Mary Niemiec, Director of Online Worldwide, will be at UNK to speak at our November 1st eLuncheon. The committee discussed various topics for Mary to address.

Our next meeting will be Thursday, November 15 at 3 p.m. in CMCT/Room 250.

Respectfully submitted
Julie Saalfeld

Minutes for Faculty Senate
Welfare Committee
October, 2012

The following members participated via email: David Palmer, Kimberly Carlson, Greg Anderson, George Lawson, Sheryl Heidenreich, Tommy Hansen

Motion: That the Faculty Welfare Committee be directed to review both UNK campus policies and peer institution policies regarding faculty office hours, with particular regard to online courses/programs and faculty based off-campus. The Faculty Welfare Committee is to report the results of their research on the topic to the Senate by the November meeting.

Here are the results that have been received:

From Kimberly Carlson in the College of Natural and Social Sciences:

Biology- 5 hrs/week, more recommended. Expected to post at least one hr/day of the work week. Chemistry -5 hr/week – majority distributed over a minimum of 4 days Computer Science – 10hr minimum, some each day. Adjunct minimum 2.5 hrs for each course on the days they teach. Criminal Justice - at least 1 hr/day Geography – 5 hrs/week History – at least 5 hr/wk – encouraged to hold at least one hr each day they teach Mathematics- exact hrs not specified but encouraged to be available 4-5 days / week Physics – 6 hrs distributed over at least 4 days Political Science – an hr/day Psychology – 8 hrs minimum – distributed morning and afternoon each days of the week Social Work - 12–15 hrs Sociology – at least 5 hrs/week and by appointment

From George Lawson in the College of FA&H:

The expectation is that the faculty members will schedule office hours totaling 5 hours a week.

From Sheryl Heidenreich- Library representative

The library does not have a written policy regarding faculty office hours.

From Tommy Hansen in the COE:

The College of Education does not have a written policy regarding faculty office hours.
The faculty senate presidents from the peer institutions have been contacted and here at the results that have been received thus far. Other information was located on the institution website. Thanks to Greg Anderson.

From the University of Northern Iowa: Faculty - Office Hours
Faculty members are required to schedule weekly office hours, typically three hours per week.

From the University of Wisconsin Steven Point Website: Each teaching faculty member should post his/her office hours for the convenience of students and colleagues. Departmental offices should also have the listing of hours for the departmental faculty. A faculty member is expected to publish hours and be available for student consultation during those times. Availability may include online conferencing, consultation time at The University Center or other offsite teaching venues, as well as scheduled times for student conferences via other communication media. It is expected that these hours be reasonable and consistent with the faculty member's teaching schedule, venue, and workload designation.

From Western Illinois University – Faculty Senate Chair Dr. Steven Rock
The WIU faculty is unionized, and the office hour requirement is part of our contract. It states that four hours per week, spread over three days, is the minimum. At this point, there is no distinction between face to face and internet classes on the requirement.

From Murray State University – Faculty Senate Chair Dr. Kevin Binfield
At Murray State University, individual colleges determine office hour guidelines, usually by a dean's fiat. I've taken the liberty of including herein the section from the Faculty Handbook dealing with office hours:
A second expectation is that of working with students and demonstrating a personal concern for them. Of particular importance is the responsibility for academic advising. Although decisions in the final analysis are the responsibility of the student, faculty members are expected to become acquainted with the academic requirements of students being advised and to maintain a counseling folder containing the academic program projections of each student advisee. Faculty-student contacts both in terms of campus organization activity and individual tutorial activity are encouraged. Faculty are expected to post hours during which they are readily accessible to students. Specific office hour policies are determined by each college. A schedule of classes and office hours should be filed with the Chair and the Dean at the beginning of each semester as well as posted on the individual's office door.

Additional information from Dr. Binfield:
I can add a bit of information about my college—Humanities and Fine Arts. Faculty are expected to have eight office hours per week. This was a reduction approved by the dean a few years ago in light of the fact that faculty are frequently available to students via email outside of office hours. We have no policy regarding office hours for online instructors.

From Dr. Schuttler at the University of Northern Colorado:
All instructional staff members whose responsibilities involve students are expected to schedule a reasonable number of office hours for student conferences. Office hours should be scheduled at times convenient to both students and instructors with the additional option of prearranged appointments for
students when there is a schedule conflict. The number of office hours is to be determined at the appropriate administrative level, and office hours should be a matter of common knowledge.

From Tracy Steele at Sam Houston State University:
At present, our office hours policy is one hour of office hours for each hour of class. Many list that they are available for appointments as a way to supplement posted hours. I am not aware that we have come to a set determination regarding online courses and office hours. The LMS (E-College) has a "virtual office" component where students can leave questions any time for the professor that the entire class has access to as well. We are addressing all aspects of online this year including quality of instruction. We have specifically discussed office hours and how they are carried out for online courses.

From Dr. Peters at the University of Northern Iowa:
I'm unaware of any policy at UNI involving office hours. I think different departments may have rules or norms governing this, but there's nothing at the university level.

From Dr. Boe at Northern Michigan University:
The language in our contract regarding “office hours” is as follows: “Faculty recognize that being available for consultation with students is essential for student learning and hence an important responsibility. Faculty will be available for consultation with students for one hour per week for each credit of teaching load up to 12; some of these hours may be arranged individually or through the departmental office; others, however, must be held at regular and posted times at an approved professional location on campus, e.g., faculty office or laboratory.” I am not aware of any specific policy relating to on-line/web-based courses, though this has certainly come up at the departmental level, and it may be up to individual departments to determine whether such office hours need to be face-to-face, or whether they can be held “virtually” (i.e., on-line), though the contract seems to indicate that these must be held on campus.

I am still waiting for a response from the following institutions and will submit the information as it is received:

- Univ. of Central Arkansas
- Minnesota State University Moorhead
- Central Missouri State (Univ. of Central Missouri)

Respectfully submitted,

Tommy Hansen
Chair – Welfare Committee

Draft Minutes
Ethnic Studies Advisory Committee Meeting
October 2, 2012, 4:00 PM
Lincoln Conference Room, 2208 Founder

Attendance: Jan Harriott, Tami Moore, John Stanko, Dawn Mollenkopf, and Program Director Claude Louishomme

I. Meeting was called to order at 4:00 PM
II. Harriott made a motion to approve minutes of the September 4, 2012 meeting. Moore second. Motion was approved by unanimous vote.