**Faculty Senate Executive Committee Minutes**

January 31, 2017

FL 516, 3:00-5:00 pm

***Present***: Jon Anderson, Anne Arendt, Mark Bracken, Kat Brown, David Connelly, Logan Cottle (UVUSA), Karen Cushing, Doug Gardner, Lindsay Gerber, Ryan Leick, Anthony Morris (Library), Jeff Olson, Jim Pettersson, Sean Tolman

Visitors:

***Excused or Absent:*** Tanner McAllister (UVUSA)

* Call to order – 3:03 PM
* Approval of Minutes from January 31, 2017. Minutes approved.

ADMINISTRATION

* Tenure decisions have been mailed. All appeals will go to Mark Bracken.
* Two policies will be coming forward into Stage 2 – 633 – *Annual Faculty Reviews* and 606 – *Adoption of Course Materials and Textbooks*. These will be on Faculty Senate agenda as Information Item. Still hoping to get Policy 648 – *Faculty Separation due to Institutional Reasons* on calendar for this semester.
* Bracken noted that Policy 637 – *Faculty Tenure* (Limited Scope) was approved by President’s Council to move into Stage 1. Leick recommended bringing the policy to Faculty Senate with the revisions before requesting Stage 2.
* Policy 635 – *Faculty Rights & Responsibilities* needs a drafting committee created. Leick recommended the committee be formed under Special Assignments & Investigations Committee. Would like two to three Department Chairs, (Arendt, Cameron John, Fern Caka, Jim Price), faculty from ARTS, Russell Warne, faculty from WSB, Sheri Rysdam, faculty from SOE, plus Leick. Brown recommended Pilar Hays serve on the committee to do the research.
* Connelly proposed creating a policy about the Executive Review process.

SVPAA

* Expressed thanks to all for the discussion regarding the AMP in Faculty Senate. Camron Robinson, Olson’s Presidential Intern has created a spreadsheet with all the input. Expressed concern about the form not being complete and asked him to review for completeness. Will add a column to note if the recommendation was incorporated or how it was addressed. Will send a final copy to all of Faculty Senate.
* Finished Tenure and Sabbaticals applications and now moving onto Rank Advancements. President was especially happy to hear about the request to change the timeframe.
* State of the University address next Tuesday, February 7, 1:00 p.m., in SB 134.
* President Holland sent out an email regarding international travel order. We have identified one faculty member and two students who are affected by this order and reached out to them individually. This does not mean there are no other individuals affected by this order. Need to reach out to each other where possible. USHE Presidents will also be making a public statement.

CANVAS

* Anderson reported that faculty would like access to Canvas gradebook for one week after grades are due to allow for any additional changes that might need to be made.

WINDOW COVERINGS

* Windows are in place for the safety of faculty, staff, and students. Brown reported as part of the general attitude, not sure in policy, but now is a university requirement that all windows have an unobstructed view. Facilities will remove the blinds and frosting. Faculty expected to remove paper, coverings, etc. Connelly inquired if both side light and window need to be uncovered or just one. Brown reported that doors that have no window will be replaced over time. Will put the item on the agenda for discussion and if further clarification needed, invite Frank Young and Karen Clemes. Olson will talk to Val Peterson to send out an official notice about the change in practice.

UVUSA

* Lisa Ling, Reporter and CNN Host of “This is Life with Lisa Ling” will be coming February 2, 2017 at Noon in Ballroom. Encourage faculty and students to attend.

LIBRARY

* The next Roots of Knowledge speaker is Kat Brown on February 7 at Noon in the Bingham Gallery. She will speak on the Russian Revolution 100 Years later. All invited.

NSSE SURVEY

* Bracken will contact Tim Stanley to come present on February 7.

POLICY DISCUSSION

* Recommended faculty go in and submit comments or provide comments on those already in the summary document.
* Connelly recommended breaking the policies into smaller parts for discussion such as: what do signatures mean, how this relates to tenure/promotion, due process, feeding of annual reviews into other processes. ExCo would like comments submitted early and then address comment by comment during the meeting. Connelly recommended breaking the Policy 633 into four parts: 1) Purpose of the policy, 2) Other uses of annual review, 3) Due Process (e.g. faculty completing annual review, submits it, Department Chair disagrees, what happens), and 4) Form. Leick and Gardner will compartmentalize for the February 21 meeting.

PERSONNEL & ELECTIONS

* Gerber will conduct the nominations for President and Vice President. Will seek approval from nominees to accept nominations and ask for a short bio. Will follow-up with Stanley on opening voting from February 10-17 and report results at the February 21 meeting.
* New senators and officers only need to show up on last meeting to vote for Standing Committee Chairs. Lecturers cannot serve on Senate. Departments can choose their own process to vote for senators.

RTP

* ExCo would like to bring the revised portion of Policy 637 only to Senate, as rest of policy is not open.
* Bracken reported that several appeals have been received regarding tenure denials.
* Pettersson noted that the committee had a few procedural questions and addressing in the next revision of the policy. Clarified with the committee that this new process is providing an additional level of review for faculty. He is convinced this is a benefit and Brown responded that this is faculty policing themselves. Bracken reported that this committee would have a checklist as they review each file to formalize and bring standardization. Brown reported that a faculty member who went through the process this year found the “Tips & Suggestions” sheet helpful. Pettersson noted that after this step, additional training will occur to be sure RTP Committees are meeting annually with tenure candidates and meeting with mentors. Once committee in final form, Brown would like to hold 1-day meeting to review process, etc.

CANVAS

* Anderson had conversation with Jason Hill about ways for faculty to have better communication. Instructure informed him about posting a discussion or forum that uses single sign-on under their platform in order to provide updates after ATSC meetings. Will pose idea to Faculty Senate and put link to discussion forum.

UNIVERSITY COMMITTEES LIST

* Cushing still working on.

GE RESEARCH

* Morris’ research found that most institutions have the GE Committee report to Faculty Senate and then to a Provost, Vice President or CAO. How the committee looks varies by institutions.
* Connelly shared several items need to be addressed such as how to best approach moving the committee to Faculty Senate purview and who has responsibility for curriculum. First, is figuring out a strategy to have conversation with the SVPAA on how to best move this under Faculty Senate. Second, think about the structure of what GE should look like at this institution. Third, develop a coherent plan and present knowing it will take several years to approve and implement. Bracken recommended creating a committee to review the Library data, develop charge/proposal and structural setting, then present to SVPAA. ExCo needs to review the Library data and be prepared to discuss at the next ExCo meeting. Committee: Anderson, Connelly, Tolman, Leick, and Morris.

PACE JOINT EFFORTS

* Bracken reiterated the need for Administration support at PACE. Olson mentioned same to the President who is exploring options.

INVESTIGATIVE PROCESS

* Bracken met with Clemes and Olson to discuss concerns about internal investigations. Will bring information back to Faculty Senate.

GOOD OF THE ORDER

* Arendt had a department faculty/staff meeting discussing the current accepted grade of D- on prereqs for Technology Management. The department disagrees and want it to be changed to C-. Arendt needs to work with Chris Alldredge and see if they can facilitate the change and not go through Curriculum.
* Tolman met with Andrade re Policy 610 – *Credit Hour* regarding reviewing credit hour guidelines. Leick noted that the Curriculum Committee only reviews the department’s review. Tolman inquired about the purpose of this review. Bracken noted that a course evolves over time and sometimes it becomes necessary for the course to be re-evaluated. The new policy states credit hour reviews just need to occur on a regular basis. Brown recommended the UCC work with Scheduling and set some institutional practices. ExCo consensus reached that if the department is conducting regular reviews and UCC reviews those reviews, we are in compliance.
* Olson reported that “tenure criteria shall undergo multiple levels of review…” He inquired about what is being done to update department criteria. He will go back to the Deans and ask them to follow-up with Department Chairs for current updates. Gardner reminded Olson that at one time he was going to postpone hiring until the criteria were updated. Cushing has scanned all the criteria currently have for posting on the Faculty Senate website, but still needs to run the documents through accessibility before posting. Need to set up a review and approval schedule for the RTP Committee to review.

Meeting adjourned at 5:00 p.m.