



Faculty Association Meeting

Minutes

January 18, 2024 | 3:15 p.m. | Zoom
<https://lcsc.zoom.us/j/9118639554>

Attendance: Teri Rust, Jenny Scott, Jenna Chambers, Marlowe Daly-Galeano, Rachel Jameston, Eric Martin, Angela Wartel, Heather Van Mullem, Kimberly Tolson, Jamie Newell, Luther Maddy, Thomas Hill, Lauren Connolly, Lorinda Hughes, Martin Gibbs, Kacey Diemert, Amy Minervini, Jill Rossiter, John Morrison, Charles Bell, Darcy Peterson, Amy Canfield, Peter Remien, Debbie Lemon, Matt Johnston, Katie Roberts, Leif Hoffmann, Suzanne Rousseau, David France, Marti Reese, Faquddin Ali Azam, Chris Riggs, Elizabeth Martin, Brent Booth, Kelsey Grafton, Jennifer James, Louis Sylvester, Jennifer Cromer, Laura Earles, Michelle Pearson-Smith, Krista Harwick, Nina Peterson, Renee Harris, Eric Stoffregen, Kim Tuschhoff, Kylee Britzman, Debra Lybyer, Marcy Halpin, Lori Stinson, Emily Carstens Namie, Samuel Seth Long, Peggy Mata, Kristy Gonder, Julie Bezzarides, Provost Fred Chilson, Alicia Robertson, Celeste Ellis, Joshua Rogers, Keegan Schmidt, Billy Lemus, Deena Rauch, Tracy Adkins, Brendan Eilers, Sarah Graham, Ben Morton, President Cynthia Pemberton.

I. Call to Order

Welcome back! The first Faculty Association meeting of Spring semester is called to order at 3:15pm. The minutes were posted last week to the Faculty Association web page and were linked in the calendar invite for today's meeting.

- *Eric Martin moves to approve the meeting minutes of August 16, 2023. Second by Peter Remien. Unanimous approval. One abstention. Motion passes.*

II. Treasury Report, as of January 5, 2024

A. Faculty Benevolence Fund Balance= \$ 4,097.16

B. Faculty Association Service Fund Account Balance = \$ 8,795.56

- *Please consider donating to these efforts through payroll deduction—forms are available from HRS. Contact Benevolence Committee members if you know of someone in need.*

III. Announcements & Updates

A. Provost Chilson – *no report—see comments in Good of the Order. President Pemberton says hello, no report.*

B. Chair Scott

- *First, thank you to all standing committee members for dedicated and thorough work last semester.*

- STPRC & SPRC vacancies this fall / electronic poll election results due to sitting member promotion year and other vacancy:
 - BTS: Jennifer James replaced Rebecca Snider for this year only.
 - HUM: Dr. Ian Tippetts filled the vacancy in Humanities for a new 3-year term.
 - PLMSS: Dr. Keegan Schmidt replaced Dr. Christa Davis for this year only.
- Email reminders will go to each SPRC and STPRC committee member in early Spring to ensure individual promotion timelines are not an issue next fall.
- Share & Shout update: rotation plan
 - The Share & Shout intra-campus communication feature & tool launched last fall and housed in the Intranet had a strong start but fizzled out after a few weeks. Jenny is going to put together a rotation plan – to send invitations/prompts to a few divisions/departments each week. A template and example will be included.

IV. New Business

A. (Action item) Student Petitions Committee policy (*approved by Senate, 10/26/23*)

- It was discovered back in September that while we have had an active Student Petitions Committee in practice for quite some time, that we did not actually have this committee formalized through policy. Thus, a policy was drafted based on the template of the other committees described in our Operational Guidelines and presented it to Faculty Senate in October.
- The policy link was provided in the calendar invitation for today's meeting.
- *This would be new committee language. Added to 1.102, the new Section 7. (inserted for reference at the end of these Minutes).*

Motion to approve the addition of the Student Petitions Committee policy to the Operational Guidelines for Faculty Governance made by Eric Martin. Seconded by Leif Hoffmann. Unanimous approval. Zero abstentions. Motion passes.

B. Nominations for Chair-Elect and Secretary (AY24-25)

- As you know, Peter Remien from Humanities will be our Faculty Association & Senate Chair next year.
- We are taking nominations for Chair-Elect and Secretary for AY24-25.
 - i. The Chair-Elect will serve as Chair of the Faculty Affairs Committee next year, and then progress to Chair of Faculty Association/Senate in AY25-26
 - ii. Celeste Ellis from Nursing & Health Sciences has served as Secretary the last two years but has new opportunities and commitments to look forward to next year. Thus, we need to fill that position. The Secretary position is a one-year term but may be repeated.

- iii. Also, our Web Editor, Michelle Pearson-Smith has offered to remain in that position next year, so we are thankful for that.
- iv. Nominations may be made by another or by self and should be made by the Feb. 22 Senate meeting, with voting to take place at the March 7 Faculty Association meeting.

Are there any nominations today? *No response from members.*

V. Good of the Order

A. LC-Faculty Leadership Institute

In the fall of 2019, a small group gathered and talked about leadership development of faculty and leadership opportunities. Through much planning and organizing, the Faculty Leadership Institute was born with its first cohort in the Spring of 2020. This 3-semester leadership development program has graduated two cohorts. Those that have completed the program have had nothing but good things to say about it – and the reasons for participating and outcomes vary: from just a personal journey of understanding leadership and how to be a more effective leader in the classroom and within one’s Division, to those that desire (and have even promoted to) formal leadership roles – such as Division Chairs.

FLI Alumni Panel: Wednesday, January 24 at 3:00 p.m. in the CTL –Some of the FLI alumni *will be there to share their experiences and answer questions.*

- B. Selection of next cohort—*if you are considering participating, even if not this semester, check out the information. So far, we have a record number of applications, but that is not to deter your consideration of applying. This is a 3-semester program that begins every other spring. FLI operates without a budget.*
- C. Next Faculty Association Meeting: March 7 (via Zoom): Officer elections, Committee appointments, Faculty Emeritus nominations/approvals
- D. Does anyone else have something to share? *No comments.*
- E. Provost Chilson joins—*Welcome back. We have been dealing with burst pipes with the inclement weather. The turnaround for this disaster response should be about two weeks. Welcome back and we hope you all have a great semester.*

Motion made by Eric Martin to adjourn. Seconded by Michelle Pearson-Smith. Unanimous approval. Motion passes. Adjourned 3:44 pm.

Student Petitions Committee

ADD to Policy 1.102 Operational Guidelines, III. Committees: becomes Section 7

Presented to Faculty Senate: Oct. 12, 2023

Approved by Faculty Senate: Oct. 26, 2023

Presented to and approved by Faculty Association: Jan. 18, 2024

Forwarded to Administration through Policy Change procedure: Jan. 22, 2024

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. 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
3. 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.
4. 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.

5. 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.
6. In consultation with the Provost, the Committee will review its own membership for areas of conflict of interest.