



Faculty Senate Meeting Minutes  
August 29, 2018

I. Call to order

Larry Smith called to order the regular meeting of the Snow College Faculty Senate at 3:33 p.m. on August 29, 2018 in Noyes Academy room.

II. Roll call

The following persons were present: Kent Bean, Jonathan Bodrero, Shawna Cole, Erick Faatz, Matthew Gowans, Steve Hood, Danni Larsen, Vance Larsen, Nick Marsing, Jay Olsen, Chad Price, Larry Smith, Allan Stevens, Milinda Weeks  
Nate Caplin joined the meeting later.

III. Larry welcomed all returning and new senators, Erick, Allan, and Steve.

A. All present introduced themselves mentioning division affiliation.

B. Print copies of the agenda and relevant documents were provided for all senators. Larry asked if print copies should be provided for all Senate members for each meeting, or if senators would like to prepare for meetings with their own copies in print or digital format. After a short discussion, it was decided that two or three print copies would be provided by Erick for the odd case when a senator could not provide his or her own copies. Larry emphasized the importance of preparing for meetings ahead of time to the extent possible.

IV. Good News

A. Milinda is busy with improvs, casting and recently learned that she will direct The Glass Menagerie.

B. Danni reported on a recent visit by some Board of Regents members who visited the current Social and Behavioral Science buildings for a fact-finding mission to help determine the need for a new building(s). She indicated that they could easily see the need for a new Social and Behavioral Science building and felt that children and Snow College students should have better facilities. Hopefully this visit will lead to funding in the near future.

V. Senate Business

A. Duties of the Senate vice president were explained and eligible senators were identified. Chad, Jay, Vance, Kent, Jonathan, and Nick were eligible. Jay, Nick, and Vance were nominated and accepted the nominations. Each said a few words about their workload situations then ballots were distributed to senators. Erick and Shawna tallied the votes and Nick was elected vice president.

B. Through in depth discussion, consideration of Senate and other assignments, all senators were assigned to represent the Faculty Senate on the following committees (also see the roster on the Senate web site): Chad Price, Professional Track Committee; Jay Olsen, TTC Committee; Vance Larsen, Curriculum Committee; Milinda Weeks, Library Committee; Matthew Gowans, Service Learning Committee; Kent Bean, A & T Committee; Larry Smith, College Council; Jonathan Bodrero, Honors Committee; Nick Marsing, Faculty Development Committee; Danni Larsen, Global Engagement Committee and the ad hoc ADA Committee; Allan Stevens, Benefits Committee; and Shawna Cole, Adjunct Coordination and Communication.

## VI. Committee Reports

A. Many committees have not held first meetings of the academic year.

B. Curriculum Committee: Vance reported on the August 28, 2018 meeting.

1. The meeting was mostly organizational. There are several relatively new members of the committee including Kellyanne Ure serving as chair.

2. Micah Strait joined the meeting to discuss course offerings vs. student demand issues. He reported that it is often difficult for students to enroll in needed courses in order to graduate in a timely manner. The committee discussed that generic course syllabi and approvals need to more clearly indicate realistic impacts on departments and divisions.

3. Vance attended the meeting to report on issues arising during a recent accreditation review. Accreditors indicated problems with lack of easy access to information regarding Snow policy, procedure, and awarding of credit for courses. The Curriculum Committee needs to draft and publish such policy and procedure.

## V. Senate Business (continued)

C. Senators discussed publication of Senate agendas and minutes in order to keep faculty members and other concerned parties informed of Senate business.

1. There was some question as to what committee/Senate minutes could and could not be published and available to the public. Steve assured that except for executive session items, minutes could be published on the Snow College web site for the Faculty Senate.

2. Some senators indicated that a precise, accurate record of issues and discussions is important. They were assured that no minutes would be finalized nor published without Senate review of draft minutes.

3. Executive session discussions will be redacted from published minutes.
4. A linked web page for posting of agendas needs to be created. There is already a page for publishing minutes. Erick will work with IT to coordinate updating the Senate web site.
5. A discussion ensued about how to disseminate agendas and minutes most efficiently without filling email inboxes. Some felt that agendas and minutes should only be posted on the web site and periodic reminders sent to faculty members and other interested parties as to where they could be found (links). Others felt that they were more likely to look at an agenda or minutes if they were received directly embedded in, or in an attachment, to an email. In the end, it was decided to post final agendas and approved minutes to the web site and send an email message to faculty members and other interested parties with agendas attached. Erick was asked to send a statement of reason for the emails along with the document(s).
6. Danni made a motion and Milinda seconded that finalized Faculty Senate agendas should be sent to faculty members and adjuncts along with a link to posted minutes. The vote was unanimous in favor.

#### D. Snow College Syllabus Policies

1. Senators reviewed documents relating to the current Snow College Syllabus Policies. It was mentioned that the ADA statement must be included in all Snow College syllabi but other policy statements are optional. A common policy repository like was created last year is a good idea, but some revisions need to be made.
2. A change in wording for the FERPA policy was drafted by Nate Caplin and David Allred. Senators reviewed the wording and Nate explained the thinking behind the revised language. Steve confirmed that Snow College is on firm legal ground according to legal counsel. (See language below.)
3. Danni asked if these policies fall under Micah Strait's direction. The answer was no: It is a responsibility of the Faculty Senate for oversight.
4. Senators had a draft of other ideas for changes to other policies from David Allred. It was decided to focus on the FERPA statement and work on revision of other policy statements in future meetings. Only the ADA statement has a set wording from that office. The UW policy should be added to the policy repository. There was a discussion about students having to read and agree to the policies as part of the admission/registration process. This will be addressed in future meetings.

5. The FERPA statement revision as presented by Nate Caplin and confirmation of future revision of other policies was approved with a motion by Jonathan and a second by Kent. Unanimous vote in favor.

Approved statement:

FERPA (the Family Educational Rights and Privacy Act) is a federal statute that governs how we protect and disclose student educational records. You may access Snow College's FERPA policy

at [https://www.snow.edu/offices/registrar/policy\\_FERPA.html](https://www.snow.edu/offices/registrar/policy_FERPA.html)

Specifically, Snow College and its employees will not disclose your educational records to your parents or any other non-Snow College third party, except with your written permission.

#### E. College Coordination Council Report

1. Larry attended and reported to the Senate about the recent meeting. He distributed a Leadership, Communication, and Policy Development chart from the meeting that indicates the composition of various leadership organizations and meeting frequency.

2. The SEM was brought up and Larry announced the meeting that is scheduled for September 12, 2018 of the SEM and the Faculty Senate.

3. A movement about the Importance of Civil Liberties for Students was discussed with input from Larry and Steve. If it were implemented, Snow College might be asked to retain legal counsel for any appeal situations in which a student might be involved. This would be expensive and might lead to many more student appeals.

4. Lost and found and finders keepers policies and procedures were discussed. Brianna Powell drafted a policy that will be more fully reviewed.

5. Derek Walk discussed the Code Orange Drill and schedule. The next drill will take place September 19, 2018. Derek would like to have drills twice per year. Currently seven minutes at the end of a designated class meeting time are set aside for the drill. Senate members discussed whether this was too much time or not. It was proposed that the seven minutes might be reduced to five minutes. Most senators support twice per year drills. It is unclear whether adjuncts receive adequate training and information about the drills.

6. Larry reminded senators that all instructors are mandatory Title IX reporters and passed out information pamphlets to aide with reporting.

7. Larry reported on the college academic calendar. The council reviewed two versions of the calendar for the 2019-2020 school year. There is no difference

between the two Spring Semester calendars. One version of the Fall Semester calendar listed the first day of class on a Tuesday and the other on a Wednesday in August. The schedule beginning on a Tuesday would reduce orientation from two days to one day. Some feel that student free time needs to be limited so that there are not negative activities taking place before the school year begins. It is unclear how a change would affect the rest of the semester. Larry will send the calendars to senators for review. The Orientation Committee will further review this situation.

8. The Leadership, Communication, and Policy Development handout indicates that the Senate selects four faculty members to serve on the College Council. It has been tradition for the Senate to select three at large faculty members on a three-year rotating schedule, but it is unclear who the fourth faculty member would be. The Faculty Association President is not listed as a member of the College Council: Is that position lumped in with the three at large faculty members? Steve will follow up on this with Marci. Erick discovered minutes from previous Senate meetings with specific information regarding the three at large faculty positions and selection protocols. There was a recommendation that an amendment to the Senate bylaws be drafted to indicate procedure for selection of at large members. The twice monthly rather than weekly meeting schedule that is currently practiced was pointed out to Marci by Larry. She will change it on the chart.

#### Adjournment

Jonathan motioned and Kent seconded to adjourn the meeting at 5:02 p.m. An affirmative vote was unanimous. The next meeting will be Wednesday, September 12, 2018.

Minutes submitted by Erick Faatz  
Revised 9/9/2018  
Final minutes approved 9/19/2018