chilson responds: Let’s wait until after the restructure [of the policy].

Julie Bezzerides: There was talk in my division on splitting the Faculty Affairs committee back into two committees—one dealing with faculty development grants and the other ranking sabbaticals.

Sue Hasbrouck: I believe it may again be time to look at the balance of work load between our standing committees. It may be that the Budget, Planning, & Assessment Committee

(BPAC) can absorb some of the functions currently assigned to Faculty Affairs, for example the existing Faculty Affairs assigned second function. I hope to bring this back to Senate to for further discussion in future Senate meetings.

Julie Bezzerides: The division's institutional memory remembers that there used to be too little to do when they were separated. However, as our faculty shrinks, we have less people available to serve on committees.

Jenny Scott: This was brought up by a committee member in our last Faculty Affairs committee meeting as a suggestion to consider looking at this year. If the compensation review task/function gets moved to BPAC, then that would satisfy this.

Lorinda Hughes: At one point, we were going to disband the Budget, Planning, and Assessment Committee but there was push back.

Sue Hasbrouck: it would be my goal to have BPAC members assist with the faculty's required contribution to the Compensation Review Committee report, if we were to realign committee functions in a manner that allowed them to do so.

Provost Chilson: [with regard to sabbatical policy revision] I appreciate the effort everyone put in this matter. Thank you.

Sue Hasbrouck: [To all members] Please note, I will likely be using Microsoft Teams more often, as a Senate meeting organization tool. Please let me know if you would like to be added to the MS Team I intend to set up.

Provost Chilson: Noted there is a shift to using Microsoft Teams more frequently in administration. Please look forward to some in-services and training.

Harold Cook: I would like to voice my preference to meet in person as much as possible.

Michelle Pearson-Smith: I'm willing to run the technology in person in meetings if it is helpful.

Luke Thomas: I'd like to voice my interest in meeting in person.

Sue Hasbrouck: This will be considered on a meeting-by-meeting basis. The logistics of scheduling an in-person meeting are cumbersome. but we will consider this as we move through our meeting schedule.

V. Adjournment:

Motion to adjourn 4:15 pm Harold Crook; second by Charles Bell.

ATTACHMENT 1--FACULTY AFFAIRS PROPOSED REVISION

Lewis-Clark State College
Policy and Procedures

Policy: 2.114
Date: 6/2016

Page : 1 of 5
Rev: 5/2019

SECTION: Academic

SUBJECT: Sabbatical Leave

Background: The purpose of this policy is to outline LCSC's policy regarding faculty sabbatical leave.

Point of Contact: Provost

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Faculty Senate, Faculty Affairs Committee, Academic or Career & Technical Dean, and Division Chairs.

Date of approval by LCSC authority: June 17, 2016

Date of State Board Approval: N/A

Date of Most Recent Review: 09/2022

Summary of Major Changes incorporated in this revision to the policy: Change existing references to "self-renewal" to now read "professional-renewal."

Successful college teaching requires both up-to-date knowledge of one's specialty and firsthand experience of the procedures through which that knowledge is generated and disseminated. Though faculty are expected to keep track of current developments within the profession as part of their regular workload, they must also, from time to time, engage in more intensive study without the distraction of teaching and administrative work. Sabbatical leaves provide a necessary opportunity for professional renewal through acquiring new skills, updating existing skills and knowledge, conducting research, furthering education, engaging in professional travel, studying, etc. to maintain currency in specific fields. Such leaves are beneficial to the faculty, their students, and the institution.

I. Policy:

- A. Eligibility, Period of Leave and Salary. Sabbatical leaves may be granted after six (6) full academic years of service at Lewis-Clark State College or after six (6) full academic years have elapsed since the faculty member's most recent sabbatical leave. Applications will be accepted beginning in the sixth full year, or any year thereafter. Sabbaticals will always be for the following academic year. Leave granted under other schemes, such as leaves of absence, will not be counted against an otherwise qualified candidate. Sabbatical leave shall generally be granted for the duration of one (1) or two

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(2) semesters, with full pay for one (1) semester and one-half (1/2) pay for two (2) semesters.

- B. Restrictions on Service and Salary. Additional income may be derived from fellowships, part-time assistantships or other sources of limited income, but fulltime employment while on sabbatical leave is not permitted unless specifically authorized by the President.
- C. Revision or Deferral of Sabbatical. Any revision in the original sabbatical proposal must be submitted to the Provost who will forward the revision to the Faculty Affairs Committee for approval. If the revision is not approved, the faculty member may request leave without pay. At the request of the recipient, a sabbatical leave that has been awarded may be deferred by the President for a period up to one (1) year.
- D. Return from Sabbatical. The faculty member is expected to return to employment at the College for at least one (1) full academic year (or two (2) successive semesters) after completion of the sabbatical leave or to repay the money received from the College while on sabbatical leave.

Within the first (1st) semester after his/her return, the faculty member shall submit a brief report of sabbatical activities and accomplishments. A written report shall be sent to the Provost, appropriate Dean, appropriate Division Chair, and Faculty Affairs Committee Chair. The faculty member may be requested to present an oral report at a college-wide faculty forum to be called by the Faculty Affairs Committee.

- E. Evaluation of Proposals. Sabbatical leave proposals shall be evaluated and ranked using the following rating system. Information supplied by the Sabbatical Leave Request Form should be detailed enough so that the rating system can be fairly applied.

1. Relative value of the proposed leave to professional renewal: 20 points

2. Relative value of the proposed leave to students and teaching: 20 points

3. Relative value of the proposed leave to scholarly/creative activity and professional development: 20 points

4. Relative value of the proposed leave to the profession and division: 20 points

5. Length of service to the institution: Equal to the number of years of service since last sabbatical with no upper limit.

6. Time in service is computed upon initial hire, or since last sabbatical, and the academic year in which the sabbatical will be taken. Points granted will be equal to

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the number of years of time in service and will increase incrementally.

7. Proposals for which a prestigious award has been bestowed at the time of application will receive consideration for up to 10 additional points. (For example, a Fulbright or similar national or regional prestigious award may be awarded up to 10 points.)

II. Procedures:

- A. Provost notifies eligible faculty of the application process and specific instructions for the application process (i.e. dates, locations) for sabbatical during the following academic year.
- B. The Faculty Affairs Committee Chair shall coordinate the sabbatical application and review process. The Faculty Affairs Committee, in coordination with the Dean and Provost, and with the approval of the Faculty Senate, shall establish guidelines for the preparation and submission of sabbatical applications. Sabbatical application and submission guidelines shall comply with this policy and be made accessible to all Faculty no later than April 30th.
- C. Sabbatical Proposals
 1. Proposals should clearly and convincingly address the purposes of the proposed sabbatical in terms of the criteria listed in Section I.E. They should include specific details of the proposed activities, as well as benefits of the activities to personal, professional, division, and college goals.
 2. The applicant shall submit an electronic copy of the Sabbatical Proposal to the Faculty Affairs Committee Chair, the applicant's Division Chair, the Dean, and the Provost, by the date listed in Section III.
- D. The applicant's Division Chair and Dean shall each prepare a recommendation about the applicant's proposal by the date listed in Section III and submit it to the Faculty Affairs Committee Chair.

Division Chairs' and Deans' recommendations shall address the merits of the proposal and how the division will deliver programs to students in the applicant's absence. Recommendations should be in the form of a Memorandum to the Faculty Affairs Chair with a copy sent to the applicant. The memorandum should specifically state that the author either supports the request or does not. These memoranda will be attached to the proposals when received and move with them through the rest of the selection process.

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- E. The Faculty Affairs Committee shall rank the proposals in two groups: Academic Program Faculty and Career and Technical Program Faculty.
- F. Committee rankings are reported by the Faculty Affairs Committee Chair to the Faculty Senate Chair, applicant, and Provost by the date listed in Section III.
- G. Provost confers with President to finalize sabbatical offers.
- H. Provost notifies the Dean, Division Chair, Faculty Senate Chair, Chair of Faculty Affairs Committee, and applicant of the College's decision regarding funding for sabbaticals.

The College will fund proposals according to available funds in the order of the rankings. A lower ranked proposal shall not be funded before a higher ranked proposal except in situations in which an otherwise eligible but lower-ranked proposal is for a full-year sabbatical that could be granted without compromising available funds for higher-ranked proposals.

This exception to the rank order of proposals reflects the recognition that there are sometimes situations in which full-year sabbaticals can be granted in a way that is low cost, cost neutral, or cost saving for the college. Rather than having the Faculty Affairs Committee allow this recognition to factor into their ranking of proposals, this exception allows the Committee to rank proposals based solely on merit, and at the same time it allows the Provost a degree of flexibility to grant additional sabbaticals if it is feasible to do so.

- I. The applicants receiving offers of funded sabbaticals notify the Provost, in writing, of acceptance of the sabbatical leave.

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III. Sabbatical Application and Approval Timeline: (deadlines that occur on weekends or holidays are automatically extended to the next working day)

By	Action
April 15	Provost <ul style="list-style-type: none"> • Notifies faculty of application process, directions/instructions, and criteria for eligibility for sabbatical during the following academic year in writing
October 1	Applicant <ul style="list-style-type: none"> • Submits proposal to Faculty Affairs Committee Chair, Division Chair, Dean, and Provost
October 8	Division Chair <ul style="list-style-type: none"> • Submit recommendation to Faculty Affairs Committee Chair
October 15	Deans <ul style="list-style-type: none"> • Submit recommendation to Faculty Affairs Committee Chair
October 25	Faculty Affairs Committee <ul style="list-style-type: none"> • Ranks proposals. Faculty Affairs Committee Chair <ul style="list-style-type: none"> • Notifies Faculty Senate Chair, the applicant, the Dean, and the Provost of the applicant's ranking in writing
November 1	Provost and President meet to finalize sabbatical offers
November 15	Provost <ul style="list-style-type: none"> • Makes written offers of sabbaticals
November 30	Faculty member <ul style="list-style-type: none"> • Accepts or rejects offer in writing

ATTACHMENT 2--SOCIAL SCIENCE PROPOSED REVISION (Note: this is the version that Senate ultimately passed.)

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Date of approval by LCSC authority: June 17, 2016

Date of State Board Approval: N/A

Date of Most Recent Review: ~~05/2019~~ 09/2022

Summary of Major Changes incorporated in this revision to the policy: ~~Updates to point system used for scoring, to the procedure for granting sabbaticals to give the Provost flexibility in considering available financial resources when granting sabbaticals, to submission procedures to permit electronic submission, and to allow for the development and posting of application and submission guidelines with the approval of the Faculty Senate.~~ Rewording of statement on purposes of sabbatical.

nsh

Successful college teaching requires both up-to-date knowledge of one's specialty and firsthand experience of the procedures through which that knowledge is generated and disseminated. Though faculty are expected to keep track of current developments within the profession as part of their regular workload, they must also, from time to time, engage in more intensive study without the distraction of teaching and administrative work. Sabbatical leaves provide a necessary opportunity for ~~self-renewal through acquiring new professional skills, updating existing professional skills and knowledge, conducting research, furthering education, traveling, studying, etc. to maintain currency in specific fields~~ faculty to revitalize their professional lives, skills, and knowledge, as well as maintain currency in specific fields through relevant research, study, continuing education, and travel. Such leaves are beneficial to the faculty, their students, and the institution.

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November 15	Provost <ul style="list-style-type: none"> • Makes written offers of sabbaticals
November 30	Faculty member <ul style="list-style-type: none"> • Accepts or rejects offer in writing
May	President <ul style="list-style-type: none"> • Informs SBOE of accepted sabbatical proposals