

**UNL FACULTY SENATE MEETING MINUTES**  
**East Campus Union, Arbor Suite**  
**February 5, 2013**  
**Presidents Schubert, Guevara, and LaCost Presiding**

**1.0 Call to Order**

President Schubert called the meeting to order at 2:35 p.m.

**2.0 Announcements**

**2.1 Report on Executive Committee Activities**

President Schubert wanted to provide an update regarding the ACE assessment and recertification process. He reported that the Executive Committee agreed on suggestions and modifications to the procedures and noted that the Executive Committee will be meeting with the chair of the University Curriculum Committee tomorrow to discuss these suggestions. He noted that the recommendations are based on concerns that were raised by Senators during previous meetings.

President Schubert reported that a conclusion has not yet been reached on the non-tenure track survey conducted last year. He stated that a draft letter has been written that will be sent from the Executive Committee to the General Counsel asking for clarification of a faculty member in the Regents Bylaws. He noted that the Bylaws use the term "equivalent faculty members" and the Executive Committee wants to know what positions are considered equivalent faculty members. He pointed out that the current Bylaws suggest that all faculty members have the same rights in terms of academic freedom.

President Schubert reported that there was a fairly large response to the survey on housing demands for visiting faculty. He stated that this data will be sent to the Chancellor. He noted that in 2011 the average number of visits was 100 a month and there is a need for 6-7 day stays. He reported that these figures were consistent for the past two years and respondents indicated that wireless service and a private bathroom were essential amenities. He stated that he was surprised to see that respondents did not expect a lower price for these rooms. He stated that a formal presentation of the results will be presented to the Senate.

President Schubert reported that the Executive Committee consulted with the Chancellor in a recent meeting about KACE. He noted that there is concern from faculty members with KACE and who will have access to the information it can provide on each computer. He noted that the program was purchased by Information Technologies without consultation of faculty members. He pointed out that the Chancellor had stated that the way the faculty was informed about KACE was not handled well.

President Schubert stated that the Executive Committee recently met with Professor Hartke, chair of the Information Technologies and Services Committee (ITSC), and discussed the membership of the Committee which includes a large number of voting members who are not faculty members, even though this is a Senate committee. He reported that the Executive Committee has charged the ITSC to reduce its membership and to remove voting rights of non-faculty members.

President Schubert stated that next month Senator Reicher, Agronomy & Horticulture, will be presenting a suggestion to include information on classroom emergency procedures on course syllabi. He pointed out that many faculty members teach in buildings they are not familiar with and students would look to the professor for leadership in an emergency situation. He stated that the information will summarize the UNL alert system and where to turn for assistance in case of an emergency.

President Schubert pointed out that at the last meeting in April elections will be held for Senate Officers (Secretary and President-Elect) and for three Executive Committee members. He noted that being on the Executive Committee provides a totally different perspective of the campus and is an interesting experience. He encourages Senators to consider running for election. Those interested should contact any of the current Executive Committee members or Karen Griffin, Coordinator of the Senate at kgriffin2@unl.edu.

**3.0 Approval of January 15, 2013 Senate Minutes**

Professor Joeckel, School of Natural Resources, moved for approval of the minutes. The motion was seconded by Professor Wysocki, Computer & Electronics Engineering. The motion was approved.

#### **4.0 Student Success Initiatives – Associate Vice Chancellor Goodburn**

President Schubert reported that Associate VC Goodburn gave a presentation at the last Board of Regents meeting on the efforts being conducted to improve retention rates on campus and the Executive Committee felt that she should give a presentation to the Senate.

Associate VC Goodburn noted that she presented information to the Executive Committee last semester on the initiatives being generated by Academic Affairs in response to the Chancellor's goals as outlined in his State of the University address. She stated that she will focus on the main foci worked on this past year involving three areas, but if Senators have any other ideas she would like to hear them. She reported that efforts are underway to enhance and expand high impact programs and services for students and to identify best practices that have been found to be effective in helping students to be successful. She stated that some of the programs being expanded already exist on campus, but efforts to coordinate academic advising and to develop an early warning system for students who are having difficulties are being developed and implemented. She noted that students who are struggling will be identified and will be referred to resources that can help them get back on track. She stated that we need to be systematic and intentional in our messages that we send to students.

Associate VC Goodburn pointed out that we need to create a powerful educational experience for students. She reported that a lot of organic efforts are occurring at the college level. She stated that learning communities have been very helpful in creating the powerful educational experience and we now have 15 learning communities on campus but we plan to have 25 by next fall. She noted that some of the learning communities are discipline specific while others are more focused on things such as journalism and sports. She stated that members of the learning communities all live in the same residence center and take at least two classes together. Combining the learning community with the shared courses helps students get to know each other better. She reported that some of the learning communities also go on field trips. She stated that recently the business college learning community recently took a trip to Chicago where they met with alumni in the business fields allowing the students to network with these alumni. She pointed out that the types of activities for the learning communities are set by the faculty member coordinating the community learning.

Associate VC Goodburn reported that one of the most popular and powerful experiences for students are the UCARE program. She stated that efforts are being made to expand the program beyond honors students and the Office of Graduate Studies is now involved to help facilitate the program. She reported that the website is being revised to get more awareness of UCARE and a summer program is being developed so a student can apply for a UCARE project year round. She noted that a student ambassador board has been created and this board is going to different classes to talk and discuss undergraduate research. She stated that there is also a faculty advisory board to help find ways to expand undergraduate research.

Associate VC Goodburn stated that a transfer mentoring program has been created. She noted that approximately 30% of students nationwide are transfer students and we are responding to their needs. She stated three students are involved with the mentoring program and all of them were transfer students. She noted that the mentoring program helps transfer students get acclimated to the campus. She pointed out that there are about 300 transfer students each year and it is more difficult for them to get accustomed to the campus because they do not have the orientation that freshmen students receive. She reported that we are trying to make this a more transfer friendly campus and the idea is to create a learning center for transfer students. She stated that the campus is trying to identify and coordinate the commonly transferred courses so students do not have to visit ten different departments to see if their credits will transfer.

Associate VC Goodburn noted that the MyPlan system was implemented last year and it allows advisors to get important information about students onto one screen. The screen will allow the advisor to see the course history of the student and will also show any notes that the advisor may write. She pointed out that one of the goals of MyPlan was to create a single electronic system that would work across the colleges. She noted that previously each college had a different system, but MyPlan is a way to have an academic advising record for all students. She reported that MyPlan records all the notes an advisor writes even if a student transfers to a different college. She stated that since MyPlan was implemented last January over 21,000 advising notes have been entered. She stated that the professional advising centers are the heaviest users of the system. She reported that MyPlan also allows faculty and staff members to enable online scheduling for appointments and to date 7,800 online appointments have been made.

Associate VC Goodburn noted that yesterday an early warning system through MyPlan started and all teaching faculty members should have received an email message about the system. She reported that two types of messages can be sent to a student: a flag or kudos. She stated that the instructor can bring up the course roster, can flag a student's name and can indicate what the concern is about. An automatic email message will

be sent to the student and the instructor has the option of adding a comment in the email message. If a student receives three flags in the system a message will be sent to the academic advisor alerting him/her that a student is having some trouble and asking the advisor to contact the student to determine what is going on with the student. She pointed out that the kudos is a way for instructors to let students know that they are performing well in the class. She noted that every faculty member has the option of using the system, and already within the first 24 hours 35 flags and 9 kudos messages have been sent. She stated that Academic Affairs will be reviewing the system to see if it is helping students, particularly those students who are on probation, to see if it is helping students to get back on track.

Associate VC Goodburn reported that the Exploratory and Pre-professional Center has merged pre-professional advisors with advisors who focus on undeclared students. She noted that undeclared students have the lowest retention rates and the campus is trying to focus on this population to get them connected to a collage or a major. She pointed out that some of these students are considered undeclared because their current GPA will not allow them to enter into a particular college, but we want to get these students the resources they need to help them figure out what they want to do. She stated that some of these available resources might include career shadowing or career advising.

Associate VC Goodburn stated that there is now a new academic probation recovery program. She stated that rather than just sending the student a letter telling them they are on probation, efforts will be made to be more of an interventionist and getting students to work with an academic success coach. She stated that individual students will be worked with to create a concrete plan to develop studying skills and to get the student the resources and help they need.

Associate VC Goodburn stated that Academic Affairs has been thinking about academic messaging and how we communicate degree planning. She reported that the 2010 National Student Engagement Survey asked students if they believe they will graduate in 4 years. She stated that less than 53% of UNL students said they would, but at our peer schools the students' response on this question was 73%. She pointed out that there is a cultural gap here and Academic Affairs is trying to focus on academic messages informing students that they can take 15 credit hours a semester and can graduate in 4 years. She noted that students can use the ACE program to connect with their academic interests and this information is being transmitted to students when they go through new student enrollment. She reported that parents can sign up for a parent newsletter which will try to reinforce the academic messages which includes a priority registration notification. She stated that we want to reinforce the messages we send to students.

Associate VC Goodburn reported that Academic Affairs is looking at first semester totals for first time students and the figures show that we had the highest number of credit hours attempted in the past ten years. She stated that figure was 14.61 credit hours and there were also increases in earned credit hours and term GPA and that probations numbers are down slightly. She noted that advisors used to advise students to take only 12 credit hours the first semester, but studies have shown that students who find extra time because they do not take enough credit hours do not use the extra time for studying. She stated that the campus wants the students to look at academic pursuits to fill their time.

Associate VC Goodburn reported that a new project is to create an academic hub in Love Library. She stated that Interim Dean Busch is giving up some space in Love Library to house a resource center. She noted that the Explore Center, the Writing Center, and Study Education Abroad Program will all be housed in the location creating a one-stop place for students to locate resources.

Professor Carlson, Veterinary & Biomedical Sciences, reported that there are two challenges that advisors face as they put together an academic plan with a student. He pointed out that the new on-line course schedule does not say when courses are offered and you cannot look at past terms to see if a particular course is offered in summer school or in previous semesters. He asked if it is possible to make this information more readily available. Associate VC Goodburn stated that this is the first time that she has heard this question raised. She stated that there is an upcoming meeting with the academic scheduling and policy advising group which is comprised of associate deans and Dean Cervený and she can ask about the functionality of MyRed and whether Professor Carlson's concern can be addressed. She reported that the Chancellor has asked the Enrollment Management Council to provide a first year plan for every major to see what courses will be needed. She stated that a four year plan is also being requested.

Professor Carlson stated that it is his understanding that some people have access to previous catalogs but not all advisors have this capability. He stated that he is concerned to hear that capacity predictions for courses are being made based on schedules. He asked how you can realistically predict enrollment on a fabricated

example of a group of students. Associate VC Goodburn pointed out that the transfer credits that students bring with them to campus needs to be considered with course planning. She noted that over 800 students brought in credit hours this fall for English courses. As a result this is skewing our sense of what courses freshmen need in the first year. She stated that some freshmen students are bringing in 30 credit hours from high schools. She reported that the math placement exam is having us look at different models of course schedules based on where the student placed in math. She noted that she recognizes the complexities of scheduling and a four year plan is only a guide for students. She stated that it is important for us to figure out the capacity needs for our courses. She stated that last year there were 16 extra English courses that were not needed because of the high volume of credit hours that students brought with them from high school.

Professor Rudy, Nutrition and Health Sciences, pointed out that one of the reasons why some students drop out is because of costs. He asked if there are efforts to work with the students and parents on financial planning. He noted that many students seem to consider luxury items as essentials, such as the latest cell phone or tablet. He asked if there are efforts to work with high school students to teach them that their goal should be to graduate with a degree from UNL. Associate VC Goodburn reported that many learning communities have financial planning components, but there is not an overall financial planning program for all students. She stated that course fees are being looked at closely. She pointed out that the Special Fees Committee had to review 26 pages of courses with special fees and some majors have a fee with every course. She noted that these fees quickly add up and put an additional burden on the student and this needs to be considered. She stated that her office is working with high schools, but there is only so much influence that you can have with these students. She stated that some students don't know what they want to major in and they are interested in many different courses. She pointed out that the Exploration Center would be helpful for these students because it can help the student do guided exploration. She noted that high schools are encouraging students to take the high school courses that will transfer to the university. She stated that there are many different messages being transmitted to students about academic preparation.

Professor Nickerson, School of Biological Sciences, asked if tutoring services are available to struggling students and whether these services will be centralized. Associate VC Goodburn reported that currently the Explore Center is in the basement of Canfield Administration Building but will eventually be located in Love Library. She noted that the Director of First Year Experiences will be coordinating tutoring programs. Professor Nickerson asked if these programs are not centralized yet. Associate VC Goodburn stated that she hopes the services will be centralized by the fall semester.

Associate VC Goodburn stated that anyone who has other questions or suggestions should not hesitate to call or email her (agoodburn1@unl.ed).

## **5.0 Committee Reports**

### **5.1 Convocations Committee (Professor Lu)**

Professor Lu reported that the major mission of the Convocations Committee is to help fund visiting guest speakers. He stated that 10 applications were submitted this fall for funding guest speakers during the spring semester and of these six applications received funding. He reported that the Committee did not have a standardized scoring system and the Committee is trying to develop a standardized system to make the funding more impartial, fair and transparent.

Professor Neal, Art & Art History, stated that she has chaired the Convocations Committee and there was often a good amount of money left in interest in the Palladian Avery Lectureship Fund at the University Foundation. She noted that the spendable interest was approximately \$28,000. She stated that she tried to find out what the principal was from the Foundation and to have the Foundation send a report on the fund, although she does not know if this has been done. Professor Lu pointed out that he was not the chair of the committee and did not have this information. Professor Neal stated that the interest should be used to fund speakers. She suggested that the Committee should discuss raising the amount of funding that is provided from \$750 to \$1000 or \$1200. Professor Lu stated that this is a good point that he will ask the Committee to discuss. He pointed out that the Committee did not receive many applications this year.

Coordinator Griffin explained that there are two funding sources for the Convocations Committee. One is the Special Events Fund which is \$4006 each year and comes from the Chancellor's Office. The other fund is the accumulated spendable interest from the Foundation Account. She stated that she notifies the chair of the Convocations Committee each year of what these amounts are prior to the Committee's first meeting in the fall semester. She stated that she is notified after the Committee makes a decision on the applications regarding who and how much money will be awarded and she transfers the funds. She noted that funds are first transferred from the Special Events Fund and when those funds are exhausted she uses the Foundation interest

because the money in the Special Events Fund will expire at the end of the fiscal year if not used. Professor Shea, School of Natural Resources, said it sounds like an incredibly small amount of money is available for this purpose and that a university of this size should have more money available for bringing in guest speakers. He stated that bringing in noted guest speakers would help raise the stature of the university. He stated that he hopes the Convocations Committee will make a very strong message about the need to increase the funding. Professor Lu stated that this is a very good point. He reported that he has served on the Research Council and knows that there is also money available through the Council for hosting guest speakers. He stated that some applicants come to the Convocations Committee for additional funding after they have gone to the Research Council. Professor Shea asked how much money the Research Council has for funding guest speakers. Professor Lu stated that he does not know what this amount is.

Professor Carlson asked why the Foundation does not automatically generate a report. Professor Lu stated that he did not know the answer to this question. President Schubert stated that the Executive Committee will look into this matter.

## **5.2 Honorary Degrees Committee (Professor Wolfe)**

Professor Wolfe was not in attendance for the meeting. President Schubert suggested that anyone with questions should contact Professor Guo, Chair of the Honorary Degrees Committee ([jguo2@unl.edu](mailto:jguo2@unl.edu)).

## **6.0 Louise Pound-George Howard Award Ballots**

President Schubert asked Senators to vote on the Pound-Howard Award ballots that they have in front of them. Coordinator Griffin reported that the Honorary Degrees Committee selected two individuals based on their outstanding service record and is asking the Senate to vote on the two nominees. She asked the Senate to keep the information confidential.

## **7.0 Unfinished Business**

### **7.1 Motion to Add the Student Bereavement Policy to the Class Attendance Policy**

President Schubert reported that the Executive Committee received two suggestions to amend the student bereavement policy but after reviewing them, the Committee decided not to accept them. He noted that the first suggestion was simply to add the language funerals and bereavement to paragraph two of the policy, but the Executive Committee felt that adding the suggested extra paragraph to the policy would provide the students with some empowerment in the process.

President Schubert stated that the second suggestion asked why the policy needs to be included at all and demanded that the student inform every instructor. He reported that the Executive Committee felt that allowing the students to just notify the Office of Student Affairs provides them with a quick exit in times of an emergency. He pointed out that it would be difficult for the student to try to contact each of his/her instructors, particularly in times of duress. He stated that the original suggested policy helps to protect the student in a situation where there may simply not be enough time to contact all of the faculty members.

President Schubert asked for comments. No comments were made. Past President LaCost called the question. The motion to approve the student bereavement policy was approved by a majority of Senators with seven opposed.

Professor Peterson noted that the Class Attendance Policy has grown considerably and it will be inserted into the class schedule. He stated that it might not be a bad idea for the Executive Committee to review the entire policy to clarify it to make it more straightforward. He suggested that an ad hoc committee be set up to improve the existing policy.

## **8.0 New Business**

### **8.1 Ballot for Elections to Academic Planning Committee, Academic Rights & Responsibilities Committee, and Academic Rights and Responsibilities Panel**

President Schubert stated that the ballot was being presented to the Senate for review and will be voted on next month for approval.

### **8.2 Faculty Governance Issue**

Professor Shea suggested that the Senate should take the time to discuss faculty governance in view of the comments that were made by President Elect Guevara after attending the CIC faculty leadership conference. He noted that it became clear that faculty engagement and shared governance is not as strong at UNL as it is at the other CIC institutions. He pointed out that if we are interested in faculty governance and our standard is the Big Ten schools than we should strive to have more faculty engagement and involvement. He stated that

he thinks this is an issue that should be discussed at an upcoming Senate meeting.

The meeting was adjourned at 3:45 p.m. The next meeting of the Faculty Senate will be held on Tuesday, March 5, 2:30 p.m. in the City Campus Union, Auditorium. The minutes are respectfully submitted by Karen Griffin, Coordinator, and David Woodman, Secretary.