**Faculty Senate Minutes**

November 1, 2016

LC 243, 3:00-5:00 pm

***Present***: Kim Abunuwara, Christa Albrecht-Crane, Huda Al-Ghaib, Anne Arendt, Brian Barthel, Howard Bezzant, Mark Borchelt, Mark Bracken, Bret Breton, Kat Brown, Josh Cieslewicz, Alan Clarke, David Connelly, Logan Cottle (UVUSA), Ken Crook, Karen Cushing, Courtney Davis, Debora Escalante, Steve Fellows, Sara Flood, Doug Gardner, Lindsey Gerber, Darrell Green, Laurie Harrop-Purser, Jia He, Robert Jorgensen, Ryan Leick, Dianne McAdams-Jones, Tanner McAllister (UVUSA), Gary Mercado, Duane Miller, Anthony Morris (Library), Shalece Nuttall (PACE), Jeff O’Flynn, Jeff Olson, Hong Pang, Jeff Peterson, Jim Pettersson, Karen Preston, Denise Richards, Robert Robbins, Anthony Romrell, Sheri Rysdam, Leo Schlosnagle, Makenzie Selland, Tyler Standifird, Craig Thulin, Sean Tolman, Robert Warcup, Paul Weber, Stephen Whyte, Alex Yuan

***Excused or Absent***: Steve Allred, Dean Bohl, Matthew Holland, Lydia Kerr, Stuart Stein

***Guests:***

Call to order – 3:03 p.m.

Approval of Minutes from October 18, 2016. Minutes approved.

SVPAA

* Holidays are approaching. Please remind your faculty to not cancel classes.
* Roots of Knowledge unveiling on November 18, 2016 at 1:30 p.m. in the Library. Story carried in major British newspaper about UVU and the windows. Deseret News also had a positive editorial. Cushing will check on parking adjustments and distribute information.
* The Chronicle of Higher Education published their annual salary information. A presidential intern extracted how UVU’s salaries compare with other USHE institutions. Olson gave presentation.
  + UVU falls in the middle of all USHE institutions for most categories. Data is based on Base Salary.
  + UVU is ahead of all USHE institutions for Instructors which impacted what we could do in regards to FLSA.
  + Olson noted that HR is investigating why there is such a discrepancy between Female and Male Salaries between UVU and The State of Utah. He also noted that differences in compensation between males and females and control them for three things, there was no difference such as 1) type of institution, 2) number of years of service, 3) discipline. Albrecht-Crane would like to see a graph between Female/Male in same discipline with same years of service. Olson will follow-up.
  + Olson reported UVU is making progress overall to close the gap.
  + Post presentation on website.
* PBA conversations begin next week. See <http://www.uvu.edu/pba/docs/2016detail_schedule.pdf> for dates, times, and locations.

POLICY

* Brown reported she has held two meetings on Policy 606 – *Adoption of Course Materials and Textbooks*. Rewriting in process with faculty and staff committee. If faculty has any input to share, the faculty representatives are Elaine Englehardt, Jeff Peterson, Dan Fairbanks, and Forrest Williams. This policy is how we are looking at course materials being internally and externally reviewed. Staff serving on the committee are Seth Gurell, Jason Hill and Louise Bridge.
* Policy 633 – *Annual Faculty Reviews* and Policy 638 – *Post-Tenure Review* are with the Policy Office for review and then will be sent on to President’s Council.
* Policy 648 – *Faculty Separation due to Institutional Reasons* – Policy is currently with General Counsel before it goes to the Policy Office.
* Technologically we are a BYOD, just have not formalized. All schools/colleges have a rep on the Academic Technology Steering Committee (ATSC). Looking at various tiers of support and expectations. Contact your faculty rep or Associate Dean for updates and to make comments.

PACE

* Wrapped up second Halloween Decorating contest.
* Next Professional Development session will be November 11, 2016 from 11:00 am to Noon – Speaker will be Steve Huff.
* November 16 – Bring your friend to finish or Adult Learner. Partnering with Office of Prospective Student Services. Kid friendly environment with activities. Please encourage your faculty and staff to invite the open house. 6:00-8:00 p.m. in CB 511.
* Please recognize your staff by nominating them for Wolverine Sightings. Link is [www.uvu.edu/pace](http://www.uvu.edu/pace) and click on Submit a Wolverine Sighting.

TABLING AGENDA ITEMS

* Roberts Rules is used as a means by which to organize ourselves in preparation for discussions.
* If a policy tables, it will automatically come back to the next agenda.
* Other items being tabled have two options: 1) specify a date for bringing back off the table or 2) table indefinitely until a senator brings back. When an item is brought off the table, will need to reorder the agenda.
* Will not bring a tabled item off the table when in the midst of another motion.

LIBRARY

* The Library recently acquired the Web of Science, a citation index. Morris demonstrated the database. The database sorts based on the number of times the work is cited. Can use for subjects, titles, and authors.
* Web of Science will have gaps and overlaps similar to other citation services. Clarke shared that this service can cause a bias against faculty who are coming up for tenure since it steers you towards prestigious journals. Olson shared that he would never use to evaluate for RTP purposes.
* Cost does limit the database purchases due to ongoing funds needed. Support from the departments is appreciated.

POLICY LIAISON

* Policy 101 – *Policy Governing Policies* is the policy that lays out the governance of policy. Faculty Senate’s responsibility is to review and provide comments on the policy to the steward. Can suggest language, but not required to provide specific language.
* Faculty Senate can take the following actions: 1) Vote to approve comments to forward to policy steward, 2) Vote to extend discussion on the comments and approve to move forward, 3) Vote to move to ad hoc committee to review the policy and bring back for further discussion, and 4) take no action and policy is automatically tabled to next senate meeting.
* Summary of Comments is the official comments that go to the steward for review.
* Comments that Faculty Senate makes will be fine-tuned by Leick and Gardner before going to the stewards. Propose sending to Faculty Senate for final review with a 24-hour turnaround before sending on to the steward.

POLICY 607 – *Course Lab Fees*

* Section 4.1 – Add language “Excess funds are defined as funds over and above those ordinarily used in whole or substantial part during the term of enrollment in which the fees were collected.”
* Section 4.2.1 – Add “Unusual costs are defined as those costs over and above those ordinarily used in whole or substantial part during the term of enrollment in which the fees were collected.”
* Section 4.2.1.3 – Recommend eliminating current phrase and insert “ordinarily used in whole or in substantial part during the term of enrollment in which the fees were collected.” Tolman objects to this language since the policy says the funds cannot be carried over from term-to-term. Robbins recommended language regarding carry over of funds for major expense items.
* Sections 4.2.3 and 4.2.4 - Discussion about disagreement regarding power granted to course fee committee. Bezzant noted there are no checks and balances.
* **MOTION** – Anne Arendt moved to extend discussion by five minutes. Robert Robbins seconded. All in favor? Motion passed.
* Tolman feels that the committee is represented and departments are welcome to attend the meetings and that students should have a strong voice on making these decisions.
* Bezzant recommended to include language proposed previously by Denise Richards and Courtney Davis to maintain checks and balances, but would like oversight such as the SVPAA.
* **MOTION** – Anne Arendt moved to extend five more minutes. Robert Robbins seconded. All in favor? Motion passed. 2 – Abstained.
* **MOTION** – Sean Tolman moved to form an ad hoc committee to draft comments on authority of approval. Craig Thulin seconded. Leick recommended he and Gardner draft language. Need to determine when an appeal is appropriate. Anne Arendt recommended an amendment for Special Assignments to assist. Amendment accepted. All in favor? Motion passed. Tolman, Bezzant, and Arendt agreed to assist Leick and Gardner.

STANDING COMMITTEE REPORTS

* Special Assignments & Investigations
  + Addressed confusion on what Lecturers can and cannot do on campus. Reviewed document. Can access the document at [www.uvu.edu/tm/pages/research/lecturer.html](http://www.uvu.edu/tm/pages/research/lecturer.html) .
  + Any questions, contact Anne Arendt.
  + Olson shared two laws that affect compensation. Affordable Care Act which affects adjuncts because if we require them to work a certain number of hours, we are required to provide benefits. FLSA affects those who are exempt and should be paid to do additional things. Lecturers are full-time exempt employees and we can have them do whatever we need them to do. Clarke interjected the fact that this impacts faculty who want to participate in a grant to further their career. Olson noted there is a third law that affects federal grants. Federal Government discovered that faculty members were double dipping. Therefore, they established regulations that restrict certain activities.
* Curriculum
  + Addressed Policy 605 – *Curriculum Approval Process* on CRM. Hope to take to Stage 3 President’s Council soon. Comments will be sent out.
  + Reminder that COMET is still the working CRM system on campus. Chris Alldredge has sent out procedures to all departments on getting items entered into Comet on an emergency basis only. Any curriculum that needs to be in effect for fall 2017 does need to be put into COMET. Check with your department chair, Chris Alldredge, or Sean Tolman for more details.
* RTP Advisory Committee
  + Olson took discussion to President’s Council for an interpretation of policy due to faculty concerns that it might not be in accordance with policy. The President in consultation with President’s Council shared the description of how the advisory committee would be involved. After deliberation, the decision was made that it did not violate policy to form the committee.
  + Albrecht-Crane understands Policy 101 designates who has the right to interpret the policy. Understands why the need for the committee and the interest of faculty, but the objection raised by her department is that this change has been made to a policy that should have more discussion and buy-in, and the policy violation referenced is not Policy 101 but the Tenure policy. Question is should the Tenure policy be changed to reflect this change. Would like maybe a pilot of the committee. Clarke supports Albrecht-Crane’s position and noted it has the potential to be misused. Connelly proposed drafting language and a report back on the validity of the advisory committee. Olson reported that Holland recommended that all files be reviewed not just the files that receive at least one negative vote. Bracken felt Holland’s recommendation was to maintain fairness across the board. Albrecht-Crane expressed disapproval of the fact that all files will now be reviewed when the original proposal was only if they had at least one negative recommendation.
  + **MOTION** – Mark Borchelt moved to extend five minutes. Kim Abunuwara seconded. All in favor? Motion passed. 1 – Abstained. Borchelt feels the amended process is extremely problematic.
  + **MOTION** – Anne Arendt moved to form a sub task force to examine the matter from both sides and bring back recommendations. Albrecht-Crane disagreed with the formation of this committee when there is already a process in place. Abunuwara commented that her department was supportive of the advisory committee.
  + **MOTION** – Sean Tolman moved to extend the discussion five minutes. Craig Thulin seconded. 2 – Opposed. 2 – Abstained. Motion passed.
  + Olson provided several comments.
    - Interpretation was of the Tenure Policy. Policy 101 states who interprets policy.
    - Almost every institution has a committee such as this. They are looking at overall quality control and making an extremely important faculty decision. The committee is looking to see what evidence there is to satisfy the criteria.
    - There is an RTP Appeals Committee that addresses tenure denials.
    - There is not sufficient time to begin the process this year due to the timeframe.
    - There could be a yes vote at all levels, but actual evidence is lacking and would end up getting pushed through.
    - Olson noted he takes things and the process seriously. Will go back, deliberate, and determine if there is some other way.
  + Richards expressed that the recommendation is being made to take the place of Chairs and RTP committees who may not be doing their job effectively. Olson again shared that many institutions have a committee such as this. Do need to address the effectiveness of the RTP committees. Reminded Senate about the work Gardner did on the RTP criteria.
  + **MOTION** - Clarke moved to set up a committee to bring a proposal back for such a committee that would be faculty generated, faculty controlled, and the members voted on by faculty to bring this advisory committee into policy. Albrecht-Crane seconded. Connelly clarified that this would be to generate something to bring back to Faculty Senate and could then be taken to President’s Council to ask to move it into Stage 1. Al-Ghiab expressed two concerns: 1) the current committees are not doing a good job, and 2) we are talking about constituting a committee that does not know as much about the individual RTP committees. Albrecht-Crane expressed concern as to why the RTP Committees, Department Chairs, and Deans aren’t being held accountable. Bezzant expressed that the current discussion is not germane to the motion. Clarke agreed with Bracken that once the committee is set up, they can be given a broad mandate. Bezzant expressed desire that the recommendations be given back to the RTP Committee to address Faculty Senate’s concerns. Clarke wants to make sure the Faculty Senate has control and not out of its purview. All in favor? 32. 0 – Opposed. 4 – Abstained. Motion passed.
  + Olson noted that the tenure timeframe also needs to be revised.

GOOD OF THE ORDER

* Robbins put in a plug for Tutoring Center, but needs funding.

Meeting adjourned at 5:02 p.m.