

Members in Attendance

Brad Bechard
Daisy Gibson
Mark Plante
Roger Pepper
Leonard Bates
Dr. Wolff
Jana Parsons
Doug Zander

Faculty, Staff and Guests in Attendance

Tina Gambhir
Jessica Dykstra
Michael Shell
Brienne Menut
Joel Sims
Dena Wagner-Fossen
Kris Sher
Leanne Frost
Kerry Dolan
Stacy Lowry
Russell Motschenbacher

I. Call to Order

Jana Parson calls meeting to order

II. Approval of Minutes

a. 4-24-2020 approved with amendment to typo on page 2.

III. Information Items

a. FS-I-2020-828-01 - Internship Policy with revisions – Leanne Frost/Kerry Dolan

- Closing the loop on the changes which have been approved and ratified. The executive team has approved the wording and created separate forms to address some of the concerns, including an internship agreement between the student and faculty.

IV. Action Items

a. FS-A-2020-828-01- Michael Shell Dena Wagner-Fossen – Change to the current audit policy to add a specific time frame for changes to be completed.

- The current process a student can audit the class and attend every class but not have to do homework, at the end of the semester they will receive an F if they do not attend or AU for passing an audit course. There is currently no deadline if the student decides they want to take it for credit instead. This policy would put in a deadline to make that change.
- It was asked what the process for alerting faculty to this and if it could be added to the faculty handbook and included on training so new faculty/adjuncts know how to handle the merging of course shells for an audit.
- Leanne said that they would look at adding it to the faculty handbooks since audits have not previously been addressed in it.

- This items has been approved to be moved to vote at the next meeting.

V. **Vote**

VI. **Discussion Items**

a. **FS-D-2020-828-01 – Faculty should not call inactive students first day of class – Brie Menut**

- It is suggested that a list of inactive students should be sent to the advisors so that someone who has already had contact with the student calls them about the course and figure out a way to streamline to the process, similar to the academic alert system for first day no shows.
- Leanne Frost commented that it has been set up this way to foster a relationship with the students and faculty and facilitates a conversation of how to make up any missed work or questions about the course itself.
- It was suggested that having faculty call creates a negative and strained relationship with the student perceiving they are already in trouble.
- This presents an opportunity to work on the process and make changes if necessary to benefit the student.
- The added difficulty for Dual Credit students was also mentioned with having to communicate with parents and high school counsellors, Dena mentions that they send out packets ahead of the semester starting to give as much information as possible and that they have hired a new Dual Enrollment team member to help build those relationships.
- The technology of being able to text students is becoming an option but is not an end game because not everyone provides cell phones so that phone calls are still needed.
- Leanne Frost will work with the First Year Experience group to discuss how the contact is received and other suggestions of how to improve it.

b. **Replace member for IAPRC**

- Added to the Health Science and General Studies Division meetings for volunteers

c. **Office hours resolution**

- Office hours changed when the division directors worked on the faculty handbook over the summer.
- No longer have a set requirement for on campus faculty members
- All faculty are expected to be responsive and available to students. Faculty will provide explicit information in their syllabi regarding their availability to students. At a minimum, faculty should state they will make every attempt to return all messages within 24 hours, unless it is a weekend or campus holiday. On-campus, full-time faculty should also post their availability and response times outside their office doors.

- Faculty are expected to find a mutually acceptable time to meet with students, whether on campus, virtually, or via email or phone.

d. MUSFAR topics

- Missoula has published about having a dashboard to report any COVID testing for the community's information. MSU has stated that they will not be doing this and GFC MSU will also not because of the size of campus and risk to violating HIPPA/FERPA.
- The planning process discussed preparing for program changes but this will unlikely effect our campus as the college's program changes are usually influenced by accrediting boards.

VII. Comment on Non-Agenda Items

a. Mark Plante has class during the time Faculty Senate occurs during Block A

- Thomas Oakberg has volunteered to sit as Mark's replacement during Block A.

VIII. Adjourn

Meeting adjourned at 11:08