**Faculty Senate Minutes**

April 10, 2018

CB 511, 3:00-5:00 pm

***Present***: Mark Abramson, Kim Abunuwara, Pauli Alin, Jonathan Allred, Jon Anderson, Brian Barthel, Howard Bezzant, Laurel Bradshaw, Bret Breton, Clay Brown, Kat Brown, Alan Clarke, Suzy Cox, Ken Crook, Karen Cushing, Reid Elem, Sara Flood, Nathan Gale, Lindsey Gerber, Phil Gordon, Darrell Green, Merrill Halling, Basil Hamdan, Jamie Johnson, Reza Kamali, Lydia Kerr, Chelsie Kraczek (UVUSA), Duane Miller, Margaret Mittelman, Anthony Morris (Library), Shalece Nuttall (PACE), Jeff O’Flynn, Jeff Olson, Terrance Orr, Hong Pang, Alan Parry, Jeff Peterson, Jim Pettersson, Karen Preston, Denise Richards, Robert Robbins, Rodayne Esmay for Anthony Romrell, Sheri Rysdam, Tyler Standifird, Mike Stearns, Matthew Taylor, Craig Thulin, Sean Tolman, Sandie Waters, Robert Warcup, Paul Weber

***Excused or Absent***: Josh Cieslewicz, Dan Hoffman, Matthew Holland, Meghan Roddy, Leo Schlosnagle

***Guests:***  Rick McDonald

Call to order – 3:02 p.m.

Approval of Minutes from March 27, 2018. Minutes approved after correcting date in header.

SVPAA

* Recognition of those who received rank and tenure advancement. Encouraged faculty to continue to participate in service opportunities even though they have now received tenure.
* Finalists for President will be announced in the near future. There will be a public meeting scheduled which breaks from tradition. USHE wants the meeting to be productive and respectful. They really just want questions from the audience with no commentary. Submission for feedback will be done online. Questions will need to be submitted in advance to Faculty Senate and PACE. Stay tuned for further details.

AVPAA

* Reminder – Faculty going up for tenure in 2018-19 that want an extension, must submit by April 15, 2018 to the SVPAA.
* Canvas closing dates are posted on the Canvas sites.

UVUSA

* Hunger Banquet on April 12, 2018 in Centre Stage from 5:00-8:00 pm. This is an opportunity for individuals to be exposed to poverty in Utah.
* UVUSA Senate Speaker Series - Sarah Kay: Spoken Word Poetry on April 12 at Noon in the Ballroom.

PACE

* Benefits Fair on April 18, 2018 from 10:00 am to 2:00 pm in the Hall of Flags.
* PACE is in process of seeking nominations for service on many of their committees as have many staff that are rotating off.

OTL

* Held Faculty Excellence Awards event and will honor this year’s recipients on the OTL website.
* HEA Writing Workshops will be held over the summer for those that would like to submit an application.
* Creating a webpage for summer professional development.

PRESIDENTIAL TRANSITION

* Brief review of committee goals. Highlighted Hoagies with Holland on April 25 from 11:30 a.m. to 1:30 p.m. in the UCCU Event Center concluding with a reception.
* An email from Justin Jones and Fern Caka will be coming shortly introducing the presidential candidate finalists. Can begin submitting questions on the transition website now.

LIBRARY

* Appreciation for Anthony Morris’ service and introduction of Annie Smith who will be replacing Morris next year.
* Literature Review Discussion (3:23 pm)
	+ Findings if invested in an upward appraisal had positive review. Highlighted five factors that made upward appraisals successful. (See handout) 1) Participants’ attitude affects success, 2) High feedback rates are key, 3) Integration with other forms of evaluation improves success, 4) Institutional support for development increases the efficacy of upward feedback, and 5) When using upwards appraisals, it is important to establish their purpose.
	+ Post the Literature Review document on the website.
	+ SUNY University Faculty Senate has submitted request to the entire system seeking feedback on the evaluation of administration. Hope to have the information to us in May 2018.
	+ Direction Discussion (3:33 pm)
		- Concern expressed about evaluating administrators when do not have enough information to evaluate.
		- Would like the policy written so that official evaluation goes one level up, but part of due diligence in forming evaluation is to seek out what faculty members below them have to say and provide an opportunity for additional pertinent comments. Hope faculty are not impulsive and provide valuable feedback. In only giving feedback one level up limits and cripples one’s ability to provide appropriate feedback.
		- Consider a tiered process (e.g., faculty evaluate chair/dean, and chair evaluates dean/VP)
		- Complaints should only be made if there is sufficient evidence/cause to support the complaint.
		- Need to consider a formal vehicle within the institution to raise concerns before seeking other avenues to express dissatisfaction.
		- Consider a system that provides basic review with additional mechanism for bringing larger matters forward.
		- Anderson will follow up with policy subcommittee for review and create the Executive Summary and bring the matter back in fall 2018.

FACULTY EMERITUS STATUS [3:50 pm]

* Currently have Policy 366 – Emeritus Status, but it does not provide guidelines or qualifications for faculty to receive emeritus status. Many would like to continue research pursuits in academia. Emeritus status can be useful for:
1. leaving a pool of skilled individuals to sit on thesis committees
2. library privileges to conduct research
3. Institutional memory to assist in transition.
4. Office space – possibly share with other emeritus faculty
5. Access to academic email.
6. Be able to use UVU in their publication citations.
7. Parking privileges
8. Building Access (i.e., trades)
9. Ability to submit external grant proposals due to emeritus status.
* Library has been charged to conduct literature review on what other institutions do when granting emeritus status. Need to know what they can do for the university.
* Need to determine what we do with those who have already received Emeritus Status?
* Emeritus status elevates the faculty member. Need to develop criteria. Use as recruitment tool.
* **MOTION** – Sean Tolman moved to extend discussion for five minutes. Alan Parry seconded. Motion passed.
* Options: 1) Create Executive Summary and draft revisions to Policy 366 or 2) Create procedures/guidelines to drive Policy 366.
* **MOTION** – Sean Tolman moved to form a subcommittee to draft an executive summary to amend Policy 366. Sandie Waters seconded. Review would determine if actual policy needs to be revised, establish guidelines/criteria. All in favor? Unanimous. Motion passed.

AFFILIATE FACULTY AGREEMENTS (4:07 pm)

* Larger universities usually have faculty that are shared between departments to allow faculty to provide additional support. If you are a faculty member that wants to teach in two departments, will need to have department chair and dean in both departments agree. Tenure would remain within the primary department.
* Reviewed the proposed Application Form based on work done at Carnegie Mellon. Provides a record for future discussions for or against.
* Olson noted that new faculty would have the ability to be hired into two departments upon prior agreement from both departments. Send messaging to publishers, et al that they have knowledge and provides validation.
* Consider adding salary agreements/understanding to the application form.
* Faculty can teach in another department without going through this process, just will not be noted as an Affiliate Faculty Member. Provide formal notification that a faculty member has these strengths.
* Upper administration will not be evaluating the applications. It will all be done at the department/school/college level.
* This does not apply to faculty working at another institution as they are classified as part-time faculty.
* Framework of the agreement is that the faculty member would work with the RTP Committee of the primary department to consider work being done in the secondary department for rank and tenure.
* If the relationship was not effective prior to the conclusion of the three year commitment, it could be discontinued with the agreement of all parties.
* **MOTION** – Robert Robbins moved to extend discussion for five minutes. Sara Flood seconded. All in favor? Motion passed.
* Individuals could be affiliated with multiple departments. This is limited to academic departments at this time and does not extend to centers.
* **MOTION** – Sandie Waters moved to endorse the process. Alan Clarke seconded. Faculty would note that they are Affiliate Assistant Professor in the Department of XX. All in favor? Unanimous. Motion passed.

SCHEDULING EXCEPTION COMMITTEE (4:24 pm)

* Committee was initially formed to address scheduling exceptions. It has now been asked to expand its charge to examine scheduling as it relates to meeting student needs due to growth. Propose the charge be expanded from Scheduling Exceptions Committee to the Academic Scheduling Committee which feeds into the overall scheduling process for day/time of courses.
* Change in the legislature in House and Senate to obtain new buildings will depend on how well we are utilizing existing buildings. This will help UVU tell our story better.
* NWCCU provided comments in the report noting we do not have student-centered scheduling and it is interfering with student completion. Regents recently adopted a new policy on reporting on how we use our buildings. Administration would like faculty to drive the discussion. Lisa Price would like faculty to drive the decisions and she would implement. Recommend Lisa Price or someone from her office serve on this committee.
* Recommend cross-communication with the re-envisioning committee.
* Reviewed current members of the exceptions committee.
* **MOTION** – Tyler Standifird moved to endorse the proposal. Jonathan Allred seconded. All in favor? 36. Opposed – 0. Abstained – 2. Motion passed.

STANDING COMMITTEE REPORTS

Special Assignments & Investigations

* Presenting results on Teaching Effectiveness Taskforce at the April 17 Faculty Senate meeting.

Service & Elections

* Departing senators need to bring their new senators with them to next week’s meeting. A few departments still have not completed their elections. Please follow up with your department.
* Departments can name an interim without an election.
* Goodwill Association has received a few volunteers. Thank you.
* Office Space Committee has received only one faculty member. Still need more volunteers.
* Next week, Faculty Senate Standing Committee Chairs, Parliamentarian, and Policy Liaison will need to be elected. Email with next week’s agenda will provide an overview of the positions.
* Bylaws will also be ratified at next week’s meeting. A link will be provided with the final agenda.

Curriculum

* Transition to new Courseleaf has been rough. Learned that all faculty need to understand the curriculum process to prevent delays.
* Courseleaf does have a way for faculty to check where there curriculum is in the approval process. Recommendation was made to see if there could be an initiator email at each step of the process. Tolman will follow-up.
* When modifying or changing a course, need to also change the program and send the package thru the system together.
* Creating materials through OTL to provide faculty resources on curriculum and training.

RTP & Appeals

* Updated Tenure and Rank guidelines will be addressed over the summer. Olson reviewing budget to determine available funds. Development of department criteria is a safer path for a faculty member to work towards rank and tenure.
* Beginning this year, faculty applying for mid-term review will be meeting with their RTP Chair, Department Chair, Dean, and Kat Brown so that everyone is in agreement and clear directions provided for continued progress towards tenure. Want to approach the review process from a positive mindset, but provide feedback for a faculty member to build upon.
* Reviews that had the most concerns will be addressed first and have most likely already been scheduled. Going forward a meeting will be held and a memorialization of the conversation will be completed. A faculty member can provide written follow-up to the conversation.
* Will be meeting with all faculty applying for mid-terms.

**MOTION** – Pauli Alin moved to extend discussion for two minutes. Merrill Halling seconded. All in favor? Motion passed.

Re-Envisioning the Undergraduate Experience

* Committee will be presenting in Faculty Senate next week.

ANNOUNCEMENTS

* Encourage your faculty to participate in Commencement. Change in the process this year is that staff are being invited to march in the processional. This is primarily due to the lack of faculty participation at commencement.

Meeting adjourned at 5:05 pm

