

MINUTES
UAF FACULTY SENATE MEETING #193
 Monday, October 7, 2013
 1:00 p.m. – 3:00 p.m.
 Wood Center Carol Brown Ballroom

I Call to Order – David Valentine
 A. Roll Call

Faculty Senate Members Present:	Present – continued:
ALBERTSON, Leif (14) - audio	WEBLEY, Peter (14)
BAKER, Tori (14) - audio	WINFREE, Cathy (15)
BARNES, Bill (15)	WINSOR, Peter (14)
BERGE, Anna (15)	YARIE, John (14)
BRET-HARTE, Donie (15)	ZHANG, Xiong (14) – Rorik Peterson
COFFMAN, Chris (15)	
CONDE, Mark (15)	Members Absent:
COOK, Christine (14) – Phil Patterson	CEE, Vincent (14)
DAVIS, Mike (14)	CHEN, Cheng-fu (14)
DEHN, Jonathan (15)	GUSTAFSON, Karen (14)
DUKE, J. Rob (15)	HAN, Xiaoqi (15)
FALLEN, Chris (15)	JOLY, Julie (15)
FOCHESATTO, Javier (14)	MARR, Wayne (14)
GIBSON, Georgina (14)	MEYER, Franz (15)
HARDY, Sarah (15)	MOSER, Dennis (14)
HEALY, Joanne (15)	
HORSTMANN, Lara (15)	Others Present:
JOHNSON, Galen (15)	Chancellor Rogers (audio)
JOHNSTON, DUFF (14)	Provost Henrichs
KIELLAND, Knut (14)	Libby Eddy
LARDON, Cecile (15)	Brad Krick
LOVECRAFT, Amy (15)	Mark Herrmann
MCCARTNEY, Leslie (15)	Eric Madsen
MISRA, Debu (15)	Alex Fitts
NEWBERRY, Rainer (14)	Carol Gering
RADENBAUGH, Todd (15) - audio	Colleen Angaiak
SHALLCROSS, Leslie (15)	Gordon Williams
SHORT, Margaret (15) – John Gimbel	Falk Huettmann
VALENTINE, Dave (14)	
WEBER, Jane (14)	

B. Approval of Minutes to Meeting #192 (Postponed)

C. Adoption of Agenda

Debu M. requested to add a discussion item regarding geographic differentials for pay. The item was added to the agenda discussion items.

II Status of Chancellor's Office Actions

A. Motions Approved:

1. Motion to revise Guidelines for the Review of Group A / B Administrators

B. Motions Pending: None

III A. President's Remarks – David Valentine

David reported that he and Cecile have been attending various school and college convocations. Doing so has been a useful way to make contact with faculty and “wave the Faculty Senate flag” with the aim of pumping up the interest among faculty, particularly senior faculty, to consider serving on Senate either through permanent committee service or running for a representative seat. He asked for feedback from the Senators about any sense they might have from their colleagues about whether that was useful or not.

He also reported about the progress of the General Education Learning Outcomes Committee (GELO) in adopting a common set of student learning outcomes. GELO has started with the student learning outcomes that UAF Faculty Senate adopted back in 2011, and with very minor changes to those has drafted their set of outcomes. This is good news for UAF in that we’re not seeing the target move a great deal. The other aspect of this effort is they’re now looking at how the three universities working together can change the University Regulations which is a necessary step to implement new general education requirements.

David quelled any rumors about Blackboard going away. Faculty Senate is not trying to get rid of Blackboard and does not have the power to do that. The efforts of Faculty Senate to examine Learning Management Systems in cooperation with Carol Gering and eLearning have been to help provide faculty input into what programs might be future LMS possibilities for UAF, including Blackboard. He asked Senators to help quell any rumors they might hear about Blackboard “going away.”

B. President-Elect's Remarks – Cecile Lardon

Cecile reported about a recent discussion at the System Academic Council (SAC) concerning possible adoption of the university college model. She explained that it’s a cohort model for students going through their undergraduate degree program and it can be quite structured where students are assigned their semester schedules. Alternately, it can be more flexible, and one example of that was to give students a deadline by which they have to complete their foundation courses. It’s a very different approach and philosophy than what we have right now. It was an interesting discussion at the meeting, but no decisions were made concerning it.

Another topic being discussed at all levels of the university is eLearning. Faculty need to be more proactive and vocal about what they already do as well as what they would like to do and are planning to do in terms of using instructional technology in face-to-face or distance or blended-delivery courses. It’s important for faculty to become more focused and vocal about their efforts in that regard. She

encouraged faculty to be innovative and participate in eLearning site programs that are training faculty to be mentors and facilitators to other faculty who want to innovate with technology in their courses. Over the coming year, she would like to have more discussions about this topic.

IV A. Chancellor's Remarks – Brian Rogers

[The Chancellor's remarks occurred late in the second hour of the meeting by audio conference since he was in travel status.]

Chancellor Rogers wished the President of Faculty Senate a happy birthday. He also mentioned that they will soon be announcing the fellows for the Chancellor's Innovation in Technology and eLearning group. Clearly there's been some interest in that and in innovation in general. He expressed appreciation for the faculty leadership on issues like the general education learning outcomes and others. While it's important that we do what we can to standardize with the other two institutions, one size doesn't always fit all. He appreciates that the Faculty Senate continues to look out for the interests of UAF.

B. Provost's Remarks – Susan Henrichs

It was announced that the Chancellor would be calling in during the second hour of the meeting and would talk about the Board of Regents meeting that occurred a couple of weeks ago.

The Provost reported about the differential tuition topic that was discussed at the recent BOR meeting. The Regents decided that the decision should be made by the UA President; and, it is pending at his office in a slightly modified form.

Commenting on the topic of the university college model, the Provost said she is broadly in favor of the concept and in terms of cohort models they've proven to be very successful in student retention and improving progress toward degrees. However, before adopting such a model she urged careful study of the composition of the UAF student body. There is much variety here at UAF, including a large number of returning students and those who transfer in, and there are many who are older and who work while going to school. There is a lot of variety in terms of qualifications or preparation for college among entering students. UAF will need to tailor its efforts to the kinds of students it already has.

The Provost reported that at the end of October most of the university administrators will be attending some meetings at the invitation of Statewide. One meeting day will be about leadership, and the second day will be a discussion about shaping the university's future. It's the implementation phase of the Strategic Directions Initiatives, and she doesn't expect business as usual with regard to reshaping the university and its future. In fact, they are expecting some possibly dramatic changes to the university, though unknown at this time. There will be Faculty Senate representation at this statewide meeting, she believes; and, she will be discussing what is proposed at that meeting with the faculty and the rest of the university when she returns. She also commented that the current fiscal pressures have much to do with what must be considered. With fixed costs increasing and revenues not keeping pace, there is the need to economize and cut costs. It also drives the need to increase net revenues, as well as to think carefully about all expenditures. The Provost is considering carefully what she can do personally to ensure that the university continues to be the best it can be for its students. She encouraged everyone to think creatively about how we can move forward in this financial climate and not succumb to the challenges facing most universities in the country as well as here in Alaska.

V Guest Speaker: Melba Fey, Director of Client Support for Data180
Topic: Faculty180 roll-out

Eric Madsen introduced Melba Fey of Data180. Like the co-founders of the company, Melba has an academic background. This has been a tremendous advantage to UAF as they work with her. Eric mentioned the interesting session that was held in the morning with administrative assistants and unit-level administrators. They had pointed out that the academic records retention policy may need to be updated as they move toward electronic data-keeping. He also mentioned the session that will follow at 3:30 pm after this meeting.

Melba noted that the two founders of the company, Scott Wymer and L.K. Williams, are faculty at Morehead State University. As faculty, they identify with the situation of being asked to provide data to the university at various times throughout the year and for a variety of information needs.

The core of the system is a “faculty data hub” -- a place to store inputs from faculty and administration, and to generate outputs ranging from accreditation reports to individual CVs, templates for grant-reporting purposes, and performance measures, for example. The overall expectation is for this system to be easy to use.

Melba gave an overview of the user input screens that one will encounter. She described the defaults built into the system; however it is also very customizable for each institution’s needs. There are only a couple of things that could not be accomplished yet. But, by October 20 any barriers encountered to this point will be resolved by the company as some more powerful functions are rolled out.

When implementing the system, they take information from the institution, review it, and do a fit / gap analysis to match the system to campus needs. After the first round of use by campus, the company can then expand the system to handle more needs for the campus.

She spoke about data security and who can see and access the information. This is driven by decisions at each individual institution. Permissions can be assigned in a hierarchical manner at the campus and unit levels. They are a web-based solution and partner with INetU (<http://www.inetu.net>). Authentication for signing in to the system at this campus is through Shibboleth.

Training and support are offered online as well as in-house, which is why she is here today. They listen to what their clients need and do their best to address them.

A question and answer period ensued. Mark C. asked about security in light of the recent Adobe situation. Melba responded that she understands the barriers that must be addressed when rolling out a new system, including security. She gave a recent example of the company’s ability to verify and backup its system information.

Jane W. asked about future training next spring. Melba said it will be provided, noting there are lots of decisions still being made about the system, and they will make themselves available as needed. They also do webinars for individual departments and colleges.

A faculty commented about their concern regarding who uses the faculty data and related privacy issues involved. The Provost responded that the narrative self-evaluation will be submitted separately to the deans, not by means of this system. The remainder of a report entered into the system consists only of

what is collected on the present Word document form. It's possible to enter additional (optional) data into the system, but it won't be required like the annual activity report.

John Gimbel asked the Provost if the database will only include information of a public nature, or will it include such things as letters of reprimand and grade appeals? Provost Henrichs reiterated that only what is currently found on the Word document version of the annual activities report will be stored in the database. If they wish to add anything else in the future, it will be discussed with the faculty first. The database is not the appropriate vehicle for keeping track of disciplinary types of actions. Publications and courses being taught are public information already. Any information that is protected under FERPA would have restricted access, as it does now.

Chris F. reported that he used Faculty180 to do his report this year. Some things about using the system went well, but he has found that entry of scholarly activities was a step backward from being able to cut and paste entire citations into the old report document. Using the electronic report was very step intensive and he had to go back and forth between systems to enter co-authors. He tried to importing data from several sources which did not work, and so he had to resort to manual entry – a very time intensive and impractical approach. Melba noted that she had populated the system at another institution with over 300 CVs without issues, so she would be interested to follow up and help diagnose the problems. It was acknowledged that the supporting guide needs to include more information about importing data into the system and Melba noted the company has just hired a person to produce training videos. Chris reiterated that it was not a training problem per se, but more an issue of how many steps or clicks the task was requiring the user to do.

Georgina G. described some of the problems she had encountered with entering citations. She added a citation twice because it kept disappearing. The help office could see it, but she couldn't see it herself until the next day. She mentioned that the help person was great, and noted that she had entered the citation twice and he could see the two entries. Melba surmised that the issue might be the view Georgina had been using, and that a demonstration of what she meant would be shared later today.

Eric clarified that the today's session after the Faculty Senate meeting and the one scheduled for tomorrow at IARC are not planned as training sessions; however Melba will change tracks and make it training if that's what the faculty who are present would prefer.

David V. asked for a comparison between implementing the system at UAF with the experience at other universities. Melba responded that every experience is unique and much depends upon the size of the university and the resources available on the campus. The fact that she is able to be here today speaks volumes for the campus. She felt that UAF was within the range of comparability with other institutions she has had to deal with.

VI Discussion Items

A. English and Math Placement Policy Changes – Cindy Hardy

Cindy Hardy, chair of the Student Academic Development and Achievement Committee (SADAC), described placement policy changes being proposed for Math. Both the Math and Developmental Math departments want to change placement into math from Accuplacer, SAT and ACT tests (or any other method) to a program named ALEKS, instead. In general, it has seemed like a great idea; but, as they talk about it they are realizing there are far-reaching ramifications to be considered.

A year ago the English and Developmental English faculty of the three universities decided to align their placement into English F111X, and to try to align their placement into Developmental English and preparatory courses. This effort potentially impacts all the core courses. A separate motion will be proposed later on in the semester.

As an informational item, Cindy shared that the SADAC also received a draft motion for discussion from System Academic Council (SAC) proposing a minimum standard of admission to baccalaureate degree programs which would be used among the three universities.

One of the issues being discussed with the math placement policy changes is an additional fee to students of \$25 that would be required for ALEKS. There have been some discussions about the feasibility of the university absorbing the fee or incorporating it into other fees. The Math Department would like students to take ALEKS before their first math course, but this may be out of sync with admissions testing or overall placement testing schedules. Another issue concerns areas with special populations and rural areas with poor internet access where the use of paper and pencil is necessary for testing. An unintended but interesting discussion is occurring around the catalog statement “or permission of instructor” and whether this can override placement testing for courses. It will be discussed further at Curricular Affairs Committee. Other timing issues of taking ALEKS have arisen since high school students may take SAT or ACT tests up to a year in advance, while transfer students take placement tests nearer to registration. Generally, ALEKS is well supported among the faculty who’ve been discussing it because of some really good features. It can provide the student with specific information about areas in math they need to work on, and even provides a six-week study module to prepare students who need to re-take the test.

With regard to English placement, Cindy noted that Linda Hapsmith has done an enormous amount of work to look at the alignment of Accuplacer, SAT, ACT, Compass and other placement test scores that students could bring into English F111X, and has compared those to scores used at UAA and UAS. To the extent that they can, the tests are aligned among the three universities. There have been unintended consequences of combining reading and writing Accuplacer scores which raises the English F111X score for placement. A new course, English F109, will serve to fill the gap, but there is now the question of whether courses which have required English F111 placement will now accept English F109 or not. There will also be a housekeeping motion to clean up some catalog language “creep” to incorporate some policy language changes which have occurred over time outside of the Faculty Senate process. Looming over all these potential changes are issues connected to the work of the General Education Revitalization Committee. All the issues that have been raised impact a lot of the 100- and 200-level courses.

Rainer N. reminded everyone that the policy change decisions rest with Faculty Senate, and to that end they are providing as much information as they can to help make informed decisions. He implored the Senate to look over the motions and information before the meetings.

David asked about having an online discussion; however Cindy shared that the SADAC has had extensive discussions already and involved concerned parties in those discussions. She feels they will be able to bring a finished product to the Senate very soon. She has already been going through a lot of emails every day. The motion will also go through Curricular Affairs Committee after that for review.

B. External Committee Representatives

1. Parking Advisory Committee representative will be Rorik Peterson

2. Bookstore Advisory Committee: Still vacant, looking for volunteers

David pointed out that if no one volunteers for the Bookstore Advisory Committee, it means faculty must be happy with how things are going. Cecile reminded everyone that the seat does not have to be filled by a senator and encouraged everyone to talk to their colleagues. Send names to them via email.

C. Item from Debu – Geographic Differential of Pay.

Debu reported that he had heard from the Faculty Senate presidents at UAA and UAS who had concerns about geographic pay differential issues. Mike Davis developed a resolution which was distributed to everyone. Because of rising costs throughout the state, particularly for fuel, employees have been negatively impacted. Board of Regents policy addresses geographical pay differentials, but the last study that was done was back in 2008.

David asked Knut K. of the Faculty Affairs Committee to take up this issue for further discussion.

BREAK and Faculty Senate group photo shoot.

VII New Business

A. Motion to amend Bylaws concerning committee appointment procedures – submitted by the Administrative Committee (Attachment 193/1)

David provided background on the motion and the need to codify the current practice. While the bylaws state that the Administrative Committee puts the committee membership together, in practice the task is so unwieldy and time-intensive that the President and President-Elect put the committees together, often with the help of the Past President. The Administrative Committee approves the overall list of committee assignments and it is then confirmed by the Faculty Senate.

Debu asked which Administrative Committee reviews the assignments. The bylaws do not specify whether it's the prior-year committee or the newer committee. David acknowledged the bylaws are not clear which body is meant and a time frame is not specified. Todd R. asked if committee appointments are for one year or longer. David noted the bylaws specify that the standard appointment is for two years, taking into account that terms are staggered.

A vote was taken, and the motion was passed by majority.

B. Internal appeals process for Administrative Committee – submitted by the Administrative Committee (Attachment 193/2)

David explained that this motion concerns the decisions of the President and President-Elect. It proposes a mechanism to allow for an appeal to be made by a Senator to the Administrative Committee about a decision made by the President and/or President-Elect. If someone is unhappy with their committee assignment, for example, all they can do at this point is ask for the President and President-Elect to make a change. This motion provides for a means to make an appeal to the Administrative Committee for their consideration and a potential remedy. This motion would place the procedure in Article IV under Officers in the Faculty Senate Bylaws. It is an addition to the bylaws; nothing is being changed.

Todd R. asked about length of committee terms, and David reiterated that the standard term is for two years. Todd asked if the appointment is for two years, then could a person be moved off the committee

in the second year. Rainer N. noted that senators may freely ask to be moved to other committees. David stated that there is nothing in the bylaws that proscribes a senator being reassigned to another committee in the second year of their term.

Debu M. commented that if one must appeal to the Administrative Committee, this appears to be a major conflict since they already approved the committee assignments in the first place. He asked that this motion be reconsidered, and made a recommendation to change the motion so that an appeal would go to an ad hoc committee for review.

David responded that the Administrative Committee is not necessarily looking at individual committee appointments, but that the committees are adequately filled. If someone were to appeal their appointment and brought their reasons to the Administrative Committee, David stated he has confidence in the ability of the Committee to be objective. Cecile noted that there are very few decisions made solely by the President and President-Elect, with appointments to committees comprising the main decisions. She pointed out that appeals can be brought to the Administrative Committee before they have approved the committees. Debu reiterated that he thinks an ad hoc committee would be needed to look at an appeal fairly.

David observed that an amendment to the motion may be offered, or it can be referred back to Faculty Affairs for further consideration. Cecile added that normally it is the prerogative of leadership to make committee assignments and that a parliamentary body doesn't usually allow for an appeals process. They are extending this prerogative to the executive board of this parliamentary body, which is the Administrative Committee. The ultimate decision to approve the committees is made by the Faculty Senate as a whole.

Amy L. inquired about a potential scenario of a senator who appealed their assignment and remained unhappy with the outcome – could they resign from Faculty Senate without penalty? Cecile and David responded that they could indeed do so without penalty. An alternate would be chosen fill the seat. If there were no alternate, then a special election would occur at the affected unit.

Rainer moved that the motion be brought to the floor for voting and Jon D. seconded.

Debu moved to make a friendly amendment to the motion to have appeals handled by an independent ad hoc committee and not the Administrative Committee. Jane W. seconded and discussion followed.

Javier F. asked who would be on the ad hoc committee. Donie asked who would appoint members to the special committee. Debu responded that the Faculty Senate body could appoint the committee. David pointed out that it's difficult to even get someone to serve on the Bookstore Advisory Committee.

The vote on the friendly amendment was called to question and taken. The amendment to the motion was defeated by the majority.

Todd R. commented that he thinks there needs to be language in the motion referencing the two-year appointment to committees. He feels that there should be a preference for the person wishing to retain their two-year appointment. David noted this could be part of the language of an appeal without changing the motion before them. Todd reiterated that the senator should still be given a preference and David reiterated that the ability to make an appeal addresses this.

Mike D. stated his opposition to the motion. He thinks this motion is a rubber stamp, and that the deck is already stacked against someone bringing an appeal forward.

Rainer stated that he resented the allegation that they are not rational people who cannot be swayed by a good argument, noting that any of the senators present could potentially be members of the Administrative Committee.

The original motion to establish an internal appeals process was voted upon and passed by majority.

C. Motion to endorse 2013-14 Faculty Senate Committees (Attachment 193/3)

David brought the motion to approve the 2013-14 committee assignments to the floor. The motion was called to question and seconded.

Jane W. asked about the Core Review Committee membership, noting there is no CRCD or CTC representative on it. She stated she believes that the Core Review Committee often looks at the AA degree which is housed in CRCD and so wonders why there is no membership from CRCD on the committee. It was suggested that Jane speak with the committee chair who would very likely welcome any suggestions about changing their membership bylaws.

Chris C. raised a point of clarification about the Core Review Committee. She had examined its bylaws and noted they do not specifically address review of or authority over the AA degree program. This was in line with what Chris recollected from her own past service on that committee. Jane acknowledged she was aware of that point, and Chris commented that she agreed it would be a good idea to have a CRCD person on the committee. (Someone noted mention of the AA and AS degrees in the Core Review Committee meeting minutes attached to the agenda.)

Debu M. asked if each standing committee must include membership from each represented unit. David responded that they don't, and the bylaws may further define membership of committees. The permanent committees have both senate and non-senate faculty membership, and most of the committee bylaws are very specific about that as well as how appointments are made to those committees.

The motion to approve the committees was passed by majority.

D. Resolution opposing adoption of a tobacco-free policy across the UA System – submitted by the Administrative Committee (Attachment 193/4)

David initially heard about this topic at the System Governance Council (which is comprised of the leadership of all the governance bodies across the UA system to deal with issues of common concern). A student group from UAA is planning to advance a motion that would ban all tobacco use on any University of Alaska property throughout the state. The Council is interested to learn what the governance groups think about this, so David has brought this resolution before them for that purpose.

He openly admitted he had worded the resolution to reflect his opinion on the matter. He reminded them that this is a resolution to make their position known, since they do not have direct authority over the matter.

Lara H. asked if this potential motion includes the sale of tobacco products on university properties (e.g., Oaken Keg and the gas station nearby). David was not sure what exact points were in the planned

motion, only that it was being advanced as a zero tolerance policy. He's aware that there are some current rules regarding tobacco sales on the individual campuses, but does not know if this is addressed in the motion or how it would be applied to ancillary properties of the university.

Lara asked about the originators of this potential motion and if they were speaking for all students. Provost Henrichs noted that the student group spoke before the Board of Regents last June and are well organized; many are nursing or health program students at UAA.

John Y. asked what the current rules are, mentioning there is already a strong ban on use of tobacco inside the university buildings. Provost Henrichs commented that the policy extends to university buildings, dormitories and residence halls, with the exception of some of the private residences. The other rule is that people are not supposed to smoke within 50 feet of a building, but that one is not commonly enforced. David reiterated that the motion he has heard about is a zero tolerance of tobacco use anywhere on university property.

Anna B. commented that she supports the resolution and she feels the current policy is fairly good. There needs to be balance in light of the fact that there are smokers on campus. She wondered what might happen to those caught smoking and if it would adversely affect their employment. There needs to be balance about how far we intrude into personal choices people make. Lara commented that she wonders how this student group feels about alcohol use on university property – what will be next?

Georgina G. mentioned the tobacco survey that Staff Council sent out and asked what the results of that were. Brad Krick, Staff Council president, stated that the survey went out last week to staff. (He wasn't sure how some of the faculty received it.) There are over 500 responses so far and the results are not finalized yet. Cecile requested a report of the results when they are available.

Peter Webley shared the observation that in Anchorage, one walks off university property almost immediately when they leave some of the buildings. This is not so at UAF for the most part. He mentioned the intersection at University Avenue and College Road as an example of university property that is mainly used by the public at large. Enforcing a ban in this area would be very difficult as someone stopped for smoking at the intersection could step into the road and technically not be on university property at that moment. He doubts that the Anchorage students realize all the differences between what is vs. what is not university property.

Mark C. commented that the resolution is too vague and doesn't capture the intent that needs to be conveyed. He felt it needed to be re-worded and made stronger, with more included in the rationale such as the fact that the current policy is adequate without expansion. He thinks the current wording could be misinterpreted or turned around to support the opposite argument. He supports the intent of the resolution, but does not support it as currently written.

Jon D. questioned what is going on procedurally with a small group of students speaking to the Board of Regents about changing BOR policy and UA regulations. Did this come up in public comment? It seems strange to have small groups like that telling the university what to do and opens the door to bombarding the Regents with all sorts of matters. He suggested System Governance Council might follow up and see that campuses address how matters are brought forward to the Board so that shared governance is involved.

Javier F. spoke about the fact that there are non-UA employees on this campus who smoke. Cecile pointed out that campus rules extend to these people as well, much as rules about smoking on hospital

grounds apply to visitors, patients and employees alike. Javier thought this should be addressed in the resolution as well.

Mark C. proposed amending the resolution to say we oppose any change in policy above and beyond what we already have in place. This was seconded. Rainer suggested simply adding a sentence that says: "We feel the current policies are adequate." This met with general approval. Substituting the word "sufficient" in place of "adequate" was suggested. David read back the proposed change, but there was still some disagreement about the actual wording along with further suggestions. Lara suggested adding "zero tolerance" so that the first sentence would read "The UAF Faculty Senate opposes adoption of a ZERO TOLERANCE tobacco-free policy across the University of Alaska System."

Todd R. moved to table the motion and it was seconded. The resolution was tabled by majority vote.

VIII Governance Reports

A. Staff Council – Brad Krick

Brad quickly reiterated that he will return with information about the tobacco survey results at the next meeting

B. ASUAF – Ayla O’Scannel

No report was available.

C. Athletics – Dani Sheppard

No report was available. Dani was in travel status.

D. UNAC – Tony Rickard

Debu mentioned that Tony cannot make it this semester. He will find someone who will be able to attend and provide updates.

UAFT – Jane Weber

Jane announced that the JHCC will meet later this week, and their agenda is posted online.

IX Public Comment

There were no public comments.

X Members' Comments/Questions/Announcements

Falk Huettmann, the Faculty Senate representative on the People’s Endowment Fund Committee, announced that proposals are now being accepted. They are due by October 28. He briefly described the committee’s purpose of funding projects for the benefit of the university that might otherwise go unfunded.

Committee Chair Comments

Curricular Affairs – Rainer Newberry, Chair (Attachment 193/5)

Faculty Affairs – Knut Kielland, Convener

Unit Criteria – Chris Coffman, Chair

Committee on the Status of Women – Jane Weber, Chair

Core Review Committee – Miho Aoki, Chair (Attachment 193/6)

Curriculum Review – Rainer Newberry, Chair

Student Academic Development & Achievement – Cindy Hardy, Chair
Faculty Development, Assessment & Improvement – Franz Meyer, Chair
(Attachment 193/7)

Graduate Academic & Advisory Committee – Donie Bret-Harte, Chair
(Attachment 193/8)

Research Advisory Committee – Peter Webley, Convener (Attachment 193/9)

XI Adjournment

The meeting was adjourned at 3:02 PM.

ATTACHMENT 193/1
UAF Faculty Senate #193, October 7, 2013
Submitted by the Administrative Committee

MOTION:

The UAF Faculty Senate moves to amend the Faculty Senate Bylaws of the University of Alaska Fairbanks, Section 3, Article V: Committees, subsection B, concerning appointments to Faculty Senate Committees.

EFFECTIVE: Immediately

RATIONALE: It has long been recognized that the committee appointment process is too unwieldy for a committee to undertake. The proposed change to the by-laws codifies existing practice wherein the President and President-elect make the recommendations which are then approved by the Administrative Committee.

BOLD CAPS = Addition

[[]] = Deletion

Sect. 3 (ART V: Committees)

...

- B. Membership on standing and permanent committees will be for two years except as noted below with the possibility of re-appointment. The initial appointment or re-appointment is **[[made]] RECOMMENDED** by the **[[Administrative Committee]]** **PRESIDENT AND PRESIDENT-ELECT** or as specified in the definition of a Permanent Committee, **APPROVED BY THE ADMINISTRATIVE COMMITTEE**, and confirmed by the full Senate. Senators are limited to serving on a maximum of one standing committee at any one time. To provide continuity, terms will be staggered and an initial appointment may be made for one or two years as determined by the Administrative Committee based on need.

ATTACHMENT 193/2
UAF Faculty Senate #193, October 7, 2013
Submitted by the Administrative Committee

MOTION:

The UAF Faculty Senate moves to revise the Faculty Senate Bylaws of the University of Alaska Fairbanks, Section 2, Article IV: Officers, to establish an internal process for handling appeals by Faculty Senate members to decisions made by the President and/or President-Elect.

EFFECTIVE: Immediately

RATIONALE: In the event that a senator disagrees with a decision or recommendation of the President or President-elect (e.g., a committee appointment), no process currently exists to enable the senator to appeal it beyond asking the President and President-elect to change it. This lack of recourse can lead to the appearance of politically motivated or arbitrary and capricious decision-making. The proposed addition to the by-laws provides a procedure through which a senator may appeal a decision or recommendation to the Faculty Senate Administrative Committee.

BOLD CAPS = Addition
[[]] = Deletion

Sect. 2 (ART IV: Officers)

The President of the Senate shall be an ex-officio, non-voting member of all elected and appointed committees of the Senate. The President-Elect of the Senate shall be chairperson of the Administrative Committee of the Senate and shall be an ex-officio, non-voting member of such elected and appointed committees of the Senate as the President of the Senate shall direct.

THE FOLLOWING INTERNAL APPEALS PROCESS WILL BE FOLLOWED TO RESOLVE DISAGREEMENTS BETWEEN MEMBERS AND THE FACULTY SENATE PRESIDENT AND/OR PRESIDENT-ELECT.

- 1. APPELLANT MAKES A GOOD-FAITH EFFORT TO RESOLVE THE ISSUE DIRECTLY WITH THE PRESIDENT AND/OR PRESIDENT-ELECT. IF APPELLANT IS NOT SATISFIED WITH THE RESOLUTION, CONTINUE WITH THE FOLLOWING STEPS.**
- 2. APPELLANT REQUESTS TIME TO SPEAK TO THE ADMINISTRATIVE COMMITTEE AT ITS NEXT REGULARLY SCHEDULED MEETING. (STANDARD TIME ALLOTMENT WILL BE FIVE MINUTES' SPEAKING TIME.) APPELLANT MAY SUBMIT A BRIEF SUMMARY TO BE DISTRIBUTED AS A WRITTEN HANDOUT TO THE COMMITTEE AT THE**

MEETING, IF DESIRED, IN ADDITION TO BEING PRESENT AND SPEAKING. THE HANDOUT SHOULD BE SUBMITTED FIVE BUSINESS DAYS BEFORE THE ADMINISTRATIVE COMMITTEE MEETING AND INCLUDE A DESCRIPTION OF THE DECISION BEING APPEALED, THE REASONS FOR THE APPEAL, AND THE PROPOSED RESOLUTION.

- 3. AFTER THE APPELLANT HAS SPOKEN, THE PRESIDENT AND PRESIDENT-ELECT MAY RESPOND. (STANDARD TIME ALLOTMENT WILL BE FIVE MINUTES EACH. ONE OR BOTH MAY SPEAK.) THE PRESIDENT OR PRESIDENT-ELECT MAY ALSO PROVIDE A WRITTEN RESPONSE AS A HANDOUT FOR THE CONSIDERATION OF THE ADMINISTRATIVE COMMITTEE.**
- 4. THE APPELLANT WILL LEAVE THE MEETING AND THE ADMINISTRATIVE COMMITTEE WILL CONSIDER TWO OPTIONS: A. NO CHANGE TO THE ORIGINAL DECISION; OR, B. SUSTAIN APPEAL AND COME TO AN ALTERNATE DECISION BASED ON THE COMMITTEE'S DELIBERATION. THE ADMINISTRATIVE COMMITTEE WILL VOTE ON THE MATTER. AN AFFIRMATIVE VOTE BY AN ABSOLUTE MAJORITY OF THE COMMITTEE IS REQUIRED TO SUSTAIN THE APPEAL.**
- 5. A BRIEF REPORT IS SHARED AT THE NEXT FACULTY SENATE MEETING BY THE CHAIR OF THE FACULTY AFFAIRS COMMITTEE. THERE IS NO FURTHER DISCUSSION ON THE MATTER AT THE SENATE MEETING.**

MOTION:

The UAF Faculty Senate moves to endorse the 2013-2014 committee membership as attached.

EFFECTIVE: Immediately

RATIONALE: New Senate members' preference for committee selection were reviewed and weighed against membership distribution from schools and colleges. Now that questions of representation and availability have been resolved, the committee membership may be formally endorsed.

STANDING COMMITTEES
(Faculty Senate members only)

Curricular Affairs

Rob Duke, CLA (15)
Karen Gustafson, CLA (14)
Cindy Hardy, Chair of SADAC
Sarah Hardy, SFOS (15)
Diane McEachern, CRCD (Kuskokwim) (15)
Dennis Moser, LIB (14)
Rainer Newberry, CNSM (14) – Chair
Todd Radenbaugh, CRCD (Bristol Bay) (15)
Margaret Short, CNSM (15)

Subcommittee:

General Education Revitalization Committee
www.uaf.edu/uafgov/faculty-senate/committees

Faculty Affairs

Chris Fallen, IARC (15)
Galen Johnson, UAF CTC (15)
Duff Johnston, CLA (14)
Julie Joly, SNRAS (15)
Knut Kielland, CNSM (14) - Convener
Leslie McCartney, LIB (15)

Unit Criteria

Leif Albertson (CES (14)
Torie Baker, SFOS (14)
Chris Coffman, CLA (15) – Chair
Mark Conde, CNSM (15)
Christine Cook, SoEd (14)
Javier Fochesatto, CNSM (14)
Debu Misra, CEM (15)
Cathy Winfree, UAF CTC (15)

PERMANENT COMMITTEES
(appointed by Faculty Senate)

Faculty Development, Assessment & Improvement

Bill Barnes, UAF CTC (15)
Mike Davis, CRCD (Bristol Bay) (14)
Franz Meyer, GI (15) – Chair
Leslie Shallcross, CES (15)

Faculty Development, Assessment & Improvement
-continued:

Non-Senate Members (to be confirmed):
Cindy Fabbri; David Fazzino; Andrea Ferrante;
Kelly Houlton; Trina Mamoon; Patrick Plattet;
Amy Vinlove

Graduate Academic & Advisory Committee

Donie Bret-Harte, CNSM (15) – Chair
Vincent Cee, CLA (14)
Cheng-fu Chen, CEM (14)
Michael Daku, CLA
Lara Horstmann, SFOS (15)
Amy Lovecraft, CLA (15)
Wayne Marr, SOM (14)
Franz Mueter, SFOS (Juneau)
Elizabeth Nadine, CNSM
John Yarie, SNRAS (14)

Research Advisory Committee

Jon Dehn, GI (15)
Anna Berge, CLA (15)
Georgina Gibson, IARC (14)
Joanne Healy, SoED (15)
Kris Hundertmark, IAB
Orion Lawlor, CEM (14) - *on sabbatical*
Peter Webley, GI (14) - Convener
Peter Winsor, SFOS (14)

PERMANENT COMMITTEES

(various methods of selecting members per bylaws)

Committee on the Status of Women (elected)

Amy Barnsley, CRCD
Diana DiStefano, CLA (14)
Mary Ehrlander, CLA (14)
Xiaoqi Han, SOM
Jenny Liu, CEM (15)
Ellen Lopez, CANHR (15) – Co-Chair
Megan McPhee, SFOS (14)
Shawn Russell, CRCD (14)
Derek Sikes, CNSM (15)
Kayt Sunwood, Women's Center
Jane Weber, CRCD (14) – Chair

Core Review (*appointed*)

CLA:

Miho Aoki, CLA - Chair

Jean Richey, Communication (14)

Jennifer Schell, English (15)

Walter Skya, Social Sciences (14)

LIB:

Tyson Rinio, Library (15)

CNSM:

Vacant, Math (15)

Xiangdong Zhang, Science (14)

College Reps:

Vacant, CNSM

Kevin Berry, SOM

At-Large Representative:

Andrew Seitz, SFOS

Student Academic Development & Achievement

Committee (*appointed*)

John Creed, CRCD Chukchi Campus

Linda Hapsmith, Academic Advising Center

Cindy Hardy, CRCD/DevEd – Chair

Joe Mason, CRCD Northwest Campus

Sarah Stanley, CLA – English (14)

Curt Szuberla, CNSM - Science

Gordon Williams, CNSM - Math

Sandra Wildfeuer, CRCD Interior Aleutians

(Open seats for rural campus representatives
are still being filled.)

Representatives from Rural Student Services,
Student Support Services, Academic Advising Center

Faculty Administrator Review Committee (*to be appointed*)

Created Sept. 9, 2013, FS Meeting #192

Curriculum Review Committee (*appointed by units*)

Rainer Newberry, CNSM (14) – Chair

See also Ad hoc Committees listed online at:

www.uaf.edu/uafgov/faculty-senate/committees

ATTACHMENT 193/4
UAF Faculty Senate #193, October 7, 2013
Submitted by the Administrative Committee

RESOLUTION:

The UAF Faculty Senate **OPPOSES** adoption of a tobacco-free policy across the University of Alaska System.

RATIONALE:

At the September 23, 2013 meeting of the UA System Governance Council, one of the discussion items was a potential proposal to ban all use of tobacco on all University of Alaska property across the entire state. The proposal apparently is being offered by the Union of Students at the University of Alaska Anchorage (USUAA), who intend to bring the proposal to the Board of Regents.

The adverse effects of tobacco use on the health of users and of health insurance systems are manifold and increasing. And the efforts of USUAA to address these problems are to be commended and encouraged. Nevertheless, a zero-tolerance policy applied across all three universities comprising the UA system, including their many branch campuses, should not be undertaken without a careful evaluation of its impacts on the members of the UA community and the public we serve.

The UAF Faculty Senate encourages the UA System Governance Council to consider ways of reducing the adverse impacts of tobacco use that consider all the dimensions of impacts—including extent and mechanisms of enforcement—to UA stakeholders.

ATTACHMENT 193/5

UAF Faculty Senate #193, October 7, 2013

Submitted by the Curricular Affairs Committee

Curricular Affairs Committee Meeting Minutes

11 Sept 2013 8:30-9:30 am Reich 306

Voting members present: Rainer Newberry; Rob Duke; Sarah Hardy; Karen Gustafson; Dennis Moser; Todd Radenbaugh (audio).

Non-voting members present: Cindy Hardy, Jonathan Rosenberg (audio); Libby Eddy; Casey Byrne (for Carol Gering); Doug Goering (audio); Alex Fitts (audio); Jayne Harvie.

- 1. no objections were raised to continuing Rainer Newberry as chairperson**
- 2. no objections were raised to continuing R Newberry as CAC representative to (and chair of) Curric Review Committee**
- 3. We discussed a better meeting day/time and settled on 1 pm alternate Mondays when no fac senate meeting. (if at Reichardt) otherwise 1:15 pm at lower campus. Next meeting: 23 Sept at Reichardt (306?)**

- 4. No objections were raised to continuing Cindy Hardy at CAC repr to GERC**

5. The Wintermester problem

Faculty senate requires that each academic credit is compressed into no less than 3 days.

Consequently a 3-credit class requires 9 days. The academic schedule has been changed (it started last year) such that spring semester begins before, not after, MLK day. This results in a very short time between the end of the "Winter Break Hard Closure" and the 1st day of classes for spring semester.

a. 2013-2014: 10 week days are available between Thurs 2 Jan and Weds 15 Jan (1st day of classes = Thurs, 16 Jan) The solution **we adopted last year** was that Wintermester 2013-14 is 9 days (meets Fac Senate minimums) and takes place 2-14 Jan. Wintermester students and faculty get one day break between the end of these intensely compressed classes and the start of the 'real' semester.

We put off what to do about subsequent years, which are even nastier.

b. 2014-2015 has 9 week days between 2 Jan and the first day of classes.

c. 2015-2016 has 8 week days between 4 Jan (end of Winter Break Hard Closure) and the first day of classes.

Of the various solutions, holding class on at least one Saturday seemed least objectionable.

Adjourned....

ATTACHMENT 193/6
UAF Faculty Senate #193, October 7, 2013
Submitted by the Core Review Committee

**Core Review Committee Meeting Minutes
September 13th, 2013 Meeting**

Voting members:

Miho Aoki (Chair / Convener), Jean Richey, Jennifer Schell, Walter Skya, Xiangdong Zhang

Non-voting members:

Kevin Berry, Todd Sherman, Holly Sherouse, Caty Oehring, Andrea Schmidt

1. Faculty Senate Bylaws

The committee reviewed section E. Permanent, 5 (Core Review Committee), of the Faculty Senate Bylaw. The committee unanimously approved a motion to keep the section unchanged.

2. Chair Election

Miho Aoki volunteered to chair the committee. The committee voted and appointed her as chair.

3. AA, AS Degree Core Waiver discussion

The committee discussed the issue with lower-division core course waiver for students with AA and AS degrees. Caty presented examples of AA/AS degrees lacking in general education courses. The committee will discuss this topic further in the next meeting.

4. Petitions

The committee discussed 10 petitions from students.

5. Oral and Written Intensive Course Assessment

The chair is going to assign two to three O/W courses to the faculty committee members to review the syllabi.

Next meeting: September 27th, 10:00 - 11:00 a.m.

ATTACHMENT 193/7

UAF Faculty Senate #193, October 7, 2013

Submitted by the Faculty Development, Assessment and Improvement Committee

**UAF Faculty Development, Assessment and Improvement Committee
Meeting Minutes for September 19, 2013**

I. Franz Meyer called the meeting to order at 4:08 pm.

II. Roll call:

Present: Bill Barnes, Mike Davis, Cindy Fabbri, David Fazzino, Andrea Ferrante, Kelly Houlton, Eric Madsen, Trina Mamoon, Franz Meyer, Joy Morrison, Leslie Shallcross, Amy Vinlove

Excused: Mike Castellini

Absent: Patrick Plattet

III. Summary of last year's FDAI activities

Franz briefly talked about Joy's tailor-made faculty development efforts last year of focusing each month on the needs of a specific college within UAF. She is still assessing the successfulness of the endeavor. Franz also mentioned the work done on integrating post-docs into faculty development, and the work of the core committee on examining electronic course evaluations. The year-end report on the FDAI committee's work last year, and the report from the electronic course evaluations core committee, are both posted on the Faculty Senate webpage.

IV. Election of Committee Chair for the academic year 2013 – 2014

A motion was made for Franz Meyer to continue as Chair and Kelly Houlton to continue as meeting recorder. There were no objections and the motion was seconded.

V. Recent progress regarding Faculty 180

Eric Madsen is leading the work on both the switch to electronic Annual Activities reporting and the examination of electronic course evaluations. Eric reported that Faculty 180 is available this year for volunteer faculty members to utilize, but next year electronic AARs will be required. The company is working closely with UAF to help fix issues and problems as they are identified this fall.

Eric also spoke briefly about the collaboration between our committee, Provost Henrichs, and Faculty Senate in looking into electronic course evaluations (ECEs) and improving our current course evaluation process. He reported that four vendors chosen from last year's demonstrations (there were twelve total) will be examined more closely this fall by an as-yet-undetermined core committee. The Provost has indicated the importance of having representation from each unit – particularly rural campus faculty in order to get their unique perspective on the impact of electronic course evaluations on their classes. People wishing to be on the core committee should plan on participating in all four demos this fall and weigh in with the pros and cons at a later de-briefing meeting. Eric stated that UAF needs to decide on a clear purpose for course evaluations (i.e. what are they to be used for, how are they to be used and by whom, etc.) Franz added that participants will come to the demos with preconceived notions but

afterwards will have a different perspective on what ECEs can and cannot do for UAF. Eric added that we all need to have a voice in getting a fair assessment system in place.

VI. Report from Joy Morrison on activities of the Faculty Development Office

Joy informed us that she has two copies of her annual report in her office; any committee member interested in learning more about Joy's work last year is welcome to borrow a copy, but one copy needs to stay in her office.

An exciting opportunity this year is the formation of six faculty learning communities created around different topics such as flipped classrooms, blended learning, and communicating across the curriculum. Each learning community has a designated facilitator and will meet throughout the academic year. More information can be found on Joy's homepage.

Joy reported that three vans took new faculty and post-docs to Denali earlier this semester and the weather was glorious. She has just gotten back from meeting with UAS faculty in Juneau, and is working on proposals for using extra UNAC funds. While all of her funding is already used for travel, UNAC has some extra money that can be put to good use. Joy encouraged us to attend the Google Glass demo on Friday, September 20 to learn about wearable technology and its possibilities for education. She also stated that the subscription to Magna Publications will probably be renewed for this year. Faculty members can go online to the Magna Publications' website and choose specific archived presentations to suit their own development needs.

VII. Discussion of future committee focus

Franz suggested that we develop a mission statement for the FDAI committee so that our focus is clear. He has started brainstorming and emailed a document for our comments and suggestions. Mike D. remarked that we want to make sure the statement is succinct. Franz has included some information on how the committee should operate. There has been some confusion about how committee members are appointed which Franz feels Faculty Senate will help clarify in the days to come. He feels it is important to state our mission clearly so that we do not overlap other committees' works. Joy suggested changing the name of the committee to just "Development and Assessment Committee" since "Improvement" is redundant. Several members agreed and liked the idea of a shortened title. Franz asked committee members to please respond with feedback to his mission statement document via email or through Google Docs.

VIII. Upcoming events

The Administrative Committee meets September 27. Please send Franz any items that should be addressed. Faculty Senate meets October 7.

IX. Next meeting

We will meet three more times this semester: October 24, November 14, and December 5. All of these meetings are Thursdays, 4:00 – 5:00 pm in Bunnell 222.

X. Adjourned at 5:04 pm.

Respectfully submitted by Kelly Houlton.

ATTACHMENT 193/8

UAF Faculty Senate #193, October 7, 2013

Submitted by the Graduate Academic and Advisory Committee

**Graduate Academic and Advisory Committee
Meeting Minutes for September 16, 2013**

Present: Donie Bret-Harte, Karen Jensen (ex-officio), Cheng-fu Chen, Wayne Marr, Franz Mueter, John Eichelberger (ex-officio), Mike Daku, Christina Chu (graduate student), Vince Cee, Laura Bender (ex-officio), Mike Earnest (ex-officio), Stacy Howdeshell (ex-officio), Amy Lovecraft, John Yarie. Jayne Harvie (ex officio).

We reviewed GAAC's by-laws. This review raised two issues: 1) graduate students are non-voting members, though they do all of the work that the rest of the committee does. There was discussion of whether any other faculty senate committees have student members. Jayne Harvie did not think that they did. Mike Earnest pointed out that the student regent has voting rights. Graduate students have been voting informally on curriculum changes in the past several years. There was general sentiment that the situation should be clarified. The second issue was that for GAAC to offer advice on tax-related issues seems very odd, since GAAC members generally do not have that expertise. In addition, no tax-related issues have come to GAAC within the memory of those assembled today.

GAAC passed a motion (4 in favor, 1 nay, 1 abstention) to amend the by-laws to 1) give graduate student representatives voting rights and 2) remove the responsibility for consulting on tax-related issues.

Donie Bret-Harte was elected as Chair of GAAC for this year

GAAC reviewed two trial courses: Trial course #1 [COUN F694 - Ethnicity and Family Studies](#) was sent back for revisions. Vince Cee will follow up. Trial course #5 : [PHYS F694 - Core Skills for Computational Science](#) was passed pending correction of disabilities services phone number, and addition of student learning outcomes to the syllabus.

John Eichelberger and Laura Bender shared that the graduate school has several issues to bring before GAAC at the next meeting, regarding graduate students walking in commencement, credits for the University of the Arctic, etc. Details will be sent to GAAC members before the next meeting.

A Doodle poll will be conducted to set the time for the next meeting, as this time did not work well for many GAAC members.

ATTACHMENT 193/9
UAF Faculty Senate #193, October 7, 2013
Submitted by the Research Advisory Committee

UAF Faculty Senate Research Advisory Committee

Meeting Minutes for September 19th, 2013

12 – 1pm, Kayak Conference Room, Rasmuson Library

Attending: Jon Dehn, Georgina Gibson, Kris Hundertmark, Joanne Healy, Peter Webley and Anna Berge

Not Attending: Peter Winsor and Orion Lawlor

Notes

Meeting started at 12:02 pm

Jon Dehn started the meeting; Quorum in attendance

Discussion on new start-up V-ADAPT, Inc. and why Peter and Jon likely can't hold RAC chair position

Research review work by VCR and RAC; Jon spoke about what we might be able to do on this; VCR office will be leading this

How can we, RAC, link to VCR office on the development of this review? This would be something for the chair to do?

Role of RAC: Provide a committee for discussion on new large projects that would be coming from UAF and ensure that these large projects are all aligned with the mission of UAF

How to assist in researchers to help in commercializing their work? Develop UAF research programs.

How could RAC help to advise on how possible funds (this was based on funds being available) for assisting research programs to commercialize their work? Work with the VCR office?

How can RAC help to advise on these large projects and ensure alignment to UAF and UA program?

Anna B spoke about not only getting the VCR office to attend our meetings (Peter Webley apologized on not letting them know before this one) but also how can we get more into their meetings at VCR office

Aim to get URSA, graduate school and VCR office to attend as ex-officio? They have in the past and great to continue this. As first meeting of the year then we had not invited them. We will do for the next meeting of RAC.

Discussion on that the RAC chair should be someone who has served for at least year, rather than a new person joining the committee; this will ensure continuity of the aims and objectives of the RAC

RAC chair does not need to be senator; they can sit at Faculty Senate but not vote; the Chair would be voting

member of the faculty senate administration services committee.

Members of RAC: Some are full time and others are off contract in the summer, can we ensure quorum occurs in summer

RAC chair roles for year: Define aims of committee; objectives for the year

RAC members are ears back into school, colleges and institutes for research discussions and items

Jon Dehn as ex-chair to ask Peter Winsor to stand as chair

Georgina G to stated that vice-chair could be 1st year RAC member who would then learn from the chair

Georgina stated she happy to be vice-chair and will look to spin up

Adding in new members; we can add members who we feel would be at best interest of RAC Who

can we get from other institutes; schools; colleges to get full diversity across UAF

RAC members to put together a list and then chair or their designate contact them

Next meeting, October 15th at 12 – 1pm.

Jon Dehn will see if VCR conference room available.

Meeting over on 12:56 pm