**Faculty Senate Executive Committee Minutes**

November 29, 2016

LI 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, Tanner McAllister (UVUSA), Anthony Morris (Library), Jeff Olson, Jim Pettersson, Sean Tolman

Visitors: Darel Hawkins, Tim Stanley

***Excused or Absent:***

* Call to order – 3:03 PM
* Approval of Minutes from November 8, 2016. Minutes approved.

VOTING SYSTEMS

* AssociationVoting Platform
  + Darel Hawkins demonstrated the voting system utilized by PACE demonstrated how it operates. The systems security is identified with your UVID and birthdate.
  + System does allow bios to be added, but does not allow preferential balloting.
  + UVIDs can be imported and only allow faculty to vote.
  + Results are interpreted in PDF form and display the total votes received.
  + The System Administrator does have the ability to see the individuals that did cast votes, if needed.
* Qualtrics
  + Tim Stanley noted UVU already has an institutional license. The individual setting up the voting template or Administrator would have access to the information.
  + Demonstrated how to do preferential balloting within the system. Everyone would need to evaluate all candidates and cast vote noting 1, 2, or 3.
  + Can add authenticators in the data to add an additional layer of security.
  + Qualtrics does have the ability to keep the vote anonymous.
  + Platform is more secure as it provides a unique link for each individual faculty member to vote. The official email will be send to their UVU email.
  + Executive Committee approved using Qualtrics.
  + Cushing will work with Stanley on setting up the system.
* FLSA Update
  + Judge in Texas enjoined the FLSA changes that were to go into effect on December 1, 2016.
  + The majority of exempt staff that were to move to non-exempt can continue to teach at this point in time. Deans were instructed that those adjunct employees who have already been asked to teach are not to be removed. It was also reported that those who were to receive a salary increase, will continue to receive that increase effective 12/1/16.
  + Brown reported that we have no idea what the outcome will be. If the ruling was upheld during the semester, the same practice would be instituted that was already put in place.
* UVUSA
  + Would like emergency preparedness to be at forefront so students know what do to. McAllister recommended that a statement be included in all syllabi. Brown felt this would be difficult to do and proposed a rotating banner on Canvas. Connelly proposed a 5-10-minute discussion the first day of class or add the subject to the new student orientation process. If Student Government developed a statement, would send out to Department Chairs for distribution.
* RTP Advisory Committee
  + Pettersson has met with all but two individuals who had originally agreed to serve on the committee. One individual asked for clarification of the committee he was to serve on. All those he spoke to agree to serve.
  + Pettersson will chair the committee.
* Policy Liaison
  + Policies 325 – *Workload for Full-Time, Non-Faculty Employees*, 326 – *Special Pay for Staff* (Deletion), 327 – *Overload for Exempt, Non-Faculty Employees*, 328 – *Responsibility for Scheduling and Reporting Working Hours* (Deletion), 351 – *Annual Compensation and Benefits Plan* (Deletion), and 601 – *Classroom Management* (Temporary Emergency) have completed Stage 3 will go to Board of Trustees on December 1, 2016.
  + Policies 325, 326, 327, 328, 351, 601 and 607 – *Course and Lab Fees* (Regular) are now approved for Stage 2. Will put as an Information Item on the December 6 agenda.
  + Policy 605 – *Curriculum Approval Process* has moved to Stage 3.
  + Policy 638 – *Post-Tenure Review* notes it is in Stage 2, but should be Stage 1. Policies 633 – *Annual Faculty Reviews* and 638 – *Post-Tenure Review* will come forward together.
  + Leick will send Bracken a list of the policies currently in Stage 3, but notes the period for comment will close in the next few days so he can send an email to Faculty Senators in case they want to comment.
  + Leick, Arendt, Bracken will review opening Policy 635 – *Faculty Rights and Responsibilities* and Policy 647 – *Faculty Grievances* and decide what to do. Connelly noted that making this situation work validates Senate’s ability. Policy 635 is in Stage 1. Request opening Policy 647 for full revision. Can include a statement on why the policy was created and could link to provide context.
* Library
  + Library is now called the Ira A. & Mary Lou Fulton Library. New designation for Library will be FL.
  + Roots of Knowledge (ROK) – Library has been assigned responsibility to keep managing it. For events or assistance, contact the Library. Hoping to get at least one docent. Do not have ability to perform group tours at this time. Connelly recommended printing more programs so individuals have something to reference key points until more extensive apps are developed.
* Inclusion Dialogue
  + There is another Faculty & Staff dialogue on Wednesday, November 30, from 10:00-11:50 a.m. in SC 206abc. These meetings are designed to create an atmosphere of respect and brain storm how we can support one another.
* Academic Master Plan (AMP)
  + Olson will discuss the AMP on December 6. Bracken will send out an email for senators to invite all faculty to join at 4:00 p.m. in CB 510/511 to participate in the discussions.
* American Federation of Teachers (AFT)
  + Bracken will let Leo Schlosnagle make the announcement regarding the AFT in the Good of the Order.
* Senate President Updates
  + Discussion on adjusting the Senate agenda to allow the President to provide updates. Connelly noted that this needs to be handled with care and prudence, while allowing for transparency.
* SVPAA
  + Olson shared that the 75th Anniversary has been a remarkable year for UVU.
  + Groundbreaking for the new Arts Building will be held on Thursday, December 1.
  + The AMP Discussion on December 6 at 4:00 p.m. is for all Faculty. AAC will provide comments to Olson by 6:00 a.m. on December 1. OTL is finalizing the AMP Website. Would like to present final version to Faculty Senate after the Board of Trustees approval on January 12, 2017.
  + Olson would like Faculty Senate to at least revise the dates in the Tenure policy. Brown noted that Senate needs to be specific on a deadline to have all the research completed in order to get policy approved in a timely manner. Library will compile institutional dates for tenure policy reviews.
* Final Senate Meeting
  + Recommendation is to not hold a meeting on December 13. Bracken will send out an email conducting a virtual 1st Reading of the policies asking Senators to send comments to Doug Gardner, and be prepared for discussion and action on January 10, 2017.
* Special Topics
  + Arendt wants to do an informational item about adjuncts similar to the one done for Lecturers.
  + Ad hoc committee is prepared to present on Course Lab Fees requesting a statement be added for an appeals process.
* Next Executive Committee meeting is Thursday, January 5, 2017.
* Move Student Success discussion to January 24th agenda and add AMP to the January 10th agenda.

Meeting adjourned at 4:52 p.m.