**Faculty Senate Minutes**

September 1 2020

Via Microsoft Teams, 3:00-5:00 pm

***Present***: Maureen Andrade, Anne Arendt, Wendy Athens (OTL), Lyn Bennett, Lauren Brooks, Leo Chan, Seth Christensen, Joy Cole, Susan Cox, Karen Cushing, Shane Draper, Max Eskelson, Lisa Hall, Barry Hallsted, Young Wan Ham, Melissa Heath, Rick Henage, Jessica Hill, Joshua Hilst, Hilary Hungerford, Armen Ilikchyan, Greg Jackson, John Jarvis, Kyle Kamaiopili, Jeremy Knee (OGC), Chuck Knutson, Scott Lewis, Stephen Ley, Diana Lundahl, Mohammad Masoum, Jeff Maxfield, Dianne McAdams-Jones, Rick McDonald, Ronald Miller, Natalie Monson, Elijah Nielson, Matthew North, Alan Parry, Jim Pettersson, Evelyn Porter, Kelli Potter, Audrey Reeves, Denise Richards, Brandon Ro. Leo Schlosnagle, David W. Scott, Dustin Shipp, Skyler Simmons, Karen Sturtevant (Library), Zachery Taylor, Wayne Vaught, Ryan Vogel, Bob Walsh, Sandie Waters, Lucy Watson (UVUSA), Lyn Wells, Christopher Witt, Alex Yuan, Geoffrey Zahn

***Excused or Absent***: Kat Brown, Paige Gardiner,

***Guests:***  Astrid S. Tuminez

Call to order – 3:00 p.m.

Approval of Minutes from April 14, 2020. Approved.

**PRESIDENT TUMINEZ**

* Shared Governance
  + Faculty voices are critical now and in the future. Leading and providing feedback to each other.
  + Rights and responsibilities of faculty. Policies provide clearer pathway forward.
  + Needs to focus on UVU’s foundational values of exceptional care, exceptional accountability, and exceptional results.
  + Success of faculty means success of students.
  + Shared Governance is a shared mission to help students succeed in work and life.
* Division of Labor between President and Provost
  + Provost role is an executive plus role. Vaught runs the University Executive Council (UEC) and the entire academic cascade.
  + Provost and President connect weekly with a strategic focus meeting every six weeks.
  + Tuminez handles more fundraising and dealing with external facing side. We both deal with our Board of Trustees and the Utah Board of Higher Education (UBHE).
* Management Style
  + Committed to clarifying vision, work hard to execute and deliver all aspects of the university to sustain what she does, but to also have fun doing what she does.
* Based on incoming question, faculty IDs at UVU – IDs are important in the corporate world because the doors lock behind you; does not seem as applicable to higher education. If Faculty Senate feels a discussion is warranted, let Arendt know.

**PROVOST**

* Had a few glitches with technology and attendance, but when considering the grand scale, the problems are small. If anyone has problems, please share through academic continuity email or through Travis Tasker.
* Connelly expressed appreciation for all the work and preparation for fall semester.
* Faculty need to begin preparing for spring 2021 to make it more successful than the fall. First round of the spring schedule has run. Currently have 3500+ changes. Price has reopened the scheduling system to allow for modifications and will remain open until 9/8 close of business. We ask for everyone’s patience in getting all the changes completed.
* Based on incoming question, temperature checking would be too costly for the benefit. We are asking students to self-check for symptoms prior to coming to campus. Most people know they are sick if they have a fever and shouldn't be coming to class. Add in that not everyone with COVID has a fever and it makes it a pretty ineffective screening tool. The cost of testing or temp taking on campus was discussed, but UVU opted out. Masks are required. If anyone sees pockets where faculty, staff, or students are not wearing masks, please inform your leadership.
* UVU requires masks on campus. Multiple emails have been distributed not only to faculty and staff, but students as well on the requirement. If there are students that continue to not follow procedures, contact Connelly for additional follow up.

**ADMINISTRATIVE UPDATES**

* Senate President
  + Policy 102 – *University Governance Committees* - Removed the language of “excluding adjunct faculty.”
  + Shared Governance Video – Arendt created a 10-minute video that all faculty should review.
  + Bookstore Concerns – Arendt is capturing faculty concerns as an ongoing document and would like all faculty senators to provide feedback. Tuminez wants to be sure that the data collected also reflects the experience.
* LIBRARY
  + Operating under modified hours: M-F 8:00 am – 8:00 pm; Sat – 9:00 am – 5:00 pm; Sun 1:00 pm – 5:00 pm
  + There are laptops available for students to check out for the full semester. Will also have several hotspots available for checkout for the full semester shortly.
  + Executive Research Service – Research team provides literature reviews on university-related topics for campus decision-making processes. Instructions for submitting a request is found on the Library’s main page under faculty.
  + Librarians have developed research guides for specific subjects and courses that are now available on our website as well as being embedded within your Canvas courses. If a specific one has not been created for your course, there is a generic one to assist students as they begin their research.
* OTL
  + Kudos to you, faculty! Summer stats: 288 faculty certified to teach online, >700 faculty took OTL Lab tech trainings, 11 new HEA teaching fellows, ~50 new online courses built, and 188 online courses peer quality reviewed.
  + Sign up for Fall professional development - see new offerings: <https://www.uvu.edu/otl/calendar/index.html>
* UVUSA
  + The majority of students feel positive about the start of fall semester with several negative experiences. Many students are happy to be back on campus.

**STANDING COMMITTEE REPORTS**

* Special Assignments & Investigations
  + Working on an investigation with Rick McDonald regarding equity issues.
* Service & Elections
  + Benefits Committee rep needs to be replaced. Senators need to check with their faculty for nominations.
  + Need a faculty member to serve on the Flexible Learning Council. Duties link: <https://www.uvu.edu/otl/instructional_design/flexible-learning-council.html>
* Curriculum
  + Today was the curriculum approval deadline for fall 2021.
* RTP & Appeals
  + North and committee completed the reviews of all the RTP criteria last spring. Held a meeting last Friday to preview some of the comments on the criteria that will be sent back to the departments. Most departments do have revisions that need to be done.
  + Faculty who need training are to contact Suzy Cox.
  + Had two RTP Appeals hearings over the summer.
  + The RTP Committee established their priorities, such as policy, training, criteria revisions, and faculty voice in the use of Digital Measures.
* Advancement of Teaching
  + Committee presented teaching excellence model the end of the spring semester. Finalizing the model for piloting this fall. Once pilot underway, will establish an agenda for the rest of the academic year.

**OTHER COMMITTEE REPORTS**

* Academic Technology Steering Committee (ATSC)
  + Software used in the classroom whether free or for a cost does need to be approved by ATSC every three years. Each college does have an individual that represents your school or college. Also needs to go through Accessibility Services.
  + Need to be sure the university is protected.
  + Contact Diana Lundahl if need additional information.
  + Research Server – IT continues to rework this matter and will be addressed in an October meeting.
  + Any time a student uses web apps, it does need to go through ATSC. Discuss with your rep and they can direct you.
  + Allocate more time for ATSC updates.
* Remediation, Sanction, and Separation Task Force
  + Only one subgroup met over the summer dealing with Policy 649 – *Faculty Remediation, Sanction, and Dismission due to Cause*.
* Workload Task Force
  + Committee meets this week. If have any questions, contact Arendt or McDonald.

**PRESENTATION ITEMS**

* Policies and Resolutions:
  + Reviewed the Policy Primer and recommended all senators read and become familiar with Policy 101 - *Policy Governing Policies*.
  + Faculty Senate is an advisory body only on policy. Senate typically provides comments and moves them forward to the steward. Senators should come prepared to Faculty Senate having reviewed the policy or policies that will be discussed. As a Senate, we can 1) vote for with/without comments, 2) vote against and provide comments which the steward reviews and either accepts or rejects, or 3) table or postpone the policy.
  + When proposing a resolution, the same three options of passing a resolution are the same for policy.
  + Reviewed general procedures in Faculty Senate. Be sure to provide specific language when making a motion.

**SENATE RESOLUTIONS**

* Two resolutions have been submitted and opened for comments. Will be discussed at the next senate meeting. Must place comments in the comment document in order to be discussed. Recommend faculty provide context to their senator in preparation for the meeting.
  + Part-time Faculty Shared Governance
    - Resolution came forward in spring 2020 to consider paying adjuncts for their extra work to move their course online in response to COVID. Connected is the idea of shared governance and part-time faculty receiving more explicit representation.
  + Domestic Partner Benefits
    - Proposed from the LGBQT+ Committee to provide the same benefits as spouse, particularly for health benefits. There is a clear definition for a “domestic partner.”

**POLICIES**

* Policy 637 – *Faculty Tenure* (Limited Scope)
  + In stage 2
  + Will only be commenting on the limited revisions in the policy. If there are no comments, there will be no discussion.
  + Overview of Changes – Clarify responsibilities. Alter timeline for RTP criteria review and approval. Consider the condition of non-submission. Minor word and title changes.
  + If have any comments or suggestions for future revisions, send them to Suzy Cox.
* Policy 366 – *Emeritus Status*
  + In stage 2
  + AAC has reviewed the policy. Part of the policy is determining what benefits will be given to those retiring and what benefits should be offered.
* Policy 649 – *Faculty Remediation, Sanction, and Dismission due to Cause*
  + In stage 1
  + Comments need to be submitted by the Wednesday before the next senate meeting. Feedback is not a comment document and has more leniency.
* Policy 633 – *Annual Faculty Reviews* and Policy 638 – *Post-Tenure Review*
  + In executive summary draft
  + Over the summer wanted to submit limited scope changes for Policy 633 which led to changes to Policy 638. As Arendt began mapping out a review plan it became complex. Decision was made to open fully instead of limited scope.
  + Executive summaries are not open for debate with the full senate. If faculty want to make comment, send them to Arendt directly. Purpose of executive summaries are to seek President’s Council approval to open for creation or revision.
  + Notify Arendt or Hill if have desire to serve on the drafting committee once open.

**NON-POLICY**

* Bylaws
  + In April 2020, separated out critical changes to vote immediately and other changes pushed to this fall for approval. Normally Bylaws are revisited in the spring semester.
  + **MOTION** – Waters moved to open the Bylaws in order to consider comments already made in spring 2020. Nielson seconded. All in favor? 34, 2 - Opposed, 4 – Abstained. Motion passed.
  + Bylaws are opened for revision proposals towards the end of the academic year. Any changes do need 2/3 vote to accept a change by the returning and incoming senators.
* Curriculum Procedures
  + Policy 605 – *Curriculum Process* was updated and approved. As part of the policy update, procedural details were pulled out to clarify the process for faculty.
  + When giving feedback, reference page number and paragraph to address appropriate sections.
  + Porter will make attachment zoomable.

**STRATEGIC DISCUSSIONS**

* Discussions were held over the summer regarding Digital Measures (DM). Many departments have moved to DM for the annual review process. Several departments use it for RTP. Primary focus of discussion is for use in the RTP review process. Committee will eventually set up a meeting with Busby et al and bring information back to Faculty Senate.
* Concerns:
  + Varying departmental RTP criteria need to be established
  + Clear language in policy or guidelines about who is required to participate and when are they required to participate.
  + Any individual being allowed to pull information from DM for marketing purposes.
  + How faculty are using it to create a portfolio not just for reports.
  + Be specific when providing feedback so all parties can understand what/where the problems exist.
  + Qualtrics Survey Link for feedback- <https://uvu.qualtrics.com/jfe/form/SV_865qB0rvQZfKHkh>
  + Google Docs Comment Link for DM Concerns <https://docs.google.com/document/d/1mmmSb_lli9nz3G2mCjD4fN3hS_5qwsH5QQfWOpOuT8M/edit?usp=sharing>

**GOOD OF THE ORDER**

* Senate agendas are set by ExCo. If have agenda items, please contact a member of ExCo.

Meeting adjourned at 5:00 p.m.