

FINLANDIA

UNIVERSITY

Faculty Meeting
Tuesday, April 17, 2018 – 12:00 p.m.
Finnish American Heritage Center

MINUTES

Faculty Present: Fredi deYampert (chair), Tom Adolphs, Rekha Ambardar, Monique Bourdage, Pam Brown, Judy Budd, Janice Cox-Adolphs, Rebecca Daly, Carolyn Dekker, Emily Geiger, Theresa Rajala Halsey, Mary Jane Hatton, Geri Hawley, Bill Knoblauch, Tracy Lang, Mark Lounibos, Kevin Manninen, Steve Nordstrom, Jason Oyadomari, Nicole Polakowski, Irina Sergeyeva, Soren Schmidt, Lori Sullivan, Denise Vandeville, Hilary Virtanen, Dylan Evans Weiler

Recorder: Laura Shawhan

Devotional—Soren Schmidt, University Pastor led the devotional with a song, *We are Called*, and a prayer.

Meeting called to order at 12:06 p.m.

1. Approval of Agenda
Motion: Geri Hawley
Second: Theresa Rajala-Halsey
Approved
2. Approval of Minutes of March 20, 2018
Motion: Denise Vandeville
Second: Geri Hawley
Approved

Announcements/Sharing/Updates

1. Registrar's Office Reminders:
 - Final grades are due by Tuesday, May 1 by 3pm.
 - If you are issuing an incomplete or incomplete in progress this must be submitted prior to final grades being entered.
 - IP for capstones and internships are due by the 4th week of summer semester.
 - Online registration button for students will be removed on Friday although advisers will still have the registration button available to them.
 - Summer semester academic calendar is on the website. May 21 ends July 13. Note that a mid-semester grade date was added as a checkpoint.
2. Retirement:
 - Rekha is retiring this semester so this will be her last full faculty meeting (there was a round of applause in appreciation).
3. Chinese Contingency Preparation:

- As we start to prepare for the contingency of Chinese students in the fall, we met with Rebecca so that the library could have available those types of resources. While doing this, we did learn that before 1980 there was a different translation system for translating Chinese to English. We will begin to look at new books and ways to start labeling the new system.
4. Upcoming service hours opportunities for students and staff:
- Mobile Food Pantry on April 19 - if you have students needing service hours. It is also a good opportunity for faculty and students to return service.
 - Diversity Dinner on April 18
 - Late night breakfast on April 22 – need volunteers to help with serving.

Action Items:

1. MGD499 Marketing & Graphic Design Senior Capstone (3) Course Proposal
 Motion: Kevin Manninen
 Second: Geri Hawley
 Discussion: We have an internal transfer student who needs this course so it needs to be offered. Initially we did not think we would need to approve this until the spring of 2020.
Approved (one opposed - Denise Vandeville)

2. Academic Calendar 2019-2020
 Motion: Denise Vandeville
 Second: Tom Adolphs
 Discussion: There was discussion concerning whether spring break was consistent with Michigan Tech's spring break. It was suggested that the academic calendar could be seen as part of a benefits package and something that could be negotiated. It was also suggested that input from students be sought.

 An amended motion was made by Fredi de Yampert and seconded by Denise Vandeville that the calendar be approved as tentative pending the outcome of a survey with a finalized vote in September. **Approved**

3. List of graduates: winter, spring, and summer - academic year
 Motion: Geri Hawley
 Second: Denise Vandeville
Approved

Discussion Items:

- Assessment Update – Denise Vandeville
 - Assessment committee final assessment gathering will be May 9 from 2-5 p.m. in the Jutila Center.
 - Asking all schools to meet beforehand to finish their assessment and then bring that assessment documentation to the committee meeting.
 - Snacks and adult beverages will be available.
- HLC Update
 - a. Take-aways from Annual Conference
 - Fredi, Denise and Jason Oyadomari attended the annual HLC conference to prepare for re-accreditation.
 - Conference takeaways were discussed with all staff (see handout).
 - The HLC full comprehensive site visit will be on March 18 and 19.
 - Jose' Bowen's video *The Shifting Role of Faculty in a Digital Age* was shown.

- b. Update on Focus Visit
 - HLC focus team will be on campus April 23 and 24. They will meet with the following teams: management, finance, enrollment, curriculum, athletics and the Board of Trustees.
 - Their recommendations will go to the institutional actions committee and then the committee will review their recommendations to the full HLC board.
- c. Faculty Credentialing Requirements
 - Larger project than expected.
 - Faculty and adjuncts will be asked for missing transcripts so please check email.
 - August 1 will be the target date for acquiring and reviewing documents.
- d. Syllabus Language
 - Proposed updates to syllabus for 2018 are available (see attached). Please send all requests for additions, deletions or changes to Fredi.
- e. Professional Development Day for August
 - This will be discussed on May 3.
- f. Committee Reports
 - May 3 each committee will update the faculty on activities.

Department Updates

There were no department updates given due to time constraints.

Adjournment – Adjourned at 1:16 p.m.

Attachments:

1. Minutes from March 20, 2018 meeting
2. MGD499 Marketing & Graphic Design Senior Capstone (3) Course Proposal
3. Academic Calendar 2019-2020
4. List of graduates: winter, spring, and summer
5. HLC Takeaways
6. Syllabus language