**Faculty Senate Executive Committee Minutes**

November 21, 2017

FL 516, 3:00-5:00 pm

***Present***: Pauli Alin, Jon Anderson, Wendy Athens, Howard Bezzant, Clay Brown, Kat Brown, Karen Cushing, Lindsay Gerber, Chelsie Kraczek (UVUSA), Dianne McAdams-Jones, Anthony Morris (Library), Jim Pettersson, Craig Thulin, Sean Tolman

Visitors: Ray Walker, Clark Collings

***Excused or Absent:*** Jeff Olson

* Call to order – 3:00 PM
* Approval of Minutes from November 7, 2017. Minutes approved.

**SECURITY TRAINING DISCUSSION**

* Anderson expressed concerns brought up in Faculty Senate. Walker noted that the IT system does record a participant’s completion, but will not show if they did not click on “Accept Terms.” An additional concern is the simple nature of the training and how faculty feel “belittled.” Walker responded that unfortunately UVU is seeing an increase in violations and noted that faculty have the most violations.
* Walker will address comments made by Faculty Senate regarding compliance and not participating in the training unless it is approved in policy and as part of faculty contracts. Brown referenced Policy 449 – *Private Sensitive Information*. In Section 5.7, it notes that “procedures will be reviewed at regular intervals using best practices” and the training is valid. Anderson referenced Policy 322.4.1.9 noting that “employees shall comply with the general policies, rules, and regulations of the University and the Board of Regents.”
* Bezzant will contact Linda Makin to determine who pays for the mandatory training for adjuncts.
* Anderson recommended IT notify Faculty Senate about future trainings and share the purpose so they can inform their department faculty. Cushing will obtain a list of mandatory trainings and notices for compliance purposes. Brown shared that the Board of Trustees has set the level of risk for the institution and President’s Council establishes what is mandatory. Bezzant recommended that HR come to Faculty Senate and inform the senators about shared governance with administration in compliance matters.
* Walker noted that a FERPA alternative is to remove access to student records that can prevent a faculty member from performing their job responsibilities and result in other sanctions.

**RTP CRITERIA**

* Brown shared proposed questions to help guide departments in updating their RTP Criteria. Do not share as only a draft.
* Add bullet for department mission
* Change to “New and/or Revised” department criteria
* Reviewed proposed timeline
* Faculty seeking tenure will follow the tenure policy their effective date of hire. For rank advancement to assistant or full professor will fall under current rank criteria in place.
* Revise to read “UVU’s mission including its dual mission”

**OTL**

* Relaunching many programs next week. To promote the OSCQR Rubric, will use theme of “Academy Award to the OSCQR.”
* Will continue to promote trainings for faculty to be able to teach online and note that all courses go through quality review for online. Excited about using Course Specialists in departments and share technology tools that are accessible framework, run Ally to be sure still accessible. This is way to carry OSCQR throughout the institution to make quality happen.

**RTP COMMITTEE**

* Brown will begin reviewing tenure portfolios to determine if any will need to be reviewed by the Advisory Committee.
* Pettersson/Thulin are following up to be sure the Advisory Committee have completed the appropriate training.

**POLICY PROCESS**

* Reviewed policy process and expectations for faculty in compiling all the comments in preparation for Senate discussion. Issue that has come up in regards to Policy 705 – *Unmanned Aircraft Systems* references departments that are currently sending comments directly to Thulin or Anderson and not through-established process. Brown noted that comments that do not come in through appropriate stakeholders at each stage, the Policy Office or Kat Brown hold for the appropriate stage.
* Discussion about how to comment on policy.
* Official comments submitted should fully represent what Faculty Senate accept, not just a few senators. Before Senate deliberation on policies, all senators will review comments submitted and identify those they agree with and those they do not. ExCo decided that substantive comments will be debated while editorial ones would not.

**ELECTIONS & SERVICES**

* Solicit 2-3 nominations from each school/college for Passionate Employee Initiative for employee engagement within the institution and Linda Makin and Mark Wiesenberg will select.
* Cushing will determine meeting dates for Institutes & Centers Committee.

**CULTURE OF SERVICE**

* Need to be cautious in discussing service and be sure not to compel to service.

**AGENDA**

Set agendas for November 28 and December 5.

**ANNOUNCEMENTS**

* COMET is obsolete as of January 30, 2018.

Meeting adjourned at 4:55 p.m.

**ACTION ITEMS**

* Contact Linda Makin re who covers costs for mandatory trainings for adjuncts. (Bezzant)
* Obtain list of mandatory trainings and notices for compliance. (Cushing)
* Revise RTP guiding document. (Brown)
* Review that all RTP Advisory Committee members has completed training. (Thulin/Pettersson)
* Solicit nominations for the Passionate Employee Initiative committee. (Gerber)
* Determine meeting dates for Institutes & Centers Committee. (Cushing)