**Faculty Senate Executive Committee Minutes**

January 5, 2021

Via Microsoft Teams – 3:00-5:00 pm

***Present***: Jon Anderson, Anne Arendt, Wendy Athens (OTL), Kat Brown, Suzy Cox, Karen Cushing, Jessica Hill, Dianne McAdams-Jones, Alan Parry, Evelyn Porter, Denise Richards, Karen Sturtevant (Library), Sandie Waters

Visitors: Nizhone Meza

***Excused or Absent:*** Joy Cole, Wayne Vaught

* Call to order – 3:00 p.m.
* Meeting is being recorded.

**ADVANCEMENT OF TEACHING**

* Committee about done with peer review/observation template. Plan to share with Faculty Senate to inform them where committee is in the process. Arendt will add to the 1/26 agenda.
* New teaching excellence model has been drafted and committee would like feedback by 2/9.

**ELECTIONS**

* Hill will not be running for Senate President as will serve as Department Chair and as Academic Director for the Women’s Success Center. Would like to share information with Faculty Senate on 2/23.
* President and Vice President (VP) nominations should be coming in this month in preparation for elections in February. Arendt will make an announcement asking for nominations. Institutional Research (IR) will handle the actual election tally process.
  + President Nominations – Jon Anderson pending
  + VP Nominations – Leandra Hernandez confirmed
  + Arendt will follow up with Elijah Nielsen on which position he was accepting the nomination.

**BYLAWS**

* Arendt will send ExCo the draft bylaws to verify the proposed changes. Once ExCo has reviewed, will put on the Faculty Senate Consent Agenda unless a senator moves it to a discussion item.

**CURRICULUM**

* All new program proposals for fall 2022 should be in the hopper by 2/1/21. The institutional review will be held on 2/12 during the first portion of the AAC Retreat. Currently dealing with exceptions.
* Trying to clean up overrides in order to improve student success. Porter is working with others to develop a faculty training to guide for developing a course or program.
* Courses to begin fall 2021 will go to Board of Trustees (BOT) end of January and if approved will go to NWCCU for approval.

**RTP & APPEALS**

* Cox and Meza crafted comments in response to Policy 637 – *Faculty Tenure*, 632 – *Assignment and Advancement in Academic Rank*, and 646 – *Faculty Appeals for Retention, Tenure, and Promotion*. Cox will follow up to determine the policy status with each campus entity.

**REMEDIATION, SANCTIONS & SEPARATION TASK FORCE**

Preliminary drafts have been completed. Brown will send out invitations for the committees mid-January.

**SPECIAL ASSIGNMENTS & INVESTIGATIONS**

* Waters expressed concern about the IT domain issue and lack of progress. Will follow up with Kelly Flanagan.
* Faculty concerns raised as to why former students have access to current student information which allows them to contact current students and how they should proceed to correct the problem. Arendt noted that as faculty members, they have the ability to allow students to see current students enrolled in the course. How a former student was able to send out a survey to a current class is unknown. Brown indicated that Jason Hill needs to be part of conversation to determine if there is a backdoor that needs to be locked down. Arendt expressed the Department Chair needs to reach out to the current students with a special message. Waters will find out if the student is a student employee before contacting Jason Hill. When there are academic IT issues, can send message directly to Jason Hill, but copy Kat Brown.

**MISCELLANEOUS**

* Jason Hill confirmed that you cannot email a class that has been closed because the Canvas course has ended. Microsoft Teams is being investigated for this access. Currently, you can contact students through Banner. Parry believes the immediate concerns have been addressed.
* Discussion about students having access to the course prior to the official start of the semester. Brown shared that accreditation does not allow students to submit assignments prior to start of the semester or after the semester ends. Athens noted that students can view a course if a faculty member publishes the course prior to the start of the semester. Students can correspond with the Canvas inbox. Recommendation was made for Athens to draft information for senators to then distribute to their departments.
* Conversation about student having access after finals in order to see comments from an instructor on a final. Invite Jason Hill to senate meeting to share what faculty can see/do with their Canvas course after course closes. Brown shared that 1) we don’t always know when Instructure makes changes, 2) understands what faculty desire, or 3) what works for us might not work for faculty at other areas in the institution.
* Athens shared that Martha Wilson added an incoming freshman module for students during orientation. She will contact Andrew Stone for the email that contains technology-focused student course orientation module. McAdams-Jones commented that if we are going to educate faculty or students, we need to educate them.
* Concerns expressed about inundating faculty and/or students with information that they begin to ignore.

**SET AGENDA**

* Discussion regarding faculty having their voices heard on key issues that have an impact and matter on the academic side from Finance & Administration. Senate needs to approach the subject with a plan on how senate can be included in the dialogue and decision-making process. Consider asking the question “How can Senate be more involved in the decisions that affect faculty?”
* Arendt will create committee folders for updates to be posted and linked in the agenda.

**ACTION ITEMS**

* Follow up with Elijah Nielsen on which position he was accepting the nomination. (Arendt)
* Review bylaws to verify intended changes. (All ExCo Members)
* Follow up on policy status with campus entities. (Cox)
* Send out task force invitations mid-January. (Brown)
* Determine if student who sent survey out is a student employee before contacting Jason Hill. (Waters)
* Draft Canvas pre and post semester information. (Athens/Arendt)
* Create committee folders for linking announcements in agenda.

Meeting adjourned at 5:15 p.m.