UNK FACULTY SENATE MEETING MINUTES

December 6, 2012

Ockinga

Faculty Senate Website: http://www.unk.edu/committees/facultysenate/

I. Call to order

II. Roll Call

06DEC2012

At Large Senators:  Present: Frickel, Wozniak
Absent: Davis

CBT Senators:  Present: Agrawal, Barry, Messersmith, Moore, T., Taylor
Absent: Amundson, Trewin

COE Senators:  Present: Brown, Kracl, Kritzer, Lewis McKelvey, Mollenkopf, Moore, J.
Absent: none

CFAH Senators:  Present: Dimock, Flood, Kruse, Rogoff, White
Absent: Chavez, Fronczak

CNSS Senators:  Present: Biggs, Carlson, Freeman, Miller, Neal
Absent: Campbell, Darveau, Ericson, Trantham

Library Senator:  Present: Mueller

III. Approval of Agenda (Miller, Mueller)

IV. Action on Faculty Senate Minutes: 01NOV2012

Approved without discussion Biggs (Miller)

V. Special Presentation

- Budget presentation by Vice Chancellor of Business and Finance Barbara Johnson (presentation copy at the end of packet)
  The presentation was postponed because of illness.

- Cheryl Bressington, Director of Human Resources reviewed information pertaining to the annual benefits enrollment for faculty and staff. The deadline for amending benefits choices is December 7th at 5:00 p.m. Bressington urged faculty to take part in the health risk assessment, to update their tobacco/nicotine designation and to make any necessary changes to benefits choices. She also mentioned that effective July 1st people who are currently on Tier 1 of the retirement account will be able to switch to Tier 2, which provides a greater contribution from the university. Faculty members are urged to make this switch if they have not done so already.

VI. Reports of Faculty Senate Standing Committees (Date included in bold for each committee that submitted minutes)

A. Oversight Committee:
Seconded motion from Oversight moved to elect Linda Crowe to Academic Affairs Committee¹.

Senator Frickel moves for nominations to cease and for the unanimous election of Linda Crowe (Carlson)

Approved

B. Executive Committee: 14NOV2012

President Molenkopf discussed the changing needs of faculty with respect to technology and bookstore offerings. AIT will be looking at this issue in their December meeting

C. President’s Report: None

D. Academic Affairs: 15NOV2012

Senator Miller noted the clear answer on the status of contracts for incompletes – the contract established by the professor and the student takes precedence over the one year time-limit.

Senator Freeman questioned whether or not there is a plan to change the catalog to match the information from the Registrar’s office.

Senator Dimock noted that once the contract form is completed all communication regarding incompletes will need to be made consistent.

President Mollenkopf noted that the Executive Committee will follow-up with this to ensure that the appropriate changes are made to have a consistently stated policy.

E. Academic Freedom and Tenure Committee: 13NOV2012

Senator Freeman inquired how often can the post-tenure review process be triggered? He noted that the UNK handbook seems to suggest that PTR can only occur every 4 years.

Senator Miller noted that a post-tenure review is automatically triggered if a faculty member has 3 years of inadequate performance as indicated during the annual review process, but that a self-review can occur at any time if requested by the faculty member.

Senator Kritzer inquired how does a PTR get triggered and do faculty get support from the union if they undergo a PTR.

President Mollenkopf noted that it is triggered during the annual evaluation process if deficiencies are identified by the department, with the definition of “deficiency” determined by each department.

Senators Carlson and Miller both noted that the language in the handbook is relatively clear on how a PTR is triggered but it is still very unclear what the PTR looks like and the potential outcomes associated with the PTR. She noted that it’s a challenging, process that needs to be clarified.

Senator Hartman added that it is not always clear how a PTR is triggered as the peer review letter and chair letter do not always agree.

F. Academic Information and Technology Committee: 02NOV2012

¹ Motion came forward during General Faculty Comment.
Senator Rogoff inquired about finding out about digital measures for faculty portfolios.

Senator Freeman noted that the digital measure is not adopted yet, but the software is purchased and will be tested soon.

Senator Mueller noted that she did complete a demo a year ago, but is not sure where they’re at with faculty involvement on this issue.

Senator Wozniak inquired whether or not we need a motion to approve the decision made in 2C of the AIT minutes regarding UNK Connect. Wozniak also asked how do we know that this is not going to substantially increase costs?

President Mollenkopf noted that the last update is that vendors were still being entered into eShop, but that once these are loaded in the costs should not be increased.

Senator Miller suggested that we should not reinforce this motion in the Senate, until we have an opportunity to speak with VCBF Johnson.

Mollenkopf – noted that this issue will be discussed in the next meeting of the Executive Council.

G. Artists and Lecturers Committee:

H. Athletic Committee: 02NOV2012

Reviewed without comment

I. e-campus Committee: 15NOV2012

Senator Freeman expressed concern that the Chief Academic Officers on all 3 campuses are playing a role in the approval of curriculum at different institutions (i.e., CAOs from UNL and UNO approving UNK courses/programs) as it pertains to the online worldwide (OWW) initiative. Senator Freeman asked that the Executive Committee raise this concern with administration.

Senator Lewis noted that the UNK MBA was turned down, because other campuses have the same program, this is a big concern for many of our programs. Lewis also noted that OWW must approve a program in order for it to be marketed.

Senator Miller noted that the approval process of graduate programs goes from Graduate Council at UNK to the Executive Graduate Council (representing all campuses) for approval, but that this process is not being utilized or it has been changed regarding OWW programs.

Senator Freeman added that OWW is now asking for matching funds when running a marketing campaign, which is a concern for many departments.

President Mollenkopf noted that these issues will be raised in the next Executive Council meeting.

Senator Dimock – what is the goal in offering MOOCs?

Senator Freeman mentioned that the goal is to increase the visibility of the university, as there is no revenue stream, it’s free.
Senator Miller asks eCampus to consider this question – Departments are getting less back from online programs though they have more enrollees, what is the formula for allocating money to departments? Where are the additional funds going?

J. Faculty Welfare Committee: **31OCT2012**

President Mollenkopf notes that the information on office hours is in the November packet.

K. Grievance Committee:

L. Library Committee: **29OCT2012**

*Senator Miller notes that the allocation to departments for additions to the library is based on student credit hour production. As a result, many departments are allocated lots of funds and return much of it. He suggests that a different formula be used that examines usage rather than credit hour production for allocation. This needs to be reviewed by the Library Committee.*

M. Professional Conduct Committee:

N. Student Affairs Committee:

Senator Dimock reviewed the draft academic dishonesty reporting form. Dimock described the process of reporting academic dishonesty as completing the form and sending a copy to the SVCSAA’s office where the forms are to be stored as a paper file for now with the potential for moving to an online repository in the future. Dimock also noted that the SVCSAA’s office may inform the instructor of past transgressions by students who already have a file, which may potentially affect the punishment levied by an instructor. This process still needs to be discussed and finalized.

Senator Frickel noted that faculty members should be given notice if this is not the student’s first offense.

Senator White made the point that it should not be left to the individual instructor to level additional penalties if a student has committed multiple offenses and noted that some higher level punishment should exist, but this should not be the purview of the most recent faculty member to catch a student committing academic dishonesty. This should be the role of administration. Instructors should not evaluate a student based upon events that occurred outside of that particular class.

Senator Miller suggested that we include something on the form about turning the case over the student judicial board when appropriate.

Senator Taylor noted that each offense is treated as a first offense, but that the process of informing faculty members of previous offenses can serve as a punishment multiplier. It is not prejudicial, but having information about past offenses help to set the appropriate consequence.

Senator Dimock noted that getting the form in place is the first step in improving this process. Additional discussions about the process are needed.

Senator Fronczak inquired - what if the student refuses to sign the form? Can faculty send the form forward without a student signature.
Senator Dimock noted that the form can still be sent forward, the signature is not an admission of guilt but an acknowledgement that the student was aware of the accusation. Dimock suggested that we add a check box indicating if a student refuses to sign the form?

Senator Miller concurs that the signature is a good thing for the student, but that the form should indicate that the student has been made aware of the infraction and that the signature should not be assumed to be an admission of guilt.

Senator Neal – should we include departmental policy on form if a department has a policy regarding academic dishonesty?

Senator Dimock – No, that standard should be set in the class syllabus, not on this form.

Senator Wozniak suggested that it might be helpful if we could have a sample statement for our syllabi to reference the form as an option for faculty members. Wozniak also mentioned that we should seek legal advice regarding the housing of a central file and check on the liability associated with keeping such a file.

Senator Miller notes that the Executive Committee should have discussion with SVCSAA about the file repository and also about the overall process of reporting academic dishonesty.

President Mollenkopf notes that the EC will take up this issue in the next meeting with the administration.

Senator Dimock reviewed the incomplete contract template created by the Student Affairs Committee and noted the need to establish consistency in the wording across the catalog, the proposed form, and the automated e-mail sent by the Registrar’s office.

Senator Wozniak moves to approve incomplete contract template (Miller).

Senator White inquires as to whether or not the approval of form means that we are required to use it for incompletes.

Senator Dimock notes that the decision as to whether or not the form is required can be made later, this is just a vote to approve the form itself.

Motion passes – the form is approved.

VII. Reports of Senate Representatives to Non-Senate Committees

A. Assessment Committee (Mueller,Wozniak): 05NOV2012

Reviewed without comment

B. Center for Teaching Excellence Advisory Committee:

C. Ethnic Studies Advisory Committee (Mollenkopf):

D. Fees Committee (Trantham):

E. Gender Equity Committee:

F. Honors Council (Frickel):

G. International Studies Advisory Council (Amundson): 01NOV2012, 08NOV2012

Reviewed without comment

H. Parking (Wozniak):
I. Safety Committee:
J. Women & Gender Studies Advisory Committee (Kracl, Campbell): **14NOV2012**
Reviewed without comment

K. WI/CD Committee (Amundson):

VIII. Reports from Academic Councils
A. Graduate Council:
B. General Studies Council: **04OCT2012, 01NOV2012**
Reviewed without comment

C. Council on Undergraduate Education:
D. Student Success Council (Moore, T.):

IX. Old Business
A. Office hours report: Faculty Senate Faculty Welfare committee
   Discussed during review of minutes.

B. Report on Academic dishonesty: Student Affairs
   Discussed during review of minutes.

C. Report on Incompletes: Student Affairs
   Discussed during review of minutes.

D. Report on Post-tenure review policy: Academic Freedom and Tenure
   Discussed during review of minutes.

E. Report on technology use and needs of faculty: AIT
   Discussed during review of minutes.

X. New Business
A. None

XI. General Faculty Comments

Senator Wozniak noted that in the Exec Committee meeting for UNKEA discussed the need to update web pages regarding the Faculty Handbook. Nothing is needed yet, but input from the Faculty Welfare Committee may be sought in the future.

Senator White expressed concern about a change in policy that now requires academic departments to pay for residence hall use during pre-semester camps. The policy is burdensome and is problematic as departments lack the funds to pay and are hesitant to pass these charges on to the students. Why was this policy changed?

   **Senator Miller asks that this issue be raised with administrators during the next Executive Council meeting.**

XII. Adjournment

   **Messersmith moves adjournment (Carlson).**