

**PACIFIC LUTHERAN UNIVERSITY
FACULTY ASSEMBLY MEETING
Friday, February 12, 2016**

Call to Order Jill Whitman, Chair of the Faculty, called 120 people to order for the regular February meeting at 4:01pm.

Opening Prayer – Samuel Torvend, Religion, offered an opening prayer reflecting on the opening of the new semester.

Chair Whitman announced that 2 members of the Board of Regents were present at the meeting (Ms. Susan Caulkins and Mr Ed Grogan) - as permitted by the Faculty Handbook - and they would be joining the festivities at University House following the meeting.

Approval of Minutes – Minutes of the December 11, 2015, meeting were approved as distributed.

Question and Answer Period – President Krise received a question and was granted the floor.

- Offered thanks to the faculty for all they do to engage on campus and with the Board of Regents.
- The next Fika – coffee hour with the President – will be Friday, Feb 19th 3-4:00pm in AUC201.
- The new 253 scholarship has gotten a lot of positive buzz, including among State Representatives in Olympia.
- Question received was regarding the faculty's ability to provide textbooks for students.
 - Law requires colleges to provide information about texts 8 weeks before class begins.
 - If faculty members have had trouble with orders that were placed 8 weeks or more in advance, they were told to be sure to inform Marketing & Communications
 - Transition to new online system this year - MBS Direct – has been an adjustment, but problems are being sorted out. Contact Heather Cooper in Bookstore for issues.
- No further questions were asked from the floor.

Unfinished Business: [NONE]

New Business:

- A. Karen Travis (Economics), Chair of Governance Committee, presented a slate of nominations for special election to fill a vacancy for Spring 2016 on Rank and Tenure Committee (Attachment A).

There were no nominations from the floor and the slate was closed.

- B. Claudia Berguson (Norwegian and Scandinavian Studies), representing Governance Committee, presented a motion to approve revisions to the *Faculty Handbook*, Section II, Part VIII, Section 11, University Budget Advisory Committee:

Whereas, the Faculty Handbook strives to state the most current committee and council representatives and titles of those representatives;

Whereas, the University Budget Advisory Committee proposes new composition of the committee; and

Whereas, titles of several committee members have changed,

Resolved, that the Handbook be revised to reflect new titles and committee composition as presented in Attachment B.

Speaking to the Motion: Claudia Berguson (Norwegian and Scandinavian Studies), Steven Starkovich (Provost)

Steven Starkovich (Provost) proposed a motion to amend the motion by inserting “Vice President for Student Life or representative” immediately following “Vice President for Finance and Administration.”

MOTION TO AMEND SECONDED

Speaking to the motion to amend the motion: Steven Starkovich (Provost)

MOTION TO AMEND PASSED

Speaking to the main motion: [NONE]

MOTION PASSED AS AMENDED

The amended motion will read:

...~~Vice pPresident for finance and operations~~ **Finance and Administration** (chair); **Vice President for Student Life or representative**; one member each...

- C. Andrea Munro (Chemistry), representing Governance Committee, presented a motion to approve revisions to the Faculty Handbook, Section V:

Whereas, the Faculty Handbook should be an easy to use and helpful resource;

Whereas, policies and procedures governing how to apply for internal and external funding should be clear and consistent by combining current policies into a single Part III within Section V – Special Institutional Policies and Procedures; and

Whereas, currently the funding procedures are located in inappropriate places, for example Regency Advancement Award policies are found under Section IV, Part XI, Section 3. Reductions in Load and Phased Retirement;

Resolved, that Part III. – Applying for Internal and External Funding be added to Section V. – Special Institutional Policies and Procedures with Section 1. Internal Funding and Section 2. External Funding.

Resolved, that Section IV, Part. VI – Mini-Grants for Innovative Teaching be moved to Section V, Part III, Section 1. A. Mini-Grants for Innovative Teaching.

Resolved, that Section IV - P, Part. XI, Section 3, C. Regency Advancement Awards be moved to Section V, Part III, Section 1. B. Regency Advancement Awards.

Resolved, that Section III, Part. VII, Section 1, B. Grant Application Procedures be moved to Section V, Part III, Section 2. A. Grant Applications Procedures as presented in Attachment C.

Speaking to the Motion: Andrea Munro (Chemistry), Keith Cooper (Philosophy)

MOTION PASSED

- D. Andrea Munro (Chemistry), Governance Committee, presented a motion to approve revisions to the Faculty Handbook, Section V, Part III, Applying for Internal and External:

Whereas, policies and procedures governing how to apply for internal and external funding should be clear;

Whereas, the Regency Advancements Award are now known as Karen Hille Phillips Regency Advancement Awards;

Whereas, the Mini-Innovative Teaching Grants are now known as Innovative Teaching Grants;

Whereas, the Wang Center has funding opportunities to support scholarship and teaching of PLU faculty; and

Whereas, the term “visiting faculty” is not consistent with current use;

Resolved, that Section V., Part III be revised as presented in Attachment D.

Speaking to the Motion: Andrea Munroe (Chemistry)

MOTION PASSED

Announcements and Communications:

Prior to beginning announcements, Chair Whitman reminded the Assembly that the meeting schedule for spring semester has been modified due to the timing of Spring Break. Assembly will meet on April 15th. She also noted that several announcements have been added to the original agenda declaring that a new record of “P” announcements has been achieved.

- A. Wang Center Symposium – Tamara Williams (Wang Center for Global Education), Executive Director reminded the assembly that the 7th Biennial Wang Center Symposium, *Countenance of Hope: Towards an Interdisciplinary and Cross-Cultural Understanding of Resilience* will take place on February 25-26, 2016. The program and additional information for the two-day intellectual marathon is confirmed and available for you to view at: www.plu.edu/hope

Swipe-card stations to record student attendance will be available, please contact Rosemary Raynolds at raynolrl@plu.edu or at wang.center@plu.edu ahead of time and provide your name, and the course number for which attendance will be required and remind students that they must locate the swipe card station because it won't find them.

Once again, the Wang Center will issue a Reading Group Challenge and is offering free books to

groups made up of at least six PLU community members (faculty, staff, and students and any combination thereof). This information is also on the website. The deadline for participating has been extended to Friday the 19th of February.

- B. Wang Center Research Grant opportunities – Tamara Williams (Wang Center for Global Education), Executive Director, announced that the application deadline for the 2016-2017 Wang Center grant cycle is April 4, 2016. The Wang Center Research Grant Program is designed to support students, faculty, and faculty-student teams that seek to conduct original research in an international setting. In particular, the Loren & MaryAnn Anderson Wang Center Student-Faculty Research Award can be used to support travel and living expenses as well as research costs. For information about the grants, application criteria, etc., please visit the Wang Center webpage or consult the brand new section of the *Faculty Handbook*.
- C. Progress Alerts update from Fall 2015 – Jacob Egge (Biology), on behalf of Admission & Retention of Students reported an update on the use and outcomes of the first implementation of the new fully electronic Progress Alert System in Fall 2015. Data show a total of 47 faculty submitted 147 alerts. Although not wanting to draw definitive conclusions from one semester, data indicate that removing Midterm Warnings does not appear to induce a dramatic increase in D's or F's in our courses compared to previous years. The committee solicited feedback from faculty who submitted alerts in the fall and will continue to work to make modifications in response to faculty input. A fancy handout was provided.
- D. Progress Alerts reminder for Spring 2016 – Hal DeLaRosby, Director of Academic Advising failed in his attempt to “not to be funny” when he explained the difference between types of alerts using a pain scale with emoticons. Faculty are advised that they can determine which type of alert to complete by determining the amount of pain they are currently experiencing: moderate pain (Advising Note), more pain (Progress Alert) sharp pain (Student Alert), worst pain ever (call 911 – do not fill out an online form). He also announced that faculty can now receive a copy of their submission via email to keep for their records.
- E. New Chapter of the Honor Society of Phi Kappa Phi – Hal DeLaRosby (Academic Advising). After showing a cute photo of his son, Hal described that a new chapter of PLU Chapter of Phi Kappa Phi will be installed in February the first group of students will be initiated later this spring. Grants for students are available through the society.
- F. Update on Course Evaluations – Steven Starkovich, Provost and Senior Vice President for Academic Affairs updated the faculty on changes to course evaluations. PLU will be moving to online course evaluations starting with Summer 2016 with whatever evaluation form is available at that time. The online software, Evaluation Kit, has been reviewed by faculty and the Provost's office. Both are excited and believe it to be perfect for our needs, particularly its flexibility. Costs will be covered by existing resources in the Provost's office. More information to come with orientation and training on new system
- G. eFAR update – Steven Starkovich, Provost and Senior Vice President for Academic Affairs explained to the faculty that the annual report process, FARSA, is being split into FAR (Faculty Activity Report) + SA (Self-Assessment). Beginning this spring, the FAR will be submitted in an electronic system (eFAR) that was written by our own IT staff and is flexible unit-by-unit. The SA remains a paper process between a faculty member and their chair or dean and will not be online. The eFAR has been piloted by faculty, chairs and deans. More to come on this in the weeks ahead.

- H. Philosophy of Enrollment – Steven Starkovich, Provost and Senior Vice President for Academic Affairs, announced that SEMAC is exploring ideas that would provide for a more sustainable and stable student population within the bounds of reasonable expectations. One goal is to avoid making banner years the new normal, while providing for contingencies for the down years. SEMAC is addressing these issues through a Philosophy of Enrollment document. The Board had an initial conversation around a draft statement last weekend. Faculty will be receiving notice of both online and face-to-face opportunities to provide input this semester.
- I. New faculty grade entry module in Banner – Kevin Berg, Registrar, gleefully announced that a record was set for on-time grade submissions in Fall 2015, following a positive upward trend since 2005. Not to be outdone by his Academic Advising colleague, credit for the upward trend of on-time submissions was given to former Registrar Kris Plaehn via photograph. The new grade entry module in Banner will be the only option for spring grade entry. Faculty were encouraged to tinker around in new module prior to 3:45 on the grade due date. A tutorial video is available.
- J. Voting for Women’s Center Name Change – Jennifer Smith (Women's & Gender Studies), Director, Women's Center announced that the Women's Center is changing its name. Voting will take place between Feb. 22nd - Mar 4th. You can cast your vote electronically via the Women's Center website, or stop by our tables in the Anderson University Center during lunch and dinner over this two week period. Four options are provided on the ballot, as well as an opportunity to write in a suggestion. The new name will be announced at the Celebration of Inspirational Women to be held on Thursday, March 17th.
- K. Community Engagement & Service Awards and Scholarships – Joel Zylstra (Center for Community Engagement and Service), Director, described several student service scholarships: Faye M. Anderson/Van Beek, Gladys Mortvedt, The Learning is Forever (L.I.F.E.) and the Fossness Memorial Leadership Awards and Scholarships. Six awards totaling \$7,000 to recognize outstanding student commitment to voluntary service and community engagement.
- David T. Alger Award -- Two one student and one faculty, staff or administrator awardees will receive \$500 to gift to a community organization, agency, or cause in the spirit of continued giving and philanthropy.
- Student Organization Award for Service and Community Engagement -- Awarded to a PLU student club or organization that has shown a sustained commitment to serving others in the local community.
- The Ron Pierre Vignec Community Partner Award -- PLU will honor an individual or organization that partners effectively with PLU students, staff, faculty or departments and exemplifies commitments to serving marginalized people, educating others and challenging the broader public.
- Email to solicit nominations will arrive soon. April 20th will be a celebration for award recipients. Faculty were invited to visit NEW CCE House (formerly HR)
- L. 2016 American College of Sports Medicine Northwest Conference at PLU – Harry Papadopoulos (Kinesiology) announced that the Annual American College of Sports Medicine Northwest

Conference will be held at PLU April 15 and 16. The theme of the conference is “Physical Activity across Disciplines.” Approximately 400+ fitness and clinical professionals along with faculty and students from universities from the Northwest will attend the conference. If you would like more information or would like to register to attend the conference you can visit the acsmnorthwest.org website or email Harry for more information.

- M. PLU Campaign Update - Daniel Lee, Vice President for Advancement, provided an update on the capital campaign. The campaign is in the preparation phase with a focus readiness and preparation. This fall a search process was conducted and professional fundraising counsel has been selected. The council’s first task is the completion of a professional Campaign Audit, which measures the strength of PLU’s fundraising systems against the demands of our ambitions. This evaluation will be completed in March and delivered to the full Board in May. Early next week, Program Leaders will be asked for input on priorities. Advancement will consolidate and distribute concepts to appropriate faculty committees in time for their May meetings. He helpfully offered a comparison of the capital campaign to the U.S. presidential campaign – it is similar in that this it is not a purely democratic process - the Board of Regents will determine the final campaign priorities; it is different in that the voice of faculty actually matters. Open forums will be scheduled for March.
- N. Tacoma Immersion Experience Semester (TIES) – Jp Avila (Art and Design) invited faculty to consider teaching in the Spring 2017 semester. Courses that are connected to TIES are open to all students at PLU after the TIES students enroll. A form is available at the website: <https://forms.plu.edu/1319>. If you need more information contact Jp or Rachel Haxema: ties@plu.edu
- O. Faculty Standing Committees preference survey – Karen Travis (Economics), Governance Committee, told the Assembly to expect 2 different emails from governance in the next couple of weeks. The first for the special election & second for the annual preference survey for committees. Faculty were encouraged to use the form to indicate their upcoming leaves in the next 2 years, rather than sending emails directly to her (which may be lost). Faculty were warned that failing to complete the survey in “no way protects you from being nominated,” and strongly implied that it may put you at the head of the list.
- P. Board of Regents Report – Kevin O’Brien (Religion), Faculty Representative to the Board Although the Board of Regents approved decisions originating from faculty governance, such as tenure/promotion and curriculum changes, they do not view themselves as a rubber stamp for decisions that have already been made in Faculty Assembly or anywhere else. As mentioned in previous reports, they are devoting a lot of energy this year to better understand, relate to, and advise the administration, faculty, staff and students of PLU.

The Board learned about PLU while being invited to provide strategic guidance in a variety of ways:

- ASPLU president Martha Spieker led the meeting for half an hour, engaging the board in a really interesting discussion about the diversity of PLU’s student body and what it should mean for our identity and governance.
- President Krise reported that he has now visited all 6 of PLU’s Gateway programs and that he co-led his own study away J-Term course, and asked the board for their thoughts on how all classes at PLU might become even more fully integrated with other aspects of university and community life.
- Provost Starkovich presented the board with a draft philosophy of enrollment that has

come out of the Strategic Enrollment Management Advisory Committee, and then led a discussion about how to plan for a more steady and predictable base number of students in future years.

In addition to meeting with faculty and attending classes this last Fall, Board chair Gary Severson asked elected faculty officers to give a presentation to tell them “everything the faculty would like the board to know about the faculty.” In this presentation Jill Whitman, Joanna Gregson and Kevin O’Brien emphasized the diversity and quality of faculty work and offered an overview of how faculty governance works, emphasizing that we understand the ideal of PLU’s leadership as shared governance, and our side of that project is carefully structured and stewarded. The response was very positive.

As the board continues to reach out to the campus and to the faculty, Kevin hopes you’ll consider any chances you might have to help remind them of how good we are at what we do and how important the decisions they make can be.

Adjournment: The meeting adjourned at 4:56p.m

Respectfully submitted,

Michelle L. Ceynar
Faculty Secretary