

Faculty Senate Meeting
Cheyenne Campus-Room 2411
December 11, 2009
MINUTES

1. Chair Rauls opened the meeting at 1:15 p.m.
2. The attendance sheet was signed
3. Chuck Milne motioned to approve the November 6, 2009 minutes, Tom Finneran seconded, minutes were approved by majority vote.

Report: Catalog Production

Guest: Beverly Jackson, Catalog Coordinator (*see attached handout*)

Ms. Jackson answered questions from Faculty regarding the time line involved before printing the catalog. She explained that 2011 items cannot be input until the 2010 catalog is produced, and there is usually about three weeks of print time.

Report: Angel LMS at CSN

Guest: Terry Norris (DE Office) & Whitney Kilgore (OTS)

Terry Norris reported that Blackboard is committed to support Angel until 2014. Version 7.3 Blackboard committed to Version 8 they will support until 2014.

Whitney Kilgore discussed the upgrade to 7.4. She said when 7.4 is rolled out the plan is for it to be workable. All development will occur here and there will be a window before summer session to work on implementation. Evergreen Training will be on-line for 7.4 on a 24-7 availability. Ms. Kilgore said Chair Rauls will send out information in February and training will go live with courses in summer. Terry reported that the Course Card, a new system, is ready to launch and will be more user friendly and interactive.

Terry Norris and Whitney Kilgore answered questions from Senators.

Policy Proposal-Syllabus (Academic Standards Committee)

Fred Monardi reported that the committee cleared up language in the policy and put in a schedule. He discussed the changes with Senators and asked that questions be sent to him. Chair Rauls said the majority of Grade Appeals are because students don't have clear language in their syllabus. They are hoping the Academic Dishonesty policy will be a preventative measure and students will see it in every syllabus. They decided to list items students need to be aware of but, should be able to look them up in the catalog for details. Some discussion took place regarding posting select verbiage on Angel to decrease the amount of information placed in the syllabi was discussed.

Policy Proposal-Emeritus Faculty (Salary & Benefits Committee)

Chair Rauls said this became an issue when Faculty took buy-outs and applied for Emeritus Status.

He asked the Salary and Benefits committee to come up with some guidelines to amend the existing policy to clarify voting procedure. Senate decided to pass on further discussion and move on to the Policy Proposal-Chair Selection.

Policy Proposal-Chair Selection (Procedures Committee)

Senator Laura McBride explained the process and the Chair Selection Policy Proposal. She explained that they needed changes to the existing policy after Social Sciences had a challenge to their Chair Election. This caused them to realize that the Policy was not being followed. They decided to look at the current policy. She stated that the President has the authority to reject whoever is selected; however the selection process needed policy revisions. As a committee they reviewed all suggestions sent to them by faculty members. One of the first issues was rather to keep in-person voting. They decided the first thing they needed to do was develop a precise “timeline”. They adopted electronic balloting, and developed a system in Angel. Senator McBride explained the Policy (on-screen). She answered questions from Senators regarding the proposed policy. Chair Rauls suggested setting up a mock “Angel” election; he will set up a sample vote, and send out information with a sample policy. Chair Rauls asked that comments be sent to Laura McBride.

It was decided that in light of the procedures committee Policy Proposal regarding Chair Selection, the Emeritus Policy would go back to the Salary & Benefits Committee.

Chair Rauls was asked to head a group to look at the Administrative Withdrawal for non-attendance. He said students sign up for classes but don't show up. Chair Rauls said a half-million dollars is returned to the government due to non-attendance. He said we are losing money on students who don't show up and not making money off the students who want to attend classes. He says a detailed Policy is needed for numerous reasons, i.e. Parent's insurance, etc. Karen Hyman commented that a clear policy on withdrawing students from classes is needed. Chair Rauls asked Senators to send comments to Fred Monardi, Chair of the Academic Standards Committee.

Policy Proposal-Student Academic Dishonesty (Academic Standards Committee)

Chair –Elect Kerney said the Policy went to Dr. Byrd and came back with no changes. It will go to Legal next and it will come back to Senate in January or February for action.

Chair's Report:

Chair Rauls reported that he has received questions regarding the Tenure Policy regarding dates and what happens after the packets go to the committee. He's asked Salary and Benefits to revise and clarify some key points in the Policy. He asked that if you have suggestions send comments or questions to Judy Stewart, Chair of the Salary and Benefits Committee.

He also asked that questions be sent to Alok Pandey regarding Sabbatical Leave.

Chair Rauls reported that the Board of Regents will be here in March, they have agreed to the temporary code change, furloughs and work load increases. They discussed exempting faculty that are grant funded, however they did not make any changes.

Regarding the Provost /VP search, Chair Rauls said they looked at thirty applications from all over the nation. The committee has reviewed the applications, and is inviting a short list to interview during convocation week. After that, recommendations for three finalists will be chosen to come in the first or second week of February. There will be a chance for faculty to ask questions of the candidates at each of the three main campuses.

Chair Rauls said he received a number of calls regarding the Chancellor's suggestion that the Community Colleges consider enrollment caps. A short discussion ensued regarding the issue.

Chair Rauls reported that the Regents are sending out an RFP to have an independent study regarding the Equity of NSHE institutions, and will pay a consultant regarding the funding formula. Chair Rauls says the current Funding Formula is completely enrollment driven. He also said Chancellor Klaich has formed an NSHE study group to look at tuition and fees, how they are structured etc.

New Business:

Senator McBride commented that after perusing Beverly Jackson's handout, it appears the internal process for catalog production takes twelve months. She says the process is too long.

Karen Hyman made an informal motion to begin discussions with administration to speed up the process of catalog production and securing possible software if necessary.

Jennifer Nelson (Proxy for Steve Konowalow) said he wanted her to raise the issue of the governor's budget cuts. He suggested getting something in the newspaper saying that a group was in place to make a quick response to whatever the Governor announces.

Senator Billy Duke made a motion to adjourn at 4:05 p.m., motion passed.

Beverly Jackson (Handout)

- The Department of Catalog and Schedule Production is responsible for the annual catalog. This department consists of two people during the best of times, myself and the administrative assistant. We are responsible for the production of three semester schedules, the annual catalog, and the processing of all curriculum documents.
- The catalog is to be available for the counselors in March, no later than mid-April, for registration in the Fall semester.
- We must also keep in mind when updating the catalog the students are held to the catalog that is in place when they began taking classes. Therefore, changes implemented outside of the catalog publication can be detrimental to students.
- Several years ago we changed from a 2-year catalog to an annual catalog to meet faculty requests.
- First is the paperwork process that goes on during the academic year. Last academic year we processed approximately 245 items for inclusion in the 2010 catalog and so far this academic year we have received 306 items for the 2011 catalog and we still have to process the spring semester for the 2011 catalog.
- Each item has to clear their school's curriculum and the college curriculum screening subcommittee before it gets on the college curriculum agenda.
- After approval at the college curriculum meeting, each item is signed and seven sets of copies are made for distribution. Keep in mind, this is approximately 3,000 pieces of paper for the 2010 catalog. This paperwork is sorted for distribution and sent to the Registrar for input into SIS, each NSHE University and Nevada State College, each college school, and Common Course Numbering.
- Each item is then prepared and integrated into the catalog master document. This is a very tedious time-consuming process because it involves input as well as repeated proofing and accuracy with each change to do exactly what is requested from the faculty.

After it has been proofed several times in my office it is then passed on to Joan McGee for proofing.

- When Joan has finished proofing, I then proof the document again.
- When we have finished proofing it, the document is then sent to an outside vendor for design and layout. This is usually all done during the summer after the last curriculum meeting.

- In the fall a copy of the entire course and degree portion of the next catalog is sent to the appropriate Dean for proofing.
- Now we must update the remainder of the catalog. The complete catalog is about 425 pages. About 100 of these pages are detailed policy, procedure, and student information. This information is submitted from Human Resources, departments in Student Affairs, our administrators, Institutional Research, etc. All areas submit their data to my office in a print-ready format. We then insert their data into the master document.
- The design and layout outside vendor sets the format in preparation for printing and the online PDF.
- Last we must use the State of Nevada established criteria to secure a vendor to print and deliver by our deadline. Keep in mind if we don't make our deadline submitting the initial document, or we choose to pull the copy from the printer's production line for corrections after we have signed the blueline proof, they have no obligation to meet our deadline.

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