

MINUTES  
 UAF FACULTY SENATE MEETING #96  
 MONDAY, SEPTEMBER 25, 2000  
 WOOD CENTER BALLROOM

I The meeting was called to order by President Duffy at 1:30 p.m.

A. ROLL CALL

MEMBERS PRESENT:

Bandopadhyay, S.  
 Box, Mark (B. Cooper)  
 Bruder, J.  
 Curda, L.  
 Davis, M.  
 Duffy, L.  
 Eicken, H.  
 Gardner, J.  
 Garza, D.  
 Hartman, C.  
 Illingworth, R.  
 Lin, C.  
 Lincoln, T.  
 Mason, J.  
 Mortensen, B.  
 McLean-Nelson, D.  
 McRoy, P.  
 Robinson, T.  
 Rosenberg, J.  
 Roth, M.  
 Rybkin, A.  
 Svazo, N.  
 Weber, J.  
 Wens, J.  
 Zilberkant, E.

MEMBERS ABSENT:

Arason, A.  
 Butcher, B.  
 Kramer, D.  
 Mannon, T.  
 Murray, M.  
 McBeath, J.  
 Shepherd, J.

OTHERS PRESENT:

DeLaca, T.  
 Gregory, G.  
 Layral, S.  
 Martin, W.  
 McLean, D.  
 Reichardt, P.

NON-VOTING MEMBERS PRESENT:

Banks, S. - President, ASUAF (S. Pedersen)  
 Culbertson, S. - President, UAFSC  
 Collins, J. - Dean, SOM  
 Leipzig, J. - Dean, CLA  
 Tremarello, A - University Registrar

NON-VOTING MEMBERS ABSENT:

Graduate Student, GSO

B. The minutes to Meeting #95 (May 1, 2000) were approved as distributed via e-mail.

C. The agenda was approved as distributed via e-mail.

II Status of Chancellor's Office Actions

A. Motions approved:

1. Motion to amend the Graduate Degree Requirements.
2. Motion to amend the UAF Faculty Appointment and Evaluation Policies & Regulations for the Evaluation of Faculty.
3. Motion to approve the deletion of the B.A. & B.S. in Physical Education & Exercise Science.
4. Motion to amend the policy on Minors available for the B.A. degree.
5. Motion to amend Article V: Committees, of the Bylaws.
6. Motion to approve the Certificate and AAS degree



the Chancellor's Cabinet. At that level advisory committees give their input. All planning takes place under the umbrella of the mission statement and the strategic plan.

Peter McRoy asked about the role of the Faculty Senate in early levels of planning. Reichardt indicated that the Faculty Senate has representation at all levels up to the Chancellor's cabinet.

Provost Reichardt then spoke on the Strategic Plan. Six working groups met over the summer to work on a revised draft of the Strategic Plan. Two groups are doing some revision work to develop a more focused plan. At the end of the month a revised draft of the Strategic Plan 2005 will be on the web for review.

Provost Reichardt has initiated an academic leadership institute. The institute is an experiment in getting a group of interested UAF people together to explore the concept of leadership in an academic setting. This year the group will meet one Saturday each month. Each session will have a theme, a guest speaker or presenter, and small groups working on case studies. Ten members will make up the first academy including seven faculty and three staff. Provost Reichardt hopes to hold some version of this leadership academy each year.

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#### UAF's Academic Leadership Institute

September 19, 2000  
Paul Reichardt

This academic year I am organizing and hosting the first UAF Academic Leadership Institute. The institute will consist of nine half-day meetings (one Saturday morning each month) at which a group of ten UAF faculty and staff, along with facilitators, will explore the concept of leadership in an academic setting. The "course" consists of a required reading list of about a half dozen books on leadership and higher education and the series of meetings, each of which will contain a presentation by an invited speaker/leader, a question and answer session on that month's topic, and group work on a case study. The ten faculty and staff who are "enrolled" in this year's institute were selected, pretty much on a first-come-first-served basis, from those who responded within a few days to an invitation which was sent to Deans, Directors, and the Faculty Senate for distribution at the end of August.

The impetus for this institute comes partially from an experience which I share with many other academic administrators: little or no preparation for formal academic leadership. However, it also derives in part from my belief that academic leadership comes in many different forms from people in many different positions within academia. This institute is an experiment in exploring how we might develop thinking about and preparing for academic leadership at UAF. My hope is that this year's institute will be successful enough that we will continue it in some form in the future.

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On November 9th there will be a Department Chair workshop. Two different sessions are planned with one in the morning and one in the afternoon. Provost Reichardt hopes to have a workshop each semester. The agenda for this first one is the role of department chairs, division coordinators, and program managers. It will be run as a panel discussion. Another topic will be the position of department chair with respect to outcomes assessment.



Senate. ASUAF is redesigning their web site and includes a new student web server. Other areas they are working on include a student saver program. This is a program which provides students discounts



### III. Procedures

A. A student wishing to appeal an academic decision other than a grade assignment must first request an informal review of the decision.

1. Notification must be received by the Provost within 15 days from the first day of instruction of the semester in which the decision takes effect.
2. There may be extenuating circumstances when the deadlines cannot be met due to illness, mail disruption, or other situations over which the student may have no control. In such a case, upon request from the student, the Provost, after review of supporting documentation provided by the student, may adjust the deadlines accordingly. An extension of the deadline will be limited to one semester but every effort should be made to complete the appeal process within the current semester.
3. The Provost will request the appropriate department chair or dean to conduct an informal review of the decision and a determination of whether the original decision should be overturned or changed in any way. This review shall take no more than ten (10) days.
4. The Provost will consult with the student on the department chair/dean's recommendation. If the student does not find that recommendation acceptable, he/she may request the Provost to conduct a formal review.

B. The formal review will be conducted as follows.

1. This review is initiated by the student through a signed, written request to the Provost.
  - a. The student's request for review may be submitted using university forms specifically designed for this purpose and available from the Office of the Provost.
  - b. By submitting a request for a review the student acknowledges that no additional mechanisms exist within the university for the review of the decision, and that the university's administration can not influence or affect the outcome of the review.
  - c. The request for a formal review must be received no later than 10 days after the student has learned the outcome of the informal review (IIIA4).
  - d. The request must detail the basis for the allegation that the decision was made on a basis other than sound professional judgment based upon standard academic policies, procedures and practices.
2. The Provost will appoint a 5 member review committee composed of the following:
  - a. One tenure-track faculty member from the academic unit in which the decision was made.

- b. Two tenure-track faculty members from within the college or school but outside of the unit in which the decision was made. If available, one of these two members will be selected from the members of the UAF Faculty Appeals and Oversight Committee.
  - c. One tenure track faculty member from outside the college or school in which the decision was made. If available, this member is to be selected from the members of the UAF Faculty Appeals and Oversight Committee.
  - d. The fifth member to be appointed by the Provost will be a non-voting student representative.
  - e. The campus judicial officer or his/her designee shall serve as a nonvoting facilitator for appeals hearings. This individual shall serve in an advisory role to help preserve consistent hearing protocol and records.
  - f. The department chair of the program in which the decision was made will act as the program's monitor of all proceedings.
3. The committee must schedule a mutually agreeable date, time and location for the appeal hearing within 10 working days of receipt of the student's formal request.
- a. During this and subsequent meetings, all parties involved shall protect the confidentiality of the matter according to the provisions of the Family Educational Rights and Privacy Act (FERPA) and any other applicable federal, state or university policies.
  - b. Throughout the proceedings, the committee will encourage a mutually agreeable resolution.
  - c. The mandatory first item of business at this meeting is for the committee to rule on the validity of the student's request. Grounds for dismissal of the request for review are:
    - 1) This is not the first properly prepared request for appeal.
    - 2) The request was not made within the policy deadlines.
  - d. In the event that the committee votes to dismiss the request, a written notice of dismissal must be forwarded to the student, instructor, department head and dean within five days of the decision, and will state clearly the reasoning for the dismissal of the request.
4. Acceptance for consideration of the student's request will result in the following:
- a. A request for and receipt of a formal response from the program to the student's allegation.
  - b. A second meeting scheduled to meet within 10

days of the decision to review the request.

- 1) The student and a representative of the program will be invited to attend the meeting.
  - 2) The meeting will be closed to outside participation, and neither the student nor instructor may be accompanied by an advocate or representative. Other matters of format will be announced in advance.
  - 3) The proceedings will be tape recorded and the tapes will be stored with the campus Judicial Officer.
  - 4) The meeting must be informal, non-confrontational and fact-finding, where both the student and instructor may provide additional relevant and useful information and can provide clarification of facts for materials previously submitted.
5. The final decision of the committee will be made in private by a majority vote.
- a. Actions which the committee can take if it accepts the student's allegation may include, but are not limited to, the following:
    - 1) direct the program to reconsider the decision,
    - 2) provide a final alternative decision.
  - b. The academic decision review committee proceedings will result in the preparation of written findings and conclusions.
  - c. A formal, written report of the decision must be forwarded to the student, program/department chair, dean and Provost within five days of the meeting. The Provost shall then be responsible for communicating the decision to other relevant offices (e.g., Admissions, Registrar).
  - d. The decision of the committee is final.
- C. The entire process must be completed by the end of the semester in which the decision first took effect.

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B. Motion to amend the UAF Faculty Appointment and Evaluation Policies & Regulations for the Evaluation of Faculty, Faculty Appeals & Oversight

Norm Swazo indicated that this motion was to put the use of standards and indices back into the regulations. Larry Duffy indicated that this motion was approved by the Senate last year on a temporary basis pending further committee review. Paul Reichardt asked that we see how well the election process goes this year and if necessary look at ways to speed up the election process. The motion passed without objection.

MOTION:





review committee may nominate one of its

- G. Faculty Development, Assessment & Improvement -  
T. Robinson

A report was attached to the agenda.

- H. Graduate Academic & Advisory Committee - J. Gardner

A report was attached to the agenda.

- VIII Public Comments/Questions - none

- X Discussion Items

- A. Evaluation Process for Administrators

Norm Swazo indicated that the Faculty Appeals & Oversight Committee would like to bring these guidelines forward to the Senate. They will be discussing changes in committee meetings and will bring this back to the Senate at the October meeting.

Peter McRoy asked what is the expected outcome of such a review process. Norm Swazo indicated that this gives faculty involvement in assuring performance accountability for administrators. Larry Duffy asked that Senator's take this issue back to their department for comments.

- X Members' Comments/Questions -

Sukumar Bandopahyay has agreed to be on the search committee for the Dean of Enrollment Management.

Peter McRoy raised the question of the Faculty Senate's involvement in the budget process. Larry Duffy indicated that the Senators need to communicate to him and also through their departments and deans.

Mike Davis asked about the Senate involvement in legislative elections. Norm Swazo indicated that Gerry McBeath as head of the union's Political Action Committee was organizing meetings with legislative