Fiftieth Faculty Senate
Northwest Missouri State University
Full Senate Meeting Minutes

February 7, 2024

Members in Attendance:
Rhonda Beemer, Rob Voss, Kristi Alexander, Brett Chloupek, Wayne Chandler (alternate for Elyssa Ford), Giselle Greenidge, Ajay Bandi, Araceli Hernandez Gonzalez, Tony Olson, Devlin Scofield, Csilla Tasi, Jeff Bradley, Johnny Chuang, Machelle Skinner, Aziz Fellah, Trevor Meyer, Jenni Wall, Richard Black, Ashley Strickland, Mike Miller, Pat Immel (alternate for John Gallaher), Keely Cline, Kyle Miller (alternate for Kylie Wilson)

Members Absent:
Jill Baker, John Gallaher, Elyssa Ford, Kylie Wilson

- **Call to Order**
  - President Beemer called the meeting to order at 3:30 p.m.
- **Approval of Agenda**
  - Motion to approve by Tony Olson/Second by Johnny Chuang - the agenda was approved 20-0-0
- **Approval of Minutes**
  - Motion to approve by Tony Olson/Second by Johnny Chuang - the minutes were approved 20-0-0
- **Special Guests**
  - Human Resources – Krista Barcus
    - ✓ **Missouri State Blue Book (BB)**
      - ✓ Krista reported the BB had been updated for the 2017-2018 and 2018-2019 school years. When the BB was updated in 2020-2021 and 2021-2022, the 2018-2019 data was used. When Ms. Barcus was made aware the BB had not been updated correctly, she mentioned that the state had not requested an update. After contacting the Secretary of the State's office, Krista found they had been emailing the update form to someone who no longer worked at NWMSU. The process had not been communicated to Ms. Barcus, so she was unaware that anything was wrong on her end (with the process). Krista gave the State Michelle Drake, Brooke Hull, and Krista's email addresses so she is now confident this will not fall through the cracks. Each April or May HR should receive a form to update the book, annually. The information will always be one year behind.

      - ✓ Ms. Barcus noted that anyone who uses the BB to check their salary can contact HR. They will be able to report back to the employee their salary for whatever year they may need (but not anyone else's, of course).

- ✓ **Evergreen Survey**
  - ✓ A meeting will be planned in February with the NLT to discuss 3-5 implementation options. One point of discussion will be how salaries are decided. What they decide depends on what the next steps will be. At this time they will also discuss summer salaries, adjunct pay, etc. but no plans to share ahead of time with faculty those findings.

- o **Dr. Egon Heidendal and Krista Barcus**
  - ✓ **Engagement Survey**
    - ✓ Krista Barcus and Alex Cruz (Alex was in place of Egon Heidendal and Michelle Drake was in attendance) went through the engagement survey (the survey is attached).

    - ✓ Senator department leads (list is attached and below) and department/unit leaders will receive the survey results and a planning tool kit that includes an outline of the roles, a facilitator PowerPoint for the unit/department presentation (copy and paste data into this from the survey), and an action tracker spreadsheet to list what came out of the meeting from HR. Utilizing focus groups was recommended to break down the goals for improvement. This process is not required. Each unit/department can form its process as far as using focus groups or not. Faculty Senators can only report on the university areas that are out of our control (i.e., benefits). Senators (or their designee) should send Rhonda 3-4 solutions for these out of our control areas.

      - ▪ Short recap: Unit/department leaders and lead Senator (or Senator's designee): work together with the planning tool kit sent by HR, together conduct a meeting with their perspective unit, unit leader presents on all areas other than "out of our control" – unit Senator presents on only those areas "out of our control", unit Senator sends Rhonda 3-4 recommendations from the out of our control areas – there was no mention what process is taken to report recommendations the unit leader will gather during their portion of the presentation

    - ✓ If the designated Senator does not feel comfortable helping in the process/leading the meeting, HR, Alex, Egon, or Rhonda can help. Be sure to let Rhonda know if you don't want to participate and who you would like to help. It was recommended by Krista that the Senator get involved as much as possible to add to the ownership.

Senate Areas for Engagement Survey

Senator Name	Senator Area
Tony Olson	Department of Fine and Performing Arts
Devlin Scofield	Department of Humanities and Social Sciences
Trevor Meyer	Department of Language, Literature, & Writing
Csilla Tasi	Department of Mathematics
Jeff Bradley	Department of Natural Sciences
Mike Miller	School of Agriculture
Johnny Chuan	School of Business
Kylie Wilson	School of Communication & Mass Media
Aziz Fellah	School of Computer Science & Information Systems
Ashley Strickland	School of Education
Michelle Skinner	School of Health Science & Wellness

- **Reports:**
  - **Provost Report (Dr. Hooyman)**
    - ✓ Not in attendance
  - **Human Resources (Krista Barcus)**
    - ✓ Reported during special guests
  - **Senate President (Dr. Rhonda Beemer)**
    - ✓ Investigated whether the Faculty Senate (FS) has an official emblem, and FS does not. Rhonda has been working to develop an emblem for FS and a 50th Senate emblem

    - ✓ A FS celebration is still being planned. This will be a come to celebrate with the Senate and learn what we do in hopes of sparking interest in FS. Special permission has been granted to provide appetizers during this celebration and past FS presidents will be officially invited. This will take place in the Tower Room in the union either March 20th (before the Senate meeting) or March 27 (not a Senate meeting day - time to be determined, but possibly close to 3:00).

    - ✓ A reminder that the cost to rent a cap/gown is being covered by the university this semester. The regalia can be worn for both the Presidential Inauguration and graduation ceremonies.

- ✓ The FS President has been asked to give a 2-3 minute speech at the inauguration. If you have anything you would like her to include, please let her know.

- ✓ Rhonda has asked for names from departments/units for the Promotion and Tenure Committee,

- ✓ We are taking nominations for President-Elect, Secretary, and Parliamentarian up to March. Please send anyone you would like to nominate to both Rhonda and Jill Baker. You can also nominate during a Senate meeting.

- ✓ We will be sending out surveys for next year's FS committees. Members of committees cannot serve more than four years. If you are a committee chair and in your fourth year, you will become ex-officio next year.

- ✓ If you have any changes to the bylaws, please send those to Rhonda and John by March 6, if possible.

Attachments: Faculty/Staff Write-In, Black History Month

- o **Academic Petitions (Dr. Miller)**
  - ✓ AP met two weeks ago and had eight petitions. As of now, they have two petitions for the next meeting.
- o **Academic Appeals (Dr. Greenidge)**
  - ✓ No meetings to report about at this time. Dr. Greenidge has been reviewing the bylaws and has been in communication with Rhonda and others about questions, so they may or may not request bylaw changes due to processes/procedures in other areas.

- o **CDR (Dr. Meyer)**
  - ✓ Met last week to review 38 proposals, meeting this week for 15 or so
    - Unsure CDR will meet quorum next meeting – Trevor would like 1 person from each unit next year, if possible

  - ✓ Reviewed 4 petitions; 1 was accepted and 3 were due to Degree Audit Error

  - ✓ CDR saw some BIG Issues, please be aware:
    - **Proposal numbering** (in the guide, on the page, little question button)
      - 224-10-05 for spring Rhet. Foundations (first three numbers are the semester and year – 1 is fall 2 is spring), middle number department code, last three numbers – course number
      - 124-10-01 is an example of a fall proposal number
    - **Misrouting:** make sure things go to everyone who is impacted.

- If folks aren't approving in a timely way, check in with them (E.g. had stuff sent to COTE, but not School of Ed, waiting on email)
  - **Missing** syllabi, course objectives, and program outcomes
    - Even if the program has been around since 1905, and you're changing some elective courses, you need Program Outcomes
  - 1 Proposal per Proposal (someone tried to double up!)

- ✓ If you have questions,
  - the Proposal Guide is on the CMS, and there's also a video walkthrough for CTL: https://app.vidgrid.com/view/SLCmdamwzlDX/?sr=6SgEyZ
  - CDR is working on a 1-pager/pamphlet - email Trevor to help if needed

o **DCM (Dr. Hill)**
  - ✓ No meeting to report but through email gathered information on Global Perspectives and will work on a proposal for that

o **Assessment (Dr. Fellah)**
  - ✓ Beth Bressler (Institutional Research Effectiveness) gave a very good and detailed presentation about the National Survey of Student Engagement (NSSE) which is administered by the Assessment Office.
    - The survey measures how satisfied students are with NW experience in different areas. The results of the survey can be found at

https://www.nwmissouri.edu/accreditation/aqip/pdf/SystemsPortfolio.pdf https://www.nwmissouri.edu/assessment/surveys.htm

- ✓ Posting online Learning outcomes of each program to students has been discussed but not finalized on how to proceed

- ✓ Mike McBride asked how faculty are selected to participate in the Outcomes Committee has been discussed – bringing this question to the Senate today

- ✓ Training new faculty on program learning outcomes: Each member of the committee should go back to their Unit and provide a list of the names of faculty who are interested. The list will be forwarded to Mike McBride

- ✓ Five-letter grade systems vs. alternative grading systems: Discussed in some detail. There are Pros and Cons related to both Grad and Undergrad. There is no clause or statement related to the grading system - National Survey of Students Engagement (NSSE)
  - The Chair of the committee delegated this task to the members to do some research on some statistics on the number of US Academic Institutions using 5-letter grades vs other grading systems such as A-, B+, , B- etc. and no letter at all

- o **Teaching and Learning (Dr. Gallaher)**
  - ✓ No report

- o **Academic Integrity Panel (Dr. Scofield)**
  - ✓ The panel met on January 24 and will meet again on February 28

- o **Faculty Welfare and Budget (Dr. Ford)**
  - ✓ No report

- o **Legislative (Dr. Chloupek)**
  - ✓ They are working on putting together a dashboard with potential legislative issues

- o **COTE, Graduate Council, Research, IRB, Animal Welfare, University Seminar**
  - ✓ No Reports

1. **Old Business**
   - o None

2. **New Business**
   a. Taking nominations for Officers until March – President-elect (VP), secretary, and Parliamentarian
   b. Curriculum Proposals
      - ✓ Trevor Meyer made a motion to bundle proposals #1-10 – the motion was seconded by Tony Olson - motion passed 20-0-0
      - ✓ Trevor Meyer made a motion to pass bundle (#1-10) – the motion was seconded by Johnny Chuang – motion passed 19-1-0

There was a discussion concerning the names of the courses proposed (#4-6). Course names should accurately describe the content.

- ✓ Tony Olson made a motion to bundle proposals #11-26 – the motion was seconded by Johnny Chuang – motion passed 20-0-0
- ✓ Tony Olson made the motion to approve the bundle (proposals #11-26) – Kyle Miller made the second - motion passed 20-0-0

ID #	Initiator	Number	Type	Name
1	Dr. Rod Barr	123-03-02	New Program	Systems Management for Agriculture and Manufacturing
2	Dr. Rod Barr	123-03-03	Change Course	AGRI 03112 Introduction to Mechanical Systems for Agriculture and Manufacturing
3	Dr. Rod Barr	123-03-04	New Course	AGRI 03314 Applied AC/DC Electricity
4	Dr. Rod Barr	123-03-05	New Course	AGRI 03315 Applied Mechatronics
5	Dr. Rod Barr	123-03-07	New Course	AGRI 03316 Applied Mechanical Systems

6	Dr. Rod Barr	123-03-08	New Course	AGRI 03317 Applied Robotics
7	Dr. Rod Barr	123-03-09	New Course	AGRI 03319 Principles Facility Management
8	Dr. Rod Barr	123-03-10	New Course	AGRI 03212 Safety in Agriculture and Manufacturing
9	Dr. Rod Barr	123-03-12	New Course	AGRI 03310 Agricultural Machinery and Equipment
10	Dr. Rod Barr	123-03-13	Change Course	AGRI 03510 Techniques in Agricultural Surveying
11	Debra Brown	123-19-09	Change Course	MUS 19271 Aural Skills III
12	Debra Brown	123-19-15	New Course	MUS 19-483 General Music Methods
13	Debra Brown	123-19-16	New Course	MUS 19-485 Classroom Behavior & Management in Music Education
14	Debra Brown	123-19-19	New Course	MUS 19-430 K-12 Practicum in Music Education
15	S. Rena' Smith	123-24-06	Change Program	Chemistry Education Major, 61 hours: B.S.Ed., Secondary Program (Certifies Grades 9-12 Endorsement Area: Chemistry)
16	Kim Casey	123-34-01	New Program	Law and Politics Minor
17	Jill Baker	123-62-02	Change Course	EDCI 62223 Delivering Integrated Curriculum Part I
18	Jill Baker	123-62-03	Change Course	EDCI 62220 Designing Integrated Curriculum Part I
19	Jill Baker	123-62-04	Change Course	EDCI 62322 Literacy Assessment and Intervention: Theory and Techniques
20	Jill Baker	123-62-05	Change Course	EDCI 62342 Literacy Practicum
21	Jill Baker	123-62-06	Change Course	EDCI 62221 Literacy in the Elementary School
22	Jill Baker	123-62-07	Change Course	EDCI 62222 Social Studies in the Elementary School
23	Jill Baker	123-62-08	Change Course	EDCI 62225 Designing Integrated Curriculum Part II
24	Rebecca Moore	123-62-10	Change Course	EDCI 62542 Curriculum and Methods in Early Childhood Special Education
25	Rebecca Moore	123-62-11	Change Course	EDCI 62554 Trauma Informed Practices and Responsive Pedagogy
26	Rebecca Moore	123-62-12	Change Program	Early Childhood Education M.S.Ed.

3. Items from the Floor

✓ Please initiate conversations about new course names being specific to your area.

✓ Some faculty are worried about missing so many classes and the impact it may have on student evaluations and/or going up for promotion/tenure. We may need to make awareness that there may be some issues who missed a lot of class and should not held accountable for some negative impact on evaluations.

Adjourned at 5:19 p.m.

Submitted by Kristi Alexander in place of Jill Baker