

**Minutes
Faculty Senate
January 21, 2020 11:00
Scottsbluff Room, Student Center**

Members present: Tim Anderson, August Bruehlman, Mathew Brust, Mary Jo Carnot, Kurt Kinbacher, Mike Leite, Jamie Wada, Kim Madsen, Michael Stephens (substitute for Joel Schreuder), Deane Tucker, Don Watt, Kathleen Woods, and Scott Cavin.

Members absent: Don King and James Koehn

Ex-officio, present: Dr. Jim Powell, Administrative Representative and Christine Fullerton, PSA Representative

Guests: Clarisa Liston, CSC Support Staff

I. Call to Order - Meeting was called to order at 11:00 a.m. by President Deane Tucker.

II. Adopt Agenda:

President Tucker requested a change to the order of business under the discussion/action items with the presentation on Courseleaf to go before the other business. Motion to adopt the agenda was made by Don Watt and seconded by Jamie Wada. Motion carried.

III. Approval of Faculty Senate Minutes:

A motion was made by Mathew Brust and seconded by Mary Jo Carnot to accept and approve the minutes from the December 3, 2019 meeting. Kurt Kinbacher requested a change in the minutes for review of an unfinished sentence on page 2 regarding the presentation by Kari Gaswick on the budget. Minutes were accepted and approved with the correction.

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

1. Committee Reports – None presented
2. Minutes
 - A. Kurt Kinbacher made a motion to accept and approve the minutes of the Graduate Council from January 14, 2020. Motion seconded by Mathew Brust. Motion carried.

V. Information Items/Discussion and Action Items

1. The following information items and upcoming events were posted in the agenda by the President Deane Tucker.

Upcoming Events

- 13 February 2020: All-Campus Meeting – Campus Showcase
- 9 April 2020: Faculty and Staff Recognition Luncheon
- 19-21 April 2020: CAEP Accreditation Campus Visit
- 22-25 April 2020: CAO and Board Meeting
- 17-19 June 2020: CAO and Board Meeting
- 1 July 2020: Negotiated Rulemaking regulations become effective
- December 2020: CCPE Program Review for 2020-21 – Biology, Communication Arts, Health Sciences, History, Rangeland Management, and Social Work
- 7 June 2021: HLC Assurance Review

2. Discussion/Action Items

A. **Courseleaf :** Dr. Jim Powell explained the purpose, value and use of Courseleaf, an on-line tool to support the updated changes to the college catalog. Once information is entered into Courseleaf, the technology coordinates changes to all sections of the catalog to insure consistency across programs with course listing and descriptions. A limited number of designated individuals on campus were trained to use Courseleaf for the purpose of entering changes in academic programs and courses prior to program reviews by Academic Review.

Scott Ritzen, chair, was available to demonstrate how to access Courseleaf and explain how it works as an on-line support to academic programs. An open discussion with questions from Senators took place.

- At this time Courseleaf does not link to PeopleSoft, but it is hopeful it will in the near future.
- Two week time limit for access and update content by designated individuals with possibility of more time if needed.
- Courseleaf counts all of the numbers for the programs to insure consistency across departments.
- Senators were encouraged to visit with Academic Review representatives to monitor program changes and the impact the changes may have to other programs as updates to the catalog are made.

It has proven to be a very valuable tool as changes for the new 2021-23 catalog are the first to be accessible through Courseleaf. More information is available from program liaisons, department chairs and the Deans.

B. **Essential Studies Committee Proposal:** Tim Anderson made a motion to table the discussion on the **Essential Studies Committee proposal** accepted for study on 12-3-19 to “**dissolve the Essential Studies Committee of Faculty Senate and shift the responsibilities to the Academic Review Committee**” allowing more time for input from each program and department. Mathew Brust seconded the motion. Motion carried.

The Faculty Senate task force is reviewing the Constitution and By-laws for changes to the structure of the committees which will be impacted by this proposal. The discussion will be brought back to the February meeting for further review.

C. **Support Staff Representative:** Clarisa Liston, representative for the CSC Support Staff, was available to present information on a **request for adding a representative from the CSC Support Staff as an ex-officio member to Faculty Senate**. A document reviewing justification for the request is attached including ways the representative could support the work of Faculty Senate. The Faculty Senate task force is reviewing the Constitution and By-laws for changes to the structure of the committees which will be impacted by this request. Faculty Senate will review the request at a later time.

- Attached document

D. **Faculty Development Grant Revisions:** Faculty Senators were provided updated draft documents revising the application form and report form for Faculty Development Grant Funds. Members were asked to review the revisions and request feedback from programs and departments for further discussion at a later time.

E. **Faculty Senate Constitution and By-laws:** Senators were provided copies of the proposed changes to the Faculty Senate Constitution and By-laws in Sharepoint prior to the meeting. President Tucker reviewed the updated changes made by Dr. Randy Rhine, Dr. Charles Snare and the subcommittee. The proposed changes align with current changes in the Nebraska State College system Board Policies. Senators were asked to review the documents in preparation for more discussion with additional revisions to be presented in the future as a result of the proposals and work of the Faculty Senate task force.

VI. Items in Progress

1. The Faculty Senate task force made up of Deane Tucker, Kathleen Woods and Mathew Brust will continue their review of the Faculty Senate Constitution and By-laws and bring their proposal for revisions back to Faculty Senate for review.

Adjourn: Motion to adjourn made by Kurt Kinbacher and second by Mathew Brust. Motion carried.

Minutes submitted by: Kim Madsen, Secretary Date: 2/4/2020

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) ___
2. ___(brief summary, with reference to specified discussion item above) ___
3. ___(brief summary, with reference to specified discussion item above) ___

Faculty Senate Decision:

Minutes Accepted: ___ x ___ **Date:** ___ 2/4/2020 ___

Actions Approved:

1. ___(brief description)___ Reason Denied:	Approved ___ x ___ Denied ___ Date: ___ 2/4/2020 ___
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2. ___(brief description)___ Reason Denied:	Approved _____ Denied _____ Date: _____
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3. ___(brief description)___ Reason Denied:	Approved _____ Denied _____ Date: _____
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* Please send back minutes to VPAA Office Assistant for posting to appropriate Sharepoint Site.

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