

**Fifty-First Faculty Senate
Northwest Missouri State University
Full Senate Meeting Minutes**

November 20, 2024

Members in Attendance:

Rhonda Beemer, Rob Voss, John Gallaher, Jenni Wall, Giselle Greenidge, Peter Adam, Ashley Black, Araceli Hernandez-Gonzalez, Tony Olson, Luke Rolfes, Bao Pham, Mike Miller, Alex Taylor, Laura Kauzlarich, Sandy Seipel (alt. for Oscar Perez-Hernandez), Cindy Tu, Amy Hillard, Jill Baker, Ashley Strickland, Johnny Chuang (attending via Zoom, not voting), Jeff Bradley, Luke Campbell, Kim Casey (alt. for Dawn Gilley), Kyle Miller (alt. for Kylie Wilson)

Members Absent:

Kylie Wilson, Dawn Gilley, Oscar Perez-Hernandez

- **Call to Order**
 - President Voss called the meeting to order at 3:31 p.m.
- **Approval of Agenda** Motion by Tony Olson/Second by Peter Adam
 - The agenda was approved unanimously.
- **Approval of Minutes** Motion by Tony Olson/Second by Peter Adam
 - The minutes were approved unanimously providing changes to the COTE report.
- **Special Guests:**
 - None
- **Reports:**
 - NW President Report
 - None
 - Provost Report (Dr. Hooyman)
 - Dr. Hooyman reminded senators to set Bearcat Alert so inclement weather notifications can be received.
 - Dr. Hooyman reported that the Northwest Foundation is considering another capital campaign. On the academic side, scholarships, a new School of Education, and a new Welcome Center have all been discussed as part of a campaign.
 - Dr. Hooyman thanked those who have given their time to serve on task forces this term.
 - Dr. Jay Johnson will be Missouri Western's new Provost and begin his duties on January 6.
 - Dr. Hooyman noted that spring enrollment appears to have held steady. Fall enrollments were down slightly, but spring is steady.
 - Dr. Hooyman reported that several enrollment campaigns are currently targeting prospective students. One of those campaigns uses the phrase "Be Every You."
 - Dr. Hooyman reported on the success of working with Vision Point for enrollment.

- Dr. Hooyman reported that the Celebration of Scholars has been discussed to determine ways to make it bigger. This spring's celebration will be collaborative between Career Services, Presidential Scholars, and the Faculty Senate. It will be held on April 3. Dr. Hooyman asked Senators to encourage faculty to have students present, attend, and be part of the celebration.
- Human Resources (Mrs. Krista Barcus)
 - None
- Senate President (Dr. Voss)
 - As we approach the conclusion of the semester, I am pleased to share several significant updates and ongoing initiatives from the Faculty Senate.
 - Progress continues on an important project in collaboration with Kevin Cagg, our head of IT. We are developing a document titled Guidelines and Guardrails for Generative AI. This resource will serve as a comprehensive reference, consolidating existing policies and their implications for faculty, staff, and students concerning generative AI at Northwest. While not a formal policy, this guide will provide clarity and consistency. A preliminary draft has already been exchanged, and I anticipate broader input in the coming weeks. There are some other suggestions that are being discussed around the Professional Development Day in January with the application of ethical standards for AI.
 - The Compensation Taskforce has been actively engaging in discussions to enhance transparency and understanding around staff and faculty budget concerns. Progress has been encouraging, with a focus on aligning compensation practices with institutional priorities and financial realities. These conversations are foundational to fostering trust and addressing long-standing issues related to pay equity and cost-of-living adjustments.
 - Today's meeting agenda includes several key reports from our committees, reflecting the robust efforts of our Faculty Senate. It is clear that progress is being made across numerous areas, underscoring the collective dedication of our members.
 - As we navigate the final weeks of the semester, I encourage you to take time to reflect on the tremendous work we have accomplished together. Your resilience, innovation, and collaboration continue to inspire, making a tangible difference for our university community.
 - Let's finish strong, and as always, thank you for your commitment to our shared mission.

- Academic Petitions (Dr. Campbell)
 - Senator Campbell reported that the committee met last Thursday and heard six petitions. The committee will meet again on the Thursday of finals week but will meet as needed after finals.
- Academic Appeals (Dr. Greenidge)
 - Senator Greenidge reported that presently there are no appeals.
- CDR (Dr. Elo)
 - No report
 - DCM (Dr. Thornsberry)
 - No report
- Assessment (Dr. Farnan)
 - Senator Farnan reported that the committee meets again on 11/21/24. Dr. Mike McBride asked that the committee meet with the new Assistant Vice President of Institutional Research and Effectiveness, Lee Allard, and Dr. Johnson just to introduce themselves.
- Teaching and Learning (Dr. Strickland)
 - Senator Strickland reported that she heard back from Dr. Hepworth regarding the questions that senators asked about the timeline for supplemental textbooks. Dr. Hepworth stated that using Textbook Finder for both undergraduate and graduate classes is the goal. Dr. Hepworth stated that it would also be acceptable to have a price range for textbooks noted (within \$20.00 of what is on Textbook Finder) so that faculty can have some time to secure the textbook of their choice.
- Academic Integrity Panel (Dr. Adam)
 - Senator Adam reported that he met with Dr. Hooyman last week. He stated that she has changed the list of things that have to be done to charge a student with Academic Dishonesty. Dr. Hooyman stated that the committee should look at penalties versus infractions, and has been asked to look at the Academic Integrity Policy and try to make the policy have a more even flow.
 - Senator Adam stated that the committee met and heard six cases.
 - Senators are reminded to discuss the process for using the Academic Integrity Policy with their units so that the policy is being followed.
- Faculty Welfare and Budget (Dr. Gray-Smith)
 - Dr. Gray-Smith reported that the committee met and noted several discrepancies in policy that they will look at during the spring semester.
 - Those inconsistencies noted were:
 - The granting and administering of faculty sabbaticals.

- Grant funds
 - Process for the revision of the Faculty Handbook and Chapter 2
 - Timeline for the Faculty Grievance Policy
- Legislative
 - No report
- COTE (Dr. Davis-Black)
 - Dr. Davis-Black reported that the committee met on November 7. The committee heard one proposal and meets again on December 5.
- Graduate Council
 - No report
- Research Committee (Dr. Kauzlarich)
 - Senator Kauzlarich reported that the committee is finished with its work for the semester. The committee funded all proposals submitted.
 - Senator Kauzlarich reported that the committee will look into the ways that the committee procedures happen and review the rules and policy of the committee.
- IRB
 - In a written report, IRB Chair Dr. John Katsion shared:
 - Here is the update from IRB. So far this fall term, we have had 13 proposals. Twelve have been accepted, and one is out for review.
 - Here are the titles of the proposals to give you a sense of the type of research our teachers and scholars are doing here at Northwest:
 - The Impact of Climate Change Concerns on NCAA Student-Athletes
 - That's What She Said: Navigating Toxic Comfort and Intrapersonal Communication in Survivors of Sexual Violence
 - Examination of the Hamburg CSD's Counseling Program: A Self-Study Based on Hatching Results' School Counseling Program Site Visit Questionnaire
 - Effects of Guided Mindfulness Practice on Test Anxiety
 - Impact of an On-Campus Sensory Space
 - Exit Poll 2024
 - The Impact of Needs Assessment for Tier One Instruction in an Elementary School Setting

- Alternative Fabrication and Processing Strategies to Improve Palatability and Consumer Demand of Underutilized Beef Briskets
 - An Investigation of the Relationship between Teacher Self-Efficacy and Burnout, Secondary Trauma, and Compassion Fatigue
 - Teacher Educator's Views on Scientific Integrity
 - Effects of Social Media Use on Adolescent Girls' Body Image and Self-Satisfaction
 - An Investigation of the Difference between Total Scores on the Perceived Stress Scale and Total Scores on the Five Facets of Mindfulness Questionnaire as Measured before and after an Intervention Using Mindfulness Techniques with Student Support Staff Members on a College Campus
 - Global Literacy Mandates and Programmatic Changes
- Animal Welfare
 - No report
- University Seminar
 - No report
- Old Business
 - Faculty Grievance Policy Updates
 - President Voss indicated that the Chairs and Directors reported to him that they had a “robust agenda” that caused the Grievance Policy to not be discussed, but that the Chairs and Directors will provide written feedback in addition to verbal feedback from the meeting.
 - Curriculum Proposals
 - Motion to bundle proposals by Senator Olson/second by Senator K. Miller. Motion passes. Yay-20 Nay-0 Abstentions- 0
 - Motion to approve the bundle by Senator Olson/second by Senator Gallaher. Motion passes. Yay-20 Nay-0 Abstentions-0

Initiator	Number	Type	Name
Nissa Ingraham	224-62-01	Change Course	EDCI 62431 Residency Practicum
Heather Hill	224-10-03	Change Course	ENGL 10112 Composition II: Writing in Public and Personal Contexts
Heather Hill	224-10-02	Change Course	ENGL 10111 Composition I: Writing in Academic Contexts
Heather Hill	224-10-04	Change Course	ENGL 10115 Accelerated Composition
Heather Hill		Change Course	ENGL - 10203 - Foundations of Rhetorical Study

- New Business
 - None
- Items from the Floor
 - Discussion of the handbook revisions that will be required once an academic restructure is announced. The Provost should initiate the revision of the handbook before the academic restructuring so that the handbook revisions take place according to Chapter 2 policy.
 - A senator discussed the ongoing frustrations with Microsoft Authenticator. President Voss will follow up with Vice President of Information Technology Kevin Cagg.
 - Past President Beemer shared (as the Faculty Athletic Representative) that student-athlete mental health is a concern across campus and the NCAA. Sports wagering contributes to both mental health concerns and potential NCAA violations therewithin.
- Closed Session
 - No closed session was needed

Move to adjourn by Senator Olson /Second by Senator Hillard. The meeting adjourned at 4:46 p.m.

Respectfully submitted,

Jill Baker

Faculty Senate Secretary

Supplemental Course Materials- **DRAFT**

Elise Hepworth/Greg Haddock

Fall 2024

Executive Summary

The financial burden of supplemental textbooks and materials continues to be a significant obstacle for many learners, particularly those from historically underserved populations. This white paper examines the implications of these hidden costs, highlights the challenges they pose in terms of equity and access, and proposes a comprehensive strategy for addressing these issues through improved transparency and institutional practices.

Background

Textbooks and supplemental materials are often overlooked expenses in the higher education landscape, contributing to a substantial financial burden for students. While tuition and fees are commonly discussed, the hidden costs of course materials can significantly impact students' academic choices and financial planning. Many students, particularly those from marginalized backgrounds, find that financial aid may not cover these essential expenses, exacerbating existing equity gaps.

According to the *Bay View Analytics 2023 National Survey on Student Course Material Affordability*, 61% of students reported concerns about meeting their course material costs. This worry can lead to negative outcomes, including:

- Taking fewer courses
- Not registering for required classes
- Earning poor grades
- Dropping or withdrawing from courses
- Failing classes
- Going without necessary materials

The lack of information about textbook costs prior to course registration removes students' ability to make informed decisions, further impacting their educational trajectories. At minimum, a cost disclosure must be shared with the student at the time of registration for those classes that are staffed for the coming academic term. For those classes yet to be staffed, those courses should be disclosed as "not yet determined." Course materials should be chosen and communicated to the student no fewer than two weeks prior to the start of term.

Transparency in Textbook Costs

To address these challenges, Northwest Missouri State University will adopt a policy and procedures which are in alignment and compliance with federal law that requires clear disclosure of supplemental textbook costs. This initiative is supported by current federal requirements (Higher Education Opportunity Act, section 133, 20 U.S.C. 1015) and by emerging state legislation that mandates disclosure prior to registration.

The HEOA stipulates the following:

1. Disclosure Requirements: Institutions receiving federal financial assistance must disclose the International Standard Book Number (ISBN) and retail prices for required and recommended textbooks on their Internet course schedules. If the ISBN is unavailable, the author, title, publisher, and copyright date should be provided. In cases where disclosure is impractical, institutions should indicate "To Be Determined."
2. Integration with Course Registration: Institutions should ensure that this information is accessible at the time of registration, allowing students to make informed choices about their course selections.
3. Communication and Accessibility: Institutions must include notices on written course schedules that direct students to online textbook information, enhancing visibility and access.

Procedures

Northwest Missouri State University strongly recommends that supplemental course materials are made available to students at no cost or at a cost reasonable to the student. At minimum, a cost disclosure shall be shared with the student at the time of registration for those classes that are staffed for the coming academic term. For those classes yet to be staffed, those courses should be disclosed as "not yet determined by the department." Supplemental course materials should be chosen and communicated to the student no fewer than two weeks prior to the start of the term. This shall go into effect for the fall 2025 semester.

All faculty assigned to a course using supplemental course materials will be asked to submit to Textbook Finder the following information 10 working days prior to term registration:

1. Title, author, copyright date, and edition (if applicable) of supplemental materials
2. ISBN (if applicable)
3. Estimated cost of the material
4. Other requirements of the material (access code, etc.)
5. Possible sources for the material (ex. Amazon, etc.)
6. Include the material and estimated cost on required course syllabi

Faculty who are not utilizing supplemental course materials will be asked to submit to Textbook Finder the following:

1. No supplemental materials are required for this course.

All faculty utilizing a third-party vendor for course materials must:

1. Receive approval from the department curriculum committee
2. Receive department chair approval
3. Utilize the current Learning Management System for LTI (Learning Tools Interoperability) integration

Summary

Addressing the hidden costs of supplemental textbooks is crucial for fostering equity and access in higher education. By implementing policies that promote transparency in textbook pricing and ensuring that this information is readily available to students, institutions can mitigate financial burdens and empower students in their academic journeys.

Through the adoption of these practices, we can support all learners in achieving their educational goals and contribute to a more equitable and just educational environment.

Text and Supplemental Materials Sample Timeline- DRAFT

(in reverse chronological order)

Northwest Missouri State University strongly recommends that supplemental course materials are made available to students at no cost or at a cost reasonable to the student. At minimum, a cost disclosure shall be shared with the student at the time of registration for those classes that are staffed for the coming academic term.

For courses offered during the summer and fall 2025 terms which are fully staffed:

Student Registration for Courses	Begins March 24
Supplemental Material Finder Final Approval by Dean/Directors	March 19
Supplemental Material Finder Final Approval by Chairpersons	March 17
Window for submitting Supplemental Material Closes	March 10
Last notification to faculty for submitting Supplemental Materials	March 3
Second notification to faculty for submitting Supplemental Materials	February 27
Window for submitting Supplemental Material Opens	February 20
Lead up time for implementation	November 1 – February 1

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Information Brief: Smoking Policy

SUMMARY

In August of 2010. We as an institution implemented a no smoking policy on campus. Effective that date, smoking is prohibited on all University owned or leased property and in all University vehicles. This applies to all students, employees, volunteers and visitors on University-controlled property. The evolution of state statutes, technology for tobacco use such as vapes/aerosols as progressed and the definitions of these by the Missouri Department of Health and Senior Services and CDC has evolved and has therefore left this policy outdated based on best practice and common definitions of products.

PURPOSE

To change the smoking policy to align with best practice to include the tobacco and the family of tobacco products. This is standard practice for 95% of universities nationwide and 100% of Missouri State publicly funded 4-year institutions other than Northwest.

ANALYSIS

Current State:

The policy currently reads as is:

Smoking: encompasses cigarettes, cigars, pipes and all other forms of smoke-generating products.

Concerns:

1. The Missouri Department of Health and Senior Services and Centers for Disease Control defines Vape/Aerosol separate and unique from that of smoke generation or smoking (as in cigarettes). It is defined different because vaping produces an aerosol mist and smoking generates smoke. Aerosols have fewer separate chemicals than cigarettes (less than 10) and cigarettes have over 7,000. Both traditional cigarettes and vapes include nicotine. Both are still considered a secondhand carcinogen. Those who use these products believe and consume them as if they are two separate things. It is confusing to consumers related to our policy. <https://stacks.cdc.gov/view/cdc/103783>
2. In 2015, all public 4-year state schools updated their policies to implement the provisions of Sections 191.765 through 191.777 of the Missouri state statutes, to promote the health of the University community. To preserve and protect University property and to provide a clean and safe environment in which to study, work and learn.

Specifically, 191.775 **Public schools and school buses — smoking, or tobacco or vapor product use prohibited — permissible use of tobacco, where. —** No person shall smoke or otherwise use tobacco, tobacco products, or vapor products, as such term is defined in section 407.925, in any indoor area of a public elementary or secondary school building or educational facility, excluding institutions of higher education, or on buses used solely to transport students to or from school or to transport students to or from any place for educational purposes. Any school board of any school district may set policy on the