

**College of Technology
College Executive Committee Meeting Summary
September 6, 2022 via Zoom**

Representation:

| | |
|--------------------------------------|--|
| <u> x </u> Wesley Usyak | <u> x </u> Mona Doan (alternate) |
| <u> x </u> Robert Liimakka | <u> x </u> Brittany Peterson (alternate) |
| <u> x </u> Angie Lippiello | <u> x </u> David Smith (alternate) |
| <u> </u> Kevin Cornwall | <u> x </u> Geran Call (alternate) |
| <u> x </u> Carol Grimes | <u> </u> Rob Shroll (alternate) |
| <u> </u> Mike Clarke | <u> </u> Donald Allen (alternate) |
| <u> x </u> Sharie Ellis | <u> </u> David Nava (alternate) |
| <u> x </u> Joanne Trammel | <u> x </u> Justin Serr (alternate) |
| <u> x </u> Alesha Churba | <u> </u> Jeremy Perschon (alternate) |
| <u> </u> Barry Everett Jr. | <u> x </u> Tim Davis (alternate) |
| <u> x </u> Ryan Pitcher | <u> x </u> Duane Rawlins |
| <u> x </u> Rhonda Ward (alternate) | <u> x </u> Phoebe Greene |

Call to Order

- President Angie Lippiello called the meeting to order at 3:32 PM.
- *New Member Orientation*

Angie gave a quick rundown about the CEC: The College Executive Committee, how it works, member responsibilities and why this committee is in place. The main thing is for faculty of College of Technology to have a place to learn information from the greater university committees such as University Curriculum Council, Faculty Senate, etc. Committee members should disseminate information from meetings to other College of Technology faculty, especially to the departments they represent. It's a way to provide a conduit for CoT Faculty to elect committee members for those greater University Committees and helps serve committees within the College of Technology such as Faculty Senate, Outstanding Faculty Achievement Award, Rank and Promotion, Workload Policy Committee, and the Scholarship Committee.

Announcements

The CEC officers are working on updating the membership committee list.

Prior to approval for the minutes from May - the officers noticed an incorrect past meeting date needed changed to May 3, 2022. The Technical College Council meetings are now third Tuesday of each month.

Approval of Minutes

Robert Liimakka motioned to pass, seconded by Sharie Ellis, Angie asked for vote, motion was approved.

Reports:

CEC Committees:

Faculty Senate —Ryan Pitcher/ Duane Rawlins

Angie asked Duane Rollins or Ryan Pitcher to talk about faculty Senate. Ryan Pitcher responded and explained he is a third year Faculty Senate representative and typically hasn't been able to attend the CEC meetings due to teaching. He will attend this year.

Ryan explained how important it is for everyone to remember there is a Faculty Senate and if any faculty members want to know how things are going or have concerns or questions and are not sure how to address it, they should contact one of the Faculty Senate members. They are happy to take things up to the institutional level. Ryan mentioned he has a good rapport with the Faculty Senate executive committee as he has been serving with most of them for two years.

The Faculty Senate committee is currently taking nominations for someone to serve a four-year term on the Athletics Advisory board. Requirements include full-time member of faculty of any college, tenure/nontenure, hold rank of clinical instructor or higher with at least three years of academic service at Idaho State University. Interested faculty should contact Karen Hartman.

There are two openings for the Grievance Council. An email about this was sent out previously. In the past, the deans appointed the members to this committee, however, the Faculty Senate can also appoint members. To be qualified, an individual must be a clinical associate or senior instructor and may not be on the Senate. This is a good position for someone needing service.

The Faculty Senate active business includes examining the Faculty Constitution and the Bylaws as there is contradicting information that needs corrected. There is also an issue with the number of Faculty Senate Representatives based off full-time faculty in each College and when those numbers were determined. There is also a motion on the floor to examine whether there is enough gender diversity or an inequity at the University. An ad hoc committee is being formed to examine this.

The new Provost spoke to the faculty senate and mentioned “Roaring back” and she feels we have been lucky from a college perspective. There is a new subscription to Academic Impressions to help train new Department chairs and Deans and to address concerns that have happened.

A committee was formed and is working with HR to see if contract wording for the non-tenure, clinical track faculty, lecturers and those type of non-tenure track, full-time faculty could be changed to provide them with more security. Currently, contracts are for a one-year reappointment and they are working to see if there is a way to make it a three-year contract.

Ryan encourages anybody that's on the CEC to have conversations with the faculty in their programs and not hesitate to contact himself, Duane Rawlins, or Michael Clarke with any questions or concerns they would like them to take to the Council.

Angie asked what the appointment commitment was for the Grievance Council and Ryan said he did not have that information. Ryan said there was confusion because HR used to appoint people. However, a whole lot of people who were appointed are no longer with the University and so they're going back and reevaluating to find out exactly how many openings they have. Currently, there is no representation from the Cot. The position only is on an “as needed” basis.

Outstanding Faculty Committee —Brittany Petersen

Brittany said there isn't much going on right now but at the beginning of the year things will change and she is in the process of gathering a committee.

Rank and Promotion —Geran Call

Geran said he had talked to the committee to make sure everybody that was able to serve

on it and there was at least one from every department on it. He was working with the Moodle page to get that up so that there's some direction for people and he had mailed everyone the day before and only a few people had responded and none said they needed any help or meetings yet so no meetings had been set to go over the process unless he received requests. He had also asked Matt Wilson for examples because the Dean said that his was a good example. The videos were his and he received a timeline from Teresa that is on moodle so that everybody has access to it.

Angie mentioned the moodle page for Rank and Promotion in the HO department meeting and she said for those not going for promotion this year they can still check out those resources and be ready when it's their time. She asked if anyone had any questions for Rank and Promotion and there were none.

Work Load Policy-Joanne Trammel

Joanne said they are going to start meeting up again. She had asked Teresa to send out a doodle poll to the past members from last year carrying over into this year to see what was a good day to start meeting. She said it's not a light undertaking but everybody was very good at their homework of looking at different definitions in our workload policy that she assigned last semester. There are different types and definitions of different types of workload in our college. The committee is just going through and looking at the definitions to see if they should be updated or not and then going through the policy itself and going through for gender neutral language and relevancy of the wording as it stands now and how to update it and by then maybe the university will have theirs ready to go that we can then correlate and make sure that we're aligned with what they have to say. Joanne doesn't think the CoT workload policy is going to be a whole lot different than what the University at large is going to say. She asked Mona if she had anything to update because she is that committee. Mona said it is on the agenda to be worked on this Academic Year but is toward the bottom of the priority list. A subcommittee had been formed to look at it. Joanne mentioned it had been a higher priority and was being worked on and it seemed it was almost ready to go but then it other things took higher priority. "Things get made more important by whether it's the president or you know the lawyer people on language that they've identified." She said she thinks the committee is good with time and mentioned to those on the committee they'll be getting emails from her with direction on which way to go with where they left off at the spring semester.

Scholarship Committee- Dean's office update?

Angie asked Wesley about the Dean's request for a scholarship committee that he worked on that last school year and that led her to old business as her name is listed to talk about this this scholarship committee and because she had been sick and missed school she asked if that something that's still going to need to be on the docket or did she need to follow up with the Dean's office to find out who is slated and how the Dean's office would like to move forward with the scholarship committee with faculty input from the College of Technology in relation to those scholarships for students.

Wesley told Angie he would send a list of the people who were on the committee so she had that information before she reached out to the Dean's office.

Old Business:

CEC Committee Elections-Angie Lippiello
Chair Scholarship Committee

New Business:

Dean's request for a scholarship committee

Angie asked Wesley about what he worked on that last school year and that led her to old business as her name is listed to talk about this this scholarship committee and because she had been sick and missed school she asked if that something that's still going to need to be on the docket or did she need to follow up with the Dean's office to find out who is slated and how the Dean's office would like to move forward with the scholarship committee with faculty input from the College of Technology in relation to those scholarships for students.

Angie asked for anymore new information and Wesley mentioned for all that are in charge of their programs the deadline for curriculum proposals is September 20th if they want them in for the fall of 2023-24 catalog. He said they will work past that deadline on the Curriculum Council but it's on a priority basis. The information is on the UCC website as well as the September 20th deadline.

A couple of people entered the meeting and Angie said there were two Zoom links going on: one from Alesha and one from Carol Grimes (who retired). She then reviewed what had been covered and gave a brief rundown of the CEC and its responsibilities. She asked Joanne if she wanted to add anything for the new members of this committee and Joanne wanted everybody that's new to the committee to know they are representing our college and are the voice of our college and it's an awesome committee to be on.

Angie then said and that was her reason for bringing that up was because Joanne is vice president this year for CEC and Alesha is secretary. We got approval of minutes from May and we just changed a few things- the date on the top; we met May 3rd, not April 3rd, and then mentioned that the Technology College Council now meets the third Tuesday not the second. There was a motion to approve the meeting minutes but asked if anyone wanted to move to open them up again if there was something they saw other than these two to let her know. Nothing was said so the minutes stayed approved.

Angie noticed Dave had asked about an issue about a password for the Zoom meeting and said that it was just her ISU password and was just passing that on because she had to be logged onto ISU google and maybe that was the problem. She then said she was moving on.

Angie thanked Wesley and mentioned a piece of business from the last time the CEC met in May for those who are on it that the Vice chair for Rank and Promotion is a three-year cycle for those looking to serve and help the committee solidify and have an easier time rolling over so they have a historical perspective because it is quite involved when you are doing the rank and promotion committee. Angie believed that Brittany's name was on the docket for vice chair. Angie asked if there were any other nominations for vice chair for Rank and Promotion Committee. Angie asked Brittany if she was willing to accept the nomination. She listed how the position of Vice Chair would work and for the first year the role the Vice chair on the committee had was learning how it runs, the second year that person becomes the chair of the committee and helps with those operations and then the third year the position becomes ex-officio and then, after that, they would be done and ready to go for rank and promotion again. She asked Brittany if she was willing to accept the nomination for Vice Chair. Brittany agreed and Angie asked for a vote all in favor by raise of hand or saying aye for Brittany becoming the vice chair of the Rank and Promotion subcommittee of the CEC. All agreed in favor for Brittany as Vice Chair of the Rank and Promotion committee.

Next Meeting

The next College Executive Committee meeting will be held **Tuesday, October 4, 2022 at 3:30 pm** with a Zoom option.

Angie asked for a motion to adjourn. Joanne made the motion to adjourn and was seconded by Timothy. Angie asked if all in favor, and motion was passed. Angie said the next meeting is scheduled for October 4th via Zoom.

Adjournment

4:15 PM.

Angela Lippiello

Angela Lippiello (Oct 27, 2022 09:27 MDT)

College Executive Committee President

Date

Alesha E. Churba

10/27/2022

College Executive Committee Secretary

Date

I have read the actions taken at the September 6, 2022 meeting of the College Executive Committee.

Debra K. Ronneburg

Debra K. Ronneburg (Oct 27, 2022 12:49 MDT)

Dean

Date

September CEC meeting minutes

Final Audit Report

2022-10-27

| | |
|-----------------|--|
| Created: | 2022-10-27 |
| By: | Alesha Churba (churales@isu.edu) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAArGwNRMGycFiVvno8Qmj_F8zsckX5fd2m |

"September CEC meeting minutes" History

-  Document created by Alesha Churba (churales@isu.edu)
2022-10-27 - 3:08:55 PM GMT- IP address: 134.50.95.133
-  Document emailed to angelalippiello@isu.edu for signature
2022-10-27 - 3:11:32 PM GMT
-  Email viewed by angelalippiello@isu.edu
2022-10-27 - 3:26:40 PM GMT- IP address: 66.249.84.79
-  Signer angelalippiello@isu.edu entered name at signing as Angela Lippiello
2022-10-27 - 3:27:17 PM GMT- IP address: 134.50.42.92
-  Document e-signed by Angela Lippiello (angelalippiello@isu.edu)
Signature Date: 2022-10-27 - 3:27:19 PM GMT - Time Source: server- IP address: 134.50.42.92
-  Document emailed to debraronneburg@isu.edu for signature
2022-10-27 - 3:27:21 PM GMT
-  Email viewed by debraronneburg@isu.edu
2022-10-27 - 8:32:50 PM GMT- IP address: 66.249.84.69
-  Signer debraronneburg@isu.edu entered name at signing as Debra K Ronneburg
2022-10-27 - 8:39:56 PM GMT- IP address: 134.50.95.222
-  Document e-signed by Debra K Ronneburg (debraronneburg@isu.edu)
Signature Date: 2022-10-27 - 8:39:58 PM GMT - Time Source: server- IP address: 134.50.95.222
-  Agreement completed.
2022-10-27 - 8:39:58 PM GMT