



Faculty Senate Meeting Minutes

Oct. 12, 2023 | 3:15 p.m. | **ACW 134**

Zoom for those working remotely / in Cd'A:

<https://lsc.zoom.us/j/9118639554>

Attendance: Jenny Scott, Rodney Farrington, Jenna Chambers, Marti Reese, Katie Roberts, Suzanne Rousseau, Thomas Hill, Jennifer Cromer, Lorinda Hughes, Ian Tippetts, Eric Stoffregen, Jessica Savage, Seth Long, Billy Lemus, Provost Chilson, Mike Owen, Charles Bell, Debra Lyber, Neto Garcia Rosales, Peter Zepeda, Angela Wartel, Gina Lott, Celeste Ellis

I. Call to Order: 3:15pm

II. Approval of Senate Meeting minutes from Sept. 14, 2023

- Minutes were previously posted to the website for review
 - *Amend attendance:* Suzanne Rousseau was in attendance. Rodney Farrington moves to approve minutes with addition of Suzanne Rousseau to attendance. Second by Jenna Chambers. Unanimous approval, no abstentions.

III. Announcements/Updates

A. Provost's Report

- a. Women's Leadership Conference
 - i. *Unfortunately, Amy Canfield is ready to pass her role as chair of the Women's Leadership Conference. We have a strong relationship with YWCA for this event. Please go back to your divisions and bring back reliable candidates who may be interested in chairing this event.*
 - ii. *Duties: Coordination of requesting speakers, programing.*
 - iii. *Question from senator: Will there be course release? Provost replies that this or other compensation could be discussed.*
- b. *Appointment of deans –there are three deans directing over the schools, one assistant dean who is the financial liaison for CTE (following CTE state guidelines). The associate dean of SPS was appointed. Two assistant deans in Student Affairs were appointed, but I [Provost Chilson] was not involved.*
- c. *Follow-up from Academic Affairs meeting on Oct. 4*
 - i. *Senator- The institution was using CTE funds to fund administrative positions for administrators to serve in divisions that were not in CTE.*

- ii. *Provost- Yes, in previous years. Currently, academic and CTE funds are being shifted to serving advising and financial aid. Each year, all schools need to reduce/make some cuts.*
- iii. *T & I and CTE would like to establish a meeting time with Provost Chilson to help clarify any misunderstandings about reorganization announcements made at the Academic Affairs meeting. Senator would like representatives to return to their divisions to get feedback regarding reorganization. Senator comments that morale has been low campus wide.*
- iv. *Another Senator comments that they were able to successfully schedule and meet with the Provost to discuss concerns.*

B. Chair's Report

- a. *Share & Shout has launched in the Post tab of the Intranet! Continue to use to share.*
- b. *Question from senator: How many times can we submit? Answer- There is no limit.*
- c. *Our student representatives for Senate have offered to share their perspectives [from a student's point of view] on artificial intelligence. If time allows today, we may start that, but would also like to give this its own agenda item, so will add it to the 10/26 agenda.*

IV. Old Business

- A. *Student Petitions Committee policy draft (See attached at end of minutes)
A couple of people had to be replaced on this committee. This turnover and search led to the discovery that the institution never had a policy for Student Petitions. A prior accreditation recommended a formal policy be adopted.*
 - 1. *Formalizes policy to satisfy accreditation requirements*
 - 2. *Establishes appointment/election authority*
 - a. *Does not address "procedures"*
 - b. *Makes the most sense for Senate to elect faculty positions to the committee, since it has a similar function as the Hearing Board*
 - 3. *Faculty Assoc. to approve as amendment to Policy 1.102 Oper. Guidelines*
 - 4. *Comments/revisions to draft: Senator suggests "each" spring semester for elections be removed, and just read "during the spring semester" in case the rotations do not require an election every year.*

Suggestions or edits?

Senator: Probably should be staggered terms to have institutional knowledge. Can we include this in the amendment so that the terms align?

Senator: How many petitions does this committee see?

Provost: Five to fifteen petitions are usually seen per semester. Sometimes at the end of the semester.

Chair: Take this back to your divisions and have some discussion/feedback for our future meetings.

V. New Business

- A. Consideration for moving or staggering deadlines (by Division) for FD Grants, Sabbaticals, Curriculum, etc. *(Discussion/feedback only)*
- a. The current Oct. 1 due date for these three items, specifically, creates a bottleneck for faculty, staff, and administration.
 - b. Should due dates be staggered per item? (FD grants, Sabbaticals, Curriculum proposals)? Or, should Divisions submitting each be staggered?

Senator: Why was curriculum date moved? Answer: Every curriculum proposal would come in at the last minute. Historically the committee then did not have enough time to have in-person meetings to have the discussions. Then faculty left on winter break and we were not able to contact faculty. The registrar also preferred an earlier deadline for catalog reasons. The amount of information to get through is substantial.

Senator: The teacher education discussed an equitable rotation would need to be enforced.

Senator: Comm 202 – Be sure to go through your programs in the catalog to check for inconsistencies (Early Childhood Development for example has an error)

Senator: CTE – Program plans don't match what is in the catalog. Be sure to bring this back to your division to double check.

Senator: If you stagger sabbatical, this may conflict. Clarification—the sabbatical and faculty development grant deadline would not be staggered. The staggering would be more appropriate for curriculum.

Senator: When does SBOE meet to review curriculum?

Provost: Once materials are submitted to State Board, they have 6 months to approve, then the Northwest has another 6 months to approve. Luckily, we usually get approval before this time.

Senator: Would it make sense to provide a quintile-based stagger? Schools in a lower quintile would get priority?

Provost: Thomas Hill, Billy Lemus and Charles Bell will work on an ad hoc committee with me to discuss ideas on these ideas.

Senator: Perhaps a differentiation between “emergency” curriculum changes and minor curriculum changes.

- B. Formalized college-wide policy on faculty office hours *(Discussion/feedback only)*
- a. Current policy (Personnel section, Policy 3.133) states, “appropriate number of hours per week”

Senator: Does this include virtual/in-person?

Senator: Perhaps the vague statement is appropriate because different schools/divisions/program have the same needs.

Provost: For purposes of accreditation, we need to have a set number of hours.

Senator: It would be important to match the amount of office hours for the credit load each faculty is teaching.

Senator: Thirteen of my fifteen advisees are virtual. Can the policy reflect that meetings can go beyond established hours?

Provost: I think we should simplify and simply say meet for three hours.

Senator: Since our division is coming up to accreditation, we are also wanting to make it known that we are flexible and innovative with these office hour requirements and would like to reflect this in the policy.

- b. Suggested revisions are to create consistency across campus

VI. Committee Reports

A. Budget, Planning & Assessment (*Jenny Scott*)

- Met in late September to review committee function and responsibilities
- Each member is soliciting ideas from their divisions for “non-monetary” ideas to give to the Compensation Review Committee later this semester. Examples from the past include: gym membership discounts, cell phone discounts, etc. , *ski passes*

B. Curriculum (*Committee Chair Polly Knutson - absent*)

- Next meeting will look to approve two new programs:
 - NU-BABS Health Studies
 - NU-MSN Nursing Leadership in Healthcare

C. Faculty Affairs (*Committee Chair Peter Remien on class trip; formal report on 10/26*)

- Committee met earlier this week and ranked faculty development grant applications and made recommendations to the Provost
- Committee will meet next week to discuss/rank sabbatical applications
- Committee will re-present sabbatical policy revisions worked on in late spring to Faculty Senate at the 10/26 meeting. *Recall this was tabled and so they need senate to review again.*

D. Student Affairs (*Lorinda Hughes*)

No report

VII. Good of the Order

- ID State Board of Education meeting here Oct. 18-19
 - President’s presentation / employee participation will be in the morning of Wed., 10/18. *Lonny Gehring will be serving on the employee panel.*
- Remaining Senate meetings this semester: Oct. 26 (Zoom) and Nov. 9 (ACW 134)
- If you have the opportunity to let your divisions know, come say hello to the SBOE
- The Homecoming week was intentionally planned to be at the same time of the SBOE week so that they see how alive our campus is.
- October is Breast Cancer Awareness Month, so please “Wear Pink Wednesdays”
- The agenda for the SBOE site visit can be found on their website. It could be as early at 0900.
- Can faculty attend the subcommittee? If so this is the best place to find out the happenings in real time.

VIII. Adjourn

Motion to adjourn made by Mike Owen, second by Charles Bell. Unanimous approval. 4:24pm

Student Petitions Committee – add to Policy 1.102 Operational Guidelines, III. Committees, Section 7

Presented to Faculty Senate: Oct. 12, 2023

Voted on by Faculty Association (as amendment to policy): date TBD

Section 7. Student Petitions Committee

1. Function. The responsibilities are to:
 - a. consider exceptions to LC State college policy, such as Late Add or Late Drop of a class, Late Total Withdrawal, Academic Suspension, and select Financial Aid appeals;
 - b. balance the needs of the student with institutional integrity; and
 - c. grant exceptions to policy when there is a compelling personal, medical, or family emergency or situation that prevented the student from adhering to policy, but only in such situations, and when supported by documentation.
2. Limitations.
 - a. Financial Aid petitions are reviewed by the Financial Aid Office prior to submission to the Committee;
 - b. Overload petitions are reviewed by the appropriate instructional Dean; and
 - c. General Education Substitution petitions are reviewed by the Dean for Liberal Arts and Sciences.
3. Structure.
 - a. Membership. The Student Petitions Committee shall be composed of four (4) faculty members, one (1) Division Chair, a Committee Chair that is a Dean or its designee; and two ex-officio members: the Registrar and the Director of Financial Aid, for a total of eight (8) committee members. Members are elected or appointed as follows:
 - i. Provost & Vice President of Academic Affairs: Appoints the Committee Chair/Dean;
 - ii. Chairs' Council: Appoints the Division Chair;
 - iii. Faculty Senate: Elects one (1) CTE faculty member, and three (3) faculty members from Academic Programs
4. Term of Service. The four (4) faculty members will serve three-year terms; there is no designated term for the Committee Chair/Dean, nor the Division Chair. The faculty members will be elected by the Faculty Senate during the spring semester.

5. Roles. Committee Chair is a non-voting member except when needed to break a tie vote. The Chair calls and leads meetings of the committee, signs petitions, and communicates decisions in writing to students, academic advisors, and relevant college offices. The division chair and four (4) faculty members are the voting members of the committee. The Registrar is a non-voting member and receives and posts petitions and supporting materials for the committee's review. The Director of Financial Aid is a non-voting member and provides policy-level (federal, state, college) guidance.
6. In consultation with the Provost, the Committee will review its own membership for areas of conflict of interest.