THE COLLEGE OF ST. SCHOLASTICA
2017-2018 FACULTY/STAFF INSTITUTE
Faculty Assembly Meeting, Thursday, August 31, 2017
9 a.m., Science Auditorium, Room 2122

Theme: Creating a welcoming atmosphere personally and institutionally. Listening and responding sensitively to all. Extending warmth and acceptance to all. Welcoming new ideas and being open to change.

Objective: To engage the College community in a reflection on hospitality as a core value, not only for our students, but for each of us in our faculty and staff roles.

Remote Access via Zoom:

Streaming Information: Join from PC, Mac, Linux, iOS or Android: https://zoom.us/j/800840575
Or iPhone one-tap US: +14086380968, 800840575# or +16468769923, 800840575#
Or Telephone:
Dial(for higher quality, dial a number based on your current location): US: +1 408 638 0968 or +1 646 876 9923
Meeting ID: 800 840 575
International numbers available: https://zoom.us/zoomconference?m=_03YZgoUVdMidN6NZ_oN ZyC7gmJcqiL

8:30 a.m. Continental Breakfast
Science Auditorium Foyer

9:00 a.m. Call to Order
Todd Neuharth, Chair-Faculty Assembly
9:00
Invocation
Kelly Durick Eder, Vice Chair-Faculty Assembly
9:02
Alma Mater
Nicholas Sushi, DMA-Music Department
9:03
Presentation of the Agenda
Todd Neuharth, Chair-Faculty Assembly
9:07
- Adjustments
  - Nancy Becker to come next FA
  - Nancy Gunderson’s announcement will be done by Todd

Approval of May 2017 Minutes
Todd Neuharth, Chair-Faculty Assembly

Remarks
• **Academic Affairs Update**  
Dr. Wolfgang Natter, Vice President of Academic Affairs  
9:11-9:30  
Dr. Natter has met with Todd Neuharth and Ryan Sandefer over the summer. He is setting up open sessions that will be announced in advance and will have open office hours on Thursdays. Can contact Amy Fink if you need to meet with Dr. Natter at any time. Dr. Natter discussed faculty accomplishments over the 2016/17 year. Wants to create a book to share with various audiences and create a day of faculty accomplishments. Discussed HLC report and the work that needs to be completed in the area of assessment. Need to have improvements done by 2020. Karen Diver has been hired and will assist in diversity and inclusive excellence. Hannover Research has been hired to assist with new programming initiatives. Significant enrollment growth indicates the need for support in existing programs who are experiencing this. This will be supported by the College Budget Committee. Center for teaching and learning will begin by offering academic technologies. The search for a center director continues with anticipated appointment of January 2018. Over summer, continued discussion occurred regarding study abroad and internationalization. Dr. Natter continues to explore and develop new relationships with other higher education institutions.

• **VP of Human Resources Search**  
Dr. Nancy Becker, Chief of Staff

• **Governance Taskforce Update**  
Dr. Gary Boelhower, Chair  
9:38-9:44  
Introduced faculty on the Faculty Governance Taskforce. Discussed last years review of faculty governance and hear from faculty in governance roles. Looking at the structure of other universities faculty assemblies. One public listening session was held in May 2017. Next step is to develop a first draft which will be brought to the schools. Hoping for a final draft in November or December.

• **Update of Athletics**  
Brian Jamros, Athletics Director  
9:30-9:38  
Provided overview of his first month on campus. “Athletics is the front porch to the college”. Emphasized “student” in “student athletes”. Brian talked about the challenges between academics and sports and asked for flexibility. He tries to promote what the students “get” to do. Invited faculty to sporting events for the benefit of the students and the school

**Action Items**

• **Faculty Assembly Voting Rights for Part-Time faculty, Part-Time Instructors, and Lecturers**  
9:44-9:49  
Questions were asked and answered regarding voting rights of part-time and emeritus faculty and the vote that occurs year to year. Motion passed.
Acceptance of Final Reports of the Standing Committees
9:49-9:50
The motion passed.

Announcements

- Faculty Assembly Officers
  Todd Neuharth, Chair-Faculty Assembly
  Kelly Durick Eder, Vice-Chair-Faculty Assembly
  Michele Johnson, Secretary-Faculty Assembly
  Ryan Sandefer, FA Immediate Past Chair-Faculty Assembly

- Faculty Governance Standing Committee Introductions & Announcements
  Faculty Development Committee-Kelly Erickson, Chair
  -Introduced new committee members. Provided instructions on how to access applications for faculty development grants. Looking at a consistent year of funding. Gave a voice towards the Center of Teaching and Learning. Applications are due Friday September 1, 12:00 am for October, November and December.

  Faculty Welfare Committee, Jen Rosato, Chair
  -Introduced committee members. To Do list includes compensation, handbook updates, faculty contracts practices not matching handbook.

  General Education Committee, Bret Amundson, Chair
  -Introduced committee members. Meets weekly. Discussed transition between pathways and veritas. Discussed approval of courses from last year. Will be working on updating general education program offerings. Can sign up for gen ed office hours through the lib guide.

  UG Curriculum Committee, Dan Westholm, Chair
  -Discussed the review of 130 action items last year. Introduced committee members. Resources and links can be found on Lib Guides. First meet is Wednesday Sept. 15 if you would like anything reviewed.

  UG Admissions Committee, Jeremy Craycraft, Chair
  -Will be voting on chair at first meeting and need to elect one more person. Introduced committee members. Discussed the role of this committee in application reviews.

  UG College Level Assessment Committee, Doug Walton, Chair
  -Thanks to all who helped with scoring in May. This info is posted in the UCLO tab and the annual report. Still looking for a person to fill position. May 22 is the assessment date for this coming academic year.

  Graduate Council, Jena Ogston, Chair
  -Unavailable

  Graduate Curriculum Committee, Connie Gunderson, Chair
Todd Neuharth spoke and indicated materials are located on the community Blackboard Site.

P & T Committee, Lee Gustafson, Chair
-Updates- Email messages have been sent out that it is your responsibility to notify your dean when you are up for application. Electronic version is up and running in a pilot format. This will be rolled out tomorrow. Introduced committee members. For specific questions about the P & T process contact your school representative.

- **Inclusive Excellence Team**, Dr. Jill Dupont, IE Team
  - Workshop is set for September (next Friday) to discuss the promotion and tenure criteria in the Faculty Handbook. There are materials in the faculty assembly page that cover this issue. There will be a zoom session available for those who are off campus and cannot attend. Introduced committee members. An announcement will be sent out to cor.

- **Campus Budget Committee Election**, Todd Neuharth, Chair-Faculty Assembly
  - Send nominations for this position by next Faculty Assembly meeting for a vote.

- **Student Affairs Showcase**, Todd Neuharth, Chair-Faculty Assembly
  - Today in Somers after lunch.

- **Scholarship & Creative Arts Week**, Pam Freeman & Amber Schlater
  - Amber Schlater discussed the opportunity for student presentation of research and or work. Currently looking at end of April 16-20, but this is tentative. Presentations with a focus on World War I theme will be the theme, but all projects are welcome. If you are interested in this committee contact Pam or Amber.

- Karen Rosenflanz- Faculty Representative to the Board of Trustees. Email any questions.

Adjournment
Todd Neuharth, Chair-Faculty Assembly

**Next Faculty Assembly Meeting: Thursday, October 5th, 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

***2017-2018 Faculty Assembly Dates***

- November 9, 2017 3:50 p.m.
- December 14, 2017 3:50 p.m.
- February 8, 2018 3:50 p.m.
- March 8, 2018 3:50 p.m.
- April 26, 2018 3:50 p.m.
- May 17, 2018 1:30 p.m.
Guidance Document for P&T Criterion: Evidence of and reflection upon activities that promote diversity, equity, and inclusion

Purpose

This document is intended to provide an overview of some of the efforts that can be pursued in the area of inclusive excellence for faculty applying for tenure and/or promotion. These activities should be focused on people of diverse identities and groups: those who have been systemically and historically disadvantaged based on differences in race, ethnicity, sex, gender, gender identity, gender expression, sexual orientation, age, country of origin, language, physical and intellectual ability, emotional health, socioeconomic status, first-generation college students, veteran status, and affiliations that are based on cultural, political, religious, or other identities. Efforts can also be focused on areas of intersectionality (such as gender/race or language/ethnicity), where two or more manifestations of difference or identity are expressed or experienced by one person, simultaneously.

Note on Dates from the FWC Motion:

“...we propose these new requirements take effect formally for faculty applying for promotion and/or tenure (5-year rolling contracts) during the 2018-2019 school year.”

Reflection

While a listing of example activities is included below for each section of the portfolio, candidates should include reflection on the activities in the appropriate section and/or in the orientation to the candidate narrative. For example, how did you incorporate what you learned, how did your experience impact your work on campus, how did you share this knowledge, how did it influence your teaching, etc. These reflections should correlate with your annual self-assessment and goals and your chairperson’s evaluation.

Evidence

Excellence in Teaching

Teaching is at the heart of what faculty do at The College of St. Scholastica. Thoughtful reflection and action around diversity, equity, and inclusion is one of the primary means for faculty to impact students’ growth and learning.

Both course objectives and pedagogical approaches may advance inclusive excellence at the college by incorporating culturally responsive pedagogies and/or focusing course objectives on topics related to diverse identities (e.g., race, gender, colonialism, health disparities, global justice, cultural fluency, etc.)

Diversity-related course objectives should be assessed and data demonstrating student learning related to these objectives should be included in the P&T portfolio. This could include courses designed to meet learning outcomes on the Intercultural Knowledge & Competence rubric.

The use of inclusive teaching best practices within a given discipline contributes to creating safe and welcoming classroom environments. Faculty members who use inclusive pedagogical approaches should discuss their teaching practices and how their approaches positively impact classroom climate, learning,
and active participation from all students. Adapting courses to incorporate Universal Design for Learning principles is an activity that would support many populations.

**Scholarly Activity**

Faculty members whose scholarly work addresses diversity-related topic areas and/or focuses on the disparities and/or inequities affecting particular groups/identities included in the definition of systemically and historically disadvantaged groups mentioned in this document should highlight these published works and presentations. Faculty are encouraged to share and discuss their work with the campus community.

**Service to the CSS Community**

Activities might include one or more of the following:

- Formal or informal advising/mentoring for non-traditional students, first-generation students, and students from diverse populations
- Assisting students with scholarships/grants to overcome financial barriers
- Serving as a mentor/adviser to students or organizations such as the Asian Student Union, the Black Student Union, the Latino Student Union, International Club, CSS Oxfam, Amnesty International, Queer-Straight Alliance, All Abilities Equal Opportunities Club, Active Minds, United for Africa, Habitat for Humanity, Volunteers Involved Through Action, etc.
- Serving on ad hoc committees, task forces, or other groups at CSS working to improve diversity, equity, and inclusion at the College
- Actively and regularly participating in College events related to diversity and inclusion
- Providing professional development to CSS colleagues on topics related to diversity, equity, and inclusion in areas where the faculty member has specific expertise
- Formally disseminating to CSS colleagues information or materials from external conferences or other events on diversity-related topics

**Service to the Larger Community**

Activities might include one or more of the following:

- Active involvement with local organizations that provide assistance to underserved populations such as the United Way, Union Gospel Mission, CHUM, Damiano, Life House, Bethany Crisis Center, Courage Kenny Rehabilitation Institute Northland, Special Olympics, etc.
- Serving as a board member for local organizations such as those above, the Human Rights Commission, YWCA, Clayton Jackson McGhie Memorial Foundation, etc.
- Assisting with the Thanksgiving Day Feast or other college-sponsored events that serve diverse populations in the Duluth Community

**Professional Development of the Faculty Member**

Activities might include participation in one or more of the following:

- Previous Roots 1 or Roots 2 training
- National conferences on diversity in higher education (general or discipline-specific) such as National Conference on Race & Ethnicity in American Higher Education (NCORE) (https://www.ncore.ou.edu) or the AAC&U’s Diversity, Learning, and Student Success Conference (https://www.aacu.org/meetings/dlss)
• Local or regional conferences addressing diversity and inclusion, such as UMD’s annual Diversity Conference and/or the St. Louis County Health and Human Services Conference
• Workshops or courses (online or in-person) Campus, school, and department educational opportunities for faculty
• Other diversity-related campus events, including those sponsored by students
THE COLLEGE OF ST. SCHOLASTICA
Faculty Assembly Meeting Minutes
Thursday, May 18th, 2017
1:30 p.m.

1. Off-site accessibility
   - 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
     - Dr. Micheal Marsden updated faculty on future priorities and progress of the past academic year.

   - Update on VP of Human Resources Search & the Office of Institutional Diversity
     - 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
     - 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.**
Syllabus Statement on Academic Honesty

Academic honesty and integrity are highly valued at The College of St. Scholastica. Academic dishonesty seriously violates the integrity of the academic enterprise and will result in academic penalties up to and including dismissal from the College. The full text of the CSS Academic Honesty Policy is found in the Student Handbook or at http://www.css.edu/Academics/Office-of-Academic-Affairs/Academic-Honesty-Policy.html.

For additional information on plagiarism, including definitions, examples and ways to avoid it, visit http://libguides.css.edu/GettingStarted/AvoidingPlagiarism.
FACULTY GOVERNANCE TASK FORCE INTERIM REPORT (5/11/2017)

The Task Force includes the following members:

David Schuettler (School of Arts and Letters)
Brandon Olson (School of Business and Technology)
Christine McConnell (School of Health Sciences)
Julie Knuths (School of Nursing)
Anne Kruchten (School of Sciences)
John Bauman (School of Education)
Gary Boelhower (Chair: School of Arts and Letters)

The Task Force has focused on the following activities during this year:

1. Review of the previous study of faculty governance, including a special meeting with the chair of the previous task force.

2. Listening sessions with the a. Graduate Council (2/20/2017), b. Graduate Curriculum Committee (4/6/2017), c. Undergraduate Curriculum Committee (5/2/2017), and d. Faculty Welfare Committee (5/4/2017).

3. Review of faculty governance structures of peer and aspirant institutions, specifically, St. Catherine University, Northern Michigan University, De Paul University, Marquette University, Cardinal Stritch University, St. Mary’s University of Minnesota and Norwich University.

4. Public listening session on 5/8/2017 and an invitation to provide input via email to John Bauman.

We hope to have one more public listening session in late May. It is the intention of the Task Force to create a draft proposal over the course of the summer and early fall which will be brought to the schools for discussion and input during September, October and November. We will also have public discussion/input sessions during this timeframe. There may be several iterations of the proposal as the Task Force responds to the discussion and input. We also hope to use an online survey tool to determine perspectives on various elements of the proposal. In December, we hope to bring the final proposal to Faculty Assembly for a vote.

Respectfully submitted,

Gary J. Boelhower, PhD
Professor