

IDAHO STATE UNIVERSITY
FACULTY SENATE
MINUTES

VOLUME XXVIII, MEMO 6

November 10, 2008

4:00 PM

Faculty Senate Conference Room, REND 301

In Attendance: Adler, Bearden, Dan Dale (for Cole), Delehanty (Chair), Dye, Forest, Frank (telecommunication) Frantz, Guryan (telecommunication), Hasenpflug, Kantabutra, Knudson, Kratz, Livingston Friedley, Magnuson, Moulton, Murphy, Oliphant (telecommunication), Packer, Phelps, Smith, Vik, Whitaker, Wilson, Wolter, Womack

Non-voting: Adkison, Crowell, De Jesus, Ford, Wallace (Recording Secretary), Wasden (Student Assistant), Werth (Work Study Assistant)

Excused: Kearns, Lambert, Larsen; Adamcik, Fullerton, Vailas

Absent: Beard, Edwards; Knight, Spencer, Trimmer

Guests: David Alexander, Cali Bell, JoAnn Hertz

I. ERP/Tigeri Update Presentation – David Alexander

Delehanty opened the meeting and introduced David Alexander, the Tigeri Project Manager. A handout on the new Bengal Web Payroll system was distributed to Senators. The new payroll system will be used in tandem with the current payroll for the payperiod starting December 1, 2008. The next payperiod will be processed solely through the new payroll system. No paper timecards or pay stubs will be used once the new system is up and running. Alexander described the project, the new BengalWeb portal, available training resources, time approvers, the timeline and the process for entering time cards electronically. Alexander assured Senators that all sensitive information will be kept on secure channels.

II. Announcements/Discussion

A. Open Forum

Delehanty asked for Senators' reaction to **today's Open Forum** with President Vailas and Vice President Fletcher regarding the budget. Frantz asked about the hiring approval process; Adkison said each Vice President gets one vote. Ford said so far the approvals have been unanimous. Adkison clarified the College Budget Officer signs the position hiring request not as an *approver* but to certify the PCN number is correct, the account information is accurate and the money exists.

Senators' reactions to monthly Open Forums were favorable, and they commended the Administration's efforts to be transparent and open about issues that affect the university, especially in the tough times ahead.

B. Budget / Faculty and Staff Positions

President Vailas took a strong stance, stating his intent to defend faculty and staff positions first and foremost against the impending budget cuts. Expenses will be cut everywhere else possible before employees are affected. Vacated positions may not be filled.

In response to Frantz' question, Adkison said there are two sets of adjuncts to consider:

- part-time adjuncts hired on a per-course basis
- full-time, benefitted lecturers who are non-tenure-track faculty members
 - a subset of these include several faculty members who are not regular lecturers; they have occupied temporary Position Control Numbers (PCN) for several years, against SBOE policy.

Adkison said Administration intends to do everything it can to protect everyone occupying PCNs. However, this can only be done by diligently and critically examining every expense, department by department, to find ways of cutting back. There are a lot of unknowns at the

moment because of outside factors affecting the budgets. No decisions have been made about adjuncts or vacant positions yet because the impact on enrollment has not been analyzed. Ford said departments and units will be very involved in developing their budgets presented to the Deans, and they will be expected to live with those budget projections.

C. Anonymous Criticism

Delehanty read an anonymous letter he and other university leaders had received criticizing the President and the Dean of Arts and Sciences. He said he respects the right to dissent and is willing to listen to criticism, but anonymous notes are counterproductive and not the way to solve problems. Any faculty member is welcome to send him a signed letter or email expressing discontent regarding an issue and he will seriously consider the concern or complaint. He is not afraid to confront the upper Administration, and has done so many times, when he and the Senate disagree with their direction. The governance structure is working, and the Administration is listening and responding positively to Senate's recommendations.

D. Be Advised

Ford reported the "Be Advised" campaign appears to be working; students are responding. He formally commended the faculty and extended his heartfelt thanks for their efforts in making it successful.

III. Consent Calendar

A. Minutes from Councils

1. **Budget Council**

- a. Minutes of September 2, 2008
- b. *Salary Comparison findings – pulled from Consent Calendar*

2. **Curriculum Council**

- a. Minutes of October 23, 2008
- b. Minutes of October 30, 2008
 - 1) **BAS/BAT Committee**
 - a) Minutes of September 23, 2008

B. NOI 2007-17 discontinue Culinary Arts under-enrolled programs

C. Revised Faculty/Staff Handbook Change Form and Routing Procedures – pulled from Consent Calendar

D. Council and Committee Appointments

- 1. **Research Coordinating Council** (once a month Thursday from 3-5, starting Sept 4)
 - a. Arts & Sciences/Humanities – replace Sharon Sieber for 1-year remainder of term
no nominations yet
- 2. **Campus Recreation Advisory Board** (being formed, will meet 2-3 times per semester)
 - a. Faculty Senate Rep
no nominations yet
 - b. Faculty Rep from Health & Nutrition Sciences or Sport Science/Physical Education
nomination for **Lisa Salazar, Health & Nutrition Sciences**
- 3. **Admissions Appeals Committee – Joann Trimmer, Chair**
(meets 10:30-11:30 Thursdays 11/6, 11/20, 12/4, 12/11, 12/18 and 10:00-11:00 1/8)
 - a. Fall semester rep
no nominations yet
 - b. Spring 2009 semester rep
nomination for **Dennis "Raz" Stowe, Mathematics**

ACTION: Moved by Hasenpflug and seconded by Livingston Friedley **to accept the remainder of the Consent Calendar.** Motion **passed.** **Lisa Salazar and Raz Stowe** were appointed as nominated. Formal letters of appointment were sent.

Consent Calendar Items Pulled

A.1.b. Budget Council Salary Comparison findings

De Jesus, the Budget Council Chair, said the Council did not find any significant difference in administrative salary increases compared to faculty salary increases. Delehanty noted that the data compared was for FY2006–FY2009. The Council was not asked to look at data any further

back. De Jesus said the Council was willing to continue monitoring salary trends, but would need a charge from the Faculty Senate to do so.

ACTION: Frantz moved to accept the Salary Comparison Report. Seconded by Hasenpflug. The motion passed.

C. Revised Faculty/Staff Handbook Change Form and Routing Procedures

Frantz asked for clarification of the “appropriate” routing reviews and the flowchart. Adkison replied that the purpose was to keep Connie Tillotson in the Provost’s Office in the loop so she knows the status of a particular change recommendation is at any given time.

Bearden asked for clarification or removal of the “Proposed Effective Date” since it is unclear.

ACTION: Bearden moved to strike the parenthetical phrase below the signature line adjacent to the “Proposed Effective Date”. Seconded by Adler. The motion passed and the phrase was struck.

ACTION: Bearded moved and Knudson seconded to approve the Faculty/Staff Handbook Change Form as amended above. Motion passed.

IV. Continuing Business

A. General Education charge to Curriculum Council

A written draft motion was distributed to the Senators for their consideration. Wilson reminded Senators that the motion was made in response to Adkison’s discussion from the October 27, 2008 Senate meeting of the need to review ISU’s General Education requirements. Wilson clarified that the Faculty Senate would charge the Curriculum Council, not its subcommittees. It would be up to the Council to decide whether to forward the assignment to their subcommittee.

ACTION: Wilson read the following motion aloud; Vik seconded:

“The Faculty Senate charges Curriculum Council (CC) to determine the need for faculty input into the general education issues described by the Academic Affairs Office (Steve Adkison). We recommend the CC seek guidance and input from the Academic Standards Council and the Council for Teaching and Learning. Should faculty input be deemed necessary, the CC should facilitate and coordinate the appropriate mechanism.”

Discussion: Livingston Friedley said she assumed faculty would have input since General Education requirements are under faculty purview. Ford agreed that faculty do need to give their input; Adkison said the mistake made by the Administration in the past was not to have seen this as a faculty issue.

Incorporating a suggestion by Frantz, **Wilson revised the motion** to read:

“The Faculty Senate charges the Curriculum Council to facilitate and coordinate the appropriate mechanism for faculty input into the general education issues described by the Academic Affairs Office (Steve Adkison). We recommend the Curriculum Council seek guidance and input from the Academic Standards Council and the Council for Teaching and Learning.”

Senators voted unanimously to approve the motion as revised.

B. Town Hall Meeting – set for Monday, December 15th 4:00-6:00 p.m.

Delehanty would like to continue the Senate’s tradition of calling Town Hall meetings with all faculty invited to attend an open forum/Senate meeting. It will be a regular Senate meeting; Senators should be prepared to stay after the Town Hall to finish the semester’s business. He

asked Senators to think about topics they or their constituents want to discuss and bring them to the next Senate meeting.

1. **Possible Issues/Topics for discussion**
 - a. How departments and units plan to respond to the budget instructions and meet the upcoming reductions in State allocations
2. **Meeting Format**
3. **Announcements to faculty** -- recognize it is the first day of finals week
4. **Workload**
5. **Research/Scholarship/Creative Activity clarification**

Frantz suggested the proposed meeting start off with the usual Announcements, then go into an Open Forum discussion with the attending faculty members, then return to the rest of the Senate's business.

The meeting will be held in the Ballroom of the Student Union Building, with video connections to the other ISU campuses in Boise, Twin Falls and Idaho Falls. Seating will be arranged with the Faculty Senators at the front of the room facing the faculty audience.

Delehanty asked Senators to solicit topic ideas from their constituents.

V. New Business

A. Closed Course Wait-listing Recommendation from Academic Standards Council

Frantz, who sits on the Council, went through the Council's recommendation in favor of wait-listing and elaborated on each of the prioritized criteria:

- **First by prerequisite checks, then by class level**
- **The courses to be wait-listed will be determined by Department Chairs**
 - all sections of those courses will have wait-listing
- **Time-conflicts between wait-listed and registered classes would be allowed.**

Frantz clarified that the Council had discussed and agreed that **instructors should be allowed to move a particular student to the top of a wait-list**. Delehanty said the Council recommends these be passed on to the Registrar for implementing into the Banner system. If the Senate agrees, they should vote to approve the Council's recommendations, which will then be forwarded.

ACTION: Smith moved **to approve the recommendations, including the fourth point allowing instructors to move particular students to the top of a wait-list**. Seconded by Wilson. The motion **passed**.

B. Consider expanding Executive Committee's authority to route Senate business to Councils

In order to expedite the governance process and not wait for Faculty Senate to meet and deliberate over noncontroversial issues, Delehanty asked the Senators to consider allowing the Executive Committee to inform and/or charge Councils of upcoming issues that will likely be sent to them to work on. De Jesus and Wilson said such a change to the Executive Committee's authority would require a change to the Senate's bylaws.

ACTION: Adler moved **to empower the Faculty Senate Executive Committee to fast track issues and charge Councils to consider whatever issues are presented**. Seconded by Vik.

Discussion: Smith wanted to make sure the Executive Committee would report to the full Senate and give an account not only of their actions, but the background and rationale behind their decisions. Dye questioned whether the Council's report to the Senate would be made via the Council's Minutes or if there would be a separate document informing the Senate of their findings. Wilson clarified that the intent was not to change how the Executive Committee reports to Senate, only to avoid bogging down the system unnecessarily. De Jesus said the normal procedure for most Councils is to send a separate memo and supporting documents to the Senate to avoid burying the findings in Minutes.

Smith said she was comfortable with the Executive Committee forwarding information to Councils but preferred the full Senate craft the actual charges. Livingston Friedley said as a Council chair, she found it frustrating to receive information about issues that were supposedly forthcoming but no formal charge was ever made. As long as the Council is clear on what they are supposed to do, she had no problem with fast tracking by Executive Committee.

Adler said if Senators do not agree with the Council's direction, they can discuss it in a Senate meeting. This change would help facilitate faculty governance. Wilson said the Senate could also modify or even nullify the charge to the Council if they so chose; the Council would not have worked on the issue for more than a week by the time Senate meets after the Executive Committee issued the charge. Vik said his experience is that the Executive Committee members carefully consider the issues and which Council(s) would be most appropriate to work on them; wordsmithing can sometimes be cumbersome and dilute the issue. Forest was hesitant because he didn't want Councils to waste their time working on something that the full Senate decided not to pursue. The secretary explained that her job was to make sure Council recommendations are brought to Senate and not buried or overlooked, and to keep Senators informed of charges to Councils. Most information is posted to the Senate website, and emailed to Senators when important. Forest suggested emailing proposed charges to Senators asking for their approval. Problems with that approach included establishing a quorum, not knowing how to interpret non-responses (abstain, a "no" vote, didn't receive the email), lack of timeliness in replies. Frantz said that if the Executive Committee were to issue charge a Council, the Senators would immediately receive notification of the charge and be able to discuss it in the upcoming Senate meeting. He noted that Council members could start at least thinking of how to grapple with the problem, but they would not get very far into it before the Senate weighed in on the final decision.

ACTION: Forest moved to **table the motion until next time**. Smith seconded. The motion **passed**, the issue was **tabled**.

VI. Adjournment: 5:40 p.m.

The next Faculty Senate meeting is scheduled for **Monday, December 1, 2008**.

Dr. David Delehanty, Chair

Catherine Wallace,
Administrative Assistant 1

Approved by Faculty Senate: February 2, 2009

Documents:

Budget Council Minutes of September 2, 2008
Budget Council Salary Comparison Report
Curriculum Council Minutes of October 23, 2008
Curriculum Council Minutes of October 30, 2008
BAS/BAT Committee Minutes of September 23, 2008
NOI 2007-12 to discontinue under-enrolled Culinary Arts programs
Revised Faculty/Staff Handbook Change Form and Routing Procedures
General Education Requirements Charge to Curriculum Council
Closed Course Wait-listing Recommendation