**Faculty Senate Minutes**

October 18 2016

LC 243, 3:00-5:00 pm

***Present***: Christa Albrecht-Crane, Anne Arendt, Brian Barthel, Howard Bezzant, Mark Borchelt, Mark Bracken, Kat Brown, Josh Cieslewicz, Alan Clarke, David Connelly, Ken Crook, Karen Cushing, Courtney Davis, Debora Escalante, Steve Fellows, Sara Flood, Doug Gardner, Lindsey Gerber, Darrell Green, Laurie Harrop-Purser, Jia He, Robert Jorgensen, Ryan Leick, Dianne McAdams-Jones, Tanner McAllister (UVUSA), Gary Mercado, Anthony Morris (Library), Jeff O’Flynn, Hong Pang, Jeff Peterson, Jim Pettersson, Karen Preston, Denise Richards, Robert Robbins, Anthony Romrell, Sheri Rysdam, Leo Schlosnagle, Makenzie Selland, Tyler Standifird, Craig Thulin, Sean Tolman, Robert Warcup, Paul Weber, Alex Yuan

***Excused or Absent***: Kim Abunuwara, Huda Al-Ghaib, Steve Allred, Dean Bohl, Bret Breton, Matthew Holland, Lydia Kerr, Duane Miller, Shalece Nuttall (PACE), Jeff Olson, Stuart Stein, Stephen Whyte

***Guests:*** Jason Sweat, Karen Clemes, Liz Childs, Maureen Andrade, Karen Deysher

Call to order – 3:05 p.m.

Approval of Minutes from October 4, 2016. Minutes approved.

Excuse President Holland and Jeff Olson who are at the Capitol.

**POLICIES**

Policy 142 – *Export Controls*

* Clarke shared that Section 5.2 concern is that anyone leaving the country must follow this procedure even if they don’t want the university to know their personal travel or business. Concern that requirements are laborious.
* Section 5.4.1 reads the university has no responsibility. Faculty feel vulnerable because of their lack of expertise. Faculty feel vulnerable as don’t have expertise. Would like some sort of risk analysis so that it obviates some or all of these questions? Sweat noted the forms can be quickly filled out and individuals can contact the Compliance Office for assistance. He also noted that University Policy is for university business. Clemes responded that Legal and Compliance will take comments under advisement and look at definitions to see what can be done to soften language as well as shore up the resources and procedures. Sweat noted that Export Control Laws are drafted for all citizens traveling abroad, not just universities.
* This policy does not apply to personal vacations. However, if taking and utilizing university resources such as computer, will be subject to the laws. Clemes noted that as individuals or university employees, we are obligated to follow this law. As a university, Legal needs to make sure when individuals travel on university business, employees are aware of the law and follow compliance. Will work with the language and bring back to Senate.
* Clarke proposed a list of categories that might be high risk vs low risk and processes for each in order to expedite those requests that can be expedited. Sweat noted that the system is designed to be all-inclusive so nothing gets missed and all requirements by the Federal Government are satisfied.
* Jorgensen inquired about the exclusions for Fundamental Research, Educational Instruction, Publicly Available/Public Domain, Disclosures for Bona Fide Full-Time Employees and information shared in the classroom to foreign nationals. UVU’s policy does not address any except the Fundamental Research which are key to what UVU does. He noted to George Washington, MIT, and University of Missouri specifically provide examples. Clemes will follow-up with Nancy Bartlett for her reasoning as to why they were excluded. He also asked how do we address foreign nationals in the classroom when we don’t know if they are or not. Sweat responded that what Jorgensen is addressing is procedural in nature.
* Clemes will try to identify departments or areas which are higher risk to improve triage or management. Bracken noted that as senators they have an obligation to discuss these matters with their departments and bring concerns back to the senate.
* University employees who are traveling on personal business and take university equipment are still bound by the laws of Export Controls and could be in violation if they did not inform the university of their travel, especially if they are in possession of university equipment. Sweat noted there are a lot of nuances and will try to address all concerns.
* **MOTION** – Clarke moved to table the conversation and forward comments to the steward. Robbins seconded. All in favor? 4. Opposed - 21. Abstained – 0. Motion failed.
* **MOTION** – Tolman moved to passed comments on to Steward. Arendt seconded. Bracken will bring responses back from steward. All in favor? 34. Opposed - 0. Abstained - 0. Motion passed.

Policy 522 – *Undergraduate Credit and Degrees* – Limited Scope

* Changes “experimental” to “experiential.” Added wording to Section 5.7.4. Also added new sections 5.7.5, 5.7.6, 5.7.7.
* **MOTION** – Bezzant moved to move the policy forward with no comments. Arendt seconded. All in favor? 34. Opposed - 0. Abstained - 0. Motion passed.

Policy 610 – *Credit Hour*

* Albrecht-Crane shared a faculty concern that Academic Affairs would have “veto” power over curriculum. Andrade clarified that the terminology in the policy is the “method established by AA.” Clarke expressed that the wording is problematic. Andrade proposed modifying 5.3 and remove all wording after Curriculum Committee.

Policy 604 – Course Outline Records – Leick noted that 604 deals more with course outlines. Andrade noted that the policy was not focused on course outlines in Comet. Do have policy that addresses course syllabi. This policy had no definitions and is not about reviewing items in Comet. It is about having a syllabi on file. Leick proposed including in Policy 605 that curriculum is maintained in a curriculum management system as adopted by the university. Clarke … Andrade noted that there are some changes that need to go through the entire process and some don’t.

MOTION – Bezzant moved to pass 610 with deletion of words in Section 5.3. clark seconded. All in favor? 35. 0 Opposed. 1 Abstained.

MOTION – Arendt moved to delete 604. Robbins seconded. All in favor? 33. 0 Opposed. 0 Abstained.

MOTION – Clarke moved to send comments on additions to 605 along with 610 and 604. Arendt seconded. All in favor? 33. 1 Opposed. 0 Abstained. Motion passed.

Policy 607 – Course Lab Fees – Definitions 3.1 address fees levied for unusal; 3.2 in new policy and 4.1.1 in old policy, old wording included “covered such things…” things that do wear out and need to be maintained. 4.1 Not generate excess funds (i.e, cadavers) reasonable expendable item. Funds need to be accumulated over a few semesters. 4.2.1 use of word “unusual” 4.2.2 lab access fees (i.e., computer related) could be a fee in school or college in Chemistry lab for hazardous waste disposal or a computer licensing fee for stats course. 4.2.3 consider another term than “parameter” 4.3.3 use of fee cards – define fee card 5.1.1 – would like to see more faculty on the committee 5.2.1 Course Fee Request form – would like a link or example of the form. Clarke would like to see unusual, essential, parameter, excess terms defined. 4.1 arendt recommended would like to reword [listen]. [Listen to Denise Richards] need to define excess that is sensitive to department needs. Brown noted that the goal was to set the “general” tone to be prescriptive. Want the policies to last five to ten years. 4.2.3 and 4.2.4 Bezzant noted that these paragraphs give absolute authority to the committee with no overrides. Need to be modified that the committee sends recommendation and that the committee not have full approval. 3.2 would like clarification of infrastructure. Arendt recommended an amendment to Bezzant’s comments [listen]

MOTION – Thulin moved to table discussion. Green seconded. Bezzant motioned to modify that the tabled discussion until the next senate meeting. Thulin accepted. All in favor? 33. 0 Opposed. 0 Abstained.

GENDER PRONOUNS

* Karen Deysher discussed gender pronouns and the proposed use. Many individuals are not aware of an individual’s gender and make assumptions. Utilization of pronouns is a sign of respect. To learn more about the LGBT community or how to use gender pronouns can attend Safe Zone Training. Next training is October 26 at 10:30-12:30 in LA 116. If would like training for your department, please contact Karen Deysher directly.
* November 2nd is a discussion about the intersection of the LGBT community and Black Student Union. Contact Dianne McAdams-Jones.
* Jorgensen shared what he includes on his syllabi. Will send the statement to cushing for inclusion in the minutes.

ACCREDITATION

* 2017 is our NWCCU re-accreditation year. Marc Jorgensen and Linda makin
* Want departments to continue performing assessment and planning.
* Accreditation is voluntary, non-governmental regulation. Our accreditor is NWCCU. Makin is the Liaison for UVU and serves as an evaluator. Would like more evaluators, if interested contact Linda.
* Required
	+ Compliance with NWCCU policies
	+ Seven-year accreditation cycle – review all standards
	+ Report due next September and visit in October
* Standards
	+ Standard One – mission & core themes
	+ Standard Two – Resources & Capacity
	+ Standard Three – Planning & Implementation
	+ Standard Four –
	+ Standard Five – Mission Fulfillment, Adaptation & sustainability
* Handout of Selected Standards that pertain to faculty. Highlighted several items that are considered substantive changes.
* ELOs – What is the university doing to provide evidence that students are learning?
* Recommendations – need to respond to three previous recommendations.
* Preparation for Visit
	+ Ensure ELOS are current, submitted, and published
	+ Compile evidence of use of your assessment results
	+ Ensure tha tyo uhave sufficient oversight of programs “wherever offered and however delivered”
	+ Demon…
* Visit
	+ Visit October 2017
	+ Teams of 7 to 9 people from NWCCU, non-Utah institutions
	+ Please attend, provide evidence when asked
* Future
	+ Should be ongoing habit that we are practicing, not a process that is addressed every seven years.

COFFEE OUT only brought small pump not large.

Meeting adjourned at 5:02 p.m.