LEWIS CLARK
STATE COLLEGE

Faculty Association Meeting Minutes
March 6, 2025 | 3:15 p.m. | **MLH 100**

For remote faculty not able to attend in-person:
https://lcsc.zoom.us/j/83371276941

Attendance: Ralph Barnes, Charles Bell, Christina Brando-Subis, Emily Carstens Namie, Jenna Chambers, Marlowe Daly-Galeano, Christa Davis, Kacey Diemert, Laura Earles, Rodney Farrington, Rachelle Genthos, Stanley Gotshall, Sarah Graham, Thomas Hill, Leif Hoffman, Rachel Jameton, Eric Martin, Benjamin Morton, Travis Myklebust, Teresa Nash, April Niemela, Michelle Pearson-Smith, Deena Rauch, Gary Reed, Peter Remien, Chris Riggs, Joshua Rogers, LaChelle Rosenbaum, Jill Rossiter, Teri Rust, Clete Ryan, Jessica Savage, Jenny Scott, Susan Steele, Eric Stoffregen, Gene Straughan, Andrew Tuschhoff, Josh Tyler, Jennifer Uptmor, Heather VanMullem, Angela Wartel, Provost Fred Chilson, Associate Dean Krista Harwick,

Guests: Dawn Lesperance

I. **Call to Order**

   Call to order at 3:15 pm by Faculty Association Chair Peter Remien.
   Welcome! Thank you for attending the first Faculty Association meeting of the spring semester. It's hard to believe we're already halfway through the semester.

II. **Approval** of Faculty Association minutes from November 14, 2024

   The minutes from our November 14 meeting have been posted on the Association website. Reminder, because the Association is much larger than Senate, when making a motion, can you please state your first and last name.

   Motion made to approve the minutes as written by Laura Earles. Motion seconded by Ralph Barnes. No further discussion. Call for vote. Unanimous approval, No abstentions. Motion passes.

III. **Treasury Report**, as of Feb. 26, 2025
   A. Faculty Benevolence Fund Balance= $2,632.19
   B. Faculty Association Service Fund Account Balance = $9,954.80

Faculty Association Chair reported on current balances for Faculty Benevolence Fund and Faculty Association Service Fund Account. The Faculty Association Service Fund is stable (it was 9,902.00 at our last meeting) but the Benevolence Fund is down a little—about $600.

Please consider donating to these efforts through payroll deduction if you are not doing so already. Forms are available from HR. Contact Benevolence Committee if you know of someone in need.

IV.   **Announcements & Updates**

A.   Provost Chilson: legislative update & questions

Provost Chilson reported on an overview of the recent legislative session to answer faculty questions and discuss updates. As of today, the Department of Education is slated to be dismantled. What this means for LC State is that historically, this would impact financial aid, Pell authorizations, and oversight such as accreditation agencies. We have our accreditation 7-year review this fall, which could be impacted. There are many things occurring at the state and federal level at the same time. Another item being reviewed by the legislature is CEC. There is not a current model that is being proposed regarding CEC. Previously, there was a $1.55 per hour allocation for merit, but we may not have any autonomy with the CEC changes. With regards to state politics, there is also a discussion to dismantle LAUCH funds, which will impact our institution as well surrounding CTE, and other programs involved in LAUNCH funds. In early January, we also discussed the resolutions put forth by the SBOE. A call for questions occurred on any resolutions brought forward. The three resolutions discussed were governance in higher ed, freedom of expression, and guidance on DEI ideology.

Faculty Association member question: How does CEC impact employee evals? Will it matter if you get a 2 (meets), 3 (high quality), or 4 (superior) on your evaluation if you are over $60000 in pay?

Provost response: Great question. Nothing is finalized yet. Because the state requires a merit system, we need to be conscientious about how we allocate funds. We have to review the merit process on campus, and do not have all final information to address this question.

Faculty Association member question: Only 50% of funding is appropriated. What is the framework thinking about raising tuition to help with CEC?

Provost response: There are only two ways to increase budget on campus – state allocation and raising tuition. We are proposing up to a 5% tuition increase. The SBOE makes that final decision on how much the institution increases tuition. We are moving our model towards this to help offset additional costs with CEC changes.

Faculty Association member question. Could you provide any guidance on what is identified as a DEI initiative and how that impacts or influences classroom learning?

Provost response: Classroom learning right now is still autonomous to the instructor, as long as you are not taking a stance one side or the other and the instructor lets the students make the determinations for themselves.

Faculty Association member question: Could lack of CEC potentially impact promotion funding? A tuition increase would potentially cover raises, but what about other things?

Provost response: The institution has set aside funds for retirements, people leaving, etc. LC State set asides a pool of money and have projected out the next 10 years what our promotion/tenure costs will be to understand how much is needed to cover the costs (utilize our bank savings to cover costs). We may get to a point where we do not have those promotion dollars available. Currently we are fine, but in the future, who knows. We are in a good spot for now regarding funding projections.

Faculty Association member question: Are we getting grid of LAUNCH funding completely?

Provost response: There are several models proposed that either will eliminate LAUNCH entirely, will only promote certificates, or will only give funding to community colleges. The only model that is great for us is the certificate pathways.

Faculty Association member question: Follow up question on DEI, isn't the core issue about what we adopt versus the general merits of diversity, equity or inclusion? It can put faculty in a difficult position where they may need to comment on questions in class but also be wary of what we should be staying away from. First amendment already prohibits not forcing or teaching methodology on students.

Provost response: There has been some items coming from legislature about public records requests about courses offered with these types of concepts. It has not surfaced over a higher level, but we do not know what will take place over the next few years. It is encouraged everyone to read the resolution on DEI, as there is a specific section for faculty on not addressing hot button issues.

Faculty Association member response: Everyone should read the academic freedom policy to get a good sense of where the state board is looking for and where they will land. As long you are not coercing or compelling people on what to believe and you are just teaching the subject matter, you are okay.

Faculty Association member question: How does the DEI resolution impact research involving the DEI?

Provost response: The understanding is that we are still able to research information under this umbrella, but what may be tied up is grant dollars. Currently there is not a restriction yet, but Provost did read an article today regarding the federal will not award federal funding for transgender-type research. This was the first article seen with specific wording on what research institutions could complete.

B. Chair Peter Remien: AY 25/26 committee positions

Chair Elect *needed as well as other committee assignments:*

- *STPRC (chair & three positions: **all members must be tenured & half hold full Professor rank: divisions other than Humanities, TEAMS, or BUCS, 3-year terms**),*
- *SPRC (**chair & two positions from CTE: chair is one-year term; assistant and full are one-year terms; associate full**: one open-rank position and one assistant professor-level position. We will elect a chair from within the committee)*
- *General Education (**two positions: divisions other than other than NHS, BUCS, TEAMS; 3-year term**)*
- *Hearing Board (one position**: (majority tenured; 3-year term**)*
- *e-Learning Advisory Committee (one position: **3-year term encouraged**)*
- *Student Petitions Committee (**one position from CTE**)*

Reminder about various committee assignments that are still open and need nominations. We do need a Chair Elect nomination still. Current chair has found this role fulfilling, and requests that faculty please consider this position. Please take these requests back to divisions.

At next meeting on April 10th, we will vote on these positions. No further questions on open positions.

V. **Guest Speaker:** Dawn Lesperance, Director of eLearning Services, Testing Center, & Accessibility Services on new syllabus template

Thank you to Dawn for being here today to present on the new syllabus template and answer any faculty questions.

Side note: The e-Learning committee position is an ad hoc committee. For clarity, if someone chooses to be on this committee, meetings are as needed. Only one meeting is scheduled this next semester as we round the ADA corner. This is an easy committee to join.

The syllabus template contains four pages with basic information. These are all items that are led by the Institutional Policy 2.103 on Instruction. Any item highlighted in yellow on the template are items to be edited by faculty. Clean copy was included in the March e-Vites sent out by e-Learning on Monday. Dr. Stinson from NHS provided an example from one of her classes this semester as an example of use of the syllabus template. This template should appear familiar to faculty.

Current addendum was updated with information, including adding an AI statement. Under the Academic Freedom section, there is a section defining information for both faculty and students that came down from the SBOE and accreditation agency. This is to ensure students get consistent information across campus. E-Learning is still finding old, outdated information on syllabi across campus, so this template will help to update syllabi across campus. These four pages cover a lot of information but may not cover all the information needed for a course syllabus. Please feel free to edit and add in more information to the syllabus to ensure your course is covered. Otherwise, the template is straightforward.

Faculty Association member question: This is called a template. Does that mean by this definition, do we need to go with the same font, same colors, and same order? Do you want us to use the exact specifications?

Dawn Lesperance response: Yes. The template was set up with specific settings to meet ADA standards. Our institution is under an ADA mandate where we have to update anything electronic, in order to meet ADA standards. This syllabus template meets ADA standards.

Faculty Association member question: On the syllabus, I have recommended readings and websites. Where should I include this in my syllabus.?

Dawn Lesperance response: You can add this information wherever you like.

Faculty Association member question: For clarification, does this information need to be in a particular order or should anything additional I want to include be placed at the end.

Dawn Lesperance response: You can add in information anywhere, but you shouldn't change pre-existing heading templates.

Faculty Association member response: For accreditation, accreditors review all of our syllabi. Currently, syllabi are over the map regarding what they include. This allows the accreditors to review and ensure they are consistent across the board.

Dawn Lesperance response: Please indent additional information under the required headings.

Faculty Association member question: Are we still able to integrate images into our syllabi?

Dawn Lesperance response: If you choose to incorporate images, please make sure to add in alt text to make ADA compliant.

Provost response: Provost Chilson asked questions regarding syllabus templates at CAP, which is a meeting for all the provosts across the state. Everyone identified that they use a standardized syllabus template or syllabus software at their institution. This template is the next best thing to give us latitude, as a syllabus software might be very specific on what we can or cannot add to it. We have some early takers who want to utilize the template in the summer. If we can get things implemented in the fall, our goal for 100% inclusion/adoption will be Spring 2026.

Faculty Association member question: For dual credit courses, many of these items in the template are not relevant.

Dawn Lesperance response: We understand these items may not apply equally in dual credit and CTE courses.

These are the items that are outlined in the instructional policy that need to be included in the syllabus. We added in these 12 things including the addendum into the template. We know some classes are a bit different. This document is meant to be editable, and we want it to be usable to ensure it is user-friendly with students taking our classes.

Faculty Association member response: Dual credit is taught by our faculty and need to provide a syllabus regarding LC State expectations. These faculty do not have an office, but they will be looking for input for syllabi.

Faculty Association member response: Those teaching dual credit classes had already received an email from dual credit on Monday which included this template.

Faculty Association member response: This template was sent in eVites on Monday but was sent out from the Deans and Chairs a few months ago.

Faculty Association member question: Some people like the idea of putting the course schedule at the end of the syllabus, as that is how they always completed it. Can they move where it is.

Dawn Lesperance response: As long as the information is in the syllabus that is required, you are okay to move the items around. We just need certain items for accreditation and to fulfill institutional policy. It would be ideal to stay relatively close to the template, but you can put the course schedule at the end. We did receive feedback not to have all the addendum items on the top. The template was a two month build on getting feedback from instructors prior to pushing out the template. The institution just wants a course schedule in the syllabus.

Faculty Association member question: I have borrowed the MIT syllabus template and have made it ADA compliant. If the concern is ADA compliance, can I still use the MIT template fonts and colors?

Dawn Lesperance response: Accreditation would like consistency. It is most important to be accessible and ADA compliant.

Provost response: After the initial section/page, faculty have the autonomy to do what we want. The Provost would prefer the initial sections are static and do not change.

Faculty Association member question: Under course schedule, could we have a link to a different document to bring them to a different page.

Dawn Lesperance response: Yes, you can hyperlink to a different page. If you put a link in your syllabus, the link needs to be able to be ADA accessible.

Faculty Association member question: On hyperlinks, is there a text, size, font requirements for ADA compliance?

Dawn Lesperance response: If you look at the link in the template under "Shared College Information", it gives a good example of how a hyperlink should be linked and an example of ADA compliance, so if the syllabus is available in print, the student has both options (the full URL written out).

Faculty Association member response: The schedule can be anywhere between 6-12 pages long, so if it would add 12 pages to the syllabi, so it would be easier if it is a link.

Faculty Association member response: I put in the syllabi language regarding accessing the full schedule in the Canvas course base and put the information in Canvas.

Faculty Association member question: Regarding course assignments, should I lay out the course assignments throughout the whole semester?

Provost response: Reminder that the syllabus is a binding contract, so having autonomous flexibility is a challenge.

Dawn Lesperance response: The answer is yes; assignments need to be in the syllabus.

Faculty Association member question: Could you repeat which sections we should maintain the font please?

Dawn Lesperance response: The hope is the whole syllabus would maintain the font. As long as it is an ADA-approved font, it would be acceptable to use in syllabus. Reminder this is institutional policy that has been in place for many years. We are trying to provide a tool for faculty to ensure we are similar across campus and make it easier for students.

Please feel free to stop and chat in the e-Learning office with any questions.

No further discussion.

VI.   **New Business**

 A. Faculty Emeritus nominations
1. Heidee McMillin, Ph.D. (Social Sciences) – *nomination letter read by Dr. Gene* Straughan.
2. Teresa Nash M.Ed. (T&I) – *nomination letter read by Josh Rogers.*

Motion to approve by acclamation as a slate for faculty emeritus nominations of Heidee McMillin and Teresa Nash by Leif Hoffman. Motion seconded by Thomas Hill. Call for vote. Unanimous approval. No oppositions. No abstentions. Motion passes.

VII.   **Good of the Order**

- Next Meeting: April 10 (graduation list, committee appointments)
- *Good of order item from Zoom: The Gender Sexuality Alliance (GSA) is putting on the annual Human Library specifically for faculty and staff next Wednesday, March 12th from 5 - 6 pm in ACW 133.* 😊📚 *This is an awesome opportunity to learn about students who are part of the LGBTQIA2S community*

Motion to adjourn made by Kaci Diemert. Motion seconded by Rodney Farrington. Call for Vote. Unanimous approval. Meeting adjourned by 4:14 pm.