**Faculty Senate Executive Committee Retreat Minutes**

July 15, 2020

Via Microsoft Teams – 9:00-11:00 am

***Present***: Anne Arendt, Wendy Athens (OTL), Kat Brown, Joy Cole, Suzy Cox, Karen Cushing, Jessica Hill, Dianne McAdams-Jones, Rick McDonald, Matt North, Alan Parry, Evelyn Porter, Denise Richards, Karen Sturtevant (Library), Wayne Vaught, Sandie Waters

Visitors: Nizhone Meza

***Excused or Absent:*** Mark Bracken

* Call to order – 9:00 AM

**ADVANCEMENT OF TEACHING**

* Faculty Excellence Awards
  + Committee would like to conduct an overhaul of FEAs for the next year. If ExCo feels they would receive negative pushback from Faculty Senate, will delay. Plan is to focus primarily on teaching and a refocus of scholarship and service. Proposal was made to change name of award if change focus. Parry felt the current process showcases the faculty member all around. Consider surveying senators and seek their concerns.
  + Discussion about the amount of work required to submit when nominated for an award. Richards reminded committee that the application materials to be submitted is only two pages. Discussion about breaking out the awards to focus on one of the three areas: teaching, scholarship, and service.
* Teaching Excellence Model
  + Several departments want to pilot the model. Committee will meet in August to solidify expectations from departments in order to obtain outcomes. Hope to have evidence to put before Faculty Senate next spring.

**CURRICULUM**

* Policy 605 – *Curriculum Process* is approved. Now implementation process. Deadline for courses for fall 2021 are still approved by the dean by 9/1. Anything post 9/1 deadline will follow the new approval process.
* Implementing a “facilitation” process. Provided example of Communications who are modifying their GE COMM 1020 course. In the past, every program would have to submit a curriculum change for the modified course. When the modification is approved now, Curriculum will streamline the process on the back end and make the appropriate changes in all the programs that use the course.
* Curriculum guidelines/procedures should be completed and ready to present to senate in the fall for approval and implementation.

**RTP & APPEALS**

* Successfully completed two appeal hearings and Arendt/Vaught waiting on results from those hearings.
* Completed the five-year review of RTP criteria. Bylaws have changed to conduct reviews on a rotating five-year schedule. Have codified this new review timeline in Policy 637 – *Faculty Tenure*.
* Have created an Executive Summary of revisions for Policy 646 – *Faculty Appeals for Retention, Tenure and Promotion.* Still needs some work in order to bring to Stage 1.
* Appeal process this spring revealed some revisions that need to be made in Policy 632 – *Assignment and Advancement in Academic Rank.* Will begin process in fall.
* Proposed training for faculty who serve on hearing committees, but also RTP committees in general. Training will aid in understanding the importance and process of following policy, as well as how the policy is applied in administrative processes.
* Brown has reviewed all the criteria resubmitted. Vaught is currently reviewing all the RTP criteria. Plan is to send back to department RTP committees to address concerns by end of July or first part of August. Vaught stressed the importance of having clear, strong criteria as all candidates are taken to the Board of Trustees for approval. Academic Affairs has responsibility to uphold the academic standards of the institution. Faculty setting reasonable criteria for RTP and to hold their own faculty accountable is part of shared governance.
* Recommended new faculty follow the current approved department criteria. If a faculty member is already on tenure track, they would have the option to choose which criteria they want to follow. Faculty should be provided a copy of their department criteria when hired.
* Be sure Faculty Senate website is linked to the most current RTP Criteria on the Academic Affairs website.
* Concern expressed over guidelines conflicting with university policy. When RTP policies come up in senate, need to encourage senators to take the information back to their departments for review and comment.
* Department and RTP Chairs should be providing new faculty with current criteria, but faculty members as individuals are also responsible to seek out and understand the RTP process and criteria.
* Brown has agreed to bring RTP Chairs to a Department Chair meeting to discuss RTP process, issues, etc.
* Need a mechanism to hold chairs and deans accountable in the RTP process. Also need strong RTP criteria so leadership cannot hold tenure or advancement against a faculty member.

**SERVICE & ELECTIONS (S&E)**

* Waters transitioned all duties to Joy Cole. Cole met with two of the new S&E chairs.
* Sent out survey from Inclusion Committee. Received 16 responses indicating their desire to be included. This committee can have multiple members serve.
* Accessibility Campus-wide Committee – Cole will provide list of those interested in serving to Ashley Larsen and let them choose who serves.
* Clearing up some information on the Graduate Council regarding elections.
* Discussion about disproportionate GE committee given individual sizes of schools and colleges. Problems identified: 1) vote count, 2) work to be done to obtain varied opinions and represent appropriately, and 3) if have one representative for every committee can be difficult for the smaller colleges to fill. Recommendation is that the representation on Faculty Senate Committees should be proportional to the size of the school or college. Potentially discuss in senate.

**DIVERSITY & INCLUSION COMMITTEE**

* Waters is working with diversity and inclusion focus group about future dialogue. Have received strong interest of support.
* Jessi Hill has been asked to serve on the Executive Inclusion Committee.
* There is a campus wide Executive Inclusion Committee (Hill) and a separate Faculty Senate Inclusion Committee (Waters)

**COUNCIL ON ACADEMIC STANDARDS (CAS)**

* Provided year-end report. Council met four times over the past year and addressed over 300 suspension/dismissal petitions which were all resolved in favor of the students.

**POLICY**

* Policy 101 – *Policy Governing Policies*
  + Main discussion issue is how guidelines are used and how they can circumvent policy process. Most guidelines should either be in policy or separated into a procedure document for that particular unit.
  + Current point of view is to do away with university guidelines. Counter point for the existence of guidelines were when law changes, other things that require and immediate change to policy, or the type of minutia that is difficult to put through the entire process.
  + Knee has interpreted Regents Temporary Emergency Policy that it goes into effect as soon as President’s Council approves and then later Board of Trustees ratifies the approval meaning it is in force when President’s Council approves it. Temporary Emergency then follows the full approval process.
  + Many of our guideline documents are actually procedure documents that were germane to a particular entity and not the university. These types of documents become procedure documents for an individual vice president. Curriculum procedures only affect our unit and not the institution as a whole.

**OFFICE OF TEACHING & LEARNING (OTL)**

* HIPs: 80 faculty were involved in High Impact Practices training through RUEC: FYS, Service Learning, Global/Intercultural, Writing Enriched, Team-Based Learning, and Mentoring Academy for SCULPT. Ongoing communities of practice from these.
* Online teaching certification: By end of summer, ~50% of UVU faculty will be online teaching certified. (Thanks to Provost for funding this.) Currently more than 620 faculty are online teaching certified and there are 177 in the Summer B cohort.
* 5% improved failure rates in online classes taught by certified faculty
* OTL Lab (Tech Training)
  + 300 participated in Spring training
  + 212 involved so far this summer in Mastering Technology and CALM
  + NEW: [Live Streaming training](https://www.uvu.edu/otl/calendar/livestreamingtraining.html): 216 signed up within the first week = a great start
* Online course development: 92 being developed for fall 2020. Amazing.
* Student Support: Working across the university to build robust set of student support resources. [Hub page](https://www.uvu.edu/fall2020/).

**OTHER**

* Accessibility Services
  + Concern over disproportionate influence accessibility services has in terms of how they execute their process in relation to software to ensure that students with needs are being cared for and how that impacts our curriculum. Their desire to have software removed from campus because it is deemed not accessible and subsequently not usable before review by Academic Technology Steering Committee (ATSC) is problematic. Flanagan has ensured that the university is not going to remove. Accessibility Services and the Office of General Counsel potentially impacting curriculum and a student’s education is troublesome.
  + Faculty that have concerns about software should contact either Arendt or North to take to Flanagan. Software approval now takes about six months to get through the process although there is some debate about that. Largest problem is accessibility.
  + Academic IT unit will be moving over to IT under Kelly Flanagan. They will also be combining with Student Services IT. ATSC will continue to remain in AA for now. Diana Lundahl is Senate’s representative. ATSC should hear the accessibility issues but they are decided prior to ATSC now. Electronic Information Technology (EIT) (Laura Loree – Accessible Technology) addresses the accessibility component.
  + Busby will provide Brown the definitions of when something has to go to ATSC and when it does not.
  + Athens shared that the first question faculty should be asking vendors is if their software is accessible. If not, then do not proceed with further discussions. Parry expressed concern about accessible software in math such as LaTex and making it accessible.
* Policies
  + 633 – *Annual Faculty Review*s - Propose to reopen in collaboration with AA. Also means might reopen 638 – *Post-Tenure Review.*
  + *649 - Faculty Remediation, Sanction, and Dismissal* *due to Cause*– Team continues to draft. Goal is to present to senate for comment and provide to the drafting committee. Hope to rejuvenate teams to address other portions of the bundle.
  + 635 – *Faculty Rights and Professional Responsibilities* - Plan is to hand off draft to senate for review and obtain comments prior to opening.
  + Arendt will discuss with O’Sullivan to determine how iterative changes can be made quickly.
  + Department Chair policy is with Vaught. Looking to see if there needs to be more administrative need and the difference between department chair and department head. Want to be sure faculty do not lose their voice. Department head would be more of an administrative role vs a faculty role.
  + 632 – *Assignment and Advancement in Academic Rank* – Needs to be revised.
* Resolutions
  + Domestic Partner Benefits has been distributed and ready for senate vote in fall.
  + Healthcare for Transgender – Resolution was draft, but learned there are currently transgender benefits in place. Need clarity on what the resolution is asking which is currently in conflict with university benefits.

**GOOD OF THE ORDER**

* ExCo is not a decision-making body. They are to set the agendas and priorities of senate. How can we avoid some derailments and improve discussions on some controversial topics?
* New Senate Orientation – Waters volunteered to assist Hill in planning. Would like ideas on what should be in the orientation. Send ideas to Waters.
* Arendt will send out a poll to help in planning date for next meeting.
* Parry will update the policy spreadsheet.