



Faculty Association Meeting Minutes

March 7, 2024 | 3:15 p.m. | **MLH 100**

For remote faculty not able to attend in-person:

<https://lcsc.zoom.us/j/9118639554>

Attendance: Kimberly Tolson, , Jill Rossiter, Louis Sylvester, Lorinda Hughes, President Cynthia Pemberton, Eric Martin, Ayodeji Arogundade, Brendan Eilers, Ben Morton, Peggy Mata, Julie Bezzerides, Heather Welsh-Griffin, Susan Steele, Katie Roberts, Andy Tuschhoff, Lauren Connolly, Joshua Rogers, Deena Rauch, Jen Cromer, Samuel Long, Darcy Peterson, Tracy Adkins, S M Azam, Charles Bell, Kylee Britzman, Jenna Chambers, Christa Davis, Kacey Diemert, Laura Earles, Celeste Ellis, Rodney Farrington, David France, Rachel Jameton, Martin Gibbs, Debra Lybyer, Kelsey Grafton, Sarah Graham, Renee Harris, Thomas Hill, Leif Hoffmann, Debbie Lemon, Billy Lemus, Jennifer Light, Gina Lott, John, Morrison, Peter Remien, Mary Lou Robinson, Clay Robinson, Suzanne Rousseau, Clete Ryan, Jessica Savage, Jenny Scott, Jennifer Uptmor, Jeff Ober, Kim Tuschhoff, Heather Van Mullem, Provost Chilson

Guests: Gordon Cox from IT and VP Finance & Administration, Julie Crea

I. Call to Order:

Welcome! This Faculty Association meeting is called to order at 3:15 pm.

II. Approval of Faculty Association [minutes from January 18, 2024](#)

The minutes from January 18 were posted to the Faculty Association web page and were linked in the calendar invite for today's meeting.

Motion to approve the minutes made by Peter Remien. Seconded by Jenna Chambers. Unanimous approval. Motion passes.

III. Treasury Report, as of Feb. 26, 2024

A. Faculty Benevolence Fund Balance= \$3,928.91

1. We were able to give out about \$800 since the last time we reported on this fund.

B. Faculty Association Service Fund Account Balance = \$9,053.81

1. No major expenses so far this year.

Please consider donating to these efforts through payroll deduction—forms are available from HRS. Contact Benevolence Committee if you know of someone in need.

IV. Announcements & Updates

A. President Pemberton – Legislative Week report

This typically occurs at the end of January, this year it took place at the end of February. The areas we could present on were VERY prescribed. We were not allowed to have a PowerPoint. We could have the budgets that the governor provided and then stand for questions. No visual aids were allowed. We could have a one-page handout that could be dual-sided. We

could pick which metrics were used. I was still able to present our case and had a positive performance.

(Shares one-page handout and explains visual aid). Hand-out emphasizes LC-State's low tuition among an economy with high inflation. We also spoke specifically to enrollment growth via connections with students and highlighted how fewer students are transferring out of our college.

Does anyone have any questions? None.

B. VP Finance & Administration, Dr. Julie Crea

- Inclusive access course materials (required digital resources)
Some courses have digital materials (e.g. textbooks, *supplemental* course materials, etc.) that students need and purchase themselves from the bookstore or from the publisher. LC State is considering a model in which the digital course materials are purchased by the college on behalf of the student and then charged to the student's tuition/fee bill, therefore guaranteeing materials are available by the first day of class. The final cost to the students will either be the same or lower as the students purchasing the materials themselves. Students would be able to opt out of the college purchasing digital materials on their behalf if desired. We are considering this option on a course-by-course basis and only those courses that are using digital materials.

Inclusive access (a course-by-course basis). Using this where it makes sense. We are exploring it to see if we can save our students money.

Inclusive Access is primarily focused on digital materials that instructors identify as "required" for completing a particular course. The bookstore would concentrate solely on these required digital materials and ensure that we can offer students a more competitive price compared to any other alternatives available from the bookstore, such as new retail prices, rentals, or used options, where applicable. The prices for Inclusive Access materials offered to LC State students will either match or be lower than the prices offered by publishers for the same direct-purchase materials.

The Department of Education's regulations related to this program. The key regulations include:

- **Lower Prices:** The Institution/Bookstore Partner must have an arrangement with a book publisher or another entity that allows them to provide these books and supplies to students at rates below the competitive market.
- **First-Day Readiness:** Provide a means for students to access these books and supplies by the seventh day of a payment period.
 - The seventh day covers any students who add courses late, materials will be available on the first day of class for any students who registered before the course begins.
- **Opt-Out:** There should be a clear policy in place that allows students to opt out of the method by which the institution provides them with books and supplies.

In the context of Inclusive Access, here's how it operates: digital course content (comprising courseware and/or eBooks) is accessible in the learning management system from the first day of the class. The cost for these course materials is automatically added to the students' accounts, and students have the option to opt out of these charges before Census Day. This approach has the potential to result in substantial savings for students and streamline the process for students to receive

their required, digital-course materials.

Do not confuse “Inclusive Access” with “equitable access”. This option would not make sense for us right now.

We are first informing you (faculty) that we are interested in this option. Next, we will ask students if they are interested in this option (the course that have digital course materials required). Please send any feedback to my email (Julie Crea).

Question: Textbook adoption is due by March 15th, but faculty portal says March 22nd, which date should we follow? Answer: If the portal says the 22nd, we can follow that.

Question: What happens now if a student drops? Answer: The bookstore said that they would refund the college.

C. Provost Chilson

- AI usage / syllabus addendum

-It is recommended that faculty communicate with students about the expectations for AI usage in their classes. Instructors should convey that the expectations may differ from one class to the next, just as expectations about AI usage in the professional world do. Communication about AI may take the form of syllabus statements or other written language (e.g., assignments, discussions, exams, etc.). A group led by eLearning Director, Dawn Lesperance, has created sample statements that represent different approaches an instructor might choose when it comes to the use of AI. Some schools have adopted formal policies; we have decided to allow flexibility for each instructor.

-Provost Chilson shares options of sample statements. He will post these samples on the Provost Website. These statements were produced by the committee at the state level.

-Question: Has the state considered AI tools that fill in quizzes, etc? Answer: No not that I am aware of, I think these are two different things.

-SBOE unanimously approved the Masters Program for Nursing – Management and Leadership.

-We still need to submit to NWCCU for approval. We will have to have a site visit once we implement the program. Or they may understand that we have a strong enough history to get their approval without a site visit. We hope to kick this program off in Fall 2024 but it may take until Spring 2025.

-Prison education is still in the review process by the Department of Education. Hopefully this will be completed by Fall 2024.

-I also had the opportunity to make connections and represent at a number of alumni events. We are well represented with a good reputation across the state.

D. Chair Scott

- Committee appointments

For Faculty Association-appointed positions on committees, I am in the process of asking incumbents that are eligible to renew if they are interested, but in fairness, will also take any nominations for vacancies if anyone else would like to serve in these roles, as well. Committee appointments will be made at our April meeting. At quick

glance, we have:

- Gen Ed Committee: Sarah Graham's (HUM) term expires this spring / new term: FA24-SP27
- Hearing Board: Leif Hoffmann's (Soc Sci) term expires this spring / new term: FA24-SP27
- SPRC – Assoc. Professor (FA24- SP27); and Chair
- STPRC (FA24-SP27), and Chair
- eLearning Advisory Committee: 2 appointments if non-renewal (3-yr terms)
This is sort of an adhoc committee at this time, but has potential for more projects in the future.

V. Guest Speaker: Gordon Cox, IT User Support Analyst II: *Single Sign-On (SSO) Project Pan*

A. *Transition of student accounts from Google to Microsoft system coming. This will also help facilitate a single sign-on. One reason we are moving away from the current system is for authentication purposes. Another reason is for licensing changes. Right now, students all get a copy of Microsoft licenses—Microsoft is removing this. Students will continue to have access to Office Suite with the change-over. All existing files, usernames and passwords will stay. New and returning students will not receive G-mail account and will receive a Microsoft account instead. One-drive integration into Canvas will take place. Faculty will now be able to begin a Teams channel with students. If you are a faculty that decides to take classes, you will then receive a student account.*

B. *Areas of concern?*

1. *Existing teaching material needs to be moved off G-mail and onto Microsoft.*
2. *If you have existing email threads existing in Google, these need to be changed over to Microsoft.*
3. *Do you anticipate and challenges? If so, please let us know.*
4. *If you use Google Drive between faculty, you can continue to do so with a goal of eventually moving to Microsoft.*

C. *LC-mail domain will stay and remain in place unchanged. We will stop using this for new students.*

VI. New Business

A. Officer Elections for AY24-25:

Chair Scott: I'm happy to announce, again, our nominees for Faculty Association & Senate leadership next year. Would both Jenna and Charles like to make a statement to the body?

1. Secretary: *Jenna Chambers, MSN, RN, Associate Professor & BSN Clinical Coordinator, NHS. Alumni of LC-State, this is my second year on faculty senate and appreciate the collaboration with other divisions.*
2. Chair-Elect: *Charles Bell, Assistant Professor of Engineering Technology, T&I. I've served on faculty senate for two years now and thought this job doesn't seem easy but worth doing. Thank you for considering me for this position.*

-May we vote by slate? Motion made by Laura Earles. Seconded by Leif Hoffman. Unanimous approval.

-Leif Hoffmann makes a motion to approve both the officer nominees for Faculty Association & Senate. Jenni Light seconds this motion. Unanimous approval.

B. Faculty Emeritus nominations

We are now ready to listen to nominations for Faculty Emeritus status. I suggest that we listen to all presentations and then vote by voice/show of hands all at once – as a slate of candidates. Is anyone opposed to that process?

Motion by Rodney Farrington to approve nominations for Faculty Emeritus status as a slate. Seconded by Charles Bell. Motion passes with unanimous approval.

1. Ms. Debbie Lemon, NHS: nomination letter read by Tracy Adkins
2. Dr. Jenni Light, T&I: nomination letter read by Charles Bell
3. Dr. Clay Robinson, PLMSS: nomination letter read by Jessica Savage
4. Dr. Lee Ann Wiggin, PLMSS: nomination letter read by Christa Davis

Motion to approve these Faculty Emeritus nominations Made by Eric Martin. Seconded by Jenna Chambers. Unanimous approval. Please see nomination letters attached at the end of this document.

VII. Good of the Order

- [Hike With Your Profs](#): Friday, March 15, 2-5 p.m. – sponsored by SocialSciences
- Next meeting is April 18 or 25 (depending on Senate schedule): Graduation list, Committee appointments, any other necessary business
- Other: Reminder to submit your midterm grades by Friday 15 by noon for courses 299 and lower.

Motion to adjourn made by Laura Earles. Seconded by Jenna Chambers. Unanimous approval, motion passes: 4:25pm



MEMORANDUM

TO: LC State Faculty Association

FROM: Nursing & Health Sciences Division Faculty

DATE: February 29, 2024

SUBJECT: Faculty Emeritus Nomination: Ms. Debbie Lemon, Associate Professor

It is an honor for the Division of Nursing and Health Sciences to nominate Ms. Debbie Lemon for faculty emeritus status. Debbie has had a long and distinguished career, making many contributions to the nursing programs and the division.

Debbie came to LC State in the summer of 2004. For the first several years, she taught in the Licensed Practical Nursing (LPN) program, and later advanced to program director. In 2008, Debbie joined the Bachelor of Science in Nursing faculty. In both programs, she performed expertly in classroom and clinical instruction. One significant contribution to the curriculum was inclusion of geriatric content - geriatrics is not always the most appealing specialty area to new nurses. Still, Debbie was steadfast in her belief that all nurses need a firm understanding of this population, and the skills to support the elderly in living healthy lives within the community and she made it happen. As time progressed, and her organizational and coordination skills were recognized, she was charged to serve as lead for BSN courses and tracks. Organizing preceptorship placements for nursing students is a daunting task under the best of times. Organizing these placements during a pandemic, while considering students' preferences, is very challenging. Yet, semester after semester, Debbie went about doing just this – and successfully! And, as one would expect, students like Debbie as an instructor. Student course evaluations consistently show she is respectful, creates a comfortable learning environment, and encourages students to ask questions.

Another hallmark of Debbie's service at LC State is her commitment to mentoring students and new faculty. With students, Debbie holds fast to her values and high standards, and provides a balance of realism and encouragement. On the faculty side, we think very highly of Debbie. We enjoy working alongside her in courses, as she has a collaborative approach and is willing to consider new ideas. She can be counted on to do what she says she is going to do. She is also a caring colleague. One peer said, "Debbie's level of caring for each student in the context of their most impactful senior preceptorship course is a model of helps us realize the impact one person

can have on a student's lifetime career in nursing. One of her greatest strengths is her level of compassion for the student experience".

In the nearly 20 years Debbie has worked at LC State, she has continued to engage with the broader community through professional and community service. She has served LC State and the division in numerous ways..

Debbie Lemon's career at LC State has been remarkable – she has made contributions through her teaching, her mentoring of students and new faculty, and her professional and community service. Based on these many contributions, Debbie is most deserving of faculty emeritus status.

Thank you.

DRAFT



March 13, 2024

Dear LC State Faculty and Administration,

I am writing to nominate Dr. Jenni Light for the title of Emeritus Professor at Lewis-Clark State College. Jenni has made exceptional contributions to the fields of engineering education and environmental engineering throughout her career, both in academia and in professional practice. Her dedication to teaching, research, and service has left a lasting impact on our institution and the broader community.

Since joining LC State in 2006 Jenni has held various teaching positions throughout her 18 year tenure, demonstrating a commitment to excellence in education. Her teaching philosophy centers on research-based best practices, incorporating active learning techniques, connections with current events, and relevance for career development. Jenni has held true to this philosophy. She has developed and taught a wide range of courses in engineering, civil engineering technology and geographic information systems (GIS), continually working to update curriculum content that aligns with industry trends and best practices.

In addition to her teaching responsibilities, Jenni has been actively involved in program development; her most recent endeavor being in the Engineering Technology Civil Emphasis. Since moving to the Engineering Technology program Jenni has spearheaded efforts to update and enhance the surveying and GIS pathways by creating new courses and introducing drone usage for pilot licensure, drone surveying, and integration with GIS. Her leadership has been instrumental in preparing students for careers in these rapidly evolving fields.

Throughout her career, Jenni has been engaged in professional and community service as well. She has continued working in industry, served on numerous college committees, contributed to professional societies such as the American Society for Engineering Education, and volunteered for various community organizations and initiatives. Jenni has developed numerous curriculum projects that engage students with industry, non-government organizations, and civic groups, providing valuable real-world experience. Some of these projects include: local transportation improvement plans, mapping areas of the LC campus and downtown areas, and designing and building ADA accessible ramps for those in need. Her efforts along with engaging her students have resulted in impactful partnerships and projects that have had a lasting impression on LC State students and the community at large.

In recognition of her outstanding contributions to teaching, research, and service, I wholeheartedly endorse Dr. Jenni Light for the title of Emeritus Professor. Her legacy at Lewis-Clark State College will endure for years to come, inspiring future generations of students and educators.

Sincerely,

Julee Moore
Associate Professor of Engineering Technology



Dear Faculty Association;

Together, the faculty of Physical, Life, Movement and Sport Sciences, nominate Dr. Clay Robinson for Professor Emeritus. Dr. Robinson has taught at Lewis-Clark State College for thirty years and is an expert in mentoring, supporting student-athletes, and teaching a broad range of kinesiology classes. He has served many students over the years, embodying the mission of LC State and helping everyone around him do their best work.

Dr. Clay Robinson has taught a wide range of classes serving students seeking degrees in Exercise Science, Kinesiology, Nursing, and Radiographic Science including outdoor education, tests and measures, sports nutrition, and exercise prescription. He excels in engaging teaching and often follows up new content introduction with direct application via a lab, worksheet, or case study. Because of his warmth and compassion, students don't hesitate to ask questions and engage in classroom discussion. His kindness and consideration resonate with his students and he has formed many lifelong professional relationships as a result, as evidenced by almost daily visits from graduated students.

Students in Dr. Robinson's freshmen and sophomore classes are effectively prepared for more advanced work in kinesiology. By the time they get to his senior research class, he has prepared them well to carry out research and these skills are reinforced through his mentorship in his senior research class. As a research mentor, he has provided student-centered guidance to many kinesiology students interested in human performance, encouraging them to explore questions that are meaningful to their lives and careers and helping them answer those questions in a meaningful way.

In addition to his excellence in guiding students from basic skills to full research projects, Dr. Robinson prepares students well for their careers. For example, students taking Dr. Robinson's Tests and Measurements class get hands-on experience with body composition, aerobic assessment, and muscular fitness assessments. Knowing how to conduct and interpret these tests is a highly sought out skill by employers in the field.

In and outside of the classroom, Dr. Robinson has been an extraordinary mentor to student-athletes. His commitment to LC State athletics is evident in his long-standing role, over twenty years, as the Faculty Athletic Representative and on the Athletic Advisory Board. Dr. Robinson has spent countless hours working alongside coaches, the Assistant Registrar, and student-athletes to ensure that NAIA eligibility rules are maintained. Through this role, he has served as a mentor and advisor to over a thousand LC State student-athletes, helping them to identify degree paths and reach degree completion.

As a faculty member for decades at LC State, Dr. Robinson is well-respected and an exemplar servant-leader who has generously served the campus community, his profession, and local service organizations. He is a model of lifelong learning, attending multiple conferences annually and consistently accompanying students to present their research. Amidst all of the work he does with students, he remains a valued leader in the division. A colleague has this to say about his servant-leadership: "As a voice of reason, he has mentored each one of us, both individually and collectively in our division over the years. Despite changes in programs, divisions, and faculty, one constant has been Dr. Robinson. We have all come to appreciate and even attempt to emulate his charisma, mentorship, and thoughtfulness in our own lives."



Although this brief letter cannot capture the richness of Dr. Robinson's career at LC State, the faculty of PLMSS hope that it communicates our great appreciation for his leadership of faculty and students alike. It's hard to imagine campus without Dr. Robinson's daily presence and guidance, but we know that he has prepared us well to continue his work in caring for our students and providing them with a solid foundation for their careers, as well as how to be a supportive and generous community leader.

With much admiration and respect,
PLMSS faculty

DRAFT



Dear Faculty Association;

Together, the faculty of Physical, Life, Movement and Sport Sciences, nominate Dr. Lee Ann Wiggin for Professor Emeritus. Dr. Wiggin has served the college for over twenty years as a resource for, and expert in, kinesiology, health, wellness and fitness. During her years at the college, she has been a fierce advocate for students and health at all ages. She has served the college extraordinarily well by bringing her passion for well-being and health into all aspects of her teaching, service and professional development, as this letter describes.

In the classroom, Dr. Wiggin's years of experience as a group and personal trainer prior to and throughout her tenure at LC State has been a valued contribution to Movement & Sport Sciences programming. Dr. Wiggin's students are engaged and learn from the service-learning components that she has developed and embedded within many of her courses. For years, students enrolled in her Aging and Physical Activity course were challenged to create exercise regimens for individuals living at Evergreen Estates and Assisted Living Community in Lewiston, ID. Following the pandemic, Dr. Wiggin quickly adjusted to ensure the safety of residents and students, and since has established a relationship with Smart Fitness, where she is a valued group exercise instructor and her students craft training plans for the "Be Fit, Don't Fall" class. Dr. Wiggin both navigated these new safety boundaries with the utmost care, her innovative approach afforded students a continued service-learning opportunity.

Dr. Wiggin has been an excellent role model for students interested in pursuing a career in the health and fitness industry. As someone with decades of industry experience, she shares her practical knowledge coupled with her academic training. Her mentorship has extended far outside of the classroom. Committed to student success, Dr. Wiggin tirelessly advocates for equitable treatment for all students and models for students and colleagues alike the importance of valuing all individuals for their unique contributions to the campus and Valley communities.

Outside of the classroom, Dr. Wiggin is a model of lifelong learning and scholarship. In the last decade, she has attended many conferences, earned multiple certifications in yoga, and stayed current through trainings in wellness topics and behavior change. She has also been active in the research and implementation of functional fitness testing and in curriculum development, including facilitating conversations at the CTL on gamification and well-being.

Her service to the college, division and profession is extensive. Over the years, she has been MaSS club faculty liaison, she has organized kinesiology conferences, and she has been a volunteer yoga instructor for events on and off-campus, including the Women's Leadership Conference. Most recently, she has dedicated herself to opportunities close to her heart by co-organizing the Community and Student Health Fair and serving on the Wellness Committee.

Dr. Wiggin has a unique style all her own; some might call it tough love. Having said that, one quickly comes to realize that she is both honest and loyal. Dr. Wiggin is a most trustworthy colleague, and willing to tell it like it is without apology. There is no question that she consistently applies this quality to her instruction, allowing students to grow and flourish. She follows through and keeps her word. Her knowledge and ability to reach students and encourage students is commendable. As a mentor, her confidence and ability to encourage others is well-received. She is a trusted colleague, valued teacher, and

knowledgeable professional whose presence on campus will indeed be missed when she retires.

With much gratitude and respect,
PLMSS faculty

DRAFT