

Division	Representative	Present	Absent
Arts and Sciences	Pam Hagan, President	X	
	Bob Stokem	X	
Business	Chris Fant	X	
	John Hoyle	X	
Health and Human Services	Joel Livesay, President-Elect	X	
	Tracey Sewell	X	
Industrial/Engineering Technologies	Jay Coffey	X	
	Joe Richards		X
Transitional Studies	Betsy Maynard	X	
Library	Barbara Scala	X	
Adjunct Faculty	Melissa Smith	X	

Guest(s): Dr. Joe Sidlowski

Agenda

Call to order and approval of minutes

The meeting of the Faculty Board was called to order at 10:00 a.m. The April 17, 2009 meeting minutes were approved without revision.

Status of Old Business

1. Committee reports

a. Ad hoc committee on curriculum review process

Joel Livesay, Faculty Board liaison, reported on the committee's progress. The committee plans to finalize recommendations before the end of this academic year.

b. Ad hoc committee on faculty credentials

Pam Hagan, Faculty Board liaison, reported on the committee's progress. The committee plans to finalize recommendations before the end of this academic year.

2. Access to websites and WebAdvisor

Ongoing faculty concerns were discussed with the Vice President of Academic Affairs following the April 17 Faculty Board meeting. The following recommendations will be submitted for further action to be taken:

- a. Evaluate and revise the current process for filtering websites and blocking faculty access.
- b. Increase server capacity to accommodate faculty and student access to Blackboard and WebAdvisor, particularly during peak periods.

3. Issues submitted to Faculty Board

Faculty Board discussed the process for issues to be submitted and addressed through ad hoc committees or referred to standing campus committees. Members emphasized the importance of adequate faculty representation on campus committees.

4. Faculty training on the Student Code

A request will be submitted to the Vice President of Academic Affairs and the Vice President of Student Affairs to schedule an in-service training session for faculty (full-time and adjunct) at the beginning of each academic year on the interpretation and enforcement of the Student Code.

5. Academic forgiveness policy/procedure

Faculty Board discussed the results of the electronic voting on the academic forgiveness proposal. Out of the 53 faculty who voted, 48 (91%) supported the proposal. However, a majority (at least 60) of permanent faculty did

not participate in the electronic voting. A quorum must participate in order for a recommendation to be approved and submitted to the Vice President of Academic Affairs. Following discussion, Faculty Board agreed to submit the voting results to the Vice President of Academic Affairs and the Vice President of Student Affairs for their review.

6. Payroll deduction proposal (nine-month faculty)

The Vice President of Academic Affairs and the Executive Vice President requested that Faculty Board assist in providing information and gathering feedback on a payroll deduction proposal for nine-month faculty. Based on feedback received from the nine-month faculty, Faculty Board determined that faculty did not have enough time to review the proposal and make a decision before May 1. Therefore, Faculty Board will recommend that a decision on the proposal be postponed until August and that nine-month faculty be given an opportunity to attend an information session at the beginning of the academic year.

7. Electronic portfolio software

Faculty Board received a request to discuss the adoption of a software system to accommodate the needs of all programs/departments using electronic portfolios. Additional information is needed to determine how to proceed in addressing this issue.

8. Registration and advising processes

- a. Faculty Board discussed concerns related to registration and advising. Faculty Board recommended increasing faculty representation on the Registration Committee. This recommendation will be submitted to the Registrar for consideration.
- b. Immediately following the Faculty Board meeting, the subcommittee (Pam Hagan, Betsy Maynard, Tracey Sewell, and Melissa Smith) met to compile a list of faculty concerns/recommendations to be presented to the Registrar and the Registration Committee. Specific concerns include: (1) early registration and purge dates, (2) two-term registration and prerequisites not being completed, (3) student requests to enroll 1 – 2 weeks after the term begins, (4) arena registration scheduling, and (5) advising coverage during the summer with fewer 9 + 3 faculty.

9. President-elect nominations and voting timeline

Two faculty members have expressed an interest in serving as President-elect. The election will be held in August 2009. Likewise, division representatives will be elected/appointed at the beginning of the academic year.

New Business

1. Academic Calendar

- a. Faculty Board, along with Dr. Sidlowski, discussed problems associated with the exam schedule, due date for submission of final grades, and the scheduled date for the graduation ceremony. Following discussion, Faculty Board agreed to submit a recommendation to Dr. Sidlowski, Academic Calendar Committee Chair, to extend the due date for submission of final grades and to investigate alternative dates for graduation. Dr. Sidlowski will present the recommendation to the Registrar and the Academic Calendar Committee.
- b. Faculty Board discussed the 2009-2010 academic calendar that includes a college closing for Memorial Day and how this additional closing will impact the accrual of 9 + 3 faculty leave. A recommendation was made to investigate this issue further and to contact the Human Resources Director for more information.

2. Campus Emergency Management Committee Proposals

Joel Livesay shared information on the committee's proposal to address campus security and student health issues by (a) requiring all employees to wear identification badges, and (b) implementing an absentee reporting system.

At the request of the President and Vice President of Academic Affairs, Faculty Board addressed the proposal to institute an absentee reporting system to identify potential student health problems. Members discussed the logistics of a reporting system, the reliability of data reported, and the validity of student absences as an indicator

of health problems. Consequently, Faculty Board will submit their recommendation to reject this proposal to the Vice President of Academic Affairs. However, everyone agreed that developing a campus plan and increasing awareness are important.

3. Student printing costs

Faculty Board was asked to discuss costs associated with student printing, particularly in the various academic support areas (Library, Learning Center, and open computer labs). Board members agreed to discuss this issue with their respective departments to identify strategies to limit student printing and reduce printing costs. Faculty Board will address this issue in more detail at the next meeting.

4. Accessibility of course syllabi

Faculty Board was asked to address accessibility of course syllabi to include the availability of syllabi online and the distribution of syllabi in the classroom. No action was taken on this issue. Faculty Board will discuss this issue in more detail at the next meeting.

5. Presidential Search

Faculty Board briefly discussed the selection process and the level of faculty involvement in interviews with the candidates.

Next Meeting

May 29 was the last regularly-scheduled meeting for the 2008-2009 academic year. Additional meetings during the summer will be scheduled as needed.

Adjournment

The meeting was adjourned at 11:40 a.m.

Submitted by:
Pam Hagan
06/17/2009