**Faculty Senate Minutes**

January 12, 2016

LC 243, 3:00-5:00 pm

***Present***: Kim Abunuwara, Christa Albrecht-Crane, Anne Arendt, Brian Barthel, Howard Bezzant, Debanjan Bhattacharjee, Dean Bohl, Mark Borchelt, Mark Bracken, Bret Breton, Clayton Brown, Kat Brown, Alan Clarke, Marty Clayton, David Connelly, Rob Cousins, Ken Crook, Karen Cushing, Courtney Davis, Debora Escalante, Dustin Fife (Library), Doug Gardner, Lindsey Gerber, Barry Hallsted, Ron Hammond, Laurie Harrop-Purser, Sherry Harward (PACE), Matthew Holland, John Hunt, Ellis Jensen, Robert Jorgensen, Lydia Kerr, Ryan Leick, Dianne McAdams-Jones, David Morin, Tyler Nelson, CheolHwan Oh, Jeff Olson, Jeff Peterson, Jim Pettersson, Karen Preston, Robert Robbins, Matt Robins (UVUSA), Sheri Rysdam, Cyrill Slezak, Allison Swenson, Craig Thulin, Sean Tolman, Violeta Vasilevska, Alex Yuan

***Excused or Absent***: Steve Allred, Joel Bradford, Josh Cieslewicz, Gary Mercado, Duane Miller, Axel Ramirez, Stuart Stein

***Guests:***

Call to order – 3:03 p.m.

Approval of Minutes from December 1 and December 8, 2015. Robbins inquired about the minutes containing a religious overtone in regards to a comment the President made in reference to the Holdman Windows and if this was setting a precedent. Holland responded we have an extensive faculty advisory committee on the project. The whole purpose and design is to make sure it is inclusive in the way we have talked about here at UVU. Early on an issue came up in regards to a particular panel and the committee worked that out with the artist. He reassured that there is not a heavy duty religious theme. Minutes approved.

PRESIDENT

* Welcome Back. This is the beginning of the 75th Anniversary celebration. There will be a year-long celebration with events and activities to commemorate. First event begins with Martin Luther King. Wil Haygood, author of “The Butler” is the keynote speaker on Thursday, January 14.
* State of the University is January 26 at 2:00 p.m. in SB 134 followed by an Employee Appreciation event. (Note: Faculty Senate will convene at 3:45 p.m. in CB 511. Will check to see if SB 134 is available.)
* Holland reported that campus safety was brought as formal agenda to President’s Council and PELC. Additional issues and concerns were addressed. He has commissioned a formal study of safety along with parking issues. Will bring an update back once the review is complete.

SVPAA

* Expressed thanks for participation in previous Master Plan activities. Have invited Department Chairs to bring faculty members to attend one of two sessions to address questions and guide us in determining if programs can stand alone if moved to another location. Olson encouraged faculty to participate in the discussions.
* The Facilities Master Plan has an online survey that was launched last spring. Encouraged all Faculty Senate to participate in addition to all faculty. The link to the survey will be sent out via email.
* Followed up with Deans on Large Section support and was reassured by them that they will follow up. This is in response to the Resolution presented in fall 2015. Please notify Olson if any departments continue to not receive appropriate support so he can follow up.
* Cushing is compiling all minutes and resolutions for the last few years to be sure they are being addressed.

AVPAA

* Brown reported that the Annual Review, Rank Advancement, and Post-Tenure Review policies will be coming forward soon.
  + Policy 633 has been reviewed by several committees and is now with the Shared Governance Committee to provide comment. It is currently in Stage 1. Once it has been put into Stage 2 it will come to Faculty Senate for comment.
  + Post-Tenure Review policy will be shared with faculty for additional comments.
  + Rank Advancement has been through several iterations and will be coming soon. Brown noted that the ambiguity in the policy in regards to application has been clarified. Clarke recommended the policies be shared with faculty prior to the community comments. Brown agreed that they should be disseminated. Connelly responded that this is exactly the role of the senate and they should be taking this information back to their departments for review and comment.

PACE

* Getting reading to launch a Professional Development initiative. Surveyed employees for list of topics and would like to ask faculty for voluntary participation to help staff employees improve. Any support is welcome.

UVUSA

* Martin Luther King Event – Will Haygood speaking on January 14
* Tom Holdman – Stained Glass Artist speaking on January 28

LEGISLATIVE SESSION (Cam Martin)

* Distributed handout
* Martin noted the legislative process is about doing people’s work by watching and monitoring legislation going through. Martin is the voice for UVU. Process of allowing people to be heard and saying no.
* Encouraged everyone to know their representatives and senators. UVU is represented by Brad Daw and Margaret Dayton. We have a cohort of eight interns on the hill this year.
* When contact remember to provide constructive feedback and thanks. They want to hear from you and not a form letter. Encouraged to use personal email.
* There are meetings through the Chamber of Commerce called:
  + “Eggs & Issues”
    - January 30 @NW Plaza of IHC, 7:30 a.m.
    - February 20 @NW Plaza of IHC, 7:30 a.m.
    - March 5 @NW Plaza of IHC, 7:30 a.m.
  + “Bagels & Bills”
    - February 6 @Nebo School District Building, 7:30 a.m.
    - February 27 @ Nebo School District Building, 7:30 a.m.
  + “Politics & Pancakes”
    - February 6 @American Fork Hospital Education Rm, 9:30 a.m.
    - February 27 @American Fork Hospital Education Rm, 9:30 a.m.
  + Legislators from those regions will share what they are working on and facilitate for Q&A. Limited to one hour.
* Anyone can be a delegate. If you want to be a part of the political process, encouraged to become one so communicate priorities that are important to you.
* Reviewed UVU Priorities
  + Arts Building has commitments for $20M with about $18M under contract. Ranked 1 by State Building Board and 2 by Board of Regents.
  + Compensation 3%
  + Access & Affordability – if don’t get becomes financial challenge to tuition and we want to keep it as low as possible.
* Bracken expressed support for Martin’s comments.

75th ANNIVERSARY (Steve Anderson)

* Distributed timeline of events that will occur during 2016.
* Website – uvu.edu/75th
* Commencement stole will have 75th mark. UVU mail also shows metered 75th mark.
* Interested in getting involved more in the 75th events, contact Steve Anderson.
* Cushing will scan the document and send to Faculty Senators for distribution.

OFFICE OF TEACHING & LEARNING (Bethany Alden-Rivers)

* Overview of the Office of Teaching & Learning – (formerly FCTE, DE, Instructional Design Services, and Innovation Lab) Reviewed mission.
* Presented video of OTL.
* Open House on March 1 from 1-3 pm - Library 5th Floor
* Introduced Strategic Theme of “Teaching Excellence”
  + Faculty Showcase highlights 10 faculty each semester noting their teaching practices and philosophy across campus.
  + Faculty Conceptions of Good Teaching Survey will be distributed January 12 or 13. Survey consists of three open ended questions. Will share findings with Faculty Senate.
  + Faculty Development has 16 new offerings this spring (see handout). Varying entry points dependent upon what the faculty member desires.
  + Faculty Advisory Groups are open to all faculty to help OTL understand themes and provide additional support. Meetings held during the lunch hour.
  + Faculty Development Recognition – Focusing on accreditation of the Faculty Development program through the Higher Education Academy. Provided overview of the International Professional Standards Agency. Provides for four levels of award fellowships. Membership gives access to resources. Link <https://www.heacademy.ac.uk/>.
  + Questions – consider shared definition, challenges, and opportunities. If anyone would like to discuss OTL, please contact Bethany Alden-Rivers – LI 510 or [Bethany.Alden-Rivers@uvu.edu](mailto:Bethany.Alden-Rivers@uvu.edu).
* Open Education Symposium with speaker Dr. Rob Farrow on February 11 – 1:00-4:30 pm in CB 510. She encouraged more participation.
* Clarke inquired about personal scholarship being utilized within the classroom. Kat Brown commented that this aspect of scholarship in the classroom is under Richard Tafalla’s portfolio.
* SCOT’s (title changed to Student Collaborator on Teaching) is still an ongoing program.
* Robbins noted that as UVU adds more master’s programs, really need to examined and determine how individual faculty scholarship can be incorporated into various programs that have this requirement. Clarke asked for more clarification of who has responsibility for what aspects. Brown noted the first step is an organizational chart, then a discussion on how they are located, where and why.
* **MOTION** – Gardner motioned to reorder the agenda to look at Policy 247. Hammond seconded. All in Favor? Motion passed.

Policy 247 – Signature Authority and Contract authorization (John Richards)

* Purpose of the policy is to get in writing guidelines for agreements and contracts that need to be reviewed. Covers signature authority and legal review of contracts. This is a new policy under Procurement and directs individuals to appropriate area for review.
* Review with your departments and bring comments back to January 26 meeting. Clarke inquired if it solves the problem of honorariums for those out of country. Richards was unsure and will follow-up.

CURRICULUM (Ryan Leick)

* Presentation “What if the Faculty Really Do Assume Responsibility for Curriculum? (Previously distributed to Senate)
* Policy 605 – *Curriculum and Program Changes Approval* Process was a short policy that did not clearly state what curriculum was, how it fit into shared governance, and what do we want to do with it. Need to understand faculty authority, responsibility in curriculum development, and how the UCC can enable faculty to fulfill their responsibilities with curriculum.
* Curriculum is now a year-round process. Reviewed Policy 635 – *Faculty Rights and Responsibilities* noting that most curriculum should be handled at the department level. Due to changes in Curriculum & Scheduling they do not have responsibility for curriculum. He noted that with good curriculum, the process can be completed quicker internally.
* Objectives:
  + Want to improve the rolling cycle.
  + Put responsibility of curriculum on faculty
  + Approval responsibility down to school/College level
  + Define roles & responsibilities for each level
  + Tie each curriculum proposal with a faculty sponsor with appropriate expertise
* Reviewed Policy 604 – *Course Outline Records* and 610 – *Credit Hour*. Kat Brown reported that Policy 610 is based mostly on NWCCU policies and trying to make sure Administration wasn’t dictating what curriculum would be.
* Clarke inquired about the Thesis courses and meeting the contact hours. Would like to see something added to the policy. Leick said that will have to be reviewed.
* Leick expressed the UCC’s concern about 5.7 regarding notifying appropriate individuals about departments not in compliance.
* Reviewed recommendations
  + Program Feasibility Template submitted through the CMS for all new programs
  + USHE R401 submitted through CMS for all new programs
  + Existing COMET course form submitted through CMS for all new and existing courses
  + Syllabus generator form will be required for all new and existing courses in the CMS.
  + All proposals requiring GE, G/I, and Graduate Council review will be submitted through the CMS
  + All full-time faculty will be permitted to access to the CRM after completing an online training course
  + Department Chairs and curriculum committee members will receive appropriate approval privileges after completing an additional online training course.
* Take back to departments and discuss what their responsibility is for curriculum.
* Hunt expressed a dissent to the process as it takes away from his academic freedom. Would like to see more coordination and development between disciplines.
* Peterson expressed concern about the external process taking so long that we miss being responsive to industry. Olson responded that he is actively addressing this issue with USHE and they are piloting a program to see if anything can be altered.

MISCELLANEOUS

* Create infrastructure form for screen request on east side of CB 511.
* Recognition for “the Nerd” play directed by Laurie Harrop-Purser in Orem.
* Thulin will bring SRI comparative data back to Faculty Senate.

Meeting adjourned at 5:00 p.m.







