



Faculty Senate Meeting

MINUTES

Sept. 14, 2023 | 3:15 p.m. | ACW 134

Zoom Meeting ID: 911 863 9554 <https://lcsc.zoom.us/j/9118639554>

(FOR THOSE WORKING REMOTELY / IN CD'A)

Jenny Scott (Chair), Mike Owen, Marti Reese, Jenna Chambers, Katie Roberts, Thomas Hill, Leif Hoffmann, Lonny Gehring, Jennifer Cromer, Charles Bell, Eric Stoffregen, Jessica Savage, Peter Remien, Debra Lybyer, Celeste Ellis, Billy Lemus, Polly Knutson, Seth Long, Brian Kolstad, Sam Coulter, Gina Lott, Suzanne, Rousseau, President Pemberton, and guest: Logan Fowler

I. Call to Order 3:16 pm

II. Approval of Senate Meeting minutes from August 31, 2023

Minutes were posted to the Senate website.

- Motion to approve previous meeting minutes by Mike Owen, motion seconded by Leif Hoffmann. No discussion, unanimous approval. No abstentions.

- Motion passes

III. Announcements/Updates

A. President's Remarks

a. President Pemberton:

-Upcoming state board meeting Oct 18 & 19th. Our institutional update will be the morning of the 18th. There will be an employee panel and a student panel. Changes: after the first day of the panel we will not have the dinner/reception that we have historically hosted. Reasoning—to cut down on cost and logistics of organizing.

-News article on budget submissions: Monday Message will clarify the misleading information put forth in the Northwest section of the newspaper.

-Multi-level approach to recruitment and retention. An update from Logan about "Small College, Big Results"

Name buy from ACT and SAT will someday dwindle, since these tests won't be required by all schools.

We have stable enrollment, however it is still on the low end.

-Any questions?

Question from senator: Is the \$223K marketing campaign spend a total or "in-addition to" –funds?

Answer from President Pemberton: This is a total value of what we are spending using “one-time” funds to source this advertising.

Question from senator: For the academic affairs meeting in October, is there any special topics to be covered?

Answer from President Pemberton: Provost Chilson will be able to discuss topics, including Program Prioritization.

Question from senator: How often do we have to visit/discuss Program Prioritization?

Answer from President Pemberton: It is prescribed, perhaps every 3-5 years? Provost Chilson will have that answer. I know that we have it in sections—first the academic section and second the Student Support Systems, etc.

b. Logan Fowler, Director of Communications & Marketing

i. *Small College. Big Results. – campaign update*

Review of marketing and advertising. We put together this new campaign, with the plan of going on the offense for enrollment strategies. Our market positioning includes low income, first generation, rural, adult learners and CTE populations—then the market shifts and we lose some of these people.

-Geographic challenges include—smallest region and we also share with another public four-year institution.

-Now we will emphasize “differentiation” meaning we will focus on LC-state offering a small school culture. We also like to emphasize that at LC-state students are a name and not a number. LC-state is more affordable than other institutions, but you will “achieve more.” Focus group surveys showed that students found the campaign to instill confidence in their school choice.

-Spending \$223K multimedia campaign. Spend focus is billboards and digital advertising. Target focus- Idaho and rural. Coordinated with admissions. Feature story series will be launched with testimonials from students. Currently there are billboards in southern Idaho.

B. Chair’s Report

a. Emergency Preparation / Active Shooter Drill – tomorrow morning
Staged in MLH, start is around 08:00am until about 1:00pm for debriefing.

b. “Share & Shout” update

Thank you for any promotion and sharing ideas from last meeting.

i. Simple start: Intranet “Post” (with promotion to all campus and mention in upcoming Monday Message)

This will also be a way to promote usage of the Intranet on Teams.

Reminder that this Share & Shout is to be used not just by faculty, but also staff across campus. The Chair explains that she will put an intentional effort on promoting the use of this new tool. President Pemberton did not think it would be an issue linking Share & Shout within the Monday Message—even if external stakeholders wouldn’t be able to access.

ii. Looking into becoming a “channel” on the Intranet
The Chair shares an example of a “Share & Shout” using the Faculty Leadership Institute as a focus.
Question from senator: Are you looking for one per week or a certain number?
Answer from Chair: I do not want to exercise a control of posts or participation of this.
Question from senator: Could a post/text be too long? Perhaps we should link this with a photo/description?
Answer from Chair: Yes, good point, we wouldn’t want to lose the effect by having too much to read.

IV. Old Business

- A. (action) Hearing Board appointment of Division Chair ALT: Jennifer Weeks
Discussion from senator- request that Jennifer Weeks will be serving the one-year term based on how the terms fall. We should make this very clear that these appointments are to fill in the rest of terms.
- Motion has been made by Charles Bell and seconded by Jenna Chambers to appoint Jennifer Weeks for a single year to finish the term as ALTERNATE Division Chair to the Hearing Board.
- Further discussion? None.
- Motion approved. Unanimous approval, no abstentions.

- B. Update on Petitions Committee / faculty appointment procedure
a. Provost Chilson has been asking around campus for the history of this committee and any written policies. None have been found thus far. It’s believed that it is a requirement for accreditation. Provost Chilson, Dean Ober (committee chair) and Faculty Association/Senate Chair will be meeting to discuss this soon regarding the need to formalize a process for member appointments.

Do we need a formal process? Or should we keep the process as it has been happening in the past, should the deans appoint?

-Discussion from senator: Yes, we need a policy to provide some direction, even if it is brief.

Suggestion from senator: I recommend that the faculty senate is the point of contact and act as sole authority for updating policy. We could try to have the provost office to be the point of contact, if not the faculty senate needs to be the point of contact.

Discussion from senator- In the late 1990s during an accreditation visit I believe it was brought to our attention that we needed a policy pertaining to this topic. So, there should be an archived policy somewhere.

V. New Business

- A. (action) [Curriculum Committee proposals](#) (click on CourseLeaf link)
a. Computer Science: Software Engineering BU-BA/BAS
b. Bookkeeping/Accounting Basic Technical Certificate BU-CERT.

Review was completed by this body in February 2023. It is back to Faculty Senate because it was completed on outdated forms.

Leif Hoffmann moves to approve both proposals as they have been unchanged since first review. Seconded by Katie Roberts. Unanimous approval, no abstentions. Motion passes.

VI. Committee Reports

A. Budget, Planning & Assessment (Jenny Scott)

First committee meeting of the year is in process of being scheduled in the next few weeks.

B. Curriculum (Polly Knutson)

A Cyber-Accounting Master's Program will be forthcoming.

C. Faculty Affairs (Peter Remien)

First meeting scheduled for next Thursday, Sept. 21.

D. Student Affairs

Senate Chair reports on behalf of committee chair, Lorinda Hughes, in her absence -Committee met last week and the division representatives have been asked to discuss possible SCE response rate methods (especially for online classes) with their colleagues and bring back ideas and proposals to the committee for response rate improvements.

-Comment shared by Chair from Grace Anderson, VP of IRP&E—the revised SCE questions approved by Senate last spring will not be updated for use this Fall. There are delays in the administrative approval process, as well as their office being so short staffed that this is impacting deployment of the new questions.

-Question from senator: Did Grace indicate that they would be ready for Spring? Would it make better sense for reporting reasons that we would wait to begin this new in Fall 2024?

-Answer from Chair: She indicated that it may be ready by spring but not certain, but perhaps we should wait until next Fall for this reason.

VII. Good of the Order

- Faculty Development grant applications due Oct. 1
- Sabbatical applications due Oct. 1
- Curriculum proposals due Oct. 1
- ID State Board of Education meeting here Oct. 18-19
 - *President Pemberton may be changing the format of employee participation/panels and inviting faculty to help deliver examples to the board that complement her presentation slides.*
 - *Library candidate coming Wednesday at 11:15am for what he envisions the future of libraries to be. Library Classroom 104*

Motion to adjourn made by Jenna Chambers, seconded by Leif Hoffmann. Unanimous

approval, no abstentions. 4:13pm