

**Faculty Senate
Meeting Minutes
October 19, 2022**

Prepared by Peter Adam (President *Emeritus*, acting Secretary)

Officers Present: Adam, Alexander, Beemer

Officers Absent: Bergland

Senators Present: Abington, Adebile, Bandi, Black, Chloupek, Fella, Ford, Islam, Jornaz, Ludwig (alt. for Cline), Meyer, Miller, Myllykangas, Olson, Riley (alt. for Gallaher), Rourke, Scofield, Skinner, Smith, Voss

Senators Absent: none

Guests: Alimohammad (Wellness Education and Prevention, Assistant Director), Barcus (Human Resources, Director), Green (President), Heidendal (Institutional Research and Effectiveness, Assistant Vice President), A. Hoffmann (Admissions and Student Success, Assistant Vice President), Hooyman (Provost), McBride (Accreditation and Assessment, Associate Director), 4 Northwest students attending/observing for Speech Class/Communication (names not recorded)

Meeting Started: 3:30 PM

Meeting Adjourned: 5:22 PM

Meeting Agendum: Passed (17-0-0) without revision

Meeting Minutes (10/5/22): Passed (16-0-1) without revision

I. Guests:

1a. President Clarence Green:

- The Northwest Enrollment team is looking at our enrollment history and future while also recognizing trends in recruitment and enrollment:
 - currently recalibrating our enrollment goals (was previously at 9026 total enrollment; our new goal is 8850)
 - census is lower; we are especially lower with on-ground enrollment, which has been declining over last 4 years
 - in the last 2 years, Northwest has had 600 fewer local students enroll (local = within 100 miles (161 km) of campus)
 - Provost Hooyman has initiated new scholarships and other funding opportunities specifically to incentivize local students to attend Northwest
- Energy P3:
 - our institution might not be right size for the previously intended changes to our energy infrastructure. The lowest bid in the search for an Energy P3 contract was \$57M, which would cost Northwest \$4M/year for 20 years; other bids would have cost up to \$8M per year)
 - NLT is currently re-strategizing on our need to fix energy needs at Northwest. Current intention is to seek additional monies from the Governor, with the hopes of splitting costs for the

lowest contract bit 50:50 with the State (i.e., \$30M each to cover the \$57M plus interest)

- Krista Barcus will be holding numerous iterations reviewing Northwest's budget over the next two months. President Green recommends faculty and staff attend a session
- The Ed Phillips Memorial Rodeo Arena has not been generating revenue for Northwest and is being considered to be put up for sale by NLT and the BOR. Sale would likely be for the rodeo grounds proper, but that surrounding land and buildings for maintaining horsies would be retained
- Northwest continues to face obvious infrastructure challenges. The latest drama in the saga is Martindale, where temperatures (inside) reached 43°F (6°C) on Oct. 18
- A Master Plan on the Northwest Organization is being prepared by Egon Heidendal and his team. This plan will be put presented to new leadership when they are identified

Ib. Provost Jamie Hooyman:

- Comments on the Faculty Evaluation form (from last meeting):
 - the Provost met with Faculty Senate Executive Council (10/12/22) and discussed perceived problems with the form
 - noted that it is often difficult to please everyone with these forms, but that the committee that designed the new format and verbiage was made up entirely of faculty plus Dr. Michael Steiner
 - compromises were reached (discussed by President Kristi Alexander, below)
- Noted homecoming week, with the hopes that everyone finds something Northwest to celebrate
- Statue of Bobby Bearcat with dedication to Dr. and Mrs. Jasinski on Saturday, Oct. 22, 12:00 PM (Carl and Cheryl Hughes Fieldhouse, East sidewalk)

Ic. Director of Human Resources, Krista Barcus:

- There will be no cost increase to faculty/staff for healthcare this year
- The cost of healthcare did increase (2.2% premium, 4.9% overall) - but increase will be covered by Northwest (applause)
- Family plan will decrease 10% with our new third party vendor (applause)
- Deductible on premium plan will decrease from \$5000 to \$3000 (applause and gasp of relief)
- Open enrollment will start 11/1/22
- Changes to healthcare plan approved by NLT on 10/18/22

- Comment from Senator: New rules with insurance companies require multiple meetings to accomplish what was covered in a single meeting

Id. Associate Director of Accreditation and Assessment, Mike McBride:

- Discussion of Programme Outcomes:
 - working closely with Rob Voss and Assessment Committee
 - charged with development of method and procedure for documenting and counting Programme Outcomes
 - McBride would be happy to talk to any units, and new procedures will be distributed by email soon
 - a single electronic form will be used to develop/establish Programme Outcomes – the OPS (Outcome Programme Submission) Form
 - Pathway to form is: My NW > Faculty > Program Learning Outcomes...
 - submissions will be reviewed by Outcome Committee (½ Faculty, ½ Staff)
 - to ensure Programme Outcomes are aligned with Institutional Outcomes
 - a guide for submission will be loaded on dashboard (video presentation) as well as My NW and Canvas
 - committee formed from Assessment Committee and staff involved in pilot development – but the need to establish consistent membership was noted
 - all new submissions for New Programme or Change to Programme need to include Programme Outcomes
 - programme outcomes are likely to be assessed in early, middle, end stages of progression to degree
 - assessment of Programme Outcomes will occur within courses and input by instructors rather than outside of courses by advisors or Registrar


Ie. Assistant Director of Wellness Education and Prevention, Nikita

Alimohammad:

- announcing the launch of MySSP, an app available to students in need of free and confidential mental health counselling
- after downloading MySSP, students can chat or talk with a counsellor 24/7/365
- counsellors on MySSP maintain privacy and confidentiality of clients under most cases, but are mandated reporters to Northwest Wellness Counsellors in cases where a client reports sexual assault or inclination to harm themselves or others
- counselling can be one-time or continuing


- all counsellors in MO state
- students can still visit counsellors at Wellness Centre
- hard copies of flyers and cards were distributed (pictured below)
- information and links to MySSP currently on flyers digitally at Wellness Centre and on Canvas. Faculty and staff are encouraged to refer students to MySSP services
- Senators posed several questions regarding availability to students. In a subsequent email communication with Peter Adam (10/20/22), Nikita affirmed:
 - *at this time, there is no restriction on students being within the state of Missouri to utilize MySSP (including out-of-state, on-line students)*
 - *at this time, there are no restrictions on students that are part- vs full-time*
 - *at this time, continuing students can utilize MySSP services during breaks*

We've listened to our Bearcats, and Wellness Services is excited to announce that in addition to our current mental health resources at Northwest, we are adding My SSP, giving you free, confidential mental health support when you need it!



Student Support Program


CHAT OR CALL ANYTIME 1-855-521-2616



- 24/7 real-time phone and chat support
- Multilingual support available
- Connect with a professional counselor

The My SSP app also provides free access to a variety of wellbeing resources:

- Articles
- Assessments
- Podcast
- Videos
- Virtual fitness sessions




Reach out to health@nwmissouri.edu for questions or concerns.

My SSP provides FREE, confidential mental health support to **Northwest Students.**



- 24/7 real-time phone or chat support
- Connect with a professional counselor
- Access articles, podcasts, fitness sessions & more
- Multi-lingual support

Download the App



Call
1-855-521-2616

Website
myssp.app

- Step 1** 

Download the app
- Step 2** 

Select Northwest Missouri State University as your school
- Step 3** 

Browse the app.
Find resources.
Select "Get Support" when needed.

Or Call
1-855-521-2616



If. Assistant Vice President of Institutional Research and Effectiveness, Egon Heidendal and Assistant Vice President of Admissions and Student Success, Allison Hoffmann:

- reviewed material included in a presentation. A pdf copy of the presentation distributed to Faculty Senate (included as **Attachment 1** of these minutes)
- discussion of Fall 2022 enrollment
- data based on census is 20th day of class
- note that a -6% loss in on-ground will affect us for years to come
- note that ACT is no longer a reliable standard for assessing performance of high school students – it is no longer required so few students are taking it. Rank and other performance indices are also being reported less often. This is somewhat problematic for placement of freshman students in appropriate classes
- some disciplines are developing means to gauge student placement. Trevor Meyer discussed use of a 16 question, directed self-assessment that students complete to determine appropriate placement in the English core sequence
- enrollment of 1st generation students is declining faster than other groups of students
- Northwest is still doing well while recruiting locally (0-100 mile (161 km) radius), but losing ground in other areas
- the American Dreamers Scholarship is changing in name to Northwest Promise Scholarship
- target for next year's freshman class is 1180 on-ground freshman students (we had 1095 this year)

II. President's Report, Kristi Alexander:

- Fall Commencement dates: 3 ceremonies on Friday, Dec. 9 at 10:00 AM, 2:00 PM, and 6:00 PM (if needed, a fourth session will be held Saturday, Dec. 10 at 9:00 AM)
- Northwest pages for majors are being updated, so may change in the coming weeks
- Reiterated announcement of Bobby Bearcat statue with dedication to Dr. and Mrs. Jasinski on Saturday, Oct. 22, 12:00 PM (Carl and Cheryl Hughes Fieldhouse, East sidewalk)
- Evaluation Forms:
 - noted Provost Hooyman was very receptive of comments from Faculty Senate and Executive Council
 - noted that evaluation form was originally based on Faculty Senate input
 - modification of form following discussion included:
 - p. 1 – reference to collegiality was removed
 - p. 3 – included reference to instructional load release (if applicable)

- p. 4 – included reference to professionalism and collaboration (no collegiality)
- recognized a need to review evaluation procedures and schedules, as schedules and processes appear different for different units
- discussion regarding inclusion of reference to a Professional Improvement Plan (PIP) ensued. Reference to a PIP has been included in previous forms but was partially excluded from current form. It was noted that Faculty placed on a PIP in Fall 2023 will likely lose the Incentive Payment announced earlier this year – and so carries a greater impact than in previous years
- additional discussion indicated general agreement and support for the most recent changes to the evaluation forms (but no vote was motioned)
- President Alexander brought additional discussion points to Provost Hooyman, who subsequently distributed a final version (Via President Alexander) to Faculty Senate on 10/20/22. The final forms are included as **Attachments 2 and 3** of these minutes
- Unit Senators are asked to review the Faculty Senate Canvas site to ensure that all Ranked and Titled faculty in their unit are included, and that faculty who have left are no longer included
- Noted that the Professional Development Day (formerly the All-Faculty Meeting) will be held Jan. 6, 10:00 AM-3:15 PM and will include workshops on pedagogy. Additional details are included in a 10/18/22 email from the Provost's Office (included as **Attachment 4** of these minutes). Faculty and Staff interested in leading a workshop or who have suggestions for a workshop to be developed are encouraged to fill out the submission form by Dec. 1, 2022: <https://cite.nwmissouri.edu/workshops/Login.aspx>

III. Committee Reports:

IIIa. Academic Petitions (Mike Miller, Chair) – no report

IIIb. Academic Appeals (Ajay Bandi, Chair) – met Oct. 13 to hear one appeal (denied)

IIIc. Curriculum and Degree Requirements (Trevor Meyer, Chair) – 39 proposals so far to hear next week. Agendum will be distributed on Friday, Oct. 21 – so proposals must be submitted by 5:00 PM on Thursday, Oct. 20 if they must be guaranteed to make the timeline for Fall 2023 Academic Catalogue edits. Chair will email for Programme Outcomes if not included; it appears that there is a glitch somewhere in the petition form where existing outcomes may or may not be autoloading. Petitions for changes or new programmes are encouraged to include programme descriptions. In

November, a new curriculum management system may be brought in. Trevor Meyer believes the new system would be an improvement and will test drive the system on 11/4/22 and 11/11/22

IIId. Designated Curriculum Matters (Bill Richardson, Chair) – no report

IIIf. Assessment (Robert Voss, Chair) – no report

IIIf. Faculty Welfare, Budget, and Finance (Linda Smith, Chair) – noted change in leadership of committee. First meeting set for 10/20/22 at 3:00 PM

IIIf. Teaching and Learning (Sue Myllykangas, Chair) – following a discussion in the 10/5/22 Faculty Senate meeting, noted that Darla Runyon indicated that there was no way to give adjunct faculty access to Canvas course sites without also giving them the ability to copy the courses. Best practice dictates that personal or individualized material should not be maintained on sites that will be transferred to adjunct faculty. The committee is still in discussion regarding copyright issues of course material

IIIf. Legislative Committee (ad hoc) (Brett Chloupek, Chair) – no report

IIIf. Institutional Review Board (Machelle Skinner, Chair) – the Higher Learning Commission (HLC) has been seeking IRB records from previous years, but there appears to be no repository for submissions or committee notes other than the IRB email account. This is problematic as many of the former chairs are no longer with Northwest. A similar circumstance is recognized for Animal Welfare. Discussion ensued and Machelle Skinner will approach Egon Heidendal to potentially archive materials from the committee with his office. Use of RedCaps or Qualtrics for data storage was also discussed

IV. Old Business

• Tenure and Promotion Committee:

- the process that Faculty Senate followed to elect nominees for the Tenure and Promotion Committee on 9/7/22 were inconsistent with the (current) Faculty Handbook and elections for two unit nominees must be re-run
- faculty Senate by-laws need to be changed so they are consistent with the Faculty Handbook
- this election should occur in April
- subsequent voting identified Jenny Rytting as the Faculty Senate nominee to represent Language, Literature, and Writing and Sue Myllykangas to represent the School of Health Sciences and Wellness on the Tenure and Promotion Committee

• Proposals:

- proposals 222-68-01, 122-13-02, and 122-13-03 were taken off the table (20-0-0) and all passed (20-0-0)

V. New Business

• Proposals:

- proposals 122-44-01 and 122-13-04 passed (20-0-0) without discussion
- proposals 222-24-08, 222-24-09 and, 122-13-01 passed (19-0-0) without discussion
- proposal 122-44-02 was tabled (20-0-0) per a request from CDR Chair Trevor Meyer (proposal is pending CDR review)
- proposal 113-22-17 passed (20-0-0) after discussion of Programme Outcomes. Discussion indicated that Programme Outcomes can be aligned/modified at a later date
- proposal 113-22-18 passed (20-0-0) after discussion of concern that the comprehensive degree for Digital Media had only 61 hours compared to other degrees that have >70 hours. Differences in hours were revealed to likely result from differences in elective hours, and established comprehensive major degrees vary from 44 to 84 hours in the 2022/2023 Academic Catalogue

VI. Items from the Floor

- No items

VII. Adjournment

- 5:22 PM