**Faculty Senate Executive Committee Minutes**

February 16, 2016

LC 243, 3:00-5:00 pm

***Present***: Anne Arendt, Mark Bracken, Dustin Fife (Library), Doug Gardner, Ryan Leick, Jeff Olson, Jim Pettersson, Matt Robins (UVUSA)

Visitors:

***Excused or Absent:*** Clayton Brown, Kat Brown, David Connelly, Karen Cushing

* Call to order – 3:03 PM
* Approval of Minutes from February 2, 2016 ExCo meeting. Minutes approved.

SVPAA

* Conflict of Interest (COI)
  + Discussion about compliance in regards to accreditation. Olson reported that the current COI policy states you only have to complete the form under certain circumstances or an appearance of a conflict. He stated that we can ask faculty to sign a form stating there is no conflict of interest or they complete the COI form. He believes NWCCU would accept these two options. If we do not have faculty acknowledge anything, it becomes problematic.
  + Bracken proposed running a Senate campaign for the rest of the semester to get faculty to sign the COI or a form stating they have no conflict.
  + Arendt proposed a challenge and receive some sort of prize/recognition. Need to be sure we emphasize it is for accreditation purposes.
* Legislative Session
  + Building Board conducted a careful review and ranked the Arts building #1. The Regents also reviewed and ranked the building #2. The Higher Education Appropriations Committee has now ranked the Arts building #7 and moved their personal projects ahead of the Arts building. The President is working diligently to address and hopes the Governor will step in. Recommendation is to contact your state representative directly.
  + Governor is supposed to release the budget projections today.
* Commencement
  + An announcement will be made soon regarding the Commencement speaker. Since it is the 75th Commencement, wanted to have a dynamic speaker.
* Academic Master Plan
  + Have taken all the faculty input from various activities, data gathered over time, input from the facilities survey, various analyses, enrollment projections, and population projections in preparation for the AAC Retreat on February 17.
  + Deans will be making presentations about their college on what programs will grow faster/slower, what things need to be added, what additional buildings will be needed, special facilities needed, and where will geographic needs come into play. Will also be talking about the relationship between Orem and Vineyard, and the branch campuses. Out of this will come some recommendations which will be presented to Cabinet on February 24.

Curriculum

* Bracken expressed thanks to Leick on his presentation to the Board of Trustees.
* Leick reported that the committee reviewed 202 proposals in 110 minutes. He shared that the committee has reviewed more curriculum this year than they did all of last year. Today was busier than normal as all items had to be in today in order to make the fall catalog.
* Approving many more courses than what is being deleted. The committee will be discussing how they will be reviewing courses under Policy 604 for courses that have not been modified or offered within the last five years. If faculty aren’t maintaining or keeping their courses current, they will get red tagged and will need to justify keeping it. Need to establish a process for “red tagging.”
* Leick reported that have not heard from the vendor in regards to the new curriculum software that is supposed to be in place for fall. Olson requested Leick send him an email so he can put it on the IT Oversight Committee agenda that meets the 2nd and 4th Thursday every month.
* The forms committee has reviewed the forms and are ready to bring to Faculty Senate for review.
* Policy 605 – *Curriculum Approval Process* will be presented to President’s Council on February 18 to enter Stage 2.

Debate Calendar

* Policy 510 – *Graduation Admission and Continuation* will be discussed by Jim Bailey.
* Several Information Items
  + Policy 115 – *Minors on Campus and University Sponsored Events* Temporary Emergency moved into Stage 2. Not anticipating a lot of discussion. However, with Provo High moving and the potential for Thanksgiving Point and Payson campuses, we have the potential for more high school students coming to campus to take classes. Olson reported that Nebo School District needs to build a new advanced learning center and have approached UVU to make this the first building on the UVU Campus in Payson, but this means more minors on campus.
  + Policy 503 – *Add/Drop/Withdrawals* (Limited Scope) – Trish Howard outlined some of this in her presentation last week and some of the pitfalls between E and UW. Olson reported the federal government is coming to audit UVU. If we don’t have a policy that allows us to award E’s in certain circumstances and we do it, they can ask for refund of that financial aid which can amount to thousands of dollars. Bracken shared the differences between UWP and UWE that another institution utilizes. Discussion over how to account for the last day of attendance.
  + Policy 403 – *Restrictions on the Use of Skateboards, Roller Blades, Roller Skates, Bicycles, Motorcycles, and Hoverboards* (Limited Scope) - Policy added “hoverboards” to the list.

Bylaws

* Gardner previously asked Connelly about the status of the Bylaws and given the nature of his involvement in other projects, volunteered to take over the Bylaws. He recommended asking Connelly to forward him what he currently has and will finish them for presentation to ExCo and Faculty Senate. Discussion regarding when the Bylaws should be ratified (fall or spring). ExCo approved Gardner contacting Connelly.

MyUVU

* University will be going live with the new MyUVU on March 18. Bracken reported that the student portal is really nice. He briefly reviewed the faculty portal and was not as impressed. Anderson reported that this is because Gerber is still receiving input from faculty. Olson noted that the Beta of MyUVU is live now and collecting feedback.
* Bracken feels the Policy Pipeline needs to have a quick link. He will invite Nathan Gerber to Faculty Senate to present.

Staff Teaching as Adjunct Approval Form

* Staff that want to teach adjunct, must complete the Additional Assignment Authorization form and submit two weeks prior to the start of the semester. All staff received an email with guidelines on June 10, 2015 informing them of the new procedures. Approximately 25 staff did not submit their form in time and are now ineligible to teach summer.
* A grace period was granted for fall 2015 semester, but now it is being enforced.
* Arendt proposed giving another reprieve for spring 2016 semester and then begin enforcement. Otherwise, keep it as it stands. Question is are we comfortable with the way it was implemented and does it need to go to Faculty Senate for a discussion item.
* Another issue that was put into effect last year was that exempt staff can only teach one course. Olson reported that there is a two-year transition. The question is why is it only one and not two, in particular with online courses.
* Bracken asked if the Senate forum is the appropriate forum for this matter. These individuals we are referring to are first and foremost staff not true adjuncts. Concerns – 1) department chairs trying to find enough adjuncts and 2) some lab manager’s job descriptions were rewritten to include teaching as a portion of their load. Bracken inquired about emergency situations.
* Olson noted that working a full time job and teaching a doctoral full time load of two courses is difficult. Reality is most exempt employee’s job responsibilities are such that it is difficult to determine if they teaching an online course and responding to a course, grading papers, etc. Exempt employees are limited by law to a standard 40 hour work week. Olson feels if employees can take on this load, why aren’t teachers teaching more. Major reason for this policy is to say teaching is not something you just throw in on the side. The policy also states you cannot count on this for income.
* Olson also noted he is still getting forms to approve now for this semester and commented that it is difficult to say no when they are already teaching. So, the decision was made for them to not teach the next semester. If the forms are not submitted ahead of time, how can we make an appropriate judgment.
* Anderson indicated one of the problems is finding someone to teach a class at the last minute. Olson responded that the deans have the authority to notify Olson for institutional exigency reasons for approval and not punish a faculty member or students for circumstances beyond their control. Olson has met with Michelle Taylor to make teaching requirements a part of their position description in areas such as CAL if they feel teaching specific courses is a requirement. Fife commented that the Library has revised their job descriptions to include teaching courses as part of their jobs.
* Academic Affairs is notifying department chairs for those staff adjuncts that are still teaching two courses to remind them that they will be discontinued come spring 2017.
* Arendt inquired about making the form a once a year form instead of every semester. Olson indicated if we know what their teaching schedule is that far ahead of time, we would consider it.
* Anderson inquired about forms being sent intercampus. Olson noted that Academic Affairs is looking at putting the form online. Bracken would like the form be noted on the new MyUVU for deadlines coming up.
* ExCo feels this matter is a staff issue between the Department Chairs and Deans. PACE will not address since President’s Council has already made a decision. Olson proposed sending an email out to staff in regards to exigency and requirements for an annual form with clarification about the course not being guaranteed. He will check with AAC for their input.
* Leick inquired about the faculty disclosure for teaching. Olson reported the policy is being revised to address this issue.

ATSC

* Anderson reported that Travis Tasker’s group is considering changing the software that tracks the classroom electronic technology usage and asking for faculty feedback. They want to know what faculty would like reported to them. Suggestions: start-up time, how often not work, logging off console, and document camera usage. Tasker indicated they can track any push of a button on the console. Recommend bring Tasker into Faculty Senate to review procedures for equipment usage. There are portable document cameras for $200 that departments could purchase. Olson shared that we are exploring not an assignment to a room, but a right of first scheduling.
* ExCo agreed to put the item on the Senate agenda seeking feedback in regards to technology usage in the classrooms.
* Leick expressed his displeasure with ATSC as it is comprised of associate deans with only one faculty member on it. He feels there is so much this committee could be doing with technology in the classroom, but not doing.
* Arendt inquired about a “print credit” each semester. If that falls under ATSC add it. If not, then omit.

Food Services

* Bracken noted that food services has a geographical service area. If you are within this area, you must use them otherwise, you have to go through an application process to use other services. He shared experiences with doctors who were so dissatisfied with the dining services that they have sent letters stating they will not come back. He wants to look into the law that states a government agency cannot compete against the private sector. He feels that dining services makes it a monopoly for their services. Discussion over the cost of food in comparison with outside vendors and restaurants.
* Olson would like information sent to him in regards to cost variance when approvals have been given by Dining Services. Arendt proposed polling the Admins regarding specific data. Olson asked ExCo for permission to alert Val Peterson and seek his guidance. He also would like the Deans and Department Chairs to survey their admins. Bracken does not want to put Olson in a negative position, so Olson will talk with Peterson and report back to ExCo.

Service

* Gardner proposed a form letter that specifies the amount of service someone performed on a university committee. Anderson supported as long as he can add additional information in support or against their service. He will send copies of his recent letters to Gardner for info. Cushing does have Faculty Senate letterhead available. Policy indicates the appointment letter needs to be done each year, but not the service letter.

Family Leave

* Fife reported that House Bill 188 – Paid Family Leave came up today asking for all state employees to get six weeks for parental leave. Recommended sending it to Faculty Senate and asking them to contact their representatives.

Policy 647 – *Grievance*

* Gardner has conversation with Mark Wiesenberg earlier today. Looking at policy from Weber that has to do with process of investigation. UVU has a Title IX process, but not Title VII. Part of issue is the timeline in which faculty has to respond. Bracken will follow up with Karen Clemes for an update on the policy. Faculty feel like they are under a witch hunt when questioned.
* Title VII will be modeled on Title IX. Olson would like to see the adjustment made to inform faculty on what they are being accused of. Bracken will follow up with Clemes in regards to investigation process.

Merit Pay for Faculty

* Postponed until next ExCo meeting.

Campus Entities

* Gardner is not tracking individuals invited to Faculty Senate and those to be invited in.
* Anderson commented that AAC wants him to make an annual report on CAGAS. Can discuss the overarching things students are petitioning and reasons for decisions being made. Would also like to request his presentation be made just before elections for officers so they are aware of what is involved. Arendt recommended he create a written definition. Anderson noted he is still writing procedures for CAGAS.

Senate Representation

* ExCo decided that representation would be based on what department they are appointed or tenured to.

Meeting adjourned at 5:00 p.m.