

University of Nebraska at Kearney

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Faculty Senate Packets

Faculty Senate

11-3-2022

November 2022 Faculty Senate Packet

University of Nebraska at Kearney Faculty Senate

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7:00PM – November 3, 2022
 Antelope Room, Nebraskan Student Union
 Faculty Senate Website:

http://www.unk.edu/committees/faculty_senate/index.php

- I. Call to order
- II. Roll Call
- III. Approval of Agenda
- IV. Action on Faculty Senate Minutes: **06October2022**
- V. Special Presentations
 - A. Rachael Page – Assoc. Athletic Director
 - B. Angela Hollman – Honors Program Director
- VI. Reports of Faculty Senate Standing Committees
 - A. Oversight Committee:
 - B. Executive Committee: **20October2022**
 - C. President's Report:
 - D. Academic Affairs: **20October2022**
 - E. Academic Freedom and Tenure Committee:
 - F. Academic Information and Technology Committee:
 - G. Artists and Lecturers Committee:
 - H. Athletic Committee:
 - I. E-campus Committee:
 - J. Faculty Welfare Committee:
 - K. Grievance Committee:
 - L. Library Committee:
 - M. Professional Conduct:
 - N. Student Affairs:
- VII. Reports of Senate Representatives to Non-Senate Committees
 - A. Assessment and Experiential Learning Committee:
 - B. International Studies Advisory Council/World Affairs Conference Committee:
19October2022
 - C. Parking:
 - D. Safety Committee:
- VIII. Reports from Academic Councils
 - A. Graduate Council: **13October2022**
 - B. General Studies Council: **06October2022**
 - C. Diversity, Equity, and Inclusion Leadership Council
- IX. Unfinished/Old Business

- A. Strategic Plan 2021 Update
- X. New Business
- XI. General Faculty Comments
- XII. Adjournment:



7:00PM – October 6, 2022
 Antelope Room, Nebraskan Student Union
 Faculty Senate Website:

http://www.unk.edu/committees/faculty_senate/index.php

- XIII. Call to order 7:00
- XIV. Roll Call
- XV. Approval of Agenda
 Johnson first, Hoehner second
- XVI. Action on Faculty Senate Minutes: **01September2022**
 Mollenkopf first, Vail second
- XVII. Special Presentations

A. Kelly Bartling, VCEMM

Enrollment – Spring 2022 had record applications and admits; expected 1000 first time freshman based on those numbers. It didn't happen, had 863.

Other campuses down – census story, UNL did have increase in first time freshmen.

President Carter requested report – what happened last spring?

Enrollment is down over 10 percent over past 2 years, loss of 1.4 million. NewsWeek cover story tomorrow – gen Z opting out of college. National phenomenon.

Expected an increase in Hispanic and first generation students – didn't happen. Did have a small increase in international students.

Families second guessing higher ed investment when can earn \$20+ out of college in the workforce.

Survey of 2022 graduating high school seniors – 54% white students intended to go to college, 47% overall, 36% Hispanic students.

Scholarship strategy looking at the cost of attendance; want to best manage resources dollars. Look at diversifying student body, maintaining excellence, retention & completion. Use scholarship dollars to influence migration to Nebraska.

We enrolled more Board of Regents students than ever before – cost of attendance lowered. Also need to consider housing and meal plan & fees. More conversations about increasing scholarship amounts. We lose best and brightest to other states that give full rides.

Nebraska Promise – tuition free if family income is less than \$65,000 year. What about room & board? Investment in need based. Average was \$10,267 aid.

Challenges – great resignation. New people and positions; 7 brand new people in past 9 months, 5 in past 3 months. Starting to see applications increasing in the past few weeks for open positions.

Another challenge is student mental health – more res life staff needed for responses. One day there were 6 Care team referrals.

Marketing budget is \$250,000-300,000. In comparison, UNL has \$3 million just for recruitment. Majority of our recruitment is digital media. Targeted ads – geography. Billboard in Omaha. Focus for 2023 recruitment – territory management, reporting & communication. Regional recruitment events this month – Alliance, Beatrice & Norfolk.

Other recruitment plans/ changes: More larger on-campus events, received grant to help fund transportation and meals for Hispanic students. CRM- and relationship management – TargetX+. New bilingual admission counselor. Health sciences – rural health initiatives. Need to look at options for short-term programs for nontraditional students. Regional recruitment for out-of state students.

Enrollment issues & considerations – overall retention in 20-21 75.83%, down from 81% prior year but Covid played a role. It costs more to enroll new student than to keep students

Parents say they want to receive communication from school at least 1 time per week. Campus ESP Content – texts/emails content to parents – parents can choose topics, what they want and how often they want to get it. How it helps inform and retain students. Loper Family Connection.

Questions?

- What do you do for open houses and how to showcase the great things we do? Undergrad research, study abroad...

Tour has been revamped, individualized to a greater extent. More training for tour guides. Challenge to personalize with number of visitors. More hands-on experiences during visits. Presentations by students who had had experiences like study abroad. New – junior day, senior preview day with admitted students.

- More information on CRM program?

CRM is a relationship management platform. TargetX is the vendor. Can track what students are opening, what their responses are. Event and sign up coordination; that piece is still manual so information is turned over to office associates to schedule. Concern some info is slipping through the cracks. Follow-up letters will be done through CRM.

Parents want to be contacted frequently. Marketing opportunity – family friendly institution. Issues of FERPA. How does faculty know if FERPA waiver signed?

- How does UNK marketing budget compare to community colleges? They seem to have stronger presence online, billboards, tv ads? Even Wayne State. What guides the decision on how to invest our budget?

Do not have consistent budget year to year. If we put more money in marketing, like a new billboard, that is someone's job.

Ideas on workshops. UNMC tablet. Online mini workshops for professionals, small fees \$50.

Mark Ellis – NU Advance, put professional development into non-credit platform, faculty stipends. Soft launch this January. All faculty will have opportunity to participate. Might be way to drive enrollment. Start with non-credit class and then decide to enroll.

Summer research with students in South Central Mexico.
Also look at relationships with Czech Republic.

- Cost of housing – why no cheap alternatives? What about letting first-year students with a certain GPA and no criminal record to live off campus? Within certain distance, can first year students live off campus?

Yes, permissions expanded. If outside 50 mile radius and request to live off campus, have been increasing permissions. Also concern of lack of student supports for commuters. How to be sure to have supports. Cost of food – nonnegotiable, contract.

B. Mark Ellis, Dean Graduate Studies, UNKOnline

Explained online budget. eCampus allocated lump sums – some departments more lucrative than others. Departments would keep a surplus. Better to redistribute. Break down barriers between on campus and online worlds. Integrating the two. Instructional Designers in colleges instead of everyone coming to them. Changed funding model. No more allocations. The differential doesn't exist anymore.

This year budget about \$2 million. Also DE fee - \$35 per credit hour to support online students. 22-23 funding distribution – faculty lines (16 faculties paid for, about 30% of total allocation), staff-online coordinators 10%, 21% for summer 2023, 3% adjunct support, 4% faculty stipends, technology 10%, marketing 10%, operating 2%. General marketing, not just degree specific. Miscellaneous – 2%. Strategic initiatives. Just over \$3 million total. General marketing – going away from eCampus brand. Now UNK Online.

Vision for the future – increasing student credit hour production 50% or more. There is

increasing competition. Way more schools went online during covid, now more competition with fewer students.

- What about student support services?

Funding some student affairs, writing tutors. Probably will hire 4-5 more online coordinators. Advising role, some differences based on department.

- Student engagement for online students?

Funding – summer symposium wish list. Bring online students to 5 day summer symposium. Present research through URP or thesis. NU Advance – non-credit. Also Professional Development. Workshops, badges. Soft Launch in January. Couple programs going on right now.

Faculty lines protected. Faculty lines portion will grow – as that piece keeps growing. DE fees can only go towards directly helping students, not faculty. Can be used towards online coordinator, faculty stipends. New undergraduate programs go through the college. History – went before coordinating committee facing cut, went online and exploded. Duplication issues – unlikely to get approved if UNL has same program.

C. Evan Boyd, Dean of the Library

With the library renovation, we need to remove some of the collection permanently. Design process started over a year ago. First week of September – shelving sent to design committee. When originally designed, standard practice. Pre-ADA, need to be 36” for ADA compliance. Do not have funds for compact shelving units. Developing spreadsheets of entire collection, looking at use and age. Made decision to work towards eliminating 20% of volumes in library, different than individual titles. Show up as one title but could be 50 years worth. 20% - 40,000 volumes. Liaisons have approached departments and chairs about what to eliminate. Must complete process by mid-December, renovation starts first week of January. 90% done by June of 2024 based on funding.

- D. What will happen to the volumes we are getting rid of?

Better World Books – takes them for free, resells them, we get 10% of every sale. Won't take old encyclopedias, books that are worn out.

- E. Getting responses from faculty to make decisions?

If faculty don't participate, then subject librarians will make decisions.

- F. What about going forward and accessing new titles?

Likely to propose increase in credit hour fee for library services. Ongoing costs of subscriptions for electronic access. Spending mostly on continuing resources and subscriptions compared to print titles. Getting rid of books and government documents.

Government documents have been going on for a while, coordinating with UNL. Almost anything catalogued remaining, something you have used in the past will most likely still be there.

XVIII. Reports of Faculty Senate Standing Committees

A. Oversight Committee

Almost all new appointments are filled.

Athletics – need female senator. Need gender breakdown, slot available for female.
Linda Van Ingen volunteered through 2024.

Academic Freedom and Tenure. Need to be tenured. Martonia will volunteer – finish out Michelle’s term through the year. 2023 term.

Executive committee will send out charges and convene committees.

B. Executive Committee: **15September2022 No discussion**

C. President’s Report: No Discussion

D. Academic Affairs: **22September2022**

Let departments know about pages 15-17 as well as finals week policy.

E. Academic Freedom and Tenure Committee:

F. Academic Information and Technology Committee:

G. Artists and Lecturers Committee:

H. Athletic Committee:

I. E-campus Committee:

J. Faculty Welfare Committee:

K. Grievance Committee:

L. Library Committee:

M. Professional Conduct:

N. Student Affairs:

XIX. Reports of Senate Representatives to Non-Senate Committees

A. Assessment and Experiential Learning Committee:

B. International Studies Advisory Council/World Affairs Conference Committee:
09June2022, 28July2022, 31August2022, 14September2022

Conference coming up.

C. Parking:

D. Safety Committee:

XX. Reports from Academic Councils

A. Graduate Council:

B. General Studies Council: **01September2022**

C. Diversity, Equity, and Inclusion Leadership Council

XXI. Unfinished/Old Business

A. DEI Strategic Plan

Concern there is overreach including learning outcomes; interferes with academic freedom. Workshops on cultural responsiveness. Doing vs. teaching? Importance of language. Supports different methods. Door wide open to interfere with academic freedom learning outcomes? Writing syllabus to scare students is not inclusive. Use language to be inclusive and reach students of different populations.

Some faculty have refused to include DEI standard statement. Charlie approved alternative statement that Karl Borden wrote. There are a number who are using the alternative statement that they find less objectionable. Can't agree to include statement without seeing it.

Motion to approve the resolution in support of the DEI strategic plan, Nick Hobbs seconded. All in favor – one opposed, motion carried.

B. University Strategic Plan - https://www.unk.edu/about/plan/_files/2021-strategic-plan.pdf

Asked to make resolution to support University Strategic Plan – look it over and we will take a vote next month.

C. Jon Watts climate survey committee – Bobbi Van Ingen volunteered. Karl Borden volunteered.

- XXII. New Business
- XXIII. General Faculty Comments No
- XXIV. Adjournment: 9:15



FS Executive Committee Meeting October 20, 2022 – 9:45am

Faculty Senate Executive Committee

Derek Boeckner, President
 Chris Exstrom, President Elect
 Christina Sogar, Secretary (notetaker)
 Martonia Gaskill, Past President
 Alejandro Cahis, Representative
 Dawn Mollenkopf, Parliamentarian

Old Business

- Ad Hoc Committee updates
- Attendance Policy
- Climate Survey

New Business

- Rachael Page invited to November Meeting
 - Opportunity to discuss attendance policy & any other concerns.
- Meeting with Staff Senate – Report
 - Dereck provided overview, no questions.
- Charge to Oversight to revise constitution/bylaws bringing things up-to-date with college changes, policy changes for standing committees, outdated references, etc.
 - PCC committee structure approved provisionally; time to revisit it.
 - AFT only has one rep from CAS; college is so diverse, need to consider adding additional representative.
 - AFT committee met yesterday. Other committee meetings have been scheduled.
 - Significant changes to by-laws will have to go through administrative channels; minor changes can be approved and described in minutes.
 - Continuing charge for committees through next year.
- Topics for Discussion for Exec + Cabinet Meeting
 - RIF update
 - Budget update
 - Faculty Workloads?
 - Need clarification on 15 vs. 12 credit hour contract each semester.
 - How does that translate for lecturers? Differences in college requirements?
 - Institutional Research
 - Availability of data on enrollment, facilities costs, et. Information helpful in items such as scheduling number of sections of courses, internship requirements.
 - SVCAA initiatives FS/Faculty in general can help with
 - Teaching and Learning Center update

- International Education reorganization
- TargetX Faculty use/training
- Others?
 - What constitutes urgent construction needs?



UNK Administration & FS Executive Committee
Meeting Minutes

October 21, 2022 – 10:00 – 11:10 a.m. – Warner Hall Conference Room

Members, UNK Administration

Chancellor, Doug Kristensen
SVC Kristen Majocha
VCBF Jon Watts
VCEMM Kelly Bartling
DSA George Holman
SACEA John Falconer (absent)

Members, FS Exec Committee

Derek Boeckner, President
Chris Exstrom, President-Elect (recorder)
Christina Sogar, Secretary
Alejandro Cahis, Representative (absent)
Dawn Mollenkopf, Parliamentarian
Martonia Gaskill, Past President

Discussion Items

- Announcements from Derek Boeckner
 - Ad-hoc Attendance Policy committee is expected to vote on a developed policy statement soon and, if passed, forward it to the Academic Affairs committee to consider
 - Oversight Committee has been charged with identifying and compiling needed FS Bylaws changes – most pertain to committee composition adjustments following the CNSS/CFAH merger
- RIF Continuation
 - Next steps are still being discussed and guided by CBA and FAC report
 - Initial reallocation recommendations may be delayed until January or February pending discussions with UNKEA
 - Expected to impact 8-12 faculty positions
- Faculty Workloads
 - Teaching loads of 11-13 hours/semester (may be balanced over an academic year) is the official policy – service is an additional expectation with no set “contact” hours
- Budget
 - Tuition income is \$30M, approximately \$1M short of anticipated revenue
 - May ask for 3% state aid increase + 3% tuition increase for next biennium
 - Discussion of difficulties in establishing optimum discount rate

- 25% this year, a little higher than the usual 21-22%
 - We suspect ours is lower than our sister campuses but this information is rarely made public
 - VCBF Watts & VCEMM Bartling are reviewing scholarship packaging and distribution for more efficient impact
- Institutional Research
 - There is financial support for a new joint position between Institutional Research and Registrar's offices
 - Expected to expand amount and types of data that can be generated
- Teaching and Learning Center
 - Soft opening expected in spring semester
- International Education Reorganization
 - Several people have left their positions since this summer
 - New interim director will be named to start in January
 - Reorganization plans are being developed – goal is to spread leadership duties more with minimal changes to positions titles
 - Faculty/staff visa issues are being handled by Traci Gunderson, Scott Benson, and outside legal representation that we retain for this purpose
- TargetX, Faculty use and training
 - Roll out for faculty will be around the first of the year
 - Recruiting data analysis taking longer than expected
 - Number of licenses is limited, so not all faculty will be granted access
- Construction & Decision Process for Urgent Building Maintenance
 - An outside consultant has evaluated the condition of all buildings
 - An internal audit & deferred maintenance plan is in place
 - Bruner Hall of Science will be getting a new roof
 - At some point, all buildings will have keycard access
 - Warner building office moves expected to occur during J-term
 - More details are coming soon
- Administration Initiatives and how Faculty Senate and faculty can help
 - Akademos has a syllabus template designed to facilitate course book information and possibly course objectives – will have a demonstration session soon
 - DEI – direct reports to SVCAA have been asked to determine demographics of student populations participating in programs, undergraduate research, etc.
 - Need faculty representation for health insurance RFP committee
 - Christina Sogar volunteered
 - No significant changes in benefits anticipated
 - Mental health and physical therapy visits are increasing share of costs

Reports

Chancellor Kristensen

- Expect more political discussion about the university to revolve around “culture war” issues like CRT, DEI, etc.
- Fundraising for HSEC II still in progress – seeking to have the legislature put the \$15M operating costs in the base budget
- UNK reputation higher, increasing community demand for health science, cyber-related fields
- Observed that campus event attendance is much larger than usual

SCVASA Majocha

- Has received reassigned time forms from Deans
 - Planning to streamline forms for next year
- HLC site visit in September or October 2023
 - Beth Hinga coordinating self-study, to be submitted after this semester
- World Affairs Conference and International Food Festival coming soon

VCBF Watts – no additional items to report

DSA Holman

- First-Generation Day on November 9
 - First-Gen lunch on November 4, faculty welcome to attend
- Faculty/Staff meal plans available
- Homecoming – Lip Sync Contest on Thursday, Oct. 27
- Disability accommodations – faculty must always work through the DSS office

VCEMM Bartling

- Free application time extended through October 31
 - Applications up 5.7%, admits up 7.28% (out-of-state lower) from last year
- Regional recruiting events – great PR impact, appreciate faculty participation/support
- Nebraska Career Scholarship – number of qualifying majors increased to 105
- Division staffing stabilizing – still a few positions to be filled
- \$94,000 grant to expand/enhance OSDI student recruitment initiatives
- New Frontiers Reception will be November 1

President's Report for November 3, 2020

The Ad Hoc Attendance Policy Drafting committee has a draft under consideration and is working on finalizing and approving it to move forward to the FSAA committee.

We have convened the Ad Hoc Climate Survey Faculty Response Committee and they are beginning to look for themes in the data that we can take to John Falconer's group and jointly come up with a plan to address concerns seen in the data.

I've asked the Oversight Committee to begin the process of updating the constitution and bylaws. There is a lot of language that needs to be updated in response to changes to campus structure. There are only 3 colleges now and e-campus no longer exists are obvious changes that need to be incorporated into the documents, but there are many clerical updates as well that have gone for a while without being addressed. Oversight will also look to see that the constitution and bylaws are in line with the policies for PCC, AFT, and Grievance which were voted on in 2020.

**Faculty Senate Academic Affairs Committee
Minutes from Meeting
Thursday, October 20, 2022
Meeting held via Zoom**

Present: Debbie Bridges (CBT), Steve Hall (CBT), Ralph Hanson (CAS), Bailey Koch (COE), Rachel Hammer (LIB), Chance Bell (FS), Joel Cardenas (AA), Lisa Neal (REG), Mark Ellis (AA), Olivia Koenig (Student Senate); Zoie Jacobsen (Student Senate)

Absent: Julie Shaffer (CAS), Kate Heelan (COE)

Guests: Derek Boeckner (Faculty Senate)

Bridges called the meeting to order at 3:32 p.m.

Bridges welcomed Committee members and introduced Boeckner (FS).

Derek Boeckner, FS President and Member, Faculty Senate Executive Committee, presented the charge to the FSAA committee and oversaw election of Chair and Secretary. Hanson (Koch) nominated Bridges as Chair. Motion carried. Bridges (Koch) nominated Hanson as Secretary. Motion carried. Boeckner thanked the Committee and turned the meeting over to Bridges.

Bridges requested a motion to approve the agenda. Hanson (Bell) moved to approve the agenda. Motion carried.

Discussion moved to agenda items #104 - #109. Bridges noted that the subcommittee met last week and did not see red flags. Hanson (Koch) moved to approve agenda items ##104 - #109. Motion carried.

Discussion turned to the revised Finals Week Policy proposal from the September meeting. Bridges reminded the Committee that the proposal was submitted by Faculty Senate with the request to send it through the Committee's formal approval process. Bridges informed the Committee that the proposal was sent out to campus and the College Ed Policy / Academic Affairs Committees for review and input. Resulting feedback / input received was provided to the Committee. Bridges noted that there were four basic themes to the faculty feedback:

- 1) *Putting date / location / time of final exam in each syllabus was unnecessary.* Statement that final exam will be administered according to Final Exam Schedule (with link to schedule) is sufficient, especially given that the final exam schedule is set by University policy and are published on UNK's website.
- 2) *Accommodation for students taking three or more finals in one day was seen as appropriate but wording needs clarified.* Faculty want the option to negotiate a time with students for the makeup exam rather than having it be automatically scheduled for late Thursday afternoon during finals week. Faculty also noted a process for verifying a student's eligibility for accommodation should be included in the policy; timing of student's request to the faculty member for accommodation should also be addressed.
- 3) *Appeals process needs clarified;* process should not start with dean but rather begin with instructor then department chair then dean.
- 4) *Faculty felt that there was not a clear explanation for moving notification of any major assignments from eighth week to the fifth week of the semester.*

Based on the feedback received from campus, Bridges noted there seemed to be a lack of support to approve the policy as submitted and asked the Committee for next steps. Committee agreed that revision

of the wording should be the next step. Hanson (Koch) moved to revise the language for the proposed finals week policy according to feedback from the faculty, have it approved by the Committee, and then send proposal out to campus for review. Motion carried.

Bridges, with the assistance of Neal and Hanson, will draft the revised language and send out to the Committee. The goal is to have Committee approved language to present at November meeting and then out to campus for review.

Bridges reminded the Committee that quick turnaround on approving the minutes is needed to meet Faculty Senate's submission deadline for the November packet – so please watch email and act on the minutes as soon as possible. Hanson (Koch) moved to adjourn. Motion carried.

Meeting adjourned at 3:58 p.m.

Respectfully submitted,

Ralph Hanson, Secretary

Approved via email, October 24, 2022

2022-2023 ACADEMIC AFFAIRS SUBCOMMITTEE MEETING

Academic Affairs Subcommittee 10/12/2022

Academic Affairs Full Committee 10/20/2022

NUMBER, REQUEST, LEVEL, SPECIFIC REQUEST, DEGREE/COURSE, PROGRAM/COURSE, TITLE, DEPT, COL, REASON

#104, Change to Bachelor of Arts Foreign Languages International Students English Literature Requirement (2C); Current Language: International students, whose native language is not English, may complete six credit hours of English Literature coursework in lieu of the Foreign Languages requirement. Proposed Language: International **and Refugee** students, whose native language is not English, may complete six credit hours of English Literature coursework in lieu of the Foreign Languages requirement.

#105, Alter, Course, Prerequisites, CDIS 420, Research in Communication Disorders, CDIS, COE, Removing the senior-level status from the prerequisites. Students are now taking this course closer to the statistics course in their junior year; Change prerequisites, Old Value: Senior level standing, New Value: Junior standing.

#106, Create, Course, MKT 366, Event Operation Fundamentals, MASCM, CBT, There is demand for a course in Event Operation Fundamentals, primarily among marketing students. Once approved, our intent is to add this course as an elective to the Marketing Emphasis and to the Marketing/Management Minor.

#107, Discontinue, Course, PE 350L, Modalities in Athletic Training Laboratory, PEREC, COE, PE 350 was discontinued with the AT program moving to master's level, so the lab must be discontinued as well.

#108, Discontinue, Program, Psychology 7-12 Teaching Subject Endorsement, B.A.Ed., PSY, CASC, Rationale for Inactivation: Low enrollment.

#109, Alter, Course, Corequisites, TE 319, Management and Assessment in K-12/Secondary Classrooms, TE, COE, Updating corequisites. CDIS 312 is no longer being offered and therefore shouldn't be coupled; Change corequisites, Old Value: TE 320 or ART 371 or CDIS 312 or MUS 356 or MUS 467 or PE 471, New Value: TE 320 or ART 371 or MUS 356 or MUS 467 or PE 471

Transcript of Faculty Comments on Finals Week Policy proposal:

CAS Comments:

The Music Program has engaged in a lively discussion on how our unique activities interact with this policy. We would like to request a revision to point 3 to include "performances"

"3. Projects, papers, **performances**, and speeches scheduled for completion during the last week of classes must have been assigned in writing by the end of the eighth fifth week of the semester. This refers to the project and its scope, not the topic." [potential additional language is in **bold**]

This revision reflects some unavoidable needs to schedule KSO concerts and occasional additional concerts during Dead Week. The department has striven for several years to keep concerts off this week, but we have found an occasional exception unavoidable. I'm happy to answer any questions about our request. (I apologize that this email is coming to you from my phone while I'm mentoring students at auditions.) Thanks for your work on this committee and for considering this revision request.

In the notes section (bottom)

https://www.unk.edu/offices/registrar/academic_policies_handbook/Final_Exam_Schedules.php

there are a few items that aren't listed in the proposed FWP. In particular "*Four or five-hour courses will meet twice during the last week, according to the above schedule*" isn't in the proposed FWP, but it's not mentioned as a change.

What's the story? Why were these changes not listed as changes?

I'm not entirely comfortable with a distinction between a "project" and a good-old-fashioned homework. But I avoid that issue by not having HW due during dead week.

There is a small error on #2. It should probably read:

"The week prior to Finals Week," instead of what is indicated on the pdf.

This policy looks good to me, but I want to add that I don't generally give final exams in my courses. Students usually have to write final papers or complete final projects.

Under #5, this is sometimes brought up by my lab students. We typically have a final exam during dead week, but some labs do not have any exams, and all labs I have taught do not meet finals week.

Can we add something to the syllabus statement that the student request will be submitted to the department chair for approval, because I do not have access to student schedules to verify that they do have three exams in one day.

Also, I would change the syllabus wording of "the only examinations allowed during the last week of classes" to "the only exams allowed during the week prior to finals week" as the previous is confusing for students.

Does the student choose which exam they want moved? I've seen policies where it is the first exam alphabetically (and then numerically) fall term and first exam reverse alphabetically (and then numerically) spring term. That removes debate from which exam is the one moved.

The placement of the clarification on how to handle three finals on one day should be placed at the end of point 1 not at the end of point 2 (copied below). Either that or that additional sentence should be a point of its own directly following point 1 and should very clearly state that the make-up time is Thursday of Finals week at 3:30 pm.

2. During the week prior to Final Week, the only examinations that may be given are: laboratory practical examinations, make-up or repeat examinations, and self paced examinations. **In the event that a student is scheduled to take three or more final exams in one day during the final exam week, the student may: take all final exams as scheduled; take the exam during the allotted day and time that is open for make-up examination or resolution of conflict, which is Thursday at 3:30pm**

By placing that sentence at the end of point two, it gives the impression that students with three exams on one day during finals week can take the exam on Thursday of the week before finals – as that point is describing what can happen during the week prior to finals. This will lead to confusion and argument.

The sentence construction is a bit odd as well. It appears that there should be a third point as the first two are separated by a semicolon (which perhaps should be a simple OR instead) and there is no period at the end.

I think it's unnecessary and unfounded in any reasoning. We just revised this policy a couple of years ago and I don't understand what it accomplishes to move the project/major assignment "deadline" for faculty up to Week 5. I emailed Julie and Ted asking if they were given a reason as to why students need to be notified of a project due at the end of the term so early, when there is NO CHANCE they are going to start working on until *maybe* the week before it's due. Ted told me they were not provided with a justification of why this change from Week 8 to Week 5 was being suggested/made.

I'm not sure it really affects any of us because our end of term projects/papers tend to be assigned early or in pieces (e.g., Intro, Method, Results, Discussion, then final draft). But in principle, I don't see how it helps students to cater to them in this way. I am annoyed that they expect faculty to do things like this when generally speaking, the majority of students seem to be putting in less and less effort.

Overall, I have no issues with the policy with one exception (my exception will be stated in my word changes). I also found some parts where the wording could be improved.

Old:

2. During the week prior to Final Week, the only examinations that may be given are: laboratory practical examinations, make-up or repeat examinations, and self paced examinations. In the event that a student is scheduled to take three or more final exams in one day during the final exam week, the student may: take all final exams as scheduled; take the exam during the allotted day and time that is open for make-up examination or resolution of conflict, which is Thursday at 3:30pm

New (changes in purple):

2. During the week prior to **Finals Week**, the only examinations that may be given are: laboratory practical examinations, make-up or repeat examinations, and self-paced examinations. In the event that a student is scheduled to take three or more final exams in one day during the final exam week, the student may: take all final exams as scheduled; take the exam during the allotted day and time that is open for make-up examination or resolution of conflict, which is Thursday at 3:30pm; **or take the exam during Finals Week at an agreed upon time worked out between the student and the instructor.**

If we are going to be flexible and provide a make-up time, why can't the instructor and the student come up with an alternative plan – or at least have the option. I could think about situations where either the instructor or student want to take the exam and get it completed as soon as possible to finish the class or commence grading and waiting until Thursday afternoon might not be the best option.

In point 4, I would change the wording to: Complaints about failure to follow the above outlined procedures should be made immediately to the appropriate department Chair **and if necessary, the Dean.**

CBT Comments:

Comment #1:

I believe there should be wording that a student must contact their instructor the week prior to finals week if they intend to exercise the right to use the make up exam period on Thursday due to the overwhelming number of exams on a single day. Otherwise, I can envision some students may skip an exam without notification and then try to leverage a reschedule on Thursday.

Comment #2:

I think the new point two is annoyingly bad. There are two loosely related statements joined together. Those should be separate points.

Why shorten from 8 weeks to 5? (Corollary, why don't faculty list it in their syllabus at the start of the semester?) I have had classes once or twice in 18 years where the students really got into a project so I let them do that instead of a test. But hey, let's take away everyone's chance to have some flexibility.

And the last addition is just stupid in my opinion. We already have problems with faculty getting the syllabus statements wrong. So let's change from the incredibly clear ~"final exams will be given at the time listed on the final exam schedule webpage" to "Put the final exam time in the syllabus so you introduce another point of failure."

And, why is it that if a student believes an instructor is violating the policy they just go straight to the chair or dean and not the instructor? Ask the instructor first. Why allow complaints straight to the dean? If it gets to the dean and is legit it is time to bring the hammer down. But that should not be step one.

Comment #3:

Just curious but what was the reasoning behind wanting to switch from announcing semester projects in week 8 to week 5? In the real world, you rarely get any notice when doing projects...maybe a couple of weeks. I'm fine with making sure semester projects are discussed by week 5. But, we're really wanting to prepare students for life after school, I'm not quite sure we really need a policy that ensures all work is talked about in writing by week 5 of the semester. And maybe I'm interpreting it wrong. And no need to make changes based on this observation....just wanted to throw out the thought and maybe get more clarification on the motivation behind the change. And maybe you don't know since it appears as if the suggested changes came from student government and faculty senate and that's OK too if you aren't sure of the motivation behind the change.

Comment(s) #4:

Notes on final week policy

I believe there should be wording that a student must contact their instructor the week prior to finals week if they intend to exercise the right to use the make up exam period on Thursday due to the overwhelming number of exams on a single day. Otherwise, I can envision some students may skip an exam without notification and then try to leverage a reschedule on Thursday.

Adding "In the event that a student is scheduled to take three or more final exams in one day during the final exam week, the student may: take all final exams as scheduled; take the exam during the allotted day and time that is open for make-up examination or resolution of conflict, which is Thursday at 3:30pm" to the second point seems odd since the two are separate topics. I agree with the intent of the statement but it should be a separate point.

For example:

1. During the week prior to Finals Week, the only examinations that may be given are: laboratory practical examinations, makeup or repeat examinations, and self-paced examinations.
2. In the event that a student is scheduled to take three or more final exams in one day during the final exam week, the student may: take all final exams as scheduled; take the exam during the allotted day and time that is open for make-up examination or resolution of conflict, which is Thursday at 3:30pm

Point 3 is not dependent on point 2 and should be its own independent statement.

I actually thought the three or more exams rule was in place already. The common make up time is already in place as note d but adding it to the main body is fine. If it is added to the main body though it should be removed as a note to reduce redundancy.

I would prefer that an option be included for a commonly agreed upon makeup time. I.e: *In the event that a student is scheduled to take three or more final exams in one day during the final exam week, the student may: take all final exams as scheduled; take the exam at a mutually agreed upon time, or take the exam Thursday at 3:30pm, the allotted day and time that is open for make-up examination or resolution of conflict.*

It does not make sense to me that the instructor and student are not allowed to agree upon a more convenient time if they both wanted to do so. I am in favor of there being a set time for instances when an agreement can't be reached.

Why change the deadline for assignments of projects from the eighth week to the fifth week? I don't really object to moving it but it seems like it has the effect of giving faculty less flexibility to modify their course if they believe the addition of a project, paper, or speech would be beneficial. But really, it seems odd to me that anyone would not include a project, paper, or speech in their syllabus to start with.

Original point 4, shouldn't the faculty member have a chance to discuss any disagreement first? It seems odd that the current policy has the Dean as a legitimate first contact. If a faculty member is giving a makeup exam during the week prior to Final Week shouldn't the student take that concern to the faculty member first so they can discuss the policy? A faculty member should (almost) always have a chance to address any problems directly with a student directly before a chair or dean becomes involved.

Something more along the lines of:

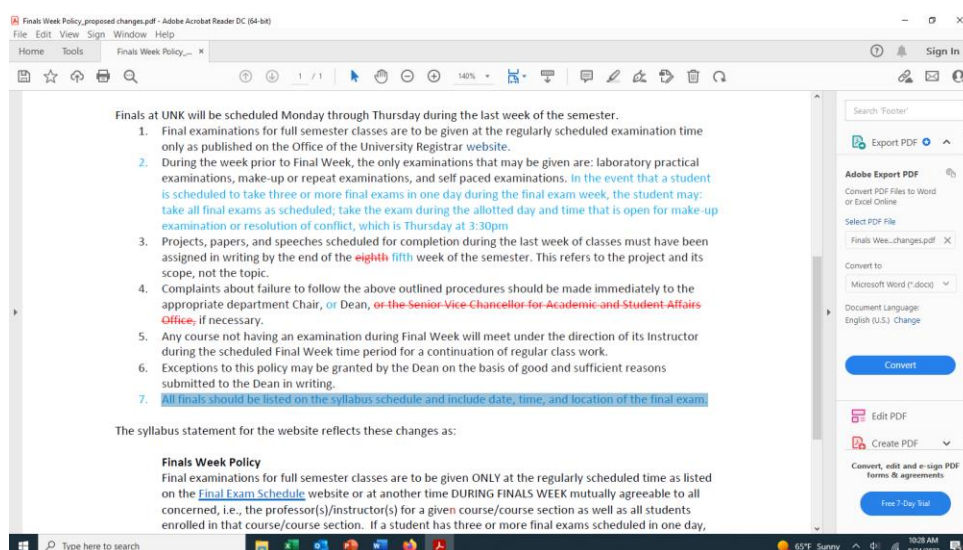
Complaints about failure to follow the above outlined procedures should be made immediately to the faculty member. If the faculty member is not responsive to the students' concerns the appropriate department Chair should be notified. If necessary, appeals can be filed with the Dean of the College offering the course.

Adding an additional bullet point requiring the finals be listed on the syllabus schedule and include date, time, and location of the final exam is a horrible idea. Point 1 already requires that the exam be offered at the regularly scheduled time. The final exam time is listed in the Final Exam Schedule. Consider the number of courses offered at UNK. If each course has a syllabus and the over all accuracy rate of listing the correct details for the final exam is 99% then you would have a lot of mistakes. I already see syllabus with the wrong syllabus statements in them where faculty update a syllabus from a previous semester. That will happen with the final exam schedules as well. Add in when a course has a room change after the syllabus has been made, faculty who use a common syllabus for multiple courses, and other just general imperfection and adding a require that information that is available online be reproduced on the syllabus is an invitation to conflict. What happens when there is discrepancy between the time that appears on the syllabus and the time the exam is supposed to be given?

COE Comments:

1. Need to clarify/ define what is meant by "self-paced" exam
2. One faculty feels that all projects/papers/speeches/performances need to be in the syllabus from the start.
3. One faculty and the COE APSC has concerns with #7 (7. All finals should be listed on the syllabus schedule and include date, time, and location of the final exam.)
 - a. Many faculty members have their course schedule as a separate document from the syllabus, so including the date, time, and location of the final exam on both documents is going to lead to mistakes. It's also redundant. I also think the location of the final exam is pretty well understood to be in the classroom where the class normally meets, and should only be required to be listed if the final exam will be somewhere else. My suggestion would be to alter statement 7 to read:

- i. All finals should be listed on the syllabus or course schedule and include date, and time of the final exam. If the final exam will be held somewhere other than the classroom where the class typically meets, this also needs to be included.
 - b. COE APSC : Our only concern is requiring the date/time to be listed on the syllabus due to the fact that the schedule is consistent and posted on the university website. On the other hand, class times may change which would effect the final exam day/time and if a faculty member forgets to update that detail on their syllabus, or if a new faculty member inherits a syllabus and doesn't realize it needs to be adjusted, we run the risk of having confusion. Instead, perhaps require a phrase such as
 - i. "The final exam will be scheduled in accordance with the university's posted final exam schedule" and then provide the link to the academic calendar/final exam schedule.
4. Also, it seems that the blue text for point 2 (see the screenshot, below) should actually be point 3, which will then renumber the other points so that point 7 will become point 8.



Other Comments (received via email to Chair, FSAA Committee):

Comment #1:

How is the faculty member supposed to verify the student has three or more finals in one day? What is to prevent academic dishonesty with a student discussing the final with other students who have already completed the exam during the allotted time should they decide to complete the exam during the "make-up" time?

I currently list the final exam times on the course calendar including the date and time. But occasionally I have to change the location....or the location is changed for me due to other facility factors....available computer labs, other finals needing alternative accommodations etc.

International Studies Advisory Council and World Affairs Executive Committee

Meeting Minutes: October 19, 2022

The joint committee of ISAC and WAC met on October 19, 2022 on Zoom.

Present: Carol Lilly, Rachel Hammer, Theresa Yaw, Olugbenro Ogunrinde, Suzanne Maughan, Joy Hall, Toni Hill, Traci Gunderson, Matt Mims, Po Hu, Satoshi Machida, Juan Guzman, Megan Hartman, Emma Stump

Absent: Amy Rundstrom, Janet Graham, Corliss Sullwold, Michelle Warren, Tiffani Luethke, Yousef Ghamedi, Logan Johansen

Lilly informed the Committee that speakers and the schedule are now mostly set, Elle is working on tickets, and our budget is in pretty good shape.

Joy is working on getting the website up to date.

The posters are ready—Traci Gunderson has them in her office—her students will post the large ones—members of the committee should stop by and pick up some of the smaller ones for distribution to appropriate/interested faculty members to put on their doors etc

Amy is ordering lunch, wine, and will serve as bartender at the reception.

It is now time for everyone to get started on their assigned tasks: Take A Delegate to Lunch, connecting speakers to faculty, drivers to speakers etc, moderators to panels etc. Please keep Joy, Carol, and Traci informed of your progress.

There was also considerable discussion about the evaluation form to be used following the event, though no final decisions were made.

The meeting adjourned at 5:05. At this point, we will plan on another full meeting for November 2, at 4 pm on zoom.

GRADUATE COUNCIL MINUTES
Thursday, October 13, 2022 - 3:30 p.m.

PRESENT: Megan Adkins, Kazuma Akehi, Michelle Beissel Heath, Matt Bjornsen, Ben Brachle, Ngan Chau, Martonia Gaskill, Grace Mims, Austin Nuxoll, Whitney Schneider-Cline, Chris Steinke, Laurinda Weisse, Jason Baker, Tawny Moore, and Jada Ruff

ABSENT: John Bauer, Anne Foradori, Michelle Warren, and Mallory Wetherell

I. Approval of the September 8, 2022 Minutes – approved via email

II. Graduate Dean's Report

A. New Frontiers Reception

Dean Ellis invited the council to the New Frontiers Reception on Tuesday, November 1, 4:00-5:30 pm in the Discovery Hall Atrium.

B. UNK on the Bricks

This is an effort to connect with downtown. November's theme is No Shave November and Cancer Awareness and will be held Tuesday, November 29 at 5:30 pm at Nest:Space. This event will also integrate the Daily Mile with a short walk around the downtown area to promote physical activity.

C. Daily Mile

Ellis explained the collaboration with KSS to become more active. This program targets elementary schools and UNK is the only university currently participating in this program.

D. Gonfalonier

Ellis asked the council for nominations for gonfalonier for December graduation.

E. DEI Committee

Ellis thanked those who have volunteered to be on the committee.

F. MAGS

MAGS (Midwest Association of Graduate Schools) 2023 Excellence in Teaching Award is due January 20, 2023 and recognizes the importance of excellence in teaching and mentoring.

G. Proctoring

There have been issues with live proctoring. Ellis extended his appreciation to Tim Bartling, Karen Premer and Eric Tenkorang for leading this endeavor.

H. Executive Graduate Council

The Master of Public History is on the docket.

I. Syllabi

With the HLC visit soon, we need to have a syllabus for each class taught. If multiple instructors teach the same course, the course description and learning outcomes must be the same. Tawny Moore has been instrumental in implementing this new system to house the syllabi. An email will be sent to each Dean's administrative associate who will forward to the departments.

J. Graduate Tuition

Ellis is exploring ways to offer competitive tuition to non-residents. Akehi, chair of the Faculty & Student Affairs Committee, will write a paragraph of Graduate Council support of this initiative.

III. Committee Reports

A. Policy & Planning Committee – no report.

B. Academic Programs Committee – Adkins asked the council to review the course and program changes before submitting them to make the review process easier and quicker.

For Graduate Council Action – motion to approve by Beissel-Heath/Chau seconded. Motion carried.

Program Name Nature of Request Recommendation

Long Term Care

Management- 123

College and department of program change, revisions to align with similar programs within the NU system The proposed changes are needed due to the change of location of the program from Natural & Social Science to Business and Technology. The department the program is housed under has changed from Health Sciences to Management. Revising courses in the program to be consistent with UNO Gerontology Program, reduce prereq requirements, and decrease internship hrs. within the foundational core.

The proposed program has over 50% of the courses listed as "P."

Additionally, courses listed from UNO do not list the title and coordination with the audit system at UNK is being evaluated. The graduate catalog states that "One half of a student's master's degree must be numbered with 800 (non-P) courses."

Deny, Rollback

Biology, Master of Science

Changed seminar offerings. The proposed changes are being made 1) change seminar offerings Revise footnote number 2: BIOL 880: is a one credit hour course. Students are required to complete three, one-hour seminar courses totaling 3 credit seminar hours within the area of Biology.

Approve, after

revision.

STEM Education, Master of Science

The proposed changes are being made to remove the comprehensive exam as a graduation requirement. Replace with STEM 888 will serve as a capstone experience instead.

Approve

Speech/Language Pathology, Master of Science in Education

Modification in the internship options for students are being provided with the addition of the online program, and some students not needing the NE Department of Education Teacher Certification.

Approve

C. Faculty & Student Affairs Committee –A suggestion from the committee after reviewing a grade appeal is to add an additional statement to the grade appeal process which states that the student is responsible to prepare a grade appeal packet – make it standardized and require the course syllabi. The committee can only review what is provided. The committee is also looking at thesis awards.

IV. Other Business

Adkins distributed a handout of committee assignments. The council will be asked to assist in award decisions and be a part of the selection process. Adkins announced that the Graduate Student Association will go before the Senate on November 1 to be approved as a student

organization. There being no other business, the meeting adjourned.

Respectfully submitted,
Janna Shanno

**General Studies Council
October 6, 2022 @ 3:30 pm
Warner Conference Room**

The Council meeting was not held due to No Quorum – Unfortunately, several Council members were out of town for conferences or training. Sound system was not working, so Zoom was not an option.

Present: Noelle Bohaty, Sheri Harms, Tim Obermier, Melissa Wuellner, Jeremy Dillon, Joan Blauwkamp, Joel Berrier, Greg Brown, Mark Ellis, Beth Hinga, Lisa Neal, Jessie Bialas, Joel Cardenas, Tristan Larson

Guests: Ralph Hanson, Jim Vaux, Nanette Hogg, Bree Dority

Absent: Rebecca Umland, Sri Seshadri, Miechelle McKelvey, Nita Unruh, Toni Hill, Rochelle Reeves, Amy Rundstrom

Items discussed:

New student representative to the General Studies Council Tristan Larson was introduced and welcomed.

General Studies 2022 Spring assessment report:

Director Brown asked for the Council to hold by email a motion and vote to approve sending the report out to campus, rather than waiting until November's meeting to act on the report. If further discussion of the report is needed before dissemination to campus, a Council member could request a Zoom meeting rather than an email vote.

After the report is sent out to campus, the plan is to post it in a discussion forum on the General Studies for Faculty Canvas organization to allow campus comment on the report. Director Brown also plans to schedule a Zoom/in-person campus forum to discuss the results and assessment process.

Using Canvas to collect assessment data:

Based on consultations with Don Ray and Karen Premer, it seems clear that Canvas cannot be used to collect assessment data under our current assessment plan in which each instructor selects which assignment(s) will be used to assess student learning on each objective. Without a common assessment assignment for all courses in a LOPER category, to use Canvas would be more work for the faculty member than completing the Excel spreadsheets.

New Business – item 2: GS credit for previous military / work experience:

Director Brown stated Dr. Majocha would like the Council to consider if students might earn credit for 'life experience', which a number of colleges and universities are beginning to do. Hinga noted that there may be accreditation issues, depending on how the credit is awarded. One way such programs work is to require the student to create a portfolio that documents and presents evidence of college-level learning and explains why they think the experience merits academic credit.

There is no formal proposal from the SVC; she is simply asking the Council to discuss the possibility.

Other discussion items:

- Director Brown suggested that Togetherall – the new UNK peer-to-peer mental health online support network – might be a resource for LOPER 1 instructors who wanted to do more to address first-year students' mental health needs.
- Director Brown asked the Council to consider how excellence in GS teaching awards might work – how many awards, how allocated across colleges, where and when given?

Next meeting: November 3, 2022 @ 3:30 pm-Warner Conference Room, Warner Hall or via Zoom



University of Nebraska at Kearney
Faculty Senate Resolution
for the support of UNK's Revision of its Strategic Plan

WHEREAS, section 2.8.1 of the Bylaws of the Board of Regents of the University of Nebraska authorizes the Chancellors of their respective campuses to do all things necessary for the development of their campuses and be responsible for the coordination of the planning and implementation of all activities that support this development, and

WHEREAS, section 2.12. of these Bylaws provide for the maintenance of shared governance by authorizing an independent Faculty Senate at the University of Nebraska at Kearney to serve as the official voice of the faculty and act on academic matters that affect more than one college, and

WHEREAS, the Chancellor commissioned the revision of the University of Nebraska at Kearney's Strategic Plan, with input from administrative, faculty, staff, and students, to support the academic endeavors of its faculty, staff, and students to fulfill the Plan's mission and vision to serve as an exemplary public university, and

WHEREAS, the 2021 revision of the Strategic Plan strengthens the delineations of key outcomes, strategic goals, strategies, and implementation priorities to support the development of learning, the learning environment, and its people through the responsible use of resources in ways that advance academic excellence,

THEREFORE, BE IT RESOLVED, that the University of Nebraska at Kearney's Faculty Senate supports the 2021 revision of the University of Nebraska at Kearney's Strategic plan.

Derek Boeckner, UNK Faculty Senate President

Date

Martonia Gaskill, UNK Faculty Senate Past-President

Date

Chris Exstrom, UNK Faculty Senate President-Elect

Date

Christina Sogar, UNK Faculty Senate Secretary	Date
Alejandro Cahis, UNK Faculty Senate, Senate Representative	Date
Dawn Mollenkopf, UNK Faculty Senate Parliamentarian	Date

Student Attendance Policy Statement

Students are expected to attend all meetings of classes for which they are registered, including the first and last scheduled meetings and the final examination period. Instructors hold the right and responsibility to establish attendance policies for their courses. Each instructor must inform all classes at the beginning of each semester concerning their attendance policies in their syllabus.

Participation in official supported or sponsored University activities, serious health concerns, medical or commonly accepted personal emergencies, and religious observances are valid reasons for excused absence from classes. In case of predictable excused absences, students are expected to inform their instructors and agree on a make-up assignment prior to the absence. In case of an absence due to an unpredictable medical or family emergency, students are expected to contact their instructors as soon as possible. No adverse or prejudicial effects shall result to any student with a documented, excused absence. Those with documented and excused absence(s) shall have the opportunity to earn equivalent credit associated with the date(s) of each identified absence(s). Creating an equivalent experience, lab experiment, assignment or test may be impossible or difficult. In this case, it is the instructor's judgment and decision in what and how to offer a substitute assignment or test/assessment.

Unanimously approved by Attendance Committee vote.
October 28, 2022

Chair: Roger Davis, CAS
Bennett Davis, Student Affairs
Bruce Elder, CBT
Bryan Artman, COE
Wendy Schardt, Health and Counseling
Dana Vaux, CBT
Nick Hobbs, CAS
Scott Unruh, Faculty Rep. to Athletics
Ladan Ghazi Saidi, COE
Anthony Donofrio, CAS
Jenny Kelly, Student
Aidan Weidner, Student
Allie Daro, Student