

UAA Faculty Senate
January 13, 2006 Agenda
2:30 – 4:30 p.m.
Library 307

- I. Call to Order
- II. Roll
- III. Agenda Approval (pg 1)
- IV. December 2 meeting summary approval (pg 2-3)
- V. Officer's Reports
 - A. President
- VI. Boards and Committee Reports
 - A. Academic Computing, Distance Learning and Instructional Technology
 - B. Budget, Planning, and Facilities Advisory Committee
 - C. Committee on Committees
 - D. Diversity Committee
 - E. Faculty Grants and Leaves Committee
 - F. Graduate Academic Board (pg 4)
 - G. IUAC – Evaluation of Deans & Directors Update
 - H. Library Advisory Committee (pg 5-6)
 - I. Professional Development Committee – Student Evaluation of Inst. Update
 - J. Student Academic Success Committee (pg 7-8)
 - K. Undergraduate Academic Board (pg 9)
 - L. Ad Hoc Committee to Improve UAA's Research Culture
- VII. Old Business
 - A. Proposed Feedback Process for Deans (pg 10-11)
- VIII. New Business
- IX. Reports
 - A. Chancellor Maimon
 - B. Interim Provost Gehler
 - C. Academic Plan/Strategic Plan Process – Will Jacobs
 - D. Center for Community Engagement – Nancy Andes
 - E. UNAC Representative – Carl Shepro
 - F. ACCFT Representative – Trish Jenkins
 - G. Doug Causey – Chancellor's Fund
- X. Informational Items & Adjournment
 - A. UAA Draft Energy Policy
 - B. Academic Freedom White Paper
 - C. Understanding the Alaska Legislative 2005 Audit of Distance Education
 - D. Proposed Amendments to UA Pension Plan & UA Optional Retirement Plan
 - E. Instructional Design Job Family Draft
 - F. CAFÉ to organize Chats with the Chancellor

UAA Faculty Senate
December 2, 2005 Summary
2:30 – 4:30 p.m.
Library 307

- I. Call to Order
- II. Roll (Mari Ippolito has official sign-in sheet for complete attendance record)
Greg Protasel, Suresh Srivastava, Jocelyn Krebs, Hilary Davies, Mari Ippolito, Suzanne Forster, Bruno Kappes, Bogdan Hoanca, Diane Erickson, Janice High, Andy Veh
- III. Approval of Agenda - Approved
- IV. Approval of November 4 Meeting Summary - Approved
- V. Officer's Reports
 - A. President – copy of report handed out.
- VI. Boards and Committee Reports -
 - A. Academic Computing, Distance Learning and Instructional Technology (pg 4)
 - B. Budget, Planning, and Facilities Advisory Committee (pg 6)
 - C. Committee on Committees (pg ??)
 - D. Diversity Committee (report not in packet, no action items)
 - E. Faculty Grants and Leaves Committee (met 12/2, sent recommendations to Provost)
 - F. Graduate Academic Board (tabled until next meeting due to incomplete report)
 - G. IUAC – Evaluation of Deans & Directors Update (pg 12)
 - H. Library Advisory Committee (pg 8)
 - I. Professional Development Committee – Student Evaluation of Inst Update (nothing to add)
 - J. Student Academic Success Committee (pg 9, read and prepare to discuss next meeting.
 - K. Undergraduate Academic Board (goals not in packet, action items approved)
 - L. Ad Hoc Committee to Improve UAA's Research Culture (pg 11)
- VII. Old Business
- VIII. New Business
 - A. Change of date of January 2006 Faculty Senate meeting (proposed to meet January 13: approved)
 - B. Proposed Feedback Process for Deans – add to old business next meeting.
- IX. Reports
 - A. Chancellor Maimon – Theme of Paradigm Shift. Has spent time with AK legislators, Anchorage Caucus lobbying for greater monies invested in the University.
Due to successful Performance Based Budgeting, UAA received \$950,000 this year compared to UAF - \$75,000 and UAS - \$175,000. Also mentioned there was an excellent editorial in ADN supporting the Integrated Sciences Building.
 - B. Interim Provost Gehler – Registration for Spring '06 is projected to increase by 6-7%. There are over 500 closed sessions. Special thanks to CAS, COE and S of

E for their due diligence in reducing costs. The Provost reported that over 900 people have filed for May '06 graduation. The Provost is considering recognizing Graduate Students at a separate ceremony. Distance Education still has 2-3 issues to resolve from Accreditation Report, including: workload, compensation, and intellectual property.

- C. Academic Plan/Strategic Plan Process -- Will Jacobs – Development of Strategic Plan: met 11/15 and 11/18 regarding Academic Plan; focusing on the formulation of a vision statement and many diverse views were expressed; needs list of operational missions; the observation that the Academic Plan was weak in addressing general education; there is a problem in achieving coherence in addressing distance education issues; faculty can be assured that he will adhere to governance principles in addressing strategic planning; there will be more ad hoc discussion groups; has asked campus deans and directors to consider college-based or school-based discussions; he will hold several discussion sessions with the UAA student government; the website for the strategic plan will be up and running soon, and Feb.1 is the deadline for the resolution of the approval of the Academic Plan.
- D. Center for Community Engagement -- Nancy Andes – an introduction to the proposed Civic Engagement Certificate, an interdisciplinary certificate program.
- E. UNAC Representative – Carl Shepro – not in attendance
- F. ACCFT Representative – Trish Jenkins – stated that she thought the unions should get involved with any negotiations regarding changing retirement plans.

X. Informational Items & Adjournment

- A. UAA Draft Energy Policy
- B. Academic Freedom White Paper
- C. Understanding the Alaska Legislative 2005 Audit of Distance Education
- D. Proposed Amendments to UA Pension Plan & UA Optional Retirement Plan
- E. Instructional Design Job Family Draft
- F. CAFÉ to organize Chats with the Chancellor

Graduate Academic Board Report November 2005

1. Program/Course Action Requests

A. ENGR

Add	AEST		MS Applied Environmental Science and Technology
Add			Master of Applied Environmental Science and Technology
Add	AEST (prefix)		Applied Environmental Science & Technology
Del			Environmental Quality Engineering – Environmental Quality Science
Del	EQE	A684	EQE Project
Chg	AEST	A601	Aquatic Process Chemistry
Chg	AEST	A602	Water Quality Management
Chg	AEST	A603	Solid Waste Management
Chg	AEST	A604	Environmental Law, Regulations & Permitting
Chg	AEST	A608	Fundamentals of Air Pollution
Chg	AEST	A613	Remediation
Chg	AEST	A698	Individual Research
Chg	AEST	A699	AEST Thesis
Chg	CE	A600	Fundamentals of Environmental Science & Engineering
Chg	CE	A605	Chemical and Physical Water & Wastewater Treatment Processes
Chg	CE	A606	Biological Treatment Processes

Senate Report
Library Advisory Committee

Minutes from December 2nd, 2005

In attendance: Sally Bremner, Anne Bridges, Gina Boisclair, Hiroko Harada, Ashley Hice, Robert McCoy, Steve Rollins, Steve Shore, Deborah Tharp and Rozanne Wilson-Marsh.

Dean Rollins presented a comprehensive report on the Library's major accomplishments and announcements for November. The Alaskan of the Year committee will donate its files, records and documents to the library, as it is ceasing operations. With this collection, the library will continue to recognize the efforts of more than 30 people who contributed to the state's development. These include Bob Atwood, Dan Cuddy and Ted Stevens. In addition, the committee gave a donation of \$10,000 to the library, and \$10,000 to AMIPA, which is based in the library.

In recognition of the 50th anniversary of Alaska's Constitutional Convention, the library has an exhibit of related historical documents. This will be on display until February 2006. The library's art gallery hosted an exhibition on calligraphy that was organized by LAC member, Hiroko Harada. On November 9, over 100 people attended a panel discussion of the Aleut Story, a documentary on the relocation of Aleut Americans during World War II. The following day, Nancy Murkowski chaired the 'Ready to Read, Ready to Learn' task force, which will focus on helping all Alaskans become readers by the third grade. Steve Rollins and Kathy Murray were named to the Alaska Library Network Initiative Task Force, which is charged with working on the formal establishment of a statewide library network.

The Library was highlighted in the Sunday November 6th edition of the Anchorage Daily News as one of the wireless hot spots in town.

A number of conferences and meetings are scheduled in the Library for December, including a celebration of the community partnership that created the new joint library catalogue. This was made possible by a generous grant from the Rasmuson Foundation.

Dean Rollins asked the committee's opinion on implementing a recall policy for books. While recall policies are very common in other academic libraries, we do not have one at the Consortium Library. With growing demand and limited inventory, Dean Rollins felt it was time for the library to implement such a practice. The committee agreed but suggested the initial borrower could have the book for 14 days, before it was recalled.

The issue of parking at the library for APU students and faculty was further discussed, as was lap tops that will be delivered to the library for APU use only.

Committee members made suggestions for future presentations to LAC, which included VILDA, AMIPA, Kevin Keating and Darla Carle.

LAC member, Sally Bremner, started a presentation on the Library's Information Services, but due to technical difficulties rescheduled this for the next meeting.

Two committee members, Gina Boisclair (APU) and Deborah Tharp (UAA), will be on sabbatical next semester, but requested they continue to receive LAC information.

The next committee meeting will be Friday February 3rd, 2006.

Prepared by Anne Bridges
Co-Chair of the Library Advisory Committee
afab@uaa.alaska.edu

**Student Academic Success Committee
Meeting Minutes
December 9, 2005**

Persons in attendance:

Gail Johnston, Sarah Kirk, Debbie Narang, Connie Fuess, Joan O’Leary, Kathleen Voge, Alice Sears, Trish Jenkins, and Tom Skore

Scheduled Guest:

Dr. Kim Patterson, Director of Student Support Services

****A special thanks to Alice Sears for her years of service on this committee. She is retiring as of January 1, 2006.**

A. Discussion – What should Faculty Senate / UAB discussion points be from the November 18 minutes?

1. GER monitoring – 60 credit: Needs discussion as to problems with implementation.
2. Admission policies for baccalaureate degree programs. Several committee members voiced that this is worth investigating. Need to consider potential disadvantages.
3. No mandatory advising currently required unless a low GPA – but there are resources available. A gradual or phased approach to determining whether mandatory advising should be required needs to be pursued.
4. Priority dates for registration for those students who have already applied for graduation are needed.

B. D. Narang discussion with Barbara Tullis regarding summer advising idea (see handout)

Faculty must be compensated for work when the work occurs!

The idea: Include in CAFÉ programs for attaining “Advising Certificates.” There could be multiple levels of completion.

Recommendation that Lauren Bruce from Café be invited to a future meeting to discuss options.

C. Attrition Committee Recommendations

Recommendation that Lauren Bruce and Vera Allen-Jones be invited to January 27 meeting.

D. GUEST: Dr. Kim Patterson, Director of Student Support Services

- Vera Allen-Jones acquired grant for student support services. US Dept of Education program.

- This is a persistence program...focusing on keeping students enrolled in school. Students must be low income and first in family to pursue BB degree or students have some type of disability.
- Students are new on campus...new to UAA.
- Program administration is located in the Eugene Short Bldg. Currently in process of hiring staff and coordinator.
- Program is now taking applications from students seeking support. Student interviews underway. Looking for students who want a partnership...not just tutoring. This is a more holistic approach to support.
- Objective: To begin full programming in Spring 2006 semester—160 students targeted.
- This program should better acquaint UAA with these students and know their needs. That way, support can be tailored.
- Includes working with DSS, AHAINA, etc. Very comprehensive network approach.
- UAS also acquired this grant...they are a bit ahead of us.
- Six stated program outcomes...
 - Serve 160 students
 - 70% of students must be retained over two full semesters
 - Required to have advisory council to evaluate program at end of year
 - Students must feel welcome and are oriented and use the campus
 - Within 6 years...must have graduated from a baccalaureate degree program
 - ???
- SSS will need help in quantitative skills as well as English. Looking for tutor volunteers.
- Partnering with faculty to help students.
- Cohort groups are required by the grant.

Upcoming Meetings:

Friday, January 27 – Possible Guests – Lauren Bruce and Vera Allen-Jones

Friday, February 24

Friday, March 31

Friday, April 28

Undergraduate Academic Board Report December 2005

Program/Course Action Request

A. CHSW

Chg Human Services non-transcripted, Conflict Resolution Certificate

Chg HUMS A334 Family Mediation (3cr)(3+0)

Add HUMS A224 Conflict and Collaborative Systems (3cr)(3+0)

B. COE

Chg EDSE A215 Introduction to Inclusive Early Education: Strategies (3cr) (3+0)

Chg EDSE A216 Family and Community Issues: Supporting a Child With Special Needs (3cr) (3+0)

Chg EDSE A217 Behavioral Health: Young Children with Special Needs (3cr) (3+0)

Chg EDSE A218 Understanding Legal and Ethical Issues: Young Children With Special Needs (3cr) (3+0)

Proposed Feedback Process for Deans

Introduction

The Faculty Senate, with the concurrence of the Chancellor, has determined that implementing a feedback system for administrators and deans would benefit both the institution and the individuals receiving feedback. To this end, Senate Bylaws were amended in 2004 to establish an Institution and Unit Assessment Committee (IUAC) who will nominate a feedback process for approval by the administration and oversee its implementation. The process has not yet been established but is currently under discussion.

Our goal is to provide relevant and timely information to deans and directors for use in their personal and professional development plans. Future efforts may include feedback for department chairs as well, although this initial effort will include only the Chancellor, the deans, and those directors whose units include more than 5 to 10 faculty members. The intent is to use the feedback system solely as a formative tool as opposed to an evaluative or summative one.

Benefits of implementing such a feedback system include: enabling colleagues working for an administrator to provide constructive feedback in confidence; assisting those evaluated in formulating personal development plans to address issues raised and to improve strengths and weaknesses; providing the Provost with information that may be useful in succession planning and identifying individuals with potential for leadership responsibility (assuming that the information is shared with the Provost).

Historically, deans have received feedback only from the Provost; feedback from subordinates has been lacking in any formal sense. Therefore the primary raters of the deans will be their subordinates. At least 10 individuals must supply feedback for every dean to ensure valid results. More raters will improve reliability, and a large, representative sample of those working directly for an administrator or dean will yield the best results. The Individual Development and Educational Assessment (IDEA) Center at Kansas State University has survey tools that are widely used and are backed by an on-going research program to support the instruments' reliability and validity. The IUAC recommends adopting the IDEA Center survey tools.

IDEA Center survey process

Individuals to be rated, and those doing the rating, are identified prior to administering the survey. The persons being rated must agree to participate and are free to opt out if they so choose. Once the list of participants is complete an e-mail list is compiled for submission to the IDEA Center to administer the survey. This list will be tested and verified prior to submission to IDEA.

It is essential to prepare the campus **prior to initiating the online delivery of the surveys**. The following areas will be addressed in communications to those who are being rated (the deans) and those who will complete the survey (faculty, and possibly, staff).

- The purpose of the evaluation is for improvement of the dean's leadership, as part of an overall evaluation process that will have additional evaluative components.
- A description of the rating process
 - Email delivery of instrument from the IDEA Center –admin@theideasonline.org
 - Email reminders until completion of the instrument
- Timing of the rating process (e.g., start and end dates)

- The supported browser is Internet Explorer
- Who will receive a copy of the reports
- Confidentiality of the system (see the IDEA Center's Statement of Confidentiality)
- Note that the administrator being rated is required to complete an Information Form. This form is different from the actual survey instrument.

This discussion can occur through a personal correspondence from each dean or from the IUAC (probably via an email sent to all raters), in addition to Senate forums and web sites where raters will have access to information, or a combination of the above.

The survey is administered using secure web-based forms, and it is available to preview prior to submission so that respondents have time to consider the questions and provide thoughtful responses. Compilation of the data and delivery of the reports to a designated person at the institution is completed by IDEA Center staff within 10 days of survey completion. The IDEA Center communicates directly with respondents selected by the institution to participate in the survey.

Using the survey report

The deans, the Provost, and the Senate ought to agree upon the approach for using the information provided by the survey. At some institutions, no one sees the feedback other than the person being rated; at others, the person's supervisor is copied on the results.

The feedback will be very useful to the deans as a tool in formulating their personal development plans. However, it also offers deans the opportunity to engage in an exceptionally meaningful dialogue with their faculty. The IUAC encourages deans to take the initiative in responding to their faculties' concerns as expressed in the survey. Depending on the size of the unit and the personal style of each dean, he or she may wish to meet with faculty members individually or in small groups, or in an all-college assembly, or to share a summary of the survey results with the faculty in writing. By taking ownership of the survey, a dean can send a strong message that the faculty's opinion matters.

A formal process for tracking use of the results by the deans is highly desirable as well. In order to get the most out of our investment it would be good to have those rated develop plans to leverage the information gained to their and the institution's advantage. In order to do this the person(s) rated must be accountable to someone for progress on their personal development plan. That person does not necessarily need to be that person's supervisor, but could be a mentor or coach.

Costs

Feedback for deans and administrators have the same fee structure. It is \$150 per person rated plus \$1 per rater. So if we have 15 raters for a dean the charge for that person would be \$175.00. The charge includes initial and reminder e-mails, three copies of the report, and shipping.