



Faculty Senate

Full Faculty Senate Procedural Meeting December 5, 2019 – 3:30 pm, Westlie Room – MSU Student Center

In attendance (including Alternate Delegates): Steve Shirley, Laurie Geller, Jessica Smestad, Vicki Michels, Andy Bertsch, Dan Conn, Dan Ringrose, Joseph Collette, Dannah Schaffer, Christina Paxman, Kathryn Kilroy, Mark Singer, Gary Rabe, Jean-Francois Mondon, Dianna Anderson, Mikhail Bobylev, John McCollum, Cheryl Nilsen, Lori Willoughby, Sue Weston, Joseph Jastrzembski, Mary Huston, Lisa Borden-King, Paul Markel, Sandra Groth, Chris Heth, Bryan Schmidt, Lordina Yeboah, Deb Ringham, Darren Seifert (arrived 4:24pm)

Absent: Lesley Magnus, Felicia Arias, Linda Olson

Guests: Tim Morris, Linda Cresap, Rebecca Ringham, Leisa Harmon, Marc Wachtfogel, Rick Hedberg

1. Seating of Alternate Delegates

Joseph Jastrzembski for Lesley Magnus

Motion to seat Alternate Delegates, (Ringrose/McCollum), Motion carried.

2. Review Agenda

Motion to accept agenda (Conn/Nilsen), Motion carried.

3. Approval of minutes from Procedural Meeting November 7, 2019

Motion to approve the minutes, (Michels/Huston), Motion carried.

4. Standing reports

A. Dr. Steven Shirley, President

- i. Today (Thursday, December 5) is the second day of the campus budget presentations. We will conclude tomorrow (Friday). These presentations are attended by the President's Staff as well as members from the Strategic Planning and Budget Council, and they are additionally open to anyone on campus with the schedule linked in Campus Announcements. With the forthcoming HLC visit, we were required to have two completed cycles prior to the Spring 2020 visit (hence the need for presentations in both Spring and Fall in 2019). Going forward, I anticipate these presentations will occur annually around this time each fall.
- ii. A reminder of the December Graduation Celebration on Tuesday, December 10 from 5-7 pm in the NW Arts Center. This is a wonderful opportunity to honor our graduating seniors, and I would encourage your attendance. Please RSVP ASAP to Lynda Bertsch if you would like to attend.

- iii. The State Board of Higher Education met earlier this week in Grand Forks. There were no direct issues related to MSU on the agenda, but one item of note was the approval of a new out-of-state college that has requested permission to deliver academic programs at the MAFB. Columbia College (Missouri) will offer seven bachelors programs and three certificates (primarily in areas of Business, Cyber, MIS, Psychology, and Human Services). Additionally, a new president, Dr. Andrew Armacost, was named for UND, and he will begin later in 2020. Dr. Armacost is a Brigadier General with a distinguished Air Force career, and has most recently served as Dean of the Faculty at the Air Force Academy.
- iv. The annual Campus Holiday Party will be held on Tuesday, December 17 at 1 pm in the Conference Center.

B. Dr. Laurie Geller, Vice President for Academic Affairs

- i. Budget presentations this week
- ii. Simple Syllabus deadlines reminder
- iii. New hire – Kate Miller, music education

C. Staff Senate Liaison, Deb Ringham

- i. Lisa Dooley, Title IX coordinator, was named Minot State University Staff Senate's October High Five Award winner.
- ii. Minot State presented a panel discussion on how to be an antiracist on Nov. 13. Minot State students, faculty, and alumni were featured on the panel with Evan Hunt (MSU alumni, criminal justice) and Lauren Cowden (MED candidate and MSU assistant softball coach) moderating. The audience was also invited to share their thoughts and insights.
- iii. Minot State Staff Senate also hosted an MSU Takeover Night at The Starving Rooster in downtown Minot on Oct. 29. The event functioned as a social event for MSU employees and a fundraiser for Staff Senate as The Starving Rooster donated 25% of the total check between 5-10 p.m.
- iv. December's professional development events featured Karina Stander, MSU director of residence life, for a session on mindfulness and gratitude at the Northwest Arts Center on Dec. 3, and a land ski team building exercise on Dec. 10 in the Minot State Wellness Center.
- v. Staff Senate will hold its annual Holiday Decorating Contest with the theme of Holiday Movies during finals week.
- vi. The Minot State Staff Senate Scholarship is open for applications for the Spring 2020 semester. Applications are due Dec. 13. The scholarship is given out each spring to a Minot State classified employee or their immediate family member who is continuing their education in order to meet future career goals.

D. Student Government Association Liaison, Lordina Yeboah

- i. Planning to write a resolution in favor of the student center renovation
- ii. The free menstrual products committee has worked on logistics and a plan and will bring their ideas to student senate at their next meeting

E. CCF, Bryan Schmidt

- i. No report; state board meeting conflicted

F. FSS, VP of Faculty Senate – Lisa Borden-King

- i. No report

- G. HLC update - Ringrose and Michels
 - i. Complete your syllabi for spring
 - ii. Finish any policies your committees are currently working on

- H. Committee Attendance Report –
 - Budget & Salary – Alex Deufel
 - University Cabinet – Bryan Schmidt

5. Invited Guest Report: Rick Hedberg

- A. Reviewed North Dakota Challenge Grant and ND Tax Credit
- B. Looyenga gift - \$1,000,000 for leadership programs for all MSU students
- C. Dome project renovation - \$2.3 million project
- D. Campaign for summer theatre facility is currently happening – \$1.4 -1.5 million project
- E. Trips upcoming to Las Vegas, Florida, and Arizona for alumni events
- F. Fundraising efforts discussed

Unfinished Business

6. Proposed curriculum changes for linguistics

Motion to remove from the table the discussion of LANG 102, 106, 107, 108, 109, 110, 111 in Linguistics (Mondon/Markel), Motion carried.

- A. Currently only bringing forward LANG 102 and LANG 107 in Linguistics (ND-CNLING) course/program changes

Motion to approve LANG 102 and LANG 107 in Linguistics, (Markel/Mondon), Motion carried.

Motion to reject LANG 106, 108, 109, 110, 111 in Linguistics (Huston/Schaeffer), Motion carried.

7. Second reading of Curriculum Committee Report (11/5/19) – Leisa Harmon

Motion to take all curriculum changes from 11/5/19 as a package (Michels/McCollum), Motion carried.

- A. CJ course deactivation: CJ 501, 503, 505, 520, 540, 560, 570, 580, 589, 590, 592, 595, 597, 598, 599
- B. BIOL 150H course deactivation
- C. ART 496 course change
- D. BSE Physical Education program change
- E. KIN 396 – new course
- F. BS-ACCTG: Accounting Program Change
- G. BS-EEF: Energy Economics and Finance Program Change
- H. BS-Finance Program Change
- I. BS-MIS: Management Info Systems Program Change,
- J. BS-MGMT: Management Program Change
- K. BS-ENT: Entrepreneurship Program Change
- L. BS-MKT: Marketing Program Change
- M. BS-INTBUS: International Business Program Change
- N. ACCT 495 course deactivation
- O. FIN 495 course deactivation
- P. BIT 495 course deactivation
- Q. BADM course changes
 - 307 description, coreq
 - 427 prereq

- 465 description, coreq, prereq
- 488 description, coreq, prereq
- 495 description, prereq, class restriction
- S. BIT course changes
 - 421 description, prereq
 - 423 description, prereq
 - 510 description
- T. ED course changes
 - ED 322 prereq, description
 - ED 324L description
 - ED 380 remove prereq
 - ED 440 credits
 - ED 441L credits, add L designation
 - ED 480 remove prereq
 - ELED 421 change co/prereq, description
- O. MS-COMDIS: Communication Disorders Program change
- P. CD Course Changes
 - a. 502 course description, title
 - b. 516 credits
 - c. 517 credits
- Q. NURS 394 deactivation
- R. GEOG 329 New Course Proposal

Motion to approve curriculum report as presented from November 5, 2019, Motion carried.

- 8. Budget and Salary Committee recommendation on salary adjustments for promotion, Tim Morris and Marc Wachtfogel**

Motion to remove from the table the budget and salary committee recommendation discussion (Nilsen/Collette), Motion carried.

- A. Budget and Salary Committee:
 - i. Stayed within customs and practices of institutions in NDUS
 - ii. Some universities that use percentages for promotion compensation have expressed concerns about salary compression.
 - iii. Best to look at a set amount. Ratio: 1:2:3
 - a. Suggestion to do an incremental adjustment to keep the 1:2:3 ratio
 - iv. Budget and Salary Committee public meeting: Tuesday, December 10, 2:30pm, Aleshire Theatre
- B. Other recommendation from FS Senator Dan Ringrose (150% of current value)
 - i. *The MSU faculty senate calls upon the administration to reinforce its commitment to recognition of faculty excellence and the importance of the collective scholarly, teaching, and service activities marked by promotion of faculty to the rank of assistant, associate, and full professor.*
This recognition is an egalitarian indication of achievement and a recognized marker of distinction for faculty. The amounts currently awarded upon promotion were last adjusted nearly 15 years ago (around 2005-2006) and are currently identified as \$1500 to assistant, \$3000 to associate, and \$4500 to professor.
MSU's faculty senate recommends these amounts be increased proportionally to 150% of their current value. Effective with promotions taking effect with contracts for AY 2020-21, the new awards would be \$2250 to assistant, \$4500 to associate, \$6750 to full professor.
In addition, the Faculty senate recognizes that this is only a small piece of a much larger salary puzzle that includes equity issues, compression of salaries, longevity questions, and use of

CUPA data. The senate thanks the administration for its attention to these issues and for its ongoing efforts to address each of them.

Motion to approve recommending to President's staff the promotion increases as presented in the proposal written by Dan Ringrose (Ringrose/Markel), Motion carried, with two opposed and two abstentions.

New Business

9. First reading of Curriculum Committee Report (12/3/19), Leisa Harmon

- A. Cyber Security
 - i. CSCI 380, 390, 410, 420, 425 new courses
 - ii. BS in Cyber Security and Operations
 - iii. Minor in Cyber Security and Operations
- B. Leadership Studies
 - i. LEAD 101, 201, 301
 - ii. Certificate in Leadership Studies
 - iii. Concentration in Leadership Studies
- C. Nursing
 - i. NURS 325, 335, 397, 471
- D. Reading concentration program change
- E. Business Information Technology
 - i. BIT 185, 244, 258, 310, 311, 453, 454, 455, 470, 497, BOTE 152 course changes &/or co/prereq
 - ii. BIT 347 new course
 - iii. BAS-BUSINF program change
 - iv. BS-MIS program change
 - v. BSE-BUSEDU program change
 - vi. ND-CNINFOP program change
 - vii. ND-MNBUSED program change
 - viii. ND-MNMIS program change
 - ix. ND-MNVBS program change
 - x. CERT-ASP program change
 - xi. CERT-INA program change
 - xii. CERT-WEBP program change
- F. BADM 497 course change-credits
- G. PHYS 212, 252 course change-prereq

10. Academic Policies Committee update

- A. Recommended policy for synchronous lecture class meeting length
 - i. *Synchronous lecture classes scheduled beyond 75 minutes will be listed in Campus Connection for the total required meeting time including breaks. For example, a three-credit undergraduate synchronous lecture class meeting once per week for 16 weeks will be listed in Campus Connection for 170 minutes, rather than 150 minutes, per meeting. Similarly, a three-credit undergraduate synchronous lecture class meeting twice per week for 8 weeks will be listed in Campus Connection for 170 minutes, two days per week. Classes scheduled to meet more than 170 minutes at one time will require further review and approval by the Vice President of Academic Affairs prior to being added to the semester schedule.*
 - ii. Discussion:
 - a. Concerns about making changes for spring when students have already registered for courses

- b. Spring courses currently scheduled that don't meet the new policy should be discussed amongst the department faculty involved and then workload/contact hour comparability should be documented on syllabi

Motion to approve the policy for synchronous lecture class meeting length effective summer 2020, Motion carried.

Friendly amendment to make the policy effective summer 2020

- B. Course Comparability Review form
 - i. Please send feedback to Linda Cresap before Tuesday, December 10

11. Amendment of IP Policy – clarification of ownership for syllabi contents

- A. Proposed new language:
 - i. SUGGESTION 1:

The employee owns copyright in works that are prepared within the scope of employment, when none of the situations defined above for MSU-Ownership applies. Specifically, the faculty own the copyright in course materials (including **syllabi**, course notes, lecture power point presentations, recorded online courses, textbooks) developed in conjunction with class teaching, with the exception of textbooks that were developed using MSU administered funds paid specifically to support textbook development. MSU can use the said course materials for teaching purposes only with the written permission of the Creator/Author.

For course syllabi, the faculty own the copyright to those parts of the syllabus that are created by the instructor. The faculty do not own the copyright to those parts of the syllabus provided by the campus to be included in every syllabus (e.g. Title IX Statement, Access Services Statement) or those parts which are program- and course-specific (e.g. student learning outcomes, course objectives, course description).

- ii. SUGGESTION 2:

The employee owns copyright in works that are prepared within the scope of employment, when none of the situations defined above for MSU-Ownership applies. Specifically, the faculty own the copyright in course materials (including **syllabi**, course notes, lecture power point presentations, recorded online courses, textbooks) developed in conjunction with class teaching, with the exception of textbooks that were developed using MSU administered funds paid specifically to support textbook development. MSU can use the said course materials for teaching purposes only with the written permission of the Creator/Author.

For course syllabi, both the university and the faculty own the copyright to all parts of the syllabus jointly. The program, department, other colleagues, and the faculty member all may use the complete syllabus in any way deemed appropriate in educating students. Neither the university nor the faculty member who created parts of the syllabus have sole ownership of the copyright.

Motion to approve the new language for the Intellectual Property Policy as outlined in Suggestion 1 (Markel/Nilsen), Motion carried.

12. Reminder of upcoming meetings and events:

- A. Procedural meeting, Thursday, January 16, 2019
- B. Discussion meetings this spring: January 23, February 20, March 12, and April 16, 2020

Adjournment

Meeting adjourned at 5:04 pm

*Respectfully submitted,
Jessica Smestad, M.A.
Faculty Senate Secretary*