

**Fiftieth Faculty Senate  
Northwest Missouri State University  
Full Senate Meeting Minutes**

**February 21, 2024**

**Members in Attendance:**

Rob Voss, Kristi Alexander, Dawn Gilley (alternate for Brett Chloupek), Elyssa Ford, Giselle Greenidge, Ajay Bandi, Araceli Hernandez Gonzalez, Tony Olson, Sara Naramore (alternate for Devlin Scofield), Jawad Sadek (alternate for Csilla Tasi), Jeff Bradley, Johnny Chuang, Machel Skinner, Aziz Fellah, Trevor Meyer, Jenni Wall, Richard Black, Rhonda Beemer, Kylie Wilson, Mike Miller, Jill Baker (secretary and alternate for Ashley Strickland), John Gallaher, Heather Hill, Keely Cline

**Members Absent:**

Csilla Tasi, Ashley Strickland, Brett Chloupek, Devlin Scofield

- **Call to Order**
  - President Beemer called the meeting to order at 3:31 p.m.
- **Approval of Agenda**
  - **Motion to approve Senator Olson/Second by Senator Miller** The agenda was approved with two abstentions.
- **Approval of Minutes**
  - **Motion to approve Senator Olson /Second by Senator Chuang** The minutes were approved with four abstentions.
- **Special Guests**
  - **Dr. Jamie Hooyman, Provost**
- **Reports:**
  - **Provost Report (Dr. Hooyman)**
    - Dr. Hooyman reported that the legislative session has not had much movement with regard to legislation. She also reported that the FASFA changes have created a significant impact to students and that there are discussions about having common acceptance letters and common financial aid information sent to students across all institutions.
    - Dr. Hooyman reported that there is a move for the core-42 to become a core-60. She is working with legislators and the Commissioner to understand the impacts of this legislation for Northwest.
    - Dr. Hooyman reported that the higher education funding situation in the state continues to be a challenge, but that there are still projects involving funding at the state level including our MOExcels funding and the \$25 million for the physical plant on campus. Those are expected to pass.

- Dr. Hooyman will be in Jefferson City next week for the COPHE meeting as well as the Governor's Luncheon at which Dr. Debra Brown will be honored for the Governor's Award for Teaching.
  - Dr. Egon Heidendel and his team have joined AIR (Association for Institutional Research) on behalf of Northwest. Faculty and staff can use AIR's website as a resource for institutional research. The site should be made available for faculty and staff in the coming weeks. [www.air.org](http://www.air.org)
  - Classes will end at 12:00p.m. on April 19 for the Presidential Inauguration. Public-facing offices will stay open. In response to a question from a senator, Dr. Hooyman indicated that faculty are to attend, but do not need to take personal time if they are unable to attend.
  - 887 students have signed up for spring graduation as of this meeting.
- o **Human Resources (Krista Barcus)**
    - No report
  - o **Senate President (Dr. Rhonda Beemer)**
    - President Beemer reported that she has reached out to the Learning and Teaching Center to ask if the Wellness tab on Canvas could be moved higher and they indicated that it could not. However, individual faculty members can move the tab closer to the top of the Canvas site.
    - March 20 at 3:30 the 50th Faculty Senate celebration will be held in the Towerview room of the Student Union.
    - The Northwest women's summit will be held on March 20th during the day. A call for presentations and awards as well as additional information can be found at <https://www.nwmissouri.edu/diversity/womens-leadership-summit.htm> The deadline for both presentations and award nominations is **March 8.**
    - Following up on interview question concerns, Rhonda reached out to Michelle Drake and she indicated that the attorneys have stated that we are able to ask the following question: "Will you now, or in the future, require sponsorship (i.e. H-1B visa, etc.) to legally work in the U.S.?" As far as what not to ask, anything on a personal level. For example: What country are you from? What nationality are you? How long have you been in the United States? Do you have family that are in the U.S. with you?" All not appropriate.
    - If you have any bylaws changes that you would like to make please get that information to President Beemer or Senator Gallaher as soon as possible.
    - Policies and procedures that wish to be changed have been instructed to follow the non-curriculum policies process in the

curriculum dashboard. However, there is a different document in the policy library. President Beemer is continuing to investigate and clarify the policy and procedures process.

- Recruitment and sign up for committees will begin soon. It is important that recruitment to the March 20th event is robust so that faculty are encouraged to join Senate committees.
- o **Academic Petitions (Dr. Miller)**
  - Senator Miller reported that the committee met last week and heard 7 cases. They will meet again on the 14th during spring break.
- o **Academic Appeals (Dr. Greenidge)**
  - Senator Greenidge reported that there are currently no appeals. Senator Greenidge indicated that she has contacted her committee and Dr. Kori Hoffman so that the review of the bylaws can begin and language can be consistent with the Student Code of Conduct
- o **CDR (Dr. Meyer)**
  - Senator Meyer reported that the committee met and reviewed 15 proposals. He indicated that the CMS routing process needs to be followed so that all proposals make it to the correct parties.
  - The committee will meet again next week to review nine proposals.
  - Senator Meyer indicated that there is work being done on a 'mini primer' for the proposal process.
  - Senator Meyer is working with chairs and directors on March 6. If senators have questions they would like him to take to the meeting they should forward those questions to him.
- o **DCM (Dr. Hill)**
  - Senator Hill reported that the humanities degree audit change has been submitted and is in the pipeline for approval.
- o **Assessment (Dr. Fella)**
  - Senator Fella reported that the committee will meet next Thursday.
- o **Teaching and Learning (Dr. Gallaher)**
  - Senator Gallaher reported that The Teaching & Learning Committee vets proposals for the Improvement of Teaching and Learning Grant applications. The committee will review those proposals in March.
  - Senator Gallaher indicated that the Teaching and Learning Committee oversees the Distinguished Lecture Series. The series has had its funding greatly reduced over the last few years, and is down to only being able to afford one lecture a year, unless a special case comes. This year the lecture will be Ross Douthat, NYT columnist, March 4<sup>th</sup>, with a lecture titled "The Decline and Rebirth of American Empire."

- o **Academic Integrity Panel (Dr. Scofield)**
  - No report
- o **Faculty Welfare and Budget (Dr. Ford)**
  - Senator Ford reported that the committee met for an additional time on 1/29 to continue work on a more formal and robust faculty grievance procedure (as opposed to the recently posted Faculty Grievance Reference Guide now available on MyNorthwest). The committee will be reviewing that procedure over the next couple of meetings.
  - Senator Ford reported that Krista Barcus, Stacy Carrick, and Mary Collins attended the February meeting to discuss the current salary bands as they relate to the benefit payments/costs.
  - Senator Ford gave a lengthy report on several key issues in faculty welfare. The report and the procedure document can be found at the bottom of these minutes.
- o **Legislative (Dr. Chloupek)**
  - No report
- o **COTE, Graduate Council, Research, IRB, Animal Welfare, University Seminar**
  - There is the possibility of getting other types of research software such as Qualtrix for campus. There will be more information forthcoming.
  - Staff Council met today and has a number of events coming up to celebrate Black History month, PRIDE, and the Women's Summit. Staff Council has similar concerns with salary bands.
- **Old Business**
  - o None
- **New Business**
  - o Proposals
    - **Motion to bundle proposals #2-19 by Senator Gallaher/second by Senator Chuang.** Yay- 18 Nay-0 Abstention-0 Motion passes.
    - **Motion to approve the bundle by Senator Bandi/second by Senator Naramore.** Yay-18 Nay-0 Abstention-0 Motion passes.
    - **Motion to approve proposal #1 (123-03-06) Senator Gallaher/second by Senator Meyer.** Yay-0 Nay-15 Abstention-3. Motion fails.
    - **Motion to approve proposal #20 (123-19-18) by Senator Olson/second by Senator Wilson.** Yay-0 Nay-14 Abstention-4 Motion fails.

- **Motion to table proposal #20 (123-19-18) for revisions to the learning objectives by Senator Olson/second Senator Chuang.**  
Yay-17 Nay-0 Abstentions-1 Motion passes.

ID #	Initiator	Number	Type	Name
1	Dr. Rod Barr	123-03-06	New Course	<a href="#">AGRI 03412 Applied Systems Management for Agriculture and Manufacturing</a>
2	Jay McGhee	123-04-04	Change Program	<a href="#">Wildlife Ecology and Conservation Comprehensive Major, 67-68 hours: B.S.—No Minor Required</a>
3	Jay McGhee	123-04-05	Change Program	<a href="#">Wildlife Ecology and Conservation Comprehensive Major, 76-77 hours: B.A.—No Minor Required</a>
4	Debra Brown	123-19-04	Change Course	<a href="#">MUS 19173 Music Theory I</a>
5	Debra Brown	123-19-05	Change Course	<a href="#">MUS 19171 Aural Skills I</a>
6	Debra Brown	123-19-06	Change Course	<a href="#">MUS 19174 Music Theory II</a>
7	Debra Brown	123-19-07	Change Course	<a href="#">MUS 19172 Aural Skills II</a>
8	Debra Brown	123-19-08	Change Course	<a href="#">MUS 19273 Music Theory III</a>
9	Debra Brown	123-19-10	Change Course	<a href="#">MUS 19274 Music Theory IV</a>
10	Debra Brown	123-19-14	Change Course	<a href="#">MUS 19231 Class Piano for Music Educators III</a>
11	Debra Brown	123-19-21	Change Course	<a href="#">MUS 19410 Marching Band Techniques</a>
12	Debra Brown	123-19-22	Change Program	<a href="#">Instrumental Music Education Comprehensive Major, 61 hours: B.M.E.—No Minor Required (Certifies Grades K-12)</a>
13	Debra Brown	123-19-23	Change Program	<a href="#">Vocal Music Education Comprehensive Major, 63 hours: B.M.E.—No Minor Required (Certifies Grades K-12)</a>

14	Terry Long	224-35-01	New Course	<a href="#">SOC 35-420 Sociology of Culture</a>
15	Terry Long	224-35-02	New Course	<a href="#">SOC 35-425 Sociology of Immigration and Migration</a>
16	Diana Linville	224-44-05	Change Program	<a href="#">Digital Media Comprehensive Major: 66 hours, B.S.—No Minor Required</a>

Additional items added:

17	Debra Brown	123-19-20	New Course	<a href="#">MUS 19-486 Approaches in Elementary General Music</a>
18	Debra Brown	123-19-13	Change Course	<a href="#">MUS 19132 Class Piano for Music Educators II</a>
19	Debra Brown	123-19-12	Change Course	<a href="#">MUS 19131 Class Piano for Music Educators I</a>
20	Debra Brown	123-19-18	Change Course	<a href="#">MUS 19387 Music History II</a>

## 7. Items from the Floor

- Faculty Senate awards are open for nominations. Awards will be presented at the March 20th celebration event. Nomination forms can be found on the Faculty Senate Canvas site and are to be submitted to President Beemer by 3:00 p.m. on March 6, 2024.

**Motion to adjourn by Senator Gilley/second by Senator Ford.** Meeting adjourned by President Beemer at 5:11 p.m.

Respectfully submitted by Jill Baker, Faculty Senate Secretary

### **Attachment: Faculty Welfare and Budget Report and Faculty Grievance Procedure Draft (attached PDF)**

#### **Senate Report 2/21/2024:**

As I have mentioned for the past several months in my Senate report, the Faculty Welfare & Budget Committee has spent much of our time this AY developing a Faculty Grievance Procedure. Our draft proposal, which is now complete, attempts to supplement the Faculty Grievance Reference Guide, while also respecting its principles—namely, the “chain of command” in Academic Affairs.

If this proposal is approved, the Faculty Senate would be asked to create a new committee, the Faculty Committee on Academic Freedom and Grievance Resolution. Members of this committee would be tasked—upon receipt of a Grievance Filing Form and *after* the grievant has attempted to informally

resolve the grievance by meeting with the chair/director, associate provost, and provost—with investigating the grievance and then providing findings and recommendations, following a clearly laid out timeline, to the university president. It is important to note that this proposal does not grant new decision-making authority to a group of faculty members. Rather, this proposal outlines a process that would allow difficult-to-resolve grievances to be heard by a faculty committee which then makes a recommendation to the university president.

#### The Proposed Faculty Grievance Procedure:

- 1) brings Northwest into better compliance with the Higher Learning Commission’s “Criterion 2. Integrity: Ethical and Responsible Conduct,” which requires that “[t]he institution establishes and follows policies and processes to ensure fair and ethical behavior on the part of its governing board, administration, faculty and staff.” The HLC stipulates one way to meet Criterion 2.A. is to provide a “[g]rievance policy for faculty, staff and students” that is, preferably, “delineated in faculty, staff and student handbooks”;
- 2) embodies the philosophy of positive and equitable problem-solving at Northwest by creating an internal process that makes lawsuits and external mediation and arbitration less likely, and thus serves not only faculty members but also administrators and the university as a whole;
- 3) is premised on a specific benchmark cohort (which should reduce the amount of time university counsel needs for legal review): public universities in Missouri (all of the Univ of Missouri campuses, Missouri State, Missouri Western, Southeast Missouri, Missouri Southern, Univ of Central Missouri, and Lincoln University all have grievance procedures in place and publicly available on their websites);
- 4) establishes a peer-review/shared governance mechanism for faculty grievances at Northwest congruent with established procedures and policies related to curriculum and other policy proposals, grade appeals, academic integrity violations, tenure and promotion, dismissal and suspension of tenure-track or tenured faculty, and student conduct hearings;
- 5) provides a more robust “internal dispute resolution procedure” for alleged violations of university rules or policies, as well as other inequitable treatment, related to the privileges and responsibilities of individual members of the faculty;
- 6) creates a process for resolving claims of academic freedom infringement.

#### Additional Explanation Regarding Procedure Design & Committee Approach:

The drafting of this proposed procedure has been done carefully over several months, involving the full committee, which includes two former department chairs and faculty senate president. This committee has been pushing for a procedure like this for more than ten years, and it has gotten nowhere when the discussion and even proposals have gone from the committee to the provost and administration. Because of this, the committee determined that it would change its approach and put something forward through the existing proposal system for procedures and policies. We are now ready to introduce it to Faculty Senate but are unsure as to the next steps in moving it forward. It was incorrectly submitted to the curriculum system because that was believed by several members of the committee to be the correct (and only) way to move items through, so we apologize for any confusion that may have caused.

#### 2/12 Meeting with Krista Barcus and Mary Collins:

## HEALTH CARE QUESTIONS

- Krista Barcus – salary bands USI (3<sup>rd</sup> party vendor who does renewal info and pricing) – asked them to look at adding 5<sup>th</sup> band
  - o Currently:
    - § Base plan, below 40k
    - § 40-59,999
    - § 60-99,999
    - § 100+
  - o Could add 60-80 or 80-100 but would be 10% increase for whichever band is added (all those ppl in that band) – USI didn't recommend this bc they wanted to get a 0% increase this year and that 5<sup>th</sup> band would lead to an increase for one of those bands
- Concern about when ppl have salaries increase based on COLAs and then move to different band but then have the COLA negated bc of moving to new band with increased health costs
- Percentage of salary or percentage of premium? It is the latter!
- Could there be a reason to examine the bands to adjust all of them up 5-10k bc of overall increases in COLA since they were introduced
- Perhaps add the 5<sup>th</sup> band at the top with 100-125k and then 125k+
- 39k = 33% of gross salary / 100k = 17% of gross salary – problematic structure bc this isn't how it was presented to employees (was supposed to be less for ppl with lower incomes)
  - o Would it make sense to instead do percentage of salary instead of percentage of premium?? Ex: 12.5% of salary – would that help even things out and then we also wouldn't need bands

## COMPENSATION STUDY QUESTIONS

- Question: are the schools listed as our peers actually our peers? – Peer 36 schools were asked but many refused to participate and so had to look for others to include
- Status: NLT mtg with Evergreen in Feb to review 4-5 implementation options that define how salaries are calculated – NLT will approve one of these options and then univ will – examples of these options:
  - o Baseline option – bring everyone to minimum
  - o Tenure – how long you have been here = yrs of service = salary
  - o Option where it is yrs of service and experience = salary
  - o Paygrade and like positions – all make the same, regardless of yrs of service and experience
- Question: how often does the company (evergreen) find that ppl are underpaid? – one member of committee was on the company selection committee – looked at 3 companies and all sometimes found places that were underpaid and Evergreen specifically gave examples of places that had made significant changes in compensation based on the company's findings



· **Questions for Elyssa to take to HR:** What are the 5 options? When will this go from NLT to Board – what date for that meeting? What does the contract say we should receive in terms of materials/products? Can or should we push for more than the ppt, like some numbers and methodologies, etc? How did they adjust for rural Missouri? What is Jamie’s perspective on this bc she will be our advocate at the NLT meeting?

***See attached PDF for Faculty Grievance Procedure Draft Document***