

# FACC MEETING

September 18, 2017

## MINUTES

PRESENT: Dr. Ron Larsen, Dr. Bob Hoar, Dr. Matt Redinger, Dr. Joy Honea, Dr. Michael Barber, Dr. Keith Edgerton, Dr. Salem Boumediene, Dr. Kurt Toenjes, Ms. Terrie Iverson, Ms. Trudy Collins

Minutes: By Connie Nelson, Administrative Associate in the Provost Office

Order of Business:

Agenda Item 1: May 1, 2017 Minutes – Approved.

New Issues/Business Before the FACC:

Agenda Item 3A: Guidelines for faculty for amount of time spent on campus.

The CBA does not address when the faculty must be on campus. This is primarily focused on the online faculty.

Joy is asking the group if we need to put some language into the CBA to address this.

- The group said yes.
- Office hours and the time spent on campus are two different things entirely.
- The faculty referred to here are covered under the contract and not part-time faculty.
- A minimum amount of time for office hours needs to be defined, what is required.
- The CBA language was crafted when the largest amount of teaching was done on campus but now with online classes being more popular, language needs to touch on this.
- Put out reasonable expectations for all faculty, changing the contract for one person won't change that person.
- Drop in students seem to account for more than students scheduling appointments. Student emails have increased exponentially as well which could be considered office hours too.
- The group felt a statement from the FACC seems to be a reasonable approach to this. A statement of professionalism, eight paragraphs addressing each item, define expectations. Proper language, dress code, commencement, office hours, time on campus, respect, civility & honesty.
- Kurt, Keith, Joy & Salem will start the process have it ready to go for bargaining.
  - Continuing Item.

Agenda Item 3B: Procedure for addressing problems with faculty work performance between regularly scheduled reviews.

- There is a work performance concern with a faculty member that is between the post-tenure review.
- The CBA is clear when the DRTC is evaluating for a review.
- Who determines when the faculty member is in violation?
- Joy has talked with Janet about this and Janet said she does not get involved with faculty disciplinary problems.

Group Decision: Chair initiates paperwork to the Dean. The next step would be they meet with the faculty member to discuss the problems. If not reconciled at this level it goes to the Provost. A plan of improvement would need to be drafted at some point. A memo drafted by Bob to initiate sanctions if problems are not fixed.

- Completed Item.

Continuing Issues:

Agenda Item 2A: True hybrid courses.

- Nothing to report.
- Continuing Item.

Agenda Item 2B: Distribution of the compression funds.

- BOR budget we submitted was approved. We will be acting on the new base budget.
- Anticipating 7-9% cuts.
- Tuition increase starting next summer. We have input on the tuition increase but we have to be at the table all the time.
- Performance based funding will end.
- We have to have something to the November BOR meeting for 2019-20 AY.
- Continuing Item.

Agenda Item 2 C: Inventory of non-salary benefits of being on faculty.

- Early start for new faculty has been positive. Many have met with Cindy Bell to write grant proposals.
- Completed Item.

Agenda Item 2D: Appropriate title for current adjunct faculty member in Biological & Physical Sciences.

- Dr. George's appointment title and rank.
- Permission to use on her face page her title as Assistant Professor, non-tenure track.

Decision: Group approved.

- Bob will do a memo for the file.
- Completed Item.

Non-Agenda Item #1: Drs. Paul Pope and Ken Miller are no longer on the FACC. Joy has put out the call for volunteers from the COE and CAHP.

Non-Agenda Item #2: No MOU to the September BOR was done. This was suggested at the last meeting, May 1, 2017.

Non-Agenda Item #3: Matt asked about the reporting form for academic misconduct. Is it going forward or not?

- This form is on the Provost page under forms.
- It gives faculty the means to report students for academic misconduct. Technically this is an incident report.
- Bozeman has used it for a long time.
- First offense in Bozeman no one sees it except for the Dean of Students. If a second offense occurs then both incidents get investigated and everyone gets access to it.
- Ron said the VP for AA should be the one to notify the faculty member and others.
- Kurt said it is a departmental policy that his faculty are to fill it out.

Decision: The FACC group approved this form.  
This discussion will also take place at the MYTCFA meeting for them to approve it as well.

- Continuing Issue

Non-Agenda Item #4: Student evaluation process.

- Retaining course evaluations by MT law is 10 years plus current year.
- Our practice in the past is IT gave the evaluation back to the faculty member and it is up to them to keep them.
- Discussion on how to approach who will maintain the data after a faculty member is gone.
- Digital measures long term can be the warehouse for the data.
- The faculty member currently has to put in the student evaluations into digital measures.
- Continuing Item.

Bargaining date is October 13<sup>th</sup> at 1:00-4:00 p.m. - Canceled  
Joy is looking for folks outside the CAS & COB for the FACC and bargaining.

Adjourned: 3:45 p.m.

**Next Meeting:** October 20, 2017  
2:00 – 3:30 p.m.  
CCR