



Zoom Meeting ID: 505 539 0067 3:30-4:30

Minutes

1. Call to order, Janett Naylor-Tincknell
2. Approval of October minutes A. Tincknell moved to accepting J. Harper 2nd Motion Passes
3. President's Updates
 - President's Cabinet from 11/4/2020
 - COVID Update (Joe Bain): CPIG meets several times a week. Cases are holding steady with plenty of space in quarantine and isolation.
 - Review event plans regularly, capacity and supplies.
 - No changes in policies related to mask wearing, hand washing.
 - Remote work policy clarifications will be coming for spring.
 - Also clarification language on contact tracing and fine tuning testing strategies for the spring to be a more robust surveillance testing.
 - FS Academic Affairs Standing Committee: Course reviews. Departments should continue submitting courses for the FHSU CORE. There is a bit of a back-log of courses.
 - FS Student Affairs Standing Committee: Committee has been working closely with SGA. Concerns about how advisors are assigned and ability to for students to change advisors. Information is being gathered and examined at this time.
 - Advisees will be assigned based on program, modality, and name. Current advisees will not be assigned to their current advisor but will be assigned based on their category. Students cannot change advisor and Department Chairs cannot change advisors.
 - Solutions are trying to be found and a solution is not guaranteed.
 - This will roll-out in February 2021.
 - Advising is part of teaching and faculty are evaluated on advising. Will this impact our evaluations for merit/T&P/PTR?
 - Information on this process seems to be inconsistent as departments are reporting different processes.
 - Couldn't this result in an imbalance of advising load and thus workload?
 - How is this good for retention?
 - Will we be trained before this system rolls out?
 - How will Freshman enrollment in the spring work?

More Questions and Answers in this Section on Enrollment/Advising

Advising is part of the tenure and promotion portion of the MOA.

Cole thinks there are substantive problems with Workday that will cause further issues for enrollment in February.

Denise – students admitted to programs of study. 9 hospital sites, 3 clinical coordinator. Whichever student is assigned to the clinical site, the student is assigned a new adviser. Problem: Chair apparently cannot make changes to advisees assigned in Workday. This is the way Cole understands it, and Cole was not told that he was wrong (or right). They said they were working on it.

Advisees could keep their current advisor, if they are manual advisees.

Workday assigns advisors in some way. None of the automated processes in Workday would work if student is manually assigned.

Student Body President, Faculty Senate President, AAUP didn't know about this until Cole brought it to their attention.

Mary Rudman – when the library switched, Workday determined the new processes, not the other way around.

This seems bad for retention, bad for the advisee-advisor relationship, and affects workload description since advising is in MOA.

Hendratta - Assigning by name, will this lead to some faculty members being overloaded by advisees?

Admin reached out to departments to assign students to advisors based on a set of students and their last name (alphabet). This is messy because there are three different majors (in Cole's department), with different concentrations, which might require more fine grained advisor assignment than workday can do.

It seems like none of this will be resolved by February.

Janett will bring up this in her meeting with Tisa and Jill this week – regarding how it affects MOA and other AAUP related items.

Cole thinks this will cause additional issues with retention.

Tom – students are tired of the online thing, so at least they can talk with advisors they know.

Cole - Some advisors are not able to meet with students (since they are off-campus), so those available are picking up the slack.

Hendratta - The relationship makes advising effective. This does put the burden more on the relationship, despite any systems or processes changing.

Cole – stay tuned. Communicate with your chair and faculty senate rep about any concerns you might have.

Crowley will discuss pros and cons of workday advising with Chairs.

Whitney – question, are we going to get any training on how to do this advising in Workday?

Cole – there has been discussion of it, similar to how one is trained for other Workday items. However, it is hard to see how the training will develop if it is not clear how the system is going to work. If we aren't able to enroll students, this will be likely to be deeply professionally embarrassing.

Whitney – or write down classes and go use a computer.

Some humor from Cheryl and Cole about their past experiences.

Denise – this summer, with here department, they were doing pre-enrollment with Zoom, use Tigercentral, Share the screen, pick classes, and students would go in and submit. Then follow up later (3 phone calls) but this was a very labor intensive pre-enrollment. Given how this worked in the summer, Denise is pretty skeptical of how this will work in the spring or for any other larger scale enrollment, especially with the new enrollment system.

Hendratta – for high school students, is the assumption that high school students already know how Zoom and other online venues work.

Cole – it isn't clear how they will do the high school recruitment, but it seems to assume a lot of things.

Janett will ask questions, but asks that Cole keep us informed.

- Enrollment – Dennis King: We are behind in pre-enrollment. Reach out to our students to make sure they are pre-enrolling. Our fall applications are down but as we see more students coming to campus we can see more growth. Transfer applications are slightly up.
 - Tisa and Jill have been stressing that we're in a budget crisis, and one of the things faculty can do is help with recruiting and retention. Our retention is good, our recruitment is down, so we should all focus on this.
 - Cole – an unintended consequence of this summer, a number of students have been asking how to enroll since others did it for them because of the weirdness of the summer, so they don't actually know how to put together a schedule by themselves or even how to enroll.

- China Update: 7 faculty are returning 3 of 7 are already there and a week into their quarantine. MOE site review report was very favorable. There are some conditions to work through but we are delighted with the progress being made.
 - SIAS and FHSU willing to work to make the changes based on MOE feedback. Jill sent out, to China faculty, a more detailed update on that.
- Meetings with Drs Mason and Arensdorf
 - Notes from meeting on 10/30/2020 sent to chapter members on 11/2/2020
 - What is the status of the on-campus hate crime investigation? The incident is still under investigation at this time. Scott Cason sent an update Friday, 10/30 at 1:51 pm.
 - Further update from Tisa last week via email. Charges been dropped, case has been closed at victim's request.
 - What is known about the fraudulent unemployment benefits claims? This appears to be a Kansas wide and, to some extent, nationwide issue. A foreign entity has accessed the state system. If fraudulent claims are made using your information, HR will send you specifics to help you through the process. Dr. Mason is actually going through this process now as she was notified last week of her information being used.
 - Dr. Mason herself is going through this process at the moment.
 - Seems to be a pretty difficult and irritating process.
 - What is the status of the T&P ePortfolio? Currently, vendors are offering demos of products. Dr. Min is working with two vendors currently. An RFP may need to be done due to prices of vendors. AAUP leadership has been involved in any offered demos and will continue to be engaged in the process. The process has been a bit delayed because of Covid circumstances but has not been forgotten.
 - Process has been slowed, due to COVID.
 - COVID shows how we need a secure, electronic portfolio system.
 - Chris Olds – who are the vendors? UA committee would like to be involved.
 - Janett – not allowed to say the vendors name. RFP is supposed to be confidential.
 - Kevin has been included, not clear that the University Affairs committee has been involved.
 - Both national ,or international, companies that have a long history of doing this type of portfolio system. More like new TEVAL system, less like Workday system and its problems.
 - Are there any guidelines for conducting spring courses as hybrid, TOL, etc.? The guidelines sent out with the descriptions have percentages and expectations. Hybrid courses, based on the HLC, should have 25% F2F interactions. TOL should have a synchronous component held virtually using the course time scheduled. Academic Freedom dictates that how you deliver the content is up to you. For more specifics, see the guidelines Dr. Arensdorf previously sent. If you need those, I will send them to you.
 - Faculty teaching in China had concerns about late hours due to time differences and possible pressures to return to China in the spring. Dr.

Arensdorf will be sending an update soon about the outcome of the MOE visit (positive news; some work to be done but not insurmountable). Drs. Mason and Arensdorf continue communications with partners and new administration to increase trust and understanding.

- Concerns about External Dean search for CAHSS. Dr. Arensdorf feel confident in the decision to hire an external candidate using a search firm. Remember this is a 12-18 month appointment. This is a temporary position with the expectation that the candidate will hold down the fort, focus on collaboration, navigation of the budget concerns, and help celebrate success. CAHSS staff, assistant dean, and chairs were sent a list priorities for feedback, as well as the job description, for feedback. The response has been positive so far. If you have concerns, work them through your chair.
- Breakdown of information trickling through the chain. Drs. Mason and Arensdorf continue to work on this and will address any specific concerns. They truly appreciate our monthly meetings and our participation in cabinet, senate, etc. Keep the questions coming.
 - Tisa and Jill push info down from the top, we need to push it up from the bottom. If you have questions, send them to Janett or your chair to push it up the chain. Game of telephone can happen and info can get muddled.
- Concerns about budget in the spring. Right now, administration is going through a series of scenario planning discussions. Dr. Mason stressed that we need to focus on recruitment and retention. We as faculty have some control by helping to give students positive interactions and encouragements. If we can maintain good relationships with students, we can increase student numbers thus increasing incoming revenue. Internal research on potential cuts are still being examined. Administration is also seeking other areas of growth. At this point, furloughs are NOT on the table. Dr. Mason views them as a short-term solution (increase cash on hand) to a long-term problem. We have enough cash on hand at this time; therefore, administration is looking for more long-term budget solutions.
 - Rob – isn't this more of a short term problem?
 - Janett – the leadership is worrying about problems like 5 years out.
- Workday student system does not allow students to change their advisor. Dr. Arensdorf researched this issue by emailing Patti Griffin. Unfortunately this is a Workday limitation right now, but Patti has requested the option for the future. This is probably not the answer that anyone wants right now; however, hopefully it is temporary as Workday continues to mold and shape itself based on our requests and experiences.
- Where is everyone on campus? To help increase campus connections, the President's office and other entities are working on some moments of fun to help keep the connections. We need to invest in ourselves with decisions and events that foster our community. Look for several social distancing events in the next few months.
 - Drive through or virtual celebrations.
 - More focus on having more people around to better serve our students.

- Maybe more clear, focused guidelines on remote work.
- Questions for upcoming meeting on 11/20/2020?
 - Q?
 - Clarifying issues about remote work policy.
 - Tisa doesn't want anyone to put their life at risk by coming in to the office, but we want to have a greater on-campus presence
 - Email Janett if you have any questions before Friday morning and she'll try to get further information.

Open Q and A

Tony – have we heard anything about not being back after the fall/thanksgiving break?
 Janett – classes still in session. Continue as you've planned.

Denise – she appreciates that we're getting a vacay day (day before thanksgiving). She greatly appreciates it, and we should recognize it. This is a small but important gesture that made Denise's day. Janett agrees, and would like something for those who can't be on campus. Provost giving lunch tickets again, to help Chartwells. Tisa is trying these things to boost morale. We appreciate she's trying and checking into things (the light show, even if not possible).

Cole – an interesting observation about approval of courses is a Workday issue. It is not an Academic Affairs or Faculty senate issue with the backlog of course approvals, but a Workday workflow issue. Also, no advisor approval step because Workday doesn't allow it.

Jennifer – sunk cost fallacy problem with Workday.

How Workday Advising is Supposed to Work: Advisors will approve a program of study in advance, but not specific courses. A pre-approval, not a post-approval, system. But the programs of study aren't working, so now they're considering scanning in PDF's of degree summaries. For every advisee, you'll be approving a four year program of study. Courses are supposed to be mapped out semester by semester, but there are a variety of logistical issues with how the system is currently set up.

Denise – has advisees that never get into the RT program, so they don't do degree summaries with those students. The system is not a good one-size-fits-all approach.

Cole – we've had to push off Gen ed program but Workday isn't ready, so now in Workday there'll be two different gen. ed. programs. It seems to Cole that workday is very rigid, and there is little flexibility. He hopes that he is flat wrong about his understanding of workday.

Janett – a faculty question, why can't we check a box to say we reviewed their degree summary, but instead they have to go in and sign a piece of paper. Cole's understanding that this is a federal regulation requiring faculty review and an inked signature. Specifically second degree students, but Cole isn't sure about the financial aid issues and not just a FHSU process issue.

Tony – just received a degree summary to be signed via PDF.

4. Open Discussion of Current Faculty Experiences in Classes and On Campus

- Concerns or Accolades?

5. Faculty Senate News

6. Other Business

7. Next Meeting is Wednesday, December 2nd at 3:30 pm on Zoom (ID 505 539 0067)

Meeting Adjourned close to 4:30 PM, Rob B. moved, and Denise seconded, motion passed.

Cabinet Meeting

August 26, 2020

Virtual Meeting

➤ **Policies**

- OSSP Policy (attachment) – First Reading

➤ **Shared Governance Updates:**

- Executive Leadership – Tisa Mason
 - Looking for suggestions on areas to reduce state bureaucracy
 - COVID-19 Update
 - General – Joe
 - County Funding Update – Mike
 - Quarantine and Isolation Update - Joe
 - City Commission Meeting - Tisa
 - Other
- Faculty Senate – Kevin Splichal
- Staff Senate – Jennifer Whitmer
- Student Government Association – Haley Reiter
- Foundation – Jason Williby

➤ **Strategy Updates:**

- Strategic Plan – Jill Arensdorf & Brett Zollinger
- Enrollment – Dennis King
 - Fall 2020
- Facilities/Master Plan – Dana Cunningham
 - Update on Rarick Hall Renovation
- Accreditation/Assessment Updates – Jill Arensdorf

➤ **Other Updates:**

- Division of Academic Affairs – Jill Arensdorf
- Division of Administration & Finance – Mike Barnett
 - ADA Services to accommodate for lack of campus shuttle
- Division of Student Affairs – Joey Linn
- University Relations and Marketing – Scott Cason
- AAUP – Janett Naylor-Tincknell
- Audit Function
 - Internal – Brett Gerber
 - External – Mike Barnett
- Alumni Update – Tammy Wellbrock
- Legislative Update – Jennie Rose
- Athletics – Curtis

➤ **Identification of Information Gaps**

➤ **For the Good of the Order**