**Faculty Senate Minutes**

January 21, 2020

CB 511, 3:00-5:00 pm

***Present***: Mark Abramson, Pauli Alin, Jonathan Allred, Maureen Andrade, Anne Arendt, Wendy Athens (OTL), Lyn Bennett, Mark Bracken, Laurel Bradshaw, Roxanne Brinkerhoff, Leo Chan, Susan Cox, Seth Christensen, Shane Draper, Reid Elem, Max Eskelson, Nathan Gale, Phil Gordon, Young Wan Ham, Matt Hasara, Melissa Heath, Rick Henage, Jessica Hill, Joshua Hilst, Jamie Johnson, Janine Knighton, Stephen Ley, Diana Lundahl, Mohammad Masoum, Eric Russell (for Jeff Maxfield), Dianne McAdams-Jones, Kevin McCarthy, Rick McDonald, Ronald Miller, Maddie Miskho (UVUSA), Elijah Nielson, Matthew North, Alan Parry, Jim Pettersson, Evelyn Porter, Kelli Potter, Denise Richards, Leo Schlosnagle, Dustin Shipp, Annie Smith (Library), Mike Stearns, Sean Tolman, Wayne Vaught, Melissa Noyes (for Ryan Vogel), Bob Walsh, Sandie Waters, Lyn Wells, Alex Yuan, Geoffrey Zahn

***Excused or Absent***: Lauren Brooks, Kat Brown, Karen Cushing, Paige Gardiner, Barry Hallsted, Greg Jackson

***Guests:***  Jon Westover, Ala’a Alsarhan, Elena Garcia, Joe Jensen, David Connelly, Trevor Morris, Cheryl Hanewicz

Call to order – 3:00 p.m.

Approval of Minutes from December 10, 2019. Minutes approved.

**PROVOST**

* Announcement of Jessica Gilmore’s departure effective 1/30/20. Heading to USHE to assume position of Associate Commissioner for Workforce Development and Industry Engagement. She will continue to work on the relationships between the techs schools and stackable degrees.
* There is nothing that is happening with academic advising except a deeper listening tour to hear their issues and to develop a plan to address them.
* Vision 2030 is now in the implementation phase. Will be identifying academic barriers and what we can do to lessen these barriers for students such as advising, scheduling, and program requirements.
* Bennet asked if Sabbatical Applications are granted on what is in the policy and that the Office of Academic Affairs is not trying to insert an interpretation such as a condition of teaching. Vaught responded that the sabbatical is to enhance the student experience such as teaching or research opportunities. Bennett expressed concern that the policy does not reflect the language about enhancing student experience. She expressed that sabbaticals are for faculty to keep on the cutting edge of their disciplines.

**LIBRARY**

* Executive Research Service in the library is looking for new projects. This is more for job-related research.
* April 1st is the deadline for purchasing materials for the library. If faculty have new titles, videos, books, other formats for this fall, please send to your subject librarians.

**OTL**

* Refer to the Announcements on the senate agenda for many meetings or activities.

**UVUSA**

* Elections for student government are open. If faculty have students that might be interested, please refer them to the link <https://www.uvu.edu/uvusa/elections/> for more information. Students receive a full tuition and fees waiver along with hourly pay. This is available just for undergraduate students.

**STANDING COMMITTEE REPORTS**

* Special Assignments & Investigations
	+ Had some investigations in computer monitoring and data mining in Canvas. Have not distributed the responses to full senate as some individuals do not want their names associated.
	+ Consider creating a repository for inquiries/responses for all to view.
* Service & Elections
	+ Need one senator to serve on the Sustainability Committee with Jim Murphy. The committee is in charge of Earth Day and various other endeavors on campus such as recycling on campus. Send self-nomination to Sandie Waters.
* Retention, Tenure, Promotion & Appeals
	+ Five year review across campus has begun. Have received a few documents from some departments to update their RTP criteria. Follow-up with departments for most recent criteria. Senate is not involved in the approval process. North has informed departments to send their revised criteria to both Matt North and Kathren Brown. Departments who previously had submitted RTP criteria to Academic Affairs thinking they were approved, are either now in the process or have been approved.
	+ Email Matt North if feel there has been a delay in getting criteria approved.
	+ RTP&A continue to meet, discuss, and debate proposed revisions to Policy 646 – *Faculty Appeals for Retention, Tenure and Promotion*. Hope to bring policy to senate prior to the end of the academic year.
* Advancement of Teaching
	+ Committee has divided into two workgroups: 1) developing a model for evaluating teaching effectiveness and 2) SRIs.
	+ For evaluating teaching effectiveness, the committee is reviewing several key research models that can be customized for UVU.
	+ Some of the SRI issues are delivery protocol and internal biases. Need to find a way to obtain better results from our students.

**OTHER COMMITTEE REPORTS**

* RUEC
	+ Joe Jensen and Elena Garcia have visited several department chair meetings to obtain feedback on recommendations.
	+ Pathways concerns: 1) sequenced courses that take four years to complete and how they will fit into the 2+2 model, 2) could AAS in place of AA or AS degrees because they lead to employable skills.
	+ First Year Seminar concerns: 1) amount of work to develop a brand new course curriculum to adjust to different courses and 2) assessment. There will need to be an oversight committee for this structure. Moving forward with organizational plans for fall 2020.
	+ High Impact Practice concerns: 1) putting in context of CP2 or CP3 certificate when the committee really had a distinction in mind. Subcommittee is reviewing the certificate model as forces you into certain types of credits and 2) what other kinds of things could fit within the graduation distinction category. The HIPs group will be moving forward with their tracking system recommendation.
	+ Next step: Faculty Senate needs to recommend for how the committee should continue forward next year.
	+ First year seminar classes will be an existing GE distribution, so should transfer throughout the USHE system.

**PRESENTATIONS**

* Faculty Senate Shared Governance Committee
	+ McAdams-Jones provided brief history of past committees from 2017 and 2018. The committee’s specific charge was to review several policies and read several books.
	+ The committee’s charge then shifted from policy review to philosophical discussion to increase more awareness and engagement of shared governance. Tried to reorganize, but it became stagnant.
	+ Should the Shared Governance Task Force be reconstituted within Faculty Senate? Hill reported that Policy 102 is in review stage and recommends the creation of a task force for faculty to define shared governance. Discussion about pros of task force, but needs to be supported by senators and faculty in general.
* Academic Master Plan (AMP) as relates to Vision 2030
	+ Connelly provided brief history of the AMP citing the six goals. Reminded senate that what one finds in the Vision 2030 Plan is founded from all the previous master plans.
	+ Conversations should be taking place within each school/college/department on what each AMP goals means and how they can be tied into strategic plans, PBA, and interests that the institution has described taking into consideration the NCHEMS report.
	+ Assessment component of the work we are doing and learning outcomes are going to gain more traction with our accreditors.
* Remediation, Sanction, and Separation Task Force
	+ Consensus was made to split the policy into three different policies. Goal was to express the concerns of the faculty and developed action items. Several concerns: 1) lack of clarity in the use of definitions, 2) process needs clarity and recommend guidelines, 3) decision-making authority at each step of process, 4) confidentiality, and 5) prevent retaliation.
	+ Next steps: 1) conduct research and 2) develop recommendations
* Lower-division Global Intercultural (G/I) courses
	+ Research shows that G/I and Academic Service-Learning courses increases retention. Plea is to encourage faculty to increase lower division G/I courses. Two-thirds of Academic Service Learning are at Jr/Sr level. Westover encouraged faculty to get involved in developing lower division courses.
	+ Dashboard presentation of HIPs courses. Idea was to review persistence from semester to semester. In 2017, data shows that a student’s persistence is higher when taking a HIPs course. Discussion about the data and its correlations.
	+ Watch for an email regarding Board of Trustee awards for two students to participate research or creative works projects.
* Faculty Senate Representation in Utah Board of Regents
	+ USHE faculty leadership have conducted research on Faculty Senate representation on the Utah Board of Regents. A white paper (see link in agenda) was created and sent to Ann Millner who is over the Higher Education Committee who will then take to the Legislature.
	+ Asking for one representative who would represent all faculty senate’s across USHE, not their institution. One concern is conflict of interest and finding a way to eliminate any conflicts.
* Canvas Courses
	+ As part of UEN, UVU was one of the first customers of Instructure. One problem is sorting through courses to help each of our faculty members. Another example is lecture capture using Kaltura. LTI will not allow display courses in excess of 100.
	+ Proposal is that a method be created to archive old courses and move them out of the Canvas system into Box, OneDrive, or a new ongoing development shell that OTL can help the faculty member manage. Plan is to begin purging in July 2020 from 2014-15 academic year or earlier to free up space and continue this process every July.
	+ Is there a way for faculty to 1) establish an ODS and 2) way to allow faculty to archive? Hill will follow-up with OTL.
* Curriculum Process
	+ Charge for the committee was to determine the current curriculum process and how it can be improved.
	+ Current process takes about two years for a new program. Internal process takes the majority of time with external process only accounting for a small portion of the process.
	+ Top identified issues:
		- Quality of curriculum
		- Process time for curriculum to be visible/available to students
		- Confusing process for stakeholders
		- Multiple approvals and rollbacks to faculty
	+ Split root causes into two areas:
		- Quality of curriculum
			* Lack of quality standards
			* Lack of defined roles/responsibilities of who should approve what
			* Current process design does not improve quality of curriculum
			* Little to no peer review
			* Lack of resources at point of entry
		- Process time
			* Multiple sequential approvals
			* Deadlines drive submissions
			* Multiple rollbacks late in the process
			* System restraints – duplicate and manual entry
			* Lack of accountability and adherence to deadlines
	+ Key features of Future State
		- Made a few tweaks since presented to AAC in the morning.
		- Things want to improve about process.
			* Have more peer review within department and inter-collegiate level and earlier in the process.
			* Pertinent information at point of entry
			* Overall process time reduced
			* Two deadlines
			* Timely feedback
	+ Reviewed proposed program and course processes
		- Deadline for programs is April 1. New process should take 31 weeks.
		- Deadline for courses is Sept 15. New process should take eight weeks.
	+ Goals & Solutions
		- Improve process time
		- Define quality curriculum standards
		- Level workload for stakeholders
		- Reduce rollbacks and approvals
		- Clarify and define roles
	+ Next steps
		- Present proposal to AAC, Department Chairs and Faculty Senate
		- Work with process stakeholders to streamline sub-processes
		- Develop systems to facilitate the future-state process flow with better visibility to departments/schools/college and university.
		- Working on Executive Summary and supporting data to enable the school/college to put forth programs for approval by Admin.
		- Message the new curriculum process changes to stakeholders.
	+ Questions
		- Committee has chosen to focus on the process improvement instead of a systems solution.
		- Curriculum website will be updated with “need to know” information.
		- Working with OTL on learning outcomes and how to better use instructional designers more effectively.
		- Current processes cannot be changed until the policy has been approved. Would like the new process to be in place for fall 2021.

**SENATE RESOLUTIONS AND OTHER ITEMS**

* Executive Summary for Policies 647, 648, 649, 650 and 651 is moving forward as a bundle and needs to be taken to President’s Council to allow to move into Stage 1. Working draft was originally submitted with the agenda.
* **MOTION** – Elijah Nielson moved to approve the Executive Summary as written. Leo Chan seconded. Discussion revolved around senate previously approving the development of an executive summary and whether or not they really need to be approved. The question for vote was called. Bracken noted that when the question is called it is considered hostile because you are not allowing additional comment. Bennett inquired if there are two separate questions: 1) the way we look at executive summaries and 2) content. Discussion timed out, so item will not be on President’s Council agenda until February.

**POLICY DEBATE**

* Policy 523 – *Grading* – main idea is trying to remove the UW grade and move the medical withdraw from a department matter to registrar matter.
* Policy 640 – *Sabbatical Leave* – still under review and revision.
* Faculty Evaluation of Administrators – Committee continues to work on the executive summary.

**NON-POLICY RELATED ITEMS**

* Research Server – Would like faculty review of the information found at link <https://www.uvu.edu/oit/policy/faculty/>. Purpose of the server is noted in item 7. Comments can be input into the comment document link found in the agenda.

Meeting adjourned at 5:00 p.m.