



ACADEMIC SENATE MINUTES

DATE: November 12, 2020

PRESENT: Suzette Nynas
Keith Edgerton
Scott Butterfield
Natalie Bohlmann
John Pannell
Sam Boerboom
Naomi Norris (student)
Robert Nava (ex-officio)
Melinda Arnold (ex-officio)

Jim Barron
Jennifer Lynn
Don Larsen
Rachael Waller
Heather Thompson-Bahm
Austin Bennett
Christine Shearer (ex-officio)
Vicki Trier (ex-officio)
Darlene Hert (ex-officio)

ABSENT: Vern Gagnon*
Richard Beer (ex-officio)
Kim Hayworth (ex-officio)
** excused*

Kurt Toenjes (ex-officio)
Susan Simmers (ex-officio)
Jana Marcette (ex-officio)

GUESTS: Tom Nurmi
Kathleen Thatcher
Bruce Brumley
Cheri Johannes

Rebecca Anglin
Joy Honea
Rolf Groseth

PRESIDING: Jim Barron, Chair

Jim Barron called the meeting to order at 3:41 p.m. in Library 148, with members and guests attending via Webex.

I. ANNOUNCEMENTS

Dr. Barron forwarded today's meeting information to Chancellor-Elect Stefani Hicswa. She could not attend today, but may attend the rest of this semester's meetings via webex.

Dr. Barron met with Gen Ed Committee Co-Chair Melinda Tilton this week, and she will attend the next meeting to give an update. The GEC is excited about improving the Gen Ed experience and working with Kathleen Thatcher, Director of Assessment & Accreditation, to assess the program.

The Senate-sponsored banner from the Foundation will include an Academic Senate logo, which was presented.

II. ACCEPTANCE OF MINUTES

The minutes of October 15 were accepted as presented.

III. PROVOST & CHANCELLOR REPORT

Dr. Arnold noted that we have just 6 instructional days left. Everyone is doing a great job keeping us in business!

Dr. Groseth stated that Dr. Hicswa will be here December 1 for a campus visit, and probably other days in December.

IV. CONSENT AGENDA

Title	Status	Received
ARTZ 402: Teaching Art I--K-12	Edited	10/12/2020
FIRE 298: Internship/Cooperative Educ	Edited	10/26/2020
BIOB 498: Internship/Cooperative Educ	Edited	10/27/2020
ERTH 401: Geologic Field Methods	Deleted	10/27/2020
NRSG 302: Nursing in the Community Cl	Edited	10/27/2020
NRSG 464: Leader/Manage for the RN Cl	Edited	10/27/2020
Rehabilitation and Related Services Extended Bachelor of Science	Deleted	10/27/2020

⇒ Motion by Keith Edgerton to **accept the consent agenda.**

⇒ Motion carried.

V. ITEMS FOR INFORMATION

Item 9 Programs to be placed on moratorium as a result of Strategic Program Alignment Round 2:

CHPS

Allied Health Program of Study Associate of Science Degree, Environmental Science Program of Study Associate of Science Degree, Health and Physical Education (K-12) Teaching Minor, Outdoor Adventure Leadership - 2+2 Track –

Fire Science Bachelor of Science Degree, Outdoor Adventure Leadership Minor,
Rehabilitation and Related Services Associate of Arts Degree

CLASS

Art Teaching Minor (K-12), Communication Arts Organizational Communication
Option Minor, Computer Science Minor, Music Minor, Statistics Minor

COE

Education Program of Study Associate of Arts Degree

City College

Accounting Assistant Certificate of Applied Science, Energy Technician Certificate
of Applied Science

Not listed in catalog

Curriculum and Instruction Teacher Licensure Option Master of Education Political
Science Teaching Area, Pre-Professional Law

⇒ Motion by Jennifer Lynn to **accept Item 9 for information.**

⇒ Motion carried.

Item 11 Committee Report for 2019-2020: Academic Standards & Scholastic Standing
Committee.

⇒ Motion by Keith Edgerton to **accept Item 11 for information.**

⇒ Motion carried.

VI. ITEMS FOR APPROVAL

Group 1		
Digital Health Communication Certificate	Deleted	10/12/2020

⇒ Motion by Austin Bennett to **approve Group 1.**

⇒ Motion carried.

Group 2		
ITS 226: Advanced Linux	Added	10/12/2020
ITS 245: Computer Forensics	Added	10/12/2020
Computer Systems Technology Associate of Applied Science Degree	Edited	10/12/2020

⇒ Motion by John Pannell to **approve Group 2.**

Bruce Brumley noted they proposed some of these changes last year, but they were held
because SPA 2 was in progress.

⇒ Motion carried.

Group 3		
LIT 312: Adv American Lit I	Deleted	10/16/2020
LIT 313: Adv American Lit II	Deleted	10/16/2020
LIT 320: Adv Brit Lit I	Deleted	10/16/2020
LIT 321: Adv Brit Lit II	Deleted	10/16/2020
LIT 322: Adv Brit Lit III	Deleted	10/16/2020
WRIT 429: Professional Writing	Added	10/16/2020
WRIT 498: Internship/Cooperative Educ	Edited	10/16/2020
English Bachelor of Arts Degree	Edited	10/16/2020
English Teaching Licensure Option Bachelor of Arts Degree	Edited	10/27/2020
English Minor - Creative Writing Program of Study	Deleted	10/16/2020
English Minor - Professional Writing Program of Study	Deleted	10/16/2020
English Teaching Minor	Deleted	10/20/2020
English Minor	Edited	10/16/2020

⇒ Motion by Austin Bennett to **approve Group 3.**

⇒ Motion carried.

Group 4		
HADM 365: Managing Cont of LongTerm Care	Edited	10/27/2020
HADM 405: Evidence in Research Eval	Edited	10/27/2020
HADM 499: Capstone	Edited	10/27/2020
Health Administration Bachelor of Science Degree	Edited	10/27/2020

⇒ Motion by John Pannell to **approve Group 4.**

⇒ Motion carried.

Group 5		
GEO 315: Structural Geology	Edited	10/27/2020

⇒ Motion by Jennifer Lynn to **approve Group 5.**

Since no one was present to discuss this item, it will be held until next week.

VII. OTHER REPORTS

Academic Reporting: Kathleen Thatcher, Director of Assessment & Accreditation

Ms. Thatcher noted that the list, attached to these minutes, is to help faculty get a sense of what is due when, as well as where these internal documents go once completed.

Draft ASMSUB Resolution for Online Option: Naomi Norris, ASMSUB Student Resolution Officer

Ms. Norris noted that she wrote this resolution because students were being put at a disadvantage if they could not attend class because they are sick. She would like feedback on this proposed resolution, as well as advice on how best to disperse the final resolution to campus.

It was noted that instructors should never expect students to come to class if they have symptoms or are sick. This was echoed by several Senators, as well as Faculty Association President Joy Honea. Expecting students to attend class while experiencing symptoms or quarantining goes against current COVID policy. Ms. Norris noted that a handful of students have, indeed, been told they must attend in person, even when sick. It was responded that those students need to report those instructors to their department chair or dean.

It was cited that if the resolution says an online option must be offered for every class, that makes for a tremendous workload for faculty. It would amount to each and every course being a hyflex course. However, it was suggested that just recording a lecture with a laptop, even if it is low quality video, would help students. I.T. is going to outfit about 20 classrooms with streaming technology over the winter break. However, that still isn't enough tech for all courses to have an online option.

Joy Honea stated that the union and the administration have agreed to work with students as much as possible to meet them where they are. There is not a one-size-fits-all policy for this situation, and we can't compel faculty to put in the labor to create an online option for every course. We need to stay away from blanket statements about online options.

It was noted that the Senate could support a statement that instructors must accommodate student absences.

Ms. Norris thanked the Senate for the feedback. She will revise the resolution and bring it back.

VIII. ITEM – FIRST READING

Item 10 Academic Senate Bylaws. Modification to Article III. Organization of the Academic Senate to include a process to remove the Chair.

While SPA 2 was taking place, there were comments from the faculty that they were disappointed in Dr. Barron as Senate chair, which brought up the issue that there is no mechanism to remove a sitting Senate chair. The Executive Committee discussed this and wrote up a draft.

It was noted that it would be awful if Senate ever got to this point. One would hope that faculty could and would speak to the chair first. At the same time, if things get bad enough that a chair needs to be removed, is that not the reason for having such a policy?

The question was raised about guidelines from Robert's Rules. It was noted that Robert's Rules refer back to the body's bylaws, rather than describing a process. It is important to note that we should agree to change the bylaws first, before getting into the language of the change.

⇒ Motion by Austin Bennett that **the Senate amend the bylaws to create a process to remove the Chair.**

⇒ Motion carried with two opposed.

The question was raised as to whether the other officers, besides the chair, should be included in this policy as well. It was noted that Senate has standing to remove officers with such a policy, but likely cannot remove them from Senate, since they are elected.

⇒ Motion by Keith Edgerton to **table Item 10.**

IX. DISCUSSION/ACTION ITEMS

A. Proclamation Regarding Senate Chair Distribution

This will not be a change to the bylaws or a binding resolution. It would be posted on the Senate's policy webpage.

Senate Philosophy on Chair Rotation

To be read in the Spring semester before Vice Chairs are elected

The Academic Senate of MSUB represents all faculty from both of our campuses (University Campus and City College). To ensure that one campus does not exert continuous control over the Senate, the Academic Senate supports a *rotating Chair* procedure whereby (to the extent possible given Senate membership and Vice Chair affiliation) the Chair-Elect position will not be filled from one campus for more than two consecutive terms (i.e., 6 years).

The issue is that there may not be a City College Senator who wants to be the chair. We can't force someone to be chair.

It was suggested that the alternate campus be offered the right of first refusal. The proposal will be edited for next week.

The meeting adjourned at 4:53 p.m.

rjrm

Report Type	Timing	Description	External Agencies
Program Assessment Plans	Reviewed every 3-5 years, or as needed.	Academic programs establish a program assessment plan that outlines the program learning outcomes, methods used to assess each outcome, and a timeline for implementation.	NWCCU
Annual Program Assessment Update	Annually (<i>reporting months for each College below</i>) City College: April College of Business: October and February College of Education: October College of Health Professions and Science: Fall College of Liberal Arts & Social Sciences: March	Each academic program reports the previous years program assessment of student learning activities. The activities are guided by the established program assessment plans.	NWCCU
Academic Program Review (APR)*	Every seven years	Program writes a self study, addressing the following criteria: goals and unit level planning, program data analysis, student learning, student achievement, enrollment, resource allocation and financial resources. A one page executive summary of the self study is also included. Program assessment plan and reporting are included as attachments to the self study. The self study is reviewed by an external reviewer, the Dean, and the Provost. An action plan is developed. OCHE receives the results of the APR process the following September.	OCHE and NWCCU
<i>*APR reports will replace what was historically known as SPA reports</i>			
NWCCU Annual Reports	Annually, due August 1	Disaggregated institutional data, student achievement, and financial information are provided. Institutions are also asked to provide an update on any outstanding recommendations/concerns.	NWCCU
NWCCU Mid-cycle Report	Year three of seven-year cycle	A team of two evaluators assesses the institution's progress in the areas of mission fulfillment, student achievement, and programmatic assessment of student learning. This is a formative evaluation of the institution, with evaluators providing feedback as to the institution's progress towards the Year Seven Evaluation.	NWCCU
NWCCU Policies, Regulations, and Financial Review (PRFR) Report	Year six of seven-year cycle	This off-site evaluation is conducted by a team of evaluators with relevant expertise. The evaluators assess the institution's compliance in the areas of policies, regulations, and financial sustainability.	NWCCU

NWCCU Evaluation of Institutional Effectiveness (EIE) Report	Year seven of seven-year cycle	This report is primarily a review of student success. A team of evaluators assesses the institution's mission, effectiveness, student learning and student achievement. A decision from the Commission is made on whether or not to offer reaccreditation.	NWCCU
Program Accreditation Reports <i>(note: only for programs that are accredited by a discipline-specific accreditation agency)</i>	Annually and by cycle. The cycle varies, depending on the agency. Usually between 5 to 10 year cycles.	An annual report is required by most program accreditation agencies. The criteria for those reports varies by agency. Self-study reports are due every 5-10 years, depending on the agency. Criteria for the self-study reports also vary by agency but usually require programmatic student learning data (program assessment plans and reports are usually useful for this effort).	Program Accreditation Agency. MSUB is currently working with 12+ program accreditation agencies.

The blue highlighted boxes indicate reports where program inputs are likely to be minimal.