

**Faculty Senate Meeting**  
**Minutes for October 27, 2014**

Present: Shirley Skeel, Judith Kay, Maria Sampen, Jonathan Stockdale, Mike Segawa, Kris Bartanen, Bill Haltom, Andrew Gardner, Leslie Saucedo, Paige Maney, Chris Spalding, Zaixin Hong, Ariela Tubert, Brendan Lanctot, Emelie Peine, Nila Wiese.

Meeting called to order at 4:01

**Announcements**

Lanctot raised a concern about the procedure for signing Faculty Senate minutes. Sturgis indicates that the secretary must sign them, but this has not been the practice the senate has followed in the last few years (the minute taker signs them and they are then submitted to Jimmy McMichael for posting). He asked if it would be permissible for him to sign the minutes from here on so that we are in compliance with Sturgis. It was agreed that the secretary should sign the minutes.

**Approval of minutes from October 6, 2014 meeting.**

M by Sampen, S by Kay, discussion: After discussion on appending a copy of the approved charges to the minutes, the minutes were approved.

**Other Announcements**

Tubert shared a note sent by Amy Ryken related to a motion approved by the senate in December 2012 (Full text of motion: "In support of the Diversity Strategic Plan, the University of Puget Sound will strive to include health care benefits for employees covering treatment related to gender identity disorder and gender dysphoria. Each year, Human Resources will include in the negotiation for health benefits consideration of the addition of coverage for sexual reassignment surgery, hormone treatments, and related counseling.")

This benefit is now included in the university's health plan. Although this may be the result of new federal mandates, Ryken wanted to share this change to our benefits with the senate.

RE: Board of Trustees meetings: Tubert has asked the faculty representatives to come to the senate's next meeting to report back on what happened at the October Trustee meeting.

## **Reports from Liaisons**

Kay-Committee on Diversity: RE: Charge that asked the COD to solicit feedback from last year regarding the hiring of faculty of color. Due to our small numbers of faculty of color who were hired, the COD finds that completing this charge may raise confidentiality issues, and is asking the senate to revise the charge. Kay recommends not revising the charge, and just letting the COD respond to the charge as appropriate. Saucedo recommended maybe reaching out to the NW5 to consolidate data so that we can gain more information on this issue while respecting confidentiality. Tubert also suggested the COD could interview or gather data for a five-year period, and thus report aggregate data. Kay will respond to the COD with a summary of our discussion.

Stockdale – Curriculum Committee: Stockdale reported meeting with the CC chair regarding distinction between interdisciplinary programs and minors. Tubert has asked 2014-2015 Chair Sara Freeman to come to the senate to discuss last year's report.

ASUP's representatives: Ariela has added the participation of our ASUPS representatives to our liaison reports.

Maney: ASUPS halted elections for some Student Senate positions because their election committee noted that in the past some students were being voted on without all the documentation in order. That process has now been corrected and elections are underway. Also, *Wetlands* magazine is now undergoing the process of being approved as an official ASUPS media board publication. The Media Board includes the editors/manager of ASUPS media, including Trail, KUPS, and Crosscurrents.. Stockdale asked about the benefits of being a Media board publication. Maney explained that the budget is larger and provides the editors access to additional technical resources, and thus *Wetlands* would be able to print more copies and reach more students.

Skeel: The Staff Senate has received approval to create a staff listserv (similar to that used by the faculty). It is not active yet. In addition, the paid leave proposal for volunteer work that was endorsed by the Faculty Senate last year was rejected. Rejection was due to the fact that current policies already allow staff to participate in volunteer or community activities through a personal business day. Kay asked if it was possible to use such leave for participation in the Race and Pedagogy National Conference; Bartanen clarified that staff were able, in consultation with supervisors, to participate in the RPNC as professional development.

## **LMIS Committee – Discussion and Approval of Charges**

Hong presented the charges, explaining that most charges came from the end of year report, except #6. Draft charges were read and discussed.

#1 - No discussion

#2 – No discussion

#3 - No discussion

#4 - Saucedo noted that strategy development does not require a large budget, just the implementation of that strategy. Kay asked what documentation the charge was referring to. Bartanen indicated that the need for a records management policy addresses all kinds of university documents including reports, digital files that have replaced paper files, etc.

#5-Kay asked whether the issue of funding renovation of library space to add an archives lab-classroom implies this would be a Budget Task Force request. Bartanen indicated that the Library's request, supported in the year-end report from LMIS presented last year is being introduced to the BTF through the Academic budget request process. Even if the BTF is unable to recommend funding, this does not necessarily mean LMIS has no influence, just that there are multiple priorities and needs the institution needs to fund. Stockdale asked if there was a sense from the language of this charge that the committee may feel past recommendations may have not received support, and if so, is the charge meant to ensure that funding is received this time around? Saucedo felt that there was no place for this statement in the rationale. Bartanen indicated that the library has received funding for other archival initiatives, but the remodeling budget is a different type of budget request. Hong asked for suggestions on how to rephrase the rationale. Tubert recommended taking out the part about 'falling behind peers' as we do not have data on this. Sampen felt that keeping the charge allows them to keep alive the conversation on this topic and resubmit budget requests for it in future years. Kay noted that programs that increase awareness do not necessarily require funding. Wiese suggested leaving only the first line of rationale and striking the rest.

#6 - on Faculty loans and fines: LMIS already discussed this on September 23, 2014. (See their minutes regarding a review of the circulation policy). A new circulation policy was approved. Bartanen suggested we leave the charge in, and the committee can indicate in its year-end report that it has completed the charge. Tubert indicated that there are two questions to consider, the charge itself and whether the senate wants to discuss the policy itself further. Wiese and Bartanen noted that these are two different discussions. RE: the charge, Kay suggested a change in the wording to improve clarity. Haltom proposed avoiding making further word changes to this charge as the changes we can recommend are not substantial, and all the charge should do is initiate conversation on this topic. LMIS can then take that conversation where it needs to go. Stockdale asked for clarification as to whether the senate reserves the right to challenge the policy (which was affirmed in 9/23/14), but is keeping the charge itself? The senate has 30 days from the date the relevant minutes were posted to challenge the policy. The agreement was to keep the charge with revised wording. Haltom moved to strike the rationale, and it was agreed to do so.

#7- Tubert asked if the use of Mahara to create an e-portfolio was only for the purpose of capturing experiential learning or for capturing any traditional academic work.. Bartanen explained that this charge came from the committee, and that Mahara is open source software that is already implemented and has been recently updated. Wiese noted that she was not even aware we had this available, and thus increasing awareness among the faculty about the availability of this tool would be useful. Stockdale suggested mirroring the language of Charge

#5. Final language of charge: “Develop a plan to promote the use of Mahara, an e-portfolio system, both for student experiential learning as well as for traditional academic work.” The rationale will be included with the charge without modifications.

#8-regarding co-curricular transcripts. Bartanen noted that the university is at least two years away from Technology Services being able to tackle a charge on ‘co-curricular transcripts’ (the experiential learning group looked at this already), because it would require a customization of PeopleSoft. Stockdale asked if LMIS is aware of the issues and topics that the experiential learning group already discussed. M/S (Haltom/Wiese) to strike Charge #8.

#9 – No discussion

M/S (Sampen/Maney) to accept the charges as amended. Haltom noted that senators needed a chance to comment on all the motions on the floor (those related to charges #6 & #8). There was no discussion on either. The charges were approved as amended.

### **International Education Committee – Discussion and Approval of Charges**

Peine introduced three additional charges for the IEC. (Three other charges had been approved previously).

#4 on exploring ways to increase the number of international students: Sampen asked about the need for the IEC to collaborate with Admissions. Peine indicated the committee feels not enough progress has been made on this front and they would like an opportunity to investigate other initiatives to help us reach this goal. No changes were made to the charge, but the senate agreed to strike the rationale.

#5 regarding investigating number of students going abroad: Saucedo asked if the IEC would be agreeable to eliminating the rationale for this charge. Stockdale asked why we have the rationale; what is their purpose? It was noted that having the rationale under each charges can help us maintain institutional memory, but that because this is a self-charge the committee can look at their own end-of-year report. The senate agreed to strike the rationale. Sampen suggested that in future discussions of charges it would be advisable to keep the rationale even if it is removed later on, as it facilitates the senate’s discussion. Saucedo suggested adding Sampen’s recommendation to the senate’s handbook.

#6- survey of returning study abroad students: Peine indicated the IEC is unsure about what the senate expects from the committee in asking them to revise this survey: is the goal to revise the existing survey, to redesign it, or adopt an outside assessment tool? Segawa provided background information explaining that 4-5 years ago the Student Life Committee, at the suggestion of Nick Kontogeorgopoulos, developed a tool to assess student learning during study abroad. It was administered by the SLC for a couple of years, but now this process should be under the purview of IEC. Since the idea of the assessment originated in the SLC this might explain the IEC’s confusion. Questions on study abroad in the first-year, sophomore, and senior year surveys are about interest in and ‘satisfaction with study abroad’ not about assessing

learning outcomes. Gardner noted we could eliminate the sophomore and seniors surveys, but the committee can keep the responsibility of assessing learning outcomes for returning students. Peine explained that the IEC simply didn't understand if the survey was 'broken' and thus needed fixing. Segawa noted that IEC needs to first look at the instrument and then decide what to do with it. Rewording of the charge, based on suggestions from Segawa, Haltom, and Kay tried to clarify that the IEC needs to first 'look at the returning study abroad survey' and then decide what to do with it, as no changes have been made for several years. Revised wording: "Work with the OIR to review and evaluate the returning questionnaire for study abroad students." Any additional information and clarification as it regards assessment of learning outcomes will be included as part of the rationale.

M/S (Haltom//Wiese), approved charges #4, 5, & 6 as amended.

#### **Agenda Item #6**

Discussion of additional charge for Professional Standards Committee was tabled.

#### **Agenda Item #7**

Haltom proposed requesting that those that give reports at the faculty meeting distribute them electronically at least a day prior to the meetings. This would give the faculty an opportunity to ask the President, for instance, to expand on the reports as the faculty would be more familiar with the content of the reports. Saucedo asked if the reports should go to the secretary of the faculty, so that all three reports are distributed at once; this would make it easier for everyone.

Saucedo moved that the reports of the President, the Academic Vice-President and the Senate be distributed electronically prior to faculty meetings.

Kay felt that this process sounded burdensome; it would add a significant amount of work to the people involved, as they would now need to produce written reports. Stockdale noted that if this procedure is supposed to promote engagement in faculty participation in governance, he was not sure this would be the most conducive way to achieve this goal.

Saucedo indicated that at the last faculty meeting about 75% of those present seemed interested in this motion.

Haltom moved to adjourn and continue discussion of this item at the senate's next meeting.

Saucedo indicated she might bring this motion to the faculty as a whole.

Meeting adjourned at 5:30.

Minutes taken by Nila Wiese

Submitted by Brendan Lanctot, Secretary of the Faculty Senate

## Appendix

### Addendum 1: Library Media and Information Systems Committee Charges for AY2014-15

**1 Charge:** Provide guidance to the library as they implement the Shared Integrated Library System Communication Plan.

**Additional Information:** This was a recommendation of the LMIS year-end report. The Shared Integrated Library System, set to go live in June 2014, will link Collins Library to eighteen other libraries that have already migrated, with all 37 libraries allied by January 2015.

**2 Charge:** Continue to monitor the implementation of Optimize, solicit feedback on areas for system improvement, and keep the Faculty Senate informed about progress.

**Additional Information:** This was a recommendation of the LMIS year-end report, building on the AY 2012-2013 report. Maximize Puget Sound, now as the next phase of Optimize Puget Sound, is focused on improving or adding needed functionality.

**3 Charge:** Continue to monitor the “competency trap” and consider the ways in which our research collections and space might evolve to meet student and faculty needs.

**Rationale:** This was a recommendation of the LMIS year-end report. The “competency trap” occurs when organizations continue to use methods or approaches that worked in the past, but that may not be optimal or innovative. The expansion of our research collections and space will support teaching and learning and enhance the educational experience for Puget Sound students.

**4 Charge:** Continue to develop a preservation strategy for digital archives of faculty research and university documents.

**Additional Information:** This was a recommendation of the LMIS year-end report, building on the AY 2012-2013 report. This is however a huge and complex topic that requires funding and university support.

**5 Charge:** Continue to support initiatives to raise awareness and use of the Archives and Special Collections.

**Rationale:** This was a recommendation of the LMIS year-end report, building on the AY 2012-2013 report.

**6 Charge:** Reconsider the 2014 announced process for applying library fines to faculty.

**7 Charge:** Develop a plan to promote the use of Mahara, an e-portfolio system, both for student experiential learning and for traditional academic information.

**Additional Information:** This was suggested in the LMIS year-end report. Mahara is an existing e-portfolio system available at Puget Sound which works in partnership with Moodle. The Experiential Learning Work Group recommended in its June 2014 report that Puget Sound deploy the capacity of Mahara software to enable every student, upon entry, to have an e-portfolio; develop students' capacities for managing their digital selves; and build in regular prompts (e.g., at the end of each semester) for more effective retention of student work products.

**8 Charge:** Discuss ways in which LMIS can support collaborative activities on campus such as NW5 digital humanities projects.

**Rationale:** This was suggested in the LMIS year-end report.

## **Addendum 2: Charges to the International Education Committee for AY 2014-2015**

### **1. With respect to the issue of sexual violence,**

- a. Continue to develop a protocol for reviewing study abroad programs that do not collect or report information regarding sexual violence;
- b. Determine how to manage programs that do not report having student support services and response protocols for student safety in place;
- c. Continue to assess the efficacy of safety information provided to students before they study abroad, including sexual violence support and reporting procedures for each study abroad program;
- d. The efficacy of Puget Sound reporting and response processes should an incident of sexual violence occur.

[Rationale: The IEC reported that this work is ongoing, and therefore constitutes a continuing charge. The Senate determined that it is the role of the Committee to determine the proper procedure for evaluating programs that do not provide information on sexual assault.]

### **2. Continue to review the current list of study abroad programs and eliminate expensive programs that do not provide something distinctive (e.g., language, discipline, or geography.)**

[Rationale: the Committee reported that this work was unfinished in 2013-2014]

### **3. With respect to short-term study abroad programs,**

- a. Develop a template for proposing, organizing, and leading short-term study abroad programs.

[Rationale: the Committee reported that this work is ongoing and so constitutes a continuing charge.]

### **4. Investigate and recommend ways to significantly increase the enrollment of international students on campus.**

[Rationale: This is a self-charge from the 2013-2014 IEC.]



**5. Investigate reasons for the recent, dramatic decline in the number of Puget Sound students electing to study abroad, and how it might be abated.**

[Rationale: This is a self-charge from the 2013-2014 IEC.]

**6. Work with the Office of Institutional Research to review and evaluate the returning questionnaire for study abroad students.**

[Rationale: This is a continuing charge from the 2013-2014 IEC.]

**7. With respect to the work of the committee during 2014-2015, indicate in the end-of-year report whether the size of the committee was appropriate and identify any committee work that seemed superfluous.**

[Rationale: The Senate is eager for each committee to assess size and activity.]