THE COLLEGE OF ST. SCHOLASTICA
Faculty Assembly Meeting Agenda
Thursday, September 1, 2016
9:00 a.m.
Mitchell Auditorium

Remote voting will occur via polls within Adobe Connect

9:00 a.m.  Call to order
Ryan Sandefer, Chair-Faculty Assembly

Invocation
Bruce Loppnow, Dean, SHS

Alma Mater
Bret Amundson, Assistant Professor, Music

Presentation of the Agenda
Ryan Sandefer, Chair-Faculty Assembly

Approval of May 2016 Minutes
Ryan Sandefer, Chair-Faculty Assembly

Remarks
- Enrollment Update
  o Eric Berg, VP Enrollment Management

- Financial Update
  o Susan Kerry, CFO

- VPAA Remarks
  o Michael Marsden, Interim VPAA

- Presidential Remarks
  o Collette Geary, President
Old Business
- None

Action Items and Committee Reports
- Approval of Final Reports of Standing Committees
  - Motion: that the Faculty Assembly accept the final reports of the standing committees as presented.

- Faculty Assembly Voting Rights for Part-Time Faculty, Part-Time Instructors, and Lecturers
  - Part-Time Faculty & Lecturers:
    - Tony Barrett, Brooke Fischer, Gail Gaetz, Pat Hagen, Sherry Johnson, Sandra Marden-Lokken, Joanne Nielsen, Christine Olson, Beverly Thomas-Carter, Tom Zelman, Thomas Buck, Janice Crede, Elizabeth Fait, Laura Hodapp, Monica Marciniak, Kelly Mullan, Sharon Obst, Sarah Schaaf, and David Vosen

Announcements
- Presidential Inauguration
  - Ryan Sandefer

- Faculty Governance
  - Ryan Sandefer, FA Chair
  - Todd Neuharth, FA Vice-Chair
  - Kelly Durick Eder, FA Secretary
  - Annette Simmons, FA Immediate Past-Chair

- Standing Committee Introductions and Announcements
  - Faculty Development Committee
    - Kelly Erickson, Chair
  - Faculty Welfare Committee
    - William Campbell, Chair
  - General Education Committee
    - Bret Amundson, Director
Adjournment
Ryan Sandefer, Chair-Faculty Assembly

**Next Faculty Assembly Meeting: October 6, 2016 at 3:50 p.m. in Mitchell Auditorium**
Look for the Agenda and Supporting Materials at:
http://libguides.css.edu/FacGov

***Future Faculty Assembly Meetings***
- October 6, 2016 at 3:50 p.m. in Mitchell Auditorium
- November 10, 2016 at 3:50 p.m. in Mitchell Auditorium
- December 15, 2016 at 3:50 p.m. in Mitchell Auditorium
- February 9, 2017 at 3:50 p.m. in Mitchell Auditorium
- March 9, 2017 at 3:50 p.m. in Mitchell Auditorium
- April 20, 2017 at 3:50 p.m. in Mitchell Auditorium
- May 18, 2017 at 3:50 p.m. in Mitchell Auditorium
1. **Off-site accessibility**
   - Remote voting will occur via polls within Adobe Connect

2. **Call to Order**
   - Ryan Sandefer called meeting to order at 9:03 a.m.

3. **Invocation**
   - Bruce Loppnow, Dean, School of Health Science presented the invocation.

4. **Alma Mater**
   - Bret Amundson, Assistant Professor, School of Arts and Letters presented the Alma Mater.

5. **Presentation of the Agenda**
   - Ryan Sandefer presented the September 2016 Faculty Assembly agenda with the following modifications: Heidi Johnson will act as the parliamentarian. The Order of Remarks was amended to accommodate President Geary schedule.
     - VPAA Remarks
       - Michael Marsden, Interim VPAA
     - Enrollment Update
       - Eric Berg, VP Enrollment Management
     - Financial Update
       - Susan Kerry, CFO
     - Presidential Remarks
       - Collette Geary, President
   - Aileen Beard will provide the update on the Presidential Inauguration. This agenda was approved as modified.

6. **Approval of May 2016 Minutes**
• Ryan Sandefer presented the May 2016 Faculty Assembly minutes. The minutes were approved with a modification for grammatical error under the second Faculty Welfare item. The misspelling of wit was amended to with.

7. Remarks
• Remarks from the Vice President for Academic Affairs
  o Dr. Michael, Interim VPAA, introduced himself to the faculty and discussed his administrative agenda and style for the 2016-2017 academic year.

• Enrollment Update
  o Eric Berg, VPEM, provided remarks on the composition and numbers of the current first year class, including new students, transfer students, international students and GEO enrollment data. This information will continue to “gel” as we approach and reach head count day.

• Financial Update
  o Susan Kerry, CFO, provided brief introductory remarks and an overview of priorities during the upcoming year.

• Presidential Remarks
  o Dr. Geary introduced herself to the faculty and read a letter in response to an article in the Huffington Post.

8. Old Business
• None

9. Action Items and Committee Reports
• Quorum established at 162

• Approval of Final Reports of Standing Committees
  o Final Reports are available on the Faculty Governance Resources LibGuide. Motion approved viva voce.

• Faculty Assembly Voting Rights for Part-Time Faculty, Part-Time Instructors, and Lecturers
  o Part-Time Faculty & Lecturers:
• Tony Barrett, Brooke Fischer, Gail Gaetz, Pat Hagen, Sherry Johnson, Sandra Marden-Lokken, Joanne Nielsen, Christine Olson, Beverly Thomas-Carter, Tom Zelman, Thomas Buck, Janice Crede, Elizabeth Fait, Laura Hodapp, Monica Marciniak, Kelly Mullan, Sharon Obst, Sarah Schaaf, and David Vosen.

**Motion approved vica voce.**

10. Announcements

**Presidential Inauguration**
- Dr. Aileen Beard gave an update on the Presidential Inauguration on October 14th, 2016.

**Faculty Governance**
- New members of the Faculty Governance introduced themselves to the Faculty Assembly. They include:
  - Ryan Sandefer, FA Chair
  - Todd Neuharth, FA Vice-Chair
  - Kelly Durick Eder, FA Secretary
  - Annette Simmons, FA Immediate Past-Chair

**Standing Committee Introductions and Announcements**
- Faculty Development Committee
  - Kelly Erickson, Chair
    - Introduced school members and important dates.
- Faculty Welfare Committee
  - William Campbell, Chair
    - Introduced school members.
- General Education Committee
  - Bret Amundson, Director
    - Introduced school members and important dates.
- Undergraduate Admissions Committee
  - Jeremy Craycraft, Chair
    - Introduced school members and important dates.
- Undergraduate Curriculum Committee
  - Dan Westholm, Chair
    - Introduced school members and important dates.
- Graduate Council
  - Jena Ogston, Chair
    - Introduced school members and Pam Bjorkland, chair of the Graduate Curriculum Committee.
Undergraduate College Level Assessment (UCLOA)
  • Doug Walton, Chair

11. Adjournment
  • Ryan Sandefer called for adjournment of the Faculty Assembly at 11:33.

Next Faculty Assembly Meeting: October 6, 2016 at 3:50 p.m. in Mitchell Auditorium.
3:50 p.m. Call to order
Ryan Sandefer, Chair-Faculty Assembly

Invocation
Todd Neuharth, Vice Chair Faculty Assembly

Presentation of the Agenda
Ryan Sandefer, Chair-Faculty Assembly

Approval of September 2016 Minutes
Ryan Sandefer, Chair-Faculty Assembly

Remarks
- Enrollment Update
  Eric Berg, VP Enrollment Management

- Update on Technology Fee
  Xavier Knight, Chief Information Officer

- Athletics & Academics
  Kevin McGrew, Faculty Athletic Representative

- LibGuide Update
  Ryan Sandefer, Chair-Faculty Assembly

Action Items
- None

Announcements
- Invocation
Todd Neuharth, Vice Chair Faculty Assembly

Adjournment
Ryan Sandefer, Chair-Faculty Assembly

**Next Faculty Assembly Meeting: Thursday, November 10th, 2017 at 3:50 p.m.
in Mitchell Auditorium**
Look for Agenda and Supporting Materials at:
http://libguides.css.edu/FacGov
1. **Off-site accessibility**
   - Remote voting will occur via polls within Adobe Connect

2. **Call to Order**
   - Ryan Sandefer called meeting to order at 3:51 p.m.

3. **Invocation**
   - Todd Neuharth, Vice Chair Faculty Assembly presented the invocation.

4. **Presentation of the Agenda**
   - Ryan Sandefer presented the September 2016 Faculty Assembly agenda with the following modifications: Todd Neuharth will deliver the Invocation

5. **Approval of May 2016 Minutes**
   - Ryan Sandefer presented the May 2016 Faculty Assembly minutes. The minutes were approved with a modification for a correction to the inauguration date from October 12th to October 14th.

6. **Remarks**
   - **Enrollment Update**
     - Eric Berg, VPEM, provided remarks on the composition and numbers of the current first year class, including new students, transfer students, international students and GEO enrollment data after the 10 day census count.
   - **Update on the Technology Fee**
     - Xavier Knight, Chief information Officer provided remarks on the use of the technology fee and updates to campus technology
   - **Athletics & Academics**
     - Kevin McGrew, Faculty Athletic representative provide remarks and a reminder about the role of the FAC.
   - **LibGuide Update**
Ryan Sandefer, Faculty Assembly Chair, provided remarks about the location of the Libguide.

7. Action Items and Committee Reports
   • Quorum established at 92

8. Announcements
   a. Todd Neuharth, Vice Chair Faculty Assembly – reminder of 1st year faculty to sign up for invocation.

9. Adjournment
   a. Ryan Sandefer called for adjournment of the Faculty Assembly at 4:53 p.m.

Next Faculty Assembly Meeting: November 10th, 2016 at 3:50 p.m. in Mitchell Auditorium. Look for Agenda and Supporting Materials at: http://libguides.css.edu/FacGov
THE COLLEGE OF ST. SCHOLASTICA
Faculty Assembly Meeting Agenda
Thursday, November 10th, 2016
3:50 p.m.
Mitchell Auditorium
Remote voting will occur via polls within Adobe Connect

3:50 p.m.  Call to order
Ryan Sandefer, Chair-Faculty Assembly

Invocation
Nicole Nowak-Saenz, Assistant Professor of Psychology & Sociology

Presentation of the Agenda
Ryan Sandefer, Chair-Faculty Assembly

Approval of October 2016 Minutes
Ryan Sandefer, Chair-Faculty Assembly

Remarks
  • Update on the Board of Trustee Meeting
    Karen Rosenflanz, Faculty Representative to the BOT

  • Update on Inclusive Excellence and Title IX
    Pat Pratt-Cook, Vice President of Human Resources & Chief Diversity Officer

  • Update on Academic Affairs
    Michael Marsden, Interim Vice President of Academic Affairs
    • December Commencement Participation
    • State of the Faculty
    • Academic Program Review
    • Total Academic Programs at CSS
    • Arizona Update
    • Proposed Policy for Grades
• Reassigned time 2016-2017

**Action Items**
• Election of Faculty Representative to the Board of Trustees
  Audit and Finance Committee
  ○ Heidi Johnson

**Announcements**
• Faculty Development Committee Process
  Kelly Erickson, Chair of FDC

**Adjournment**
Ryan Sandefer, Chair-Faculty Assembly

**Next Faculty Assembly Meeting: Thursday, December 15th, 2016 at 3:50 p.m. in Mitchell Auditorium**
Look for Agenda and Supporting Materials at:
http://libguides.css.edu/FacGov
PROPOSAL FOR INSTITUTIONAL BEST PRACTICE FOR CHANGE IN A LETTER GRADE

(CURRENTLY UNDER REVIEW BY THE FACULTY WELFARE COMMITTEE)

Proposal:
It is proposed to establish best practice for monitoring a change in a letter grade. A letter grade change can only be initiated by a faculty member who will complete the Grade Change Form and provide a written explanation for the letter grade change. The signed form with explanation is to be forwarded to the School Dean for review. If the Dean finds the explanation appropriate, he or she will then forward it on to the Registrar. (This process does not apply to Incomplete/In Progress Grades which go directly from the faculty member to the Registrar.)

Rationale:
Currently the faculty member does not have to provide a reason for the letter grade change. Allowing a student to do extra work for a grade is not fair to other students who are not given the same opportunity. Courses exist within a specific time frame and, except for extraordinary circumstances, students are expected to complete the coursework within that time frame. The effect of a particular grade upon a student is not sufficient cause to change the grade. In fact, ordinarily the only legitimate reason for a letter grade change is a mechanical error in computing the final grade. The establishment of this approval process will result in less pressure on a faculty member by a student to change a grade since their respective Dean will have to review the request. The current system does not require an explanation and is not reviewed by anyone.

PROPOSED TEXT FOR UNDERGRADUATE AND GRADUATE CATALOGS
The College policy is that once a final letter grade is recorded, no changes are allowed. Exceptions are made if the requested grade change is due to a reporting, transcription, or computational error, or in extraordinary circumstances (i.e. circumstances that could not reasonably have been avoided). Grade changes may not be made on the basis of additional work completed by a student unless all members of the class had the option to submit additional work. If an instructor determines that a grade change is warranted, the instructor will submit the Grade Change form with an explanation to the Dean of his/her School to provide the final authorization for the grade change. (There is a separate form for Incomplete grades which do not follow this review process.) There is no deadline for submitting grade changes based on recording or computational errors.
### 2015-2016

**TOTAL TEACHING FACULTY**
*(EXCEPT THOSE ON LEAVE FOR THE YEAR)*

<table>
<thead>
<tr>
<th>Faculty Type</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>183.00</td>
</tr>
<tr>
<td>Full-Time Overload (FTE)</td>
<td>4.98</td>
</tr>
<tr>
<td>Part-Time (FTE)</td>
<td>5.12</td>
</tr>
<tr>
<td>Adjunct – Extended Studies (FTE)</td>
<td>38.55</td>
</tr>
<tr>
<td>Adjunct – Duluth Main (FTE)</td>
<td>22.52</td>
</tr>
<tr>
<td><strong>FULL TIME EQUIVALENT</strong></td>
<td><strong>254.17</strong></td>
</tr>
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**STUDENT/FACULTY RATIO**

<table>
<thead>
<tr>
<th>Equivalent Type</th>
<th>FTE</th>
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<tbody>
<tr>
<td>Student Full-Time Equivalent</td>
<td>3877.17</td>
</tr>
<tr>
<td>Faculty Full-Time Equivalent</td>
<td>254.17</td>
</tr>
<tr>
<td>Student/Faculty Ratio Overall</td>
<td>15.254</td>
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</table>

<table>
<thead>
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<th>Equivalent Type</th>
<th>FTE</th>
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</thead>
<tbody>
<tr>
<td>Student Full-Time Equivalent</td>
<td>3877.17</td>
</tr>
<tr>
<td>Faculty Full-Time Equivalent</td>
<td>249.19</td>
</tr>
<tr>
<td>Student/Faculty Ratio Excluding Full Time Overload</td>
<td>15.559</td>
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### 2016-2017

**TOTAL TEACHING FACULTY** *(EXCEPT THOSE ON LEAVE FOR THE YEAR)*

<table>
<thead>
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<th>Faculty Type</th>
<th>FTE</th>
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<tr>
<td>Full Time</td>
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<tr>
<td>Full-Time Overload (FTE)</td>
<td>4.04</td>
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<tr>
<td>Part-Time (FTE)</td>
<td>7.28</td>
</tr>
<tr>
<td>Adjunct – Extended Studies (FTE)</td>
<td>38.45</td>
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<tr>
<td>Adjunct – Duluth Main (FTE)</td>
<td>15.09</td>
</tr>
<tr>
<td><strong>FULL TIME EQUIVALENT</strong></td>
<td><strong>257.86</strong></td>
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**STUDENT/FACULTY RATIO**

<table>
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<th>Equivalent Type</th>
<th>FTE</th>
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</thead>
<tbody>
<tr>
<td>Student Full-Time Equivalent</td>
<td>3904.30</td>
</tr>
<tr>
<td>Faculty Full-Time Equivalent</td>
<td>257.86</td>
</tr>
<tr>
<td>Student/Faculty Ratio Overall</td>
<td>15.15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equivalent Type</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Full-Time Equivalent</td>
<td>3904.30</td>
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</tbody>
</table>
Faculty Full-Time Equivalent  253.82
Student/Faculty Ratio Excluding Full Time Overload  15.38
1. Off-site accessibility
   - Remote Access via Adobe Connect:
     https://saints.adobeconnect.com/mitchell/
   - Remote voting will occur via polls within Adobe Connect

2. Call to Order
   - Ryan Sandefer called meeting to order at 3:51 p.m.

3. Invocation
   - Nicole Nowak-Saenz, Assistant Professor of Psychology & Sociology

4. Presentation of the Agenda
   - Ryan Sandefer presented the November 2016 Faculty Assembly

5. Approval of October 2016 Minutes
   - Ryan Sandefer presented the October 2016 Faculty Assembly minutes.

6. Remarks
   - Update on the Board of Trustee Meeting
     - Karen Rosenflanz, Faculty Representative to the BOT, provided remarks on the October BOT meeting.
   - Update on Inclusive Excellence and Title IX
     - Patricia Pratt-Cook, Vice President of Human Resources & Chief Diversity Officer provided remarks on changes to the Title IX policy and progress on Inclusive Excellence.
   - Update on Academic Affairs
     - Michael Marsden, Interim Vice President of Academic Affairs provided remarks on the December Commencement, the State of the Faculty, Academic Program Review, total Academic Programs at CSS, an update on Arizona, a proposed policy for changing grades, and an overview of reassigned time for the 2016-2017 academic year.
7. **Action Items and Committee Reports**
   - Quorum established at 91
   - Election of Faculty Representative to the Board of Trustees Audit and Finance Committee.
     - Heidi Johnson by unanimous proclamation

8. **Announcements**
   - Kelly Erickson, Chair of Faculty Development announced changes to the Faculty Development Committee Reimbursement Process.

9. **Adjournment**
   - Ryan Sandefer called for adjournment of the Faculty Assembly at 4:47 p.m.

Next Faculty Assembly Meeting: December 15th, 2016 at 3:50 p.m. in Mitchell Auditorium. Look for Agenda and Supporting Materials under the Faculty Links Tab follow the Faculty Assembly link in Cor
THE COLLEGE OF ST. SCHOLASTICA  
Faculty Assembly Meeting Agenda  
Thursday, December 15th, 2016  
3:50 p.m.  
Mitchell Auditorium  
Remote voting will occur via polls within Adobe Connect  

3:50 p.m.  Call to order  
Todd Neuharth, Vice Chair-Faculty Assembly  

Invocation  
Michele Johnson, Asst. Professor of Occupational Therapy  

Presentation of the Agenda  
Todd Neuharth, Vice Chair-Faculty Assembly  

Approval of November 2016 Minutes  
Todd Neuharth, Vice Chair-Faculty Assembly  

Remarks  
• Update on Study Abroad Task Force  
  Michael Marsden, Interim Vice President of Academic Affairs  

Action Items  
• Approval of December Graduates  
  Todd Neuharth  
  o The graduation list is located in the R drive:  
    R:\COURSES\2015 Fall Commencement List.xlsx  
  o Motion: 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, Doctor of Physical Therapy, and Doctor of Nursing Practice Degrees to December graduates, pending approval by appropriate advisors, department chairs or program directors.
• Change to the UGCC Operating Code
  Bill Campbell, Chair Faculty Welfare & Dan Westholm, Chair of UGCC

Announcements
• Discontinuance of the Master of Arts in IT Leadership
  Jena Ogston, Chair Graduate Council

• Workshop on Information Literacy
  Heidi Johnson, First Year/Information Literacy Librarian

Adjournment
Todd Neuharth, Vice Chair-Faculty Assembly

**Next Faculty Assembly Meeting: Thursday, February 9th, 2016 at 3:50 p.m. in Mitchell Auditorium**
Look for Agenda and Supporting Materials under the Faculty Links Tab follow the Faculty Assembly link in Cor
implemented with UGCC approval if they do not require extensive new resources; otherwise, they require approval by Faculty Assembly.

NOTE: The creation or abolition of a major, a minor, or a certificate program is a process which requires the participation of the President's Staff and the Board of Trustees as presented in "Academic Program Approval Process" (see H-2) and “Program Discontinuance Procedures” see H-3).

B. General Policies

1. The UGCC grants approval for new and revised courses and for changes in program requirements.

2. It is the prerogative of the Department Chair to create or change course titles and course descriptions for the Catalog. Notice of these actions should be submitted electronically to the UGCC for its information. UGCC reserves the right to offer advice on these matters.

3. Any course not offered in a four year period should be deleted from the Catalog.

4. Course or program changes are submitted to the UCC as proposals.
   a. All proposals must be approved by the Chair of the Academic Department Chair and the School Dean who have responsibility for that prefix.
   b. Proposals are submitted electronically according to the method prescribed at the start of the year by the UGCC.
   c. Timeline. Proposals may be submitted at any time. Proposals for the following semester should be submitted to allow for two readings of the proposal with time for revision in between, usually at least 8 weeks before advisement begins.
   d. Proposals take two forms:
      i. New or revised courses. Proposals are submitted electronically on the UGCC's form which is available online; the course syllabus is appended at the end of the form.
      ii. Program revisions. Proposals are submitted as narratives, describing the revisions in detail and addressing the purpose and impact of the changes. Outlines of proposed courses are acceptable at this stage. Approval is of the proposed

5. Review of Self-designed Majors:
   a. The student submits the form listing the courses for the Self-
Designed Major or Minor accompanied by a narrative supporting the intellectual and academic coherence of this curriculum. Two Faculty sponsors indicate their approval of the plan and their willingness to serve as advisors. Adjuncts are not permitted to be faculty sponsors.

i. Refer to Guidelines for Self-designed Majors and Minors.

C. Procedure For Considering Proposals

1. Completed proposals are electronically submitted to the UGCC Chair in the approved format, the Department Chair and Dean of the relevant School, and the Chair of any Department whose students or programs might be affected by the proposal. It is the responsibility of the School representative to verify that the proposal is in the approved format, indicated by the signature of the representative.

2. Proposals will usually receive two readings, at least one week apart.
12. Off-site accessibility
   - Remote voting will occur via polls within Adobe Connect

13. Call to Order
   - Todd Neuharth called meeting to order at 3:52 p.m.

14. Invocation
   - Michele Johnson, Assistant Professor of Occupational Therapy

15. Presentation of the Agenda
   - Todd Neuharth presented the December 2016 Faculty Assembly

16. Approval of October 2016 Minutes
   - Todd Neuharth presented the November 2016 Faculty Assembly minutes.

17. Remarks
   - Update on the Study Abroad Task Force
     o Michael Marsden, Interim Vice President of Academic Affairs, provided remarks on the direction and vision of the study abroad program at CSS.

18. Action Items and Committee Reports
   - Quorum established at 95
   - Approval of December Graduates
     o The graduation list is located in the R drive: R:\COURSES\2016 Fall Commencement List.xlsx. Motion approved viva voce.
   - Approval of Change to the UGCC Operating Code
   - Review of Self-designed Majors:
     o 5. The student submits the form listing the courses for the Self-Designed Major or Minor accompanied by a narrative supporting the intellectual and academic coherence of this curriculum. Two Faculty
sponsors indicate their approval of the plan and their willingness to serve as advisors. Adjuncts are not permitted to be faculty sponsors. Refer to Guidelines for Self-designed Majors and Minors. Motion approved viva voce.

19. Announcements
   • Jena Ogston, Chair Graduate Council announced discontinuance of the Master of Arts in IT Leadership.

20. Adjournment
   • Todd Neuharth called for adjournment of the Faculty Assembly at 4:13 p.m.

Next Faculty Assembly Meeting: Thursday, February 9th, 2017 at 3:50 p.m.
Look for Agenda and Supporting Materials under the Faculty Links Tab follow the Faculty Assembly link in Cor.
THE COLLEGE OF ST. SCHOLASTICA
Faculty Assembly Meeting Agenda
Thursday, February 9th, 2016
3:50 p.m.
Mitchell Auditorium
Remote voting will occur via polls within Adobe Connect

3:50 p.m.  Call to order
Ryan Sandefer, Chair-Faculty Assembly

Invocation
John Borstad, Professor & Chair of Physical Therapy

Presentation of the Agenda
Ryan Sandefer, Chair-Faculty Assembly

Approval of December 2016 Minutes
Ryan Sandefer, Chair-Faculty Assembly

Remarks
• Update on Academic Affairs
  Michael Marsden, Interim Vice President of Academic Affairs
  • Update on Title IX
  • Employment Analysis & Position Changes
  • Academic Progress report

• Update on Faculty Governance Task Force
  Gary Boelhower, Professor Theology & Religions Studies

Announcements
• Green House Open House
  Jane Wattrus, Biology

Adjournment
Ryan Sandefer, Chair-Faculty Assembly
**Next Faculty Assembly Meeting: Thursday, March 9th, 2017 at 3:50 p.m. in Mitchell Auditorium**

Look for Agenda and Supporting Materials at:

http://libguides.css.edu/FacGov
1. Off-site accessibility
   - Remote Access via Adobe Connect:
     https://saints.adobeconnect.com/mitchell/
   - Remote voting will occur via polls within Adobe Connect

2. Call to Order
   - Ryan Sandefer called the meeting to order at 3:53 p.m.

3. Invocation
   - John Borstad, Professor & Chair of Physical Therapy

4. Presentation of the Agenda
   - Ryan Sandefer presented the February 2017 Faculty Assembly agenda
     with the following modifications: President Geary will provide remarks
     on the Chief of Staff Position. Ryan Sandefer will announce a call for
     nominations regarding a faculty representative to the Board of Trustees
     Finance Committee.

5. Approval of December 2016 Minutes
   - Ryan Sandefer presented the February 2017 Faculty Assembly minutes.

6. Remarks
   - Update on the Chief of Staff Position
     - President Geary provided an introduction and remarks on the Chief
       of Staff position filled by Dr. Nancy Becker.
     - Dr. Nancy Becker offered brief remark on her role as Chief of
       Staff.
   - Update on Academic Affairs
     - Michael Marsden, Interim Vice President of Academic Affairs,
       provided remarks on the update on Title IX, employment analysis
       & position changes, Academic Progress Reports, and FERPA.
   - Update on Faculty Governance Task Force
Gary Boelhower, FGTF chair, provided remarks on the progress of the Faculty Governance Task Force

7. **Announcements**
   a. Jane Wattrus, Biology, invited the Faculty to a Green House Open House on Wednesday, February 15th, 2017 from 10:00 a.m. to 12:00 p.m.
   b. Ryan Sandefer announced a committee seat on the Board of Trustees Finance Committee. Please email Kelly Eder, Faculty Assembly Secretary, with any nominations.

8. **Adjournment**
   a. Ryan Sandefer called for adjournment of the Faculty Assembly at 4:36 p.m.

Next Faculty Assembly Meeting: Thursday, March 9th, 2017 at 3:50 p.m. Look for Agenda and Supporting Materials under the Faculty Links Tab follow the Faculty Assembly link in Cor.
THE COLLEGE OF ST. SCHOLASTICA
Faculty Assembly Meeting Agenda
Thursday, March 9th, 2017
3:50 p.m.
Mitchell Auditorium
Remote voting will occur via polls within Adobe Connect

3:50 p.m.  Call to order
Ryan Sandefer, Chair-Faculty Assembly

Invocation
Anne E. Kruchten, Associate Professor of Biology

Presentation of the Agenda
Ryan Sandefer, Chair-Faculty Assembly

Approval of February Minutes
Ryan Sandefer, Chair-Faculty Assembly

Remarks
- Enrollment Management Update
  Nancy Becker, Chief of Staff

Action Items
- Approval of the Deaf Language and Culture Studies Minor
  Dan Westholm, Chair – UGCC & Tammy Ostrander, Dean SAL
  o  Motion:  The UGCC moves to approve the Deaf Language and Culture Studies Minor Proposal.

- Approval of the Environmental Justice & Sustainability Program
  Dan Westholm, Chair – UGCC & Tammy Ostrander, Dean SAL
  o  Motion:  The UGCC moves to approve the new program related to the environment and sustainability.
• Election of the Faculty Representative to the Board of Trustees Audit and Finance Committee
  o Nominations - David Marc, HIIM

Announcements
• Campus Climate Committee Overview Update
  Brendan Miller, Assistant Professor of Physical Science

• A Weeklong Celebration of Scholarship & Creative Arts
  Kelly Eder, Faculty Secretary

• P & T Portfolio Brown Bag Lunch
  Lee Gustafson, Associate Professor of Social Work

• Graduate Student Awards
  Jena Ogston, Chair Graduate Council

• Call for Nominations
  o Vice Chair of the Faculty Assembly
  o Faculty Assembly Secretary

Adjournment
Ryan Sandefer, Chair-Faculty Assembly

**Next Faculty Assembly Meeting: Thursday, April 6th, 2017 at 3:50 p.m. in Mitchell Auditorium**

Look for Agenda and Supporting Materials under the Faculty Links Tab follow the Faculty Assembly link in Cor
1. Off-site accessibility
   - Remote Access via Adobe Connect:
     https://saints.adobeconnect.com/mitchell/
   - Remote voting will occur via polls within Adobe Connect

2. Call to Order
   - Ryan Sandefer called the meeting to order at 3:52 p.m.

3. Invocation
   - Anne E. Kruchten, Associate Professor of Biology

4. Presentation of the Agenda
   - Ryan Sandefer presented the February 2017 Faculty Assembly agenda with the following modifications: Nancy Becker will present remarks related to enrollment management; under action items, there is a UGCC-recommended change to the motion related to the item to the environmental and sustainability; Brendan Miller will provide update related to the Campus Climate Committee survey.

5. Approval of February 2017 Minutes
   - Ryan Sandefer presented the February 2017 Faculty Assembly minutes.

6. Remarks
   - Update on the Enrollment Management
     o Dr. Nancy Becker offered brief remark on the Vice President of Enrollment Management position and the open position for the Athletic Director.

7. Action Items
   a. Approval of the Deaf Language and Culture Studies Major
      i. The UGCC moves to approve the Deaf Language and Culture Studies Minor Proposal. **Motion approved viva voce.**
   b. Approval of the Environmental Justice & Sustainability Program
i. The UGCC moves to approve the new program related to the environment and sustainability. **Motion approved via paper ballot. 58 yes; 13 no; 1 abstention**

c. Elections
   i. Faculty Representative to the Board of Trustees Audit and Finance Committee
      1. Nominations
         a. David Marc
   ii. The chair asked for additional nominees from the floor, of which there were none. The chair repeated the call for additional nominees two more times without additional nominations. The chair asked for an affirmation of David Marc for Faculty Representative to the Board of Trustees Audit and Finance Committee, which was accepted viva voce.

8. Announcements
   a. Brendan Miller announced the Campus Climate Committee Overview Survey.
   b. Kelly Eder announce the Weeklong Celebration of Scholarship & Creative Arts during April 24th through the 28th.
   c. Lee Gustafson announced a P & T Brown Bag Lunch on April 11th at noon.
   d. Jena Ogston called for nominations for Graduate Student Awards.
   e. Ryan Sandefer called for nominations for Vice Chair of the Faculty Assembly and Faculty Assembly Secretary.

9. Adjournment
   a. Ryan Sandefer called for adjournment of the Faculty Assembly at 4:25 p.m.

Next Faculty Assembly Meeting: Thursday, April 20th, 2017 at 3:50 p.m.
Look for Agenda and Supporting Materials under the Faculty Links Tab follow the Faculty Assembly link in Cor.
3:50 p.m. **Call to order**  
Ryan Sandefer, Chair-Faculty Assembly

**Invocation**  
Todd Neuharth, Vice Chair-Faculty Assembly

**Presentation of the Agenda**  
Ryan Sandefer, Chair-Faculty Assembly

**Approval of February Minutes**  
Ryan Sandefer, Chair-Faculty Assembly

**Remarks**

- **Enrollment Management and Chief of Staff Update**  
  Nancy Becker, Chief of Staff

- **VPAA Search Update**  
  Karen Rosenflanz, Chair VPAA Search Committee

- **Promoting Faculty Accomplishments**  
  Jordan Milan & Bob Ashenmacher, Marketing & College Communications

**Action Items**

- **Approval of May Graduates**  
  Motion – Ryan Sandefer: 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.

- Election:
  Faculty Assembly Vice-Chair
  Nominations: Kelly Durick Eder, Biology
  Faculty Assembly Secretary
  Nominations: Chris Kemnitz, Graduate Nursing
  Michele Johnson, Occupational Therapy

Announcements
- Change in Policy for Grade Changes
  Bill Campbell, Faculty Welfare Committee-Chair

Adjournment
Ryan Sandefer, Chair-Faculty Assembly

**Next Faculty Assembly Meeting: Thursday, May 18th, 2017 at 1:30 p.m. in Mitchell Auditorium**

Look for Agenda and Supporting Materials under the Faculty Links Tab follow the Faculty Assembly link in Cor
1. **Off-site accessibility**
   - Remote Access via Adobe Connect:
     https://saints.adobeconnect.com/mitchell/
   - Remote voting will occur via polls within Adobe Connect

2. **Call to Order**
   - Ryan Sandefer called the meeting to order at 3:52 p.m.

3. **Invocation**
   - Todd Neuhaut, Vice Chair-Faculty Assembly

4. **Presentation of the Agenda**
   - Ryan Sandefer presented the April 2017 Faculty Assembly agenda with the following modifications: Jordan Milan will give brief remarks on promoting faculty accomplishments on the CSS website.

5. **Approval of March 2017 Minutes**
   - Ryan Sandefer presented the March 2017 Faculty Assembly minutes.

6. **Remarks**
   - **Update on the Enrollment Management and Chief of Staff Remarks**
     - Dr. Nancy Becker offered brief remark on strategic planning, improving communication, and introduced Jim Miller, Interim Vice President of Enrollment Management.
     - Jim Miller, Interim Vice President of Enrollment Management offered brief remarks enrollment.
   - **Update on VPAA Search**
     - Dr. Karen Rosenflanz offered brief remarks on the VPAA search and thank the committee for their work.
   - **Promoting Faculty Accomplishments**
     - Jordan Milan offered brief remarks on updating faculty bios and accomplishments on the college websites.

7. **Action Items**
a. Approval of May Graduates  
Motion – Ryan Sandefer: 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. **Motion approved viva voce.**

b. Elections

i. Vice Chair to the Faculty Assembly
   1. Nominations
      a. Kelly Durick Eder

ii. The chair asked for additional nominees from the floor, of which there were none. The chair repeated the call for additional nominees two more times without additional nominations. The chair asked for an affirmation of Kelly Durick Eder as the Vice Chair to the Faculty Assembly, which was accepted viva voce.

iii. Secretary to the Faculty Assembly
   1. Nominations
      a. Chris Kemnitz, Graduate Nursing
      b. Michele Johnson, Occupational Therapy

iv. The chair asked for additional nominees from the floor, of which there were none. The chair repeated the call for additional nominees two more times without additional nominations. A paper ballot was called and Michele Johnson was elected via paper ballot. **Michele Johnson**

8. Announcements
   a. Bill Campbell announced a policy change for changing grades.

9. Adjournment
   a. Ryan Sandefer called for adjournment of the Faculty Assembly at 4:45 p.m.

Next Faculty Assembly Meeting: Thursday, May 18th, 2017 at 1:30 p.m.  
Look for Agenda and Supporting Materials under the Faculty Links Tab follow the Faculty Assembly link in Cor.
1:30 p.m. **Call to order**
Ryan Sandefer, Chair-Faculty Assembly

**Invocation**
Todd Neuharth, Vice Chair-Faculty Assembly

**Alma Mater**
Bret Amundson, Assistant Professor of Music

**Presentation of the Agenda**
Ryan Sandefer, Chair-Faculty Assembly

**Approval of April Minutes**
Ryan Sandefer, Chair-Faculty Assembly

**Remarks**
- **VPAA Remarks**
  Mike Marshen, Interim VPAA

- **Update on VP of Human Resources Search & the Office of Institutional Diversity**
  Nancy Becker, Chief of Staff

- **VPEM Search Update**
  Brandon Olson, Chair-VPEM Search Committee

- **Council for Continuous Improvement of Academic Programs (CCIAP) Update**
  Angela Hauger, Chair-CCIAP

**Action Items**
Approval of language on the College’s sexual misconduct policy under the Grievance Procedures. William Campbell, Chair-Faculty Welfare Committee

Motion- All complaints of sexual misconduct as that term is defined in the College of St. Scholastica Sexual & Gender Based Misconduct Policy will be processed under the Sexual & Gender Based Misconduct Policy. The applicable procedure for faculty dismissal decisions and any other sanction imposed based on a finding of responsibility for a violation of the Sexual & Gender Based Misconduct Policy will be the procedures set forth in the Sexual & Gender Based Misconduct Policy. The “Grievance Procedures Associated with Dismissal Decisions” and other faculty grievance procedures set forth in the Faculty Handbook shall not be applicable to outcomes of sexual misconduct complaints.

Announcements

- Inclusive Excellence Professional Development for Promotion & Tenure
  Jen Rosato & Jill Dupont, Inclusive Excellence

- Syllabus Statement on Academic Honesty
  Dan Westholm, Chair-UGCC

- Update on the Faculty Governance Task Force
  Gary Boelhower, Chair-Faculty Governance Task Force

Adjournment & Passing of the Gavel
Ryan Sandefer, Chair-Faculty Assembly & Todd Neuharth, Vice Chair-Faculty Assembly

Look for Agenda and Supporting Materials under the Faculty Links Tab follow the Faculty Assembly link in Cor
1. Off-site accessibility
   • Remote Access via Adobe Connect: https://saints.adobeconnect.com/mitchell/
   • Remote voting will occur via polls within Adobe Connect

2. Call to Order
   • Ryan Sandefer called the meeting to order at 1:31 p.m.

3. Invocation
   • Todd Neuhaurt, Vice Chair-Faculty Assembly

4. Presentation of the Agenda
   • Ryan Sandefer presented the May 2017 Faculty Assembly

5. Approval of April 2017 Minutes
   • Ryan Sandefer presented the April 2017 Faculty Assembly minutes.

6. Remarks
   • Remarks from Interim VPAA
     o Dr. Micheal Marshen updated faculty on future priorities and progress of the past academic year.

   • Update on VP of Human Resources Search & the Office of Institutional Diversity
     o Dr. Nancy Becker updated the faculty on the status of the search for the new VP of Human Resources and the status of the Office of Institutional Diversity.

   • Update on the VPEM search
     o Dr. Brandon Olson updated the faculty on the status of the search for the new VPEM.

   • Update on the Council for Continuous Improvement of Academic Programs (CCIAP)
Dr. Angela Hauger updated the faculty on the work of the CCIAP and asked for faculty to join the committee.

7. Action Items

- Approval of language on the College’s sexual misconduct policy under the Grievance Procedures. William Campbell, Chair-Faculty Welfare Committee

Motion- All complaints of sexual misconduct as that term is defined in the College of St. Scholastica Sexual & Gender Based Misconduct Policy will be processed under the Sexual & Gender Based Misconduct Policy. The applicable procedure for faculty dismissal decisions and any other sanction imposed based on a finding of responsibility for a violation of the Sexual & Gender Based Misconduct Policy will be the procedures set forth in the Sexual & Gender Based Misconduct Policy. The “Grievance Procedures Associated with Dismissal Decisions” and other faculty grievance procedures set forth in the Faculty Handbook shall not be applicable to outcomes of sexual misconduct complaints. Motion approved viva voce.

8. Announcements

- Jen Rosato & Jill Dupont announced opportunities for professional development for inclusive excellence for the promotion and tenure process.
- Dan Westholm updated the faculty on the syllabus statement for academic honesty.
- Gary Boelhower included a letter on the work of the Faculty Governance Task Force.

9. Adjournment

- Ryan Sandefer called for adjournment of the Faculty Assembly at 2:17 p.m and Todd Neuharth was passed the gavel as Incoming Chair of the Faculty Assembly.

Next Faculty Assembly Meeting: Thursday, August 30th, 2017 at 9:00 a.m.
Look for Agenda and Supporting Materials under the Faculty Links Tab
follow the Faculty Assembly link in Cor.