

## Faculty Meeting Minutes 03-26-12

1. Dean Bartanen, on behalf of President Thomas, called the meeting to order at 4:05 PM. Twenty-four members of the faculty were present by 4:15 PM.

**2. M/S/P (Hamel/Holland) approval of the minutes of the February 7, 2012 faculty meeting. With the following correction made by Rich Anderson-Connolly to page 5, paragraph 4, last sentence:** Rich noted there is unpredictability in *all the educational benefits models; however, the unpredictability of one model is acknowledged while the unpredictability of the other models is ignored.*

3. Announcements

Dean Bartanen reported that we have a similar number of admitted students and deposits as last year at this time. Many families are visiting Puget Sound this week and campus visit days are scheduled for April 6, 14, and 20.

4. President's Report [President Thomas is away on university business.]

5. Academic Vice President's Report

Dean Bartanen noted that Lisa Ferrari is working with Landon Wade and Brad Tomhave to have a balanced schedule for pre-registration. This is a difficult task particularly in light of the number of sabbaticals scheduled for next year. We should advise students to waitlist—that is how we analyze preregistration needs and allow us to make adjustments as needed.

The next Northwest 5 Consortium (NW5C) steering committee meeting is scheduled for April 6. The annual NW5C meeting is scheduled for Sept 28-30, 2012. Look for an invitation to participate. This meeting will provide a chance to follow up on last year's roundtables as well as pursue new topics. Send Dean Bartanen an email with ideas for topics.

Dean Bartanen appreciates all the work that has been happening regarding faculty searches. Although some still searches are continuing, the search season is beginning to wrap up.

In response to Retention Task Force suggestions, as well as faculty program assessments, there will be two workshop opportunities this spring: Advising Workshops on either April 14 or May 15 (with a \$200 stipend for those who attend); workshop for developing first-year seminar syllabi on May (also includes a stipend).

6. Faculty Senate Chair's Report

Keith Ward, on behalf of Senate Chair Steven Neshyba, reported on three issues:

### Faculty Governance Matters

The Senate has continued to revise and prioritize a list of "best practices" in faculty governance that originated in a workshop of the AAUP attended by two Senators in the fall. A high priority has been assigned to the development of a Senate Handbook, which will contain a variety of entries, including a calendar, a description of how matters are normally brought to the attention of the Senate, and a description of how Senators are normally expected to interact with standing committees. The Senate hopes to release a draft of sorts by fall 2012.

A second topic discussed by Senators is the utility of adopting a parliamentarian for faculty governance. After some discussion, we have come to the conclusion that Faculty proceedings would benefit by the adoption of a Parliamentarian; a motion to that effect will be distributed later in today's meeting.

Elections: We have received enough nominees to be in compliance with the Bylaws, although more are of course welcome. The election results may require multiple passes this year to accommodate the possibility of a person elected to multiple positions who may choose, post-election, to decline one (or more). In that case, Tiffany MacBain (Senate secretary) will choose the next runner-up for the declined position.

### Winter [February] Meeting of the Trustees

Faculty representative Jeff Matthews, who attended the Academic and Student Affairs Committee of the Board of Trustees, reports that the committee recommended to the Board that it approve amendments to the ASUPS Constitution, which were presented by Marcus Luther, '12. The board subsequently approved the amendments. The committee also discussed a proposal to convert several instructorships to tenure-line positions. The committee agreed to continue the conversation at the next meeting, after additional information was collected.

Neshyba attended a meeting of the Investment Subcommittee, at which it was recommended that the university adopt a policy on socially responsible investing. Faculty members Anderson-Connolly, Dillman, and Neshyba may be afforded a certain (small) amount of credit for the initiation of that change, inasmuch as they arranged a meeting with a few trustees to discuss that possibility a year ago; but the larger story is that investment managers are only recently coming around to making such options available to investors such as Puget Sound, and Trustee Kenneth Willman (who is chair of the Investment Subcommittee) has been attentive to those changes. The policy language was subsequently adopted by the Board. Adoption should earn Puget Sound a few points on the STARS sustainability rating system.

### Education Benefits

The Senate endorses the March 1, 2012 educational benefits proposal of the Benefits Task Force and the Ad hoc faculty committee on education benefits in devising a solution to the educational benefits crisis caused by the demise of the NIC tuition exchange. The Senate also

recommends that the university continue to pursue an exchange relationship with other private liberal arts schools.

## 7. Faculty Meeting Parliamentarian Discussion

**M/S/P (Ward/Anderson-Connolly) a parliamentarian should be appointed or elected from the faculty.**

Rationale for the motion:

- 1) Following the guidelines set out in *The Standard Code of Parliamentary Procedure* (Sturgis) is essential to effective operation
- 2) A parliamentarian would help faculty members package ideas and/or construct motions
- 3) A formally identified parliamentarian would be available to consult in an official capacity on parliamentary procedure during meetings.

Limits of the motion:

The motion specifies only the decision to appoint [or elect] a parliamentarian. If approved, the issue would return to the Senate to work out details (review Sturgis, identify our needs, determine the length of service, determine if this constitutes a service appointment, etc.)

Suzanne Holland asked what would occur if no parliamentarian was appointed; would the position then be conferred on an elected senator? Keith Ward responded that there is no presumption about who the person would be. Appointment of this position would meet the same challenges as current procedure for staffing committees—the Senate executives in consultation with the academic deans—but there is no procedure identified yet.

Alva Butcher wondered about the length of service for this position. Ward noted this is one of the questions the Senate would discuss. He welcomes any faculty member to attend senate meetings to contribute to discussion. Kris Bartanen noted that senators had discussed that a longer term would allow a person to develop expertise in the position.

Gwynne Brown asked about the limitations of the *ad hoc* parliamentary system we now have. Ward responded that the *ad hoc* nature itself is a limitation.

Judith Kay thought this is a good idea in concept; we can be lost—good for a clear voice to clarify. She supports the motion in concept. Priti Joshi noted, however, that we currently have difficulty finding a faculty secretary and this would create another position we would need to fill.

David Tinsley identified the dilemma that we could adhere more strictly to rules of order or continue to flourish. Ward reported that the desire for a parliamentarian is not based on a need to cramp proceedings but more to have an advisor present that could be a consultant should questions arise during discussion. The parliamentarian would also someone who would assist faculty members with the preparations of materials and motions prior to faculty

meetings. In response to Suzanne Holland's question, Ward confirmed that the parliamentarian would be a consultant for faculty meetings, not for senate meetings.

Tiffany MacBain, addressing Priti's concern, noted that the Senate is building shared governance and would appreciate ideas for encouraging faculty investment in process of governance. Appointing a parliamentarian is one idea for doing this. Rich Anderson-Connolly added that a parliamentarian would be a useful resource rather than one appointed to rule (as described by Sturgis).

Fred Hamel reported that the Senate has explored how to select a parliamentarian—through an open call or by appointment of a specific individual. The Senate will continue this discussion if the motion approved. Judith Kay noted this would not be an onerous position in terms of service if the person has some knowledge of parliamentary procedure (or could “brush up” on parliamentary procedure). Bartanen asked if there were any comments regarding the options identified by Hamel. Suzanne Holland said she is happy to have the Senate explore options. Jennifer Hastings added that one option would be to choose someone who is developing skills rather than someone who has them already.

**M/S/P (Butcher/Kay) to amend the motion to read “...appointed or elected...” (one against)**

Lisa Ferrari suggested offering another motion that included more details but there was not a second. Nick Kontogeorgopoulos affirmed the original motion empowers the Senate to return to the faculty with details about the position.

Derek Buescher asked if our bylaws stipulate a particular parliamentary procedure and Bartanen replied that we use Sturgis. Carolyn Weisz wondered if details about the position would be added to the bylaws. Ward responded that this is one of the questions the Senate would consider. Holland noted that a change to the bylaws must be approved by the faculty. Ward agreed and affirmed that the position would be brought back to the faculty for approval even if the bylaws were not changed.

**8. PrintGreen Information**

Cindy Riche, Director of Educational Technology and Jennifer Neighbors [Library, Media, and Information Systems (LMIS) committee representative] provided information about the PrintGreen initiative. PrintGreen is a sustainability initiative coming from LMIS as part of larger effort to reduce paper usage across campus. Through the initiative we are looking at ways to focus print usage. Beginning in Fall 2012, each student will have 750 “free” prints per semester. Online payment options will be available for those students printing over 750 pages (at 10 cents per page). The managing software includes an on-screen meter, including environmental impact figures, for each student. In addition, many students prefer electronic versions of readings to paper hard copies.

Print and Copy Services is now part of Technology Services and is very much involved in this initiative. The ability to print course-packs on demand will be available. In addition, the university is purchasing Copyright Clearance, a service that will be managed through the library. This service covers copyright for a large number of publishers. One of the goals of the initiative is to preserve choice for faculty members and students, whether that choice is an electronic copy or a hard copy. Options include: course-packs available through the bookstore as is done now [note added by secretary: although with lower copyright fees]; complete course-packs as pdf files on Moodle (could go to the bookstore for on-demand printing); posting readings to Moodle as needed; and hard copies handed out in class.

Lynda Livingston asked why *The Trail* is printed and not presented online. Riche noted that *The Trail* is currently published online, as well as in printed form; however, decisions regarding *The Trail* are made by ASUPS and are, therefore, not part of this initiative at this time.

Nick Kontogeorgopoulos noted there is not an incentive for double-sided prints [print costs are 10 cents per each side of the page; and double-sided prints count as two pages]. Riche relayed that our printers are set by default for double sided printing and it takes effort from the user to switch to single-sided printing. She reported that printing decreased 25 – 40% with implementation of print management system at other higher education institutions. In addition, 750 pages is a generous allotment when compared to other institutions.

Derek Buescher wondered how much printing represents materials “produced” by students (such as paper drafts) compared to materials “consumed” by students (such as course-packs and articles). He recommended we could subsidize tablets so students have the means to read materials electronically. Riche noted there are many faculty members and students who teach/learn best with paper copies. We want to preserve choices at this point.

Jennifer Hastings asked if Adobe Pro, and training for its use, is available for faculty members. Riche reported that Adobe Pro is available in v-desk for on- or off-campus use. Technology Services staff members are focusing on training administrative assistants at this point but will have instruction available for all users.

Priti Joshi confirmed that many students want hard copies and asked if the on demand system was shifting who pays for printing. She noted that not everyone has a mobile device or laptop and it is not easy to mark up and electronic copy. Riche assured us that students will still be able to print many pages with their allotment. The tools we are putting in place will help focus students’ attention on printing. She reported that much of what is printed now is either never picked up or is not for academic purposes. Jennifer Neighbors confirmed that this initiative is designed to have students stop and think before printing something and is not intended to change pedagogical styles.

Jennifer Hastings noted that printing an email often requires multiple pages. She asked if there are any tools that will signal how many pages will be printed. Riche does not know of any software currently available for this but will explore the issue further. [Note added by

secretary: printing emails through Outlook allows the user to see how many pages are set to be printed and designated which pages to print.]

Judith Kay wondered if the 750 page limit would actually result in students printing more. Riche noted that there is no limit now and most students are well under the 750 page level. Neighbors noted that most students are currently not aware of how much they are printing.

Suzanne Holland endorsed the initiative. She then reported that she uses a Mac dependent and cannot view her payroll paystub. Riche reported that Technology Services is working with HR to make this feature available.

David Tinsley asked whether printers in computer labs would be part of this initiative and Riche confirmed that any public printer would be covered. Tinsley expressed his concern that printers in classrooms and labs are not necessary and their use can be abused. Riche will discuss classroom printers with the faculty. Tinsley suggested making printing kiosks available, for example in Wyatt Hall *in lieu* of classroom printers.

Nick Kontogeorgopoulos asked about the cost of course-packs purchased through the bookstore. Through the process of developing PrintGreen Riche ensured it would be less expensive to offer course-packs through bookstore. With the implementation of Copyright Clearance, the price she be reduced further.

Judith Kay asked if there is a plan to extend print management to faculty and staff. Riche said this is not being considered at this time but we could think about it in the future.

#### 9. Assessment Interlude

Ellen Peters, Director of Institutional Research, and Alyce DeMarais provided selected student and faculty assessment data (see attachment). After reviewing the data in small groups, we had a brief but lively discussion of what was surprising about the data and what action steps it suggested. Peters noted the importance of using data and encourages faculty and students to complete the surveys that come their way.

#### 10. Budget Update

Kris Bartanen reviewed that for fiscal year 2012 we reduced the overall academic budget by \$1.1 million. Most of this reduction came from the faculty compensation budget; additional funds were gleaned from the library, the Academic Dean's Office, and the Bulletin. \$90,000 savings came from staff reduction through natural attrition and two position changes in library. We also held the academic remodeling budget (but we'll get it back).

For fiscal year 2013 we will continue to need reductions in the overall university budget and the academic division must contribute \$420,000 to that reduction. Reductions will include \$320,000 from the compensation budget; \$70,000 from the academic staff budget (through "natural" changes); and we are looking for about \$30,000 from other sources. We may be asking some departments with large gift budgets to cover, on a one-time basis, some operating

expenses. The Budget Task Force has worked hard to maintain the academic operating and faculty development budgets. We have tried to maintain the continuing faculty and staff positions. We must, therefore, think about how to be careful with visiting faculty positions and sabbatical coverage while ensuring salary pool increases for faculty and staff. Bartanen explained this process in the memo accompanying the salary scale that was released today. Some questions remain about salary scale changes, salary scale compression of averages, etc. Kris welcomes conversation about this so please send her your comments.

Suzanne Holland noted that she appreciates this type of information and suggests this type of session be included in future faculty meetings.

Diane Kelley observed that using Complete Office for supply purchases may affect department budgets in various ways. Bartanen noted that this should eventually reduce costs but we are not sure what it will look like for individual operating budgets. She encouraged us to provide feedback about these issues.

**11. M/S/P (Holland/Ward) to adjourn at 5:25 PM.**

According to Article III, Section 2B of the Faculty By-Laws, "The length of the meeting shall not exceed ninety minutes unless extended by a majority vote of the members present."

Upcoming Faculty Meeting (all meetings will be held in McIntyre 103):

Tuesday, April 17, 4-5:30 p.m.

Respectfully submitted by Alyce DeMarais, Faculty Secretary