

UAA Faculty Senate
Agenda
March 2, 2007
2:30 – 4:30 p.m. – LIB 309

I. Call to Order

II. Roll

2006-2007 Officers:

- | | |
|--|--|
| <input type="checkbox"/> Kerri Morris, President | <input type="checkbox"/> Caedmon Liburd, Chair, UAB |
| <input type="checkbox"/> Bogdan Hoanca, 1 st Vice President | <input type="checkbox"/> Jocelyn Krebs, Chair, GAB |
| <input type="checkbox"/> Debbie Narang, 2 nd Vice President | <input type="checkbox"/> Greg Protasel, Past President |
| | <input type="checkbox"/> Robert Crosman, Parliamentarian |

2006-2007 Senators:

- | | | |
|---|---|---|
| <input type="checkbox"/> Andy Veh | <input type="checkbox"/> Jackie Cason | <input type="checkbox"/> Sean Licka |
| <input type="checkbox"/> Ann McCoy* | <input type="checkbox"/> Janice High | <input type="checkbox"/> Shelley Theno |
| <input type="checkbox"/> Anne Bridges | <input type="checkbox"/> Jeff White | <input type="checkbox"/> Steve Godfrey |
| <input type="checkbox"/> Brad Bradshaw | <input type="checkbox"/> John O. Riley | <input type="checkbox"/> Susan Kalina |
| <input type="checkbox"/> Bruno Kappes | <input type="checkbox"/> Kenrick Mock | <input type="checkbox"/> Tara Smith |
| <input type="checkbox"/> Carol Coose | <input type="checkbox"/> Maria Ippolito | <input type="checkbox"/> Terri Olson |
| <input type="checkbox"/> Catherine d'Albertis | <input type="checkbox"/> Maureen O'Malley | <input type="checkbox"/> Tim Hinterberger |
| <input type="checkbox"/> Dan Kline | <input type="checkbox"/> Ping Tung Chang | <input type="checkbox"/> Tim Jester |
| <input type="checkbox"/> Dave Fitzgerald | <input type="checkbox"/> Rashmi Prasad | <input type="checkbox"/> Timothy Gail |
| <input type="checkbox"/> Diane Erickson | <input type="checkbox"/> Robert Boeckmann | <input type="checkbox"/> Toni Croft |
| <input type="checkbox"/> Genie Babb | <input type="checkbox"/> Robert McCoy | <input type="checkbox"/> Trish Jenkins |
| <input type="checkbox"/> Gerry Busch | <input type="checkbox"/> Sally Bremner | <input type="checkbox"/> Vacant- SOENGR |
| <input type="checkbox"/> Hilary Davies | <input type="checkbox"/> Sam Thiru | |
| <input type="checkbox"/> Jack Pauli | <input type="checkbox"/> Sarah Kirk | |

III. Agenda Approval (pg. 1-2)

IV. February 2, 2007 Meeting Summary Approval (pg. 3-5)

V. Officer's Reports

- A. President's Report (pg. 6-7)
- B. First Vice President's Report
- C. Second President's Report

VI. Boards and Committees

- A. Graduate Academic Board (pg. 8)
- B. Undergraduate Academic Board (pg. 9)
MOTION: E Board, UAB, and GAB recommend that Faculty Senate resolve to support the Honors College Proposal presented by Provost Michael Driscoll.
- C. University-wide Faculty Evaluation Committee
- D. Academic Computing, Distance Learning and Instructional Technology (pg. 10)

- E. Budget, Planning, and Facilities Advisory Committee- BPFA
- F. Committee on Committees
- G. Diversity Committee
- H. Faculty Grants and Leaves Committee
- I. IUAC- Evaluation of Deans & Directors Update
- J. Library Advisory Committee (pg. 11)
- K. Professional Development Committee (pg. 12-21)
MOTION: The Professional Development Committee of the Faculty Senate would like to present to the Faculty Senate at the March 2, 2007 meeting the revisions to the CAFÉ Advisory Council's Policies and Procedures and to move that the Senate approve these revisions.
- L. Student Academic Success Committee

VII. Old Business

VIII. New Business

- A. Retirement Fund Resolution- John Mouracade
MOTION:
- B. Student Success

IX. Reports

- A. Chancellor Elaine Maimon
- B. Provost Michael Driscoll
- C. Vice Chancellor Gebe Ejigu
- D. Vice Chancellor Linda Lazzell (pg. 22-23)
Written report only

X. Informational Items & Adjournment

Reception following Faculty Senate meeting

UAA Faculty Senate
Summary
February 2, 2007
2:30 – 4:30 p.m. – LIB 309

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| <input checked="" type="checkbox"/> Hilary Davies | <input type="checkbox"/> Sam Thiru | |
| <input type="checkbox"/> Jack Pauli | <input checked="" type="checkbox"/> Sarah Kirk | |

III. Agenda Approval (pg. 1-2)
Approved

IV. December 1, 2006 Meeting Summary Approval (pg. 3-6)
Approved

V. Reports

A. Chancellor Elaine Maimon (pg. 7-10)

B. Provost Michael Driscoll

C. Vice Chancellor Gebe Ejigu

VI. Officer's Reports

A. President

MOTION: UAA Faculty Senate unanimously wishes to convey a strong vote of confidence for Chancellor Maimon and moves that Statewide and President Hamilton make every effort to retain our chancellor.
Motion passed unanimously

- B. First Vice President's Report
- C. Second Vice President's Report

VII. Boards and Committee Reports

- A. Graduate Academic Board (pg.11)
Curriculum approved
- B. Undergraduate Academic Board (pg. 12-14)
Curriculum approved
Resident Credit Motion approved
- C. University-Wide Faculty Evaluation Committee
- D. Academic Computing, Distance Learning and Instructional Technology (pg. 15-19)
Correct Will Jacobs name

MOTION: The ACDLIT Committee of the UAA Faculty Senate supports the option that emedia report to CAFÉ.
Approved

MOTION: Further the committee recommends that the vacant E leadership position be filled to provide needed direction and expertise for E-learning development.
Approved

- E. Budget, Planning, and Facilities Advisory Committee - PBFA

MOTION: UAA Faculty Senate supports the resolution to rename the Commons to the Edward Lee Gorsuch Commons.
Approved

- F. Committee on Committees
- G. Diversity Committee (pg. 20)
- H. Faculty Grants and Leaves Committee (pg. 21-22)
MOTION: Amendment to rating sheet for sabbatical leave
Unanimously approved
- I. IUAC – Evaluation of Deans & Directors Update
- J. Library Advisory Committee
- K. Professional Development Committee
- L. Student Academic Success Committee

VIII. Old Business

IX. New Business

A. Paperless Process

X. Informational Items & Adjournment

A. GER Templates (pg. 23-38)

Cyndi Spear Retirement Reception – February 2 in ADM 204

Meeting Adjourned

**President's Report
March 2007**

Chancellor Transition

Resolutions passed last month were forwarded to the appropriate parties. The vote of support for Chancellor Maimon was sent to President Mark Hamilton and to the Board of Regents. No action was taken by them.

The Executive Board of Faculty Senate met with Hamilton on Friday, February 23, 2007 to discuss candidates for Interim Chancellor and the transition period. E Board endorsed two names. In addition, the E Board asked that the Interim be appointed for a one-year term, during which a search for a permanent Chancellor would be undertaken. However, President Hamilton is committed to a two-year interim.

Governance leaders (Kim Stanford, Bob Kizer, and I) met with a faculty/staff group on Thursday, March 1 to provide an update on the current situation and to gather responses.

Student Success and Faculty Alliance

Student Success document. Please take a look at this document. I would like to gather as many comments as possible before responding to it at our next Alliance meeting.

Vince Tinto will be on campus March 26th. This visit has been arranged by Statewide. Its purpose is to "Gain an understanding of best practice with regard to student success in the classroom and create an action plan for improvement for UA units."

My questions about this visit and this document:

- Do we need a statewide plan? Can a statewide plan serve the needs of all three universities as well as all of the campuses they include?
- My understanding was that we (UAS, UAF, and UAA) were agreed that we needed money for advising. What happened to funding for advising? Instead we're bringing a speaker to two of the three campuses.
- Why is money for this visit (almost non-existent) and for other aspects of Students Success funneled through statewide administrators?

I recommend that we ask the Provost for a Student Success Task Force that includes our UAA experts in student readiness and college success, a representative group that weighs in on all matters relating to "student success." I am concerned that the rubric of "student success" will be a way for Statewide to apply significant amounts of money and substantive policy revision to our programs without our consent. It seems to me that Faculty Alliance is too far up the chain of faculty governance to fairly and broadly represent faculty on this issue. In addition, I feel that it's crucial that Student Services be included in any conversation about Student Success. The Task Force should include the following people: Faculty Senate President or representative, Chair of Student Academic Success Committee, Undergraduate Academic Board representative, Student Services representative, Provost representative.

Family Friendly Campus

Next up: April is poetry month and Alliance will sponsor a poetry reading for children of staff and faculty in the bookstore. More information later.

IDEA

Tim Hinterberger, Jeff White, and Kim Perkins (Academic Affairs) have held several training sessions for faculty involved in the Spring pilot. Diane Byrne and her team in IT have been providing software and logistics support. Everything is on schedule.

Proposed Changes to the Bylaws regarding committee membership on the UFEC

Comments:

Changes in numbers of committee members:

We propose this increase because of significant increases in the number of files that the committee has been asked to review in the past few years and will be asked to review in the coming years.

Full professor requirement:

The current phrasing of the bylaw regarding full professors is unwieldy because it seems to rule out tenured associate professors on the first ballot of elections each year. (eg How is the nominations committee to know that there are insufficient numbers of full professors willing to serve?) However, EBoard is aware that reviews for promotion to full professor need the insight of those who have already been promoted to that rank.

Elimination of Bipartite Vocational:

It is our understanding that this "workload category" was created by the committee rather than by ACCFT in order to solve conflicts more than a decade ago. However, the existence of this category is now creating conflicts because there are so few tenured faculty members considered "bipartite vocational." Consistent with this, few faculty members in this category have tenure-track workloads.

Term of Appointment:

In order to encourage continuity on the committee, we are asking that the terms be increased to three years.

s. Composition of the University-wide Faculty Evaluation Committee

The Faculty Senate shall establish one University-wide Faculty Evaluation Committee consisting of a total of ~~20 members, 5 of which must be tenured full professors and 15 of which must be tenured associate or full professors, 10 from each workload track (Bipartite and Tripartite).~~ No more than ~~four~~ faculty members may be from an individual school or college in ~~either the Bipartite or Tripartite workload category.~~ All faculty members who serve on this committee shall be elected by the faculty at large to ~~three~~-year terms. No one on a promotion or tenure committee at a prior level, and no one standing for promotion or tenure is eligible to serve on the committee. Elections shall be held annually, and in each year seven or eight members shall be elected. No faculty member who holds an administrative appointment (dean, associate dean, assistant dean) in the University is eligible. No member may be elected to more than two successive ~~three~~-year terms. The committee shall establish subcommittees composed of committee members for the purposes of evaluation of individual faculty. Each subcommittee shall include a majority of representatives from the same workload track as the faculty member being evaluated.

Revised Version

The Faculty Senate shall establish one University-wide Faculty Evaluation Committee consisting of a total of 20 members, 5 of which must be tenured full professors and 15 of which must be tenured associate or full professors, 10 from each workload track (Bipartite and Tripartite). No more than four faculty members may be from an individual school or college in either the Bipartite or Tripartite workload category. All faculty members who serve on this committee shall be elected by the faculty at large to three-year terms. No one on a promotion or tenure committee at a prior level, and no one standing for promotion or tenure is eligible to serve on the committee. Elections shall be held annually, and in each year seven or eight members shall be elected. No faculty member who holds an administrative appointment (dean, associate dean, assistant dean) in the University is eligible. No member may be elected to more than two successive three-year terms. The committee shall establish subcommittees composed of committee members for the purposes of evaluation of individual faculty. Each subcommittee shall include a majority of representatives from the same workload track as the faculty member being evaluated.

Deleted: fifteen (15) tenured full professors, five (5) from each workload track (Bipartite-Vocational, Bipartite-Academic, and Tripartite-Academic).

Deleted: two (2)

Deleted: ach

Deleted: -Academic

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Deleted: Tenured associate professors will be elected if there are insufficient numbers of full professors to staff the committee.

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Deleted: and at least one member from each of the other tracks.

Program/Course Action Request

- A. CAS**
- | | | | |
|-----|-----|-------|--|
| Chg | PSY | A624 | Group Therapy (3 cr) (3+0) |
| Chg | PSY | A626 | Family Therapy (3 cr) (3+0) |
| Chg | PSY | A631 | Cognitive Behavior Therapy (3 cr) (3+0) |
| Chg | PSY | A638 | Child Clinical Psychology (3 cr) (3+0) |
| Del | PSY | A643 | AIDS and Substance Abuse Counseling (3 cr) (3+0) |
| Del | PSY | A645 | Advanced Psychotherapy Skills (3 cr) (3+0) |
| Chg | PSY | A665 | Psychotherapy Practicum (1-3 cr) (2+10-20) |
| Del | PSY | A665A | Psychotherapy Practicum: Psychological Assessment (1 cr) (2+4) |
| Del | PSY | A665C | Psychotherapy Practicum Community Agency (1-3 cr) (2+4-12) |
| Chg | PSY | A670 | Psychotherapy Internship (3-6 cr) (2+20-40) |
| Del | PSY | A685L | Quantitative Methods in Psychology Lab (1 cr) (0+3) |
| Chg | PSY | A689 | Advanced Psychological Assessment (3 cr) (3+0) |
| Chg | PSY | A695 | Teaching Practicum in Psychology (3 cr) (2+8) |
| Chg | PSY | A698 | Individual Research (1-3 cr) (0+3-9) |
- B. CBPP**
- | | | | |
|-----|----|------|-----------------------------------|
| Add | BA | A699 | Thesis (3 cr) (3+0) |
| Chg | | | Master of Business Administration |
- C. SOENGR**
- | | | | |
|-----|----|------|--|
| Chg | | | Master of Science, Engineering Management; Master of Science, Science Management |
| Add | CE | A603 | Arctic Engineering (3 cr) (3+0) (stacked w/ CE A403) |

Informational Item

- | | | | |
|-----|----|------|---|
| Chg | PM | A590 | Project Management (Selected Topics) (0.2-5.0) (2-60+0) |
|-----|----|------|---|

Program/Course Action Request

A. CAS

Chg PSY A111 General Psychology (3 cr) (3+0)
Chg PSY A150 Lifespan Development (3 cr) (3+0)
Chg MATH A054 Prealgebra (3cr) (3+0)
Chg MUS A140 Fingerstyle Guitar I (2 cr) (2+0)
Chg MUS A141 Fingerstyle Guitar II (2 cr) (2+0)

B. CBPP

Add Occupational Endorsement Certificate, Logistics

ACDLIT Committee of the UAA Faculty Senate:
Report of Meeting Friday Feb. 16, 2007
From 2:00-4:00 pm in RH 303

Members Present: Carol Coose, Chair, David Meyers, Kathi Baldwin, Jackie Cason, Kenrick Mock and Shane Southwick.

New Business: Kathi Baldwin reported about the 5 presentations which were accepted for the Learner-Centered Symposium on Mar. 2 in Lib. 307, 10:30am-2pm. The committee then discussed and planned the format and timing for the presentations and the lunch break. It was decided to have an Open Forum for the lunch break with opening comments by the Provost Driscoll, and moderated by Jackie Cason. The focus will be “Envisioning the Future of Technology at UAA”. Kathi will develop a draft of the invitation/announcement and get it to members for approval prior to sending to CAFÉ for final distribution to faculty. RSVP will be needed to plan the lunch. The committee also discussed the development of a Bb survey for students to provide information on faculty they see as using technology effectively in the classroom. Kathi will also develop a draft of this survey based on the discussion and send out for committee approval.

Committee memberships and reports –

1. UTC-Dave Meyers reported that UTC meeting was cancelled this month, but the plans for the cancelled meeting had been to discuss the results of the UTC Strategic Planning all day retreat on Jan. 19 with Will Jacobs.
2. eLearning- Kathi Baldwin reported on the actions of e-Learning Workgroup, including that the plan to develop a web site with information on all the technologies supported by UAA (technology toolkit for faculty use), is moving forward as planned.
3. Classroom Technology-Kenrick Mock presented a written report and discussed it with the committee. Summary: R. Whitney has not responded as yet on availability of funds for new Smart Classrooms this year. Short ‘cheat-sheets’ on operating classroom technology have been placed in all smart classrooms. Chris Strum will be promoting ‘smart classrooms’ in department meetings on campus. The working group will be putting together recommendations for a maintenance schedule for the smart classrooms and to encourage funding be designated for this. Kenrick will organize a meeting of faculty to explore use of PRS ‘Clickers’ on campus in an attempt to standardize this (currently 3 different types in use?).

Old business-

1. Kathi Baldwin reported that R. Whitney has asked for definitions of 6 technology terms and suggested that ACDLIT might help with developing the definitions. Kathi will send the list out to committee members.
2. Symposium on Learner-Centered Education (Mar.2, 2007)- Kathi has a total of five (5) presentations for this symposium (see above planning).
3. Shane Southwick reported that **e-media** is eager to be placed as reporting to CAFÉ and wondered if the Faculty Senate could assist with this process, as it appears to have gone to the Provost and is possibly stalled there. Shane also reported on the progress of the committee working with the Continuing Improvement Model (CIM) for Peer Review of distance courses. The group has reviewed Randy Magen’s blended course and is planning to examine Gunnar Knapp’s class next. There have not been any decisions on how this review will be utilized and how or when the process will be continued, etc.

Adjourned about 3:15pm-----**Next meeting: Mar. 16, 2007, 2-4pm in RH 303**

LIBRARY ADVISORY COMMITTEE (LAC) REPORT TO UAA FACULTY SENATE
FEBRUARY 2007

- ATTENDANCE

Gina Boisclair, Sally Bremner (Co-Chair), Anne Bridges (Co-Chair), Steve Godfrey, Chris Hanson, Hiroko Harada, Janice High, Garry Kaulitz, Sean Licka, Robert McCoy, Steve Rollins, Mary Rydesky, Steven Shore

- SITE LICENSING for CITATION MANAGEMENT SOFTWARE

Demonstrations and discussions on EndNotes and RefWorks continued through January to help make a recommendation to Dean Rollins on how best to use the UTC \$16,000 allocation. The costs enabled LAC to recommend both be available to UAA, the MAU'S and APU. Library Instruction classes will be planned once the software is up and running.

- ANTI-PLAGIARISM SOFTWARE

Demonstrations are being arranged for a couple of programs on 2/23/07. Details will be presented at the March meeting.

- LIBRARY PRIZE

Advertising was done in December, the Front Desk adds an advertising strip to each book checked-out, and an article in the Northern Lights is pending. However, more publicity is needed.

- FREE-STANDING LIBRARY MAPS

A meeting occurred with UAA librarians who had worked on this project in the past. The main advice was that the map must be simple and easily available. In the next month, a survey will be conducted at UAA and APU to find out the key items that people want on the Consortium Library map. Other university maps will be studied, including on-line versions. Once recommendations are finalized, the project will be commissioned out to a company that specializes in library maps.

- ART WORK FOR THE MUSIC LISTENING ROOM.

This project group is looking at media images, the jazz collection and the combination of music and color. In March, they will present a detailed plan.

- UP-DATE on SAFE LIBRARY ACCESS FOR MEMBERS OF APU

There is now a 24 hour pick-up service available, and there will be a new trail that is closer to the road.

- NEXT MEETING

March 2nd 2007 at 11:30 a.m. in the Dean's Conference room, on the third floor of the Consortium Library (302A).

Prepared by Anne Bridges,
Co-Chair of the LAC.

Faculty Senate Professional Development Committee Report February 2007

The CAFE Advisory Council invited members of the Faculty Senate Professional Development Committee (PDC) to attend its February 2, 2007 meeting. The PDC held a brief meeting following the CAFE Advisory Council meeting.

In attendance at PDC Meeting: Patricia Grega, Mari Ippolito, Susan Kalina and John Mouracade

Goals for the semester: to forward the CAFE Advisory Council's revised policies and procedures to the Faculty Senate and to review and revise the PDC's bylaws.

1) **CAFE Advisory Council Policies and Procedures.** These were sent out to the committee members by e-mail for discussion and a vote. The Committee voted to forward these to the Faculty Senate.

2) **Professional Development Committee Bylaws.** The PDC began the review by e-mail and will discuss the bylaws on March 2 following the CAFÉ Advisory Council meeting.

Next Meeting: Members of PDC are invited to attend the Café Advisory Council Meeting on Friday, March 2, 2007 from 12:30 to 2:00 in LIB 306. PDC will hold a short meeting 2:00-2:30 before the Faculty Senate Meeting.

February 25, 2007

To: Kerri Morris, President, UAA Faculty Senate

The Professional Development Committee of the Faculty Senate would like to present to the Faculty Senate at the March 2, 2007 meeting the revisions to the CAFÉ Advisory Council's Policies and Procedures and to move that the Senate approve these revisions.

Both the revised Policies and Procedures and a version showing the changes are attached.

Respectfully submitted by Susan Kalina, Acting Chair, Professional Development Committee

Cc: Christine Tullius

**Center for Advancing Faculty Excellence Advisory Council
Policies and Procedures
University of Alaska Anchorage**

(Approved by the CAFE Advisory Council, December 1, 2006)

[Items to be deleted are bracketed and noted in red] *Items to be added are italicized in blue*

This organization shall be known as the Center for Advancing Faculty Excellence (CAFE) Advisory Council.

Article I - Purpose

A. As representatives of the UAA Faculty Senate, the CAFE Advisory Council (Council) shall advise and assist the CAFE Director in promoting the mission of CAFE. *The Council shall:*

- Assist the Director in establishing annual goals that reflect the mission of CAFE.
- Assist the Director in establishing priorities for each semester's activities.
- Provide advice and assistance to the CAFE Director and staff for the development and implementation of effective support programs for faculty.
- Assist the Director in the development *and review* of an on-going evaluation mechanism for CAFE programs.
- Provide advice and recommendations to the Director in preparing budget requests.
- Provide advice and assistance to the Director on administrative issues.
- Provide advice for inter-MAU cooperation on projects.
- Make recommendations regarding faculty development through CAFE to UAA, the University of Alaska, local, or state entities.

B. **[Represent] *As representatives of UAA faculty constituencies, the Council shall:***

- Assist in the dissemination of information on available campus faculty development programs.
- Seek input from faculty concerning what development programs are desired.
- Seek input from faculty concerning the quality of campus development programs.
- Ensure **[that all]** *a broad range of* faculty groups and interests are represented.

C. **[Inform] *As representatives of the UAA Faculty Senate, the Council shall* report outcomes**

of deliberations and summary of activities to the Faculty Senate Professional Development Committee (PDC), which will then inform the Faculty Senate (see organizational chart).

D. [Advise the] *As an advisor to the Provost, the Council shall:*

- Participate in the selection process of the Director.
- Participate significantly in the review process of the Director. The Council shall then provide a written evaluation of the Director to the Provost and provide a copy to the Director by May 15.

Article II - Membership

A. Composition and Terms:

The Council, in [conjunction] collaboration with the Director [and PDC], shall nominate faculty to serve staggered two-year terms beginning July 1 and forward the nominations to PDC for recommendation to the Faculty Senate President. [Of no more than] The Council shall consist of 10-15 members and [the Council] shall include:

- [2]1 PDC member[s],
- [1 Academic Technology Services representative]
- 1 community campus representative,
- Representatives from various schools and colleges, including the library,
- Representatives of various faculty workloads, *including adjuncts,*
- *and whenever possible, faculty representatives from/involved in: Distance Education, Student Success and Campus Diversity.*

B. Selection:

The Faculty Senate President shall appoint faculty nominated by the PDC to fill Council positions for the upcoming year on or about April 15 of each year.

C. Term of Service:

Council members are appointed for staggered two-year terms beginning July 1 and ending June 30 of the second year. The Faculty Senate President, upon the recommendation of the Council and PDC, may reappoint members for [one] two additional terms. *Additional term extensions may be granted at the discretion of the Faculty Senate President.*

D. Vacancies:

Should a vacancy occur, a new representative may be nominated by the Council. The nomination will be forwarded to the [and] PDC to be presented to the [and be appointed by the] Senate President for appointment for the remainder of the term.

E. Officers

Chairperson--At the final meeting of the year, a chairperson shall be elected by new and current Council members for the upcoming year. The Chairperson is expected to work closely with the Director, to send out the meeting agenda one week in advance, and to lead the monthly meetings.

Secretary--At the final meeting of the year, a secretary shall be elected by new and current Council members for the upcoming year. At each Council meeting, the Secretary *or a CAFE staff member* is expected to take notes of members' discussions and votes taken. The Secretary is expected to distribute summaries of the meetings' discussion and voting results to all current members and the Director within one week of the meeting. A file of these summaries is kept by the Secretary.

F. Members' Roles and Responsibilities

Members are expected to attend monthly meetings and, when possible, to participate in CAFE events.

Article III - Council Meetings:

A. Meetings:

Council meetings will be held once per month during the fall and spring semesters. Meetings may be rescheduled, or the chairperson, with at least one week's notice, may call additional meetings. Council meetings are open meetings.

B. Quorum and Voting:

For voting purposes, a quorum consists of at least one-half of the voting membership. If there is no quorum, voting by email is permitted. Voting by proxy is not permitted.

Recommendations require a majority vote of the quorum and must be forwarded to the PDC. The PDC will take the recommendation to the Faculty Senate for review, vote, and final determination.

[C. Minutes

The Chairperson will appoint a Council member to take minutes and distribute them to members of a Council and to the chairperson of the PDC within two weeks after the meeting takes place.]

[D.] C. Location:

Meetings are normally held on the University of Alaska Anchorage campus. Meetings may also be held at alternate locations that are appropriate for and acceptable to the Council.

[F] D. Agenda:

In consultation with the Director, the Chairperson sets the agenda and leads the meetings. The agenda, appropriate for an hour-and-half meeting, [is] *should be* sent to members at least one week in advance.

Council members may add to the agenda upon request to the Chairperson.

E. Parliamentary Authority:

The current edition of Robert's Rules of Order [Revised], governs all regular and special meetings.

Article IV – Ad Hoc Committees:

The Chairperson shall appoint ad hoc committees from the current membership as needed.

Article V – Approval of Policies and Procedures and Amendments:

A. Approval Process:

Policies and procedures and amendments thereto are approved by a three-fourths majority vote of all members at a regularly scheduled Council meeting. This vote will take place two weeks after written notice of the proposed amendments has been sent to the Council members.

B. Effective Date:

These policies and procedures and amendments thereto become effective upon approval by the Faculty Senate.

Center for Advancing Faculty Excellence Advisory Council
Policies and Procedures
University of Alaska Anchorage

*Amendments approved by the Advisory Council,
November 3 and December 1, 2006*

This organization shall be known as the Center for Advancing Faculty Excellence (CAFE) Advisory Council.

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- Assist the Director in establishing priorities for each semester's activities.
- Provide advice and assistance to the CAFE Director and staff for the development and implementation of effective support programs for faculty.
- Assist the Director in the development and review of an on-going evaluation mechanism for CAFE programs.
- Provide advice and recommendations to the Director in preparing budget requests.
- Provide advice and assistance to the Director on administrative issues.
- Provide advice for inter-MAU cooperation on projects.
- Make recommendations regarding faculty development through CAFE to UAA, the University of Alaska, local, or state entities.

B. As representatives of UAA faculty constituencies, the Council shall:

- Assist in the dissemination of information on available campus faculty development programs.
- Seek input from faculty concerning what development programs are desired.
- Seek input from faculty concerning the quality of campus development programs.
- Ensure a broad range of faculty groups and interests are represented.

C. As representatives of the UAA Faculty Senate, the Council shall report outcomes of deliberations and summary of activities to the Faculty Senate Professional Development Committee (PDC), which will then inform the Faculty Senate (see organizational chart).

D. As an advisor to the Provost, the Council shall:

- Participate in the selection process of the Director.
- Participate significantly in the review process of the Director. The Council shall then provide a written evaluation of the Director to the Provost and provide a copy to the Director by May 15.

Article II - Membership

A. Composition and Terms:

The Council, in collaboration with the Director, shall nominate faculty to serve staggered two-year terms beginning July 1 and forward the nominations to PDC for recommendation to the Faculty Senate President. The Council shall consist of 10-15 members and shall include:

- 1 PDC member,
- 1 community campus representative,
- Representatives from various schools and colleges, including the library,
- Representatives of various faculty workloads, including adjuncts,
- and whenever possible, faculty representatives from/involved in: Distance Education, Student Success and Campus Diversity.

B. Selection:

The Faculty Senate President shall appoint faculty nominated by the PDC to fill Council positions for the upcoming year on or about April 15 of each year.

C. Term of Service:

Council members are appointed for staggered two-year terms beginning July 1 and ending June 30 of the second year. The Faculty Senate President, upon the recommendation of the Council and PDC, may reappoint members for two additional terms. Additional term extensions may be granted at the discretion of the Faculty Senate President.

D. Vacancies:

Should a vacancy occur, a new representative may be nominated by the Council. The nomination will be forwarded to the PDC to be presented to the Senate President for appointment for the remainder of the term.

E. Officers

Chairperson--At the final meeting of the year, a chairperson shall be elected by new and current Council members for the upcoming year. The Chairperson is expected to work closely with the Director, to send out the meeting agenda one week in advance, and to lead the monthly meetings.

Secretary--At the final meeting of the year, a secretary shall be elected by new and current Council members for the upcoming year. At each Council meeting, the Secretary or a CAFE staff member is expected to take notes of members' discussions and votes taken. The Secretary is expected to distribute summaries of the meetings' discussion and voting results to all current members and the Director within one week of the meeting. A file of these summaries is kept by the Secretary.

F. Members' Roles and Responsibilities

Members are expected to attend monthly meetings and, when possible, to participate in CAFE events.

Article III - Council Meetings:

A. Meetings:

Council meetings will be held once per month during the fall and spring semesters. Meetings may be rescheduled, or the chairperson, with at least one week's notice, may call additional meetings. Council meetings are open meetings.

B. Quorum and Voting:

For voting purposes, a quorum consists of at least one-half of the voting membership. If there is no quorum, voting by email is permitted. Voting by proxy is not permitted.

Recommendations require a majority vote of the quorum and must be forwarded to the PDC. The PDC will take the recommendation to the Faculty Senate for review, vote, and final determination.

C. Location:

Meetings are normally held on the University of Alaska Anchorage campus. Meetings may also be held at alternate locations that are appropriate for and acceptable to the Council.

D. Agenda:

In consultation with the Director, the Chairperson sets the agenda and leads the meetings. The agenda, appropriate for an hour-and-half meeting, should be sent to members at least one week in advance.

Council members may add to the agenda upon request to the Chairperson.

E. Parliamentary Authority:

The current edition of Robert's Rules of Order governs all regular and special meetings.

Article IV – Ad Hoc Committees:

The Chairperson shall appoint ad hoc committees from the current membership as needed.

Article V – Approval of Policies and Procedures and Amendments:

A. Approval Process:

Policies and procedures and amendments thereto are approved by a three-fourths majority vote of all members at a regularly scheduled Council meeting. This vote will take place two weeks after written notice of the proposed amendments has been sent to the Council members.

B. Effective Date:

These policies and procedures and amendments thereto become effective upon approval by the Faculty Senate.

Academic & Multicultural Student Services Division

- Native Student Services sponsored nine UAA-wide outreach/recruitment table at the Cook Inlet Tribal Council (CITC) job fair and at the 33rd Bilingual and Multicultural Education/Equity Conference (BMEEC).
- New Student Orientation coordinated and set-up four answer desks during the first week of classes. 815 students sought help at the desks.
- Since December 2006, Student Support Services provided tutoring, mentoring, and support services to over 129 UAA students.
- Educational Talent Search and Upward Bound students received certificates signed by the Mayor for their participation in the Martin Luther King Day of Service at Mt. View, Spenard and Fairview Recreation Centers.
- Four sections of Guidance A150 are being taught spring semester, with total enrollment of 82 students.
- *Unveiling the Crisis: J.L. King*, a national HIV advocate spoke to a large crowd regarding HIV crisis in our community. This program was hosted AHAINA Student Programs, Student Activities, Four A's, and Shiloh Community Development Inc.'s Minority Health Coalition.
- Disability Support Services delivered training for adjunct faculty in Soldotna during a half-day session for College Access Project for Rural Alaska. CAPRA is a grant funded project run through the Center for Human Development in partnership with Disability Support Services.
- Native Student Services sponsored UAA-wide outreach/recruitment table at the Nome/Beltz High School and Nome community career fairs.
- New Student Orientation hosted Howl Days for the spring 2007 semester. There were 56 students and parents registered; 46 participated (42 students and 4 parent/family members).
- Education Opportunity Center offered career workshops to 150 cadets at the Alaska Military Youth Academy.

Enrollment Management Division

- Spring Preview Day is February 16. High school juniors and seniors from around the state have been invited to see what a day at UAA is like. There will be mock classes, a question panel for parents, lunch, a major fair, and campus tours.
- \$40,727,142 in student financial aid was paid electronically so far for this academic year!
- 2726 transcripts were processed for the month of January.
- During late registration, 1676 students were assisted. On January 29, 491 students were helped by staff with the registration process.
- February FAFSA Frenzy is a university-wide program that provides informational sessions on state and federal aid and encourages continuing students to complete the 2007-08 FAFSA during the month of February.
- New prorated calculator will be available online by end of February so students and staff can calculate registration and drop deadlines for courses other than the full semester.
- National Student Exchange had 42 students apply for the program for the spring 2007 semester.

Student Development Division

- The USUAA Sustainability Committee collaborated with the Chancellor's Sustainability Committee to present a Sustainability Fair. Community vendors presented sustainability projects and the movie *An Inconvenient Truth*.
- Over 200 students were recognized at the 12th annual Student Appreciation Luncheon. Guests and nominating faculty and staff attended the luncheon to recognize and honor their students. An inspiring program featured Pulitzer Prize winner Taylor Branch.
- The Department of Residence Life welcomed 131 new students to campus during spring move-in.
- Career Services Center has contact with employers who would like to reach students with information on internships or careers within their company. The Center would like to collaborate with professors in order to have these employers visit appropriate classes for the benefit of UAA students and departments. For additional information, please call x64513.
- UAA's Pan-Hellenic Committee (PHC) submitted their constitution and bylaws for national approval. The committee began meeting fall 2005 and implemented universal recruitment and membership guidelines for Alpha Sigma Alpha and Sigma Sigma Sigma sororities. After final approval, the committee will be granted permission to invite other sororities within the conference to join the UAA Greek community.

- Michael Votava, Associate Director for the Department of Residence Life, was appointed as the Alaska State Representative to the Northwest Association of College and University Housing Officers (NWACUHO).
- Applications for Leadership Honors and Student Commencement Speaker are currently being accepted. Applications can be obtained at [www. http://www.uaa.alaska.edu/studentleadership](http://www.uaa.alaska.edu/studentleadership). The deadline for both applications is February 23.
- Elections for Student Regent and Student Commissioner for Post Secondary Education will be held February 13 and 14. Various polling locations will be available throughout campus. For additional information. Please contact USUAAA at x61205.
- Student Showcase submissions will be accepted through February 12.
- Karla Booth, Alaska Native Rural Outreach Program Coordinator, participated in a video conference with students from three high schools in the Bering Strait School District. Karla and other panelists, representing Recruitment and Native Student Services, discussed reasons to attend college, students' needs for attending college, UAA campus life, and opportunities available to Alaska Native students. An additional student panel shared their UAA experiences.
- The following is a breakdown of violations of the Student Code of Conduct:

<u>Student Code of Conduct</u>	FY 06-07AYTD		FY 05-06 AYTD	
	Pending		Responsible	Responsible
SCC 1 Academic Dishonesty	2	4	27	
SCC 10 Alcohol	16	79	135	
SCC 10 Drugs	4	12	16	

- KRUA 88.1FM will celebrate 15 years on the air on February 14. The station is managed by an all-student staff and, in conjunction with the Concert Board, will be hosting a celebration concert with the band Cursive, February 17 in the Williamson Auditorium. Tickets available at UAATix.com.
- The Student Health and Counseling and Center's annual patient visit comparison:

<u>Month</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
December	526	778	
January	478	666	

Upcoming events:

- The Outdoor Adventure Series are free and begin at 7:00 p.m. in the Student Union Café:
 - February 7, Denali expeditions
 - February 21, Alaska avalanches
 - March 7, extreme skiing and kayaking
 - March 28, adventure racing
 - April 4, para-rescue jumping by the Alaska Air National Guard.
- Student Union Dance series, co-sponsored by USUAA, is scheduled for each Tuesday. Lessons begin at 7:00 p.m.:
 - February 6, Tango
 - February 20, Waltz
 - February 27, Hip Hop
- Banff Film Festival is March 9 and 10 in the Williamson. Get your tickets early at UAATix.com.
- The Student Health and Counseling Center's spring 2007 health seminars:
 - "Ask Betty," The Commons February 21 from 3:00 p.m. to 5:00 p.m.
 - "Make Your Own Safe Sex Valentine" interactive exhibits, February 13, 10:00 a.m. -1:00 p.m., RH lobby; February 14, 11:00 a.m. -1:00 p.m., SU upper hallway. Supplies to make a Valentine will be available with safe sex info and condoms.
 - "Methamphetamine Lab Forum" is February from 1:00 p.m. -3:00 p.m., UAA Campus Bookstore. Guests include Gretchen Guess, former State Legislator; Harvey Goerhing, DEA; Dr. Cathy Baldwin-Johnson.