**Faculty Senate Executive Committee Minutes**

June 29, 2018

CL 111, 8:00 am – 3:00 pm

***Present***: Jon Anderson, Anne Arendt, Kat Brown, Karen Cushing, Lindsay Gerber, Dianne McAdams-Jones, Trevor Morris (OTL), Annie Smith (Library) Jeff Olson, Sean Tolman, Craig Thulin, Sandi Waters

***Excused or Absent:*** Pauli Alin, Wendy Athens, Jim Pettersson

***Visitors:*** Pilar Hays

* Call to order – 8:15 AM

Theme – Shared Governance

* Overview of the Topline Report from the Great Colleges to Work for Survey. Overall average has fallen 5% in the last two years. Shared Governance, Faculty, Administration and Staff Relations, and Communication have fallen significantly over the last two years as well.

Faculty Senate Procedures

* New committee policy coming forward. Be sure Faculty Senate is keeping in line with new or revised policies.
* Tracking committees, membership and service
  + Faculty Senators – WSB needs to elect two faculty (Finance & Economics and Marketing). Culinary Arts needs to replace their senator.
  + Election discussion for new Engineering Department and Computer Science. Contact Afsaneh Minaie as the Interim Department Chair.Will wait until the new faculty arrive for fall to hold the elections.
  + Need to address standing committee needs.
  + Will hold workshop for service and elections procedures with the college standing committee reps to discuss voting and type of voting that needs to occur. Put as information item on agenda.
  + Discussion on how to encourage elected senators to attend committee meetings. Requires culture change and view of serving as a senator. To promote Senate, recommend ExCo members attend department meetings.
  + Olson shared his vision of the importance of shared governance and of getting faculty to engage. Now is the time to get faculty to set the tone with President Tuminez’ leadership.
  + Consider adding question(s) to The Great Colleges to Work For survey that address where the lack of shared governance was at pertaining to UVU.
* Expectations of Senators and Senate Leadership
  + Reviewed handout. Changed “expectations of senators” to “responsibilities of senators.” Also changed “should” to “must” in most cases. Second to last bullet under responsibilities should read “Senators have the right and are encouraged…” Anderson will make the recommended changes.
  + Encourage senators to send minutes and information to departments after each meeting. Recommendation was made to remind department chairs of a senator’s role. Ask Merrill Halling to share an example of how he reports Senate information and action items to his department.
* Flow of Discussions on Senate Floor
  + Discussion of Robert’s Rules
    - To keep meeting moving forward, ExCo proposes Faculty Senate create a time limit per individual comment and not be allowed to repeat a prior comment, but must share something new.
    - Potential Problems – 1) same person asking for floor and 2) dragging on conversation.
    - Wise for ExCo to propose to Senate steps to improve overall discussions using Robert’s Rule as a source for these changes. Remind senators that the role of a senator is representational and not just to share own opinions.
  + Thulin will manage as Chair of Senate for individuals to contribute something, but ask the Senate to adopt time limits to encourage more conversation from more of the Senate and faculty. Parliamentarian’s role is to keep the focus germane to discussion and time limits.
* Standing Committee Reports and the Good of the Order; Saving of Agenda to Minutes
  + Proposal to amend Bylaws that the last 15 minutes of Senate meetings be guaranteed for Standing Committee Reports and Good of the Order. Whatever discussion is occurring at that point would automatically time out and move to the next agenda.
  + Create a repository of all agendas on Faculty Senate website from this point on.
* Council on Academic Standards, Admissions, and Graduation
  + Send out PPT
  + Website is now online. Chair of committee is responsible to edit the website.
  + Need to access website with actual name as many might not know the acronym CAS.
  + Academic Standards will provide a secured central repository for petitions for re-admissions along with rubrics and responses in preparation for decision making. Box will not substitute for required face-to-face meetings.
  + Policy changes for non-substantive changes such as name changes can be done without opening the policy. Contact Cara O’Sullivan to make necessary changes. Academic Standards Committee name change should now be CAS.
  + Open policy – Arendt, Brown, Hays will meet to discuss policy objectives. Contact Ashley Larson for recommendation of individual from Student Affairs to serve on drafting committee.
  + Arendt, McAdams-Jones, Anderson will meet prior to first ExCo meeting.
  + Do not send students to McAdams-Jones office. Direct them to the website <https://www.uvu.edu/cas/index.html>.
  + Be sure Ombuds office is aware of the process to assist students effectively.
  + Provided annual report for Faculty Senate. Can access at <https://voicethread.com/share/10707375/>
  + LuAnn Smith is allowing for only one-year grade changes as this is the UVU Policy 523.4.3 which states, “appeals shall be made and completed within one calendar year from the date the grade was originally issued.” It has long been an electronic practice here among some faculty to change a grade up to and perhaps longer than five years. McAdams-Jones will explore the Utah Educational Policy for guidance as well as look at other schools to clarify if there are any state or UVU regulations that differ. Perhaps 4.3 can be modified?
* Academic Master Plan
  + Goal 2: Faculty, in collaboration with staff and administrators, take collective responsibility for student success.
  + Discussion
    - Communication between faculty and students.
    - 25% of students had a faculty mentor encourage them in their academics and beyond.
    - Students need to have a clear distinct pathway to success. Solid course objectives.
    - 1st Gen/Non-traditional students don’t know how to college. Need to promote and connect them to available services. Encourage faculty to pay more attention to students who are struggling.
    - Online education.
    - Departmental/college courses not available.
    - Encourage faculty to mentor while not mandating.
    - Establish Student Advisory Boards within the college.
  + Need conversation in full Senate and invite all faculty for a specific meeting at end of October. Send out AMP Goal 2 and ask senators for ideas and provide possible solutions.
* Policies
  + Policy 605 – *Curriculum Approval Process* - Committee has developed first draft. Challenges: 1) incorporating state level approvals and 2) codifying cultural change to make faculty more responsible for curriculum including shepherding through the process. Goal is to inform and help faculty understand their role in the curriculum process. Committee is working on streamlining the process. Plan is to bring draft to Senate for ratification prior to taking to President’s Council for Stage 2 early in fall. Consider creating guidelines to be more responsive and flexible. Administration should be able to initiate curriculum to meet community needs, but faculty need to acknowledge and collaborate with administration to develop the curriculum and maintain oversight. Provide curriculum deadline dates to faculty. Once Faculty Senate has completed their review, send to AAC for review prior to President’s Council.
  + Policy 640 – *Faculty Sabbatical Leave* - Policy currently in Stage 1, but have to wait for faculty to return to begin drafting.
    - Concerns – 1) define “good standing,” 2) needs to meet all necessary department essentials, instructional replacements, etc., 3) sabbatical is significant enough to justify funding, 4) need clear criteria that shows the benefit to the department, field, institution, students, and faculty member, 5) clear statement of the purpose of sabbaticals, and 6) determine if the final report should be more than just a summary to specified individuals.
  + Policy 635 – *Faculty Rights and Professional Responsibilities* - Committee has drafted and legal counsel has indicated need more university voice in the policy. Want to make sure faculty see the policy as their opportunity to do what they were hired to do and make a positive difference in the lives of students and colleagues, and to help faculty hold each other more accountable.
    - Section 4.1 – Check language from AAUP as potentially missing statement addressing “as accepted by their peers.”
    - Language on self-published courses – Took information directly from the University of Utah policy. Policy 114 – *Conflict of Interest* is being rewritten and will back up Policy 606 – *Adoption of Course Materials and Textbooks* which notes that a faculty member cannot receive royalties if students are using their materials. This is consistent among our peers and UVU needs to be in alignment.
    - Policy will come forward in fall and will be consistent with all other policies. Recommend faculty on the drafting committee attend Senate discussion.
    - Discussion on civility when challenging policies come through the pipeline.
  + Policy 648 – *Faculty Personnel Reduction* (Interim Policy) - Needs title that reflects what it’s trying to do. Recommend renaming to “Faculty Remediation and Sanctions.”
    - The current draft of the policy has been written primarily by faculty. Recommend a faculty committee member such as Arlen Card share the policy with the Senate.
  + Policy 366 – *Emeritus Status* - ExCo would like to take to President’s Council to enter Stage 1 and recommends co-sponsorship with Academic Affairs.
    - Drafting committee needs to determine what resources will be available to Emeritus faculty.
    - State what the expectations of a faculty member granted Emeritus status within the state and federal law.
    - Steward – Anne Arendt
    - Committee member recommendations – Jim Pettersson; current Emeritus recipient; HR, IT – Dave Tobler, Library – Annie Smith; CHSS or COS Faculty; CET or CHPS Faculty
    - Define “significant contribution”
  + President’s Council would like to know the names of the steward and drafting committee members when proposing policies to move into Stage 1.
* Faculty Evaluation of Administration
  + Faculty expressed the creation of a policy to allow faculty to evaluate administrators from level of department chairs on up the executive chain.
  + Library research found that most evaluations did not go more than one level up.
  + ExCo does not want this process to be just a mechanism to complain. Putting a policy in place is an expression of shared governance and faculty voice. ExCo needs to remind faculty that complaints can already be registered through Faculty Senate in regards to administration. Faculty should be able to share their concerns in a collegial manner and not have to wait for a formal evaluation period.
  + Discussion about the intent of the evaluation whether to be similar to an SRI or more formal.
  + Inform faculty the value of Ethics Point. Discussion about incorporating the evaluation in another policy.
  + Will establish the drafting committee at the first ExCo meeting in August. Anderson and Brown will work on the executive summary before the August meeting.
* Other Policy Concerns
  + Policy 114 – *Conflict of Interest* - Stage 2 begins 8/20 that allows three Faculty Senate meetings for discussion.
  + Letters of Appointment distributed late due to misunderstanding about the annual review deadlines. Need to communicate timeline options to departments and faculty. All faculty annual reviews need to be completed by March 7 each year regardless of the timeline for review the department adopts.
  + Department Chairs policy is with the SVPAA. Brown will follow-up with Olson on moving the policy forward.
* Summer Faculty Involvement – discussion topic
  + Faculty workload needs to be student-centric. University reports unintended barriers to completion due to various impediments. Faculty need to be the champions of their own workload in addressing institution-wide decisions.
  + Discussion about flexible faculty contracts. Logistics of having to calculate flexible schedules is problematic such as IPEDS reporting in fall semester only. Discussion about how we encourage faculty to teach in summer when students need courses to graduate or stay on their pathway. Higher Ed has a perception problem with the public.
  + Each school/college receives a proportional amount of ICHE to distribute for teaching in summer then reverts to the normal adjunct rate.
  + ExCo would like Pauli Alin to create a special task force to address this issue. ExCo recommends hard data to address the claims of why students are not completing. Would like to formally recommend a co-chair on the Academic Scheduling Committee. Recommend asking Laura Busby to provide data.
  + Thulin will discuss with David Connelly about making the Academic Scheduling Committee a permanent Faculty Senate committee like the Faculty Development Committee and the need for a faculty co-chair to obtain more faculty support (not as a means to undermine the work Tiffany Evans has done).
  + Recommend that we seek data first, then address compensation component and researching ways to compensate faculty for summer courses. Senate needs to make a motion to form a taskforce or assign as task to Alin and his committee. Arendt/Anderson will draft a motion for presentation in Senate.
* Faculty Participation – Discussion on how to get faculty to attend more university events. Recommendation was made to have faculty include requirements in their RTP criteria, but is a department decision. Hold discussion in Senate as to why faculty are not attending these events. Faculty concern has been expressed around allowing staff to participate in processional. Make as a positive presentation item on Senate agenda reminding faculty that they have invested many hours in their student’s education.
  + Convocations of colleges
  + Commencement
    - Some faculty did not participate due to accessibility and getting from floor up to bleachers.
  + Freshman Convocation
  + Committees and Other Service
    - Many believe that service at the institution is only to bulk up their tenure portfolios instead of believing in the opportunity to take part in quality shared governance.
    - Primary issue is to provide opportunities to receive faculty service. Letters of appreciation need to reflect the level of service that was provided.
    - Discussed importance of providing service when visiting departments. ExCo made decision to provide letters each year thanking faculty for their service for each committee they serve on and recognize their level of service.
    - Arendt will create a resolution.
  + Roots of Knowledge Speakers
    - Hold an advertising campaign to solicit faculty to participate in the speaker series.
* Faculty Senate Committees
  + GE Committee
    - This committee resides in the AVPAP portfolio. Recommendation was made to move it to Faculty Senate and make it a standing committee or a subcommittee of the curriculum committee.
  + Academic Assessment Committee
    - Reviews ELOs/PLOs and having it be more of a robust assessment organization that would work closely with AQA.
    - Anderson will follow up with David Connelly to confirm the direction and effectiveness of this committee.
  + Data analytics Committee (Civitas/Big Data)
    - Discussion at USHE Faculty Leadership about the information being positive, but the potential to be misused. USHE-wide faculty committee will be making statement to commissioner’s office about potential misuses and how they can be avoided.
    - Brown would like to promote how faculty can get more involved in data analytics so that they can help their students, but data analytics does need faculty oversight.
    - Committee would be investigating how we can improve faculty involvement in data analytics. Don’t want the data to be used against the faculty member arbitrarily. Intent is to help faculty understand the data and what it can do to help them be more effective and become more student-centric.
    - Consider generating a theme each year to use the data to inform.
    - Pilar Hays will investigate what kinds of faculty data committees there are across the nation and what do they address.
    - Consider changing the title to reflect more of a research aspect.
    - Schedule a Civitas presentation in Faculty Senate. Invite Kody Carling.
  + Good of the Order
    - Role of Faculty Senate
      * Re-envisioning Committee and Open Letter – How do we help faculty to understand that Faculty Senate is the appropriate body to bring their concerns and feel confident and comfortable in Senate addressing their concerns?
      * Training will help, and the fact that we are taking steps as a Senate to address concerns such as administrator evaluations and the sabbatical policy. Thulin will also ask administration to not accept another form of communication outside the Faculty Senate, that this body is the collective voice.
  + Meeting adjourned at 3:15 p.m.

ACTION ITEMS

* WSB needs to elect two faculty (Finance & Economics and Marketing). Culinary Arts needs to replace their senator. (Waters)
* Contact Afsaneh Minaie as the Interim Department Chair to elect senators for the new Engineering department and the reorganized Computer Science department. (Waters)
* Schedule workshop for service and elections procedures with the college standing committee reps to discuss voting and type of voting. (Waters)
* Revise Expectations of Senators and Senate Leadership. (Anderson)
* Ask Merrill Halling to share an example of how he reports Senate information and action items to his department. (Anderson)
* Create a repository of agendas on Faculty Senate website. (Cushing)
* Send out PPT on CAS. (McAdams-Jones)
* Meet to discuss CAS policy objectives. Contact Ashley Larson for recommendation of individual from Student Affairs to serve on drafting committee. (Arendt, Brown, Hays)
* Contact Policy Office to initiate the change in all Academic Standards Committee references to Council of Academic Standards. (Anderson)
* Schedule meeting prior to first ExCo meeting on CAS. (Arendt, McAdams-Jones, Anderson)
* Check with LuAnn Smith what the federal statutes are with grade changes. (Anderson)
* Schedule conversation in full Senate and invite all faculty for a specific meeting at end of October. Send out AMP Goal 2 and ask senators for ideas and provide possible solutions. (Anderson)
* Work on the executive summary for faculty evaluation of administration before the August meeting. (Anderson, Brown)
* Follow-up with Olson on moving the Policy 114 forward. (Brown)
* Draft a motion for presentation in Senate on the formation/assignment of summer faculty involvement task force. (Arendt/Anderson)
* Discuss with David Connelly about making the Academic Scheduling Committee a permanent committee of Faculty Senate or have shared ownership with Faculty Senate. (Thulin)
* Create a resolution on faculty committee service. (Arendt)
* Investigate what kinds of faculty data committees there are across the nation and what do they address. (Pilar Hays)
* Schedule a Civitas presentation in Faculty Senate. Invite Kody Carling. (Anderson)