EXECUTIVE COMMITTEE MINUTES

Present: Bender, Dawes, Joeckel, Lee, Nickerson, Reisbig, Rudy, Sollars, Steffen, Woodman

Absent: Konecky, Purcell, Vakilzadian

Date: Tuesday, March 8, 2016

Location: 203 Alexander Building

Note: These are not verbatim minutes. They are a summary of the discussions at the Executive Committee meeting as corrected by those participating.

1.0 Call to Order
Bender called the meeting to order at 2:31 p.m.

2.0 ASUN Academic Committee – Colton Flowers and Sam Lindblad
2.1 Possible Revisions to the Syllabus Policy – Emergency Procedures Information
Flowers stated that the ASUN Academic Committee is requesting that the Senate’s syllabus policy be revised to require an ADA statement and classroom emergency preparedness and response information. He noted that CASNR has, in addition to the Senate policy, its own course syllabus compliance checklist which includes links to this information. Lindblad stated that he understands concerns that if the syllabus becomes too lengthy students will not read it, but there are safety concerns that need to be considered and information needs to be provided to the students whether through Blackboard or in the syllabus. Currently students do not know where to get information on where to go in case of an emergency. Flowers pointed out that not having an ADA statement seems counterproductive in wanting a diverse student population.

Rudy noted that a course syllabus provides academic information relating to a class, but there are important policies that need to be conveyed to the students. He stated that he is afraid that when tangential policies start being added it dilutes the impact of the syllabus. He pointed out that he is not opposed to providing the ADA and emergency information, but is not sure that the syllabus is the appropriate place. Lee noted that the ADA statement is academically related. Rudy pointed out that ASUN had requested that the sexual harassment policy be put on the syllabus, however it was determined that it would be better to have it on Blackboard.

Reisbig stated that information such as the sexual harassment policy and the ADA statement are typically not needed immediately, but emergency information could be needed and she felt that it should be in the syllabus. Woodman pointed out that in Manter Hall there are emergency information signs on every floor. Rudy suggested that Chief Yardley of Campus Police be contacted to see about better signage in all buildings.
Sollars stated that she believes that it would be better if the information, which absolutely should be available, was located in Blackboard rather than the course syllabus. Woodman asked if the information needs to be provided in printed format. He noted that most information is provided electronically. Flowers stated that the information can be posted online since most students already get their course information this way.

Steffen pointed out that if the emergency information was included in the syllabus it would require the instructor to find out the information for the specific classroom/building they are teaching in and they would become knowledgeable in what they should do. Reisbig said that putting it in the course syllabus holds the instructors accountable in knowing what to do in cases of emergency.

Joeckel suggested that there be posters in each building and classroom. Woodman asked what obligations faculty members have if there is an active shooter. Flowers stated that emergency preparedness information should be presented on the first day of class. Steffen noted that having signs posted would not only inform students of what to do in cases of emergency, they would also provide information for visitors and guests.

Joeckel asked if there is the possibility of having a training module put on Blackboard that students would need to review before they can sign up for a course. Flowers noted that this method was brought up previously with informing students about the university’s alcohol policy. He stated that ASUN has discussed the idea of students having to review a module and take a quiz before they could log into Blackboard.

Flowers stated that he believes having signs on every door would be ideal, but there needs to be some kind of plan on getting information out to the students. He stated that he would like to have the ADA information and emergency preparedness information either available online or in the syllabus. Woodman noted that he provides links for students to find this kind of information in his syllabus and suggested that this could be a possible way to address the issue. Reisbig noted that it is important to get this issue resolved quickly.

Bender asked if CASNR has standard language for the ADA statement and emergency preparedness. Lee pointed out that the university has standard language on ADA. Bender noted that emergency preparedness information would depend on the building. Steffen stated that evacuations in cases of emergencies would be site specific. Joeckel pointed out that this is where signage is important. Bender stated that he will contact Associate to the Chancellor Nunez to discuss the possibility of having proper signage displayed throughout buildings.

Flowers asked if instructors are trained to provide emergency preparedness information on the first day of class. Lee stated that they are not. Sollars said that faculty members need to be aware that these issues are a concern for students and that they need to take time during the first day of class for each course to inform students of what they should do in cases of emergency.
Bender asked that Flowers send him the language being used by CASNR and will make inquiries to see what the university can do to provide the proper signage.

3.0 Announcements
3.1 LB 1109
Bender reported that LB 1109 was coming out of committee in the Legislature and debate would begin on it today. He said that he has heard that Senator Chambers has a number of motions regarding tabling the bill or sending it back to committee, but we will have to wait to see what happens in the Legislature.

4.0 Approval of February 23, 2016 Minutes
Joeckel moved for approval of the minutes as revised. Motion seconded by Rudy and approved by the Executive Committee.

5.0 Unfinished Business
5.1 Committee on Academic Honesty
The Executive Committee reviewed and suggested revisions to the charge of the Committee on Academic Honesty. It was noted that one of the charges to the Committee is to see if it should eventually be made a permanent committee.

5.2 Committee on Diversity and Inclusiveness
The Executive Committee reviewed and suggested revisions to the charge of the Committee on Diversity and Inclusiveness. It was noted that one of the charges to the Committee is to see if it should eventually be made a permanent committee.

6.0 New Business
6.1 Discussion on Chancellor Candidates
The Executive Committee discussed its interviews with the candidates and considered the strengths and weaknesses of each of the candidates.

The meeting was adjourned at 4:40 p.m. The next meeting of the Executive Committee will be on Tuesday, March 29, 2016 at 2:30 pm. The meeting will be held in 201 Administration Building. The minutes are respectfully submitted by Karen Griffin, Coordinator and Allison Reisbig, Secretary.