

**Faculty Association
Lewis-Clark State College**

Approved Minutes

August 17, 2017

Silverthorne Theater

Present: Charles Addo-Quaye, Ayodeji Arogundade, Barbara Barnes, Alex Bezzerides, Julie Bezzerides, Lynne Bidwell, Vicky Boubel, Amy Canfield, Sean Cassidy, Jenna Chambers, Lauren Connolly, Jennifer Cromer, Harold Crook, Doug Cruthirds, Chelsea Cronin, Marlowe Daly-Galeano, Michelle D’Arcy-Evans, Christa Davis, Kacey Diemert, Brian Dietel, Jane Finan, Mary Flores, Kate Flower, Brian Fonnesbeck, Collin Fehr, Rachelle Genthos, Okey Goode, Debbie Goodwin, Marcy Halpin, Krista Harwick, N. Sue Hasbrouck, Mark Haynal, Delta Heath-Simpson, Heather Henson-Ramsey, Andena Hibbard, Leif Hoffmann, Rachel Jameton, Nancy Johnson, Bryce Kammers, Ella-Mae Keatts, Beverly Kloepfer, Cathryn Kenyon, Billy Lemus, Katie Roberts, Nancy Lee-Painter, Debbie Lemon, Jenni Light, Samuel Long, Luther Maddy, Carol Martin, Meleah McCulley, Robert McDonald, Lloyd Mataka, Michael Love, Sarah Graham, Julie Magelky, Ed Miller, Amy Minervini, John Morrison, Benjamin Morton, Heather Moon, Christopher Norden, Spencer Payton, Nina Peterson, Peter Remien, Clay Robinson, Mary Lou Robinson, LaChelle Rosenbaum, Suzanne Rousseau, Teri Rust, Jessica Savage, Nikol Roubidoux, Chelsy Sheppard, Jenny Scott, Mark Smith, Rebecca Snider, Eric Stoffregan, Gwen Sullivan, Louis Sylvester, Dawn Taylor, Jill Thomas-Jorgenson, Melinda Tompkins, Ian Tippits, Heather Van Mullem, Peter Van Mullem, Ken Wareham, Jennifer Gardner, Sydney Parker, Bradlee Goeckner, Kimberly Devich, Erin Fay, Johanna Bjork, William Davenport, Kyle Ferguson, Brett Morris, Michelle Pearson-Smith, & Amanda VanLanen

Plug for all faculty present to obtain a Faculty Staff payroll deduction authorization form as currently only 17% give to the benevolence fund and 13% give to the senate fund. Even donating \$1/pay check will make a difference.

- I. Call to Order 1058 by Amanda VanLanen
- II. Consent Agenda
 - a. Approval of Association minutes from 3/23/17 meeting
 - b. Treasury Report as of 7/31/17
 - i. Benevolence = \$3952
 - ii. Local = \$187

These funds have been used in the following ways. Local funds: special faculty requests and compensating Secretary and Webmaster annually. Benevolence fund: flowers and other needed support during faculty family loss, illness, or other difficulties.

Motion to approve the consent agenda by Lynn Bidwell, seconded, approved unanimously.

III. Student Absences Policy – Lori Stinson, Provost and Andy Hanson, VP for Student Affairs

Andy Hanson discussed the student absence policy as approved last semester. Policy sought to increase communication between faculty and students who may miss class because of participation in college associated functions such as athletics or student government. A form “College Related Student Travel” was presented. Students would provide this to the faculty member ahead of absences in order to inform and coordinate assignments and expectations. This form does not “excuse” any student absence or permit late assignments as that is up to individual faculty.

Q & A:

1. Do faculty need to do anything in “colleague/Warrior Web”? Not clear at this time.
2. When should the form be submitted? As early as possible, but 2 weeks ahead of the activity is reasonable.
3. Who keeps the completed form? Student and faculty both sign the form. A copy should be made as the instructor and the student will both need one.
4. Where is the form found? Registrar’s office website under “forms”
5. How do faculty know the student actually attended the activity? Consider some way to verify that the student attended the activity (selfies, signatures, brochures). In addition, a reminder that faculty can look on the website for athletic schedules.

IV: Snow policy

This policy was developed after severe weather events in the Fa16 semester closed campus, causing final exam issues with no backup plans in place. This is a procedure in the event of inclement weather, to reschedule final exams and final grade submission.

V. Curriculum – Becky Snider (Curriculum Chair)

New and improved website shown with a quick tutorial of processes from the home page. There is a program link on the left with information on how to notify and get curriculum changes approved. One click of a matrix sends you to the appropriate submission site. A reminder that GEM courses do require additional work. The system will now open the beginning of January, which allows more

time for submissions. If you need assistance, do contact Rebecca Snider or Provost Stinson.

VI. Center for Teaching and Learning (CTL) – Rachel Jameton (Director)

Notification of the name change from the TLC to CTL as this is the “standard name” in other institutions, which will allow greater access to these resources. A reminder that programs are described on the webpage along with some of the program highlights including: Co-teaching, elements of course design, informal observations (online & classroom), workshop leadership, and inclusive practices. There are welcome back workshops today. An RSVP is always preferred, but not required.

New this semester: Inclusive Practices Certificate: The goal of this program is to create a more diverse and inclusive campus and community. This a way to work on personal inclusive practices in your teaching. The certificate includes workshops where individuals select a plan for attending other workshops and events, including adding content/activities to courses, and then reflecting/sharing those at the end of the year.

VII. Committee Elections for STPRC

1. Brian Fannesbeck (NHS)
2. Nancy Lee-Painter
3. Jill Thomas-Jorgensen

Motion to approve by Alex Bezzerides, seconded, and approved unanimously.

VIII. Good of the Order

Dr. Rachelle Genthos (ISRB) introduced herself and informed of a small task force to update and improve the IRB process. Research on campus that involves human participants will have changes. IRB Board information can be found @ <http://www.lcsc.edu/irb//>

Dr. Jenni Light: Informed that Washington residents will be credited the donation amount to your taxes if you donate to an Idaho school for the senate local or benevolence funds.

Dr. Leif Hoffmann: Monday Sep 18th Constitution Day Activities in SAC 115 from 6pm to 7:30pm. There will be a panel & audience discussion on impeachment & removal of office procedures.

Motion to adjourn by Bev Kloepfer, seconded, approved unanimously.

Meeting adjourned at 1130.