

MINUTES
UAF FACULTY SENATE MEETING #158
Monday, April 6, 2009
1:00 p.m. – 3:20 p.m.
Wood Center Carol Brown Ballroom

I Call to Order – Marsha Sousa

Faculty Senate President Marsha Sousa called the meeting to order at 1:00 p.m.

A. Roll Call

Members Present:

Abramowicz, Ken
Allen, Jane (online)
Baker, Carrie
Barrick, Ken
Barry, Ron
Bret-Harte, Marion
Cahill, Cathy
Christie, Anne
Davis, Mike (online)
Dehn, Jonathan
Fowell, Sarah
Hazirbaba, Kenan
Heaton, John
Hogan, Maureen
Huettmann, Falk
Illingworth, Marjorie
Konar, Brenda
Koukel, Sonja (online)
Leonard, Beth (online)
Liang, Jingjing
Lowder, Marla
McEachern, Diane (online)
Moses, Debra
Newberry, Rainer
Potter, Ben
Reynolds, Jennifer (Alex Oliveira)
Sousa, Marsha
Thomas, Amber
Weber, Jane

Members Absent:

Barboza, Perry
Bogosyan, Seta
Jin, Meibing
Little, Joe
RaLonde, Ray
Zhang, Jing

Others Present:

Larry Duffy
Doug Goering
Linda Hapsmith
Martin Klein
John Monahan
Kris Racina
Brian Rogers
Tim Stickel
Juella Sparks
Dana Thomas

B. Approval of Minutes to Meeting #157

The minutes were approved as distributed with small grammatical changes in two places.

C. Adoption of Agenda

The agenda was adopted as distributed. Revisions mentioned included the withdrawal of Motion “B.” - the SNRAS Unit Criteria, and change to the OSYA item which is a motion rather than a resolution.

II Status of Chancellor's Office Actions

A. Motions Approved:

1. Motion to Approve a B.A. in Film
2. Motion to Amend the Academic Appeals Policy

B. Motions under Discussion:

1. Motion to Amend the Mandatory Placement Policy (writing sample)

C. Motions Disapproved: none

III Public Comments

There were no public comments.

IV A. President's Comments – Marsha Sousa

Marsha sits on the IT Council at statewide as a member of Faculty Alliance. The council was recently reorganized into three separate groups: 1.) CIO Management Team (CMT), made up of the CITO (Steve Smith) and the CIOs from each of the MAUs; 2.) Portfolio Management Team (PMT), made up of representatives from statewide in the areas of Finance, HR, OIT, a student, and MAU representatives of finance and IT; and 3.) ITEC (Information Technology Council), which is at the statewide level and collaborates with SAC and RAC. UAF's voice is with the second group, PMT, via Karl Kowalski (Executive Director of OIT User Services) and the FAST committee for the campus. Marsha will advocate that Faculty Alliance and Staff Alliance have representation on the statewide ITEC committee, as they do on other statewide committees at that level.

An update on the Bookstore was provided. Marsha has stayed in contact with Robert Holden, Scot Ebanes and Tim Stickel, with the goal of keeping issues on the front burner. They're working to have online resources in place by fall semester for students who order their books late. Faculty need to order their course books earlier, as well, to allow students more time for book ordering.

Jane W. commented that we're still advocating for the drop-down box when registering online, that lists out the books and ISBN numbers. Marsha noted that book-ordering would still have to take place later in the process; for example, students can register online today for

fall semester, but can't order books until July or August when faculty have put in their orders. Both agreed that it's preferable to provide the information, though, even if ordering can not take place simultaneously with registration.

Marji I. asked about the possibility of having students receive an email telling them it's time to order books after they are available. Marsha responded there's not a mechanism in place for that, which also brings us back to the preferred email account issue and the fact that students aren't using their UAF accounts. The direction pursued right now is the drop-down box at registration.

Susan H. commented that it would be possible to send a mass reminder email to all students at their official UAF accounts to tell them that book ordering is ready; and, while that may be an email account they don't readily use, it's still a reasonable thing to do.

Ron B. pointed out that one can go to UA Online to see all your registered students and make sure they're in Blackboard and just email them from there – it has automatic emailing to your class list. He communicates book information this way to his students each semester and it works well for him.

Susan H. noted that that would also be an excellent additional reminder, if each faculty would do this for their classes via Blackboard. Marsha agreed faculty should take the initiative in getting the word out, especially while the online process is being worked out.

Ken B. brought up the issue of students using their UAF accounts, asking if anyone had data about that. Susan H. reiterated that this email account can be forwarded to any account a student wishes to use. There aren't statistics about how frequently students query their accounts, but it is a stated university policy in the UAF Catalog (and other documents) that the UAF email account is the official means of communication for important information to the students. It's the students' responsibility to read that email account or see to it that it's forwarded to a preferred account.

B. President-Elect's Report – Jonathan Dehn

Jon extended thanks to Provost Susan Henrichs for taking the lead with the work on the Academic Master Plan (AMP). They're still not finished with it, and the draft will be shared with Faculty Alliance before it's brought before the Senate. It won't be ready this term unfortunately, but he'd rather bring a more finished document before the Faculty Senate and not waste their time. Faculty input is key to ensuring this is not a top-down driven plan. The goal is to bring it before them early in the next term.

There have been a couple of meetings of the budget committee, with discussion on strategies about how to do best with budgets in this and next fiscal year. Please free to come to him or any other budget committee member, with any questions.

V A. Chancellor's Comments – Brian Rogers

Brian receives the promotion and tenure files and the emeritus files today, and these will take up a lot of his time over the next couple of weeks. Also filling his time right now are the BOR meeting this week and the last of the legislative session meetings. A brief recap of the current state budget with regard to university funding was provided. About 60% of pay raise money is in the budget, but reallocation of funding will have to cover the remainder. There is a tuition increase going into effect this fall, which may help cover some of the unfunded fixed costs. One of the biggest funding issues remaining is the energy cost for heat and lighting. On the capital budget side, the governor's budget is meager, and it looks like the bulk of funds will come from federal stimulus package money rather than state general funds.

This week BOR will take up the Ph.D. in Indigenous Studies, and the Certificate in Pre-Nursing Qualifications this week. They're also looking at UAA's accreditation process. We're paying close attention to this because of the new process being followed which we'll also have to follow, and to ensure that their mission doesn't unduly tread on ours.

The Board will also be looking at setting parameters for the FY11 budget process. It will be brought to the BOR in September. Several alternatives on tuition are being looked at. In 2011-12, there will be some changes to tuition. And, 2010-11 is also being looked at with regard to possible tuition changes. There are no decisions by the President yet on that.

Ken B. asked about the MacTaggart visits. Mt. Redoubt stopped Terry M.'s travel. He's re-scheduled to come the 23rd of April for a week, instead. He'll report in late June, with a final report probably in early July instead.

B. Provost's Remarks – Susan Henrichs

The Provost is a member of the Campus Safety Coordinating Committee, which is tasked with improving safety on campus. Of our workers compensation claims last year, \$300,000 had to do with slips and falls on the ice outside of buildings, and \$40,000 was due to back injuries and improper lifting.

The committee has requested to have faculty place an emphasis on safety in their classrooms by adding information in their syllabi about emergency procedures, and mentioning this at the first class.

Ken B asked about what the depth of planning will be with regard to terrorism or some type of mass casualty. Susan said that statewide Risk Management and the campus group have discussed those scenarios. The committee will touch on them as they go forward. Ken B. suggested a visit from the Risk Management group to inform the Faculty Senate. He hasn't heard of any plans being presented. Susan responded that presentation of such information would be by Sean McGee who would be happy to do that for Senate.

Susan asked the FS office (Jayne) to disseminate location of informational materials. Susan is sure plans are in place, but that they need better dissemination. *See partial follow-up to Susan's request below.*

Please visit <http://www.uaf.edu/alert> for the latest campus safety information. This web page may also be accessed off of the UAF Home Page by clicking on the “Emergency” tab at the top right section of the page. This website offers access to current information about emergencies at UAF. During an emergency or crisis, information may be provided in several ways:

- fax or e-mail
- local news radio and/or television broadcasts
- Telephone voice mail messages
- UAF's online newsroom: <http://www.uaf.edu/news>
- **UAF recorded hotline at 907-474-7UAF (7823)**

Chancellor Rogers mentioned an incident last spring, which resulted in the campus safety issues being addressed more completely. Ken B. requested a report, and that this topic be given more attention and priority, particularly by Risk Management. The chancellor recommended a presentation on safety to the senate, possibly next fall.

Accreditation: The campus steering committee will start meeting next week and the first task is to identify, discuss and refine themes which will be used to prepare the major accreditation documents for the self-study. The first draft of the new accreditation standards was received from NWCCU just today.

Marsha asked for an update on the old buildings, which Chancellor Rogers then spoke about. Skarland and Old U-Park’s west wing are going to be vacated next fall. Old U-Park heating has failed in the west wing. Skarland’s waste water lines have failed, and the first cost estimate for repair is \$1.6 million. Bartlett and Moore are only three years younger, so there is concern for the wear and repair to those dormitories. Current discussion centers around the need for new housing, with the possibility of converting old dorms to office space. Chancellor Rogers mentioned the great need for maintenance funds (\$50 million a year would just hold us evenly to the current campus need; the current budget proposal in the legislature provides only \$8 million); and, the need to position us for the longer term with building maintenance. Short-term and long-term approaches are both currently under discussion.

VI Governance Reports

A. Staff Council – Juella Sparks

Sean McGee visited their last Staff Council meeting, and they’ve discussed having a safety preparedness event on campus. At the last March meeting, the SC president-elect nominations were opened. They’re still in the process of updating their bylaws and constitution. The staff compensation issue is still a priority. Mention was made of the new statewide staff compensation task force and she’s involved with that. They are seeking staff input. She met with Faculty Affairs and started the dialog to form a Faculty/Staff Association.

Staff Appreciation Day is Monday, May 11, and a call was made to have more faculty involved. Faculty volunteers are invited to help serve lunch that day in a show of support for staff, which will help lower costs of the event.

B. ASUAF – Brandon Meston

Brandon was not present. Marsha announced that Ashton Compton of Fairbanks was appointed as the new Student Regent.

C. UAFT/UNAC

No comments were made. Discussion will occur later in this meeting.

VII Guest Speaker

A. Kris Racina, Director, UAF HR

Kris spoke to several issues she was asked to comment on. The first was about creating quicker processes for turnaround on hires for student research and teaching assistants. She asked for more direct input and information about what revisions are desired, and invited faculty to call her, especially those directly affected by this issue.

Second, she spoke about clarification of the generalist model vs. the expert model. She is looking at a switch to the generalist model, where a consultant (who advises on HR and employee relations issues) is paired with a personnel technician and a payroll technician (who enter data into the system). She would then pair these groups as points of contact with departments and units. Departments would have a team in place and only have to call one of two people for their needs. The end of the fiscal year is a loose timeframe goal on implementing this change.

Third, she spoke to creating a central source of information for end-users, to help them understand and follow the processes for various types of hires. She wants feedback from individuals to help her understand what the challenges are that are being faced so she can make effective changes. For example, if a hiring committee needs training, she could provide a trainer to come and speak to them about a particular process. Otherwise, the department PPA's are great resources, and she's planning to involve them more in figuring out how to improve current processes.

Last, she was asked to share her vision for interfacing with statewide HR. Having come from statewide, she knows that they've been focusing on centralization. But, with the campuses, the pendulum is swinging the other way, where they're asking for decentralization and a little more autonomy. She wants to see some sensible decentralization in areas where it is possible, to allow for decision-making at the department level where appropriate.

Ken B. commented that faculty do not often get to participate in hiring very often. Kris invited emails and questions to help her gather information.

Cathy C. made the comment that the UAKJobs program is a very real hurdle because it's used infrequently and faculty are untrained on it, but required in the process of a hire. There is not always clear communication with a department PPA on the process. Kris agreed that it's not an efficient process to have people who don't use UAKJobs all the time, such as in the case of an annual hire, struggling to get through the process.

Marsha commented that individual departments have their own internal processes along with those at the HR level, and it's possible to run into bottlenecks because of that. Kris mentioned this could be dealt with by broadening the number of people who can assist with the processes so that it's not just one person who can enter a job into the system, for example.

It was asked what a PPA is and Kris explained that it's a personnel and payroll assistant.

Donie B. commented from experience on some of the problems encountered with student hiring. Problems are twofold: the paperwork was getting bottlenecked in HR after it left their unit, taking weeks to get posted on the system, when a quick turnaround was needed for 6-10 week employment. Then, there was a requirement where a hiring committee had to be used for these short, temp positions. It would be more efficient to just have the direct supervisor interview in these cases.

Kris announced that a new streamlined recruitment process for student hires was being rolled out today; and, she did training for PPA's on it before coming here today.

Brian R. asked if anyone present was having a problem with pay scales for students being too low. Jane W. and others nodded that low pay scale for students is a problem. Brian is advocating for pay raises for students, but it has to pass system-wide, not just at UAF.

Marsha commented about a large gap in pay between 'student assistant' and 'program assistant.'

Kris R. informed everyone that the old step requiring the formal memo to start student hires at a higher rate (for example, twenty-five to fifty cents more per hour) has been eliminated. She hopes to find more little steps like that to eliminate, to help speed up the process.

Jon D. commented about organizations in the university where emergency and temp hires have to be made quickly. There are several single points of failure, particularly where signature steps are required and that one person to sign something is out of the office. Another situation is where there is no recourse if someone says "no" along the chain of hire.

Kris said she's been asked by the chancellor and vice chancellor to identify these sorts of single points of failure. This is one reason she likes the generalist model, because it involves someone who's invested in the process for a department or unit, who learns about the unit and becomes familiar with the needs and shepherds the process along.

Contact information for Kris is:
email: fnkhr@uaf.edu
phone: x7700

BREAK was taken at 1:55 p.m.

VIII Discussion Items

A. Distance Education Issues – John Monahan

He's chairing a SAC-appointed committee with two representatives from each MAU. They're examining about ten years' worth of data distance education and want to identify their goals. Here is the list the desired end results of where the UA system is going (excerpt from referenced meeting minutes):

1. An integrated system of Distance Education course offerings available at the University of Alaska

Objective A: Standardization to the extent possible.

Objective B: Accessible to all Alaskan students

Objective C: Incorporation of accreditation requirements where such are pertinent

2. The roles and responsibilities of respective participants, forums, committees (stakeholders) involved in distance education, should be further identified.

3. That an accounting mechanism or formula, addressing fiscal implications for MAUs, should be refined. More specifically, that distribution of revenues for DE students should, to the extent possible, be in alignment with principles agreed upon by the Ad Hoc group. (Headcounts; cooperating with resources.)

4. That the vision for Distance Education, and eventual organization of opportunities for Alaskan students, take into account the "distance education market" as such is developing in Alaska.

Objective A: "Student Centered Processes" shall guide the management and delivery, access shall be granted to all Alaskans.

Objective B. Distance Education organization and management should be, to the extent possible;

- Collaborative;
- Produce evidence of a quality product /processes; and
- Include a rational model for recovery of costs and sustainability.

Objective C. Identify, quantify and verify the distance education sought by Alaskans and those programs that are interested in expanding their presence in distance and technology aided instruction.

The committee is still looking at past reports to help formulate broad concepts to bring before SAC. Major issues needing attention include the need for a structure to effectively address the concept of distance education. UAA has a technology committee with 60 people on it, dealing with large issues like equipment. UAF has no structure for coordinating distance

education that brings together all the invested parties, like IT, instructors, a course management system, and so on.

They are asking who needs to be involved at the MAU levels and how can we create structural assurances that coordinating councils can prioritize issues and get results?

The goal is not to have this run from statewide. They want robust distance delivered courses at the MAU level. There must be one place to go online to identify what's available from the MAUs.

Ken B. asked if there are growth targets for the number of courses to be offered. John said there weren't at this time, but they want to offer a lot more and accessibility to all Alaskans is the goal.

Marji I. mentioned practical concerns, such as students getting internet at their villages; even phone connections during solar flares or satellite problems with Mt. Redoubt. What about addressing the basics right now, like phones and internet access. John M. mentioned many infrastructure concerns.

Ken B. asked about comparative data for student outcomes between in-course instruction and distance delivery courses. Has there been any comparison data or discussion on this?

Susan H. answered that the most systematic look she's aware of has been done by the Social Work program (accredited separately). Their distance students are doing comparably well with the on campus students. Susan mentioned difficulties have been identified, as well, for example with lab courses. Subject matter material determines what modality will work effectively to achieve student learning outcomes.

Ken A. commented that the accreditation levels differ significantly at each of the colleges and schools and further between campuses. Accredited degrees are being awarded with coursework done at various campuses which do not offer accredited programs. How is this problem being addressed? John M. mentioned Tom Miller at UAA is going to help them look at the implications for accreditation; and says it's yet to be apparent how all these issues are being borne out with distance ed – it needs further study.

Ken B. asked about union issues with workload and pay scale. John M. says this needs to be looked at and updated with current information.

Jane W. mentioned that the unions are addressing the issues.

B. ORP Update from Union Representatives

Jane W. mentioned the class action lawsuit about the optional retirement program (ORP) initiated by UNAC. It hasn't been filed yet. Legal counsel is checking on the status of it. All UA faculty are part of the class. The reason for the lawsuit is that ORP is supposed to be funded at a percent of TRS. TRS was underfunded, and the legislature bailed out the TRS program, but ORP was kept at the lower percentage level. Some information was given about health care options at retirement under ORP. Upon retirement, if one doesn't have

another healthcare plan, the university was looking at providing some coverage such as COBRA and they sent out an enquiry about it. They've taken no action so far, but it would be a program similar to a 401K specifically for health care.

Cathy C. mentioned the memo from UNAC. Questions she's been hearing include: When do faculty join? What are the implications of joining now or later? Is this a preliminary claim? What steps do we need to take? Jane W. reiterated that faculty don't need to do anything right now. They're all a part of the lawsuit by default. (UNAC) class action suit.

Marji asked about faculty who retire in the meantime? Are they still part of it if they retire? Jane W. hasn't heard back from UAFT or UNAC on some of these types of questions.

Abel said all ORP members are included whether retired or not. UA is not giving them the records they need.

Carrie B. asked about the date of hire issue -- of ORP I or II. Some faculty are both, said Jane W. All ORP I faculty are in the class action lawsuit, regardless of union.

Ken A. asked about the class action lawsuit and if you want to opt out. Abel said it sounds like that would be a normal option, to be able to opt out.

IX New Business

(Note that the referenced attachments may always be found with the corresponding meeting **agenda**, rather than within these minutes. Please use the "Meetings" link at <http://www.uaf.edu/uafgov> to access these materials online. Complete copies of new proposals are kept on file at the UAF Governance Office at 314 Signers' Hall.)

- A. Motion to Reaffirm the Marine Advisory Program Unit Criteria, submitted by the Unit Criteria Committee (Attachment 158/1)

Rainer so moved and Cathy seconded it. Abel mentioned the CBA general requirements, and that numbers of publications and proposals can't be required unless it agrees with a workload distribution.

Brenda K. said no numbers are mentioned in this UC. A vote was taken. The ayes voted unanimously to reaffirm the MAP unit criteria.

- B. Motion to Reaffirm the SNRAS/AFES Unit Criteria, submitted by the Unit Criteria Committee (Attachment 158/2)

Motion **withdrawn** on 4-3-2009.)

- C. Motion to Reaffirm the Communication Department Unit Criteria, submitted by the Unit Criteria Committee (Attachment 158/3)

Brenda brought the motion to the floor. No publication or proposal numbers mentioned there either. Motion was made to approve and seconded. The votes were unanimous to reaffirm the unit criteria for the Communication Department.

- D. Motion of Confirmation for Outstanding Senator of the Year Award (Attachment 158/4)

Jane W. mentioned that the OSYA committee considered the nominations of Rainer Newberry and Larry Roberts, in addition to the recipient's nomination. Both Rainer and Larry had received the award before, both very worthy repeat recipients. The OSYA committee chose Amber Flora Thomas. Ayes confirmed the nomination of Amber for the 2008-09 award.

- E. Resolution to Ratify Election of Faculty Senate President-Elect (Attachment 158/5)

Cathy mentioned that next year she hopes there are more candidates. Ayes confirmed the ratification of Cathy Cahill as president-elect for the 2009-10 term.

- F. Motion to Approve a Certificate in Ethnobotany, submitted by Curricular Affairs (Attachment 158/6)

Falk brought the motion to the floor. Julie Maier, division chair for Natural Sciences at CRCDD, was present to speak about the program, and she gave a brief overview of the certificate to the group. The program is from Kuskokwim Campus and is part of the effort to get Alaska Natives into science programs. Ethnobotany is an interest at Kuskokwim Campus, and has been an interest of the people there for generations. They'd like to see this certificate, and later on even add an A.A.S., a baccalaureate degree. and higher. This certificate has an interdisciplinary flavor, with courses in botany, biology, chemistry and some anthropology. She mentioned the many supporters of the program, including Larry Duffy and Terry Chapin. Rose Meier, an author of the program, is unavailable due to a death in the family.

Ben P. asked who the faculty are that are teaching the courses: Terry Chapin, Craig Gerlach, and Kevin Jurnigan (who just got his Ph.D. in ethnobotany last summer). Ben said that no one has spoken to the Anthropology Department. Rose mentioned a letter of support by Craig Gerlach in the proposal.

Donie B. noted the lack of botany courses. Julie mentioned they are not required for a certificate, but would be required if an Associates level degree is developed. Julie mentioned the content of the courses which cover the basics of botany. They're trying to give a more local flavor to the certificate courses.

Hand held vote taken: The ayes numbered 15, including three votes by audio. None were opposed. There were five abstentions. The motion carried by majority vote.

G. Motion to Approve an integrated BS/MS Degree
Program for Mechanical Engineering, submitted by
Curricular Affairs (Attachment 158/7)

Falk gave a brief description of the program. It is an experimental program to attract students from outside. UAF would lose one year of tuition because it's a short program. Rainer mentioned this is done at other schools, getting bright and motivated students through a bachelor's and a non-thesis master's in five years. Some coursework is cut out, but they're not required courses. There are numerous efforts built into the program to assess how well the students are doing, and to compare them with the traditional graduates. Falk mentioned that students would be nominated by departments. Rainer mentioned it would be like other programs that use committees to bring students forward for masters programs.

The motion passed unanimously.

X Committee Reports

A. Curricular Affairs – Amber Thomas / Falk Huettmann

Falk mentioned minutes are available at the back table as handouts.

B. Faculty Affairs – Cathy Cahill
(Attachment 158/8)

The committee will be collecting department data about “term, contingent and adjunct” faculty. They want to work with the Chancellor's Office about ways for faculty to approach and communicate with the legislature. They invite feedback on their notes regarding the Faculty Senate reapportionment (in the minutes). Next year's goal is to look at the Faculty Senate bylaws. They're discussing formation of a Faculty/Staff Association to work outside of the university to lobby for the university on a private level.

C. Unit Criteria - Brenda Konar (Attachment 158/9)

Brenda mentioned UC to be considered at their next meeting: CES, Math and Stats, and SNRAS.

D. Committee on the Status of Women – Alex Fitts / Jane Weber
(Attachment 158/10)

Jane W. mentioned the Promotion and Tenure Workshop on April 24.

E. Core Review - Michael Harris / Latrice Bowman
No minutes were available.

F. Curriculum Review - Rainer Newberry

Rainer gave a quick overview of their workload. One more new program will be reviewed at their meeting today.

- G. Faculty Appeals & Oversight – James Bicigo
No minutes were available.

- H Faculty Development, Assessment & Improvement – Dana Greci /
Julie Lurman Joly (Attachment 158/11)

Dana reminded everyone about the Faculty Forum being held this Wednesday, with four presenters that were mentioned. It will be at Copper Lane House from noon to 2 p.m., and it will be audio-conferenced.

- I. Graduate Academic & Advisory Committee – Ron Barry'
Ben P. gave a brief report of their last meeting.

- J. Student Academic Development & Achievement – Marji Illingworth / Jane
Allen (Attachment 158/12)

Marji said a motion will be brought forward for the next meeting, in collaboration with the library, for a Student Learning Commons.

XI Members' Comments/Questions

Amber mentioned how much she's enjoyed the past two years on the Senate, and she's looking forward to two more years on the Senate.

XII Adjournment

The meeting adjourned at just shortly after 3:00 p.m.