**Faculty Senate Executive Committee Minutes**

January 5, 2016

LC 243, 3:00-5:00 pm

***Present***: Anne Arendt, Mark Bracken, Clayton Brown, David Connelly, Karen Cushing, Dustin Fife (Library), Doug Gardner, Ryan Leick, Jeff Olson, Jim Pettersson, Matt Robins (UVUSA)

Visitors:

***Excused or Absent:*** Kat Brown

* Call to order – 3:03 PM
* Approval of Minutes from November 17, 2015 ExCo meeting. Minutes approved.

UVUSA

* Martin Luther King Commemoration begins next week.
  + January 12 – Diversity Dialogue – Civil Rights: Our Story, 11:30 a.m. in SC 206ab
  + January 13 – Screening of “The Butler”, 12:00 p.m. in Centre Stage
  + January 14 – Wil Haygood (Keynote Speaker and Q&A) 12:00 p.m. in Grande Ballroom
  + Evening breakout sessions with dinner at 5:30 p.m. in SC 206
* Robins will send flyer information to Bracken for distribution.

SVPAA

* 75th Anniversary in progress. First major event is the State of the University on January 26 at 2:00 p.m. in SB 134. For more details go to <http://www.uvu.edu/anniversary/75th/> .
* Engaged Learning Week is March 28 through April 1, 2016.
* Academic Master Plan process is ongoing. Have scheduled tables of individuals/departments to discuss their academic programs. Two phases to process: 1) feeding information into the Facilities Master Plan and 2) continue to address the Academic Master Plan.
* Legislative session coming up. The Arts Building is a priority on the list. Have raised over $20M and need an additional $30-35M.
* Administration has set aside some money to do remodeling on campus including dividing a few rooms in the classroom building.
* Internships – Students have been receiving credit for internships based on a varying number of hours. Internships has decided to establish a minimum number of hours a student has to achieve in order to receive credit. Recommendation to codify the required hours is to list the information in the Catalog.
* Financial Aid – Bracken would like Trish Howard to present current financial aid information to the Faculty Senate.

DEBATE CALENDAR

* Maternity/Paternity Leave – Clayton Brown will send additional information to Dustin Fife who will compile it and present at the next ExCo meeting. Olson suggested creating a proposal to present to the HR Benefits Committee and allow them to review and provide a response. The item will be put on Faculty Senate agenda as an information item as determined by ExCo.
* Annual Faculty Lecturer Proposal – Gardner sent out an email proposing a faculty lecturer. Connelly responded about the political nature of the idea. Bracken recommended receiving nominations instead of having a competitive application. ExCo recommends picking a representative committee to make the selection. Discussion over the faculty lecturer expectations and what the award would be. Gardner will approach Craig Thulin to seek his input and bring back to ExCo for further discussion.
* Service – Faculty Senate Committee Chairs need to provide letter of committee appointment annually and a letter of recognition for their service.

CAGAS

* Student Affairs is still not clear on who they should “go to” in addressing faculty related matters. Anderson was under the impression that they would go to him as the Chair of CAGAS which ExCo confirmed. Anderson will make a presentation to ExCo on how CAGAS has expanded and what the functions are presently.

SPECIAL ASSIGNMENTS & INVESTIGATIONS

* Arendt reported that the original Canvas proposal brought to senate the first time has been discarded. Hopes the committee will come up with an agreement this Thursday and will bring to the next Senate. She will bring the proposal to next ExCo for discussion before taking to full Senate.

Letters of Non-Renewal of Appointment

* Olson expressed displeasure of having to notify individuals about appointment non-renewal and the time of the notices and inquired about the possibility of moving the notification date. Moving the date earlier is not an option as if affects RTP dates. If a possibility of moving if after the new year has started, but would still require a policy revision. Connelly recommended hand-delivering or having a verbal conversation prior to the faculty member receiving the notice.

Large Sections

* Olson reported that AAC had conversations about large sections and appropriate support with the Deans. Deans were to follow up with the department chairs to assess the needs and report back today. Olson will follow up with Deans and report at the next ExCo meeting.

Faculty Excellence Awards

* Discussion over the award submission process. Thulin would like the nominations sent directly to the Department Chairs first and then to the committee for review. Bracken will follow-up with Thulin to clarify processes.
* Arendt expressed her Department Chair’s concern about nominations having to be presented to the departments for approval and the potential embarrassment it might cause some individuals. Recommendation was if more than one individual was nominated that the department hold a secret ballot, have the admin count the votes, and report the results.

Policy Process

* Connelly would like Senate to have a discussion about being stewards of policy and not necessarily about the policy process. Leick suggested using Policy 605 to lead the discussion. Leick and Bracken will lead discussion.
* Connelly will send out the Policy Primer to Senate as a refresher.

Faculty Senate Presentation to board of trustees

* Connelly shared that he presented on the Tenure process previously from the faculty viewpoint.
* Recommendation was for Ryan Leick to present on curriculum. Bracken will follow-up with Karen Olsen and Fidel Montero to schedule on the agenda.

Policy 647 – Grievance

* Gardner reported that he has been collecting information on reassessing the policy in its entirety. He will follow up with Kat Brown.

Complaint Process

* Bracken reported that UVU does not have a concrete process for a faculty academic complaint and the investigation process that should be handled at the department and school/college level. He will compile some information and bring back to ExCo.

Agenda

* Reviewed potential agenda items.
  + Arendt recommended the Engagement Survey be put on the Senate agenda as an information item. After discussion, it was decided to hold for now.
  + ExCo felt there needed to be more representation on the Engagement Survey Committee. She will submit faculty recommendations (Eric Russell, Richard Cho, Emily Holt, Grace Chou).
  + SRI Report – Ask Tim Stanley to provide feedback of the results from fall 2015 to Senate.
  + Leick will discuss the Curriculum Software requirements along with course contact hours and workload.
  + Invite Cam Martin and Steve Anderson to report on the Legislative Session and 75th Anniversary.

RTP

* Pettersson is addressing a tenure process issue he was made aware of over the holidays and will bring to ExCo if necessary.
* An email chain is circulating regarding letters being sent in regards to tenure/mid-term files and that there are inaccuracies listed in the letter and what is represented in the file.

Meeting Adjourned at 4:57 p.m.