Faculty Senate Executive Committee Minutes
January 10, 2012
LC 243, 3:00-5:00 pm

In Attendance: John Balden, Lyn Bennett, Kathren Brown, Arlen Card, Karen Cushing, David Connelly, Thomas Henry, Stan Jenne, Ian Sorensen, Kim Strunk, Russ Thornley, Elaine Tuft

Absent or Excused: Matthew Holland, Pierre Lamarche, Ian Wilson

1. Called to Order 3:05 pm

2. Minutes Approved.

3. VPAA – Kat Brown: Several committees have been formed and Academic Affairs is seeking recommendations for faculty members.
   - Policy 633 – Annual Faculty Reviews – need two additional members. Need to act quickly to get to Stage 1. The only current member is Maureen Andrade. Kat would like to have a department chair on this committee.
   - Policy 648 – Faculty Personnel Reduction – need one additional member. Members currently on committee are Scott Abbott, Sam Rushforth, Sheldon Smith, Ron Price and Kat Brown.
   - Policy 649 – Non Tenure Track Rank – have enough members. Members are Arlen Card, Matt Draper, Steve Bule and Ron Price.

Policy 612 – Course Content Modifications has been dissolved and reincorporated into Policy 601 – Classroom Management. This section is now called Assignment Modifications. It was moved as it is considered a classroom management issue not a course content issue.

Policies 601 – Classroom Management and 631 – Instructor and Course Evaluations will be presented and discussed at the next President’s Council on January 19, 2012. If the council agrees they are ready for Stage 1, then you will see them shortly after that.

Lyn Bennett asked who is sitting on the committee for old Policy 601. Kat and Thomas informed the committee that there is no one as it had already gone through Stage 1, but President’s Council kept changing things. Previous members were John Balden, Ian Wilson, Linda Makin, and Thomas Henry. Prior to this, it was the Academic Standards Committee. All previous members except the pre-planning committee were involved in the discussions and development of the current revisions.

Kat Brown noted that Policy 649 and the Policy 648 (Discipline) have been through parts of Stage 1, so technically they do not need to have pre-planning committees, but we are taking them back to Stage 1 so we can have fresh eyes on them.

Lyn Bennett expressed concern as to why the review policy was not included in the department chair responsibilities policy. John Balden noted that the department chair policy deals primarily with how long a chair can serve and what their responsibilities are and the annual review policy deals with what every faculty member has to do with a chair, dean, etc. in connection with the annual review. Lyn expressed that the chair’s policy deals with responsibilities and one of those is the annual review. If the annual faculty review is just what the chair does, then why have a
separate policy? Thomas Henry noted that the deans have to approve the annual reviews as well. This new policy states the path that the review takes up the chain of administration. The chairs policy should reference this policy. Cara O'Sullivan can provide a current draft of the policy if needed.

USU does not have time to come and meet with the Faculty Senate as they teach during our meeting time. They would like to meet with John Balden and David Connelly on Friday in Salt Lake at the University of Utah to discuss role statement issues.

4. Committee Reports

- Academic Standards – Thomas Henry reported nothing at this time.
- Budget and Benefits – Stan Jenne reported not much has been discussed since the December meeting on benefits. Committee has not seen the projected insurance costs for next year yet which could create a sense of urgency. Stan will be able to provide a one-page plan summary to distribute to the Senate.
- Tenure Board of Review – Kim Strunk reported nothing at this time.
- Curriculum – Russ Thornley
  - The committee is meeting during the spring semester to revise Policy 605 – *Curriculum and Program Changes Process* to redefine voting members to include non-faculty members such as the Director of Academic Scheduling (Eva Bernfeld). This restores a misinterpretation of the past policy which was interpreted in a strict sense that only faculty could serve on the Curriculum Committee. This is being brought up in the spirit of shared governance and integrates members of faculty and administration. The committee is made up of faculty from each school/college, Kathie in an advisory role, and Laura participates in what Eva does.
  - The other issue is how do we include Distance Education (DE). DE dramatically influences curriculum and how they participate in this process is completely unaddressed. Marc Hugentobler and Dan Clark attended our meeting and began conversation. We need to develop synergy between these two approaches to developing curriculum. Ian Sorenson noted that DE does not develop curriculum. Russ remarked that the committee wants to see an integrated approach for developing curriculum for an online course. They want to be more systematic whether it is online or not. They want to be able to facilitate and help faculty develop curriculum. Instructional design is a resource for everyone not just for online developers.
  - Other areas of focus are justifications of curriculum, curriculum changes, as well as programs to always be well grounded in meaningful assessment.
  - This policy has not gone to President’s Council yet.
  - Once this is completed, the committee will have a better idea of how COMET should be changed. Vision is to move away from being a hoop you jump through and more a value added support for curriculum. An example is reviewing a syllabus and seeing if it meets the course objectives.
  - David Connelly suggested the committee attend Faculty Senate when the White Paper part of that discussion comes up.
- Faculty Development – Ian Sorensen
  - Faculty Excellence is ongoing at this point and seeking nominations for faculty excellence awards.
  - Ian discussed a committee that he has been invited to attend to find additional ways to support faculty doing research that involves students. He did not feel like
he could accept without the Faculty Senate deciding if they want to add this to the chairs responsibilities. He will attend this semester. He thinks it might be a good idea since it deals with faculty development. Kat noted that this is a way of getting money.

- The committee is working with VPAA to rewrite SELT. They would like to test by putting it in two schools/colleges and run for two semesters. Ian is recommending UC, but has not talked with the dean. He is looking for another one and would like to have one that has upper level and graduate level credits.
- Kat Brown informed the group that current SRI data shows a 55% response rate.

- Grievance – Pierre Lamarche – absent
- Personnel and Elections – Elaine Tuft – Still trying to get positions filled in Arts and Social Sciences. John Balden informed the Executive Committee the chair of the Rank and Promotion committee needs to be replaced. We need to request nominations at the next meeting and hold elections the following meeting. Ian Sorensen suggested that elections be held prior to the end of the semester so they are in place for fall. Senators need to get the word out now for those positions that need to be replaced. A list needs to be sent to all senators.
- Policy Committee – Lyn Bennett – The Ad Hoc Committee on Policy 644 – Appointment and Responsibilities of Department Chairs still has a few more meetings. The committee will meet on the January 24 to discuss staff policies 333, 334, and 335. They are still waiting to hear from the chair of that committee with a few questions.
- Post-Tenure – Arlen Card reported nothing at this time.
- Rank and Promotion – Rick Vincent has left UVU. We need to replace him.

5. Agenda items for next meeting

- Shared Governance Policy – can be found on the Faculty Senate web page.
- Discussion to change voting dates for senators
- Invite Laura Busby to discuss SRI changes

6. Adjournment at 3:56 pm

Next Full Senate Meeting: January 17, 2012, 3-5 pm (LC243)
Next Senate Executive Committee Meeting: January 24, 2012, 3-5 pm (LC243)