Call to Order - Jen Rosato (9:01 AM)

Invocation: Sr. Agnes Fleck

Alma Mater: Accompanied by LeAnn House

Presentation of the August 29th Agenda: Jen Rosato - Approved as disseminated.

Approval of May 2013 Minutes: Jen Rosato - Approved as disseminated.

VPAA Remarks: Beth Domholdt
- The College is engaged in a project to identify trends related to traditional undergraduate students and enrollment. CSS is trying to do a number of things to counter trends. There are eight different committees working on this project. Some examples are: pricing strategies, where we should be (locations), etc.
- Program Alignment Marketing Committee – Their first task is traditional undergraduate programs - recruitment ideas/changes of focus, differentiate enrollment strategies. The have identified 7 areas to focus on.
- CSS is looking at all areas to determine how best to maximize resources and work more effectively with undergraduate students.

Old Business: None

New Business: Secretary will establish quorum – A quorum of 93 was established with > 100 attendees.

1. Approval of final reports from standing committees – Reports on COR – Approved as disseminated.
   a) Faculty Development
   b) Faculty Welfare
   c) General Education
   d) Undergraduate Admissions
   e) Undergraduate Curriculum

Announcements:
1) MCOD – Jill Dupont
   - Diversity was the focus of yesterday’s Assembly.
   - Diversity and inclusiveness at a systemic level. May need to identify ways in which our practices can become more inclusive.
• Inclusive excellence – These go together. We don’t give up one for the other. Everyone becomes enriched by the diversity. Efforts are mutually reinforcing. Intent is to align these principles.
• Faculty may be asked to take cultural competency modules. This may be tied to the Promotion & Tenure portfolios. Still to be determined how to determine accountability.
• CSS needs to create more inclusion without undercutting our Mission.
• Other schools are pursuing the same type of initiatives. Important to remember that our Catholic Benedictine Tradition sets us apart.

2) Committee Introductions & Announcements by Chairs
a) Faculty Development - Stephanie Johnson
• Introduced committee members.
• Go to committee members with questions.
• Procedure the same this year
• Deadlines – Oct 1st (for Faculty Development activities from November to February)
• Information is accessible in COR – go to faculty link at top – use Chrome to complete the application
• The committee wants to be sure that the all of the funds allotted are spent. Notify the committee if you are not using the funding so it can be redistributed.
• When attending conference, materials need to be turned in within 2 weeks after the event.

b) Faculty Welfare - Deb Schroeder
• Introduced committee members.
• Description of their role – They are close to a union for faculty. Deal with handbook issues & changes, bring grievances to reps, looking at how to provide anonymity of Dean Evaluations, oversee administration of Promotion & Tenure criteria.

c) General Education - Darryl Dietrich
• Introduced committee members.
• Reviewed summary report from last spring
  1. Have General Education become a distinctive program
     o Develop a “Senior something/experience” – committee will review models this year. Reasons for this are outlined in the Annual Report.
     o Transfer students and CSS identity – this could happen through the senior experience.
     o Looking at a venue for collection of assessment data.
  2. Revision of Pathways
     o Survey stakeholders
  3. Will review the General Education Outcomes

d) Undergraduate Admissions - Tim Trygstad
• Introduced committee members.
• Reviewed the role of the committee.
• They deal with special status applications for undergraduates
Focus – to do things with Admissions that impact retention and to focus on doing a better job of selecting students at lower end of qualifying. This is a targeted population we are currently missing out on.

**e) Undergraduate Curriculum – Heather Bastian**
- Introduced committee members.
- Their goal is to maintain academic excellence.
- Programs submit proposals to them for review and approval regarding course changes.
- Students submit to them self-designed majors.
- See UGCC Blackboard site for more information.
- Initiatives – To develop separate chair position that is not from the membership.

**3) Graduate Council - Brandon Olson (Introductions)**
- Introduced members & provided a review of the role of the committee.
- They are the policy-making body for graduate programs and the voice for the Graduate Curriculum Committee.
- Have graduate curriculum committee chair as a rep.
- Hear student appeals.
- Advocate for grad students and graduate programs.
- Sponsor the Graduate Research Symposium in Spring.

**4) Other announcements**
Jane Wattrus – Promoting a Pilot program called “Donate, don’t Dump”. She collected discarded items from the Dorms and Apartments in Spring and stored them over summer. Hosting a yard sale for freshman on Friday, August 30th. Proceeds go to Habitat for Humanity. They will accept additional items. From 8am – 2pm in front of Somers.

Adjournment @ 9:57 am

Next Faculty Assembly: September 19, 2013 @ 3:50 pm in Mitchell Auditorium
Faculty Assembly
Thursday, September 19, 2013  3:50 p.m.
MITCHELL AUDITORIUM

Minutes

For off-site accessibility:
• Videoconferencing via Google Hangouts or Adobe Connect, please email jrosato@css.edu if you will be attending via this option
• Votes (yes, no, abstain) may be texted to 218-341-4368.

3:56 Call to Order – Jen Rosato
Announcements
• technical capabilities allow Google Hangout for off-site faculty
  o reminder to use microphones
  o speakers should introduce selves
• Denise Wise has agreed to serve as parlementarian

Invocation: Jennifer Deming

Alma Mater: LeAnn House accompanist

Presentation of agenda: Jen Rosato
  ▪ addition to agenda of special election for Faculty Assembly secretary

Approval of August 29, 2013 Minutes: Jen Rosato
  ▪ minutes approved as disseminated

VP Remarks:
• Enrollment Update – Eric Berg VP of Enrollment Management
  o acceleration of trend toward students coming in with extensive college credit
  o “swirling” phenomenon in which students acquire credits from a number of institutions
  o demographic trends
  o net loss of MN high school grads who attend college out-of-state (-5112)
  o GEO trending up, undergrad trending downward in enrollment;
    ▪ revenue lines will cross in 2015
  o unprecedented incoming GEO
  o traditional applicant environment
    ▪ changes to 1st year development program have improved retention of students in that program
    ▪ yield rates have remained constant
  o pricing study
  o outsourcing of senior search and application generation

• Strategic Initiatives – Beth Domholdt, VPAA
  o guidelines for strategic initiatives:
    ▪ new expression of Benedictine tradition
- new audience
- play to strengths
- survive
  - extended studies in MN
  - AZ expansion
    - location of AZ campus

**Old Business:** None

**New Business:** Secretary established quorum
- Election - Faculty Rep to the Institutional Budget Committee
  - Term is undetermined– to serve out the remainder of Ryan Vine’s term.
  - no nominations from floor; transferred to old business for next meeting
- Special Education Minor – Undergraduate Curriculum Committee, Heather Bastian
  - Pending UGCC approval
    - no questions from floor
    - motion to approve the special education program minor proposal passed by unanimous voice vote
- Special Election for temporary replacement for secretary for Faculty Assembly
  - Must be able to meet w/ Steering Committee on Thursdays 9-10am
    - nomination of Annette Simmons
    - nomination passed by unanimous voice vote

**Announcements:**
- Space utilization task force - Kevin McGrew
- Priorities determined by consultant
  - support academic mission
    - Bluestone campus
    - renovation of Science and Tower halls
  - student life experience:
    - student union, renovation of Somers, building of new residence hall
  - preserve legacy of Tower Hall
  - competition for declining #s of students
    - remodeling and repurposing space should aid in recruitment and retention
  - assessment of costs, project phases to be determined
    - library is not included on list of phases intended in short term, but many other proposals were considered and, though needed, are lower priority
- Homecoming - Heidi Johnson
  - events for homecoming
  - call for volunteers
- 4:52 Faculty Development – Reminder: October 1st due date for faculty development submissions for activities November through February

**Adjournment:** 4:53

**Next Faculty Assembly:** October 24, 2013 at 3:50 pm in Mitchell Auditorium
The College of St. Scholastica
Faculty Assembly Minutes

Thursday, October 24, 2013
3:50 PM – 5:00 PM
Mitchell Auditorium

1. Jen Rosato called the meeting to order at 3:55 p.m.

2. For the Invocation, Michael Sullivan presented an Anishinaabe prayer.

3. The Faculty Assembly sang the Alma Mater.

4. Jen Rosato reviewed reasons to hold the Faculty Assembly in the Mitchell Auditorium and then presented the October 2013 Agenda to the faculty. The faculty approved the September 2013 Faculty Assembly minutes. Jen noted that the Faculty Welfare Committee report by Deb Schroeder regarding a wording change for the Student Satisfaction Surveys was removed from the agenda so that Schools could consider it before voting during Assembly.

5. Denise Starkey gave a Board of Trustees Report.
   a. The Board decided to go forward with the Arizona plan in a phased implementation and in consultation with the CSS college community. The Board is considering implementation plans for the Arizona campus, probably starting with the online component.
   b. The Board decided to develop the Bluestone site rather than renovate the Woodland property. In the Bluestone conversation, the Board considered pedagogical requirements and the goal to preserve and grow the undergraduate program.
   c. The Board considered how to brand or sell our educational program at CSS as Catholic Benedictine Health Care.
   d. As part of a larger conversation about the need to decompress the Duluth Campus, the Board discussed the need for flexible workspaces for students and faculty.
   e. Denise requests faculty feedback in order to represent faculty perspectives on issues to the Board.

   a. She defined the difference between a Capital Campaign (fundraising for one specific need) and Comprehensive Campaigns (fundraising for multiple aspects or needs).
   b. CSS needs include: Arizona, Bluestone and main campus facilities; financial needs supporting diversity issues, Benedictine values, technology, program development and classroom facilities broadly conceived; endowed chairs; and All-Saints Annual Funds.
   c. The Comprehensive Campaign includes multiple steps. First, a feasibility study will last for approximately 6-7 months and will focus on the CSS community’s perception of need. An outside consultant will be hired. The goal is for this aspect of the Campaign is to be complete during May 2014. Second, the Board of Trustees will take the feasibility study and determine how to go forward. The third step is the Silent campaign, when major financial donors are contacted. It is expected that this stage will last approximately 2-3 years. The next stage is the public part of the campaign, which will commence after about 75-80% of the funds have been successfully attained. The last stage of the Campaign is the closing, the completion of the entire event.
Margot requested faculty input toward the Comprehensive Campaign. She also asked faculty to consider supporting the All-Saints Faculty-Staff Campaign.

7. There was no quorum as 84 faculty attended the meeting (we need 93 faculty to have a quorum). Therefore, we could not vote for the Budget Committee Faculty Representative (Hal Strough, nominee). Angela Hauger suggested that many of the faculty were not here because it is Advisement Week.

8. Bob Hoffman gave a short report from the Faculty Welfare Committee Task Force. He noted that there will be a vote in December at the Faculty Assembly.

9. The meeting adjourned at 4:39 PM.

Reminder that the next Faculty Assembly will be November 14, 2013 3:50PM in BWC 249.
The College of St. Scholastica
Faculty Assembly Minutes

Thursday, November 14, 2013
3:50 PM – 5:00 PM
BWC 249

For off-site accessibility:
• Videoconferencing via Google Hangouts, please email Jen before 3:00PM on 11/14/13 jrosato@css.edu if you will be attending via this option.
• Votes (yes, no, abstain) may be texted to 218-341-4368. We are developing a new model for voting.

1. Jen Rosato called the meeting to order at 3:55 p.m.

2. Dr. Aileen Beard gave the invocation.

3. The Faculty Assembly sang the Alma Mater.

4. Vice President Beth Domholdt gave the Vice President’s Remarks regarding Adjunct Faculty and the Affordable Care Act. Beth distributed a handout entitled Adjunct Faculty and the Affordable Care Act, November 2013. This handout explained the Affordable Care Act, St. Scholastica’s proposed definition of health-insurance eligible adjunct faculty, proposed implementation, other impacts, and next steps. Beth took questions from the faculty.

5. Jen Rosato presented the November 2013 Faculty Assembly agenda.

6. Jen Rosato read suggested changes to the Faculty Assembly October 2013 minutes made by Denise Starkey. The Faculty Assembly approved changes to the Faculty Assembly October 2013 Minutes.

7. Annette Simmons (interim secretary) established that 83 faculty members were in attendance (we need 93 to have a quorum). Therefore, the Budget Committee Faculty Representative Election was postponed.

   a. The Faculty Assembly discussed singing the Alma Mater at Faculty Assembly meetings. Pam Bjorkland and Denise Weise suggested reasons not to sing the Alma Mater at Faculty Assembly meetings. At the next faculty meeting, we will bring this to a vote.

9. Announcements.
   a. Brandon Olson gave a Graduate Curriculum Committee report. The graduate curriculum committee is working on curriculum for multiple graduate programs including Social Work, IT Leadership, and Project Management.
   b. Stephanie Johnson gave a Faculty Development Awards update. The Faculty Development Committee has lower funds to award this year.
   c. Jen Rosato addressed the Faculty Assembly meetings schedule. She informed the Assembly of the Steering Committee’s desire to have a more efficient flow of information.
d. Be aware that there are efforts underway to send Srs. Claire Trettel and Mary Rochefort to Italy. There will be fundraising.

10. The Faculty Assembly voted unanimously to adjourn at 4:30.

Reminder: The next Faculty Assembly will be December 12, 2013 3:50PM in the Mitchell Auditorium.
The College of St. Scholastica  
Faculty Assembly Minutes  
Thursday, December 12, 2013  
3:50 PM – 5:05 PM  
Mitchell Auditorium

1. Jen Rosato called the meeting to order at 3:50 p.m.

2. Dr. Allen Chaparadza, Chemistry, presented the invocation.

3. The Faculty Assembly sang the Alma Mater.

4. Jen Rosato presented the December 2013 Agenda to the Faculty Assembly.

5. The Faculty Assembly approved the November 2013 minutes.

6. Beth Domholdt presented the Vice President’s remarks. Beth shared information about undergrad traditional admissions. Beth also took questions from the Faculty Assembly on this topic. There are four major activities taking place to encourage and grow traditional undergraduate admissions:
   a. CSS is outsourcing with an application generation firm (it has worked so far, applications have increased).
   b. Visit audits – outside people are visiting CSS to give feedback on our tours and college visit experiences.
   c. CSS is hiring a new admissions staffer in Duluth and rehired an admissions employee in St. Paul.
   d. A strategic enrollment plan is currently being prepared for implementation.

Old Business –
1. The Faculty Assembly voted unanimously to accept Hal Strough as the Budget Committee Faculty Representative.

2. The Faculty Assembly held discussion regarding the singing of the Alma Mater at Faculty Assembly meetings. Heidi Johnson made a motion to sing the Alma Mater at the Faculty Assembly on three occasions per year: at the Faculty Assembly meeting before convocation, Faculty Assembly meeting in December, and Faculty Assembly meeting in May. Mary Tanner seconded the motion. Further discussion ensued. A paper ballot was distributed after discussion on the motion: 34 faculty voted no, 51 faculty voted yes, and there was one abstention (the vote passed).

New Business –
1. The Faculty Assembly voted unanimously to approve the December 2013 College of St. Scholastica graduates.

2. On behalf of the Faculty Welfare Committee, Deb Schroeder presented proposed changes to the academic appeal process. Deb explained the academic appeal process and asked the Faculty to vote on the proposal. The faculty discussed the proposal and changed “should” to “must” so that the proposal reads “if the student bypasses a level, the reason for the bypass must be discussed with the administrator at the next level.” Faculty changed “appear” to “appeal” on the first page of the proposal, under the heading Administrative Appeal. The Faculty Assembly took a voice vote on the proposal, and the motion passed unanimously.
3. On behalf of the Faculty Welfare Committee, Deb Schroeder presented a proposed change in the routing process of the Student Satisfaction Surveys, so that Deans are included as recipients of the faculty evaluation forms, as well as the Vice President for Academic Affairs. The faculty discussed the proposal, took a voice vote on the proposal, and the motion passed unanimously.

Announcements –
1. Brandon Olson and Jena Ogston presented a Graduate Council report. Brandon reported that an update was made to the Graduate Policy Manual, regarding the transfer of up to six credits into a St. Scholastica graduate program, from another graduate program. He also noted that the Graduate Policy Manual can be found in the COR Resources menu. Jena reported that Graduate Curriculum Committee documents are housed within Blackboard and encouraged graduate school faculty to develop their course objectives and assessment, so that they are linked.

2. Brandon Olson, Deb Schroeder, and Jen Rosato presented a President’s Staff & Faculty meeting report. The President’s staff responded to each of the concerns presented, the President’s Staff and Faculty will be meeting again in the spring, and will gather information from all faculty for the next meeting.
   a. Brandon Olson suggested to the President’s staff that a culture of faculty recognition be developed at the College of St. Scholastica.
   b. Deb Schroeder reported that she sent out a survey to certain faculty in the School of Sciences and the School of Education, and to everyone on the Faculty Welfare Committee. After analyzing the survey responses five themes emerged:
      - Potential for erosion of the tenure track (concern that over time there would be fewer tenure track faculty).
      - Lack of transparency (especially related to cost and revenues, particularly in GEO budgets).
      - Resources not aligned with needs (mostly from School of Sciences, consequences when SOS have a greater number of students than available resources can serve and support).
      - Underrepresentation of academic interests on the President’s staff (President Goodwin prefers not to include additional members on the President’s staff at this time).
      - Diversity initiatives supported by tangible efforts (concern that one position is not being replaced and another position is under discussion).
   c. Jen Rosato followed up on diversity issues, discussed the attempts being made to include off-site faculty in faculty meetings via Google Hangout, and presented issues related to reviewing the faculty assembly governance structure.

3. Pam Bjorkland asked if we had a quorum at the meeting. Jen explained that we did not have a quorum but that it was possible to ratify business at a future meeting. Denise Wise (parliamentarian) clarified that the votes stood since no one had questioned the quorum before the votes.

4. A motion was made to adjourn the Faculty Assembly meeting. The motion passed and the Faculty Assembly meeting was adjourned.

Reminder: The next Faculty Assembly will be Thursday, February 6, 2014 3:50PM in the Mitchell Auditorium.
Call to Order, 3:55 p.m.

Invocation – Asst. Professor Matt Olin

Presentation of February 2014 Agenda: no changes, stands as presented

Approval of December 2013 Minutes: approved as presented

Vice President’s Remarks

- Eric Berg, VP Enrollment Management
  - royall & company
  - changes in high school graduates 2012/13—2021/22
    - growth of 6% in Minnesota; surrounding states
    - % of Caucasian students dropping; % of Black, Hispanic, Native American students is rising
    - mean distance traveled: 102 miles; need to diversify population
  - factor of increased application rate is also the % of students submitting 7 or more applications; common application; online application
  - deposits per 1,000 admits at private colleges have declined significantly since 2001
  - must admit 44% more to enroll equal #s as in 2001
  - do not want to exceed 550 due to housing space limitations
  - accepted students: %SOC up to 18%, avg. GPA up to 3.58
  - purchase of prospect names for programs that we have
  - deposit IQ program focuses on students whom we can influence

- Iwa Else, 9/16 Assessment Committee
  - 2002 site visit
    - communication
    - diversity
    - faculty credentials
  - outcomes assessment: need stronger assessment in general education and across all majors, locations, and formats
    - limited progress in assessment of student learning
    - many programs cannot demonstrate that they use assessment results to improve teaching and learning
    - college has not used assessment results for extended learning

We must demonstrate a comprehensive plan

Consequences: if report does not demonstrate comprehensive plan and shows that it has gathered data and is implementing it in making academic decisions, a focused visit will follow
focus on one area
two reviewers
steering committee
report is due 9.1.2016
academic plan revised to add assessment goal
resources allocated to assessment training
assessment cycle and rubric to promote common framework and language
review of academic programs
Quorum established

Old Business - (See motions to ratify at http://www.robertsrules.org/rror-06.htm#39)

• Ratify the December 12, 2013 vote to approve Hal Strough as faculty representative on Institutional Budget Committee
  o Ron Berkland, motion seconded; approved by voice vote
• Ratify the December 12, 2013 vote to sing the alma mater on three occasions per year: at the Faculty Assembly meeting before convocation, Faculty Assembly meeting in December, and Faculty Assembly meeting in May;
  o Bob Hensley, seconded by Sara McCumber; discussion: none 12 no 1 abstain 91 yes
• Ratify the December 12, 2013 vote to approve the December graduates;
  o Shirley Sletedahl motion seconded, passed by voice vote
• Ratify the December 12, 2013 vote to approve the revised academic appeals process
  o Denise Starkey, seconded by Mary Tanner, approved by unanimous voice vote
• Ratify the December 12, 2013 vote to approve the inclusion of Deans as recipients of faculty evaluation forms
  o Doug Walton, motion seconded by Sister Beverly, approved by unanimous voice vote

New Business

• Nominations for 2014-15 Faculty Assembly Vice Chair and Secretary
  o Sara McCumber nominated for secretary
• Discussion of Faculty Assembly meeting quorum issues & potential solutions
  o voting members are full-time faculty
  o 91 is required quorum this semester
  o bylaws require monthly meetings
  comments regarding quorum
  o it is our responsibility as faculty to attend assembly
  o it is our opportunity to participate in faculty governance
  o ongoing difficulties and problems with transparency and communication between administration and faculty; faculty assembly is an opportunity to improve communication
  o dropping to 40% through the end of the year would allow us to continue business; quorum at other colleges can be as low as 25%; most practical thing to do through the end of this year is to change quorum to 40%
- trying to get 180 faculty together for a vote is very difficult
- electronic voting: people in graduate programs are often on the road at meeting times, people in the extended programs have a very different working life/schedule; many of these faculty are informed and interested; electronic vote could be positive step
- view that quorum issue is separate from issue of revisitation of faculty governance structure

**comments regarding different faculty governance model**
- revisitation of the senate model was looked on favorably at school level; however, it will be a time-consuming effort to revisit; possibility of opting in order to have voting rights; could shift frequency of faculty gatherings during the academic year
- the faculty governance model proposed last year was a hybrid model with faculty assemblies twice per semester for informational purposes
- lowering quorum to 40% is the ideal solution; everything should be done to encourage everyone to participate; in senate model we have no vote
- senate model would not preclude having a voice as it is based on representation of a constituency

Announcements

Adjournment 5:03pm

**Reminder: The next Faculty Assembly will be Thursday, March 6, 2014 3:50PM in the Mitchell Auditorium.**
1. Faculty Assembly Vice Chair Karen Rosenflanz called the meeting to order at 3:50.

2. Assistant Professor Pam Freeman gave the invocation.

3. The March 2014 Agenda was presented with no changes.

4. The February 2014 Minutes were approved.

5. College of St. Scholastica Vice President Beth Domholdt shared remarks regarding the 2014-2015 budget. Faculty contracts will be released April 1, 2014. It is unclear whether revised salaries will be announced at that time or in Fall 2014.


7. New Business:
   a. The Faculty Assembly approved the applications for voting privileges for Dr. Betty Preus and Sr. Beverly Raway until the date of their retirement. A voice vote passed unanimously.

   b. The Steering Committee proposed to change the quorum level to 40% of voting members. There was discussion on the proposal. A voice vote passed unanimously.

   c. Heather Bastian presented the Undergraduate Curriculum Committee proposal for a separate chair position. A voice vote passed unanimously. Changes will be made to the Faculty Handbook.

   d. Deb Schroeder presented the Faculty Welfare Committee proposal regarding 12 current Lecturer positions. There was discussion on the proposal. A ballot vote was conducted and passed 100 to 4 votes, no abstentions.

   e. Vice-Chair Rosenflanz presented Annette Simmons as a nominee for the position of Faculty Assembly Vice-Chair. She asked for additional nominations from the floor (there were none). The Faculty Assembly elected Annette Simmons to the Vice-Chair position by unanimous voice vote.

   f. Vice-Chair Rosenflanz presented Sara McCumber as a nominee for the position of Faculty Assembly Secretary. She asked for additional nominations from the floor (there were none). The Faculty Assembly elected Sara McCumber to the Secretary position by unanimous voice vote.

   g. There were no nominations for Board of Trustees Audit & Finance Committee Faculty Representative. Therefore this agenda item will be placed on the April Faculty Assembly agenda.
8. Announcements:

a. Kevin McGrew spoke about the library undergraduate research essay. Please encourage students to submit essays in this competition (go online or speak to one of the librarians).

b. Vice President Rosenkranz reported that the Faculty Assembly Steering Committee is creating a short survey regarding the faculty governance structure. We will welcome a petition, needing 10 faculty members’ signatures regarding the faculty structure.

9. Vice President Rosenkranz adjourned the meeting at 4:40 PM.

Reminder: The next Faculty Assembly will be Thursday, April 10, 2014 3:50PM in the Mitchell Auditorium.
1. Faculty Assembly Chair Jen Rosato called the meeting to order at 3:55 p.m.

2. Asst. Professor Katie Kerr gave the invocation.

3. Jen presented the April 2014 Agenda to the Faculty Assembly. There were no changes to the agenda.

4. Jen asked the Faculty Assembly to approve the March 2014 Minutes. There were no changes to the minutes.

5. Larry McGahey, member of the Board of Trustees, gave a presentation on behalf of the Catholic Vision and Inclusion Team (CVIT).

6. Patricia Pratt-Cook, Vice President of Human Resources updated the faculty on the Diversity Mapping Process underway at CSS.

7. Old Business. A quorum was reached, with over 100 faculty attending the Faculty Assembly meeting online via Adobe Connect or live in the Mitchell Auditorium.

a. Jen called for the election of a Board of Trustees Audit & Finance Committee Faculty Representative. Bill Campbell was nominated for this position via email, and there were no other nominations from the floor. Bill Campbell was elected as the Board of Trustees Audit & Finance Committee Faculty Representative by unanimous voice vote.


a. May CSS Graduates. Jen asked for a motion to approve the May CSS graduates. Randall Poole made a motion to approve the May graduates and Robert Hensley seconded the motion. The May graduates were approved by unanimous voice vote.

b. Undergraduate Curriculum Committee Chair Election. There were two candidates for this position: Heidi Johnson (library) and George Killough (English department). Jen asked for nominations from the floor, and there were none. Each candidate gave a short presentation regarding the Undergraduate Curriculum Committee Chair position. With 61 votes, George Killough was elected via paper ballot as the new Undergraduate Curriculum Committee Chair (Heidi received 49 votes).

c. Faculty Welfare Committee. Deb Schroeder presented information about the new student evaluation instrument entitled the Course Instruction Survey. Deb described the process taken to replace the Student Satisfaction Surveys. Brandon Olson commented that the Course Instruction Survey applies to Undergraduate, Graduate, and Extended Programs. Discussion on the Course Instruction Survey ensued. The Faculty Welfare Committee asked the Faculty Assembly to approve
task force recommendations (a yes vote supported implementation of the new Course Instruction Survey). A paper ballot resulted in 93 yes votes, 9 no votes, and 1 abstention. The Faculty Assembly accepted the Faculty Welfare Committee's recommendations.

9. Announcements.
a. Darryl Dietrich presented an update and forecast on what is happening in General Education. Darryl presented three topics currently central to General Education: College Learning Outcomes, the Learning Outcomes Assessment Plan, and College Learning Committee membership.

b. Brandon Olson gave a report on behalf of the Graduate Council. He invited faculty to the 2nd Annual Graduate Research Symposium, to be held in the Benedictine Commons, 9:00-11:30AM, May 10, 2014.

c. Jen reminded the Faculty Assembly to complete the Faculty Assembly Survey if they have not already done so.

10. Adjournment. Hearing no other new business or announcements, Jen adjourned the meeting at 4:57PM.

Reminder: The next Faculty Assembly will be Thursday, May 15, 2014 1:30-3:00PM in the Mitchell Auditorium (this is a change from the Somers Lounge due to Greenview renovations).
The College of St. Scholastica
Faculty Assembly Minutes

Thursday, May 15, 2014
1:30 PM – 5:00 PM
Mitchell Auditorium

For off-site accessibility:
• Videoconferencing was available via Adobe Connect at http://cssac.css.edu/facultyassembly
• Chery Takkunen arranged the polls through Adobe Connect necessary for voting during the meeting.

1. Jen Rosato called the meeting to order at 1:35 p.m.

2. The Faculty Assembly sang the Alma Mater.

3. Assistant Professor Paula Tracey, Department of Social Work, gave the Invocation.

4. Jen presented the May 2014 Faculty Assembly agenda, with changes that were accepted by the Faculty Assembly.

5. The Faculty Assembly approved the April 2014 minutes.

6. Beth Domholdt, Vice President of Academic Affairs gave a brief report on the recent Board of Trustees meeting and CSS college finances.
   - The College may be facing minimal bottom lines in 2-4 years. Beth described strategies that the College will implement in order to address the financial issues.

7. There was no old business.

8. New Business –
   a. Deb Schroeder, Chair of the Faculty Welfare Committee, presented information about a grievance that was filed against the Vice President of Academic Affairs, Dr. Beth Domholdt, by the tenured faculty in the Global, Cultural, and Language Studies Department. The Faculty Welfare Committee presented three motions to the Faculty Assembly. Drs. Dave Schuettler and Beth Domholdt then presented information to the Faculty Assembly concerning the grievance.

   After Dr. Domholdt’s presentation, Jen Rosato closed the meeting to non-voting faculty and clarified the procedures for the closed portion of the meeting.

Motion 1. The Faculty Assembly censures the Vice President of Academic Affairs, Dr. Beth Domholdt, for violating principles of shared governance related to staffing of academic programs and probationary contract renewal in eliminating the Assistant Professor of French position and the person filling that position, Dr. Gaeta.
   The motion passed with 91 Yes and 30 No votes and 1 abstention.

Motion 2 (as amended). If the tenured faculty of GCL, the Dean of SAL and the VPAA cannot resolve the dispute, Faculty Assembly will send the grievance to the Board of Trustees for reconsideration of the position cut and discontinued employment of Dr. Gaeta.
The motion passed with 95 Yes and 26 No votes and 1 abstention.

**Motion 3. The Faculty Assembly charges the Faculty Welfare Committee with taking the lead on revising the Faculty Handbook to more clearly outline procedures for discontinuance of a position.**
The motion passed with 116 Yes and 5 No votes.

b. Heather Bastian presented several motions on behalf of the Undergraduate Curriculum Committee (UGCC).

- Heather presented information about the proposed Academic Program Discontinuance Procedures. The Procedures were amended under STEP 3 so that the second sentence now reads “For administratively initiated discontinuance studies, a Task Force will be appointed and comprised of at least 50% faculty (minimally 3 faculty members must be appointed). This task force will be appointed by the President’s Staff, the dean of the affected school, and the Steering Committee of the Faculty Assembly (for undergraduate programs) or the Graduate Council (for graduate programs).”

  The Faculty Assembly voted unanimously to accept the amended Academic Program Discontinuance Procedures.

- Heather presented updates to the UGCC Operating Code including the newly approved discontinuance procedures.

  The Faculty Assembly voted unanimously to accept the Operating Code Updates as presented by the Undergraduate Curriculum Committee.

- Heather then presented a motion to make permanent the practice of accepting all General Education requirements except upper division writing and religious studies for students in the Post-baccalaureate Nursing Program.

  The motion passed with 71 Yes and 25 No votes and 2 abstentions.

- Darryl Dietrich and Heather Bastian presented a proposal for the Acceptance of the Arizona General Education Curriculum (AGEC). The proposal was amended to include a sunset clause whereby the AGEC would be revisited three years after courses are first offered in Arizona.

  The Faculty Assembly passed the amended AGEC proposal unanimously.

9. Announcements

- Jen Rosato presented results of Faculty Assembly Survey.
- Stephanie Johnson explained that the Faculty Development Committee will accept applications four times each year.
- Lynne Raschke and Jill Dupont will present MCOD updates (a Faculty Welfare Committee Task Force) through email.
- Jena Ogston will present a Graduate Council report through email.

10. Jen passed the Faculty Assembly gavel to incoming Chair Karen Rosenflanz.

11. Karen adjourned the meeting at 4:45PM.

Reminder: The next Faculty Assembly will be Thursday, August 28th during Faculty/Staff Institute. The details for time and location are not set yet.