**Faculty Senate Executive Committee Minutes**

February 5, 2019

FL 516 – 3:00-5:00 pm

***Present***: Pauli Alin, Anne Arendt, Wendy Athens, Mark Bracken, Kat Brown, Karen Cushing, Jessica Hill, Kenzie Larson, Dianne McAdams-Jones, Jeff Olson, Annie Smith (Library), Jim Pettersson, Sean Tolman, Craig Thulin, Sandie Waters

Visitors:

***Excused or Absent:***

* Call to order – 3:02 PM

Approval of Minutes from January 22, 2019. Minutes approved.

* Discussion about PACE and their representation. Cushing will follow-up with Nathan Gerber about attendance or sending a rep.

**SVPAA**

* Legislature is in session. They appear to be planning for rainy day with funds. Tuminez is meeting with key legislators this week.
* Provost and VPAA Search ongoing and announcements will be coming forward soon.
* Waters inquired about the status of the course fee issue of students being charged for a lab that no longer exists. Olson will follow-up with Brown.
* Tenure Track Policy – ExCo approved the Policy Liaison to work on the policy.

**OTL**

* Clickers will be purchased directly from bookstore. Connelly will fund. ExCo recommended a poll from Faculty Senate on the process of raising hand with the clicker to have a visual of those voting.

**UVUSA**

* Comedian diversity speaker Karith Foster will be here on Thursday, 2/7, from 12-1 pm in the Ballroom as part of the UVUSA Speaker Series.
* Student Voice Forum on Scheduling will be 2/12 from 12-1 pm in Centre Stage. This is an opportunity for students to voice their opinions about scheduling issues. Students who attend will receive a free Panda Express bowl.

**STANDING COMMITTEES**

* Curriculum
  + Deadlines using to this point have been incompatible between software. In order to align the processes, the committee has voted to move the deadlines up for this year. New curriculum for fall 2020 will need to be approved by the deans no later than 9/1/19. Will be sending out an email to deans and department chairs this week.
  + Still drafting recommendations for the Curriculum Chair position.
* Special Assignments and Investigations
  + Reviewed list of topics from Alin to address at the next ExCo meeting. Thulin and Arendt will designate time allotted for each item.
* Service & Elections
  + Service & Elections chairs have been notified of who will roll off.
  + OER Committee has approved ExCo coming up with name for committee. Name decision is University Course Materials Committee. Charge is to recommend quality, cost, access, and OER improvements.
  + Faculty Office Space – Voted as Faculty Senate to form a committee to examine office space options, then ExCo followed up with a hold. Constitution would be one faculty member from each school or college. ExCo agreed to move forward with the constitution of the committee and their charge.
* RTP and Appeals
  + In waiting mode to see how the approvals turn out.
* RUEC
  + Moving forward with recommendations from committee. Scheduling university-wide forums on 2/19 and 20. Do not have location and times yet.
  + New committee members are attending meetings.
  + Tentatively scheduled 3/12 in Faculty Senate to address the RUE proposal.

**PRIORITY ITEMS**

* Faculty Senate Officer Elections
  + Will hold nominations for the offices of President and Vice President at the next senate meeting. Thulin will send out an email reminder about nominations.
* Comments on Non-Policy Items
  + In the future, links will be provided for senators to make comments on non-policy items such as OTL, engaged survey, etc.
* Flex Training Requirement
  + Thulin reported that at the last meeting, ExCo gave the impression that the vote was unanimous and all online/hybrid courses required certification. Reviewed comments from the 3/27/18 minutes regarding the discussion and approval from Faculty Senate.
  + Bracken supported creating two types of training, one for those who have been teaching online/hybrid for an extended period of time and one for the newcomers to teaching online/hybrid.
  + Athens proposed obtaining information on how many years teaching online and some type of portfolio. For those who are experience, they work in their actual courses and pick something they want to improve.
  + Need message about having an individual present in a non-authoritarian manner. Provide clear pathways for faculty to obtain the training. Recommend the two facilitators and Athens serving on Faculty Senate provide comments.
  + Olson expressed concern about not watering down the training.
* AdvanceHE (formerly HEA) Opportunity
  + Recommend current senators share what the fellowship means to them and then share the opportunity for UVU. See link <https://docs.google.com/document/d/1yxrhxee77hvEumLuVMiCOCeePE5j2G1KlEYE2MmMLaw/edit?usp=sharing>
  + Seeking endorsement from Faculty Senate.
* Inclusion Forum will be held 2/13, 9-10 am in the FL 421 (Timpanogos room). Recommend rsvp. Contact Belinda Otukolo-Saltiban at [b.otukolo@uvu.edu](mailto:b.otukolo@uvu.edu) for more details.
* OER Committee Renaming – Proposal was made to rename the committee to reflect a broader scope. Proposed titles: 1) Course Materials, Quality and Cost Committee or 2) University Course Materials Committee. ExCo voted to name the committee University Course Materials Committee with the charge to examine quality, cost, access, and OER and provide recommendations. Include an invitation for each school/college to recommend a faculty member to serve on the committee.
* Mission Statement, Values, Commitments & Objectives (President/SVPAA) – President will not be attending senate on 2/12, so will discuss at the next meeting to meet the comment deadline.
* Academic Scheduling Guidelines Timeline
  + Hill will bring draft guidelines to Faculty Senate for review as part of the policy process.
  + Evans will bring CEO from Ad Astra to Faculty Senate on 2/26 for discussion.
* Evaluation of Administrators
  + Arendt will create an Executive Summary to take to President’s Council requesting to enter into Stage 1.
  + Reviewed statement of the fact finding committee for consent.
* IRB Committee Concern
  + McAdams-Jones reported that a proposal was submitted January 2018 which was never answered by the IRB. Once she did receive a response, the committee kept asking for information on safety precautions for simulations. Shared concerns that you cannot tell people what is going to happen in a simulation because it impacts the results. Discussed with co-director to address concerns. Overall, proposal was denied. Due to the denial, must resubmit all over again. Current status is waiting on the co-director.
  + Concern is to have the ability to meet with an outside consultant. Feels there should be an opportunity for intervention before a final denial.
  + Olson recommended that McAdams-Jones speak with Cheryl Hanewicz to enable research while protecting human subjects**.** Olson will follow-up.
* Faculty Review Template
  + Presented template to AAC which recommended a few minor modifications before presentation to Faculty Senate. Will present template to Faculty Senate and provide rationale in preparation for a vote at the next meeting.
* Sabbatical Policy (604)
  + Thulin will be co-sponsor (with Academic Affairs) and Jessica Hill will be one of the stewards.

**POLICIES**

* Reviewed policies currently in the pipeline and those moving forward to Stage 1 in the near future.

Set Agenda for the February 12, 2019 Faculty Senate meeting.

ACTION ITEMS:

* Follow-up with Nathan Gerber re PACE rep. (Cushing)
* Follow-up with Kat Brown course fee for lab that no longer exists. (Olson)
* Send out an email reminder about senate officer nominations. (Thulin)
* Create an Executive Summary for Evaluation of Administrators (Arendt)
* Follow-up with Cheryl Hanewicz re IRB procedures. (Olson)