



Faculty Senate
Draft Minutes

November 5, 2020, 3:15pm

MLH 100

Zoom Meeting ID: 91519445480

Pass Code: 609727

Present: Kylee Britzman, Lauren Connolly, Doug Cruthirds, Sue Hasbrouck, Natalie Holman, Leif Hoffmann, Lorinda Hughes, Tracy Koch, Eric Martin, Julee Moore, Spencer Payton, Alicia Robertson, Clay Robinson, Eric Stoffregen, Royal Toy, Heather Van Mullem, Scott Wimer

Guests: Erika Allen, Grace Anderson, Holly Daugherty, Benjamin Gerthung, Debbie Kolstad, Billy Lemus, Jenni Light, Cynthia Pemberton, Lori Stinson

- I. Call to Order @ 3:16pm
- II. Introductions
- III. Approval of Senate Meeting minutes from October 1, 2020
Motion to approve minutes made by Eric Martin, 2nd made by Sue Hasbrouck, motion approved (17 yes).
- IV. Remarks:
 - I. President Pemberton
 - a. Update on finances;
 - i. The Governor has issued memos indicating no new requests for money; however, it is not anticipated that there will be large monetary increases this upcoming year.
 - ii. LCSC will seek a tuition increase for next year to help offset costs. With an increase LCSC should still be affordable and education obtainable by those we serve.
 - iii. The “Pause & Reflect” process as implemented will continue. I will be cautious about allocating positions that are vacant.
 - iv. I will be asking for redistribution of the one-time funds and the reallocation of monies that have not been used by the State.
 - b. Open for questions:
 - i. Question: Have we considered selling residential properties?
 - 1. Answer (President Pemberton): We don’t have a lot of property that is not of high value to the college right now. We transitioned offices out of real properties to generate revenue via rent through student housing.
 - ii. Question: Are we going to be able to return to full salaries next year?
 - 1. Answer (President Pemberton): It is my intent that the furlough be a one-year item. [While we have been doing well this year with student enrollments, despite the COVID-19 situation, the increases are largely from dual credit. Currently] one half of our enrollment is dual credit and we essentially break even on these courses.
 - iii. Question: Will the stay on funds for Promotion to be the same next year?
 - 1. Answer (President Pemberton): My first priority is to remove furloughs; however, my second priority for faculty is to reinstate funds for promotion.
 - iv. Question: Are we going to explore raising fees for dual credit?



1. Answer (President Pemberton): The cost is regulated by the State and cannot be increased. Our offerings have increased as there is a value-added perception about the dual-credit opportunities we provide.
- II. Holly Daugherty – micro-credentials/badge system
 - a. Initiatives for the office of student enrollment.
 - b. LC State Do More App – Keeps track of student activity on campus. This process under the “Opportunities” tab creates a co-curricular transcript. This transcript can be used by the career center to assist in creation of resumes, etc.
 - i. Tracks 5 competencies – created using the skills that businesses want.
 - ii. Levels can be earned 1-4 based on “Bloom’s Taxonomy”
 - c. Micro-Credential – In partnership with Idaho SkillStack®
 - i. Digital Badging created to incentivize out of classroom learning.
 - ii. 4 levels to the credential badge
 - iii. The items we are tracking in the Do More App are aligned to this micro badging, so students have the benefit of this process.
 - iv. This can be completed in a two-year period.
 - v. Three tiers:
 1. Exploring Leadership (Successful Leaders)
 2. Leadership Expansion (Engaged Citizens)
 3. Leader for Life (Lifelong Learners)
 - vi. If a student is interested, they can contact the Office of Student Involvement
 - vii. Question: How is this being advertised?
 1. Currently we are using “grass roots” and word of mouth approaches. Any help with advertising or getting the information out would be appreciated.
- V. Division Updates – No updates
- VI. Old Business (Provost Stinson)
 - i. Instructional Delivery Plan
 1. SP 2021 face to face as scheduled beginning 1/19. Please be sure to check your email during winter break to ensure that you are aware of the most current version.
 2. Modalities described as simplified
 3. Instructional calendar reiteration as the information was provided in a Monday message,
 4. Spring break moved to the end of the term, and classes can continue during this time as long as no travel occurs.
 5. Classroom/Work Expectations
 1. No food to be consumed during classes.
 2. Do not come to school if ill.
 3. If you requested accommodations, please be sure to report so these can be tracked.
 4. Application for telecommuting may be necessary.
 6. Question: When will the information regarding the Instructional Delivery Plan be posted?
 7. Answer (Provost Stinson): This will be posted once the items are resolved (e.g. Grades Due)
 8. Question: Is there any pressure on a particular form of delivery?
 9. Answer (Provost Stinson): We want to make sure the workforce is secure. President Pemberton will share results of the Fall student survey at the Faculty Association meeting (preliminary review noted at least 800 responses from the survey). A brief overview of a few metrics from the survey were stated. One of the concerns with delivery has been the availability of webcams in classrooms. The Owl cameras we ordered are here and will be



installed in classrooms over Thanksgiving break. This will allow us to redistribute the other cameras to classroom where needed.

10. Leif – Instructional Delivery Plan - previous discussion centered around what to call the “emergency remote instruction” delivery mode. Since the Instructional plan was developed, we do not need new terminology, rather since we have modalities defined it does not matter anymore.
- ii. Comments on drafting a SCE policy
 1. Question: Why are these sent out so early?
 2. Answer (Grace Anderson): We have early ending courses and were part of one administration. We have modified the administration dates so these will go out after the last day to withdraw with a “W.”
 3. Question: Why do we get the results so late?
 4. Answer (Grace Anderson): When the reports are provided before break, they are still faster than our peer institutions. We have a new system and are estimating how long it will take to process the results. We will have a better idea of the process this after this administration. SEC reports are prioritized so those who are up for review are up first. Additionally divisions release the SEC results at different times as well.
 5. Statement: No SECs are generated when there are less than five students. This seems to be a really low number because if a 50% answer rate is met, that means there are only three data points.
6. Statement (Leif Hoffmann): Senate may not be the best place to discuss this topic, perhaps a committee can review and create a draft to bring back to senate. Faculty Affairs or Student Affairs were suggested as possible committees to draft language.
7. Student Affairs Committee was selected to create a draft.

VII. New Business

- i. Faculty chair-elect update
 1. One nomination so far: Sue Hasbrouck
 2. Additional nomination for the Faculty Association meeting on Nov. 19, 2020
- ii. Program performance
 1. SBOE – Program Prioritization was done in 2014 due to a Governor’s mandate.
 2. 2016-2017 process embedded in the Unit Assessment Report (UAR) process
 3. Data were not consistent or easy to review across departments/programs
 4. We settled on the new policy (published 2019) and three indicators: 1. cost, 2. completions, 3. Enrollments (report is available on the Provost webpage)
 5. Quintile 5 language (“may not be”) is purposeful and the college and mission has changed since the last report.
 6. All quintiled programs must respond to the items to be submitted to the Provost.
 7. No matter how frequently we conduct this process 20% of the programs will always end in the 5th quintile. Some programs are expensive with few students and may always be in this process. These programs will need to critically look at the information and make recommendations that may be necessary to improve the program cost/completion/enrollment.
 8. While the quintiles are useful for discussion and improvement, it may not be the best way to share this with the public due to misunderstandings regarding data and the potential for unintended negative consequences that may be an outcome from public commentary.



1. Statement: We had real trouble setting future enrollment targets. Institutional Research could help give us some national/State projections. More information would be helpful.
2. Answer (Provost Stinson): Data on our 2017 numbers when we were at a high for enrollment and programming. Comparison to programs at other institutions may be one way to get better numbers. – President Pemberton: Enrollment targets for units/divisions/disciplines have been prepared and presented to deans and division chairs. We should be using that document.
3. Question: What determines whether a program in Quintile 5 is discontinued?
4. Answer (Provost Stinson): There may not be an across-the-board answer. [Some programs will always end up in Quintile 5 due to high material costs, which does not say anything about how valuable they are to our institution.]
5. Question: What metric was used to determine “Program Cost”, was that a broad spectrum or specific to program...
6. Answer (Provost): We used the budget book and looked at the cost per program from the budget books. This allowed for consistency rather than capturing all resources.
9. We would not go through this process if we didn’t need to do it. The State mandates we do this. I am happy to come to division meetings for further discussion.

VIII. Committee Reports

- i. Budget, Planning and Assessment –
- ii. Curriculum – the following are slated to be inactivated:
 1. BTS-AAS: Administrative Management AAS – Job prospects are low
 2. BTS-CERT: Office Technology ITC
 3. BTS-CERT Administrative Management ATC

Discussion: Several senators would have appreciated having the information prior to the meeting. It was provided to Leif only the day prior rather and it would be helpful to continue the practice of being able to send out this information to senators one week in advance.

Question: Did the division bring this forward?

Answer (Billy): yes

Question (Provost Stinson): What is the mechanism that senators may use to view this?

Answer: This is the role of the curriculum committee membership. Representatives are elected by division and the information should be discussing these items in their respective divisions.

Question: Is there an imperative/rush to complete this process?

Answer (Provost Stinson): There are many steps involved in this process and it takes time.

Motion to approve the curriculum changes as a slate made by Eric Martin, 2nd Royal Toy, motion passed (8 yes, 6 no 3 abstentions)

New programs that have been proposed:

1. Business Informatics – New Program
2. Nursing Management Leadership
3. Culinary Arts AAS



4. Graduate Sports Coaching CERT

- iii. Faculty Affairs –
- iv. General Education – No Report
- v. Student Affairs – No Report

IX. Good of the Order

- i. Recording of the meeting can be found at :
https://lcsc.zoom.us/rec/share/JcHSE2TUpIPetDE8ikGfOWh78BTELLkqn7GAUw3IEThSVCHEAE-K0PAODqX2tU2T.TpixTaPGbOGRg_2k
Access Passcode: z%EUL0.+

Motion to adjourn the meeting this meeting made by Eric Martin, 2nd by Lauren Connolly, motion approved (16 yes).