**Faculty Senate Executive Committee Minutes**

August 30, 2016

LI 516, 3:00-5:00 pm

***Present***: Anne Arendt, Mark Bracken, Kat Brown, David Connelly, Karen Cushing, Doug Gardner, Tanner McAllister (UVUSA), Anthony Morris (Library), Jeff Olson, Jim Pettersson, Sean Tolman

Visitors: Jon Anderson, Logan Cottle (UVUSA)

***Excused or Absent:***

* Call to order – 3:00 PM
* Approval of Minutes from April 5, 2016. Minutes to be approved at next ExCo meeting.
* Introductions of New Committee. Bracken reported that the primary function of the Executive Committee is to set the agenda for the full Faculty Senate meeting.

SVPAA

* There are a host of 75th Anniversary activities this fall. November 18th is the Roots of Knowledge unveiling. Board of Regents will be in attendance along with other institutional leadership throughout the state will be invited to attend.
* Enrollments are up and appears we will set new record.
* Five new master’s degrees were approved by Regents during the summer and we are now waiting for NWCCU approval.
* Graduate enrollments are also up.
* Arts Building groundbreaking will be December 1.

AVP Academic Administration

* Policy 607 – *Course-Based Fees for Credit Courses* – Going back to President’s Council to change some language and issues with textbooks.
* Policy 610 – *Credit Hour*
* Policy 601 – Limited Scope for Religious Accommodations
* Policy 633 – *Annual Faculty Reviews* - Will be coming forward this fall to enter to Stage 2. Aiming for middle of September so will be in place for spring reviews.
* Policy 638 - *Post –Tenure Review* – Has gone through Faculty Senate. New Shared Governance Committee if finalizing.
* Policy 648 – *Faculty Separation due to Institutional Reasons* - Has been through writing committee. Is currently in legal for review.
* Policy 632 – *Assignment and Advancement in Academic Rank* - Will be the last policy to come through to Senate. Policy Committee has completed their work and it is with the Shared Governance Committee.
* Policy 644 – *Appointment and Responsibilities of Department Chairs* - Policy currently under review with Kat Brown and Jeff Olson. Will be taking to the committee soon.
* Brown reported that by the time each of these policies has gone through review, 5% of the faculty will have had an opportunity to review.

Library

* Morris reported that the Library has been extremely busy this fall. He shared the Library can provide research and literature review to provide information and recommendations to assist in making well-informed decisions.

Compensation for Executive Committee

* Olson and Bracken met over the summer to determine compensation for service on the Executive Committee. Decisions are: President (2 courses), Vice President (1 course), RTP Chair (5 credits spring, none in fall), Service & Elections (1 course), Special Assignments & Investigations (1 course), Curriculum (1 course).

Faculty Bylaws

* Gardner reported that the Bylaws need to be priority this fall and reminded the committee that the Constitution was approved in December 2015. He reviewed the Bylaws this summer and developed a draft. There have been many changes made in the new draft. The old Bylaws can still be found on the Faculty Senate website if you want to do a comparison.
* Plan
  + ExCo will review items that need to be addressed and approved by ExCo before going to the Faculty Senate.
  + Send out current sections for ExCo to review.
  + Proposed identifying senators to review and fine tune and have ready for Faculty Senate to review by November 1 and have the final Bylaws approval by December 6.
  + Held off on timeline until the next ExCo meeting.
  + Need to determine if want Bylaws that are broad or more specific. Bylaws will need to be approved every year.
* Discussion about election cycle for the next academic year in order to provide additional time for course scheduling.
* Bracken proposed to SVPAA a summer stipend for the Faculty Senate President due to the number of meetings that required attendance.
* Gardner will send out a draft for ExCo review and comment.

Campus Entities

* ExCo has proposed a list of groups/individuals to come to Faculty Senate. Bracken will be contacting Department Chairs to be sure senators are giving a report to their departments. Entities identified:
  + Alexis Palmer – Behavioral Assessment Team – Invite September 6
  + Financial Aid/Veteran’s Office
  + Accreditation – October 2016
  + Library - Lesli Baker/Anthony Morris
  + IRI – Data
  + Advising/Data Analytics
  + Human Resources - FLSA
  + CAGAS – Jon Anderson – Invite second to last meeting in spring
  + Completion Plan - Michelle Kearns
  + Legislature Update – Cameron Martin – Invite early spring
  + Master Plan – President
  + CourseLeaf – Sean Tolman

Faculty Senate Email Access

* Discussions regarding who should have direct access to send out emails to Faculty Senate. Access will be granted to President Mark Bracken, Vice President Doug Gardner, Service & Elections Chair Lindsey Gerber, and Karen Cushing.
* Information that should be communicated to ExCo should be when referencing documents and research.

Course Fee Committee

* Gerber received request from the committee for two new representatives. ExCo reviewed recommendations. Connelly recommended that a faculty member stepping down be replaced with someone from that same college. There are currently only three members serving and one is stepping down. To be in compliance, the committee needs two new members.
* Gerber indicated that most the individuals nominated have been contacted; however, she does not know if all would be willing to serve.
* Discussion of proposed members and how the recommendations are put forward. Recommendations ExCo is putting forward to the Course Fee Committee are: Claudia Lieberwirth, David Barker, Kim Bartholomew, and Nyree-Dawn Nichols.
* Discussion over making motions in ExCo. Arendt moved that ExCo put forward motions. Gardner seconded. All in favor? Motion passed.
* Gardner moved to put forward the recommended names to the committee. Arendt seconded. All in favor? Motion passed.

Reviewed Agenda

* Ratification of Course Fee Committee
* Consent item for CAGAS Committee

Review of Policies in Pipeline for Review by Faculty Senate

* Policy 115 – *Minors on Campus and at University-Sponsored Events* – in Stage 3
* Policy 142 – *Export Control* - Needs review
* Policy 151 – AIDS – Up for deletion
* Connelly recommended to make all these policies information items for the first meeting and then list as 1st Reading for the next meeting allowing a motion to suspend the rules and move to an immediate action item. Recommend listing the policies in priority order of action and in que.
* Connelly recommended that in the first senate meeting, need to discuss the policy process and the level of concern for the Faculty Senate and remind them that they need to be prepared for discussion.
* Prioritization of Policies
  + Policy 151 – *AIDS* - Deletion for legal reasons
  + Policy 142 – *Export Control* - More definition and information
  + Policies 505 – *Tuition Payments and Refunds*/507 – *Tuition Refunds* (Deletion) – Clarification for students on tuition payments and refunds
  + Policy 522 – *Undergraduate Credit and Degrees* - Limited scope
  + Policies 610 – *Credit Hour*/604 – *Course Outlines Records*
  + Policy 251 – *Traveling on University Business*
  + Policy 252 – *International Travel for Students, Faculty, and Staff*
  + Policy 607 – *Course-based Fees for Credit Courses* - Will be taken back to President’s Council and Bracken will determine if it needs to come back to Faculty Senate.
  + Ryan Leick will stay in contact with stewards and Cara O’Sullivan and will invite them to the meetings as appropriate.
  + Bracken will forward President’s Council actions on policies to ExCo only with any appropriate comments and notes.
  + Connelly recommended noting when policies have moved into Stage 3 for public comment.

Special Assignments & Investigations Committee

* Arendt noted that several matters brought before Faculty Senate last year still need resolution. 1) UW/I/E Conversation and 2) Default Syllabus. Anderson stated that he could share Academic Standards view on these two subjects. Will work with Arendt to develop best practices for senate recommendation.
* Engagement Week
  + SCULPT Faculty will now oversee Engagement Week.

Personnel & Elections

* Verifying standing committee members to determine whose term has concluded and update the list.

CAGAS

* Committee met six times this summer. Anderson is preparing a report of activity.
* Committee will continue to make recommendations to SVPAA for decisions.

RTP

* Working on a Tips & Suggestions handout. Will share with Faculty Senate.
* Dealing with several faculty issues.

Faculty Senate Meeting

* December 13 meeting is still TBD.
* Decision was made that might need to cancel an ExCo meeting. Check rooms for availability in October to hold special full senate meeting.

Academic Master Plan

* Olson reported that he would like some additional input on the AMP from Faculty Senate. May need to schedule a separate meeting.
* Recommend President present on budget from last year and the impact on faculty.

Meeting adjourned at 5:04 p.m.