The College of St. Scholastica
Faculty Assembly Minutes
Thursday, August, 29, 2014
9:00 AM — 10:30

Call to Order: Karen Rosenflanz 9 am

Invocation: Kim Kruger, Associate Professor & Physician Assistant Studies Chair

Alma Mater: motion by LeAnn House to postpone singing of Alma Mater to the next meeting. Motion seconded; approved by assembly

Presentation of August 2014 Faculty Assembly Agenda: Karen Rosenflanz
   amendments accepted by the Faculty Assembly.

Approval of May 2014 minutes: Karen Rosenflanz

   • Correction to Motion 3: Motion 3 had been revised to read as follows: “The Faculty Assembly charges the faculty welfare committee with taking the lead on revising the faculty handbook to more clearly outline procedures for shared governance and discontinuance of a position.”

1) Beth Domholdt, VPAA of Academic Affairs gave the following report—
   a) Censure vote—At the request of the Steering Committee, Dr. Domholdt addressed the May 2014 censure vote by Faculty Assembly.
      i) May 2014 Faculty Assembly adopted Program Discontinuance which will be helpful as we move forward.
      ii) Meetings held with GCL faculty during the summer have led to a better understanding of types of information that Departments want to know, especially in the context of the whole college environment
      iii) In this particular case, Dr. Domholdt felt constrained due to faculty handbook requirements that the faculty tenure process be conducted confidentially. Now, when positions are going to be cut, she believes that she will need to share more information in order to ensure shared governance.
      iv) Dr. Domholdt cannot guarantee shared governance, because it is a shared process with faculty. She voiced concern that committees don’t act in a timely manner when issues are brought to them, lack of faculty involvement. Dr. Domholdt noted that all parties have to agree to collaborate on shared governance.
   b) In response to Dr. Graba’s talk—Implications of Higher Education Environment at CSS
      i) New economic pressures on families.
         Fall 2011
         average undergraduate tuition was $14,744.00 with tuition discount rate 50%
         2100 students.
         Fall 2014
         average undergraduate tuition $14,700.00 and only
         1900 students.
         These changes have resulted in $3.1 million reduction in funds available for undergraduate programs.
ii) Faculty cumulative 6.2% salary increase during the same three year period. There is a gap between revenue and expense and families can’t pay increased costs. CSS will have to get serious about cutting costs. Faculty costs are a huge part of expenses; 65-75% of higher education costs are related to personnel.

iii) The college will need to look at: program discontinuation, not filling faculty positions, revisiting section sizes and exercising control over expenses.

c) Second issue—Markets are ruthless and customers are changing the definition of quality.
   i) When students are deciding to come or continue they are still making a big consumer decision. Faculty have to help students want to enroll here and stay enrolled. Assume the role of host vs. bouncer.
   ii) Maintain academic standards; sometimes we have students who don’t meet the program requirements

   d) Third point—Contrary to Dayton Hudson, which founded Target with different name, structure and governance structure, CSS has worked to be One College with strong faculty governance and strong departmental programs. We must engage with different approaches and not let existing faculty governance structure get in the way of moving forward productively.

Old Business: None

Quorum established with 142 faculty attending

New Business:

- Approval of 2013-2014 Final Reports of Standing Committees as noted on the website
- Election of At-Large Member of the Athletics Advisory Committee to a three-year term
  Elisa Schmitz was nominated and unanimously elected by Faculty Assembly

Announcements

- Faculty at assembly must state name when they take the floor
- Changes have been made to Faculty Assembly content and schedule to reflect results of Spring 2014 Faculty Assembly Survey, e.g. no Faculty Assembly during advisement week
- Topics can be placed on the agenda for FA by submitting topic with 10 signatures to a member of the faculty steering committee.
- Faculty Governance—Deb Schroeder briefly recapped the grievance from GCL faculty submitted in May, 2014 charging that the process violated shared governance principles with regard to staffing of academic programs by the VPAA.
  Motion 1- addressed by Dr. Domholdt above
  Motion 2- Dave Schuettler shared the GCL faculty rationale and response for not advancing the grievance to the Board of Trustees
  Statement from GCL tenured faculty: In light of meetings with VPAA and Dean of the School of Arts and Letters, it became apparent that taking the case forward would not result in a different decision from the Board of Trustees.
  Motion 3- a task force, to include Brandon Olson, will be formed to address shared governance processes described in the faculty handbook

Faculty should review Shared Governance in the Faculty Handbook. Important decisions at CSS require the input of both faculty and administration.

Pages 86-87 of Handbook outline faculty roles and responsibilities regarding Shared Governance
2) Committee Introductions & Announcements

Faculty Development – Kelly Erickson. Questions for the small grant and research grant applications can be sent to committee members. Have added fourth distribution date based on feedback from faculty. Added new date of September 1 for events October-December. Other deadlines as noted on Faculty Development website. All of the application materials are available on the website. Read directions carefully.

Faculty Welfare – Deb Schroeder. The purposes of the committee were reviewed. Issues to be addressed in the upcoming year include questions from promotion and tenure, diversity language and how administrative effectiveness will be evaluated as criteria for tenure.

General Education – Darryl Dietrich. Need to address high number of courses and their lack of thematic structure. Revision of mission statement of General Education will be brought to Faculty Assembly for approval.

Undergraduate Admissions – Tim Trygstad. Reviewed main focus of committee-including changes in admission requirements (forms, etc.) and standards. Majority of committee work is special status review, for students who do not meet minimum requirements for admission.

Undergraduate Curriculum–George Killough Reviewed types of items which should be brought to this committee. The deadline for submission of items is one week prior to the scheduled meeting. The committee will meet 1st and 3rd Thursdays of each month.

Graduate Council: Brandon Olson-Has been working to get additional members, including Randall Poole from SAL and Bill Battinich from SOS. Past year held well-attended graduate research symposium. Council met over the summer to review 5 initiatives.

Additional Announcements

- Parliamentarian for 2014–2015 is Heidi Johnson
- Vivat Volunteerism award update: Heidi Johnson
- Homecoming will take place on October 4th with the Theme of “Who Let the Dogs Out.” Increasing numbers of new alums come back to see faculty.
- Carrie Taylor Kemp, Career Services, reviewed an Internship Award Grant of $70,000 that was awarded to the college to design and implement paid internships. SAL and SBT have been identified as the schools that are participating in the grant.

Adjournment—Karen Rosenflanz. 10:40 am.

Next Faculty Assembly: September 18 at 3:50 p.m. in Mitchell Auditorium
Call to Order: Karen Rosenflanz 3:50 pm

Alma Mater: LeAnn House, accompanist

Invocation: Assistant Professor Todd Neuharth, Athletic Training

Presentation of September 2014 Agenda: Karen Rosenflanz

Agenda stood as presented.

Approval of August 2014 Minutes: Karen Rosenflanz

Minutes approved as distributed.

VPAA Remarks

Eric Berg, VP Enrollment Management: 10 Day Enrollment Count

- 1191 represents the number of new students we were tasked to bring into the college Fall 2014. In 1988 the total population of the college was 1200.
- As of today we were at 1060, term II will bring approximately another 100 students
- If had not done anything differently a regression forecast showed projected enrollment of 406, but we attained enrollment of 461. This year we have 562 traditional enrollment, up 27 from 2013 or 5.1% up. Most colleges are down, all but one MSCU were down rate.
- Royal Initiative helped to increase the number of applicants.
- Number of high school graduates nationwide is projected to increase until 2024, with some small dips.
- Population demographics are changing: predicted fewer Caucasian students, increased Hispanic and Asian/Pacific Islander. Average white student travels 102 miles to attend university. Hispanic population mean distance traveled to campus is 39 miles.
- This year the number of non-athlete students increased, from 302 in 2013 to 355 in 2014.
- Significant initiatives for Fall 2015:
  o 2nd year of outsourcing of senior search and application generation
  o new CRM tool (Salesforce) to help funnel students
- strategic enrollment plan-moving findings to action
- planning admitted student days by school in early spring 2015 with a high level of faculty contact, to be held in February or March.

Fall 2014 GEO enrollment:
Fall 2013 term — 599 and for 2014 the goal is 611 as compared to 2013 budget of 512 (up 19% as compared to 2013 goal) and we are at 496 thus far. There is still Term II enrollment coming up.

Beth Domholdt, VPAA: Criteria for Program Discontinuance

- For first time in a decade our total number of students decreased by 3. We have not hit our 2014-15 budgets and this means we will be missing revenue and will need to adjust our expenses.
- Reviewed the steps of the Program Discontinuance process. Dr. Domholdt initiated 10 programs for discontinuance review. We are at Step 1 and 2 in the process.
- Review of criteria for program discontinuance: number of graduates per year (2010-2013), 24 programs had fewer than 12 graduates per year; this list was further refined according to additional criteria e.g. mission fit, established vs. transitioning programs
- Reviewed 24 programs and the specifics for each program that was chosen for 10 discontinuance prospectuses. Reviewed the 14 programs and rationale for not selecting them for program discontinuance.
- Review of largest traditional UG majors and Graduate majors.

Questions/Discussion

- What steps is administration pursuing apart from program discontinuance to reduce expenses?
  Looking at section sizes for spring 2015; operating expense controls such as tighter limits on meals when traveling. Most expenses are in people, so to balance the budget we have to look at positions and layoffs. Reviewing if open positions need to be filled.
- Discussion of how to balance the budget while remaining true to the mission of the organization. CSS distribution of student majors is no different than the trends across the nation. Assertion that our students indicate how strongly they value certain subjects through their enrollment in classes.
- Not looking at discontinuing any departments, so we are still maintaining the approach of providing a holistic education.
- Could grants department work on getting grants in areas to try to attract students in the humanities, such as digital humanities?
  Yes, but also need faculty champions for these areas.
- Demographics of CSS students impacts the programs we offer. CSS students are coming increasingly from families that have lower socio-economic factors and see college education primarily as a means to a job.
Old Business: none

Quorum established with 99 faculty present

New Business:

Addressing confusion over General Education: Darryl Dietrich

Darryl reported current General Education focus this year: fine tuning college learning outcomes; assess CLOs, and task force recommendations. Reviewed the CLO’s and timelines.

- The CLO are being mapped to the AAC&U/LEAP 5 areas.
- CSS has only one set of learning outcomes, so no confusion.
- Reviewed the roles and scopes of the committees and task forces.
- Assessment timeline: writing and heritage will come to Faculty Assembly in October 2014. Three additional CLOs in the late fall to spring
- Reviewed role of General Education Task Force and General Education Committee.
- Reviewed the current Pathways model.

Announcements

Update on Reorganization of the School of Business and Technology: Jim Gearity, Dean of SBT

Jim Gearity is Interim Dean of the School of Business and Technology. SBT Faculty had drafted some recommendations regarding restructuring of the graduate and undergraduate departments. After discussion, SBT faculty voted to have three departments: CIS—undergraduate and graduate; Accounting, Applied Economics & Finance—only undergraduate; Management—Organizational Behavior, Management and MBA will also have graduate and undergraduate. Chair will be nominated for a three year term which is renewable indefinitely.

Homecoming Update: Heidi Johnson—please participate in homecoming events

Sister Edith Bogue:

reminder that this is the final weekend of the Sister Mary Charles exhibit at the Tweed Museum

Adjournment at 5:10 pm.

*Next Faculty Assembly Meeting: October 30, 2014 in Mitchell Auditorium
For off-site accessibility:
  • Videoconferencing via Adobe Connect at http://cssac.css.edu/facultyassembly

Call to Order: Karen Rosenflanz, 3:50 pm

Invocation: Assistant Professor Kevin Vaughan, Catholic Studies Director

Presentation of October 2014 Agenda:
  Agenda stood as presented

Approval of September 2014 Minutes
  Minutes approved as distributed

VP Remarks: None

Old Business: None

Quorum established with 88 faculty in attendance

New Business:

  Faculty Welfare: Deb Schroeder
  • Faculty Handbook Section Alignment of Language for Shared Governance (Action Item)
  • FWC Proposal: Remove discrepancies between Sections B-13 “Termination of Appointment” and H-3 “Academic Program Discontinuance Procedures”
  • Bullet text #3 new is very different from previous text.
  • Motion adopted as proposed.

Announcements

  Undergraduate Curriculum: George Killough
  • This is a Catalog Year—new courses need to be approved by March 6, 2015 and therefore must be submitted to the Undergraduate Curriculum Committee by the end of January 2015.
  • The reason for having a Catalog Year despite electronic format is that the Registrar must have an official catalog every 2 years for records.
Graduate Council: Brandon Olson reported on outcomes from a recent meeting:

- Initiative to provide support to faculty research. On December 10, 2014 Lunch and Learn-Data Analytics with Ryan Sandefer and Chery Takkunen
- Jesse Hinrichs is leading an effort to collect and identify best practices for evaluating and developing adjunct faculty
- Communication practices—Chery Takkunen will be leading a strategy to better communicate graduate council work and faculty governance and make these items more visible. Contact Chery if interested in working on this.

Faculty Development: Kelly Erickson

- Next deadline is December 1, 2014 for conferences and events occurring in January, February and March 2015

Adjournment at 4:15 pm

Next Faculty Assembly Meeting: December 4, 2014 in Mitchell Auditorium
The College of St. Scholastica
Faculty Assembly Minutes
Thursday, December 04, 2014
Somer’s Lounge

1. Faculty Assembly Chair Karen Rosenflanz called the meeting to order at 3:50 pm.
2. Assistant Professor Ashley Dressler gave the invocation.
3. Faculty sang the Alma Mater accompanied by LeAnn House.
4. The December Agenda was approved as distributed.
5. The October 2014 minutes were approved as distributed.
6. Bryan Karl, Director of First Year Admissions, presented a new initiative “Admitted Student Days.” Admitted Student Day was last held in 2013. Three dates have been selected for the 2015 Admitted Student Days: Tuesday, February 10, 2015 SAL & SOE; Thursday March 19, 2015 Nursing and SBT; Tuesday, March 31, 2015 Science & Health Sciences.

The morning portion would be the same for each day. From 12 to 2:30 pm the students will be in each college with such items as mini-classes, panel of students, faculty discussion of students’ expectations.

Students will be targeted for the day based on their expressed interest in certain majors. Social media and web presence will also be used to recruit attendees.

Bryan reviewed the announcements of student visits under Future Saints link shared under Cor Announcements and encouraged faculty to stop by to greet visiting students.

7. Old Business: None. Quorum reached with attendance of 106 in person and online.
8. New Business
   • Motion by Annette Simmons, seconded Angela Hauger to approve the December 2014 graduates. The motion was approved by unanimous voice vote.
   • Undergraduate Curriculum Committee Report by George Killough:
     1) Motion to change the Satisfactory Academic Progress Policy ratio to 67% effective immediately as recommended by the UCC. The motion was approved as presented.
     2) Motion to Modify College Honors Policy: all 48 credits must be graded credits, with the exception of credits of programs with pass/fail basis grades, so that at least 32 credits are graded.

     The motion was approved with 69 voting in favor, 40 opposed and 2 abstentions.
   • General Education Committee Report by Darryl Dietrich
     a. Proposal for Revision of Undergraduate College Learning Outcomes.
     b. Why? HLC-reduce, streamline, make assessable; LEAP ELO’s-current CLOs already based on LEAP ELOs; VALUE rubrics-ready made and mapped into LEAP ELO’s
     c. Who is in charge?
1) Gen Ed Committee-By default, i.e., operating code; no other group currently constituted for the task-this will change.

2) Assessment 9.16 Committee-Prods and guides, but not actual assessment work. Coordinates AAC&U project with Gen Ed’s Work

3) Gen Ed Task Force-Exploring revisions to the Gen Ed curriculum.

d. Responses to Faculty Feedback

1) From School meetings-revised Scope preamble. Left heritage unchanged for now. Concern about no “linguistic proficiency” statement.

2) From Town Hall meetings-Added “Undergraduate” to title. Stakeholders in attendance decided to address “linguistic proficiency” issue (if necessary) when a revised curriculum is proposed. Minor working changes to encompass all CSS elements that contribute to outcomes, not just the Gen Ed curriculum

e. Motion-The General Education Committee moves the adoption of the revised Undergraduate College Learning Outcomes as presented in the middle column in the table on pages 5-10 of the Revising CSS Undergraduate Learning Outcomes document. Rationale: The revisions more closely follow the wording of AAC&U’s LEAP Essential Learning Outcomes on which the current Feb. 2, 2009 CSS Learning Outcomes for the Twenty First Century are based. There are no changes proposed at this time to the Heritage outcome. Also see the FAQs on page 1-4.

The motion passed with 92 in favor, 12 opposed and 2 abstaining

9. There were no announcements

10. The meeting was adjourned at 4:45 pm.

The next meeting will be held on February 12, 2015 at 3:50 pm in Mitchell Auditorium.
The Faculty Assembly of St. Scholastica

Faculty Assembly Minutes

Thursday, February 12, 2015
3:50 pm-5:00 pm

Mitchell Auditorium

1. Faculty Assembly Chair Karen Rosenflanz called the meeting to order at 3:50 pm.
2. Assistant Professor David Marc, MBS, CHDA gave the invocation.
3. The February Agenda was approved as distributed.
4. December 2014 minutes were accepted as distributed.
5. VP remarks: Dr. Beth Domholdt noted that it has been a tough year so far and CSS is addressing the challenges. CSS has reasons to celebrate. Faculty who recently were notified of tenure and promotion were recognized. The higher education environment is challenging, with a demographic trough in numbers of undergraduate students, fewer students returning to school, and a low unemployment rate.

CSS is doing many things to survive and thrive during these challenging times. Accepted student days are being held to bring traditional undergraduate students to campus to get them acquainted with faculty, schools, staff and the hospitality of the college. “Future Saints on Campus” notifications on COR list students visiting campus on a particular day; faculty are encouraged to stop by admissions to greet these students as their schedules allow. These informal meetings are a means of introducing the students to Benedictine Hospitality and faculty who will work with the students.

CSS is working on purposeful Digital Humanities with The Middle Ground Journal and Fresh Water Review to be more integrated. The Reimagining Traditional Undergraduate Education task force also is meeting to brainstorm ideas to create a more compelling environment for students, make us more distinctive and decrease cost of education.

Program development: MSW program is mature, Health Informatics Graduate Program is ramping up. Starting 2+2 Elementary Education program in St. Paul, Special Education program in Duluth. Ongoing Development of the physician assistant program and expansion of OT and PT programs. Looking at launching social work and nursing program in Arizona.

CSS is in the early silent phase of a capital campaign. Money is being raised for college needs and to increase baseline giving to the college.

Have to match staffing and faculty with students who actually show up with cost reductions through a variety of means. Questions have been asked about the criteria used for cost reduction. General principles being used to review decisions include: mission fit; treating individuals with dignity and respect; assessing impact on students, faculty and finances. The decisions are values and integrity based.
The 2016 Fiscal Year finds CSS very concerned about revenue. Traditional undergraduate deposits are lagging. Growth in GEO is flat. Lots of pressure on tuition revenue. With new program development, CSS is not expecting to see revenue until 2017 and beyond. 2016 will be a very tight year and finances are expected to loosen up in 2017. What does that mean for fiscal 16 budget? CSS is being very conservative about replacing people when someone leaves; reducing adjunct faculty expenditures by $400,000 dollars compared to current year, reducing number of low enrolled sections. CSS is practicing curricular discipline, looking at tightening up low enrolled sections and concentrations; evaluating non-teaching related assignments.

On Monday the Academic Leadership Group meeting will review reducing expenses regarding Adjunct faculty and types of decisions chairs can make. Ultimately CSS is in a hopeful position with great mission, great people and looking forward.

6. Iwalani Else gave an Update on HLC Monitoring for Assessment of Student Learning.
   a. Concerns from 2002 report—Communication, Diversity (bucket 2), Faculty credentials and Outcomes assessment (bucket 3); we have ongoing monitoring.
   b. Reviewed rationale for HLC Monitoring in Assessment.
   c. Expectations of Monitoring Report were reviewed. What data have we gathered and how are we using it for decision making? The Monitoring Report is required in September 2016. Consequences for poor performance were reviewed. If CSS has not implemented a comprehensive plan and gathered data, a focused visit will follow within a year.
   d. College actions include: a) Creating a stronger assessment infrastructure; b) revising and assessing undergraduate College Learning Outcomes (CLOs); c) Assessing academic majors and graduate programs.
   e. Expectations for Assessment for 2014-15 and 2015-16 were reviewed

7. Announcements
   a. Graduate Council: Brandon Olsen reported. —The Graduate Council met yesterday. Actions included: approved a New Master’s in Instructional Leadership.; reviewed a prospectus on MS in Liberal Studies; the third annual graduate research symposium will be held Saturday May 9 from 9 am to 11:30 am; revised the purpose statement of the Graduate Council; on Friday April 10 a Lunch and Learn Event Dave Swenson and Lee Gustafson presenting on Rural Health Care and Mental Health Care; Jesse Hinrichs is working on best practices for adjunct faculty; and they agreed to join Midwestern Graduate Schools.
   b. Faculty Development: Kelly Erickson reported—Faculty Development is able to fund small grants for presenting at and attending conferences and also research grants. The next application deadline is March 1. The committee has appreciated faculty adhering to the 15 day period of submitting reimbursement requests after completion of the conference.
   c. UGCC George Killough reported—Faculty will begin using new learning outcomes on syllabi by summer 2015. The updated learning outcomes will be posted on the UGCC website.

8 The meeting adjourned at 5:00 pm.
The Faculty Assembly of St. Scholastica

Faculty Assembly Minutes

Thursday, March 26, 2015

3:50 pm - 5:00 pm

Mitchell Auditorium

1. Faculty Assembly Chair Karen Rosenflanz called the meeting to order at 3:50 pm
2. Sara McCumber gave the invocation.
3. Quorum was established with 81 faculty in attendance.
4. The March agenda was approved as distributed.
5. The February 12, 2015 minutes were accepted as distributed.
6. Remarks: Discontinuance Process Update by George Killough representing the Undergraduate Curriculum Committee. The update is summarized in the table below:

<table>
<thead>
<tr>
<th>Task Force Reports</th>
<th>When Complete</th>
<th>President’s Staff &amp; Curriculum Committees</th>
<th>Faculty Assembly (or Grad Council) &amp; President’s Staff</th>
<th>Board of Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minors</td>
<td>All but one expected by March 31</td>
<td>Late in spring Semester or May</td>
<td>Early fall</td>
<td>October 2015 or February 2016</td>
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<tr>
<td>MER German French Photo</td>
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<td></td>
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<tr>
<td>Women &amp; Gender</td>
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<tr>
<td>Music Major &amp; Minor</td>
<td>Expected by semester’s end</td>
<td>May or early next fall</td>
<td>Early fall</td>
<td>October 2015 or February 2016</td>
</tr>
<tr>
<td>Applied Economics Major</td>
<td>Expected by Beginning of May</td>
<td>May or early next fall</td>
<td>Early fall</td>
<td>October 2015 or February 2016</td>
</tr>
<tr>
<td>IT Leadership Major</td>
<td>Expected by March 31</td>
<td>April</td>
<td>Early fall</td>
<td>October 2015 or February 2016</td>
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<td>(grad program)</td>
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</tbody>
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7. Old Business: None
8. New Business:
   a. Undergraduate Admissions Committee Operating Code: Jeremy Craycraft
      i. Motion to approve the revised Operating Code of the Undergraduate Admissions Committee Operating Code as circulated. Motion carried.
   b. Faculty Welfare: Sandra Marden-Lokken, Vice Chair of FWC reported on Administrative Effectiveness as a Criterion for Promotion and Tenure. The document outlining Administrative Effectiveness as a Criterion for Promotion and Tenure was circulated prior to the meeting. There are two separate sections—Promotion and Tenure—to be
voted on. The major revision for both promotion and tenure: administrative effectiveness is a separate criterion from service in cases where 50% or more of the faculty member’s time is reassigned from teaching. A second major revision is that documentation is required from supervisors, peers, and subordinates when 50% or more time is administrative.

i. Promotion-
   Clarifying language of administrative effectiveness as a criterion for promotion.
   Motion to approve the new language in the faculty handbook regarding administrative effectiveness criteria for promotion. “Administrative effectiveness, in cases where 50% or more of the faculty member’s teaching load is reassigned to administrative duties. The applicant should describe his or her administrative work and provide evidence of administrative effectiveness; such evidence must include, but is not limited to, supervisor, peer, and subordinate evaluations, as applicable. “Assembly agreed to a voice vote. Motion approved.

ii. Tenure and Five Year Rolling Contract Guidelines Section-
   Discussion included concern that when you get tenured you get tenured as a teacher, not an administrator. At any time administration can remove faculty members from administrative roles.
   Motion to accept the change in wording in the faculty handbook to add criteria for Evidence of Administrative Effectiveness with wording “In cases where 50% or more of the faculty member’s teaching load is reassigned to administrative duties, the candidate should document administrative effectiveness in this section. Documentation of administrative effectiveness must include, but is not limited to, supervisor, peer, and subordinate evaluations, as applicable.” Assembly requested paper ballot. In favor 62 votes, opposed 11 votes, abstaining –none. The motion was approved as proposed.

9. Announcements
   a. George Killough on Health Partners Online Health Assessment. George also serves on the CSS medical benefits committee. Only 47% of CSS employees have completed the survey. The survey helps with controlling costs and helps to direct the programming costs. Faculty members are encouraged to complete the health assessment. George also shared how the medical benefits committee received feedback on the health assessment process last year and recommended changes based on that feedback to help make the process better. If faculty encounter any difficulties with any process related to health assessment or benefits they should contact Rachelle Wakefield.
   b. Call for nominations for Faculty Assembly Steering Committee positions. Nominations for the Vice Chair—two year term, with the second year becoming Chair—and Secretary one year term should be sent to Karen Rosenflanz within the next two weeks.
   c. General Education Task Force-Brett Johnson encouraged faculty to attend the Veritas Town Hall Meetings next week on Monday March 30 and Tuesday March 31.

10. The meeting adjourned at 4:26 pm.
1. Off-site accessibility was available through adobe Connect videoconferencing at http://cssac.css.edu/facultyassembly.

2. Karen Rosenflanz called the meeting to order at 3:55 pm. A quorum was reached as 90 faculty members attended the meeting.

3. David Vosen, Lecturer, CIS, presented the Invocation.

4. Karen Rosenflanz presented the April 2015 Faculty Assembly meeting agenda. There were three changes made to the agenda; faculty accepted the changes.

5. Karen Rosenflanz asked the faculty for approval of the March 2015 Faculty Assembly Meeting Minutes. The minutes were accepted as presented.

6. The Faculty Assembly sang the Alma Mater, with LeAnn House as accompanist.

7. Dr. Beth Domholdt gave the VPAA Remarks.

   • Decision to Delay Salary Decisions. Beth presented a Rationale for the decision; Cost of Equity Increases for FY16; Budget Basics for FY16; Revenue Side Activities that Approximate $150K; and Budget Control Measures that Approximate $150K.

   • Beth took questions and comments from various Faculty Assembly members regarding the decision to delay salary decisions. Some of the topics faculty brought to the discussion included equal distribution of the budget control measures across the faculty. Beth asked the Faculty Welfare Committee or another interested committee(s) for input regarding the decision and steps going forward.

8. There was no Old Business.


   • The Faculty authorized the graduation of Spring Graduates.

   RESOLVED, that the Faculty Assembly authorize the granting of the Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Business Administration, Master of Education, Master of Science, Master of Social Work, Doctor of Physical Therapy, and Doctor of Nursing Practice Degrees to May graduates, pending approval by appropriate advisors, department chairs or program directors.

   • The Faculty Assembly held the following elections.

     Election: Member-at-Large, Athletics Advisory Committee
     Nominee: Pamela Freeman
     Karen asked for additional nominees from the floor. Hearing no additional nominations, Karen asked for affirmation of Pamela’s election, which was accepted by a unanimous voice vote.

     Election: Vice Chair of Faculty Assembly (Chair Elect),
     Nominee: Ryan Sandefer.
Karen asked for additional nominees from the floor, of which there were none. She read a letter of position interest from Ryan because he was unable to attend the meeting. Karen asked for affirmation of Ryan’s election, which was accepted by a unanimous voice vote. Election: Secretary of the Faculty Assembly Nominee: None
Karen asked for nominees from the floor and none came forward. Karen moved to table this election to the May meeting, the motion was seconded, and the Faculty Assembly voted unanimously by voice vote in favor of the motion to table.

• Bret Amundson (General Education Committee), brought to the faculty a proposal to Establish an Assessment Committee. There were questions from the floor and Bret answered them. Beth Domholdt shared additional information regarding the work of the General Education Committee’s work regarding assessment. There will be some sort of release time for the Chair of this new Assessment Committee. Karen reviewed the motion, which included three aspects (H-11, H-12, and H-4) with the Faculty Assembly. A motion was made to approve the following:
  Approve H-11 (General Education Committee Operating Code changes)
  Approve H-12 (New UCLO Assessment Committee Operating Code)
  Approve H-4 (Changes to the list of standing committees)
The motion was seconded and accepted unanimously by voice vote; the motion passed to accept all of these proposals.

• Deb Schroeder (Faculty Welfare Committee) presented information about the E1 Holiday Policy revision. The FWC supports the new policy. There were no questions from the Faculty Assembly. Karen asked for a voice vote and the revisions for E1 were accepted unanimously;

• Deb Schroeder (Faculty Welfare Committee) presented proposed changes (in red) related to faculty on 12-month contracts for Lecturer positions. From the Faculty Handbook:

The normal teaching load for a full time 9-month lecturer is 32 credit hours. This teaching load recognizes that scholarship, service, and College-wide governance responsibilities are not a normal part of the workload of lecturers. Although course assignments will vary by department and year, lecturers will typically teach multiple sections of some courses. Note: Lecturer positions are limited to 12. Further, the administration is committed to equalizing the pay of Lecturers and Instructors across time and consistent with the resources of the College.

Deb took questions from the floor. James Crane made an amendment to the proposal (see red strikeout typing below). There was a motion to accept the proposal and it was seconded. Discussion on the motion ensued. There was extended conversation on the nature of the 12 lecturers. After some discussion, James Crane withdrew his amendment to the Faculty Welfare proposal.

Because the FWC proposal remained unclear, Karen moved to table the proposed changes to the May meeting. The motion was seconded, and the Faculty Assembly voted unanimously by voice vote in favor of the motion to table.
10. Announcements.

- Kelly Erickson presented information from the Faculty Development Committee regarding Faculty Development Grants for the new fiscal year. She reminded faculty to submit receipts for reimbursement by June 30, 2015. The submission dates for the next fiscal year will be posted online after May 1, 2015.

11. Karen Rosenflanz moved to adjourn the Faculty Assembly, the motion was seconded, and the faculty voted to adjourn the meeting by unanimous voice vote. The next Faculty Assembly Meeting will convene Thursday, May 14, 2015, 1:30 pm, in the Mitchell Auditorium.
1. Off-site accessibility was available through Adobe Connect videoconferencing at http://cssac.css.edu/mitchell

2. Karen Rosenflanz called the meeting to order at 1:30 p.m.

3. Doreene Langason, Assistant Professor, SOE presented the Invocation.

4. Karen Rosenflanz presented the May 2015 Faculty Assembly agenda. The agenda was approved as presented.

5. Karen Rosenflanz asked the faculty for approval of the April 2015 Faculty Assembly Meeting Minutes. The minutes were accepted as presented.

6. Attendance was 91 faculty. Quorum established.

7. Old Business

   **Election of Faculty Assembly Secretary,**
   Nominee: Todd Neuharth.
   Karen asked for additional nominees from the floor, of which there were none. Karen asked for affirmation of Todd’s election, which was accepted by a unanimous voice vote.

**Lecturer Position**

Deb Schroeder, Faculty Welfare Committee presented proposed changes to the Lecturer positions. The Academic Council and Dr. Domholdt approved a revised version of the Lecturer Proposal at their April 29th meeting. The sentence in purple is the new revision. The sentence in red was part of the proposed revision presented at the April 2015 Faculty Assembly. From the Faculty Handbook:

C-1 Individual Responsibilities
5b (page 35, May 15, 2014 Faculty Handbook)

The normal teaching load for a full time 9-month lecturer is 32 credit hours. This teaching load recognizes that scholarship, service, and College-wide governance responsibilities are not a normal part of the workload of lecturers. Although course assignments will vary by department and year, lecturers will typically teach multiple sections of some courses. Note: Lecturer positions are limited to the 12 individuals who qualified for the position as part of the College’s implementation of the Affordable Care Act beginning in 2014-2015. In general, the lecturer lines are intended to remain in the Schools in which they originated. Further, the administration is committed to equalizing the pay of Lecturers and year-to-year Instructors in the near future.

Deb explained that this proposal as presented makes the Lecturer position permanent, which up until this point was temporary. Deb provided rationale for the proposed changes. Deb took questions from the floor. Concerns were raised about this proposal eroding tenure at the College.
A question was raised if there had been any discussion of a sunset clause or a date to reconsider this action. It was noted that the issue of Lecturers is different than a sunset clause. There was discussion that the Lecturer positions could be moved from school to school dependent on program needs, and this proposal allows flexibility to shift the Lecturers positions to where there is a demand for faculty.

Gary Boelhower moved to amend the proposal to include: reconsideration of the policy in May 2019. The motion was seconded by Tom Harkin. Gary noted that the amendment is to consider the entire proposal. It was clarified that is was a recommendation for reconsideration, not a sunset clause. It was recommended that the proposal be reconsidered by the Faculty Assembly. The revised proposal would read as: The policy will be reconsidered by the Faculty Assembly in May 2019.

The Faculty Assembly approved the changes in the amendment on a voice vote.

Paper ballot was requested to vote on the entire proposal.

The main motion as amended was to approve the following language for the Faculty Handbook:

C-1 Individual Responsibilities
5b (page 35, May 15, 2014 Faculty Handbook)

The normal teaching load for a full time 9-month lecturer is 32 credit hours. This teaching load recognizes that scholarship, service, and College-wide governance responsibilities are not a normal part of the workload of lecturers. Although course assignments will vary by department and year, lecturers will typically teach multiple sections of some courses. Note: Lecturer positions are limited to the 12 individuals who qualified for the position as part of the College's implementation of the Affordable Care Act beginning in 2014-2015. In general, the lecturer lines are intended to remain in the Schools in which they originated. Further, the administration is committed to equalizing the pay of Lecturers and year-to-year Instructors in the near future. The policy will be reconsidered by the Faculty Assembly in May 2019.

The results of the vote: Yes-99, Abstain-1, and No-9. The motion was approved.

8. New Business

Veritas Proposal
Brett Amundson, General Education Committee Director, presented the recommendation for the Veritas Proposal. Brett recognized the members of the General Education Task Force: Brett Johnson, Stephanie Johnson, Randall Poole, Merry Vaughn, Douglas Walton, and Scott Seagraves.

Brett reviewed the charge to the GE Task Force which included results from the April 2014 Faculty Survey which favored changes with themes. Brett reviewed the development and revisions of the proposal including multiple drafts of the proposal and visits to CSS School meetings.
The current proposal removes language requirements for the Extended and Online programs. Religious studies can be transferred in from another college, which is a current practice.

Brett Amundson moved:

**Motion for the Faculty Assembly to approve the Veritas program as presented on pages 7-15 of the General Education Task Force proposal with a charge to the General Education Committee to implement the new program and develop a sunset plan for the current program by Fall 2016.** Seconded by Deb Schroeder.

Discussion included support for the program for Extended and Online Studies. Concerns were raised from the Global, Cultural & Language Studies (GCL) that by eliminating the language requirement we will not be meeting the college vision and values. Concerns were also shared about the need to fully address diversity and inclusive excellence. Concerns were raised about monitoring the number of courses which would be offered in each category. Concern was expressed about eliminating the public speaking requirement and moving it to the Dignitas courses. It was questioned if this proposal should have first come to the Undergraduate Curriculum Committee prior to presentation to the Faculty Assembly.

Carolyn Robinson moved to suspend further discussion on the motion. Carolyn’s motion was seconded. The motion to suspend discussion was approved on a voice vote.

A paper ballot was requested. The results of the vote on Brett’s motion: Yes-78; Abstain-2; No-30. The motion was adopted.

9. Announcements

Brandon Olson reported on the Graduate Council work and approval of the new Instructional Leadership Certificate.

10. The gavel was passed to 2015-16 Faculty Assembly Chair Annette Simmons.

11. Annette Simmons moved to adjourn the Faculty Assembly, the motion was seconded and the faculty voted to adjourn the meeting by unanimous voice vote.

**The next Faculty Assembly meeting will convene on Thursday, September 3, 9:00-11:30am in the Somers Lounge.**