

IDAHO STATE UNIVERSITY  
FACULTY SENATE  
MINUTES

**VOLUME XXIX, MEMO 2**

September 14, 2009

4:30 PM

Faculty Senate Conference Room, REND 301

In Attendance: Beard, Coffland, Cole, Dye, Edwards, Ellis, Forest, Francis, Frantz (Chair), Galindo, Guryan (telecommunication), Hasenpflug, Knudson, Krumwiede, Larsen, Leavitt, Livingston Friedley, McCarthy, Moulton, Payne, Pearce, Wolter, Wilson, Young

Non-voting: Delehanty, Morrow, Wolper; Wallace (Recording Secretary)

Excused: Oliphant, Packer; Vailas

Absent: Phelps; Knight, Olson

Guests: Joseph Han

**I. Announcements**

Frantz had distributed written announcements to Senators before the meeting. Those announcements are attached to these minutes as an Appendix. Additional announcements from this morning's President's Cabinet:

**H1N1 Flu Plan**

Frantz said that ISU would soon be informing faculty, staff and students about its so everyone will be aware of what to do. There will be links on ISU's websites and a vaccine will be made available. This vaccine is very different from the regular flu vaccine normally administered. Preventive measures included attention to hygiene and the frequent washing of hands, and wear a respiratory mask if one becomes ill. Faculty were encouraged to be flexible with students who get the flu, and help them keep up with assignments and make up missed assignments.

**Budget Status**

Governor Otter has not yet announced any budget projections or holdbacks as expected, but he did ask agency heads to create various budget-cutting scenarios and submit them by this Friday. President Vailas has requested the Governor allow each higher education institution implement its own cuts and not mandate any across-the-board cuts. He also stated that ISU will go through its budget process no matter what, and that ISU faces a tough balancing act between cutting operating expenses while trying to grow its enrollment, which is the main source of revenue for the university. ISU will be in survival mode for some time to come; holdbacks will likely be announced soon.

**II. Election of Senate Executive Committee member – replace Beth Guryan**

Guryan had to resign from the Executive Committee because of significantly increased responsibilities in her program. Cole said that **Senator Paula Phelps**, the equivalent of a Clinical Associate Professor in the Physicians Assistant Program, has indicated she would be willing to serve on the Executive Committee if elected, with the caveat that she will be traveling this semester. She could not attend today's meeting but was willing to be elected *in absentia*.

There were no other nominees.

**ACTION:** Senator Paula Phelps was nominated to replace **Beth Guryan on the Faculty Senate's Executive Committee**. No discussion. The Senators voted and elected **Phelps** with one abstention; she will begin serving on the Executive Committee.

**III. Cultural Affairs Council appointment – one vacant seat, multiple candidates**

- A. Business, Education, Engineering or Health Professions (not from Pharmacy or Technology) – replace Jacque Freudenthal, *Health Professions*

**Kasiska College nomination for Cindy Bunde, Physician Assistant Program**  
**Education College nomination for Beverly Ray**

The nominations had been made late last spring; no one was able to verify whether the candidates were still interested in serving. The Cultural Affairs Council has met once already and awarded some grants; the next meeting was coming up on October 2<sup>nd</sup>.

**ACTION:** Cole moved to **hold off on the election until the Senate representatives talk to the nominees to confirm their willingness to serve.** Seconded by Pearce.

Discussion: There was some debate whether it would be more efficient to elect one of the candidates contingent upon her acceptance of the appointment, or to wait for acceptance and then vote by email or at the next Senate meeting.

The vote was taken and the motion **passed**; the **election will wait** until confirmation is received that the nominees are still willing to serve.

#### IV. Consent Calendar

- A. Faculty Senate Minutes
1. Minutes of August 24, 2009
- B. Council Minutes
1. **Academic Standards Council**
    - a. Minutes of October 15, 2008
    - b. Minutes of December 17, 2008
  2. **Budget Council – all pulled from Consent Calendar**
    - a. *Minutes of March 31, 2009*
    - b. *Minutes of April 28, 2009*
    - c. *Council Chair's Report 2008-09*
  3. **Research Council**
    - a. Minutes of April 16, 2006
  4. **Council for Teaching & Learning**
    - a. Council Chair's Report 2008-09
  5. **Cultural Affairs Council**
    - a. Minutes of May 1, 2009
- C. Council and Committee appointments
1. General faculty reps
    - a. **Academic Standards Council –**
      - 1) Arts & Sciences – replace Raz Stowe for remaining 2 years of term  
*No nominations received*
      - 2) Business – replace Dennis Krumwiede for remaining 1 year of his term  
**nomination for Greg Murphy, Management**
      - 3) Engineering – replace Habib Sadid for 3-year term  
**nomination for Gene Stuffle, Electrical Engineering**
    - b. **Budget Council**
      - 1) A&S: Social Sciences – one-semester replacement for Tom Hallaq  
**nomination for Martine Beachboard, Mass Communication**
      - 2) Education – replace Susan Scherz who resigned – 2-year term  
*No nominations received*
    - c. **Campus Planning Council**  
*No nominations received for any of the four available seats*
    - d. **Council for Teaching & Learning**
      - 1) Business – replace Priscilla Reis  
**College nomination for Sue Schou**

- e. **Curriculum Council – chosen by college-wide elections**
    - 1) Education – temporary 1-year replacement for Mike Lester  
**College nomination for Karen Appleby, Sport Science & Physical Ed**
    - 2) Technology – replace Raj Bajracharya for remaining 2 years of his term  
**College elected Deb Larson, Business Information Program on 9/4/2009**
    - 2) Technology – replace Cheryl Lyda for remaining 1 year of her term  
**College elected Rick Fuger, Cosmetology on 9/4/2009**
  - f. **Faculty Professional Policies Council**
    - 1) Education – sabbatical replacement for David Squires for 1 year  
**College nomination for Paul Jantz, School Psychology, Literacy & Spec.Ed**  
*No nominations received for any of the other four vacant seats*
  - g. **Faculty Ombudsperson – replace John Gribas for 3-year term (eligible to serve again)**  
**nomination for John Gribas, Communication and Rhetorical Studies**
2. Faculty Senate reps on Councils
- a. **Academic Standards Council (meets twice a month on Wednesdays 3:00-4:30 pm)**  
*No volunteers nor nominations received*
  - b. **Campus Planning Council (meets 3<sup>rd</sup> Thursday 11:00-12:30)**  
*No volunteers nor nominations received*
  - c. **Council for Teaching and Learning (meets 2<sup>nd</sup> Tuesday every month at 4:00-5:30 pm)**  
Senator JoAnne Pearce volunteered
  - d. **Research Council (meets twice a month on Thursdays 3:00-5:00 pm)**  
*No volunteers nor nominations received*
  - e. **Campus Safety Committee (meets 2<sup>nd</sup> Tuesday of every month at 3:00 pm)**  
Senator Glenna Young volunteered
  - f. **Google Advisory Committee**  
Senator Shane Moulton volunteered

**ACTION:** Moved by Beard and seconded by Livingston Friedley **to approve the remaining items on the Consent Calendar.** No discussion. The motion **passed**; the documents were approved and the faculty members were appointed as nominated.

#### **Items Pulled from the Consent Calendar**

##### IV.B.2. Budget Council – pulled from Consent Calendar

- a. Minutes of March 31, 2009
- b. Minutes of April 28, 2009
- c. Council Chair's Report 2008-09

Cole mentioned for the record the information he had gleaned from going through the *Budget Distribution Activity by Expense Class* report from July 1, 2009–June 30, 2010. In dollar values there had been a 7% reduction (\$2.48 million) in faculty, 6.5% reduction in Classified personnel, 13.8% (\$230,000) decrease in graduate assistants, an increase of 2.54% (\$97,000) increase executive administrative, and 0.65% (\$72, 000) increase in managerial and professional positions. Beard pointed out that the Provost was hired mid-year, and that would account for the executive administrative. Delehanty said the salary savings from Steve Neiheisel's position were also used in hiring the Provost.

Frantz said the Special Budget Consultation Committee's (SBCC) recommendations from last year had been forwarded to the Faculty Senate Executive Committee. It contained sensitive personnel information including specific Position Control Numbers (PCNs) which are tied directly to individuals. The Executive Committee was also trying to find out more information regarding which faculty members from which units were laid off so everyone will know how the various units were affected by the cuts. Once the personnel actions had taken place, the

Administration had promised the SBCC to make public the specifics of the final budget cutting decisions.

The Senate's Executive Committee was checking with Human Resources, the Vice President of Finance and Administration, and the General Counsel's office to find out how much of that information can be legally released without violating privacy laws. Once those questions are answered and the private information is deleted from the reports, the records will be made available to Senators. In response to a request by a Senator, Frantz said he would look into getting an annotated report that shows what the SBCC recommended versus the actions actually taken.

**ACTION:** Hasenpflug moved **to accept the Budget Council's minutes**. Seconded by Beard.

Discussion: There was some misunderstanding whether the Budget Council's minutes needed amending; it was clarified that the SBCC's recommendations were in a separate report that the Senate has not yet seen. Hasenpflug **withdrew his motion**.

More discussion ensued regarding the confusion generated by the various percentages involved in the state-mandated cuts, the actual reductions made, the holdbacks and reserves built up against further holdbacks and cuts. Cole said the Budget Council could explore the issues further.

**ACTION:** Beard moved **to accept all three documents from the Budget Council**. Seconded by Moulton. No further discussion. The motion **passed**.

#### **V. Continuing Business**

There were no items of continuing business on the agenda nor were any brought up for discussion.

**ACTION:** Ellis moved to have the Faculty Senate go into Executive Session. Seconded by Coffland.

Discussion: Frantz formally invited Dave Delehanty, Past Faculty Senate Chair and Executive Committee member and non-voting *ex-officio* member of the Faculty Senate, to join the Faculty Senators in their Executive Session. The vote was taken and the motion **carried**. All non-Senators left the room, including the Recording Secretary.

#### **VI. Executive Session -- closed to all persons except elected Senators and specially invited guests.**

**ACTION:** It was moved and seconded for the Faculty Senate to come out of Executive Session. The motion carried. The Recording Secretary was brought back into the room. A quorum was still present.

**ACTION:** Ellis moved **to task the Budget Council to go through the budget on a cash basis, meaning what was actually brought into the university and where that money was actually spent** last year. Seconded by Pearce.

Discussion: The ensuing discussion regarded ensuring faculty involvement and representation in the budget plan that will be presented to the state. The Budget Council was the appropriate body to work on budget-related issues. It was scheduled to meet next Tuesday. Wilson suggested Frantz report Senate's concerns directly to the administration and the President's Cabinet.

**ACTION:** Ellis **called the question** to end discussion. Seconded by Coffland.

**ACTION:** Young moved **to table the motion** on the floor. Seconded. The motion to table took precedence over calling the question. No further discussion. The vote was taken, and the motion **failed**.

The motion **to call the question and end discussion** was voted upon; it **carried**.

The motion **to task the Budget Council** was now back on the table and voted upon. The motion **passed**. The Budget Council will be charged with examining the budgets on a cash basis.

**ACTION:** Cole moved **to let the Senate's Executive Committee have the final authority to massage the straw poll questions in the Executive Committee meeting and distribute the questions to faculty by next Monday**. Seconded by Moulton.

Discussion: Cole briefly reviewed the background and intent of the straw poll. Senators voted **in favor** of the motion, with one abstention.

**VII. Adjournment:** 7:13 p.m.

The next Faculty Senate meeting is scheduled for **Monday, September 28, 2009** at 4:00 p.m.

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Alan C. Frantz, Ph.D., Chair

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Catherine Wallace,  
Administrative Assistant 1

Approved by Faculty Senate: November 9, 2009

Documents:

Faculty Senate Minutes of August 24, 2009

Academic Standards Council Minutes of October 15, **2008**

Academic Standards Council Minutes of December 17, **2008**

Budget Council Minutes of March 31, 2009

Budget Council Minutes of April 28, 2009

Budget Council Chair's Report 2008-09

Council for Teaching & Learning Chair's Report 2009-09

Cultural Affairs Council Minutes of May 1, 2009

Research Council Minutes of April 16, 2009

Charge to Budget Council: Examine ISU's budget on a Cash Basis

Straw Poll to faculty regarding Workload Policy, Grad Students as Teachers, and Budget Input

**Appendix**  
**Faculty Senate Meeting Agenda Announcements**  
from Alan Frantz  
for September 14, 2009

Items for Senators to consider:

[Senators, can we place these types of announcements in the minutes for Senate meeting under “Announcements,” if you receive them via email? If so, that saves us a bit of time in the meetings. I recall a suggestion by Senator Hasenpflug last spring that we take up less Senate time with announcements—this could be a means of doing so. If there needs to be discussion, we can always bring the item up for discussion.]

**1. Changes to NOI Approval process for FY2010**

Sent on September 10th from Ken Trimmer, chair of Curriculum Council:

"We discussed NOIs today in the Curriculum Council. Two issues came up. First, because at present the NOI and supporting coursework are not bound together, and because NOIs can take an inordinate amount of time to progress through the proper bodies before being considered by the State Board of Education, **we will tentatively approve curriculum in support of each NOI that is in process, subject to the NOI gaining approval.** This is to facilitate any of the Colleges and Departments who would like to put new degrees in place for 2010-2011. The Council members are taking the message back to their Colleges or Units, and will be encouraging them to move forward with any NOIs and supporting curriculum so that they don't get bottle necked (too badly) by the Banner implementation. I encourage this message to also go to the Faculty Senators."

**2. General Education Goals – accreditation-related tasks**

Last year, Senate requested that Curriculum Council draft goal statements to address the first of three accreditation-related tasks. The first was to “Articulate programmatic goals describing the expectations for student learning in our general education program.” The Council did so, Senate accepted them, and they now appear in the undergraduate catalog (page 23, under The General Education Program).

The second task reads “**Develop and implement a program review plan based on the overarching program goals thus articulated.**”

Senate **needs to draft a charge, potentially to Curriculum Council, Academic Standards Council, and the Council for Teaching & Learning** to address this task. One idea is to have the three Councils create a Task Force with members from all three, plus the General Education Requirements Committee, and possibly selected faculty with expertise in assessment and program review. Please consider this item carefully so that we may make progress with it soon.

**3. Policies Needing Work**

a. Policies to be Reviewed and Revised

We already revised and approved the Sabbatical and Faculty Appointments policies last Spring, but they have not yet been forwarded to Academic Affairs due to some additional and necessary work that became apparent.

1) **Promotion and Tenure Policy**

Past Chair Delehanty has a bit more work to finish up the P&T Task Force report from 2008. That report will assist us, but we do not have to wait for it to pick up where we left off last year. We had a team of three senators begin to collect comments and suggest revisions. If any of the original team members are interested in continuing that work along with a new

team member or two, I suggest we have them submit a draft to Senate that reflects the work accomplished to date. It would be good if we can make that much progress already prior to our next meeting, at which time we can then decide on our next step.

2) **Sabbatical Policy** – needs additional work

On the Sabbatical policy, a section should be added to address the situation that occurred this year—canceled sabbaticals due to lack of funds. I suggest that a small team of two or at most three Senators volunteer to draft a paragraph or two that addresses this, then we can have ask FPPC and faculty to review the new language.

3) **Faculty Appointments Policy** – needs additional work

On the Faculty Appointments policy, the revision was not meant to replace the entire section of the F/S Handbook, but due to some consolidations, it was not clear just which sections should be replaced. I have reviewed that policy in the past two days, and discovered additional minor items that should be corrected while we are at it. I volunteer to figure this one out, but would welcome a Senator to assist, if this policy is of special interest to anyone.

4) **Faculty Grievance Procedures**

Two policies that need to be reviewed and revised are the grievance procedures for faculty. We should do this while they are fairly fresh in mind for those who have labored under them in the past few weeks and months.

b. New Policies to be Drafted

Again, we could have small teams of two-three senators kick-start them, then send them to an appropriate council and faculty for review and revision. The sooner we get started on some of these, the better the chance we have of approving them this year.

1) **Hostile Workplace Policy**

2) **Faculty Mentoring Policy**

c. Update Faculty Senate's By-laws

We had discussion at the end of the spring semester about Senate membership, plus there are other inconsistencies and some things that simply need to be updated. I've got some items marked already, so I'll put those into a track changes file and ask Catherine to post it for further review.

[Note from Catherine: We still have not done the Senate Seat reapportionment that was due last year. A lot of changes in departments and faculty took place, and the report we received from the Office of Institutional Research last year was not accurate. It should be done this year, especially if the bylaws are being revised anyway.]