



Faculty Senate Meeting MINUTES

April 9th, 2026 | 3:15 p.m. | ACW 135

Present: Charles Bell, April Niemela, Peter Remien, Gina Lott, Jennifer Cromer, Jenna Chambers, Rikki Ober, Eric Stoffregen, Jessica Savage, Rachele Genthôs, Angela Wartel, Thomas Hill, Christine Brando-Subis, Marc Riendeau, Bowie Rose, Provost Fred Chilson, Kim Tuschhoff

I. **Call to Order** at 3:16 pm by Faculty Senate Chair Charles Bell.

II. **Approval of Faculty Senate meeting minutes from March 26th, 2026**

Motion to approve March 26th, 2026, minutes as written by Thomas Hill. Motion seconded by Rikki Ober. No further discussion. All in favor. No opposition or abstentions. Motion carries.

III. **Old Business**

A. Chair's Report

Records Retention Policy Updates: As LC State is updating the website, our records retention policy is being formalized. Faculty Association and Faculty Senate minutes are located on their respective websites. Everything that is public facing needs to fall under policy, which means all minutes, historically and present, need to be PDF documents that are screen readable. Internal use documents are treated differently.

Faculty Out-of-Office Messages: Regarding workload, faculty are being asked to do more things. An item that came up is when faculty are not present on campus, such as during a break, when an individual contacts the faculty member who is not in office, the outgoing message or voicemail may not present good options on who to contact as next steps if a faculty member is not available. The Provost will speak more about this.

Course Scheduling and Classrooms: If there are changes to dates where a class may not meet on their regularly scheduled time (such as a hybrid class that may have weeks where they are fully online), faculty should inform their division chairs of their schedule in order to keep 25Live up to date on open classrooms/spaces on campus.

Keeping the 25Live calendar up to date will help us to use our resources more efficiently.

Data Classification System: *On Monday, Microsoft on campus updated all computers connected to the network to our new Data Classification System. Faculty are required to classify all Microsoft documents and emails using our new Data Classification system. One reason for this move will help in the future to assist Microsoft CoPilot to distinguish what information it accesses to create generative reports. If a document is stored in email or in the cloud, it will have the classification system applied. All documents are initially labeled as "Internal Data". There have been several presentations from IT demonstrating how to utilize the Data Classification System, so faculty are aware of how to effectively use it.*

Faculty Senator response: From what I have learned from the training, the labeling doesn't replace sending encrypted emails when it contains protected information.

Faculty Senator response: The new system will not allow you to add labels to PDFs, as it isn't a Microsoft system.

Data Requests with IR&E: *If you request data from IR&E for research purposes, they have shared that they have some time/bandwidth now to help fulfill data requests. They also request that you submit them before graduation, as they will have other reporting items to prioritize at that time.*

Federal Aid Disbursement and Textbooks: *Federal aid for students will not be disbursed in the fall until the 10th day of the semester due to internal changes. This may impact students regarding paying tuition, textbooks, etc.*

Provost response – We are moving on campus to Warrior Inclusive Access now. Nursing and a few other units have piloted it. This move will make sure books are available before the semester starts, so students have access to their textbooks right away (a week before the semester starts). It is an automatic direct item on their tuition bill. If the students don't pay their bill and they have an eBook version of their text, the system will remove access to the textbook. If it is a paperback or hardback book, the students will have to return the book by a due date to not have that textbook billed to their account. This is to help alleviate and streamline the textbook process regarding availability.

Faculty Senator question: Will students be able to opt in to Warrior Inclusive Access?

Provost Response: Students have to opt out of Warrior Inclusive Access each semester and would have to purchase the required texts or access codes on their own.

Faculty Senator Question: How will the students know about this new process?

Provost response: This process involves several departments but will find out more information on how students are notified about the change.

Faculty Senator question: How do we know our textbooks are included on Warrior Inclusive Access?

Faculty Senator response: When you entered in your textbooks in the Faculty Portal this semester, you had to click yes or no regarding if you wanted students to have immediate access to their textbooks and resources. Clicking yes adds it to Warrior Inclusive Access.

No further questions.

B. Provost Report

Budget Updates: *Visited with the President yesterday. The President does not have any updates regarding our proposed tuition increase at this time. There are meetings today and next week by the appropriate parties that review the requested increase, including the SBOE. We will continue to move forward with caution and not make any huge financial decisions until we find out what our budget is. Unless anything changes drastically financially, there is no plan to cut positions on campus at this point. Tuition increase is still up in the air.*

Course Scheduling and Classrooms: *With any type of course, including hybrid courses, if a faculty member decides their class would be better at a different time and the room is open and not scheduled, you need to update your chair in order to ensure 25Live is updated. An example is your class was not present in your scheduled classroom, and a major event occurred on campus, Public Safety and administration would not know where you were or what happened. Please make sure to relay this information to your chair or registrar's office if you are not utilizing the space at the scheduled time.*

Out-of-Office Messages: *Some faculty received an email about out-of-the office messages and summer contracts. The Provost reviewed the faculty contracts, and the only changes in the contracts regarding being present on campus is the commitment to attend commencement. Faculty in 9-month contracts are under contract from August until May. There are gaps in instruction during this timeframe where faculty may not be present on campus (spring break; Thanksgiving break, winter break). The idea is not to set a target on yourselves or the institution that we are not responsive to messages. Please make sure you put in your out-of-office message email (voicemail if it makes sense) during these time frames a message regarding who to contact if an individual needs immediate assistance. This could be your chair, admin or the next best contact person. The goal is to provide another avenue of contact for a person trying to get in touch with you in order to best serve our students.*

Faculty Senator question: Does that include posting on our office doors?

Provost response: It is up to your discretion what you post on your office doors during breaks. I imagine most students will email you first as a point of contact instead of visiting your office in person.

Review of Policies – Emeritus policy. The Faculty Emeritus policy was updated, but there was a list of edited documents and policies in a queue that were approved as a slate during some transitions in the respective offices. This may have included both approved and not approved policies. The Provost will be reviewing all of those policies. Requested to see if there would be one faculty member who would be willing to sit in a meeting with IT, the Provost, and Dr. Anderson from IR&E to discuss the benefits that go along with Emeritus, which includes use of an LC State email. He will run the changes in the policy before Faculty Senate before making a final decision. We currently have over 200 emeritus faculty. An email address costs \$15 per faculty member per year. This is a cost disadvantage for the institution. Currently only 5 of those emeritus faculty are using their LC State email. In other institutions, the privilege of the email address has been extended as emeritus faculty were required to participate in meetings on campus. Many emeritus faculty do not live close by to attend meetings. One plan is to annually send out a request to all emeritus faculty on what they would like to do on campus, which includes if they request use of email. They send the Provost a response in return to opt in to the benefits. The Provost could then individually approval use of email, and IT could update the email access. This would allow them to participate in campus culture. Many people use their institutional email address for bills and personal information. Regular or annual opt in would be more ideal situation and more manageable.

Faculty Senator question: Would it be ideal to put together a faculty emeriti ad hoc committee to seek input from faculty emeriti on whether they should have access to emails?

Provost response: Emails are going away. The Provost is trying to identify a reasonable solution moving forward.

Faculty Senate Chair response: If you see any policies that the edits / changes don't make sense, let the Provost's office know for further review. Moving forward, not only will all of our policies and procedures be searchable, but they will also need to be available via screen reader.

Discussion:

Faculty Senator question: What is the future for our Public Safety Office? We have noted there are senior officers carrying guns on campus. Are we looking to have our own campus police department?

Provost response: Just became aware of these changes recently, but they do not report to the Provost under Academic Affairs. Does not believe our goal is to form our own campus police department but can find out more information.

Faculty Senator question: What is the timeframe when NHS faculty/staff will receive the email regarding NHS interim chair nominations.

Provost response: He has sent a draft to Dean Harwick, and it will be sent out soon after review.

Faculty Senator question: Any update on the survey data from the Campus Reorganization/Campus Culture survey?

Provost response: Creating the draft of the recommendation for the President to review and approve but was overall happy with the organizational structure that everyone was saying they were wanting. At this time, we cannot change into colleges and may stick with schools and divisions in the current structure. If we were to get the name change, we would request to convert to colleges. The whole idea behind this was not to cause stress with changes but want to develop structure that makes sense to the institution even after he is gone. There may be some changes to the structure. I am continuing to work on it currently. The President is also requesting organizational charts. IR&E only sent sub-questionnaire information regarding campus reorganization to the Provost. Has not received survey data/comments regarding campus climate. Response rate was around 20% this time. Last time, we had about a 12% response rate. Surveys in general are anywhere from 12-15% response rates. 20% response rate was helpful.

Faculty Senator question: You stated last time that people were providing feedback on other topics as this was their only opportunity. Will there be a pathway for faculty/staff to provide feedback, so individuals are not providing feedback in any open comment box?

Provost response: That is correct. We do need to have an avenue for people to provide feedback, but due to data and assessment, the comments not applicable to the questions asked in the most recent survey were thrown out.

Faculty Senator response: There historically have been certain forms or surveys to provide feedback about the Division Chair, etc. The campus climate survey is every 3 years. That is a long time to survey about certain topics, instead of completing this annually.

Provost response: Will speak with Dr. Anderson about timing on the surveys. Faculty should be aware that there is a spot on the website to submit comments and concerns. Any comments submitted via the link on the website goes directly to the President. That is the appropriate avenue right now to submit feedback.

No further questions or discussion.

IV. New Business

A. Policy on Disruptive Students

We discussed the initial draft of the Policy on Disruptive Students at our last Faculty Senate meeting on March 26th, 2026. The decision by Faculty Senate at this meeting was to bring it back to divisions for review and discussion prior to voting on the policy. There has been a lot of feedback on the policy right up until today's meeting. Updates and changes to the draft policy since the last emailed draft were distributed by Student Affairs Chair Peter Remien.

Discussion occurred due to several comments received regarding “why” the policy was needed and wouldn’t disruptive student behavior be seen as a violation of Policy 5.105 Student Code of Conduct as there are sections on disruptive student behavior within this policy. Per Student Affairs Committee Chair Peter Remien, quite a bit of time was spent working with HR and Dr. Hanson’s office and there is not an official policy that states a student cannot disrupt a classroom. We have a paragraph within the Student Code of Conduct to explain how we can address disruptive behavior, but without a policy, that procedure is void. There hasn’t been a method in place to handle and protect the students and instructors in these situations This policy adds clarity. We do not know at this point if this will be its own separate policy or added to Policy 5.105 Student Code of Conduct. After it is approved by Faculty Senate and Faculty Association, legal and HR must also review it before it being officially placed into policy. It is not to decide how much is procedure or policy but does the represent an effective way to protect faculty and other students.

Amended Policy Items: *Items discussed and amended to the draft policy on “Managing Disruptive Behavior in Educational Settings”:*

- *On item 4.A.1, under “Initial Response” add in the words “first” and “later”:*
 - *“For immediate safety concerns, instructions should first call Public Safety at (208)792-2815 and later report the behavior via SeeTellNow app.”*
- *Under item B.1. Dismissal Procedure: Discussion and comments regarding clarification of how many class periods a student may be temporarily dismissed from. After discussion, will change language to “Temporary dismissal may not exceed one week’s worth of class periods beginning with the student’s initial removal from class.” This helps clarify and simplify the language as classes may meet once a week or five days a week.*
- *In item B.2., language was changed to two business days instead of 24 hours, due to multiple faculty comments on 24 hours being a tight turnaround for faculty. This respects the time sensitive nature of the matter but also allows more leeway for faculty and does not include weekends in the timeframe.*
- *Under item C.1. Permanent Dismissal, change language from “and” to “or” – “In cases where disruptive behavior is severe or persists after an initial warning is issued...”*
- *Under items B.3. Dismissal Procedure and C.2. Permanent Dismissal, add “of the disruptive event” after two business days to help clarify timeline.*
- *Under item C.3, change the verb “may” to “shall”. “The student shall not attend class during review process.”*
- *Leave the language in C.5. as written under “Permanent Dismissal” regarding accommodation of make-up work.*
- *Included in the language of C.6. that “Permanent removal from class may result in automatic failure and the inability to complete program requirements.”, as many programs require certain classes to remain in a program (i.e. nursing).*

Discussion:

Under B.2 Dismissal Procedures, request to change the verb at the beginning of the sentence from “to initiate” to “to document”. After discussion, it was determined to leave the verb as is (“to initiate”).

Under item 2.A., Faculty Senate discussed under 2.A change the “and” in “and the use of unauthorized devices” to “or”. Discussion of grammatical structures occurred, due to it being the last item in a semi colon list. Peter will relook at this but believes it should remain “and” due to grammar convention.

Under item C.5., discussed language in the sentence regarding expectations to provide make up work for those who are dismissed from class. Instructors should make some reasonable accommodations for make-up work during the review process and pending the outcome due to students being presumed innocent until proven guilty. To finish the review process, in the event the dismissal is upheld, the student would no longer be enrolled in the class. It is important though to also refer to syllabi language regarding make-up work to ensure we also uphold our syllabi. We also need to consider that there may be cases where the instructor is being unreasonable, so we want to protect a student’s right to due process. The interpretation of reasonable accommodation would be up to the instructor regarding making up course content.

Faculty Senator question: Is Financial Aid mentioned in this document, as this could impact their aid and whether they receive refunds? Should we add in language regarding forfeiture of student fees. Do we refund student money dependent on when they are dismissed in the semester?

Faculty Senator response: We had to remove students from our program and there was never a question about financial aid or money. This may fall under procedure in the LC State Code of Conduct.

Faculty Senator question: Regarding the appeal process, does this go directly to the President for appeal or go to the Hearing Board?

Faculty Senator response: Regarding appeals, the policy draft current states in 5.B.1. the standard appeal policies and procedures will be followed per the LC State Student Code of Conduct.

Faculty Senator question: I received some feedback regarding whether the committee could draft an example syllabus statement or stock email language to add to the policy? In addition, could the committee create some draft statements to communicate with students in the class regarding resolution of the event without violating privacy?

Student Affairs Chair response: Mentioned the Student Affairs committee could create some stock statements, but this would not be included as part of the policy.

Faculty Senator question: Regarding the situation that was part of the impetus in this document, the student’s persistent behavior and not wanting to desist in this

behavior, once issue they dealt with was not only being the course instructor but also their advisor. We might have to want to have some sort of language regarding switching advisors.

Faculty Senator response: In previous situations, we were told that shifting advisors is handled internally in the division.

No further discussion.

*Motion to approve the “Policy on Managing Disruptive Behavior in Education Settings” with changes made per discussion and group feedback (see items listed under **Amended Policy Items**) and move it forward for a vote through Faculty Association made by Eric Stoffregen. Motion seconded by Marc Riendeau. No further discussion. Unanimous approval. No opposition. No abstentions. Motion carries.*

Item will be added to the April 16th Faculty Association Agenda for vote. Policy will be sent out to Faculty Association ahead of the April 16th meeting by the Faculty Association Chair.

Thank you to Peter and the Student Affairs Committee for the amount of work put into the creation of this policy!

V. **Committee Reports**

A. Budget, Planning & Assessment (*Charles Bell*)

No report.

B. Curriculum (*Thomas Hill*)

Curriculum Committee was asked to report out inactivated programs to Faculty Senate. A handout was distributed that listed “2025-2026 Program Inactivations (as of April 9th, 2026). Many of these programs were just combined under one degree, such as the Kinesiology programs. Due to cost cutting reasons, some programs were discontinued due to low enrollment or were merged into one degree with multiple emphasis avenues. Will be reporting out on this to Faculty Senate moving forward.

Faculty Senator question: Does this have anything to do with the quintile sheet that we have seen previously?

Curriculum Committee Chair response: No. This had to deal with no enrollees or graduates in these programs. A year and a half ago, we had over 212 programs offered at LCSC due to the way the programs were coded. We put in the work to identify specific degrees that could have several major emphases instead of multiple iterations of the same degree. IN addition, several programs had no enrollees. We are just cleaning up the programs list.

No further discussion.

C. Faculty Affairs (*April Niemela*)

Faculty Affairs Chair reported that she will be following up with the Provost regarding specific changes or edits to the sabbatical policy, to identify what was approved within the policy.

D. Student Affairs (*Peter Remien*)

See above discussion on Managing Disruptive Student Behavior policy. No further items to report.

VI. **Good of the Order**

A. *LC State Homecoming - April 20-25th, 2026.*

Encourage faculty and staff to please attend the events occurring during this week. In addition, we will need faculty/staff to participate on the Faculty/Staff team for the dodgeball game versus the students on April 24th.

B. *Art Under the Elms - April 17th-19th, 2026.*

We have more vendors/food trucks than ever before. Check it out!

C. *WWCC Clarkston Campus Closure*

WWCC voted to close campus today. WWCC will still be admitting students in the fall and have plans to phase out the programs and will permanently close in June 2028 unless they can identify funding resources.

Motion to adjourn made by Thomas Hill. Motion seconded by Angela Wartel. Unanimous approval. Meeting adjourned at 4:52 pm.