**Faculty Senate Minutes**

September 6, 2016

LC 243, 3:00-5:00 pm

***Present***: Kim Abunuwara, Christa Albrecht-Crane, Huda Al-Ghaib, Steve Allred, Anne Arendt, Brian Barthel, Howard Bezzant, Mark Borchelt, Mark Bracken, Bret Breton, Kat Brown, Josh Cieslewicz, Alan Clarke, David Connelly, Ken Crook, Karen Cushing, Courtney Davis, Debora Escalante, Sara Flood, Doug Gardner, Lindsey Gerber, Darrell Green, Laurie Harrop-Purser, Jia He, Matthew Holland, Robert Jorgensen, Lydia Kerr, 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, Sheri Rysdam, Leo Schlosnagle, Tyler Standifird, Craig Thulin, Sean Tolman, Rob Warcup, Paul Weber, Stephen Whyte, Alex Yuan

***Excused or Absent***: Dean Bohl, Marty Clayton, Steve Fellows, Makenzie Selland, Stuart Stein

***Guests:*** Alexis Palmer, Liz Childs, Karen Clemes, Jason Sweat

Call to order – 3:04 p.m.

Approval of Minutes from April 19, 2016. Minutes approved.

PRESIDENT

* Presented an overview of programs and degrees.
* Shared Highlights
  + Board of Trustee’s approved $680K for master’s and undergraduate programs
  + Over $1M approved for new ongoing faculty positions
  + Faculty Compensation – All benefit eligible faculty received $625 to base salary; about $1M in equity funds applied to faculty. Tenure track faculty with a terminal degree are now at 98% of market median while faculty with non-terminal degrees have also increased. Continue to address adjunct faculty compensation.
* Committed to PBA process, maintaining appropriate teaching loads, staffing ratios, ongoing re-examination of non-mission focused programs/activities, fostering ethics and accountability, campus infrastructure efficiencies, and automation of processes.
* Great Things
  + Improvement of full-time to adjunct ratios by narrowing the gap. Appreciates the adjuncts as they bring a richness and practicality to campus. To build up a long-term stellar university, we need to have tenure track positions in place.
  + Increased retention and graduation rates. Still too low, but are moving in the right direction.
  + Increasing markers of curricular and student quality. Expressed appreciation for faculty and the impact, work, and efforts on behalf of our students.
* Introduction of Justin Jones, new Chief of Staff, and Katie Zabriskie, new Assistant to Chief of Staff and Board of Trustees.
* Change in Academic Awards (certificates to bachelor degrees) from 2009 to 2015 have increased significantly.
* Reviewed buildings currently under construction and new facilities for groundbreaking.
* Roots of Knowledge unveiling will be November 18, 2016.
* Reviewed Master Plan Data. After listening to all the input, decision was made to create a specialty discipline campus. This is not mutually exclusive to services and support. Reviewed draft map of services and support areas that will be housed at Vineyard. Will require some changes to the main campus, new access point, pedestrian bridge, new off-ramp to campus N.B. Trying to partner with private developer for Thanksgiving Point. Finalizing plans for 30 acres in Payson.
* We are about student success and need to provide a way to educate students.
* Justin Jones will provide a copy of the PowerPoint to Faculty Senate.
* Holland noted that the university is working on a campaign to get the word out to students to help promote UVU’s self-image.

SVPAA

* Olson distributed a handout to demonstrate that Administration is listening to faculty. A resolution was brought forth in Faculty Senate and the Office of Teaching & Learning has prepared information addressing large sections. Also converted four large classrooms into 12 smaller ones. Over the summer, had faculty in CSH and CAPS come together to discuss a possible realignment. Idea was to move health programs over to a realigned college for health programs. At report time, a few individuals expressed that there wasn’t enough faculty input, so put a hold to allow for more comment. From the Academic Master Plan, the decision was made to integrate West Campus to Main Campus and facilitate students who commute by public transportation. Senate also expressed concern about safety on campus roads and increased capacity to handle the traffic. Proposals for new on/off ramps to campus and installation of new traffic light have come forth. A Shared Governance Committee has been meeting for several months to address policies that will be coming forward in the near future.
* Albrecht-Crane expressed concern that several changes were made over the summer that she felt should have had more faculty input - advising changes and the new travel system, Concur. Olson responded that a central advising plan was made a few years ago, but went nowhere. An Academic Advising Group was formed and began collecting quantitative data. As a result, with some unusual exceptions, advising was effective. At the same time, our completion rates are problematic. Had an opportunity to participate in a national dialogue of 44 institutions. An internal committee was formed that included a Department Chair, Professional for Academic Advancement, Academic Affairs Administrator, and a Student Affairs Administrator. The committee came back and recommended we adopt a system that gathers data about student participation to identify ways we can more strategically assist students. Two elements: 1) An advisement structure to provide guided intervention and follow-up and 2) implement the data system that makes this possible. At the same time this recommendation came back, we had an opportunity to obtain USHE funding to support this change. Olson noted that we did not go with a central model based on faculty input several years ago. Advising will still be done at the department/school/college levels. He also noted that the scheduling side is another component of this new model and is where faculty can have more of an impact. He encouraged senators to go back to their departments and really examine course offerings and be sure departments are being good stewards and offering courses based on student need, not faculty desire. Official implementation phase will be occurring over the next several months. Department Chairs will still work closely with advisors. Intent is to complement advising with faculty mentoring. Connelly recommended an additional conversation on the embedded aspect of advising.

AVPAA

* Many policies will be coming forward this academic year: 633 - *Annual Review* and 638 - *Post-Tenure Review*. Brown noted these two will be presented together. Another policy coming forward is 648 – *Faculty Separation due to Institutional Reasons*. About 5% of faculty have weighed in on these policies. Borchelt noted that scholarship is still in conflict within the university as a whole.

PACE

* Shalece Nuttall has taken over as President due to Sherry Harward’s departure. Bringing back Brett McKeachnie to assist in the transition.
* Holding monthly Professional Development forums. This month it’s Kyle Reyes. September 9 from 2-3 pm, SC206.
* Staff do receive weekly emails regarding events and updates.

UVUSA

* Tanner McAllister is the new VP for Academic Senate. Logan Cottle will attend part of the time due to McAllister’s class schedule this semester.

BEHAVIORAL ASSESSMENT TEAM

* Palmer informed all that Jeff Olson sent out a letter prior to the start of school regarding how to respond to student concerns. Faculty has been doing a great job referring matters to the assessment team. If faculty feel there is a threat, call the police directly.
* New Campaign – “See Something, Say Something.” If anyone wants detailed training, contact Alexis Palmer, Dean of Students.

CONSENT AGENDA

* Items on the consent agenda will only be discussed if someone desires.

DEBATE CALENDAR

* Leick provided a brief overview of the policy process – Five Stages. Three types of policies: new, modification of policy, and deletion. Two types of processing: regular and temporary emergency. Stage 1 is development stage. All policies go back to President’s Council before they can move on to the next stage. There are four institutional entities across campus that review policies: Faculty Senate, PACE, UVUSA, and AAC. Faculty Senate is not writing policy; they are providing recommendations. The policy flow chart can be found on the Policy website. Stage 3 allows for community comment. Policy Sponsor owns the policy while the Policy Steward is the individual that moves the policy forward.
* Currently, there are eight information items on the agenda. They will become 1st Reading Items at the next Senate.
* Peterson moved to reorder the agenda and advance Information Items Policies 151, 142, 505, and 507 to 1st Readings. Breton seconded. All in favor? 1 Opposed. 0 Abstained. Motion passed.
* Policy 151 – *AIDS* – Original policy from 1993. Deleting because it is outdated and potentially illegal. Policy 165 – *Discrimination, Harassment, and Affirmative Action* - contains all the discrimination items. Current drafts of policies are in the Policy Pipeline. Policy 151 will be action item in next senate meeting.
* Policy 142 – *Export Control* – Clemes introduced Jason Sweat, the new University Compliance/Risk Management Officer. Sweat noted this policy consolidates and clarifies. Items that the federal government deems sensitive and are subject to export laws. If the policy is violated, civil and criminal penalties can be issued. Encouraged all to review the policy and bring discussion items to the next senate meeting. All forms related to this policy are housed on the Compliance website.
* Policy 505/507 – *Tuition Payments and Refunds/Tuition Refunds* – Deleting 507 and bundling it into Policy 505 and retitled to Tuition Payments and Refunds. Highlighted some of the revisions to the policy. Several revisions to the policy and procedure portions. Please review due to the substantive changes.

STANDING COMMITTEE REPORTS

* Special Assignments & Investigations – Arendt reported that faculty in conjunction with SCULPT is taking over the responsibility for Engaged Learning Week. A Task Force has been developed to define what should Engagement Week be this year. Contact Anne Arendt if you would like to get involved or learn more about
* Anthony Morris – Library – He is the Technical Services Librarian and Music Liaison. Can assist with research to support Faculty Senate.
* Service & Elections – Nothing to report.
* Curriculum – Tolman reported that UVU has been using COMET, but is in process of getting new software which will come online January 1. Problem is that COMET is no longer supported. Received an email from Chris Alldredge on “stop gap” procedures. See attached information. No edits will be allowed in or added to COMET effective immediately. If an exception needs to be done, Chris Alldredge and Sabine Berlin will have to manually input.
* RTP – Pettersson reported that the committee met last spring with Kat Brown and brought up several items they noticed in the appeals.
  + The primary responsibility for achieving tenure lies with the tenure-track faculty member. The faculty member needs to be fully invested and engaged in the process and needs to be the driving force behind the efforts to become tenured.
  + The department chair and the department RTP committee have the responsibility to see that a mentor is assigned to each tenure-track faculty member. Because the number and frequency of meetings between a tenure-track faculty member and her/his mentor are not specified in policy, it is the responsibility of the faculty member to ensure that she/he meets regularly with the assigned faculty mentor as often as necessary to successfully advance through the tenure process. Should there be a problem, it is the responsibility of the tenure-track faulty member to work with the department RTP committee chair and the department chair to have a new mentor assigned.
  + Although not required by policy, it is recommended that a tenure-track faculty member meet annually with her/his department RTP committee to review the faculty member’s tenure plan and tenure portfolio. The faculty member should work with the chair of the department RTP committee to schedule this meeting.
  + Tenure-track faculty members should have the opportunity to see what a model tenure portfolio looks like if at all possible.
  + Potential problems should be immediately identified and remediation steps undertaken to correct the problems.
  + Annual evaluations need to be completed in a timely manner allowing the faculty member to address any concerns identified.
  + The expectations for teaching, service and scholarship at each level of review, RTP committee, department chair, and dean need to be clearly communicated to the tenure-track faculty member. The faculty member should also have a clear understanding regarding what documentation is required.
  + The department RTP committee, the department chair and the dean all need to be honest and candid in their assessment of tenure candidates. Each level of review should not simply be a “rubber stamp” approval of the recommendation of the previous level. Each level of review should be independent and based upon the contents of the tenure candidate’s portfolio.
* Several senators requested a “stellar” portfolio for example. Recommendation was made to have a portfolio available from each school/college.

ANNOUNCEMENTS

* May need an extra meeting in December. Please make note of this meeting.
* BBQ

Arendt moved to adjourn. Thulin seconded. Meeting adjourned at 4:48 p.m.

