



## Faculty Senate Meeting Minutes

August 29th, 2024 | 3:15 p.m. | ACW 134

Zoom Meeting ID: 832 8305 4372

Attendance: Peter Remien, Rodney Farrington, Julie Bezzerides, Gina Lott, Jenna Chambers, Katie Roberts, Eric Stoffregen, Jessica Savage, Rachelle Genthos, Debra Lybyer, Suzanne Rousseau, Thomas Hill, Charles Bell, Provost Chilson, Kim Tuschhoff, Lorinda Hughes

Guests: Provost Fred Chilson, Allison Silvestri

*Note: Due to audio technical issues during the meeting. Zoom participants had a difficult time listening in during the meeting time frame.*

I. **Call to Order & Introductions:** 3:19 pm by Peter Remien with review of agenda.

II. **Approval of Senate Meeting minutes from April 11, 2024**

*Call for any corrections to April 11<sup>th</sup>, 2024, meeting minutes. No corrections or discussion.*

*Motion made by Julie Bezzerides to approve the minutes as written. Motion seconded by Jessica Savage. Call for vote. Call for vote – Two abstentions. Unanimous Approval. Motion passes.*

III. **Announcements/Updates**

*Lorinda Hughes graciously agreed to step forward to resume position of past faculty senate/association chair, as Jenny Scott transitions into role of Division Chair of BUCS.*

A. **Provost's Report – Provost Chilson**

- Updates and report given via Zoom. Provost Chilson extended thanks and acknowledgement of Peter Remien and Charles Bell's continued work over the summer stepping into new roles and learning new processes. A thank you was extended to Lorinda Hughes as well for stepping into role of past faculty senate/association chair.*
- Faculty eligible for Promotion and Tenure were all notified of eligibility, timeframe and due dates. Provost's office is receiving their responses of intent to apply for promotion/tenure.*
- Sabbatical application due date is coming up quickly and will occur October 1st. Review due dates if intending to apply for sabbatical.*
- Review the fall campus calendar. Intent of campus calendar is to include all activities occurring on campus to avoid competing events with other entities and to share opportunities with faculty/staff/students.*
- Enrollment headcounts look good. Thank you to the faculty for the extra efforts we put in with recruitment and retention. We are lucky to see increases in enrollment compared to other sister*

*institutions.*

- *Programs not seeing increases, we are looking for opportunities to identify how to promote the program internally and gain an increase in enrollment.*
- *Program performance process is coming up. Provost Chilson contacted all faculty who would like to be a part of the program performance review. Provost Chilson is also communicating with Deans/Chairs about process and dates.*
- *Call for questions for Provost Chilson: No further questions posed by the senate.*

#### **B. Chair's Report**

*Senate Refresher: roles & responsibilities*

- *Senate roles and responsibilities can be found in the faculty constitution (located in LC State Policy and Procedures via Policy 1.104). Faculty senate chair reviewed Policy 1.104 with senate members, and reminded the senate that we are empowered to act on behalf of all faculty in all matters pertaining to the immediate governance and improvement of the college. Reminder of how expansive our role is of faculty. Reminder given that the structure of the faculty senate can be found in Policy 1.102 in our Policy and Procedures site.*
- *Call for questions: No further questions posed by the senate.*

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#### **IV. Old Business**

##### **A. Amendments to Policy 3.133 (Duty Assignments and Office Hours)**

- *Proposed amendments to Policy 3.133 e-mailed prior to meeting and handed out with 8/29/2024 agenda to faculty senate.*
- *Proposed amendments to Policy 3.133:*
  - *Faculty members are expected to hold weekly office hours. Those hours should be posted on or by their office doors and/or on their Umbraco profile.*
  - *If a faculty member has to miss office hours on a given day, they are to notify the Division Administrative Assistant and Chair.*
  - *Faculty members should hold a minimum of three drop-in office hours each week, in addition to allowing students to schedule appointments at other times. The hours should be offered in a way that best serves a faculty member's students (in person, virtual, mixture, etc.).*

*Faculty senate chair reviewed the process that led to current policy changes to Policy 3.133.*

- *History of amendment change: Current policy is vague with prescription to office hours. Chris Riggs and Ayo Arogundade formed an ad hoc committee to work on this policy. Policy changes brought to senate on November 9<sup>th</sup>, 2023, meeting for discussion on policy and potential updates by Chris Riggs. On the February 8<sup>th</sup> faculty senate meeting, more discussion involving the policy.*
- *Reminder that this policy does not fall under the purview of the Faculty Senate or Faculty Association, as policy is owned by the Office of the President. Faculty Senate therefore does not have direct say in policy amendment. Role of the Faculty Senate today is to vote whether to voice our support for the policy change. It is a helpful reminder as well that faculty still have a voice in policies we do not have governance over.*
- *A prescriptive number of office hours is described in this policy due to NWCCU accreditation regulations, in order to provide a campus-wide policy, instead of individual divisions directing policy.*
- *Some of the language proposed or language changes in the amendment came from our previous Faculty Senate discussions. Since we have diverse modalities for our classes, faculty need flexibility*

*with our office hours. The modality of the office hour offerings via the policy is flexible to best meet the needs of our students.*

- *Call for questions:*
  - *Question from faculty senator regarding language of policy: Could the policy statement of “three drop-in office hours” be interpreted as one block of three hours, or is it being interpreted as three separate office hour drop-in timeframes?*
  - *Answer: Faculty senate chair responded that prior language was more prescriptive to the office hours. The policy shown today allows more flexibility in interpretation. Prior language also included who to notify if there is a need to change office hours.*
  - *Question from senator: There were some concerns from our division regarding policy. Since we are required to post our office hours on Umbraco and office doors, does the wording “and/or” need to be changed to just “and” due to campus policy.*
  - *Answer: Peter Remien stated that we changed it to “and/or” per our discussions in faculty senate as some faculty have some different office situations where the door to their office may not be seen by students (such as having an office in a classroom that could be locked).*
  - *Question from Senator: Senator requested that the word “should” in the first statement regarding office hours is not a direct qualifying statement. Can we look at verb/wording issues in the proposed amendment, such as add in “shall” as a replacement? Also, in the rationale wording, it states recommendation is made by the NWCCU for a clearer, more concrete office hours policy, but does not state it is required. We should consider relooking at the language to make it more concrete.*
  - *Answer: Initial language was taken from ad hoc committee and retooled a bit to the language presented today based on recommendations from faculty senate on adding “and/or” and a few other things.*
  - *Question from Senator: Are we able to add into the amendment clarification for those faculty who are not considered full-time faculty (part-time faculty and adjuncts who may only teach one class)?*
  - *Statement from Senator: Number of hours was one of the key roadblocks we are running into on campus. Office hour requirements are also dictated by division, but now the policy was presented on creating the number, but not providing the information on how the number was determined or the language came about.*
  - *Answer: Provost Chilson stated that division chairs are considered faculty members as well. They hold rank and technically are faculty. The institution made this office hours policy change in 2018 to allow for the more flexible option. The policy hasn’t consistently been that way. The policy amendments are a move for a more standardized approach based on the recommendations from the NWCCU.*
  - *Question from Senator: What are you requesting from faculty senate today?*
  - *Answer from Faculty Senate Chair: Provost Chilson has a report that is due to the NWCCU soon. Administration would like to see a faculty recommendation and support on the policy if we are interested today in bringing this recommendation forward for a vote. The policy amendments proposed today are true to the spirit of what the NWCCU would like to see in the policy, which includes the concrete number of a minimum of three drop-in hours.*

***Motion made by Julie Bezzerides to support the policy amendments and the essence of the language, which includes the minimum 3 drop-in hours a week, some mechanism for notifying students if you have to miss office hours, and prescription of how office hours are to be posted. Would like to see a pro-rated number described for part-time and adjunct faculty, with the central tenet being 3 drop-in office hours for faculty for the campus.***

**Motion seconded by Eric Stoffregen. Call for discussion.**

*Discussion:*

- *Question from Senator: In TEAMS, faculty are required to have 4 office hours per week anecdotally. This policy would mean that faculty are out of compliance with their division recommended hours but are protected from non-compliance by the college policy. How is this going to be address with evaluations? Who are we beholden to in this instance regarding minimum number of office hours?*
- *Answer from Provost Chilson: Proposed changes state a minimum of three hours. Every single division can make the decision to add additional hour requirements at their own discretion. This will not cause problems with meeting accreditation standards of NWCCU as long as faculty meet the minimum of three hours.*
- *Question from Senator: How do we address the issue if we do not meet the division required office hours, but we meet the college standard?*
- *Answer from Provost Chilson: Clarification was made the policy states a minimum of three hours. The division chair can make the policy declaring a specific division requires more office hours. This decision is often made collaborative between the division chair and faculty. If the division chair has a requirement greater than college policy, then we are beholden to increased office hour requirements set in the division policy, which is what will be evaluated.*
- *Question from Senator: Could we put language in the policy amendment to add "or more if mandated by division chair."*
- *Answer from Provost Chilson: Policy amendments were made to establish a minimum to assure our accreditors that we are meeting the minimum standards. Office hours are determined by the divisions, not the chairs. The division chair and faculty should be having the discussion of division requirements.*
- *No further discussion or questions.*

**Call for vote by Faculty Senate chair.**

**Aye: 10; Opposed: 1; Abstentions: 1; Motion carries.**

*Policy will be implemented in the following academic year.*

**V. New Business**

**A. Guest Allison Silvestri (Assistant Director Development and Alumni Engagement) – Faculty Representative for Alumni Association**

- *Lorinda Hughes is stepping down from the role as she served her term. Appointment of this role is under the purview of faculty senate responsibilities and a new faculty representative needs to be elected.*
  - *A thank you was extended to Lorinda Hughes for coming to every meeting and being an active participant in the meetings.*
- *Allison presented they are looking at the bylaws and relooking at meetings to ensure a faculty senate rep is included in the Board of Directors at Alumni Association meetings to get a report from faculty and ensure updates are shared. It would be helpful to have faculty input. Ella-Mae Keatts and Natalie Holman, both faculty members, are on the current board of directors. Alumni Association tries to separate their positions as faculty as they are considered board member not elected by Faculty Senate.*
- *Meetings occur three times a year: during homecoming; in January after the*

*holidays; and over family weekend in the spring. We meet under signature events on campus to ensure good attendance by board at meetings.*

- *The Alumni Association has chapter members from CDA and Boise that sit on the full board. We meet strategically so they can come to campus but also offer virtual attendance for the meetings.*
- *Meetings are usually on a Friday from 0800 – 1000 in the SUB. They have breakfast/coffee during the meetings.*
- *There is a rebuilding phase occurring within the Alumni Association with focused priorities on alumni-owned businesses. Faculty can have great input on these alumni regarding who they are and where they are located. Another priority is to focus heavily on alumni awards and to give awards consistently to recognize the great things our alumni is doing. Another priority is getting input on who our alumni are. The Alumni Association can help assist with recruitment and retention efforts regarding students writing letters and reaching out to students in distant sites, such as welcome events in Boise/CDA to show they have the LC State family/support in those areas.*
- *A couple events that come out of the alumni association office are family weekend and homecoming weekend in order to work on building traditions. By creating traditions with students now will lead to meaningful events for our alumni.*
  - *Work on planning these events during other events occurring such as baseball games or Art Under the Elms.*
- *The Alumni Association is starting to also work with bigger programs such as nursing and other programs to bring alumni back to campus to see what is new. They would love to hear new ideas as well.*
- *Question from Senator: When would you like the position filled?*
- *Answer from Allison Silvestri: The first annual meeting is on October 11<sup>th</sup>.*
- *Question from Senator: When is homecoming?*
- *Answer from Allison Silvestri: Homecoming will be on Oct 7<sup>th</sup> – 11<sup>th</sup>.*
- *Question from Senator: When are the other two meeting dates?*
- *Answer: January Board meeting will be either January 10<sup>th</sup> or 17<sup>th</sup>. The spring board meeting will be held Friday, April 18<sup>th</sup>.*
- *Discussion: We will have two September meetings schedule to determine the individual who will serve. Faculty senators can take it back to division, as it doesn't technically need to be a faculty senator who serves in the role.*
- *Question from Senator: What is the process to appoint someone to this role?*
- *Answer: Senate would need to vote to appoint the individual to the Alumni Association board.*
- *Question from Senator: How will we vote or choose if we have a multitude of nominees.*
- *Answer: Faculty senate will vote on the individual appointment at one of our September meetings.*
- *Question from Senator: How can we help the alumni association in our classrooms?*
- *Answer: Allison stated that sharing information on the different events for*

students that are occurring would be helpful to share in the classroom. Information on these events are also shared on the “Do More” app and the campus calendar. An example is the Friday of Homecoming Week, there is the faculty/staff/student dodgeball game.

- *Statement from Senator: We will email any volunteers we identify in our division to Peter Remien so we can vote at one of the September senate meetings.*
  - *Question from Senator: Can we have a deadline for nomination submission.*
  - *Answer: Faculty senators determined September 19<sup>th</sup> to be the nomination submission date to faculty senate prior to our September 19<sup>th</sup> meeting.*
  - *Question from Senator: If a nominee is not appointed, can they still attend the alumni association meetings?*
  - *Answer: Clarification was given that they can come to meetings, which are open, however, they cannot hold a board seat.*
  - *Please contact Allison Silvestri x2151 for any questions.*
- B. “Open” and “closed” meeting structure
- *Faculty senate chair presented that a practice in the past was to have open or closed meetings that alternate senate meeting weeks. The cabinet might invite a representative of the President’s council to the open meetings. For closed meetings, we would not have administration present.*
  - *According to Policy 1.102, the president or representative will always have a position or seat at all meetings.*
  - *The idea for offering closed meetings is for faculty senate to feel they can have an open conversation without members of administration being present. Administration’s perspective is also they have very busy schedules, and some meetings can involve long, detailed discussions. The topic of bring back open/closed meetings was intended to be a discussion last academic year, but due to many topics, it never came to fruition.*
  - *Intent for this academic year would be every other meeting would include the President or Provost’s report. During the closed meetings, an administration report wouldn’t be included.*
  - *In terms of open or closed description, all faculty senate meetings are open to all faculty to be part of the conversation.*
  - *Call for discussion:*
    - *Question: If we did enact this, would we have to change policy language?*
    - *Answer from Faculty Senate Chair: Peter clarified we wouldn’t have to change policy language.*
    - *Answer: Provost Chilson confirmed this is standard practice at other meetings and in our sister institutions. One of the meetings a month is for reporting, the other meeting is to allow us to have discussion and achieve our objectives.*
    - *Another positive presented was this could allow a faculty member to feel more comfortable bringing in ideas or discussion to faculty senate if administration is not present during the closed meeting.*
    - *General leanings are towards adopting the open/closed structure.*
    - *Question from Senator: Is there any reason why we wouldn’t adopt an open/closed structure?*
    - *Answer: No cons voiced by faculty senators at this time.*
    - *Question from Senator: Is administration invited to every meeting?*
    - *Answer: Provost Chilson stated he discussed with President Pemberton this very idea*

*and she is in support of the open/closed meeting structure. Provost Chilson also stated if there is a closed meeting you want him to attend, he is always willing to be there. In terms of scheduling, Provost Chilson will be at all open meetings and President Pemberton will attend when schedule allows.*

- *Question from Senator: If administration wanted to attend the closed meeting due to an important item for reporting, could we have flexibility in mind in changing the meeting from closed to open.*
  - *Answer: Faculty senate chair confirmed that flexibility in the structure could occur based on agenda items.*
  - *No further discussion.*
  - *Motion made by Rachelle Genthos to recommend for AY24-25, the faculty senate moves to an open/closed alternative structure for meetings. Motion seconded by Charles Bell. No further discussion. Call for a vote. Unanimous approval. No abstentions. Motion carries.*
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## VI. Committee Reports

### A. Budget, Planning & Assessment (*Peter Remien*)

*No report. Committee has not yet met.*

### B. Curriculum (*Marcy Halpin*)

*No report. Thank you extended to Marcy Halpin for agreeing to be curriculum chair.*

### C. Faculty Affairs (*Charles Bell*)

*No report. Committee has not yet met.*

### D. Student Affairs (*Lorinda Hughes*)

*Committee has not yet met. Report from Lorinda is there are some potential topics up for discussion within Student Affairs this year. One topic from students is will we have a mascot at LCSC.*

- *Provost Chilson said having a mascot has been looked at, and we overall want to be sensitive to all groups.*

*Other topics on the table will be discussed at Student Affairs and will be brought back to Faculty Senate as soon as possible.*

*Reminder to all senate committees it is in our policy all committees need to meet before end of September.*

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## VII. Good of the Order

- *Faculty Development grant applications due Oct. 1*
- *Sabbatical applications due Oct. 1*
- *Curriculum proposals due Oct. 1*
- *TEAM is sponsoring the secondary education career fair this year. If you know any students in high school thinking of joining a career in education, please invite them. The first career fair will be October 25<sup>th</sup> on the LCSC Campus. There will also be one held in the spring in CDA, date TBD.*
  - *Question from Provost Chilson: Have they been communicating with Logan Fowler*

*regarding marketing on this event.*

- *Answer: Thomas Hill stated he will ask April Niemela who oversees the career fair regarding what marketing has been done.*
- *Question from Senator: Is the date in the campus calendar?*
- *Answer: Thomas Hill stated he will forward this question to April as well.*
- *Human trafficking Seminar will occur in September. Representatives from different state institutions come together to present during this event. Thomas Hill will send out dates.*

*Motion to adjourn made by Charles Bell. Motion seconded by Rodney Farrington. Unanimous approval. Meeting adjourned at 4:32 p.m.*

DRAFT