



Faculty Senate Meeting

Minutes

September 25th, 2025 | 3:15 p.m. | ACW 134

Present: Jenna Chambers, Charles Bell, April Niemela, Rachelle Genthô, Kelly Fitzsimmons, Eric Stoffregen, Jessica Savage, Jennifer Uptmor, Thomas Hill, Christina Brando-Subis, Jennifer Cromer, Rikki Ober, Debra Lybyer, Renee Harris, Angela Wartel, President Cynthia Pemberton, Kim Tuschhoff

I. **Call to Order made by Faculty Senate Chair Charles Bell at 3:15 pm.**

II. **Approval of Faculty Senate meeting minutes from September 11th, 2025**

Motion to approve Faculty Senate draft minutes from September 11th, 2025, as written by Eric Stoffregen. Motion seconded by Thomas Hill. Call for vote. No further discussion. Universal approval. No abstentions. Motion passes.

III. **Old Business**

A. **President Pemberton Report**

- 3% Budget Holdback: Initially, we were told the 3% holdback was a temporary, 1–2-year holdback. Agencies were directed to make the 3% budget holdback permanent and were requested to resubmit the budget again. LC State overall had to cut \$728, 400. Breakdown of the funds that make up the \$728,400:
 - We cut \$79,900 from our CEC monies.
 - We trimmed the adjunct budget by 1/3 to identify \$400,000 from adjunct budget.
 - What this means is we cannot employ as many adjuncts as we did in the past. The only way to accommodate teaching/learning is with bigger classroom. We must work on curriculum to ensure streamlining and flow in a logical manner. We also need to identify people to offer the classes, so we don't have students getting caught in their progression for their degree by classes we have to eliminate. This work reduces our need to hire adjuncts.

- The other item to be aware of in cutting adjuncts impacts registration and advising. When you are scheduling classes moving forward, we do not have a lot of classrooms that have the capacity to fit a larger classroom, if we condense down sections of courses offered. This means scheduling classes from 0700 – 1000 pm is fair game. We can't all teach from 0900 – 1200 Monday through Thursdays. As we work in our departments, you have to be flexible in moving the times.
- The curriculum needs to be reviewed so we don't leave students in a lurch with their progress on their degree.
- We will be giving up \$222,300 in "delayed hires" (changed terminology from "vacant positions"). Any search that is current in process or on the website is still saved and in process (we have identified the funds for those positions).
 - The first year in her position, the President changed the strategy for vacant positions. If a position is vacant, it is moved to the central mothership. This helps us identify additional funds with retirements and transitions. We have identified almost a quarter of a million dollars within these "Delayed Hires". What this means is that we lost some degree of freedom to meet unexpected needs. Be aware there is less latitude to make decisions when the chairs or deans come forward for a staffing need, and the President may not have the funds to approve.
- Faculty development funds are gone, which is around \$20,000. We are preserving sabbaticals and institutional development grants.
- A new pot of money identified for the holdback is HERC funds. This is the Higher Education Recruitment Consortium research grants that are divided up among institutions. We use these funds to support library services and resources. This means we had to cut \$6,200 from operating expenses for library services and resources.
- Total cut or identified for holdback is \$728,400 as outlined above. Note this does not impact people who are already employed. If additional cuts come, the President will ensure we are informed in a timely manner. With the budget proposals, mathematically, we can facilitate up to 5% holdback without impacting live bodies right now.
- How faculty can help - please help with making changes in scheduling and amounts of students in class and how curriculum works. This makes sure we are doing our best work

for students when we don't have the adjunct budget. This is the biggest flexibility change.

- One item is different for reporting purposes. If you were a faculty member with an elective course in your curriculum and other electives could fill this gap, the specialty elective course may go away or only be taught on a different cycle (i.e. every two years) to focus faculty attention on bigger needs.
- Summer sessions are self-supporting and differently funded. If you have a course that you love to teach, if we can get enough students to enroll in it to meet our summer self-sustaining benchmark, a potential is to teach it in a summer session, where we can make it available.
- Call for questions:
 - Faculty Senator question: What about impacts to our prison program?
 - President response: This is a self-sustaining program and is not impacted by budget holdbacks.
 - Faculty Senator Question: What about faculty overload? Where will this money come from?
 - President response: Overload monies come from the adjunct budget and is impacted. We may have to increase section sizes in certain courses to avoid overload.
 - Faculty Senator question: There was a question about having faculty teach a summer class that is counted in the credit load for spring semester. Will this format continue?
 - President response: Yes. An example is in nursing; we have several faculty whose summer courses count in their spring semester credit load as their curriculum goes year-round in certain program tracks. Please work with your programs and the Provost to determine best approach for enrollment of courses.
 - Faculty Senator question: Is the 3% holdback permanent?
 - President response: Yes. We were also required to build scenarios within the budget that identifies where we find funds for holdback amount increases.
 - In Higher Education, think of it as a business model. Our budget year starts July 1. We don't know census until September 15th. Our current budget is already gone through first quarter before September 15th data is released. This is hard on a business aspect regarding recruitment, enrollment and retention data helping to impact budget, but we are doing okay right now. Tuition money comes in and goes to the state. Tuition is based on census, and we are billed for it. This is why we try to get dual credit enrollment in as soon as possible when

the due date is October 10th. It is difficult to calculate tuition and fees contribution due to the late dates.

- Faculty Senator question: Does the athletics budget come from state-appropriated funds? Is this impacted by the 3%?
- President response: It all comes from the same money, but Athletics is also used to having to also to fundraise up to 2% of their budget. If you are in a small community, you do not want to be competing with yourself in fundraising. Athletics still fundraises around 30% of the money. In terms of money, it is a big bucket of money and Athletics is not treated any different than English program. Interestingly, we do allocate to our President's and Provost's Scholarships around 1 million dollars a year. A student athlete could be eligible for these scholarships as well.
- Faculty Senator question: To clarify, we get state appropriation, some of which is budgeted towards athletics?
- President response: Yes, it is part of the whole picture. Athletic director is a staff position. Fundraising and budgets that occur go towards staff positions, advertising, marketing, etc.
- Faculty Senator question: In Curriculum Committee, we have been working on taking some of the programs that are no longer independent and combining them with others. Some of what they are finding with the new restructuring is that they are finding the requirements changing for who can and can't teach the class. Someone who is teaching all law and paralegal classes is rank as an Associate Professor but with new rules, an instructor can teach in this course. The Curriculum Chair was asked to make Faculty Senate aware of this.
- President's response: Request by the President to direct that question towards the Provost for clarification.
- Faculty Senator question: Do you have any idea for what potential budget cuts will come up?
- President's response: Their fiscal quarter is at the end of October, and we anticipate a budget revision around that time. There will be an announcement in the Monday Message, but it won't be as detailed. Please bring this information back to the divisions. It is important our work and goal in looking at curriculum and each other is serving students.
- Faculty Senator question: Are Faculty Development Grants gone forever?
- President's response: This was eliminated from the budget and cuts are permanent. It is permanent for now.
- Faculty Senator question: With cuts that have been made, are the areas identified to hold back funds/changes permanent? Does the legislature just identify the dollar amount that needs

cut permanently, and can we revise where we take the money from?

- President response: We are operating from our current budget. In the projections submitted going forward, we would cut this amount in these areas. The 3% holdback is what we are offering right now. On top of this, the budget we submit where the permanent 3% becomes embedded becomes the governor's recommendation for Fiscal Year 2027. The Governor's recommendation is what the legislature acts on and where the 3% holdback becomes permanent. The funds identified had to be ongoing costs in PC (Personnel costs) & OE (Operating expenses), not one-time funds.
- No further questions.

B. Chair's Report

- Faculty Senate Chair identified he sought out answers to questions asked in Faculty Senate Meeting two weeks ago.
 - Faculty Senate Chair was unable to find a clear answer regarding the schedule on the approval flow for policies. He is working on finding the answer.
 - Regarding Faculty Senate's request for formation of a composite policy manual, the request was sent to Kyle. Response was if a composite manual will be housed on the website or listed as a link to send to faculty leadership. Reminder the purpose behind the composite policy manual was so all policies were in one document and easy to "Ctrl F" to find specific policies or words.
 - Question was posed to IT on why we must have a long password for our log ins? Response from IT was that we had a failed security issue from the state. The state requested that we use the LUMA standards for our passwords, which should contain 16-18 letters including special characters and a number. We are supposed to change passwords every 60 days as well. Frequency of timeframe to reset passwords every 60 days seemed excessive, so IT and Admin services went to bat for us, to where we only have to change passwords once a year. IT is working on identifying a strategic time to change our passwords, so everyone updates it at a specific time of the semester.
 - Regarding question on obtaining password visibility or ability to click the eyeball to see what we are typing in? Response from IT: LC State does not have control of this feature within Microsoft. This is controlled by Microsoft Applications Control. If we had a full-time permanent Microsoft Applications engineer on site, we could fix this issue. This will not be

occurring right now and is not something within our control. We know it is onerous on some browsers or differences in desktop and the app to input our passwords.

- Regarding the question on if we could have a quick log in that wouldn't unlock our computer, but could get us into Teams easier? Response from IT: We need a full-time applications engineer to develop this, but it is not feasible right now.
- Many requests have been sent to IT from many different departments on campus requesting information/data. These requests need directed to IR&E, who can delegate to IT. Communication should start with IR&E to find information and have a better handle of where it comes from. Idea is to not duplicate efforts and search for information again if someone has already requested it.

C. **SPRC Policy Updates**

- Continued to work on Policy 1.102 Faculty Governance Section 6: SPRC Committee based on feedback. Faculty Senate Chair has also created an elections poll to elect individuals to empty positions. This is not a final draft of the policy, but a first read through of ideas. All of us were coming back from divisions with information on impact on CTE faculty. Policy language in Policy 1.102 Faculty Governance Section 6: SPRC Committee currently states regarding structure:
 - The five-member SPRC will be constituted as follows: one (1) faculty member at the assistant professor level, one (1) faculty member at the associate professor level, one (1) faculty member at the full-professor level, one (1) faculty member at any rank, and a chair. All members will be elected at the spring meeting of the Faculty Association.
- All committee members must hold assistant professor rank or higher and need to be on a promotable track. It would not be appropriate to have instructors who are on a non-promotion track to sit on committee or review promotion material. In comparison, in the make-up of STPRC, everyone must be a tenure track faculty member so individuals who are not tenured are reviewing tenure requests, etc.
- One unintended consequence of the current language in this policy is the chair position could be from anywhere. It does not have to be a CTE faculty member.
- Regarding service, all members will serve 3-year terms. SPRC Chair is elected by Faculty Association and will serve a 1-year term. No faculty member could serve when their own application is being considered but would need to recuse themselves. Committee members also cannot serve on individual promotion committees within their divisions.

- Faculty Senator response: Many divisions may not have feedback yet as they have not met since last meeting two weeks ago.
- Faculty Senator Chair response: The requested changes to the policy for review will be put in the Faculty Association/Senate Team. We don't have a word document yet of the entire policy this comes from. Much of the formatting is not correct at the moment. We will discuss further at next Faculty Senate meeting once all divisions has met and have a chance for feedback.
- Faculty Senator question: The organizational committee that reviews sabbatical proposals have a clause in their policy that a member who is applying for sabbaticals cannot sit on the committee reviewing sabbaticals. Shouldn't this language also be included in SPRC Committee policy?
- Faculty Senate Chair response: HERC was also an area to be a reviewer if you were applying for HERC funds. In the past, the member recused themselves. Faculty Affairs Committee will give a report later, but they are tasked with looking intensely at the sabbatical policy we modified last spring, so this is something to address within the policy. This is a great question and a great time to bring this up.

D. Policy on Policies 1.100

- Regarding addressing timelines on approval and notification process when policies are created or modified. Faculty Senate Chair spoke with the Provost, to work on what the faculty would feel appropriate regarding implementation of new or modified policy when the notification of new policies or approval of policies ends up disappearing. Working with Provost on draft language and will present at our next Faculty Senate meeting new language. Currently, the focus is our accreditation visit. After the visit, we can move forward reviewing these policies.
- Call for questions.
- Faculty Senate response: General consensus is that there isn't an official policy on when policy movement starts or is implemented. There are informal conversations occurring on campus regarding this policy. We are also waiting for response from faculty from division meetings.

IV. New Business

- *No new business items.*

V. Committee Reports

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

- *Meeting has been scheduled to remain in compliance with policy. Most committee work occurs in spring with FAC reports.*

B. Curriculum (Thomas Hill)

- *Curriculum chair states committee has been meeting and has been working hard. Requested a new item discussed in Curriculum Committee, is that we are being asked by administration to reduce programs and courses and have them absorbed. With this is absorbed into another area, the course required by accreditors may not require a certain rank to teach the course. Courses could be taught by someone with instructor rank and could change how courses could be delivered. When someone leaves or retires, we don't have to hire someone in the rank of professor to replace them. This topic was brought forward to Faculty Senate to make everyone aware.*
 - *Faculty Senator Question: How many courses have to be taught by a certain rank or experience?*
 - *Curriculum Chair response: One example is moving general business courses under law prefix. The question came up with these courses on who is eligible to teach the business courses. A query with the Registrar's office informed us these courses can only be taught by certain individuals of a certain rank. The new proposals said GNTB prefix classes were going to be done by Spring 2026. One example is a math class MATHPT 103 changed to GNTB 103. Spoke with Dean Ober for the GNTB prefix going for another year.*
 - *Faculty Senator response: With our introduction of graduate programs, degree requirements could impact who is qualified to teach as faculty may need a doctoral degree. This could impact those courses.*
 - *Faculty Senate Chair response: One concern would be if we open that door, we could have issues with obtaining BTS faculty to teach. CTE has moved to a model of hiring instructors who are not promotable and who don't hold a rank and are moving away from the model without promotable faculty. This could impact those courses.*
 - *Registrar question for Curriculum Committee: Have you heard from the Provost if a program plans to change the semester they are offering a course in Student Planning, will the change need to be submitted to Curriculum Committee?*
 - *Curriculum Chair response: Typically, information goes through Vicki Cooper then is directed to the Provost. Will be following up with an email with that question in writing to remind Vicki to speak with the Provost about if course semester changes need to run through curriculum, and to also check on items such as pre-requisites changes for courses.*

- *Faculty Senator response: If we are required to complete a curriculum proposals to change which semesters courses are taught, you may see several proposals for the psych program.*
- *Registrar response: It might be helpful for class proposals to be entered in as “Fall, spring as needed” to cover all the bases.*
- *Faculty Senator response: We are running into some of the classes being listed on WarriorWeb as fall and spring that are only offered fall, so students drop the class in the spring, thinking it will be offered in the fall, and end up having to extend their length of time for completion of their degree.*
- *Faculty Senator response: One aspect to qualifications of faculty needing to teach certain courses is that external accrediting bodies for programs may have their own qualifications/ requirements for who can teach the courses regarding rank or experience.*
- *We are fast approaching our big Curriculum Proposal deadline for course/program changes (October 1st) for upcoming 2026-2027 year.*
 - *If your division submits anything outside of October 1st, it will move forward for 2027 – 2028 year.*

C. Faculty Affairs (April Niemela)

- *Faculty Affairs Chair reported that the Faculty Affairs Committee was able to meet yesterday. Committee was tasked with reviewing policies. They identified a couple of discrepancies noted in policies, involving dates, and when the Provost sends out notifications. Faculty Affairs created a list of items/questions for the Provost to review.*
- *In direct response regarding policy if someone who submitted sabbatical proposals can serve on the Faculty Affairs Committee, those guidelines do exist in the policy. April will dig into the policy and work with the Faculty Senate Chair to identify more information to bring back to Faculty Senate.*
- *Currently our sabbatical policy has some changes made to prior policy. When reviewing the summary of the major changes that are posted with the policy update, the only items identified were re-wording of the statement on purposes of sabbatical, regarding revitalizing our professional lives. It also changed format to reflect current guidelines. As they just met last night, there were several items to research involving discrepancies and looking at differences between prior and current policy.*
- *Committee members were asked to share reminder that sabbatical proposals are due by October 1st. They are also asking if anyone has any issues or feedback with application process for sabbaticals.*
- *Faculty Affairs Chair question: According to the timeline and policy posted, the Provost will notify faculty of eligibility for sabbatical and provide instructions on the application process. If you are eligible for*

sabbatical, are you receiving notification from the Provost that you are eligible?

- *General consensus of Faculty Senate was they are not receiving notification of eligibility for sabbatical. Faculty have to track eligibility themselves.*
- *Faculty Affairs Chair response: She will put this on her list of discussion points for the Provost. Will address this after the accreditation visit.*
- *Faculty Senator question: If you are applying for sabbatical or promotion and tenure, which requires Division Chair and Dean recommendations, how will the process work if they are the same person.*
- *Faculty Senator response: Currently, an individual who was going through this process was informed the individual who is Division Chair and Dean will be writing separate letters to meet requirements.*
- *Faculty Senator discussion: Some colleagues who are going through Promotion and Tenure process reported it was stressful for them to format and upload documents to SWAY. There was no training for them in how to use this process.*
 - *Discussion: There was training for SWAY offered in the spring for those going up for promotion and tenure, but the SWAY software wasn't working that day during the training. SWAY technical issues during training sessions makes required movement to a brand-new system difficult, especially when it is not intuitive. Faculty also relayed they are experiencing issues with having to create new OneDrive accounts, timing out of the system, etc. Susanne Rousseau has volunteered to help assist anyone with SWAY. It would be helpful to identify a future point person to help with applications such as SWAY.*
- *Faculty Senator question: For sabbatical applications, are faculty required to notify the Division Chair and Dean to write the recommendations, or will they be prompted in the process?*
- *Faculty Senate Chair response: Recommendation would be to copy & paste the timeline or due dates for the letters from the policy when you submit information to the Division Chair/Dean as a reminder.*
- *Faculty Affairs Chair response: In summary, Faculty Affairs is looking for feedback regarding sabbatical application process, but it was informative to learn about the issues with promotion and tenure applications/portfolios to bring back to Faculty Affairs. Point of knowledge for Faculty Senators is as they were going through policies, many of them were outdated. As soon as we have access to a combined PDF of our policies, it will make the review of the policies and the tracking process easier. The committee will continue to focus on the other questions as well this year.*

D. Student Affairs (Peter Remien)

- *Student Affairs Committee has met, and report given to Faculty Senate Chair to share. Committee had a great discussion and shared ideas on how to enhance the learning portion for our students who reside in the Living Learning Center and alternative living arrangements on campus.*
 - *Second item addressed in meeting was discussing security for students with students living in these centers farther from campus.*
 - *Committee is also working on a disruptive student policy, to identify a mechanism to have a disruptive student temporarily removed from class under specific guidelines. In addition, they are discussing what it would look like to bring that student back to the classroom once the situation has been resolved.*
 - *Faculty reported that in classes where attendance counts heavily, having the student removed could impact ability to pass course, so they are interested in seeing how the policy moves forward to allow that student to return to class and retain the ability to pass/progress.*
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VI. Good of the Order

- A. *First item for discussion was SWAY, but this topic was covered under Faculty Affairs committee report.*
- B. *Faculty Senator reported during President's office hours this week, when she was asked if there were student complaints at LC State regarding DEI, the President responded yes, but it has been handled well.*
- C. *New Student Course Evaluation Feedback:*
- *Using a CTL group as a point of information, our Faculty Senate passed a new student course evaluation that was implemented this past spring. One of the groups had recommended implementation of a comment section after each question. When we had our first results in Qualtrics displayed with the new student course evaluation, it was noted that comments are not grouped by student or evaluation, so it could potentially appear that you have many irate students commenting, versus just one irate student putting a comment in each box. It might be worth noting in your narrative with tenure or promotion about how negative comments are one student versus many students. We want students to have a voice and be engaged in constructive feedback, but we don't want that to be the detriment of faculty.*
 - *Faculty Senator question: Can we group these comments together to identify if it is one individual?*
 - *Faculty Senate Chair response: When asked if they can group comments together, we are not able to group them by student or area, it is tied to the individual questions. Comments can be grouped by course.*

- *Faculty Senator question: Can we propose shifting back to having one place for comments at the end to bring it back to Student Affairs for review?*
- *Faculty Senator Chair response: We can move it back to Student Affairs, and back to Faculty Affairs as it impacts promotion and tenure process.*
- *Faculty Senator response: Some faculty had Issues with Qualtrics that are not showing all evaluations. Mercedes in IR&E helped to troubleshoot the Qualtrics technical issues to find SCEs.*
- *Faculty Senator question: Are we easily able to format the responses in a way that is useful?*
- *Faculty Senator response: Download the data in the dashboard as a PDF and link it to SWAY. You will have to complete this for both course and instructor feedback (two downloads per class).*
- *Faculty Senator question: How could you tell when looking at comments if it is one disgruntled student versus multiple disgruntled students?*
- *Faculty Senator response: As a member of the Student Affairs committee when we reviewed and approved having comments for each question, there was no awareness of how the data and comments would be presented in Qualtrics. This is an unintended consequence of this data.*
- *Faculty Senator comment: IR&E has indicated for assessment purposes that data needs to be static and consistent over time. We have to be careful in changing the SCE process/questions multiple times. We should consider carefully going back to one box or making multiple changes to the SCEs before moving forward. It may be beneficial to identify methods/changes in how we review the information.*
- *Faculty Senator response: This is a great conversation to bring back to Student Affairs. In the Student Handbook, they have grade appeal, SAP appeal, and Title IX listed. Students who have negative experiences with certain professors may not feel comfortable addressing it with the professor. When they come to a faculty member for advice about another faculty member, it is helpful to have the faculty member go with the student to the chair about the individual and sit in on the conversation for support. There needs to be more clarity or direction for students for proper protocol of issues with the professor. Students need to be aware of rights and proper procedures for escalating grievances.*
- *Faculty Senator comment: Anecdotal comments or rumors are that students are going to individual faculty office hours, and faculty members are not present. Students do not know who to meet regarding this or discuss issues. Is this a case where they can talk with Division Chairs or Student Affairs rep? Can we empower students in identifying a process?*

- *Faculty Senator comment: Regarding Faculty Senate being the onus for requesting comment boxes for the SCEs, in the March 16th, 2023, Faculty Senate minutes, under Student Affairs committee reports it says we will revisit individual comment boxes. We discussed it in one meeting but never revisited the topic. To defend this group, this was not a demand made by us.*
- *Faculty Senator response: Perception from IR&E is that this was something Faculty Senate or Student Affairs requested.*
- *Faculty Senator response: It was more than likely requested but we were not educated on intended consequences or updated on survey best practices. Faculty Senate had initially discussed it but the final decision did not come from us.*

Motion to adjourn made by Thomas Hill. Motion seconded by Jennifer Cromer. No further discussion. Unanimous approval. Meeting adjourned at 4:37 pm.