

**Faculty Senate Meeting Minutes
Tuesday, November 5, 2019**

FACULTY SENATE MEMBERS

Present?	Senator / Representative	Position	Proxy Name?
Y	Caputo, Cristina	ADMIN; 2nd year senator/Secretary	
Y	Kunkle, Alexander	ADMIN; 2nd year senator	
Y	LaMotte, Phil	ADMIN; 2nd year senator/Parliamentarian	
Y	Nava, Vincent	ADMIN; 1st year senator	
Y	Le-Nguyen, Janice	ADMIN; 1st year senator	
Y	Draper, Christine	AT-LARGE; one-year senator	
Y	Bieser, Kayla	LAS; 2nd year senator	Late
Y	Cash, Becky	LAS; 2nd year senator	
Y	Howerton, Amber	LAS; 2nd year senator	Late
Y	Meertins, Jasmine	LAS; 2nd year senator	
Y	Silva, Nathan	LAS; 2nd year senator	
Y	Edmonds, Jennifer	LAS; 1st year senator	Late
Y	Haff, Darlene	LAS; 1st year senator	
Y	Jewell, Samantha	LAS; 1st year senator	Late
Y	Tapia, Raul	LAS; 1st year senator	
Y	Lutz, Kelly	LIBRARY; 1st year senator	
Y	Price, Jessica	PTI; one-year senator	
Y	Vanessa Mari	SOE; 2nd year senator	Rachel Bower (perm. proxy)
Y	Beaudry, Christine	SOE; 1st year senator	
Y	Jones, Sharon	SOE; 1st year senator	
Y	Evanski, Andrew	SON; 2nd year senator	
Y	Larocco, Angelo	SON; 1st year senator	
Y	Johnson, Michael	SON; 1st year senator	Joy Patrick
Y	Borines, Zarah	SON; 2nd year senator	Late
24	Total Voting Present		
Y	Quorum Met?		
Y	Ballif, Serge	Chair, non-voting	
N	Naumann, Laura	Vice Chair, non-voting	Absent
Y	Peters, Abby	Past Chair, non-voting	
N	Opfer, Nicola	NSSA advisory, non-voting	

GUESTS

- | | |
|-------------------------|---------------------|
| 1. Vincent Renni | 5. Vickie Shields |
| 2. Pao Vue | 6. Stefanie Coleman |
| 3. NSSA Representatives | 7. Eric Gilliland |
| 4. Diana Morgan | |

Faculty Senate Meeting Agenda
Tuesday, November 5, 2019
3:45 - 5:45 PM | NSE 105

All supplementary materials are available on the Faculty Senate Canvas Page under the 'Agendas' Tab.

Time	Agenda Item	Type of Item
Est. 3:45 PM	I. CALL TO ORDER	
3:50 PM	II. APPROVAL OF AGENDA AND MINUTES Motion: Senator Silva Second: Senator Beaudry Unanimous	Action
	III. OPEN MEETING PRESENTATIONS	
3:50 - 3:55 PM	III. A. Vincent Rennie - Web Manager Previously served as the web manager at the Wynn and Smith Center. He loves building websites and is passionate about the user-experience. Vincent wants to mold the NSC website into a user friendly experience. Currently he is reviewing analytics to make improvements and looks forward to working with faculty on enhancements. He will meet with the executive team to make recommendations after initial assessment/training.	Information
3:55 - 4:00 PM	III. B. Pao Vue- Director, CEDI Former Director of Asian American and Multicultural Affairs at Minnesota State University, Mankato, Co-Director of Women and Gender Studies at St. John Fisher College, also was a tenured Associate Professor of Sociology there with primary interests in race, class, gender (but also trained as a Criminologist). As the new CEDI Director, he wishes to focus on hiring and retaining diverse faculty and staff and shaping mission/vision of the department. Please feel free to share input with him or other staff in the office. As a former faculty member, he is interested in improving retention of faculty of color, and brainstorming strategies for retention. He envisions CEDI to be more student facing and provide onboarding for diverse students, which may include promoting research opportunities, etc.	Information
4:00 - 4:05 PM	III. C. Robert Totten, Tiffany Black, Michael Rogers - NSSA: Giving Back for the Holidays NSSA has partnered with the Diamond Foundation on two initiatives in order to give back during the holiday season. The Diamond Foundation provides several Communications and Business majors at NSC with internships that develop skills in marketing, public relations, writing, event planning and research experience. Faculty and staff support is needed for the Gobble for Good Food Drive and the Shop with a Kappa. Gobble for Good is a food drive that provides families in need with a basket filled with items for a complete Thanksgiving dinner. Shop with a Kappa is an event that raises money to provide low-income families the ability to purchase gifts for their children for the holiday season. Faculty and staff can support these holiday drives by donating money, time, or basket items for either cause. For more information, refer to the presentation slides or contact NSSA representatives Nicole Opfer (nicola.opfer@nsc.edu) or Robert Totten (robert.totten@nsc.edu).	Information
4:05 - 4:08 PM	III. D. Diana Morgan - Scorpions United Campaign 2019-2020 Scorpions United Campaign is the annual faculty and staff giving campaign where you have the option to choose where your gift will go (to United Way;	Information

	NSC; or any non-profit in the country) through payroll giving. Emails have been sent out with information to all faculty/staff with pledge forms and information. You can change current designations by emailing Diana directly. The campaign is specifically running through next week but you can set up giving at any time.	
4:08 - 4:20 PM	<p>III. E. Janice Le-Nguyen & Christine Draper - Canvas Shell Updates</p> <p>If any course template changes are needed please submit to Christine Draper or Sierra Adare-Tasiwoopa Api with at least 8 weeks prior to the semester start. Note: Winter and Spring templates load at the same time (8 weeks prior to the start of Winter). Templates exist for each of the schools/colleges that you can customize with updated policies/procedures and technical support. Do NOT delete templates. Christine sent an email to schools/colleges a week ago with a Canvas/Import Tip sheet.</p>	Information
4:20 - 4:30 PM	<p>III. F. Vickie Shields - Provost Updates</p> <p>Provost lecture today on Humanoid Robots went well!</p> <p>There is no lecturer set for Spring for the Provost Lecture Series; looking for suggestions based on the following criteria- please send recommendations to Provost Shields:</p> <ul style="list-style-type: none"> ● Engaging/active scholar in their field ● Appealing to the whole college community ● Able to hold an additional session/lecture with students <p>Biennium Requests to NSHE:</p> <ul style="list-style-type: none"> ● Presented to NSHE on “big asks” we may put forward to the legislature for the upcoming cycle (2021) ● Received good feedback which means we had solid ideas for the asks, which included:: <ul style="list-style-type: none"> ○ Continuation of funds for previous requests (Education building; Data Science degree; statewide mission requests) ○ New requests: Master’s in Nursing (track in administration and education); new department of visual media, design, and data/communication. Had a meeting with department stakeholders which went well last Friday. Will meet again in two weeks. Institute or Consortium for CCSD teachers who can come for advanced training/certification ○ Capital requests: planning money (\$11.9M) for a new STEM building; money for infrastructure (water, etc.) ○ Container park/modular village 1/3 of the cost of a standard building which we would fund ourselves ● NSHE will present all requests at a broad level during the December BOR meeting so we likely won’t receive updates/feedback until the first of the year. <p>Accreditation:</p> <ul style="list-style-type: none"> ● Went really well with minor recommendations and great commendations and compliments ● Need to close loops with our assessment efforts; they like what we’re doing but want us to be sure we connect back to the strategic plan and communicate closing the loop <p>Budgets:</p> <ul style="list-style-type: none"> ● Budget season has started! Provost units will have separate forms to submit in order to vet requests first; will ask all requests how they fit with strategic plan/climate survey on all budget forms. 	Information
4:30 - 4:40 PM	<p>III. G. Amber Howerton - SOE Curriculum Updates</p> <p>Two proposal updates:</p>	Information

	<ul style="list-style-type: none"> ● Math & Education created a dual major so there is no need for Math to have an education degree track; deleting that track from math degree. ● Angel Ball: Proposing master's preparatory plan to get students in post-bacc status prepared for entering speech path master's program; don't need an undergrad. Degree in speech pathology to pursue a master's in speech path and there is an interest in this. <ul style="list-style-type: none"> ○ Any issues with financial aid? Dr. Ball will meet with Director of FA to assess; should be fine if the course is in the catalog and it leads to a degree ○ Questions/Feedback to Consider from Senators: How many students do we anticipate admitting? Would this contribute to the funding formula? Would they have priority admission into the Master's program? <ul style="list-style-type: none"> ■ Dr. Ball expects a small group to start- maybe 10 but not sure about funding formula. Trying to work out priority consideration for Master's entrance. Working on setting a minimum GRE requirement as there currently is not one for the program. Will have to take the GRE for the master's. ● Both of these curriculum items will be up for a vote at next month's meeting. 	
4:40 - 4:45 PM	<p>III. H. Kayla Bieser - Lab Credit Policy</p> <p>Worked last spring on updates to the workload/lab credit; presented this summer on changes to policy to various stakeholders; changes are noted in yellow on document:</p> <ul style="list-style-type: none"> ● Change to 1 for 1 ratio for credits ● Lab capacity/caps; larger lecture (48) split into two labs (24 each) for safety/space reasons ● PTIs can teach the labs with FT faculty teaching lectures <ul style="list-style-type: none"> ○ Question (Senator Price): Would PTIs be expected to attend the lectures? <ul style="list-style-type: none"> ■ Senator Bieser: No, very typical at other institutions that graduate students teach labs without attending lectures <ul style="list-style-type: none"> ● Senator Price noted that in her experience at other institutions PTIs are required to attend the lectures for which they teach labs. ○ Question: Is there adequate space available for splitting lab? <ul style="list-style-type: none"> ■ Senator Beaudry: consider if there is a connection to class sizes and teacher evaluations as there is in K-12 system. 	Information
4:45 - 5:05 PM	<p>III. I. Stefanie Coleman - Mental Health Support Discussion</p> <p>There were two All About You mental health sessions that were held last month. All About You may not have been aware of the audience and covered a lot of information. Dr. Coleman provided clarification regarding those sessions about how to support students in crisis.</p> <p>The CARE Team and 13 staff recently went through Mental Health First Aid training and will make up and "on-call" campus crisis response team. Someone from that team will be "on duty"/on call and carry a phone. If you are referring a student to this group need to collect information/ask questions. Please refer to the detailed guide for more information on how to support a student in crisis and get them to the appropriate services.</p> <p>Below is an outline of the steps that were discussed during the meeting:</p>	Information

- Gauge sense of hopelessness or need
- Consider directly asking “are you planning/thinking about killing yourself”
- If yes, contact campus police immediately and stay with the student until police arrive and they will take over
- If not suicidal, ask if you can reach out to the CARE team/Laura Hinojosa to connect the student with resources
 - If the CARE Team is not available then call AAU (All About You Counseling)
 - Dr. Coleman confirmed with the Director of AAU to serve as back up during crisis response
 - If AAU does not answer, then call the Crisis Response Team (CRT) duty phone if crisis intervention is needed (dire situations)
 - If teaching in the evening then your first call will be to CRT instead as others won't be on campus
 - NOTE: for any suicidal indication, you must contact campus police immediately even if indicated via email
- There is no perfect script/template for how to respond to students in crisis; keep the student safe and use/refer appropriate resources; set boundaries if needed when working with students but refer to resources if needed
- Dr. Coleman is working with Marketing to create laminated/branded sheets to post in all spaces
 - Download NSC app for crisis communication and notifications
 - Suggestion: Consider printing that information on campus ID badges as well
- Questions:
 - Will there be any communication if/when the student has been supported after submitting a CARE form?
 - The CARE Case Manager will confirm via email receipt of referral and has contacted student
 - Focus on CRT have gone through mental health training but not other certification or education?
 - Is this a short term solution? It will be a process; looking to hire a full time clinician; will need to rely on current staff and assess as we go
 - How short term is this solution? Will there be refresher courses/training for CRT staff?
 - They are trained to de-escalate/triage and get them to the right services
 - Will there be any faculty/staff resources for us to process following a crisis situation
 - Employee Assistance Program is available to support faculty/staff and student workers
 - Contact HR for faculty/staff member in crisis instead of CRT
 - HR is looking for a local site for future EAP provider
 - Will there be a 24 hour support or crisis team when student life comes on
 - Those conversations are happening now as part of the Student Life committee
- Recommendations from guest attendees:
 - Consider filling this gap as soon as possible as PSY faculty; faculty/staff of color, women, and underserved groups support students in crisis at higher rates

	<ul style="list-style-type: none"> ■ Keep in mind there is a conflict of interest for counseling faculty for legal reasons 	
5:05 - 5:20 PM	<p>III. J. Eric Gilliland - Salary Study Updates</p> <p>Refer to PPT slides</p> <ul style="list-style-type: none"> ● Contracted with Gallagher Benefit Services- expert in Salary/Compensation study ● Reviewed compression for academic and administrative faculty from 3 angles: between supervisors and reports; annual earning; and ? ● Stakeholder Groups: Execu. Team; Salary Study Working Group; HR ● Comparison Groups (peer and aspirational groups)-- bound by institutions that participate in CUPA-HR salary surveys ● Market Analysis: Overall we are showing as competitive to highly competitive against our peer and aspirational institutions ● Next Steps: <ul style="list-style-type: none"> ○ Presenting to Executive Team end of November/Beginning of December then: <ul style="list-style-type: none"> ■ Review with Working Group ■ Discuss recommendations ■ Campus wide presentation of detailed findings (will be live streamed as captioning won't be available) ■ Adoption and implementation of recommendations ● Questions: <ul style="list-style-type: none"> ○ Will we have access to this data before salary adjustments are due for budget request <ul style="list-style-type: none"> ■ Yes that should be the case ○ AAUP conducts a faculty compensation study, will NSC participate in that in the future? <ul style="list-style-type: none"> ■ Not on the horizon as CUPA is the gold standard but not opposed to consider it for more data in the future 	Information
5:20 - 5:30 PM	<p>III. K. Serge Ballif - Curriculum Substitution Workflow Policy</p> <ul style="list-style-type: none"> ● This policy attempts to correct the curriculum substitution petition process and specifically proposes a new workflow (refer to document/flow chart) ● Workflow Summary: <ul style="list-style-type: none"> ○ Replaces the Petition Office as the gateway for curriculum substitutions with Academic Advising which is typical/normal; ○ Removes Deans from approval process and replaces with Dept. Chair/Rep. ○ Provost Office will approve or deny appeals; ○ This is not extremely different than the current process but better formalizes best practices and uses Advising as the gateway for processing/passing on initial request/documentation to the next appropriate department/individual in the workflow. ● Discussion/Feedback: <ul style="list-style-type: none"> ○ Will there be guidelines on what is petitionable? ○ Policy doesn't read like a policy- just a workflow. What are the degree requirements/policy pieces specifically? ○ Why should students be driving the petition process? How do they know what should be substituted? This creates unnecessary petitions/work load for faculty. ○ There should be criteria that dictates what they can submit a petition for and/or the policy should clarify under what circumstances a petition can be submitted. 	Information

	IV. CLOSED MEETING PRESENTATIONS	
	V. NEW BUSINESS	
5:30 - 5:45 PM	<p>V. A. Serge Ballif - Chair Updates</p> <ul style="list-style-type: none"> ● Budget Items <ul style="list-style-type: none"> ○ Will be asked to rank budget initiatives during special January session ○ Proposed: Tuesday, Jan 14th 3:45-5:45 pm <ul style="list-style-type: none"> ■ There will not be 100% attendance so send Chair Ballif feedback on availability for this date or that week ● Salary Schedule <ul style="list-style-type: none"> ○ Presenting policy at December BOR meeting on recommendations of salary study and review compensation every 4 years ● Performance Pay <ul style="list-style-type: none"> ○ Held first meeting last month to find a way to award performance pay and identify funds to do so; working to remove language from NSHE code that prohibits such ● IDEA demo <ul style="list-style-type: none"> ○ Nov. 19th at 4 pm in NSE 104 to review possible platform to replace current student evaluation program ● Regent Scholar Awards due 11/15 	Information
	<p>VI. ADJOURNMENT Motion: Senator Le-Nguyen Second: Senator Beaudry Unanimous</p>	