

IDAHO STATE UNIVERSITY  
**FACULTY SENATE**  
MINUTES

**February 13, 2017**

4:00 p.m.

Faculty Senate Conference Room, Meridian Room 653

In Attendance:

**Senators**

|   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Laura Ahola-Young       | <input checked="" type="checkbox"/> Shandra Helman         | <input checked="" type="checkbox"/> Justin Stover             |
| <input checked="" type="checkbox"/> Elizabeth Cartwright    | <input checked="" type="checkbox"/> Kathleen Lane          | <input checked="" type="checkbox"/> Jeff Brookman             |
| <input checked="" type="checkbox"/> Paul Watkins (co-chair) | <input checked="" type="checkbox"/> Karren Streagle        | <input checked="" type="checkbox"/> Ellen Ryan                |
| <input checked="" type="checkbox"/> Regina Koury            | <input type="checkbox"/> Hossein Mousavinezhad E           | <input type="checkbox"/> Mary Shea A                          |
| <input checked="" type="checkbox"/> Rajendra Bajracharya    | <input checked="" type="checkbox"/> Gene Warren            | <input checked="" type="checkbox"/> David Blakeman (co-chair) |
| <input checked="" type="checkbox"/> Carol Kirkpatrick       | <input type="checkbox"/> Marv Sparrel (telcom) A           | <input checked="" type="checkbox"/> Kathleen Baron (telecom)  |
| <input type="checkbox"/> Barb Mason (telecom) ?             | <input checked="" type="checkbox"/> Shauna Smith (telecom) | <input checked="" type="checkbox"/> Kerry Casperson           |
| <input checked="" type="checkbox"/> Cathy Oliphant          | <input checked="" type="checkbox"/> Anish Sebastian        |   |

**Ex-Officio:**

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|---|---|---|
| <input checked="" type="checkbox"/> Laura Woodworth-Ney | <input checked="" type="checkbox"/> Margaret Jonnson            | <input checked="" type="checkbox"/> Kris Clarkson               |
| <input type="checkbox"/> Makayla Muir                   | <input checked="" type="checkbox"/> Dottie Sammons (Past Chair) | <input checked="" type="checkbox"/> Connie Tillotson (Recorder) |

**Guests:**

|  |  |
|--|--|
| <input checked="" type="checkbox"/> Selena Grace | <input checked="" type="checkbox"/> Joanne Tokle |
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**Open Forum** – Warren said inquiries were made regarding President Vailas’ schedule/calendar and whether the calendar would be made available. Curiosity on what he is doing. Woodworth-Ney said she could relay the request to his office.

**I. GUEST SPEAKER(S) – LAURA WOODWORTH-NEY, EVP AND PROVOST, ACADEMIC AFFAIRS. SELENA GRACE – INTERIM VICE PROVOST, ACADEMIC AFFAIRS. JOANNE TOKLE – INTERIM ASSOCIATE VICE PRESIDENT, ACADEMIC AFFAIRS.**

Woodworth-Ney extended her appreciation to meet with Faculty Senate. She wanted to thank Tillotson for her work with Faculty Senate and welcomes her and her assistance through the process. She appreciates the hard work everyone in Faculty Senate has been doing and their patience during the transitions the University has experienced since last fall. She knows her office has lost track of a few items from Faculty Senate and apologizes. She also asks for any communications directed to her to have them sent to Johnson. You are welcomed to contact her directly but asked that Johnson is copied to make sure the communication is not missed in the email traffic she receives. She reiterated her support of the constitution however Faculty Senate wishes to proceed.

**A. Budgets**

- Woodworth-Ney provided a short background on the budget process. The budgets have been in the colleges for the academic piece. She wanted to let this group know what has been proposed. She hopes the senators have been involved with the budget process and conversations at the college level. The non-academic budget process is being vetted by the directors/vice presidents in those areas. They will make their presentations at the end of this month to the IEAC Committee. The Faculty Senate co-chairs will be present at this

- meeting. The methodology they used shows expenses/increases have resided mainly on the non-academic areas. Budget reduction targets to address the deficit have been divided with \$10 million to non-academic units and \$2 million to the academic units. There are no significant impacts to personnel. It is not known at this time whether the \$10 million targets will be realized. FY16 was an anomaly year. One-time funds allocated to the departments in FY14 and FY15 did not flow through until FY16. The expense trend they see is related to the one-time money. The budget adjustment is due to a decline in revenue. The decline in revenue is almost entirely due to the loss of international student enrollment/tuition.
- Grace had provided a summary report “Colleges FY18 Budget Reduction Summary” reflecting the colleges/divisions proposals. The deans had met and worked collectively to come up with a process to meet the overall target for the academic side. Each area managed their process differently. Three budget targets were identified 1) targets appropriated income before other revenues and expenses and the change from FY15 to FY15, 2) appropriated operating expenses and the change from FY15 and FY16, and 3) the percent of the operating budget that had changed based on the enrollment FT (computed from credit hours) and the percent of the decline. This same methodology was applied to the non-academic units with a variation to the third methodology.
  - The appropriated budget is reflected in the Budget Summary located on the Finance and Administration website (<http://www2.isu.edu/finserv/budget.shtml>).
  - Grace provided a summary and explanation for the figures/columns on the handouts. A portion of the report reflects the proposed reduction amount from each college/division. The reductions will be for FY18 and start July 1, 2017. The colleges/division could elect to generate revenue by increasing enrollment in their programs. The areas will be held accountable to meet those targets as well. The report reflects the summary of degrees produced and derived from their degree production from Fall 2016. The report reflects that DHS and COT make up half of the degree production overall. Warren asked whether the degree production report reflected certificates. Grace confirm the report includes all degrees including certificates. Stover inquired about the elimination of adjunct positions since it should be less of an expense to hire adjuncts to teach courses. Grace reiterated they did not prescribe how the reduction targets were to be met but expects the colleges may have decided to look at the overall workload of existing faculty and redistribute the workload. Lane expressed concern for reducing general education classes. Woodworth-Ney clarified that general education and/or service courses will not be eliminated. They will continue to be made available. They do not want to affect anything that will eliminate enrollment.
  - Grace said the budget process will reset the base for each college. Domestic enrollment decline has been masked by international student enrollment. The new base will help reinvest resources back to the colleges.
  - Helman asked about the funds generated by eISU funds. Grace said the process for eISU funds will be modified. ISU has been out of compliance with Board policy with regards to the collection and use of the fees. The modified plan will change how course fees can be applied. ISU needs to restructure how the funds can be used and allocated. A model is being developed to be consistent with what our sister institutions are doing. Funds can be used for professional development courses, online courses, and instructional designers. Grace plans to meet with Faculty Senate in the future to discuss eISU funds but in the meantime she will share with them a one-page document she created regarding eISU funds.
  - Woodworth-Ney said local funds have not been included to the reduction scenario which is why it does not reflect the courses fees, eISU fees, or professional fees. Some areas are electing to switch to local fees instead of appropriated fees to meet part of their targets.

- Woodworth-Ney said other impacts to the FY18 budget will be the increase in health insurance. It will increase by \$1,000 per employee. They also need to adjust for the fund shift. Fund shift is the increase in employee compensation for those employees not on appropriated funds. Legislature only provides increases for those employees on appropriated funds.
- Warren asked whether faculty promotions will be affected by this process. Woodworth-Ney said increase are paid from tuition fees and represents \$150,000 per year. The increases are needed for the stability and morale of the institution and the promotions will not be affected.
- Brookman asked whether the budget reductions will continue for several years similar to what has occurred in the past. Woodworth-Ney said the past budget reductions were mandated by the state. This is an internal restructuring affecting our institution alone. Expects FY18 will be the difficult year, may have some adjustments in FY19, and hopes will begin to reverse itself by FY20.
- Grace asked for Faculty Senate's feedback by February 17. Blakeman asked for clarification on the feedback. Does this entail the Senators sharing with their constituent groups or what is their thought process? Grace said she will leave this decision to Faculty Senate how they want to garner information to provide feedback. Woodworth-Ney will share the higher level pieces with the faculty during her open forum on February 22. Grace said the Vice Presidents and deans will present their budget recommendations on February 28 and March 1. IEAC will meet on March 7 to disseminate the information and finalize their recommendations. Recommendations will be made to the President on or about March 15. They will submit budget recommendations to the Budget Office for subsequent submission to the Board.
- Johnson asked about the tuition lock process and whether they knew how many students would be affected. Woodworthy-Ney said they would have hard numbers by the end of the Spring semester. If the Board approves our tuition fee increase, these students will be locked in at the lower rate.

#### **B. Five Year Plan**

Grace said as a result of the Year 7 accreditation visit it was noted there was a lack of a coordinated planning effort with facilities, IT, academic, and budgeting. The plans were occurring but individually without a coordination or strategic alignment. IEAC was created as a result of the recommendation. IEAC is a widely represented body that could take all the planning documents and combine them strategically to advise the President. IEAC will ensure mission fulfillment and the fulfillment of the core themes. The academic piece of the planning is the Five Year Plan. The Five Year Plan is a State Board requirement. Each year we have to submit the proposed programs we anticipate offering in the next five years. The prior year's five year plan was sent to the deans and the deans were ask to update the existing plan and identify any new programs. It will be shared with IEAC in their meeting tomorrow. During the April SBOE meeting, all the institutions submit their Five Year Plans to discuss areas of collaborations, concerns about duplication, and any programmatic concerns. In August, the Board will approve a final plan. The Five Year Plan is an approval from the Board to proceed but will still require a proposal. They wanted to share this plan with Faculty Senate to not only see the proposal for your own college but for the other academic units as well. Joanne Tokle is the contact person for Academic Affairs for the Five Year Plan and can respond to any questions.

### **C. Polytechnic Plan**

Grace shared a flyer regarding the Polytechnic Institute proposal that was shared with JFAC. A line item request has been submitted to legislature for \$1.8 million to fund this initiative. They are highly optimistic that funds will be approved since it was one of the Governor's recommendation. If approved, they are planning on creating a working group led by CoSE and comprised of representation from each of the colleges (with the exception of DHS). The college leadership (either an associate dean or department chair) will advise the group which programs can be expanded to the institute. The plan is to move the student population into 4-year and graduate programs. ISU is the only institution that has the responsibility for this service region. Woodworth-Ney mentioned the community college proposal will be voted on this spring. This institute could serve as a pipeline to partner with the community college for the two year degree programs. INL is expanding their initiatives and expanding their capacity in Idaho Falls that would benefit our graduate programs.

## **II. ANNOUNCEMENTS AND UPDATES**

### **A. Announcements - None**

### **B. Senate Chairs' Report**

President's Cabinet – Watkins said no updates at this time. The Provost had already covered.

Deans' Council – No updates at this time.

SBOE Highlights – Blakeman will attend the SBOE later this week and will provide an update at the next meeting.

### **C. Update from Academic Affairs**

Johnson said Woodworth-Ney and Grace had already presented the updates. Nothing more to report. Watkins reminded the group of the open forum scheduled for February 22 in the Wood River Room from 4:00-5:00 pm.

### **D. Update from Student Affairs**

Clarkson reminded the group of a few events taking place: Career Fair is February 15 from 9:00-2:00 p.m., International Night is February 25 at 6:00 p.m., and Napalese Night is February 18 at 6:00 p.m. Discussion about Scholastic Appeals transcribed below.

## **III. MINUTES**

No discussion at this time.

## **IV. CONTINUING BUSINESS**

### **A. Task Force – Faculty Policies Committee**

They have not met since the last feedback. Some responses from faculty members. Majority of suggestions are to have a less formal setting and not as structured as previously done in the past i.e. such as with the bylaws. Would rather set up a working group and get it done. They are planning on meeting again and will have an update.

### **B. Scholastic Appeals**

Clarkson recapped – Alan Mirly had been approved to serve as the chair for the Scholastics Appeals Board. Mirly noticed the guidelines indicated the chair was to be a tenured faculty member. He is not tenured. The group discussed how this error may have occurred and how to resolve due to the urgency of a standing appeal that needs to be resolved. It was suggested

to have Chris Sanford who also serves on the Board to serve as the chair for this instance. He has been involved in the case and is familiar with the process and is a tenured faculty. Warren moved to have Chris Sanford serve on the Scholastic Appeals Board as the chair. Motion seconded by Casperson/Kirkpatrick. The motion was amended by Warren to approve Sanford to be included in the pool and ask if Sanford is willing to chair this particular session. Motion seconded by Casperson. Clarkson will discuss with him.

Discussion about creating an ISUPP for the Scholastic Appeals process. There is not an existing policy in place. Discussion about the appropriate area that needs to implement a policy. Johnson confirmed that any body an asked to have a policy created. Johnson said the Scholastic Appeal process is odd. A student works through the department chair and dean regarding a grade conflict. If the student is not happy with the dean's decision, it changes from a grade appeal to a scholastic appeal and the processes starts over again. Though the academic process is taken into account, they are treated as two different processes. It may be worth reviewing and consider combining the two processes. Discussion whether this would be an Academic Standards Committee policy or Faculty Senate option to pursue. Blakeman felt that Academic Standards Committee review issues related to the catalog. This group may wish to investigate further.

#### **C. Academic Standards Committee Chair**

Blakeman said they sent out an email to the members of the Academic Standards Committee to find out what they are working on and what direction they are heading. The chair of the Academic Standards Committee had resigned but the rest of the committee members met with Blakeman and Watkins. The group tentatively voted on a chair and vice chair and have scheduled two meeting dates and identified three projects. Bob Togle will serve as the chair of the committee. A vice chair was tentatively identified pending future discussions.

#### **D. Constitution**

Ahola-Young said they finally have received all versions of the constitution as well as links to other universities' constitutions. Huneycutt will be able to do the drafting.

### **V. NEW BUSINESS**

Mason asked for clarification on how to submit the feedback (budget) that is due on Friday. Blakeman said if you have feedback email him or Paul. Please copy Margaret as well.

Lane said she received an email regarding the Ombuds Program and expressed concern that there was not faculty representation on the group. She has met with John Gribas to obtain a history of the ombuds program and how it operated in the past. If the Ombuds program is managed under Human Resources, it is in direct conflict with the national ombuds guidelines. ISU has not had a ombuds for the past four years. Blakeman said he and Watkins have met with Grace and the Provost regarding the need for faculty representation separation from Human Resources. This may be the reason why a faculty member is not listed under the Ombuds members. Watkins said that in principle the ombuds position has been approved but Academic Affairs is reviewing the funding for the faculty ombuds position and in the process of determining whether the funds will reside in Academic Affairs or under Faculty Senate. Watkins said they received an email feedback from John Gribas regarding the ombuds program.

Watkins said some duties from the EVP/Provost have been shifted to Grace, Johnson, and Togle. They have been sending Grace various items that are pending from Faculty Senate and she is in the process of addressing each.

Blakeman will be looking for volunteer to be the next chair or co-chair. He said for both him and Watkins they only had to show up and everything has been prepared and they attended the meeting. Now, with the change to Faculty Senate the co-chairs has the responsibilities for agendas, tracking items, and other items that previously had been covered.

**VI. ADJOURNMENT:** 6:00 p.m.

Approved by Faculty Senate: Approved March 13, 2017