

## Minutes of the Academic Senate

November 13, 2008

1. The meeting was called to order by Chairperson Brother Charles Hilken at 3:00 p.m. on November 13, 2008. Roll was called and the following Senators were present: Chair Brother Charles, Vice Chair Tom Poundstone, Past Chair Carla Bossard, David Alvarez, David Bowen, Jerry Brunetti, Gerry Capriulo, Zach Flanagin, Marty Rokeach, Ed Tywoniak, and Parliamentarian Valerie Burke.

Also present were: Dean Brian Jersky, Rebecca Carroll, Dean Tom Carter, Provost Beth Dobkin, Christa Kell, Michael McAlpin, Barbara McGraw, Dean Frank Murray, Elizabeth Smith, Carole Swain, Vice Provost Frances Sweeney, Ted Tsukahara, Leslie Welty, Dean Steve Woolpert, and Paul Zarnoth.

2. The Minutes of the October 23, 2008 meeting were unanimously approved as submitted.

### REPORTS

3. Chairperson's Report – Brother Charles reported on the following:

- The Senate Rules of Procedures are being revised as needed over the course of the first year of the new committee structure. The committee reports will no longer be standing reports, but Senate liaisons can request time on the agenda and may submit written reports at any time.
- The Academic Administrators Evaluation Committee (AAEC) has distributed an online survey of President Brother Ronald Gallagher. The evaluation will become part of the Board of Trustees evaluation of the President.
- The Summer School Committee Report dated November 12, 2008 was submitted to the Senate (copies of the report were available). The Report will be placed on the agenda as New Business at the December 4, 2008 Senate meeting. Vice Chair Sweeney is the moderator of the committee which includes: Grete Stenersen, Zach Flanagin, David Bird, Tomas Gomez, Sue Fallis, Sally Stamp, and Cindy Van Gilder. The committee also consulted with Gerry Capriulo, Elena Escalera, Robert Gorsch, Rosemary Graham, Charles Hamaker, Eric Kolhede, Norrie Palmer, Bill Manning, as well as appropriate staff. Dean Tom Carter asked that the Library be consulted as well.

Vice Provost Sweeney said faculty are asking why this is coming forward at this time. The summer school is to aid students in completing their course requirements for graduation. The target audience is SMC upper division students. The courses offered will be based on need. The courses listed in the proposal are based on recommendations of the department chairs. The course offerings and faculty selection is run through the programs. The advisors for each of the enrolled students will be notified, however, advisor approval is not required for enrollment. The open enrollment will be held March 1 through 15<sup>th</sup>. The goal is a minimum of 60 students.

4. Vice Chairperson's Report – Vice Chair Poundstone reported that an announcement had been sent by email to all faculty regarding the open faculty forum to discuss the core

assumptions and the three models of the Core Curriculum on Thursday, November 20 from 3-5 p.m. in the Soda Center. A second faculty forum will be held on Wednesday, December 3 during community time. Notices were sent to the undergraduate department chairs for discussion at their departmental meetings. The Senate is trying to secure the greatest amount of faculty participation. Christa Kell said she requested that a summary of each model in terms of positive and negative feedback be available and Dean Murray acknowledged that the information is being prepared. Dean Murray further explained that there has been no change to the models at this point. The Core Curriculum Task Force (CCTF) will consider all of the feedback from faculty from the open forum discussions and the Senate discussions. Two models will be submitted to the Senate in the spring. Vice Chair Poundstone noted that the core assumptions have not been discussed by faculty, although they were submitted to the faculty in October, they have not been assessed.

5. Provost's Updates – Provost Dobkin reported on the following:

- Technology - A technology consultant is scheduled to visit the campus and a session is set up for faculty. This is in response to the item included in the BOSS report to review our technology services.
- Budget – Provost Dobkin reported that the Board has requested a 2% budget reduction. As a group the deans demonstrated significant savings with little notice from faculty, and she thanked the deans. No departments with budgets under \$50,000 have been affected. Further alterations to the budget are unknown pending results of enrollment. She said she doesn't want to touch teaching load, but she will be looking into the ratio of how many faculty actually teach the six courses. She explained that consistency and clarity are extremely important and that has been lost in how course reassignments are dealt with. Senators Rokeach and Brunetti thanked the administration for absorbing the 2% reduction in the budget.
- The College Committee on Inclusive Excellence (CCIE) – A town hall meeting will be held in December to update the community and discuss the climate survey. Members of the committee will attend a retreat/workshop. The cabinet and deans have agreed to a two-day retreat dedicated to diversity and organizational change in the academy.
- She has asked Cats to explore a possible on-line discussion forum.

6. The Campus Garden – Dean Woolpert reported that after one year of planning, a campus garden project has come together. The students, faculty and outside donors have worked together to implement the plan. The first year experience theme this year is “feast or famine,” which was very appropriate. Over the summer the location was found and received approval for the students to build the garden on an one-half acre site. The students built five 90’ frames using recycled bleachers from the gym and hauled in 65 tons of topsoil. They are now cultivated with vegetables that Sodexho will serve to the students. The motto of the project is “of the students, by the students, for the students and ultimately in the students.” A compost pile from Sodexho is also being used for the garden. There is a large degree of interest from the students. Volunteers are welcome, there is always work to do in the garden. All of the funds have come from contributions and outside sources.

7. Technology Advisory Committee – Senator Tywoniak reported that last year the Committee worked on initiatives to bring learning technology to the forefront for faculty, including technology boot camp which was sponsored by the Provost. The Committee is

currently working to prioritize the list of items from the technology strategic planning document created over the last two years. A consultant is on campus to assess the technology infrastructure on campus. He will provide a written report, which will be distributed campus-wide.

## OLD BUSINESS

8. Motion to Assign the Leading Indicators of Excellence Research to a Faculty Group – Chair Brother Charles explained that the Senate passed a motion at a prior Senate meeting to engage in discussions regarding SMC’s fall in the rankings published by US News and World Report. The description of the committee to take on this task is to be determined. Senator Capriulo introduced the following motion:

*Be it resolved that the Senate recruit and appoint three to five faculty members to serve as a Senate subcommittee which will work as a subcommittee of the **Institutional Marketing Plan Committee under the aegis of the Vice-President of Enrollment and College Communications**. The subcommittee will be called the College Rankings Faculty Taskforce (CRFT) and will work to fulfill the following tasks for the college.*

- 1) **Continue** our self-evaluation and self-promotion to provide guiding insight on how we should change while acknowledging that outside peer evaluations matter and are a helpful way to judge the college’s value to the larger society.
- 2) **Request** a full analysis from the administration and institutional research on all the categories used by US News and other evaluating agencies and how they are weighted; a historical picture of how our College has been rated in each and all of those categories over the last 10 years; and how the other top 15 Colleges in our Masters University West grouping have been rated in all of those same categories, over the same time period.
- 3) **Provide** to the administration a yearly evaluative advisory blueprint for changes that would improve the College vis-à-vis internal and external indicators of institutional quality.

*The College Rankings Faculty Taskforce will report to the Institutional Marketing Plan Committee and the Faculty Senate. Its first report will be due to the Senate by the end of the academic year 2008-2009.*

A MOTION was made by Vice Chair Poundstone and SECONDED by Senator Capriulo to approved the above motion. Past Chair Bossard noted concern about the creation of another committee and suggested that three faculty would be sufficient. Senator Capriulo answered that five would be more desirable, but it may be difficult getting that many volunteer faculty. Chair Brother Charles clarified that Vice President Michael Beseda is the chair of the Institutional Marketing Plan Committee and he has expressed his support of the above motion.

Senator Capriulo said he would like to see a one-page document containing facts such as how the number of full time faculty compare with our peer institutions or how our alumni donations compare, etc. As an institution we can then decide what is valued and where we need to improve. That is the spirit of the motion.

Elizabeth Smith said the primary purpose of the Institutional Marketing Committee is to develop an institutional marketing plan, and understanding of the factors by which we are judged is an important component of that. The information would be useful in terms of prioritizing, but she is concerned how the exercise would relate to the Building on Strengths plan.

Senator Bowen suggested that at least one graduate faculty takes part because the viewpoints can be very different from the undergraduate departments. Senator Flanagan said the focus is on the committee to gather data, and if that is the case he supports a three-member committee. Senator Flanagan made a MOTION to amend #3 above from “**Provide** to the administration to

“Provide to the Senate” SECONDED by Senator Brunetti. Senator Capriulo agreed. The amendment was approved unanimously by voice vote.

Dean Woolpert expressed confusion to have this be part of the marketing plan while we are engaging in an academic strategic planning process. He said it sounds more like we are talking about academic excellence and improving our educational effectiveness, not improving our image and our marketing; #3 above is a strategic plan, not a marketing plan. Is this to help us in marketing under Michael Beseda, or is it part of the academic strategic planning process which would be under the Provost?

Senator Capriulo said the purpose of the committee is not just to collect the information, but to analyze it and make any recommendations. It is not designed to be just a marketing tool, but an analysis of the strengths and weaknesses and how we want to make that known to the outside world.

A hand vote was taken on the amended motion. The motion was approved by a vote of 10-0-0.

## **NEW BUSINESS**

9. Due Date of Third-Year Interim Review Forms B – Rebecca Carroll, Chair of the Faculty Welfare Committee, submitted the following resolution to move the due date of third-year interim review Forms B to September 30<sup>th</sup>: Professor Carroll said the resolution has the unanimous consent of the Faculty Welfare Committee and Dean Steve Woolpert. A MOTION was made by Senator Tywoniak and SECONDED by Senator Bowen to approve the resolution.

### Current procedure:

All candidates' Forms A for interim review are due on September 1.  
All departments' Forms B are due on October 15.

### Requested change to current procedure:

Keep due date for all Forms A for interim review candidates on September 1.  
Move due date for Forms B for interim review third-year candidates to September 30. Keep subsequent Forms B due date of October 15.

Discussion: For the Rank and Tenure Committee to meet the December 15 deadline for letters to candidates for interim review, the committee must begin its work on the first or, at the latest, second Tuesday of October. For many years, the chair of the committee has collegially requested, cajoled, and begged a few departments and deans to submit early letters so the committee could begin deliberations. Instead, we request the Senate consider moving the department deadline for Forms B for only third-year interim reviews from October 15 to September 30.

We realize this means departments, busy with beginning-of-the-year obligations, will have to gather information, do peer observations, convene, and compose Forms B two weeks earlier, and we know this is a stretch, especially for larger departments. However, given that these candidates will have had first- and second-year departmental reviews, and given that these candidates' teaching should have been observed frequently during their first and second years, we hope that departments will have enough information to do justice to the candidates' Forms B by the beginning of the third year.

We also realize that faculty hired with one or two years' toward tenure put the department in a curious position when compiling a third-year review. This committee faces that same situation.

Finally, departments conducting third-year reviews and finding themselves unable to meet the September 30 deadline, can request an extension, which will not impact the committee's evaluation of a candidate.

Professor Carroll said that currently the R&T Committee asks for early submittals because they must begin deliberations the first or second week in October in order to get the letters out by December 15. If they don't get started until the final weeks of October, the letters do not go out until February. Senator Bowen added that that in cases where the R&T does not reappoint, it is not fair to the candidate to receive that decision so late.

Senator Tywoniak agreed with the suggestion to change the dates R&T is of utmost important, and priority should be given to the process.

Vice Chair Poundstone said the proposed dates will be difficult for the department chairs. Past Chair Bossard said there wouldn't be a large number of cases per department, but the departments can begin dealing with it over the summer.

It was also noted that in many instances reviews are not being done for years one and two. Senator Alvarez suggested that the entire R&T process at the college should be reevaluated. It was suggested that there are several issues of concern, perhaps RATS needs to be reconvened to look at the whole picture.

A hand vote was taken on the resolution, which was approved by a vote of 8-1-1.

10. The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Cathe Michalosky  
Faculty Governance Coordinator