**Faculty Senate Minutes**

September 4, 2018

CB 511, 3:00-5:00 pm

***Present***: Kim Abunuwara (for Alan Clarke), Mark Abramson, Pauli Alin, Jonathan Allred, Jon Anderson, Anne Arendt, Wendy Athens (OTL), Melinda Bender, Mark Bracken, Laurel Bradshaw, Kat Brown, Leo Chan, Karen Cushing, Reid Elem, Max Eskelson, Sara Flood, Nathan Gale, Paige Gardiner, Nathan Gerber (PACE), Barry Hallsted, Basil Hamdan, Matt Hasara, Merrill Halling, Basil Hamdan, Jessica Hill, Sandy Jay (for Sandie Waters), Jamie Johnson, Reza Kamali-Sarvestani, Numsiri Kunakemakorn, Stephen Ley, Ana Lopez-Aguilera, Diana Lundahl, Jeff Maxfield, Rick McDonald, Ronald Miller, Jeff O’Flynn, Jeff Olson, Hong Pang, Alan Parry, Jessica Pauly, Kelli Potter, Kenzie Prows (UVUSA), Denise Richards, Anthony Romrell, Thomas Roybal, Annie Smith (Library), Tyler Standifird, Mike Stearns, Matthew Taylor, Craig Thulin, Sean Tolman, Elham Vaziripour, Ryan Vogel, Bob Walsh (for Blake Waters), Lyn Wells Geoffrey Zahn

***Excused or Absent***: Maureen Andrade, Josh Cieslewicz, Jim Pettersson, Leo Schlosnagle, Paul Weber

***Guests:***  Cameron Martin, Steve Anderson, Jeremy Knee, Niki Swan, Pilar Hays, Jeff Johnson

Call to order – 3:00 p.m.

Approval of Minutes from April 17, 2018. Minutes approved.

**SVPAA**

* Kat Brown and Anne Arendt will be working on policies to be sure a faculty voice on processes is heard. Some of the policies to be reviewed are remediation and sanctions, rank advancement, faculty rights and responsibilities, and COI. Be sure to share information with colleagues in your departments. Department Chair’s policy will also be moving forward.

**LIBRARY**

* The library is permanently open on Sundays thanks to PBA funding.
* Accepting submissions for Roots of Knowledge speaker series. Send to Leslie Baker at [LBaker@uvu.edu](mailto:LBaker@uvu.edu).
* Library does have liaison teams assigned to each school/college. If do not know your liaison, contact Annie Smith.

**OTL**

* Held Adjunct institute over the summer with over 240 participants. Also had 100 faculty earn online certification over the summer with about 100 signed up for the next cohort this fall.
* HEA Fellowships were earned over the summer and we now have 32 HEA Fellows.

**PACE**

* There is a Campus Cup competition that UVUSA is sponsoring within USHE schools to help encourage employees and students to register and vote. Would like this to be a joint request along with UVUSA and Faculty Senate.

**UVUSA**

* Held Department Day to help expose students to different departments. Very successful. Will provide data.

**POLITICAL ENGAGEMENT**

* Day of Caring will be held on 9/13 with a breakfast at Nu Skin in Provo at 7:30 a.m. followed by service project. University does grant eight hours of service opportunities with supervisor approval.
* Reviewed handout on Protocols for Engagement in Political Activities. Everyone is encouraged to be engaged but need to utilize their personal email and address unless it is a part of your particular job. Please do not use university resources to engage in the political process otherwise legislators will focus on this issue. Be sure to articulate who you are and the context of your concerns.
* This Friday, UVU’s Board of Trustees will be issuing a statement on Proposition 5 in support of Orem City Council to support the development of student housing.

**EXPECTATIONS OF SENATORS** (3:23)

* Reviewed handout. Senators are to take information back to departments for dissemination.
* Introduced members of the Executive Committee mentioning that all members have been elected by faculty.
* To place an item of the senate agenda, need to bring the item for discussion to the Executive Committee first, then it will be slotted for a future agenda.

**Procedural Primer and Robert’s Rules** (3:31)

* Procedural process is founded on Robert’s Rules. UVU Faculty Senate follows a simplified version. Be sure to review the list of Informational Items on the agenda as these are the items coming up on the next agenda for review and discussion. Rules that the UVU Faculty Senate want to abide by need to be accepted and approved.
* Reviewed handout.
* Items for adoption:
  + 1) When tabled by timing out, Should it remain on the table until a motion is made to remove it from the table, or should this be automatically be considered to be tabled until the next senate meeting?
  + **MOTION** – Geoffrey Zahn moved to adopt “postponing” the first item rather than “tabled.” Alan Parry seconded. All in favor? 40; Opposed – 1; Abstained – 0
  + 2) Parliamentary Procedure can constrain comments from Senators to two minutes. Do we want that rule for the Faculty Senate?
  + 3) Parliamentary Procedure may also restrict a senator’s comments to two comments per motion or discussion. Does the Senate want to adopt this rule as one of our rules?
  + **MOTION** – Jon Anderson moved to change senate procedure so the last 15 minutes of every meeting is preserved for standing committee reports and good of the order. Nathan Gale seconded. **MOTION** – Alan Parry moved to extend discussion five minutes. Jonathan Allred seconded. If a motion was made to extend time, it would automatically extend the time for the actual meeting time as well. All in favor? **MOTION** to extend discussion 30 seconds. Motion passed. Friendly amendment accepted to move Standing Committee reports to the beginning of the agenda with Administrative Updates and allow the last five minutes for Good of the Order. All in favor? 39; Opposed – 1; Abstained – 2
* **Strategic Plan integration** (3:52)
  + Reviewed the strategic plan integration process last spring and finalized over the summer. Have developed comprehensive set of plans for five areas. Also have several non-planning documents along with ongoing planning processes that will complement the overall strategic plan. Problem with all of these documents is there is not a single document to circulate incorporating all the information.
  + Office of Planning, Budget & Assessment created a Strategic Planning Integration document. Identified some common threads across the five plans and linked them with the core themes. Document is not a new strategic plan for the university or to reconsider our mission, core themes, administrative imperatives, or any of the five documents that have already been put forth.
  + Presents cohesive summary view identifying points of connection between the plans, in addition to identifying gaps in the plans for further development.
  + How relevant to the university and academics? 1) Plan develops connections between academic activities and other institutional intentions, and also shows how some of the intentions can constrain some of the academic efforts. 2) Valuable context for program development and prioritization. Integration helps UVU see where we need to put resources. 3) Academic planning within individual departments.
  + Link to the Strategic Integration Plan <https://www.uvu.edu/insteffect/docs/uvu_strategic_planning_integration.pdf>
* **Credit Hours** (4:05)
  + Reviewed document noting that all the information shared is already in place by USHE. Arendt compiled the information from the USHE document into a summary for ease of understanding.
  + Brown clarified that FT faculty are paid on the credit hour, adjuncts are paid on the contact hours.
  + The intent of this information is to inform all departments of USHE guidelines and be consistent in the practice across the university. Brown will research to see how the multiplier is being used to calculate credits for workload (eg. 3 credit class with 120 students becomes 4.2 workload when 1.4 multiplier is applied).
  + Brown will research what USHE’s definition is for online courses and if there is a separate multiplier.
* **One-Month Checkup** (4:16)
  + Last year the Faculty Senate endorsed the Flexible Learning Strategic Plan. A component of that was the One-Month Wellness Checkup. Idea of tool is early feedback for the instructor on a student’s opinion. Looking at ways to obtain student competence and feedback. Instructors can opt-in and download assignment into their canvas course. Working on creating visual feedback for instructors. This tool would allow for a segway into the Early Alert System for retention. Only 16% of faculty utilize the Early Alert System.
  + This tool will also be complementary to Civitas that will be coming online in the near future.
  + Full information on this tool will be rolling out to faculty in September.
  + Chan would like to know the participation impact with the Early Alert System. Athens will follow-up with the Student Affairs Retention Office.
* **First Readings** (4:25)
  + Policy 114 – *Conflict of Interest* - Knee presented on Conflicts of Interest (COI) and why the need. Consulting matters are not included in this policy, but will be addressed in their own policy. The COI Review Committee will conduct a review of any conflicts that are questionable and develop a management plan if necessary and allow for an appeal process.
  + Policy 608 – *Internship Program Requirements and Implementation* - Want all students to have consistency in the experience across campus. Drafting committee consisted of faculty and staff. Intended to be basic standard for experience and allow departments the ability to make the experience more rigorous, if desired. Not prescriptive. This is a new policy.
* **Progress to Further Stages**
  + Policy 705 – *Unmanned Aircraft Systems* - Has been remanded back by Board of Trustees for clarifications. The policy was placed back into Stage 3. As members of the community, individuals can make comments but will not be discussed in Faculty Senate as a body.
* **Action Items** (4:43)
  + Rank Advancement Date for Departmental Rank Criteria Submission
    - Not all departments have up-to-date criteria for rank advancement for faculty applying for full professor. Without criteria, there is no basis for approval. Proposed date by the Executive Committee was September 30, 2018.
    - **MOTION** – Alan Parry moved to set the due date on September 30, 2018. Leo Chan seconded. All departments will receive this information for final submission and if no criteria are submitted, then faculty who are eligible would not be eligible this year. Brown hopes to have finalized criteria feedback back completed by October 31, 2018. All in favor? 38; Opposed – 0; Abstained – 4
* **Interim President**
  + Olson expressed this thanks for those serving on Faculty Senate. Senate has done some great work these last few years.
  + President Tuminez will begin service on September 17. She will attend the Faculty Senate meeting on September 18.
  + Mark your calendars for a BBQ for Faculty Senate with President Tuminez on Tuesday, October 2nd following the meeting at the President’s House.
  + Service area needs UVU to help individuals have a meaningful life. Need to provide opportunities for a meaningful credential.
* Standing Committee Reports
  + Special Assignments
    - Taskforce on Evaluating Teaching Effectiveness is continuing. If you would like to participate contact Pauli Alin.
  + Service & Elections
    - Waters and her committee are overseeing some elections within some of the schools/colleges, to be finalized in the near future.
  + Curriculum
    - Deadline for new courses and revisions is due to the Curriculum Committee by December 13, 2018. Really needs to be in process by November 1, 2018 in order to be offered fall 2019.
    - New program deadline has passed for fall 2019.
    - Working with OTL and Instructional Designers to create curriculum to assist faculty in learning more about Course Leaf and the curriculum process.
  + Re-envisioning
    - Committee met and moving forward. Minutes can be found on the Faculty Senate website.

Meeting adjourned at 5:03 p.m.

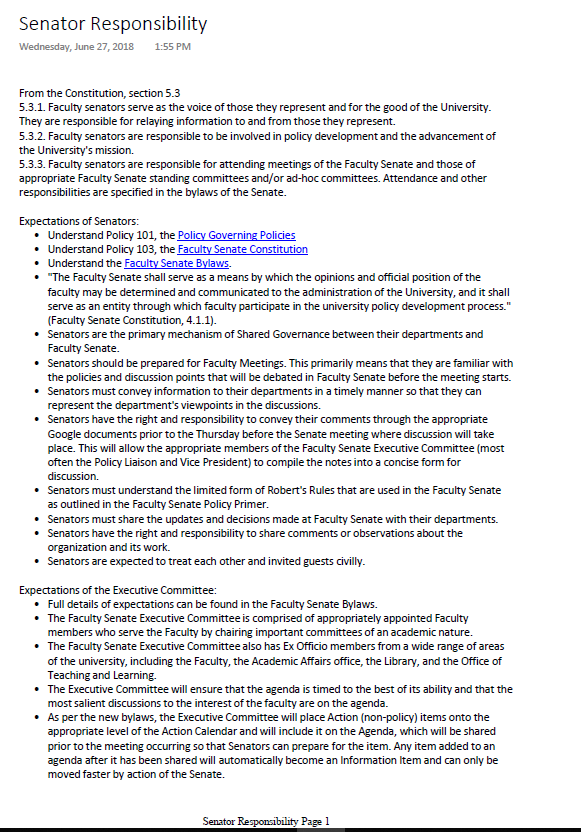
**UVU Employee, Student, and Institutional Protocols for Engagement in Political Activities**

UVU faculty, staff and students are encouraged to be politically engaged. However, there are legal limitations on how they may engage as members of the UVU campus community, especially for UVU employees (part- and full-time faculty and staff). The following explains the parameters of proper engagement for state employees and entities as well as students in accordance with Utah's Political Activities of a Public Entity Act (Utah Code Ann. §20A-11-1201, et seq.).

1. **UVU Employees**. As a private citizen and on their own time, any UVU EMPLOYEE may engage in political activities (e.g., run for and hold public office, participate in political party meetings or causes, attend public forums and debates, and take a personal position for or against public referendum). However, a UVU employee (part- or full-time including student employees):
2. CANNOT engage in political activities
   * 1. while at work (i.e., on the clock) through
        1. the use of UVU owned resources (e.g., university computers, tablets, copiers, paper, etc.);
        2. the use of UVU service (e.g., UVU email or social media accounts); or
        3. campaigning tactics (e.g., wearing a political pins in support or opposition of a referendum or tell co-workers how to vote);
     2. in a way that gives the impression that they represent UVU and its interests (the exception to this are UVU employees whose job function it is to officially represent UVU and its positions and interests); and
3. MAY fully engage in political activities
   * 1. while on their own time (e.g., after work hours or while using personal or vacation leave)
     2. through the use of their personally owned equipment and personal email and social media accounts; and
     3. by clearly representing their own interests and not UVU’s.
4. **UVU Students**. As a private citizen on their own time and through the use of their own resources, any UVU STUDENT may engage in political activities (e.g., encourage other students to register to vote, engage other students through the use of an information table or booth on campus (as per university policy and protocols), and otherwise engage in the political process). However, UVU students:
   1. CANNOT use their UVU student email to engage politically, and
   2. when on the clock as a UVU employee (part- or full-time) are subject to the same standards for all UVU employees as stated above.
5. **UVU Student Association**. UVUSA, as a public body of UVU, may support and engage in efforts to encourage students to register to vote (why and how to), to vote (where and through what means they may vote), and to be politically active. UVUSA cannot tell students what political activities or parties they should engage or how to vote on a particular issue or candidate race. However, a student club may, through approved UVUSA sponsored events (e.g., Club Rush, Constitutional Week, etc.) promote its political position on issues and candidates, but must do so within the prescribed protocols of the event.
6. **Utah Valley University**. As a general rule and pursuant to Utah Code Ann. § 20A-11-1203, a public entity, which specifically includes a public institution of higher education such as Utah Valley University, CANNOT
7. tell people how to vote on a particular ballot proposition or referendum,
8. endorse any candidate running for office, or
9. make an expenditure from public funds for political purposes or to influence a ballot proposition or referendum.

However, a public entity like Utah Valley University MAY

1. expend donor funds to advocate for or against ballot proposition or referendum,
2. provide a statement about its position regarding a ballot proposition or referendum,
3. provide factual information about a ballot proposition or referendum to the public so long as that information also grants equal access to both opponents and proponents to the ballot proposition or referendum,
4. provide neutral encouragement for voters to vote,
5. host candidate debates, and
6. invite elected officials to speak and/or attend a university event.



Procedural Primer

This document is designed to give an outline of basic procedural practice in the Senate- It is generally a modification of *Robert’s Rules* and it should be noted that when there is a procedural question- *Robert’s Rules* represents the official rules of the Senate. Our intent at the Senate is to follow procedure but not get bogged down by it or have it become the focus of our activities.

It is worth noting the Senate can discuss whatever it likes and form ad-hoc committees or use the Special Assignments Committee to explore anything we feel is relevant to campus life and the betterment of the institution. Often it is best to do this in conjunction with the administration but that is not necessary and at times may be more appropriate depending on the issue and level of concern expressed by the faculty.

As a general rule all discussion at the Senate moves through the Chair- the chair recognizes individuals and keeps an order of individuals if more than one person desires to speak. In general speaking without being recognized by the chair is seen as disruptive and may be declared as out of order. The Senate is a place of open and sometimes extended discussion- attempts to curtail or limit discussion should be made with the upmost care.

Policy Actions and Process by which policy is acted upon in the Senate-

1. Senators are first informed of policy as an *Information Item*- this informs faculty that the policy is now ready for their consideration- generally via the agenda.
2. At the next Senate meeting a policy is listed for a *1st Reading*- this means all Senators come to the meeting prepared to discuss the policy and ask the steward questions.
3. The policy then becomes an *Action Item*- this means we will further discuss the policy then take some type of action. It should be noted that at any time in this process the Senate can *suspend the rules* and take whatever action it likes by a majority vote.

General Procedural Actions- Do these actions by saying “I move (make a motion) to…”

All actions below are accomplished by a motion a second and then a simple majority vote unless otherwise noted- a Senator can also request a paper ballot, a secret ballot, or a larger majority vote (say 2/3) at any time which must be passed by vote as well.

***Make a Motion to****…*- a Senator can move to create something or take and action in this fashion- it is the most common action of the Senate. A motion **must be seconded** by a another senator unless the motion is from a senate committee. Once the motion is seconded and stated by the Chair, the motion belongs to the Senate and is open for discussion or debate, or the motion can be immediately voted upon- all motioned items must be acted upon prior to moving to another action.

***Propose an Amend***- this is a subsidiary motion to amend the language of the motion on the floor. Amendments to the motion The proposed amendment can be viewed by the Senator who made the original motion as either friendly or not. If the sponsor of the original motion agrees an amendment is friendly then the Senate generally allows the motion to be modified with little formal process. If the motion is not considered friendly **then it must be seconded, debated, and voted upon** and adopted by majority vote, and then the senate returns to the original motion depending on what action has been taken on the amendment.

***Division of a Question***- at times debate on a motion may bring us to a point where it is apparent that a motion is in need of division into separate parts- if this is seen as friendly by the sponsor then we simply do that otherwise it is voted on.

***Reorder the Agenda***- any Senator recognized by the chair can move to reorder the agenda- this action is non-debatable and if seconded is voted upon immediately- you might use this action to get something on the agenda you feel is important or to ensure that something lower on the agenda will be discussed at the meeting.

***Table the Motion***- A senator, once recognized by the change can move to table the motion or discussion.- this is a non-debatable action and **if seconded is immediately voted upon**- a tabled item remains as such until a motion is made to *remove it from the table*- thus it is essentially dead until further action is taken.

***Postpone the Action***- procedurally like tabling except a postponed item is moved to the top of the agenda at the next meeting and requires action at that meeting which could be to postpone once again.

***Call the Question or Previous Question***- This is a procedural move that ends debate and if seconded forces an immediate vote on the motion being debated. This may not generally be viewed as a friendly action but can be useful.

***Suspend the Rules***- this action can be taken when the Senate wants to move faster on a policy than the calendar allows or when the Senate feels an action is important but the rules prevent such actions from occurring. It generally allows the Senate to function outside of its procedural norms on a specific item and then return to the normal procedural processes.

***Point of Order***- if you feel procedure has been violated then you call for this which stops debate and procedural action must be clarified- often occurs when we are debating a motion and without action move to a new motion prior to finalizing action on the first motion.

***Limit or Extending a Limited Debate***- generally the debate of a motion or item before the Senate is an open ended discussion but there may be instances where limiting the debate is useful and extending the limits may be needed. *Extending* is also required if the Senate is going past its allotted time (we operate under a *fixed time limit*- 3-5 pm which means the Senate ends at 5 pm unless otherwise moved) - this can be useful if the Senate is close to finalizing an action but needs a limited amount of time to finish a debate that would otherwise be carried over to the next meeting.

***Adjourn***- this is a non-debatable motion if seconded and ends the session if passed by majority vote.

Parliamentary Procedures to be considered.

**A motion can be automatically tabled by timing out of the allowed time on the agenda.**

**When tabled by timing out, Should it remain on the table until a motion is made to remove it from the table, or should this be automatically be considered to be tabled until the next senate meeting?**

**Parliamentary Procedure can constrain comments from Senators to two minutes. Do we want that rule for the Faculty Senate?**

**Parliamentary Procedure may also restrict a senator’s comments to two comments per motion or discussion. Does the Senate want to adopt this rule as one of our rules?**

