



Faculty Senate Meeting Minutes  
September 19, 2018

I. Call to order

Larry Smith called to order the regular meeting of the Snow College Faculty Senate at 3:30 p.m. on September 19, 2018 in Noyes, Academy Room.

II. Roll call

The following persons were present: Kent Bean, Jonathan Bodrero, Shawna Cole, Erick Faatz, Matthew Gowans, Steve Hood, Danni Larsen, Vance Larsen, Nick Marsing, Jay Olsen, Chad Price, Larry Smith, Garth Sorensen (for Allan Stevens), Milinda Weeks, Carolee Woolley, SEM representatives Melanie Jenkins, Diane Gardner, Jill Trythall, Rachel Wade, Jake Dettinger, Craig Mathie, Micah Strait, Jason Springer, Heidi Stingham.

III. Opening

A. Larry Smith welcomed everyone and explained about the postponement of the meeting to today because of the presidential search meeting that conflicted with the originally scheduled meeting for Wednesday, September 12, 2018.

B. The minutes from the meeting held August 29, 2018 were reviewed and approved with a motion by Jonathan and a second by Kent.

IV. Good News

A. Jonathan and Nick reported that the Pedagogy and Practice Conference was a solid success.

V. Committee Reports

A. A & T Committee: Kent reported that they are moving forward with normal business. Larry asked Kent to make sure that he bring any pertinent, important information to the Faculty Senate. (See Honors Committee below.)

B. Curriculum Committee: Vance reported that they are reviewing committee bylaws regarding policies and procedures for determining credit hours and a couple of syllabi were reviewed.

C. Faculty Development Committee: Nick reported that they are reviewing UQI requests. Attendance at the Pedagogy and Practice Conference was a little lower. They are figuring out what to do in the future to increase attendance.

D. Global Engagement Committee: Danni indicated nothing to report.

E. Honors Committee: Jonathan mentioned that the committee will meet next week. He mentioned that the new A & T document will probably not be ratified until next semester (Spring 2019). The most recent version needs to be reviewed by the Senate before going out for 30-day review. Larry explained that it had come to College Council and Larry requested that it be reviewed by the Senate before 30-day review and his request was granted. It is important that the document is reviewed and sent to the Board of Trustees for approval as soon as possible. The specific timing is unclear. The latest version will be distributed to Senate members for review.

F. Library Committee: Milinda indicated nothing to report.

G. Professional Track Committee: Chad no report.

H. Service Learning Committee: Matt indicated nothing to report.

I. Teaching and Technology Committee: Jay indicated nothing to report.

J. Faculty Association: Garth indicated that Allan was not able to attend the meeting today and indicated nothing to report.

K. Adjunct Information: Shawna indicated nothing to report.

L. College Council:

1. Larry reported that Policy 304 was discontinued which was an HR policy for creating policy. It was redundant.

2. The academic calendar for the 2019-2020 academic year was approved. Fall and Spring courses will begin on a Tuesday rather than on a Wednesday as has been standard practice recently. Monday will be a one-day orientation and there will be an additional teaching day compared to recent semesters.

3. The Senate will have an opportunity to review the latest version of the A&T document; the College Council will review it; and it will go out for 30-day faculty review.

4. People in the IT department would like a college wide logging mechanism to help people abide by the Snow College use policy. They would not watch individuals, but there would be a log if questions or complaints come up. The system would be comparable to campus security cameras which record constantly but are only reviewed when necessary.

5. Terms for the four faculty members selected by the Senate for service on the College Council were mentioned. Garth Sorensen, Mike Brenchley,

Heidi Sorensen, and Allan Stevens are current representatives. One representative has always been selected from the Richfield campus faculty members. The Senate needs to select a new representative and set up a rotation for selection going forward.

M. Ad Hoc/Other: None

## VI. Senate Business

### A. Budget Task Force

1. Jake Dettinger explained that members of the task force would review ongoing budget issues and new issues. Part of the responsibilities would include proposal reviews and alignment of expenditures with strategic management plans. There would probably be 1-2 hour monthly meetings with some document review preparation before meetings.

2. An important goal is to create a more open and transparent system. Members would bring feedback from constituents to the task force. The college president would take recommendations to the Board of Trustees.

3. Selection will be happening for at-large faculty and Faculty Senate representatives.

4. Larry asked how the Senate should go about choosing a Senate representative. Matt, Danni, Nick, and Vance expressed a willingness to serve on the task force. Each mentioned other commitments, expertise, and why the task force is important to faculty members and affiliated programs. The Senate should choose a representative by the first of October 2018. The four senators willing to serve were asked to submit an statement of intent to Larry and Erick by the end of the day Friday, September 21, 2018. Erick will create a document with the statements for senators to review before the next meeting September 26, 2018 when the representative will be selected.

### B. Academic Calendar

1. As indicated in item V. L. 2., the academic calendar for the 2019-2020 academic year was approved by the College Council so it is no longer open for consideration by the Faculty Senate.

### C. Faculty Association Relationship to the Faculty Senate

1. Since Allan could not attend the Senate meeting, this agenda item will be considered at the next meeting when he can attend.

### D. Strategic Enrollment Management (SEM)

1. Melanie introduced the role of the SEM Committee to collect information regarding strategic enrollment input from groups across campus. She

especially emphasized that faculty members should reconsider their roles as recruitment and retention officers. She posed the question, what can this group do to help with strategic enrollment management? Some twenty pages of recommendations have been collected from other campus groups. It would be especially helpful to focus comments on what the Senate can do rather than on what other groups should be doing.

2. Larry mentioned that he has heard from some faculty members. They are concerned about high faculty member turnover. There should be more effort put into faculty retention for program continuity which might affect student retention. Salary is one issue that Snow has made a significant recent effort to address. Some faculty members have expressed the idea that because of high turnover, they feel like they are swimming in the unknown which has negatively affected morale.

3. Nick has talked with faculty members in his area where there has been high turnover and it has negatively affected morale. Concerns beyond salary regarding calendaring like lining up Spring Break with local school districts have been mentioned. This would not cost anything and is potentially an easy fix. There are other possibly similar issues that affect faculty morale.

4. Jonathan mentioned that morale could be addressed for faculty members by highlighting someone each month. The Faculty Senate could be in charge of this. Melanie mentioned that Badger Buzz might be brought back which could facilitate getting the word out. Maybe do something similar for a staff member and a student too.

5. Vance mentioned that there needs to be a cultural change for faculty members so that they realize the importance of faculty involvement in recruitment and retention and specific targets for achievement should be set. Melanie suggested that recruitment and retention be regular agenda items for any group meetings.

6. Garth asked for clarification about three key reasons why Snow is not succeeding with recruitment and retention.

7. Matt mentioned exit surveys for students and phone calling by faculty members.

8. Jonathan asked what are we already doing well? He mentioned relatively simple positive items like keeping grades current in Canvas and maintaining a positive rapport with students. Understanding and encouraging ongoing use of these can be helpful. Data driven decisions and strategies should be used.

9. Nick mentioned that the Senate is a good body for recognizing important items that could help with recruitment and retention because subcommittee representatives report regularly.

10. Danni and Shawna mentioned that programs across campus should more directly let others know what they do and adjuncts always need to be included. Everyone needs to love Snow College and express positive passion in all areas of contact.

11. Jay specifically mentioned that recruitment and retention need to be brought up regularly in division meetings and that senators could make sure that it happens.

12. Shawna mentioned that adjuncts are often left out of communications about important items like the Code-Orange drills and early intervention notifications. Adjuncts need to be encouraged to use Snow email accounts. There was an extended conversation about how to communicate with all interested parties.

13. Larry and Jason mentioned that four-year schools could send IVC courses to Snow to encourage third year retention. Some students are already doing this. It is important that they are not providing first and second year courses. Milinda, et al. participated in an extended conversation about four-year schools not cooperating with the theater program and other program areas regarding "course creep": the movement of first and second year level courses to third and fourth year level courses. This makes transfer and articulation of courses very problematic. This is a far reaching problem that Snow College's VPAA office and others are trying to work on beyond Snow.

14. Larry mentioned that high quality teachers and courses need to be emphasized.

15. Milinda mentioned that scheduling can be difficult for social, pedagogical, and faculty development opportunities like Lunch Bunch.

16. Jonathan asked Carolee why students are leaving. She mentioned financial issues as a major problem. More parent involvement might be helpful. Housing issues, especially for married students, and job availability are problems.

17. Matt mentioned using directly helpful class assignments like writing scholarship application letters are engaging for students.

18. Jay and Jason mentioned that faculty members should be more involved in helping students develop future course schedules. If majors

are declared this can happen relatively easily so students should be encouraged to declare majors. Affordability should be mentioned when faculty members meet with students. Vance mentioned that peer mentoring can be very helpful too.

19. Nick brought up mental health issues and Snow College resources. We could/should have more complete faculty training regarding student mental health.

20. Melanie and Steve thanked senators for solid, new ideas that had not been mentioned elsewhere. If other ideas come to mind, send those to SEM Committee members.

#### Adjournment

Meeting adjourned at 4:55 p.m.

The next meeting will be Wednesday, September 26, 2018.

Minutes submitted by Erick Faatz

Revised 10/4/2018

Final minutes approved 10/10/2018