**Faculty Senate Minutes**

November 28, 2017

CB 511, 3:00-5:00 pm

***Present***: Pauli Alin, Jonathan Allred, Jon Anderson, Brian Barthel, Howard Bezzant, Laurel Bradshaw, Bret Breton, Kat Brown, Josh Cieslewicz, Alan Clarke, Suzy Cox, Ken Crook, Karen Cushing, Reid Elem, Sara Flood, Nathan Gale, Lindsey Gerber, Darrell Green, Merrill Halling, Basil Hamdan, Dan Hoffman, Jamie Johnson, Reza Kamali, Lydia Kerr, Chelsie Kraczek (UVUSA), Duane Miller, Anthony Morris (Library), Jeff O’Flynn, Jeff Olson, Terrance Orr, Hong Pang, Alan Parry, Jeff Peterson, Jim Pettersson, Karen Preston, Denise Richards, Robert Robbins, Anthony Romrell, Leo Schlosnagle, Mike Stearns, Matthew Taylor, Craig Thulin, Sean Tolman, Sandie Waters, Robert Warcup

***Excused or Absent***: Mark Abramson, Kim Abunuwara, Wendy Athens (OTL), Clay Brown, Phil Gordon, Matthew Holland, Margaret Mittelman, Shalece Nuttall (PACE), Meghan Roddy, Sheri Rysdam, Tyler Standifird, Paul Weber

***Guests: Ray Walker, Clark Collings, Kolene Mills, Ursula Sorensen, Trevor Morris, Pilar Hays, Robin Escobar***

Call to order – 3:02 p.m.

Approval of Minutes from November 14, 2017. Minutes approved.

**SVPAA**

* Presidential Search is underway with two meetings today at 3:00 p.m. and 6:00 p.m. in SB 134 with the Search Committee.

**AVPAA**

* Had first candidate for the AVP Academic Programs today. Next candidate is Dr. David Connelly on 11/30 and Dr. Halaevalu Vakalahi on 12/1.

**OTL**

* Ursula Sorenson/Trevor Morris distributed OTL marketing materials for next semester. Will bring the HEA Trifold and calendar next week. Will be distributing packets to full-time and adjunct faculty.
* Robbins expressed concern about printing costs and would like to see better use of email. Richards solicited ideas from senators to market events in order to help in the reduction of printing costs.

**UVUSA**

* SLAM (Student Leadership and Mentoring) Conference – Opportunity for students to share their leadership styles and things they worked on. Theme is “Everyone has a Story.” Proposals are open through 12/6. If faculty have students that demonstrate leadership traits, encourage students to apply at [www.uvu.edu/slss/slam/](http://www.uvu.edu/slss/slam/).

**PRESENTATION ITEMS**

* Mandatory Trainings
  + Walker reviewed the Employee Confidentiality and Data Protection Agreement training and compliance information. He noted that most employees should have signed the agreement when they hired. Decision made to remind all employees annually of the obligation and need for protection. SANS training approved in IT Oversight over a year and a half ago.
  + Policy basis:
    - Policy 322 – *Employment Responsibility and Standards* Section 4.1-9, 10 – States we need to comply with Regents policies and State and Federal law.
    - Policy 449 – *Private Sensitive Information* Sections 5.2.1 and 5.7.1 – Sets up data stewards to help govern and help provide training for and access to student data.
    - Policy 635 – *Faculty Rights & Professional Responsibilities* - Discusses policy basis for these trainings.
  + By policy, Data Stewards are in charge of data access/security. If going to have access to Banner, they have the ability to determine how that access/security is enforced. Due to data exposure and risks, need to be sure automated and clear as possible to do.
  + FERPA/Cyber Security Training – Signature states yes you are going to protect the data. Most common data breach is hacking in to payroll system and obtaining banking and tax information.
  + Why Training?
    - Reviewed available modules and boiled down to most common problematic ones.
    - UVU only has three mandatory trainings: 1) Sexual harassment, 2) Discrimination, and 3) Cybersecurity/FERPA
    - This particular training was created by SANS (Securing the Human). Looked for best training available and selected modules most pertinent to UVU.
  + Issues/Complaints with Training
    - Technical issues
      * Most common problem is with browser
      * Click on “Accept” statement – If don’t click on it, it does not record progress
    - Level of training
      * Concerns – too advanced, too simple, just right. Based on overall comments, UVU believes training is appropriate.
  + Questions
    - If continue to receive emails and have completed training, need to click on “Accept Statement.”
    - Clarke expressed concern about language “and shall comply” contained in the legal language. Collings responded that the world has changed since 10 years ago and UVU has an obligation to protect not only the university, but also employees and students. Legal did review the agreement, but the data stewards proposed the package. Policy 449.5.2.1 does specify that data stewards have the obligation to   
      impose obligations on people who access the data. This is a way to protect the data and show proof of how UVU is protecting the data. Stewards have the ability to enforce the conditions of who can access the data. Clarke feels this is not part of original contract and is an additional obligation. Collings reiterated that data stewards are the ones to grant access and they state that you must sign the agreement to have access.
    - Parry feels the issue is about the principle of the situation rather than this specific situation. Point is to protect us against potentially top down sorts of things when the initial intent is not known.
    - Collings noted that the legal landscape is added as issues change over time that require greater protections. Walker expressed the consequences of not complying with the laws could be fines and loss of federal aid. Part of what data stewards do when individuals do not comply is loss of Banner access.
    - Anderson recommended moving the issue to a Special Topics investigation and meet with invested parties to see if can make headway. Concern that training was to be completed by 12/1/17.
    - Parry inquired about the urgency to complete the training by a specific date. Walker noted that IT has been working on this process for several years.
    - Collings restated that Clarke’s concern regards “overreaching.”
    - Schlosnagle inquired about when access will be cut off for those who have not signed the agreement. It is not an automatic cut-off.
* StudyPalooza
  + Representing Tutoring on Campus and partnering with Math Lab. Begin study session’s mid-semester to help prepare students for Reading Day.
  + Will insert the link with the agenda for faculty to sign up in Announcements next week.
  + December 8, Ballroom
* Faculty Relations Services
  + Introduction of Robin Escobar
  + Recent graduate from law school and has masters in conflict resolution. Brought on to be a resource for faculty members.
  + Will be developing handout that clearly defines what will and will not be handled by Faculty Relations office. They are a resource for faculty to handle difficult conversations.
  + Working on creating a website by January. Will be coming to departments in spring semester to answer any questions.

**DEBATE CALENDAR**

ExCo decided that policy comments will be reviewed to determine which items need additional discussion.

Policy 705 – *Unmanned Aircraft Systems*

Sections 1.1/4.1/5.1.4 – Discuss

* Policy limits the type of operators.
* Concern is what the training will actually cover. Green noted the training is more a short training on the policy and not on the FAA regulations.
* Earth Science concerned about the time commitment and will it affect classes and students. Be specific on the actual training that will be required.
* Revise comment - Clarify extent of training for all levels of users (those with and without FAA Remote Pilot Certificate). What is the extent and frequency of the training – clarify that this training is not meant to duplicate FAA certification but more to familiarize the employee on UVU policy and property.

Section 3.0 – Discuss

* Tolman recommended removal of comment as need to be in compliance with FAA. Decision was to remove.

Section 3.XX – Stands as is

Section 3.5 – Discuss

* Add to definitions only

Section 4.1.4 – Discuss

* How will this affect every day teaching? Unclear how often and what the burden on instructors.
* Policy should address if there is a need for a special waiver.
* Add language to define flights such as “educational usage (such as class usage, student research, and club usage)”

Section 4.3 – Stands as is

Section 4.5 – Discuss

* Felt scope of language was too narrow. Rename or add section on accidents.

Sections 4.6/4.7 – Stands as is

Section 5.1 – Discuss

* Leave first three sentences of first paragraph.
* Change employ to employee in first sentence of 3rd paragraph.

**MOTION** – Alan Parry moved to extend time for 5 minutes. Sean Tolman seconded. All in favor? Motion passed.

Section 5.1.2 – Discuss

* Agree with idea of not being too specific about where training housed and change to “available in the current online UVU training environment.”

Section 5.1.3 – Stands as is

Section 5.1.4 – Stands as is

Section 5.2 – Stands as is

Section 5 – Stands as is

??? – International concerns – Stands as is

??? – Waiver – Stands as is

**MOTION** – Alan Parry moved to approved comments as revised and noted. Merrill Halling seconded. All in favor? 37. Motion passed unanimously.

**STANDING COMMITTEE REPORTS**

Special Assignments & Investigations

* Task force on Teaching Effectiveness – Will have data collected from most departments by 12/8 and will present at first meeting in January on what the committee has learned and combine that with a literature review later in the spring.
* Establish a new committee for “added legality” and addressing “rolling agreements” and investigating ways to handle these situations when they come forward.
  + **MOTION** – Alan Clarke moved to address in the spring and the chair set up a committee to investigate. Robert Robbins seconded. Parry submitted friendly amendment to turn over to Special Assignments. All in favor? 33. 4 - abstain. Motion passed.

Service & Elections

* Send link on the WE (Writing Enriched) committee to Faculty Senate for senators to distribute to their departments.

Curriculum

* Role as chair is to defend rights of faculty over curriculum. One main complaint is that curriculum is not moving through the process. Learned that faculty are not guiding through the process as faculty are not showing up to address questions when their curriculum is being reviewed. Encourage faculty to be attentive to where their curriculum is in the process and attend appropriate meetings.
* COMET will be completely obsolete effective January 30, 2018. Faculty will need to manually move into CourseLeaf prior to this deadline otherwise curriculum will need to be recreated.

ANNOUNCEMENTS

* SOE is hosting a free event screening on 11/28, CB 101, 7:00 p.m. titled “Screen Agers – Growing up in the Digital Age.”

Meeting adjourned at 4:56 p.m.