



Faculty Senate Meeting

Minutes

February 20, 2025 | 3:15 p.m. | ACW 136

Zoom Meeting ID: 82473241172

Attendance: Peter Remien, Rodney Farrington, Jennifer Uptmor, Kelly Fitzsimmons, Julie Bezzerides, Gina Lott, Jennifer Cromer, Jenna Chambers, Katie Roberts, Eric Stoffregen, Alex Bezzerides, Rachelle Gentos, Angela Wartel, Debra Lybyer, Susanne Rousseau, Thomas Hill, Charles Bell, Lonny Gehring, Marci Halpin, Lorinda Hughes, Kim Tuschhoff, Isac Ortega

Guests: None

Quorum met.

I. Call to Order

Meeting called to order at 3:15 pm by Faculty Senate Chair Peter Remien.

II. Approval of Senate Meeting minutes from February 6, 2025

Motion to postpone reading and approval of February 6th minutes until next Faculty Senate meeting by Charles Bell. Motion seconded by Rodney Farrington. No further discussion. Call for vote. Unanimous approval.

III. Announcements/Updates

A. Chair's Report

Reminder that this is a closed meeting this week for Faculty Senate.

IV. New Business

A. New syllabus template (example included in TEAMS)

E-learning services is spearheading a new syllabus template. The goal is for syllabus template to be adopted by next semester. Templates can be found in Faculty Senate Teams. The template includes a skeleton where faculty can include their course description, etc. in addition to the college grading policies and addendums that are required.

One rationale prompting a syllabus template is ensuring ADA compliance. The goal is to have all syllabi use this format for our accreditation visit next year. Included in the addendum is a statement on AI use. We like to have complete autonomy in our syllabi, but most of the suggestions made on the template are reasonable requests. This is the time to provide feedback to Dawn Lesperance and Provost Chilson. The Faculty Senate can also vote to endorse it today.

Faculty Senator question: Will we be able to move things around in the syllabi or is it prescriptive with regards to format and items included in the syllabus in a particular order?

Faculty Senate Chair pulled up the template for review. Editable/movable items on the template are highlighted in yellow. This document is also located in the Faculty Senate Teams.

Faculty Senator question: Regarding the template, the course schedule is in the middle. This is usually the last item in a syllabus, instead of located before the syllabus addendum. Are we going to be able to move this to the end?

Faculty Senate Chair response: All these items on the template are required, but there is some flexibility in arranging items.

Faculty Senator question: In the course description area, do we have to copy/past the course description in the catalog, or can they add more descriptive information?

Response: Additional information needs to be placed in a different section. Course description needs to depict the approved statement in the catalog.

Faculty Senator comment: Teacher Ed has a syllabus template already. We place the schedule in the middle.

Faculty Senate question: Not all instructors put their schedule in the syllabus, since we can input this information in Canvas. Do we need to put the schedule in the syllabus?

Response: If the required components are in the syllabus, faculty can rearrange. Every division has a different reasoning of where they place things, but syllabi still need to list the requirements. Reminder, Policy 2.130 4B Instruction also identifies required components of the syllabus.

Response from Curriculum Chair: It is helpful to the Curriculum Committee when reviewing new courses and new course syllabi to have the course description in the same spot. Curriculum proposals will get sent back if the course description on the syllabus doesn't match the catalog course description.

Faculty Senator question regarding grading scale: Several courses are pass/fail or participatory dependent on completion of hours in CTE. The grading scale does not cover Pass/Fail courses.

Response: One of the biggest contingencies for the syllabi is to use the college grading scale, but you can use the grading scale how you would like. The link in the template also links back to the LC Registrar's Office with up-to-date information on the grading scale. You can add in information on pass/fail expectations to the grading scale information.

Faculty Senator Question: The grading scale is not highlighted in the document. Does this need to be present?

Response: Clarification is the yellow information is editable, the information not highlighted is not editable.

Faculty Senator Question: For several years, we had a syllabus addendum that was a page long. The addendum went away since the information was contained in several places. Is the required syllabus addendum now back?

Faculty Senate Chair response: Yes

Faculty Senator Questions: For clarification, are you wanting us to take discussion of the syllabus template back to the divisions to obtain feedback.?

Faculty Senate Chair Response – They are open to our feedback. The template in the Teams folder for review. The goal of implementation is that all courses will use the template by fall semester. We do need to communicate about this sooner than later.

Faculty Senator question: How much flexibility do we have in our syllabi, and will we get a Dos and Don'ts tip sheet for the syllabus? Can we add in more information than what is up on the template or is this just a skeletal list of items we must include in the syllabus?

Faculty Senate Chair response: Based on the conversation with Dawn, we can always add in items. The categories highlighted you cannot remove from the syllabus. The Faculty Senate Chair will ask more about moving items around on the syllabus.

Faculty Senator response – Based on conversations with Dawn and the Provost about this template. Some of the benefits seen here is to provide consistency for the accreditors when reviewing. On campus, we have some courses with syllabi over a decade old and some syllabi that are updated every semester. Based on student feedback, there is not consistency across campus in where to find information or information on the grading scale, which means information may get ignored. A syllabus template is also a big help to new faculty, who do not have any template of any kind to produce a syllabus. Faculty may just be handed one from the last class, which may not reflect the actual class.

Faculty Senator request is to clarify more with Dawn and the Provost what items we can change and move around on the template prior to more discussion.

No further discussion.

B. Establishing a FirstGen Forward Committee (Kim Tuschhoff)

Reminder from Registrar's Office: Summer/Fall schedule went live yesterday. Lots of edits coming in. Carly is entering in all new courses coming in. Please let divisions know that if they had new courses that were created, they need to be entered. Advising Center starts March 1st registering students for fall.

Historically, the FirstGen Forward program used to be called "First Scholars" and was run by Traci Birdsell. The FirstGen Forward program is a nationwide initiative under NASPA. We would be a network member, which means we do activities for first gen students on a smaller scale. We would like to move to a network leader phase to identify more support for FirstGen Forward program to include more tools to help our first gen students. As an example of activities, last year, Tim Cole and Kim Tuschhoff held a First Gen panel with our administration, who are mostly first gen students themselves, as an activity for First Gen students. The committee also has included activities/surveys to include staff and faculty as part of the activities on campus. The request from Faculty Senate today is to identify a faculty member who is first gen or comes from a first gen family to join the committee to help with activity planning. The committee consists of a group of individuals from different offices on campus such as Kim Tuschhoff from the Registrar's Office, Tim Cole from Student Success Center, a representative from IR&E, and couple people from the Advising Center. They need two faculty members to represent the campus on this committee.

Time requirements for this committee is the committee will need to meet at least once before the end of the semester to identify and meet goals for paperwork for the next phase of FirstGen Forward. The President would like to have meetings to be able to move forward with advertising LC State as a First Gen campus. The committee will need to meet to identify the leader phase. Tim and Kim would also like to have the committee help with organizing and putting together events for the FirstGen Forward. We will meet a couple times next year, including holding an event, with a couple meetings in the fall and spring. The requirement is not too time intensive. Marlowe Daly-Galeano did the report last year,

but Kim and Tim will be submitting the report this year to IR&E. Volunteer requests/ nominations are needed by the end of next week, Friday, February 28th. Next Faculty Senate meeting isn't until the 3/6, which is after that due date. Please ask your divisions or if you are interested, please email/contact Kim. It would be ideal for the volunteer to be a First Gen professor, but can also be someone who isn't first gen. The volunteer should also enjoy helping students navigate college as a first gen student.

Faculty Senator question: What does an event look like?

Response: It will be up to the committee on what events they would like to hold to support first generation students. In the past, we held a panel of our administration, who were all first gen. We also held a panel of first gen students. Everyone is invited to the panels, not just first gen students. The panels were helpful in addressing first gen student questions and had a good turnout. They also sent out a Qualtrics survey one year to employees to identify how many people who completed the survey were first gen students. Survey respondents who completed the survey who were first gen students themselves received a plaque, to help identify them to students as being similar.

Faculty Senator question: could we couple that event with another event occurring, such as during high school visits.

Response: Yes, we can absolutely do that.

C. Recognizing Sigma Beta Delta Honor Society (Rodney Farrington)

This is an action item brought forward to Faculty Senate today by BUCs regarding modification of Policy 5.308 Graduation Regalia. The request is to add the Sigma Beta Delta Honor Society to Item 3.G. College-sanctioned Honor Societies and Organizations.

The request is for Faculty Senate to vote on a recommendation to move forward to the Provost for policy change to add as Item 3.G. The goal of this honor society is to recognize students who completed in the top 20% of their degree program. If these students complete and graduate in the top 20% of their degree program, they would be allowed to wear their gold medallion at commencement. Sigma Beta Delta is also an honor society.

Motion to approve addition of the Sigma Beta Delta Honor Society to Item 3 College-sanctioned Honor Societies and Organizations made by Jennifer Uptmor. Motion seconded by Charles Bell. Call for discussion.

Faculty Senator Question: Is there any cost for students to join the honor society?

Response: Any cost would be for the pin for the honor society. BUCs is having a discussion regarding if the division would take on the cost for the pin. Jennifer Uptmor will find out more information on costs.

No further discussion.

Call for vote. Unanimous approval. No abstentions. Motion passes. Faculty Senate recommendation will move forward to the Provost for next steps.

D. Possible LC State name change: college vs. university

Faculty Senate Chair presented information on the possible LC State name change: college vs. university.

The name change has been under discussion for a while now. In the past, Faculty Senate did not want to spearhead this change, but the topic fell through the cracks regarding Faculty Senate Discussion. President's Council requested feedback regarding the name change.

Items for reflection on why we are requesting a change involve how we fit in the ecosystem of higher ed. Becoming a university differentiates us from the community college designation. LC State is often looped in with community colleges based on our name.

Call for discussion:

Faculty Senator question: My understanding of the Team spearheading the name change is that the name change has already been put forward to the SBOE and the state is already considering it. What input/feedback are they wanting and where are we at in the process/

Faculty Senate Chair response: The name change was put on pause at the state-level. The President's Council is still looking for feedback regarding name change. The administration is genuinely interested in feedback on this change.

Faculty Senator question: Feedback from discussion in the Social Sciences division is that they felt we are not yet at a place where we can hire extra faculty to teach in graduate programs across the variety of divisions if we change from college to university. In addition, several individuals were curious on why we are keeping Lewis-Clark in the name when we get confused with Lewis and Clark College in Portland. If we are going to be changing it, why not just change the whole name? Another question was why not just change the name to Lewis-Clark University and drop off the State in the name?

Faculty Senator response: As part of the initial committee in December 2023, most of the students who come to us do not know about Lewis and Clark College in Portland. It is more individuals in academia who have the conflict between the two colleges. There is not a rule that designates that a college name means they can only offer undergraduate degrees and a university name must now include graduate degrees. The name change will not increase the demand to provide additional graduate programs. LC State is trying to grow in certain areas, such as Health Sciences. We are the only college in Idaho and Montana, who are a four-year college with "college" instead of "university" in our name. Every place that is a 2-year college does have "college" in their name. Many student advisees are concerned about transferring because they think LC State is a 2-year college. These items are what helped to sway opinions towards the name change.

Many four-year colleges also switched names in this last generation. For international students, the term "College" in the name designates "High School" to them, whereas "university" designates college.

One con is that much of the public in this valley thinks we are a community college.

Faculty Senator response: The biggest concern in Teams Division is that the name change does this increase workload for research since we are one of those divisions who compete with students with our online presence.

Faculty Senator response: Many students from CTE are intimidated by anything that says "university" in the name. Feedback even from nursing students is that they look for a four-year program, not an institution with "university" in the name in order to identify low-cost programs. Students want to go to a college where people know their name. If we transition

this name change, we would need a specific marketing campaign to mitigate loss of students who may avoid our institution due to the name change to “university,”

Faculty Senator response: Logan Fowler presented that he was excited about the marketing campaign for the name change by emphasizing in marketing how we have the same 4-year degree as the other universities but a private school feel.

Faculty Senator response: The idea now is that we have graduate programs and are trying to promote these opportunities to recruit for our graduate programs in a new space.

Faculty Senator question: I am curious how much the change will cost the college?

Faculty Senator response: Logan Fowler and Royal Toy addressed the question on cost in part of their presentation addressing changes. The President has said if this plan moves forward, costs would be part of the normal refurbishment or renewal process (printing new recruitment materials, logos on the basketball court would be changed when renewal is due). There may be some costs with signage which will be changed when due.

Faculty Senator response: The word at the end of the name doesn’t matter, since we are still branding ourselves as LC State. We should maintain all of our advertising as LC State, which could address advertising locally for our CTE students or first gen students, signifying it is the same LC State, to avoid intimidation by the university name change. Based on attending a state conference, everyone at a conference presented about the 4 public colleges and LCSC, instead of grouping us in with the four public colleges. We were always the last thought in the conversation.

Faculty Senate question: Would changing our name to university make an impact on being considered separate? Do the benefits outweigh the risk?

Faculty Senator question: Does the funding of LC State change if we change to university:

Faculty Senator response: No.

Faculty Senate Questions: Have they done any research on perceptions of the name in the community?

Faculty Senate Response: The surveys out in the community held mixed results.

No further discussion.

V. Old Business

A. General Education category renaming (“Perspectives” vs. “Global Perspectives”)

During the last Faculty Senate meeting, we discussed possible alternatives to Global Perspectives. Faculty Senate didn’t love the suggestions and had floated a suggestion of “Perspectives” back to the Gen Ed committee. The Gen Ed committee did like the “Perspectives” and would like Faculty Senate to potentially consider a motion to endorse “Perspectives”. There is no rush on timeframe to make the decision. We can take this discussion back to the divisions. In two weeks, there is a Faculty Association meeting as well.

Registrar response: Regarding timeframe considerations, if we make changes to this name, changes will need to be made prior to October to be

in the catalog for Fall 2026.

Faculty Senator question: Was Global Perspectives the placeholder?

Faculty Senate Chair response: It was shared at last senate meeting that Global Perspectives was a placeholder.

Faculty Senator question: Do we need to get student feedback on the name change?

Student Government representative response: The proposed name of "Perspectives" was discussed in Student Government. Students felt that hearing the term "Perspectives" erases a lot of meaning. They discussed the name "Global Perspectives" better encompasses the category. Student Government was against the change to just "Perspectives" and are not in favor of getting rid of "Global".

Faculty Senator response: When we go back to divisions, do we need to get a vote or are you looking for suggestions?

Faculty Senate Chair response: At this point, we can accept other suggestions.

Registrar response: When students transfer in courses from other institutions, the Registrar's office had to change the name from CORE-DIV to CORE-PERSPECT, so there is a big change impact related to the catalog. We were able to slip it into the catalog this past year due to some other changes, but a reminder that the catalog is not to be edited all year long.

No further discussion. Discussion was tabled.

- B. Chair Elect needed as well as other committee assignments: STPRC (chair & three positions), SPRC (chair & two positions), General Education (three positions), Hearing Board (one position), e-Learning Advisory Committee (one position), Student Petitions Committee (one position from CTE)

We still need a chair-elect nomination. In addition, we need faculty nominations for the above listed positions for the April Faculty Association Meeting for vote. Faculty Senate Chair/Faculty Association Chair will put out a call out for these positions at the March Faculty Association Meeting.

VI. Committee Reports

A. Budget, Planning & Assessment (*Peter Remien*)

Chair is compiling the report based on observations for funding requests. Will be available on Teams once ready.

B. Curriculum (*Marcy Halpin*)

New system is up and accepting proposals for the 26-27 academic year. Curriculum committee is scheduled for three meetings for spring: Tuesday, March 4th, Tuesday, April 8th,

and Tuesday, April 29th. A reminder that new program proposals that need to go up the chain to SBOE for approval need to be in by end of semester. Preferred or recommended date for submission/deadline to Curriculum Committee to accommodate if items need to be sent back to division for correction or clarification is Thursday, April 24th by end of day. Committee chair sends out the agenda on a Friday to the committee to review for the following Tuesday, which is the last scheduled meeting of the semester. For clarification, this means the deadline is not the end of the semester. Reminder of process: the Curriculum Committee goes through two reads, sends for changes and updates to documents if needed. It is recommended to submit curriculum proposals changes sooner rather than later to account for any back-and-forth that could occur. Please take this information back to your divisions.

C. Faculty Affairs (Charles Bell)

Met through email/Teams and discussed ways to improve attendance for sabbatical presentations. Our faculty do amazing things, and we would like the campus to celebrate with them regarding the amazing things they have done during their time in sabbatical. The times that a lot of presentations are presented are difficult for faculty to attend due to scheduling conflicts. They are looking for ideas to get more faculty involved in the process.

Faculty Development Grants are due March 3rd (Monday) by 5 pm.

D. Student Affairs (Lorinda Hughes)

The policy presented today for review by Faculty Senate is Policy 5.313 Final Examination Make Up Schedule Policy. We have already received feedback from division representatives from the Student Committee regarding this policy.

A summary of changes made to the policy being presented today is a timely review of the policy is necessary, and an additional sentence was added regarding accommodations. The reason this policy is needed is it defines what to do if, for example, there is a snow day or a reason for campus to close unexpectedly during final exam week. It identifies options such as everyone could offer their exams online if possible and students have internet and electricity. What the committee suggestion was to leave the Saturday/Sunday dates in there for potential for make-up exams, being aware that we may need to accommodate religious exemptions, etc. that could occur. Under Item D. it was added that students are responsible for checking their official student email for a change in date.

In Item E., it delineates that if conflicts arise due to alternative exam schedules, reasonable exam schedules would be pursued between the student and the faculty member.

Everyone may ask "What does the word 'reasonable' mean"? We are not able to be prescriptive in defining this term to be reasonable to everyone. This term, however, could potentially provide an exception for the student for accommodation if they are not able to make up a final exam on a Saturday or Sunday.

Faculty Senator question for clarification: If only one day is cancelled, make-up exam would occur on Friday per the policy. If two-three days are cancelled, we would then use Saturday/Sunday.

Response: Yes.

In Item F defining when grades would be due, the divisions requested that business day be added to terminology to define the timeframe more clearly.

Motion to approve edits as indicated in the document as marked by Julie Bezzerides. Motion Seconded by Katie Roberts. No further discussion. Call for vote. Unanimous approval. No abstentions. Motion passes.

VII. Good of the Order

- *FDG are due March 3rd (Monday)*
- *The animal shelter's annual fundraising event, Wine, Wags, and Whiskers, is being held tomorrow, Friday, February 17th at 5:30 pm at the fairgrounds. The hospitality students will be helping to serve over 400 guests in hospitality for the event as part of an internship opportunity, so please come join if able and support our students!*

Motion to adjourn by Katie Roberts. Motion seconded by Jennifer Cromer. No further discussion. Call for vote. Unanimous approval. Motion passes.

Meeting adjourned at 4:26 p.m.