**Faculty Senate Minutes**

February 12, 2019

CB 511, 3:00-5:00 pm

***Present***: Mark Abramson, Pauli Alin, Jonathan Allred, Maureen Andrade, Anne Arendt, Wendy Athens (OTL), Mark Bracken, Laurel Bradshaw, Leo Chan, Alan Clarke, Karen Cushing, Reid Elem, Max Eskelson, Sara Flood, Nathan Gale, Paige Gardiner, Merrill Halling, Rick Henage, Jessica Hill, Sandy Jay, Jamie Johnson, Stephen Ley, Ana Lopez-Aguilera, Diana Lundahl, Jeff Maxfield, Rick McDonald, Ronald Miller, Shalece Nuttall (PACE), Jeff Olson, Hong Pang, Alan Parry, Jessica Pauly, Kelli Potter, Kenzie Prows (UVUSA), Denise Richards, Anthony Romrell, Thomas Roybal, Sheri Rysdam, Leo Schlosnagle, Annie Smith (Library), Tyler Standifird, Mike Stearns, Craig Thulin, Sean Tolman, Elham Vaziripour, Melissa Noyes (for Ryan Vogel), Bob Walsh, Sandie Waters, Geoffrey Zahn

***Excused or Absent***: Kat Brown, Barry Hallsted, Matt Hasara, Reza Kamali-Sarvestani, Jeff O’Flynn, Jim Pettersson, Matthew Taylor, Astrid Tuminez, Paul Weber, Lyn Wells

***Guests:***

Call to order – 3:00 p.m.

Approval of Minutes from January 29, 2019. Minutes approved.

**SVPAA**

* President Tuminez is attending the Legislature session. State had a good year and are considering putting funds aside for rainy day.
* Finalists for the new Provost/VPAA position will be on campus Friday, 2/15. Comments will be accepted electronically until 2/22. See link at <https://www.uvu.edu/provost-vpaa/comment.php> Encourage your faculty to attend the campus forums held at 9:30-10:30 am and 11:00 am-12:00 pm in SB 134.

**OTL**

* Experienced Adjunct Spring Training will be held on 2/21 from 5:00-7:00 pm in CB 511. See link <https://www.eventbrite.com/e/experienced-adjunct-spring-training-tickets-52617869464>

**PACE**

* Had opportunity to have meeting with new executive liaison Marilyn Meyer from HR. Still in process of identifying the PACE Distinguished recipients. Continue to submit nominations for Wolverine Sightings.

**STANDING COMMITTEES**

* Special Assignments and Investigations
	+ ExCo has compiled a list of topics that have been recommended, but not yet addressed. Will review at the next meeting.
* Service & Elections
	+ Nominations for President and Vice President will take place later in the meeting. Service & Elections Reps have received notice of those senators who will be rotating off. Encourage faculty to be part of the shared governance process.
* Curriculum
	+ Sent email to Deans and Department Chairs notifying them of the revised deadlines. For the next year, the curriculum deadline has changed significantly due to scheduling issues between scheduling and curriculum and the manual data entry required. This is a short-term fix. Deadline for changes to be implemented fall 2020 is 9/1 through the Deans. This means departments need to have items submitted before they leave end of spring 2019 semester. If departments push the deadline and changes are needed, implementation will be delayed until fall 2021.
	+ Workshops will be held to aid in entering curriculum
* RUE
	+ On 2/19-20, the RUE Committee will be hosting open forums for the entire UVU campus community. These meetings are intended to inform where the committee is at in the process and seek feedback.
	+ Co-chairs (Brian Birch, Joe Jensen, and Sean Tolman) will also be attending Department Chair meetings for all schools and colleges providing status updates. Plan is to bring recommendations to Faculty Senate on 3/12.

**CLICKERS**

* Faculty Senate recently acquired clickers to be used in the voting process. Reviewed clicker procedures.

**PRESENTATIONS**

* Opened nominations for Faculty Senate President. Nominees are:
	+ Anne Arendt
	+ Alan Parry
	+ Dianne McAdams-Jones
	+ Sandie Waters
	+ **MOTION** – Thulin called for a vote to ratify the nominations for Faculty Senate President. All in favor? 39. Motion ratified unanimously.
* **MOTION** – Clark moved to allow for anonymous voting with clickers. Alan Parry seconded. All in favor? Motion passed.
* **MOTION** – Tyler Standifird moved to require candidates to submit a video and short bio. Clarke recommended against the video citing burdensome. Richards felt faculty make more of a connection with a video. Potter recommended submitting a photo. OTL offered their studio to assist in making videos. Alan Parry seconded. Scholsnagle proposed a friendly amendment for senate to provide guidelines and time requirement for videos. All in favor? 18. Opposed – 17. Abstained – 2. Motion failed.
* **MOTION** – Rick Henage moved to recommend candidates submit a video. Alan Parry seconded. All in favor? Opposed - 37. Abstained - 3. Motion failed.

**MOTION** – Jonathan Allred moved to extend discussion for five minutes to nominate Vice President candidates. Sandie Waters seconded. All in favor? 31. Opposed – 5. Abstained – 1.

* Opened nominations for Vice President. Nominee is:
	+ Jessica Hill
	+ Jonathan Allred – Declined
	+ **MOTION** – Rick McDonald moved to ratify nomination. Alan Parry seconded. All in favor? 34. Opposed – 1. Abstained – 2.

**CONSENT AGENDA**

* Previously Faculty Senate formed an OER Committee. ExCo was approached to include cost effectiveness and quality and has proposed a new name of University Course Materials Committee. Due to the increased scope, will solicit a representative from each school and college.
* Evaluation of Administration – Committee is defining the levels of evaluation. Committee membership was reviewed and it was noted there were not enough faculty. The committee is open to receiving additional faculty, but the current committee membership will remain in place. This committee is to formulate the entire concept. Waters will research how the members were chosen and report back.

**DEBATE CALENDAR**

* Arendt reported that some faculty are editing comments after the deadline which is problematic.
* Policy 207 – *Internal Audit*
	+ New comments:
		- Section 3.2
			* Want mechanism/procedures to trigger an independent review individuals have suspicion of wrongdoing.
			* Internal audit by definition are individuals that are internal to the institution, but report to an external body.
		- **MOTION** – Alan Parry moved to extend overall Policy 207 discussions for 10 minutes. Rick McDonald seconded. All in favor? 20. Opposed – 15. Abstained – 3. Motion passed.
			* Narrow issue is that if a dean or chair requests an audit, that it cannot be circumvented. VanderHeide noted that the request can be made directly to Internal Audit.
		- Section 4.3.4
			* Provide added direction in the policy of telling where individuals can go to request an audit.
		- 4.3.3/4.3.4 – No further discussion
		- Section 4 & 5
			* When policy refers to guidelines, provide links.
			* Main guideline is the Audit Charter. VanderHeide shared that they will add it to the reference section as well.
	+ **MOTION** – Rick McDonald moved to accept comments as stated. Sandie Waters seconded. All favor? 35. Opposed – 1. Abstained – 0.
* Policies 231 – *Fundraising Authority, Responsibility & Coordination*, 232 – *Honorary & Gift-based Namings*, and 233 - *Fund-Raising, Solicitation Clearance, and Cultivation* (DELETION)
	+ 231/233 – Duplication of policies so combined into one policy. No substantive changes made just bringing order.
		- No new comments for discussion
	+ 232 – Brought clarity to the policy in both process, parameters, and criteria to not contradict itself.
		- No comments submitted
	+ 233 - No comments submitted

Academic Scheduling Guidelines Rationale and Timeline

* Dan Hatch – Member of Academic Scheduling Committee
	+ Arendt and Dan Hatch (member of Academic Scheduling Committee) made a presentation and had handouts available.
	+ USHE has certain requirements that we need to meet scheduling-wise. Reviewed classroom and lab spaces and noted UVU is above the bar. UVU is below the bar when comes to classroom and lab seat occupancy. This means our rooms can fill more seats.
	+ Reasons for issues: 1) fewer students in rooms that can support more, 2) growth, and 3) minimal use of off-campus locations.
	+ In order to request new buildings, need to show that we are optimizing seat occupancy, bell schedule, increase utilization of off campus locations, and continue to towards improving these numbers.
	+ Scheduling Guidelines draft is available for review and comment.
	+ Ad Astra will be coming to Faculty Senate on 2/26 to review data.
	+ The committee is a recommending body and President’s Council will make final decision.
	+ One reason for guidelines is to address USHE policy, but primary reason for guidelines is to serve our students better by increasing the capacity for students to be able to take the courses when they need to. Zones would also provide opportunities for students to obtain a meaningful schedule since many work.
	+ Faculty expressed concern about some small enrollment courses being assigned large classrooms. Olson reported that two classrooms in the Clark Building will be subdivided into four classrooms.

**ACTION CALENDAR**

* Flex Learning
	+ Many of the comments submitted center around the issue of whether or not the training should be mandatory. Thulin provided clarification of the vote in March 2018 and solicited if the senate, as a body, needs to re-examine the mandatory requirement.
	+ **MOTION** – Jeff Maxfield moved to revisit the mandatory nature of the requirement. Part of the discussion should be centered on the fact that two separate trainings be offered. One for those who have been teaching online/hybrid for a while or 2) faculty who are new to online/hybrid. Hill provided an overview of comments reporting that 59% were in favor of the training.
	+ Richards provided support for online/hybrid and obtaining a baseline for online/hybrid competencies. She noted that improving one’s pedagogy and effective teaching has nothing to do with academic freedom.
	+ Rollout was not stipulated. The question of enforcement of the training has not been addressed. Recommended including it as part of the debate at the next meeting.
	+ **MOTION** – Leo Scholsnagle moved to extend discussion five minutes. Leo Chan seconded. All in favor? Motion passed.
	+ Allred posted screen shots of content and assignments to provide informed opinions on the training.
	+ All in favor of Maxfield’s motion? 24. Opposed – 11. Abstained – 1. Motion passed.
* Engaged Curriculum Survey
	+ Comments made were reviewed and no debate on them was requested.
	+ **MOTION** – Motion was made to accept comments as written. All in favor? 34. Opposed – 0. Abstained – 2. Motion passed.
* Annual Review Template
	+ Arendt provided a brief explanation of why the template is in its current form and referenced Policy 633. She noted that all schools and colleges can add to the template, but cannot remove any content.
	+ Lecturers do not adhere to this policy. They will be governed by another policy.
	+ Concern about message of no more than 10% of individuals receiving “exceeds expectations.” Thulin reported this is not in policy or the guidelines.
* Notice of Advance HE
	+ Several current senators have achieved HEA Fellow status. HEA is the Higher Education Academy and is an external agency that accredits individuals who have demonstrated student success and quality teaching. Allred shared that the reason he did it is because it was an external party to evaluate what he is doing as a teacher. Bradshaw shared that this opportunity helped her to develop teaching strategies. Waters shared her degree is in online teaching and she chose this path in order to take her teaching to the next level.
	+ Discussion will continue next meeting.

**ANNOUNCEMENTS**

* Proposed Mission Statements, Objectives, and Action Commitments
	+ Senate needs to submit their comments prior to the next meeting as they are due on 2/28. Comments from Faculty Senate are due 2/24.

**GOOD OF THE ORDER**

* Recommend improving signage in Clark Building. Olson will provide to facilities.
* Scheduling Guidelines – Consider idea of providing different start times for lower/upper level courses. Be creative in your thinking. Main campus will continue to be primary campus. Pedestrian bridge will be covered, not enclosed.

Meeting adjourned at 5:03 p.m.