



Faculty Senate Meeting Minutes

Nov. 9, 2023 | 3:15 p.m. | **ACW 134**

Zoom Meeting ID: 911 863 9554 <https://lscs.zoom.us/j/9118639554>

(FOR THOSE WORKING REMOTELY / IN COEUR D'ALENE)

Attendance: Jenny Scott, Peter Remien, Polly Knutson, Suzanne Rousseau, Gina Lott, Lorinda Hughes, Jenna Chambers, Marti Reese, Jessica Savage, Katie Roberts, Thomas Hill, Jennifer Cromer, Eric Stoffregen, Charles Bell, Kristy Gonder, Debra Lybyer, Kim Tuschhoff, President Pemberton, Seth Long, Billy Lemus, Angela Wartel, Celeste Ellis, Neto Garcia Rosales, and Peter Zepeda

Guests: Chris Riggs, Alicia Robertson, Xander McDowell

Call to Order: 3:15pm

I. Approval of Senate Meeting minutes from Oct. 26, 2023

Minutes from Oct. 26 meeting were posted to our website for review.

Any corrections to the minutes? *None.*

Motion to approve by Peter Remien, second by Jenna Chambers. Unanimous approval.

II. Announcements/Updates

- Guest: Social Sciences Division Chair Chris Riggs / Office Hours Policy
Provost approached Chairs Chris Riggs and Ayo Arogundade previously to request drafting an itemized policy on office hours standards. Mr. Riggs supplies a handout to senate members for review. It has been provided to the Provost and we are waiting to hear back. The goal here is to clarify the current practice rather than break any new ground. Clarification point: There is nothing official about this handout, it is just a list of proposed expectations. This is meant to offer guidance while still offering flexibility.
Comment from senator: What if a teacher has a teaching load of only online classes and students?
Comment from senator: There is prescriptive language noted in this draft—for example the number of office hours and numbers of days of the week—I'm concerned that while the Provost previously stated there would not be any enforcement of these proposed hours, I'm concerned that this language could evolve into future enforcement.
Comment from senator: Many faculty offer virtual office hours available anytime, would we need to be this prescriptive if we are in fact just readily available to students?
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Question from senator: Why do we need the policy in the first place?

Answer from Chris Riggs: Within the social sciences department we have a range of drop-in office hours available. If it is not written at the college level, the division chair cannot enforce the “recommended amount.”

Comment from senator: At STC many of our offices are located in our labs. I’m afraid this limits accessibility. And if our hours are held out of class hours the labs are locked. If hours are during class times we end up with a conflict of times.

Comment from senator: Could there be a statement in the policy that offers flexibility power for faculty chairs to allow for special expectations to be discussed?

Comment from President: Have you completed a search on what other institutions do at other facilities? I found in a simple Google search that most other institutions do offer a quantitative number. Perhaps there is a model in which we could follow.

Response: Correct, I did perform a search and although there was some variations, I found that most institutions did quantify the number of in-person office hours.

Comment from senator: Clarification—are we tied to physically “on-campus” or is it just the “face-to-face” option we are looking for?

Chair- What are the next steps?

Response from Chris Riggs: I have written down a few notes and will bring it back to the Provost for further discussion.

Question from senator: Should we bring this back to our division for input?

Response: You are welcome to.

President Pemberton:

- *Update on gas outage on campus:*
 - *We have been able to continue physical operations due to our patchwork of heating and cooling options. The dining services had to make a few variations and utilized a propane appliance in the kitchen. We were able to talk with the fire marshal and have shared “heating” areas where space heaters are available for students. We also will be bringing in portable shower units for our students to use. Our institution will have to be individually interfaced with Avista once the lines are purged. Then we will be able to use our physical plant and HVAC staff to get our pilot lights lit. My message to you is that you have the option to proceed with flexibility as you see fit. Athletics, theatre and Discovery Days are to continue as scheduled. I anticipate giving you an update during the weekend and expect by Monday we will likely be back to normal. Questions? None.*

Provost Chilson (tentative attendance via Zoom since attending NWCCU conference this week) Not in attendance.

Chair-

Thank you to Suzanne M. Rousseau for volunteering for LC Cares Committee.

III. Committee Reports

A. Budget, Planning & Assessment (*Jenny Scott*)

BPAC members have been soliciting ideas from their divisions for “non-monetary” ideas for next year’s budget. These ideas are being shared with the Compensation Review Committee, which I am chairing this year.

I’m waiting to hear back from divisions on more feedback.

B. Curriculum (*Polly Knutson*)

Curriculum committee is way ahead of schedule and we have processed a lot already this semester. Our members have been so efficient. The following programs will be presented under New Business.

1. *Master of Science in CyberAccounting*
2. *Durable Skills / General Education Completion Certificate*
 - a. *Nothing new on this, just courses that are already being offered.*
3. *Business Essentials Certificate*

C. Faculty Affairs (*Peter Remien*)

We noticed that a lot of the sabbaticals are coming from arts and sciences. We are really welcoming applications from other divisions. We are thinking of composing a list of possible options/project ideas, and the committee will meet one more time this semester to discuss.

D. Student Affairs (*Lorinda Hughes*)

We have not met, have not had a recent need. Please don’t hesitate to come forward with concerns.

IV. Special Presentation & Discussion

A. The Student Perspective of AI (*Neto Garcia Rosales & Peter Zepeda*)

Student representatives discuss Chat GBT and Chat bot. One perceived con of AI is that this would reduce the face-to-face interactions. We (students) believe that the social and emotional interactions would be negatively impacted. Students also discuss privacy concern since this technology is so new. Quick access to information is beneficial however, the AI tool itself is not able to “fact-check” the results given. Example: I tried to use AI to generate 10 trivia questions with answers. The results that came back were incorrect and only dated back to 2021. Let’s not fight AI, but let’s encourage and foster using AI properly or for fact-checking and generating ideas.

AI is a new technology and with any new technology there is a level of fear that accompanies it. We will still be figuring out ethics around proper use for some time.

Question from senator: What is the general climate of use of AI among the students? So as members of the student body, what are the students saying? How much do you think it’s being utilized?

Response: I think usage varies. If the student is taking college seriously, they are more likely using it as I previously described. However, if a student isn't taking college too seriously, they are more likely to use it for short answers. If you are going to use this tool, please check the information for validity.

Comment from senator: My knee jerk reaction was "oh no." In hearing your concrete examples, it helped me to understand that you could in fact use this as a tool on the front end of writing.

Student body rep: Discussion between BSU and U of I student body presidents have shared that some courses at these institutions are already integrating safe use into their classroom structure.

Comment from senator: I have started to take my assignment instructions and plug them into the Chat GBT to see what results I get. Then I tweak assignments as I see fit.

Chair comments: As you are headed to industry, those that are comfortable and using AI appropriately are more likely to be hired than those that are resisting it.

V. Old Business (none)

VI. New Business

A. (action item) [Curriculum Committee proposals](#) (click on CourseLeaf link)

4. Master of Science in CyberAccounting
5. Durable Skills / General Education Completion Certificate
6. Business Essentials Certificate

Jenna Chambers makes a motion to approve these as a block. Seconded by Thomas Hill. Unanimous approval. No opposed, no abstentions.

B. (recommendation) Alpha Phi Sigma (Justice Studies honor society) - honors designation *Not senate or faculty responsibility.*

- [Policy 5.308](#) - addition to section 3. College-sanctioned Honor Societies and Organizations

- Question for Senate: Does it fit within the scope of the policy?

Students need to have a 3.2 and 3.4 GPA in major.

Comments: What makes it okay for some and not others? I know that athletics has been turned down in the past.

Comment from Angela: The national organization has rigorous expectations.

Question: What does the student gain?

Comment from Angela: The student would wear a simple medallion at graduation.

Comment from Senator: I think this policy is too strict and I would like to see more divisions and regalia added.

Motion to approve recommendation to the policy made by Thomas Hill, second by Peter Remien. Fifteen ayes. Two abstentions.

Comment: Please recommend to Provost that any division with national honor society should be added to this list.

C. (task) Feedback needed from each Division to gather ideas and gauge support for an Honors program/designation for the whole school.

This would be helpful for recruitment. This was brought up in a School of Professional Studies meeting last Wednesday. The general consensus that most faculty were not interested in pursuing. Comment from senators, please reply to Provost that we would like the Provost to come explain the benefits of this idea. If recruitment, specifically to which group. Chair will follow-up with the Provost for more specific talking points to discuss within divisions, as well.

VIII. Good of the Order

- Officers for AY24-25
 - Webmaster: Michelle Pearson-Smith has graciously agreed to continue in this role. We need to determine what point of her 3-year term she is in right now to know whether we need to include this in the spring Faculty Association vote.
 - Secretary: Celeste Ellis is not able to extend another 1-year term due to demands of her time due to changes and expansion in NHS. *We will need volunteer(s) or nominations.*
 - Chair-Elect AY24-25: *need volunteer(s) or nominations.*
 - Past Chair AY24-25: Jenny Scott
 - Chair AY24-25: Peter Remien

- SP24 meeting schedule- *found in Teams*

- *LC-Cares is entertaining nominations for families and kids in need. The kids usually get an age-appropriate toy or technology. The primary intent is to help with the kids. The window to nominate is due by the 17th of this month. The link is found in the Monday Message. If you want to donate, leave at HR, with Suzanne or a box in Spaulding Hall. A list of needs will be generated once nominations are made.*

- *The PLMSS division is developing an annual seminar with a 3-year plan. Essentially, we would like human-health related "Past-present-future" topics. Date set for March 14th. We have invited Alex Bezzerides as a guest to introduce his book. This is a community event, high-school and dual credit students will also be invited. Funding obtained from Idaho INBRE.*

IX. Adjourn 4:57 pm

Proposed Office Hour Expectations

October 13, 2023

It would be desirable to clarify expectations for faculty members' office hours. The reasoning is:

- Currently, the Duty Assignments and Office Hours policy (Policy 3.133) is very general. It states that faculty members must hold an “appropriate number of office hours each week.” As a result, there appear to be significant differences in regard to how faculty members and divisions handle office hours. While not everyone needs to have an identical approach, establishing minimum expectations will enhance workload equity and accessibility for students. That, in turn, should help students to be successful and facilitate their retention.
- The Administration has fielded complaints from students and staff about the inaccessibility of some faculty.

Below, are some proposed minimum office hour expectations. Many if not most of them reflect current practices.

- Faculty members are expected to hold weekly office hours. Those hours should be posted on or by their office doors and on their Umbraco profiles.
 - If a faculty member has to miss their office hours on a given day, they are to (1) notify their students, (2) notify the Division Administrative Assistant and Chair, and (3) post a note on their office door (or arrange to have a note posted).
 - Faculty members should hold a minimum of three drop-in office hours each week, in addition to allowing students to schedule appointments at other times. At least one of the hours should be physically on campus. The other hours should be offered in a way that best serves a faculty member's students (in person, virtual, etc.).
 - Office hours should be held at least two days each week.
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- CDA faculty, in light of limits on accessibility to the Harbor Center, are encouraged to hold at least some of their on-campus office hours in other locations, such as the DeArmond Center or other appropriate accessible public locations.

At least some faculty members report that very few students come to office hours. Regardless, holding office hours is a way we make ourselves accessible to students, which should – as noted above – allow us to help them to be successful and retain them.

