

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

September 20, 2023

Members in Attendance:

Rhonda Beemer, Rob Voss, Kristi Alexander, John Gallaher, Jill Baker, Brett Chloupek, Elyssa Ford, Jenni Wall, Giselle Greenidge, Ajay Bandi, Keely Cline, Araceli Hernandez Gonzalez, Tony Olson, Devlin Scofield, Trevor Meyer, Csilla Tasi, Jeff Bradley, Mike Miller, Johnny Chuan, Kylie Wilson, Ashley Strickland, Machel Skinner, Aziz Fellah, Brian Hess (as alternate for Richard Black)

Members Absent:

Richard Black

- **Call to Order**
 - President Beemer called the meeting to order at 3:30 p.m.
- **Approval of Agenda Motion by Trevor Meyer/Second by Aziz Fallah**
 - The agenda was approved unanimously.
- **Approval of Minutes Motion by Mike Miller/Second by Johnny Chuang**
 - The agenda was approved unanimously. Senator Bandi abstained.
- **Reports:**
 - **NW President Report**-None
 - **Provost Report (Dr. Hooyman)-**
 - Dr. Hooyman noted that the legislative session is just beginning. All the provisions that we were awarded to Northwest last year appear that they will go through.
 - Dr. Hooyman was at COPHE and CBHE and the discussion was about DEI. None of those bills made it out of committee but it is expected that those issues will resurface. Supreme Court ruling regarding race in college admissions has impacted Northwest's review of policies. Northwest appears to be in compliance.
 - MO Excels Project
 - Hoping to update the science labs with these funds. Northwest has made it to number ten on the list for funding and it is hopeful that things will be funded.
 - Dates to remember:
 - Missouri Hope is October 12-15.
 - Graduation will be Friday, December 8 at 10:00 a.m., 2:00 p.m., and 6:00 p.m. The backup time is Thursday, December 7 at 6:00 p.m.
 - Thanksgiving break
 - Online instructors can determine when things happen with assignments due, etc. On-ground instructors should do what they have done in the past. Students have not complained previously, so what is being done seems to be working. Dr. Hooyman suggests that faculty use their best judgment and communicate with their students. President Beemer suggested that faculty be reminded that the Behavioral Intervention Team is always working so we may check to be sure that all students are cared for during break times.
 - The engagement survey will be going out soon. Directors and chairs should be included in the meetings with faculty about the survey. Dr. Hooyman indicated that during the three-year span of the survey contract, it is not

advisable to make changes to the survey questions. The contract cycle is up this year so changes can be made at that time.

- **Artificial Intelligence**
 - Dr. Hooyman answered questions about the use of AI in classrooms. The current policy that Northwest has covers us for issues relative to AI, but if faculty have specific AI policies within their courses that is acceptable.
- **Syllabi**
 - Dr. Hooyman addressed separating the syllabi into two documents. Dr. Hooyman indicated that Northwest may have the capability to now separate the documents and the directions may need to be changed. This may be able to be implemented as soon as the Spring 2024 trimester. The syllabus addendum would be forced into each course site and the other portion would be added by faculty.
- **Human Resources – Krista Barcus**
 - The engagement survey is coming soon and will have the dates published soon.
 - Health insurance open enrollments and renewal periods are coming. Watch e-mail for details.
- **Special Guests**
 - **Student Senate- Elizabeth Motazed**
 - President Motazed shared that Student Senate is working hard to get all students at Northwest registered to vote. Students may ask to do a presentation in a class about voter registration and Senate would ask that if you are inclined to incentivize students to vote to do so but do so carefully and use good judgment. President Beemer noted that athletes are not allowed to have practices on the day of general elections so that is the way that those students are incentivized to vote.
 - There is a place on each Student Senate agenda for a faculty senate report if anyone would like to come to Senate and report.
 - **Compensation Study – Dr. Green Dr. Hooyman, and Ms. Barcus**
 - Drs. Hooyman and Green and Ms. Barcus discussed the salary matrix for faculty and addressed questions about the salary matrix going to the Board of Regents.
 - Dr. Haddock does not send the salary matrix to the BOR because the BOR is designed for policies rather than salary matrices. Dr. Haddock has continued to do the matrices each year as per previous practice. He submits those matrices to the Provost and Faculty Senate Welfare and Budget Committee for discussion and then it is sent to Human Resources for hiring purposes and information. The Northwest Leadership Team uses the budget information to determine the larger budget and submits the full budget to the Board of Regents.
 - Dr. Haddock's data may be different than the Evergreen data due to the variances in CUPA data. Northwest uses a three-year average so that we do not hit the peaks and valleys in compensation.
 - FY 2019 data is still used as per the NLT decision to use that data to try to even out the peaks and valleys caused by COVID. For consistency and budgeting purposes, the matrix has held at the FY 2019 data.

- Ms. Barcus indicated that she would discuss with Dr. Tatum and the NLT about inviting a member of Faculty Senate to participate in the production of the framework and philosophy around compensation.
 - Ms. Barcus indicated that there will be a follow-up report from Evergreen regarding the additional questions that were asked.
- **Senate President (President Rhonda Beemer)**
 - The agenda is in PDF and Word for the ease of taking notes. Please be careful about sending the ‘unofficial’ minutes out to others so as to not cause confusion.
 - Missouri Hope is seeking volunteers.
 - CALM flyer is in the agenda.
 - The benefits and wellness team is sending out a new incentive for health and wellness. Melissa VanBuren in HR can answer any questions about the benefits challenge.
 - Dr. Beemer contacted individuals about the dining services concerns and questions about the opening of the dining venues, etc., and encouraged faculty senators to contact Sodexo with concerns. Contact information can be found on the Campus Dining webpage.
 - By-law updates continue and committee assignments and membership requirements will be created in the spring again as indicated in the by-laws.
 - Faculty Senate has unused money in the account. Dr. Beemer indicated that since this the 50th year for Faculty Senate it may be advisable to commemorate the occasion in some way.
 - There are also unused funds in the Northwest Foundation account that may be used, and Dr. Alexander is researching how those funds may be used.
 - When the engagement survey comes out, each senator will need to make a presentation about the results of the engagement survey to present to the unit. The senator and Human Resources will work together to determine what is included in the presentation.
 - Each unit receives money for travel funds. The Provost’s Office has \$85,000 this year to disburse to units. The amount available changes annually. The amount to be disbursed to each unit is then disbursed by the chair or director of that unit. Discussion continued regarding the distribution of the funds and the differences between the ways that funds are disseminated.
 - Dr. Beemer reminded faculty not to ask specifics about the reasons for students missing class due to illness.
- **Academic Petitions (Dr. Miller)**
 - Senator Miller reported that the committee heard 14 petitions in its first meeting.
 - The next committee meeting will be on October 12. Meetings will always be held on the second Thursday of the month.
 - Senator Miller also reported on his participation on the calendar committee regarding the concerns about the lack of breaks on the online teaching calendar. Discussions continue about the equity of the online teaching schedule.
- **Academic Appeals (Dr. Greenidge)**
 - Senator Greenidge reported that committee members have been informed about their membership and the format and dates/times of meetings. At this point, there are no appeals to review.

- **CDR (Dr. Meyer)**
 - Senator Meyer reported that the committee reviewed four petitions during its regular meeting. Senator Meyer recommended that all faculty who are developing proposals consult the guide for developing proposals.
 - Two student petitions were heard. One was rejected and one was approved.
- **DCM (Dr. Hill)**
 - Senator Meyer reported for Dr. Hill. The first meeting of DCM will be held on 9/21/23.
- **Assessment (Dr. Fellah)**
 - Senator Fellah reported that the committee meets for the first time on 9/21/23.
- **Teaching and Learning (Dr. Gallaher)**
 - Senator Gallaher reported that the committee meets for the first time on 9/29/23.
- **Academic Integrity Panel (Dr. Scofield)**
 - Senator Scofield reported that the committee will meet for the first time on 9/27.
- **Faculty Welfare and Budget (Dr. Ford)**
 - Senator Ford reported that the committee met 9/18.
 - Senator Ford will reach out to the Provost and Human Resources to continue the discussion of the grievance procedure.
- **Legislative (Dr. Chloupek)**
 - Senator Chloupek reported that the committee has not yet met. When it meets the committee will discuss the issues that impact higher ed in the legislative agenda.
- **COTE, Graduate Council, Research, IRB, Animal Welfare, University Seminar**
 - None
- **Old Business**
 - None
- **New Business**
 - Proposals

ID #	Initiator	Number	Type	Name
A	John Katsion	222-29-02	Change Course	COM 29325 Listening and Conflict

- Motion to approve proposal 222-29-02 by Senator Olson, seconded by Senator Wilson
 - Yea- 20 Nay- 0 Abstain- 0
 - Proposal approved unanimously.
- **Past-President: Kristi Alexander**
 - Past-President Alexander took senators through the new Faculty Senate Canvas site.
- **Items from the Floor**
 - Senator Ford reported that there has been a change to the archiving process for course sites. The Teaching and Learning Center will be archived on a yearly basis. Faculty can ask to have the courses unarchived so that courses can be unarchived but will be re-archived every year. Senator Gallaher will bring the issue to the Faculty Welfare and Budget Committee.
- **Closed Session**

- No closed session was necessary.

Move to adjourn by Tony Olson/seconded by Brett Chloupek.

President Beemer adjourned the meeting at 5:12 p.m.

Respectfully submitted on 9/21/23,

Jill Baker, Secretary