**Faculty Senate Minutes**

October 30, 2018

CB 511, 3:00-5:00 pm

***Present***: Mark Abramson, Pauli Alin, Jonathan Allred, Jon Anderson, Maureen Andrade, Anne Arendt, Wendy Athens (OTL), Melinda Bender, Mark Bracken, Laurel Bradshaw, Leo Chan, Alan Clarke, Karen Cushing, Reid Elem, Max Eskelson, Sara Flood, Violeta Fedeczko (for Nathan Gale), Paige Gardiner, Matt Hasara, Merrill Halling, Jessica Hill, Jamie Johnson, Reza Kamali-Sarvestani, Numsiri Kunakemakorn, Stephen Ley, Diana Lundahl, Jeff Maxfield, Rick McDonald, Ronald Miller, Jeff O’Flynn, Jeff Olson, Hong Pang, Alan Parry, Jessica Pauly, Jim Pettersson, Kelli Potter, Kenzie Prows (UVUSA), Denise Richards, Thomas Roybal, Leo Schlosnagle, Annie Smith (Library), Tyler Standifird, Mike Stearns, Craig Thulin, Sean Tolman, Elham Vaziripour, Ryan Vogel, Bob Walsh, Sandie Waters, Paul Weber, Lyn Wells,

***Excused or Absent***: Kat Brown, Nathan Gerber (PACE), Barry Hallsted, Basil Hamdan, Ana Lopez-Aguilera, Anthony Romrell, Matthew Taylor, Geoffrey Zahn

***Guests:***  Lisa Lambert, Karen Clemes, Judy Martindale, Eric Domyan

Call to order – 3:02 p.m.

Approval of Minutes from October 16, 2018. Minutes approved.

**SVPAA**

* President Tuminez is still on her 100 day listening tour across campus. Takes a very positive approach and has great insights.

**LIBRARY**

* Seeking more participation for ROK Speaker Series. Next speaker is Bob DeWitt on 11/8/18 at 1:00 pm. Topic: “Recreating the Church of the Holy Sepulcher in 3D.”

**PACE**

* PACE is working on feedback for the Staff Grievance policy.
* Expressed strong support for athletic events and trying to fill the seats.
* Stressed the importance of PBA and involvement from both faculty and staff.
* Continue to review the Great Colleges to Work For Survey and how they can help make improvements.

**STANDING COMMITTEE REPORTS**

* Special Assignments & Investigations
	+ Alin inquired about the role of his committee and noted that the Bylaws do not clearly define the purpose of the committee. He also felt faculty might not know the appropriate individual or area to address concerns. Policy 647 – *Faculty Grievance* can investigate issues of faculty-based concerns “related to their rights as members of the academic community, other than appeals for retention, tenure or promotion.” It does not “apply to faculty members seeking redress for issues relating to equal opportunity, civil rights, or other constitutional or statutory rights.” Need to obtain clarity of the types of concerns/issues and communicate the proper channels for faculty to address their needs.
	+ The Faculty Senate Grievance committee now falls under the RTP & Appeals Committee with the new Constitution. Faculty grievances come through the Faculty Senate President who will then advocate for due process through the Chair of the RTP & Appeals Committee.
	+ Recommendation was made to open the policy for limited scope to note who addresses grievances. Check with Cara O’Sullivan.
* Service & Elections
	+ Four committees are still in need of representatives.
		- General Education – Need one from CHPS and COS
		- RUE – Need one from CHPS and UC
		- Professional-in-Residence – Still need more recommendations
		- OTL – Committee is filled
* Curriculum
	+ Deadline is approaching to submit paperwork for new programs to begin fall 2019.
	+ Coordinating with OTL to provide Instructional Designers embedded in each school/college to provide services in the development of new courses. Faculty are receiving Course leaf training and will be able to help create new curriculum.
* RTP & Appeals
	+ A few requests are beginning to come in for the committee to review. Taking longer than expected to review all the Rank Criteria. They will have the appropriate criteria completed for departments that have faculty going up for rank advancement soon.
* RUE
	+ At the last meeting, five major areas identified that included 1) a first year seminar, 2) high impact practices, 3) general education as a whole, 4) pathways towards graduation requirements, and 5) the processes and barriers in place that impact re-envisioning. Faculty and those involved divided into the five groups and over the next three weeks are meeting to come up with ideas and address concerns brought forward from the recent school/college meetings.

**ACTION CALENDAR**

* FEA Award Process Changes (3:20 pm)
	+ Main change involves the nomination procedures. Tried to make more objective. Consensus of Faculty Development Committee (FDC) was to try and work through the nomination process and push it down to the faculty level for them to vote on which nominees will be represented from the department. Before vote takes place, the names need to be reviewed by Department Chairs and Deans prior to the vote. Denise Richards and Kat Brown will work on developing objective criteria to determine what constitutes not being in good standing.
	+ Nominations will open around 12/1 and close the second Tuesday after the spring semester begins. OTL will help set up a Qualtrics Survey. Discussion about pros/cons of listing all nominees on the ballot.
	+ **MOTION** – Alan Parry moved to extend the discussion three minutes. Sandie Waters seconded. All in favor? Motion passed.
	+ **MOTION** – Alan Clarke moved to accept the changes with rank order balloting to keep information private. Alan Parry seconded. Olson expressed concern about nominations going forward and faculty soliciting from their peers who voted for them which leads to some conspiracy theories. Clarke made a friendly amendment to add a clause defining rank order balloting. All in favor? 35; 0 – Opposed; 4 – Abstained Motion passed.
* Teaching Effectiveness Task Force White Paper (3:35 pm)
	+ Reviewed proposal for procedures/pods to implement the recommendations. Important to capture history to inform recommendations. Recommendation made to consider a motion of accepting the three pods as a beginning framework.
	+ SRI instrument was discussed, reviewed, tested and approved by Faculty Senate a few years ago.
	+ Need to consider how teaching effectiveness is more forward thinking. Fink and AAC&U do address a multi-pronged approach to measuring teaching effectiveness.
	+ Concern expressed on how to measure teaching effectiveness for departments that only have students develop a thesis. Do not want to overlook other quantitative measures. Alin shared that departments would still have some say in selecting the measures specific to the department.
	+ **MOTION** – Jonathan Allred moved to form a committee to create a hybrid model based on the first pod. Once have developed the model, then decide how to move forward. Matt Hasara seconded. All in favor? 35; 3 – Opposed; 2 – Abstained. Motion passed.
	+ ExCo will review how to populate the committee.

**PRESENTATIONS**

* OTL Dashboard and Online Style Guide (4:00 pm)
	+ Reviewed the Online Style Guide developed to help students have a positive experience in online courses. Plan is for every faculty member to meet with an instructional technologist and develop a shell. Accessibility work is the most time consuming and will be stored for a future course copy.
	+ ICONS have been standardized, but is part of the design tools software. Faculty can meet with their department instructional designer to assist in updating.
	+ Over the summer, OTL purchased accessible software’s to make documents accessible. Can teach faculty to do, but it is menial work. OTL is cleaning up existing documents and preparing for the future.
	+ McDonald shared that for English how content is put on the page does impact overall course content. Concern expressed that creating a formalized template can be negative.
	+ **MOTION** – Alan Parry moved to extend discussion three minutes. Jonathan Allred seconded. All in favor? Motion passed.
	+ Five dashboards are available. Departments can now see data for their courses. Provided brief overview of the five dashboards.
* Library CANVAS Add-ins (4:13 pm)
	+ Students don’t know what services the Library offers. They have created information pages that can be added into your Canvas courses.
	+ Demonstrated how to import Library add-ins to a Canvas course.
	+ Inform faculty to include research librarian pages in research courses.
	+ Library is working on a composite page.

**DEBATE CALENDAR**

* Policy 335 – *Staff Grievance* (4:20 pm)
	+ Section 3.2 – As is
	+ Alan Clarke dealing with hearing Officer – Discuss
		- Identify good and impartial party hearing officer.
		- Inquiry if the hearing officer needs to be a lawyer. Proposed an ombudsman. Clemes reported that from experience, non-lawyers sitting on the panel created more obstruction due to the legal implications. Courts have determined that these are internal proceedings. Discussion about the ability to hire outside counsel and the financial implications.
		- PACE is at the beginning of their deliberations.
	+ **MOTION** – Alan Clarke moved to extend discussion three minutes. Jonathan Allred seconded. All in favor? Motion passed.
		- Recommendation that language be added allowing for other USHE counsel to be the hearing officer. Burden on being protected should not be put on the individual pocketbook.
	+ **MOTION** – Leo Chan moved to accept the hearing officer comments. Sandi Waters seconded All in favor? 37; 0 – Opposed; 2 – Abstained. Motion passed.
	+ Section 4.1.4 & 4.2.1 – As is
	+ 5.1.2.1, 5.1.2.2, 5.1.2.3 – As is
	+ All Policy General Comment – As is
	+ **MOTION** – Vote to accept all comments for Policy 335. All in favor? 38; 0 – Opposed; 1 – Abstained. Motion passed.

**FIRST READINGS**

* Policy 333 – *Background Checks* (4:35 pm)
	+ Taken word “criminal” out of title. Policy applies to all prospective employees, faculty, staff, executives, students, and current/past employees for reconsideration unless a background check completed in last two years. Use an outside 3rd party to conduct the background checks.
	+ All backgrounds checks are limited to the scope of the position.
* Policy 652 – *Care and Use of Vertebrate Animals in Research and Instruction* (4:40 pm)
	+ Policy is necessary to conduct any activities with vertebrate animals. Purpose is to describe the composition of the individuals or committees to provide the oversight. Allows the institution to conform to the federal regulations.
	+ Recommend language adding “non-human” to the definition of animal in the policy since humans are vertebrate animals.
	+ Federal regulations govern the appropriate methods of euthanasia for the animals.

**ACTION CALENDAR**

* Academic Program Assessment Committee (4:50 pm)
	+ There is no one size fits all in assessment. This will not prescribe to departments everything that they need to do with assessment, but would provide overarching defined ELOs and make sure assessment is being conducted.
	+ Asking for Faculty Senate to formally adopt and create this committee. Departments are controlling who is on their assessment teams and designate the individual from the school/college to serve on this committee.
	+ **MOTION** – Rick McDonald moved to create the committee. Sandie Waters seconded. Committee will be given a charge not bylaws. Structure is intentionally to bring items from the bottom up. All in favor? 37; 0 – Opposed; 2 – Abstained. Motion passed.

**INFORMATION ITEMS**

* Announcement of Jon Anderson stepping down from the position of Vice President (VP). Service has been extremely efficient. Need to hold an election for interim VP for spring semester until end of June. Consider nominations for interim VP and bring them to Faculty Senate in two weeks. Elections will be held for the full-time faculty.
* Recommend formal recognition to honor Anderson’s service. Thulin will address.

**GOOD OF THE ORDER**

* Fall Faculty Forum – Need to restructure and move the forum until the spring semester to be sure handled in the appropriate manner. Will address in Faculty Senate in two weeks.
* Consider additional safety traffic measures for campus.

Meeting adjourned at 4:59 pm