**Faculty Senate Executive Committee Minutes**

January 19, 2021

Via Microsoft Teams – 3:00-5:00 pm

***Present***: Jon Anderson, Anne Arendt, Wendy Athens (OTL), Kat Brown, Joy Cole, 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:*** Wayne Vaught

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

**SENATE PRESIDENT**

* Discussion about training for future Faculty Senate officers and job expectations for incoming officers. Currently only have one nomination for Faculty Senate Vice President position. No nominations for President. Nominations are due 1/26. Arendt agreed to mentor the new President if needed. Parliamentarian can significantly impact Senate function depending on differing personalities.

**STANDING COMMITTEES**

* Special Assignments & Investigations
  + Academic Calendar Committee had a discussion on final exam dates. Final exams will begin starting the Friday prior to the week of Commencement to resolve issue of finals occurring during commencement as occurred last year. Complaint from College of Science regarding the number of reading days. Reading day will be moved to the Thursday before finals begin.
  + Transparency Taskforce has been difficult to get together, but will begin in an asynchronous format in Teams.
* RTP & Appeals
  + Working to determine the status of the RTP criteria submitted to Academic Affairs for final approval. Arendt would like Brown and Cox to share the status with senators, so everyone is on the same page. Would like to know who has signed off on each stage of the criteria, but this is a cultural change since it is not in policy nor is there a documented process in place.
  + Recommendation was made to develop guidelines for the approval process for RTP criteria from department level to Provost Office.
  + Senators are an interested body in the RTP process and need to follow up with their departments to be sure criteria have been updated and submitted for approval.
* Advancement of Teaching
  + Would like to share the draft of the peer evaluation form that the committee would like to pilot in February and ask senators to provide feedback.

**DISCUSSION ITEMS**

* Discussion about bringing RTP Question 2 regarding non-tenure track involvement in decision making back to Senate for more conversation. Decision was to take the discussion into another online venue rather than put on the agenda.
* Discussion about the ability to use Insights in Outlook to obtain stats on emails being opened and forwarded. Recommend the incoming President continue to email senators information, but do need to survey faculty on how they want to receive information. If plan an outside event, it is recommended to physically invite individuals rather than just send a notice with the link if they want to attend. Athens indicated her team knows how to add an event to the calendar plus input to the Team and will have Sam Gedeborg and Jenna Giddings write operating procedures.
* Faculty Recognition by Graduating Students
  + Proposal was made to give students an opportunity to positively thank faculty during graduation. See example by Georgetown University. <https://mailchi.mp/c2765681660d/a-chance-to-say-thanks-to-someone-who-has-supported-you-at-georgia-tech-5128178?e=265e1e40a2>
  + UVUSA currently has the Wolverine Achievement awards that students can use to recognize their faculty. Might just need an awareness campaign for the Wolverine Achievement awards.

**SET AGENDA**

* Reviewed senate proposals and determined which ones should be put forward on the agenda.
  + Discussion about Canvas pre- and post-term usage and the purpose of Academic Technology Steering Committee (ATSC). Brown reported that the group has not been meeting. Has been providing approvals on purchasing technology as associated things. Governance structure needs to determine if ATSC is serving the right purpose. Recommend Digital Transformation group come in and discuss the path for faculty involvement in digital transformation, structure, process, who does what, where to go when have concern, etc. Decision was to create a document seeking questions for Digital Transformation leadership to address.
  + Athens shared that there is a push for the ability to develop courses quicker and use platforms that provide more automation availability. Leadership wants to develop strategic partnerships that will assist in the development process. Need to be careful that faculty academic freedom is not affected when building partnerships. Arendt recommended a future discussion about time to finished product for course development.
  + Discussion about final exam retention. Canvas can store information/grades for five years. Policy – *Grading* Section 523.4.3 indicates “grade change appeals shall be made and completed within one calendar year from the date the grade was originally issued.” Currently there is no policy that states how long a faculty member needs to retain final exams. No decision was made to put this item forward as a proposal to senate.
  + Graduate course tuition funding is currently not provided by the university. Consider developing options such as for those who receive an excellence award to select dollar award or put award amount towards faculty development opportunities.
  + Discussion about Student Thank You’s for Faculty. Decision was made to remove the proposal item.
* Vaught previously told faculty he would hold opens session meetings for faculty to bring up issues. Brown will follow up to determine the status.
* Policy 644 – *Selection and Responsibilities of Department Chairs* will begin debate during the 1/26 meeting. Additional agenda debate time will be dependent upon the amount of discussion during the initial debate session. Brown agreed to extend Stage 2 deadline.

**ACTION ITEMS**

* Develop operating procedures for adding events to calendar and Teams. (Athens)
* Create document seeking questions for Digital Transformation. (Arendt)
* Follow-up with Provost Vaught re open sessions. (Brown)
* Follow up on status of RTP criteria updates to share with Senate (Brown and Cox)