**Faculty Senate Executive Committee Minutes**

September 27, 2016

LI 516, 3:00-5:00 pm

***Present***: Anne Arendt, Mark Bracken, Kat Brown, David Connelly, Karen Cushing, Doug Gardner, Tanner McAllister (UVUSA), Anthony Morris (Library), Jim Pettersson, Sean Tolman

Visitors: Jon Anderson, Logan Cottle (UVUSA)

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

* Call to order – 3:04 PM
* Approval of Minutes from September 13, 2016. Minutes approved.

RTP

* Connelly shared that faculty in CHSS have sent emails around in regards to the formation of an RTP Advisory Committee. Would like to be sure the charge is stated clearly in the minutes. Cushing will amend and repost with the following statement:
  + “Charge is to ensure that any of the non-recommendation votes were based on department and university criteria in relation to the file content and not content-area specific evaluation.”

POLICY

* Policy 601 – *Classroom Instruction and Management* - will be coming thru pipeline for limited scope especially for “religious accommodations.” Clemes has revised the language to ensure that students who have sincerely-held core beliefs can be accommodated. Policy needs to be finalized as the temporary emergency policy expires in December. Revisions are to make sure UVU is in compliance with Title VII.

UVUSA

* An Open Forum will be held as part of Academic Integrity Week as relates to technology. Will be an open ended discussion on October 4 at Noon in Centre Stage. Hoping to get enough information to develop a survey for students. Goal is to introduce ideas to help students understand plagiarism and other forms of cheating. Will make reference to the Student Rights & Responsibilities and Code of Conduct. Bracken would like emphasis placed on the fact that students need to protect the integrity of not only their diploma but the institution as a whole. Connelly noted that this brings up faculty responsibility in regards to Policy 601 – *Classroom Instruction and Management* and Brown also noted Policy 635 – *Faculty Rights and Professional Responsibilities*. Will provide resources that students can be directed to instead of cheating. Discussion about a student’s intention when posting information and what is appropriate and what is not. Bracken will send notice to Faculty Senate to highlight Academic Integrity Week and Jon Anderson will make a quick announcement. Ashley Larson has created a reference sheet and Anderson will provide a list of websites available to students for cheating to Faculty Senate.

CAMPUS ENTITY PRESENTATIONS

* Will invite Tim Stanley, IRI, to present on October 4 on Great Colleges to Work For and ask them to provide information on the Dashboard Tools available. Would also like IRI to share that they offer information training.

BYLAWS

* Gardner received several requested revisions. Next step is for ExCo to review the entire document, determine the holes, and revise as appropriate. Gardner will compile all sections into one document and email ExCo to review specific sections.

PRESIDENT ELECTION

* Bracken recommended election for Senate President be conducted in January so departments can plan scheduling accordingly.
* Gardner proposed setting up voting through Qualtrics or MyUVU. Due to Web Development’s current schedule, they would not be able to set up the voting system in MyUVU this year. Anderson reported that Qualtrics should be able to set up a secure election process and use the university authentication system. Anderson will set up a mock election to be sure the authentication portion works.

POLICY 251 – *Traveling on University Business* AND POlicy 252 – *International Travel for Faculty, Students, and Staff*

* These two policies have been pulled back and moved back into Stage 1. Make a reference in agenda that they have been pulled back, but if they have any comments to send them forward.

COMMITTEES FOR SENATE PRESIDENT

* Bracken reported that last year he served on 19 committees. Discussion on what committees the President really needs to serve on. He was asked to serve on the Conflict of Interest & Commitment Committee. Concerned that he does not have the time to dedicate. Pettersson recommended inviting Courtney Davis to serve on this committee and let her decide if she has the time. Bracken will follow up with her.

AGENDA

* Bracken will extend invitation to Tim Stanley in IRI.
* Reviewed agenda.

STANDING COMMITTEE REPORTS

* Special Assignments & Investigations
  + Roles of Lecturers – will continue to rework.
  + Advisor Issue – Brown recommended holding off until more information comes forward. She noted that HR is at a national conference to determine how FLSA affects higher education. Refer faculty to their dean for additional information.
* Personnel & Elections
  + Sent out request for nominations for the University RTP Advisory Committee through individual school/college elections. Need to determine the specific terms for individuals elected.
  + Still working on getting a faculty member to serve on the CAGAS committee for College of Technology & Computing. Waiting for nominations from Abraham Teng.
* Curriculum
  + Do have a way to get a few specific programs through the process.
  + CourseLeaf will not be available until January 2017. The program approval process will continue to go through Box. Courses will need to be done in CourseLeaf.
* CAGAS
  + Began discussion on I/U/W/E grades. Proposing just a few changes and should have those ready for the next ExCo meeting.
  + A basic syllabi template is underway, but needs additional work. Will discuss with Karen Clemes to be sure all legal items have been incorporated. Discussion as to whether the committee develop a boilerplate or just provide the items that need to be included. Would like to know what CourseLeaf will require for syllabi so can inform faculty of what will be required. Arendt recommended not only providing a boilerplate, but a web link that contains all the canned materials as well. Would like to have this option as well. Syllabi cannot be altered arbitrarily during the semester unless total consensus from the class.
* Meet adjourned at 4:50 p.m.