

**Minutes**  
**Faculty Senate**  
**November 17, 2020 11:00 a.m.**  
**Via Zoom**

**Members present:** Tim Anderson, Robin Brierly, Mathew Brust, Scott Cavin, Jamie Hamaker, Kurt Kinbacher, Michael Leite, Kim Madsen, Anthony Perlinski, Joel Schreuder, Deane Tucker, and Kathleen Woods.

**Members absent:** Ron Bolze, Vacant position for the School of Liberal Arts, Kim Clark, Support Staff Representative;

**Ex-officio, non-voting members present:** Colton Brienza, Student Senate representative, Christine Fullerton, PSA representative and Jim Powell, VPAA

**I. Call to Order**

The virtual meeting was called to order by President Kathleen Woods at 11:10 a.m.

**II. Adopt Agenda:**

Deane Tucker made a motion to update the agenda with changes that included additional ARC minutes for 10/13/2020 and the due date for final grades to be turned in from November 9 to December 9 under informational items. Mathew Brust seconded. Motion carried.

**III. Approval of Faculty Senate Minutes:**

Mathew Brust made a motion to accept and approve the minutes for Faculty Senate from 11/3/2020. Motion seconded by Robin Brierly. Motion carried.

**IV. Faculty Senate and Standing Committee Business Items to Discuss and/or Approve:**

**A. Minutes (Sharepoint)**

1. **Academic Review Committee** – Motion to accept and approve the minutes for 10/13/2020 was made by Deane Tucker and seconded by Kim Madsen. Motion carried.
2. **Educational Technology Committee** – Motion was made by James Koehn and seconded by Jamie Hamaker to accept and approve the minutes for 10/20/2020. Motion carried.
3. **Academic Review Committee** – Motion was made by Tim Anderson and seconded by Kurt Kinbacher to accept and approve the minutes from 10/27/2020. Motion carried.
4. **Academic Review Committee** – Motion was made by Tim Anderson and seconded by Kim Madsen to accept and approve the minutes from 11/3/2020. Motion carried.
5. **Rank Promotion and Tenure** – A motion was made by James Koehn and seconded by Jamie Hamaker to accept and approve the minutes of 11/10/2020. Motion carried.

**B. Academic Review Committee Update**

1. Tuesday, November 17 will be the final fall 2020 meeting for Academic Review Committee. This meeting falls after today's final Faculty Senate meeting.
2. **Recommendation:** Academic Review Committee leadership has requested a Faculty Senate electronic vote on the final Academic Review meeting minutes as critical catalog changes, if approved by Faculty Senate, will need to be presented to the NSCS board in early January for the fall 2021 catalog.

Dr. Powell will send ARC minutes to President, Kathleen Woods, by Thursday, November 19 to send out for an electronic vote. Faculty Senators are asked to watch their email to vote on the minutes as soon as possible to meet the deadline for the January 2021 catalog.

3. VPAA, Jim Powell, has requested feedback regarding setting aside additional protected weekly times for committees, particularly ARC, to meet without conflict from class schedules.

\*\* A discussion was held regarding the following question:

Question: Is it possible to change the time ARC meets?

- ARC meets every week in the afternoon which conflicts with lab classes, music lessons, and rehearsals so often leave faculty who teach labs unable to be involved in ARC.
- A suggestion was made to rearrange or eliminate committees to utilize the protected times available at this time without infringing on teaching time.
- Tim Anderson made a motion to form a task force to look at the number and need of committees. Mathew Brust seconded the motion.
  - Discussion was held.
    - Deane Tucker, Mathew Brust and Robin Brierly agreed to serve on a task force.
    - VPAA asked the task force to look at the protected time slots that exist and committees or meetings that are scheduled during those times. Example: All campus, school, program meetings utilize the 11:00 TT protected time slot. Some committees meet outside the protected times.
    - There are 3 groups of committees: Presidential committees, All campus committees, Faculty Senate.
    - Zoom has changed the way committees meet and may make a difference in the work of each committee or need for the meetings
    - It is important to determine the purpose of the committees and review the need for all committees as meeting times are scheduled.
- Motion carried.
- It is hoped that the task force will share information with Faculty Senate in January 2021.

## V. Information Items/Discussion and Action Items

### A. Semester final grades due dates.

- Melissa Mitchell was available to review deadlines for grades. VPAA not the registrar sets the dates for when grades are due. Grades are usually the Monday after finals week. The reason the deadline is short, is due to the fact that the registrar cannot do processing until 100% of all grades are turned in. It then takes 1-2 days to get all information processed by registrar and then more time to move on to other departments for approval prior to graduation.
- Due dates are announced on the academic calendar. It was suggested that additional information be shared with faculty regarding deadlines for grades.
- Faculty Senators thanked Melissa and all other individuals for their hard to make the educational experience successful for all.

### B. **Final fall 2020 grades are due December 9, 2020.** Faculty are considered to have completed fall duties once final grades have been submitted for each class.

**C. Campus wide assessment committee** is referring to the NSCS strategic initiative as a touchstone for creating a universal evaluation template for all degree programs. This is the first year the system office has had a strategic plan for reviewing programs.

- **Template:** [https:// www.nscs.edu/\\_resources/e30d:qgedj7-1mf/files/76614861z5f46e2fc/\\_fn/2025%20NSCS%20Strategic%20Plan.pdf](https://www.nscs.edu/_resources/e30d:qgedj7-1mf/files/76614861z5f46e2fc/_fn/2025%20NSCS%20Strategic%20Plan.pdf)
- Goal for the committee is to get uniformity and standardization in gathering information to assess programs which impacts the overall assessment process for the institution.
- Campus wide assessment committee will meet in January and share information with Faculty Senate as their work on the assessment process unfolds.
- The suggested template does not replace faculty led assessment. It is the template that the system office will be using to assess the institution based on what the programs are doing.
- Campus Wide Assessment is divided into 2 groups: Academic side and Student Services side

### D. NSCS Board Update – Jim Powell, VPAA

- The NSCS Board approved the Bachelor of Arts in Advanced English Studies Comprehensive Major for Chadron State College at the November meeting.

E. COVID Update – Jim Powell, VPAA

- The number of cases for the virus continue to grow.
- Continue to do everything possible to stop the spread of the virus – wear mask, social distance and wash hands.
- Dr. Powell thanked everyone for diligently working hard to continue to conduct classes and maintain a level of health and safety for all.
- It is up to the discretion of the faculty about finals week culminating experience delivery.

VI. **New Business:** No new business was presented to Faculty Senate.

VII. **Adjourn:** Motion to adjourn made by Mathew Brust and seconded by Jamie Hamaker. Motion carried. Meeting adjourned at 12:12 p.m.

Minutes by: Kim Madsen

Date: 11/17/2020

**Recommendations for Faculty Senate (or Academic Review, for Graduate Council and Essential Studies) Action** (A highlighted summary of actions recommended in meeting business above; should include any proposed change in policy, procedure, or curriculum and/or proposed committee or collective faculty recommendations to the CSC administration):

1. \_\_\_(brief summary, with reference to specified discussion item above) \_\_\_

**Faculty Senate Decision:**

**Minutes Accepted:** \_\_\_x\_\_\_ **Date:** \_\_\_1/19/2021\_\_\_

**Actions Approved:**

- |  |                         |                     |                             |
|--|-------------------------|---------------------|-----------------------------|
| 1. ___(brief description)___<br>Reason Denied: | <b>Approved</b> ___x___ | <b>Denied</b> ___   | <b>Date:</b> ___1/19/021___ |
| 2. ___(brief description)___<br>Reason Denied: | <b>Approved</b> _____   | <b>Denied</b> _____ | <b>Date:</b> _____          |
| 3. ___(brief description)___<br>Reason Denied: | <b>Approved</b> _____   | <b>Denied</b> _____ | <b>Date:</b> _____          |

\* Please send back minutes to VPAA Office Assistant for posting to appropriate Sharepoint Site.

MISSION: Chadron State College delivers experiences that foster knowledgeable and engaged leaders and citizens to enrich the High Plains region and beyond.

Master Academic Plan 2019-23 Priorities

- People: Recruitment, Retention, Engagement Completion
- Purpose: Student Learning and Growth
- Place: Community Engagement