**Faculty Senate Executive Committee Minutes**

November 20, 2018

FL 516 – 3:00-5:00 pm

***Present***: Pauli Alin, Jon Anderson, Anne Arendt, Wendy Athens, Kat Brown, Karen Cushing, Dianne McAdams-Jones, Jeff Olson, Annie Smith (Library), Jim Pettersson, Sean Tolman, Craig Thulin, Sandie Waters

Visitors:

***Excused or Absent:*** Mark Bracken, Kenzie Larson

* Call to order – 3:00 PM

Approval of Minutes from November 6, 2018. Minutes approved.

**SVPAA**

* Announcement regarding Jeff Olson’ retirement and the search for his successor will be posted on Monday, November 26, 2018. Reviewed timeline for the search and reported that the committee hopes to have replacement by mid-May.
* Presidential Inauguration is scheduled for 3/27/19.

**AVPAA**

* Policy Committee is to send Policy 649 – *Corrective Actions and Terminations due to Cause* dealing with remediation and sanctions along with Policy 635 - *Faculty Rights and Responsibilities* to Brown in hopes that they can be taken to President’s Council next week.
* Message still needs to be conveyed that quantity does not mean quality in regards to the tenure portfolios. Continue to receive portfolios that are significantly large. Preliminary review of portfolios show that there are a few that appear problematic.

**LIBRARY**

* Only have one event left in the Library for this semester. Next ROK Lecture Series will feature Maritza Sotomayor on 11/28/18 at 1:00 p.m. in the Bingham Gallery. Topic – “Trade Protectionism in the Era of Globalization.” Otherwise, gearing up for finals.

**OTL**

* Academy Awards applications opened up on 11/12 for Best Design and Best Delivery of an online course. Application submissions close 1/14/19. See link <https://www.uvu.edu/otl/faculty/otlacademyawards.html>
* Will be new Pathway 3 cohort beginning in January 2019. Contact Trevor Morris for more information.
* Technology Conference will be held 2/8/19. Look for announcement on how you can discover new technology that can be integrated into your courses.

**DISCUSSION**

* Faculty Committee Assignments
  + Waters inquired about her role for accountability of committee attendance. Thulin noted that it should be the responsibility of the committee chair and proposed that each committee forward attendance records to Waters to keep track.
  + Several committees identified where faculty attendance is dwindling are the IRB, Scholarly and Creative Works, and RUEC.
  + Discussion regarding potential solutions to improve faculty attendance.
    - Visual approach with pie charts noting attendance percentages. Committees that require an attendance threshold can be indicated on the chart.
    - Clarify at what point a faculty member needs to be replaced on a committee for lack of attendance.
    - Recommend committee chairs send an email expressing thanks for attendance or noting the lack of attendance.
    - Find ways to bolster service especially around shared governance and respect time commitments.
  + Thulin supports asking for accountability from committees. Address service as part of overall workload discussion. Proposal was made to create a template for senate committees to utilize recognizing the service of their committee members. Thulin/Waters will contact all faculty senate committee and non-senate committee chairs to inquire about accountability and the idea of a template that they might use.Intent would be for the chairs to report accountability information back to ExCo on a semester basis.Will work to distribute out by first of year. Waters will follow-up with Athens on processes for recording attendance and other information.
  + Determine if there are positive ways to demonstrate the accomplishments/value of committee work.Smith will synthesize committee information around the perspective of workload as it relates to service.
  + Discussion about the lines between civility vs bullying and how we can find a positive way to address situations. Recommend outlining the expectations of the committee members when it is formed. Brown recommended the book “Radical Candor” by Kim Scott.
  + Consider providing guidance for committee chairs on how to keep committees moving forward vs becoming stagnant.
* Faculty Annual Review Template
  + It was proposed and approved by ExCo to reassemble the original group to review the template to determine if it is what they want to move forward. If so, bring to Faculty Senate for comment and then take to AAC for review and approval of the “university” template and if schools/colleges want to revise it, they can add but not take away.
* Faculty Senate VP Election
  + Anne Arendt is the only nomination for Interim VP. If she is ratified, her current role as Policy Liaison would need to be filled.
  + It was proposed to open the election on 11/28 after senate discussion and close on 11/29 at end of day. Encourage your faculty to take the time to cast their vote.
* Faculty Workload
  + Alin will make a motion to form a taskforce on workload concerns. Will ask senators to solicit comments/concerns from their faculty for the taskforce to research.
* Set Agendas for the November 13 and December 4, 2018 Faculty Senate meetings.

Meeting adjourned at 4:37 PM

ACTION ITEMS

* Contact all faculty senate committee and non-senate committee chairs to inquire about meeting accountability and the idea of a template that they might use recognize faculty. (Thulin/Waters)
* Follow-up with Athens on processes for recording attendance and other information. (Waters)
* Synthesize committee information around the perspective of workload as it relates to service. (Smith)