**Faculty Senate Minutes**

September 1, 2015

LC 243, 3:00-5:00 pm

***Present***: Christa Albrecht-Crane, Steve Allred, Anne Arendt, Howard Bezzant, Debanjan Bhattacharjee, Dean Bohl, Mark Borchelt, Mark Bracken, Clayton Brown, Kat Brown, Alan Clarke, David Connelly, Rob Cousins, Ken Crook, Karen Cushing, Courtney Davis, Debora Escalante, Dustin Fife (Library), Doug Gardner, Lindsey Gerber, Barry Hallsted, Ron Hammond, Sherry Harward (PACE), Vance Hillman, Ellis Jensen, Robert Jorgensen, Lydia Kerr, Ryan Leick, Dianne McAdams-Jones, Gary Mercado, Duane Miller, David Morin, CheolHwan Oh, Jeff Olson, Jeff Peterson, Jim Pettersson, Karen Preston, Robert Robbins, Matt Robins (UVUSA), Anthony Romrell, Sheri Rysdam, Makenzie Selland, Cyrill Slezak, Stuart Stein, Allison Swenson, Craig Thulin, Sean Tolman, Violeta Vasilevska, Alex Yuan

***Excused or Absent***: Kim Abunuwara, Brian Barthel, Joel Bradford, Kat Brown, Josh Cieslewicz, Tracy Golden, Laurie Harrop-Purser, Matthew Holland, John Hunt, Tyler Nelson,

***Guests:*** Janet Colvin

Call to order – 3:00 p.m.

Approval of Minutes from April 21, 2015. Bezzant motioned to approve. Dean Bohl seconded. All in favor? Minutes approved.

Faculty Senate introductions.

Bracken reviewed items to be addressed this year.

* Policies
* Constitution – Connelly reported that Policy 103 entered Stage 3 and is open for Public Comment. There have been a few changes including representation changing from 20 to 25 faculty within a department. All Stage 3 comments are recorded and brought back to President’s Council and addressed. Once the 30 day period has expired, the policy will go to the Board of Trustees. A push was also made to move it into emergency status and is scheduled to be approved at the September Board of Trustees meeting.

Global & Intercultural (GI)

* Janet Colvin is the Committee Chair. She is working with Fred White to redo the requirements for all GI courses.
* GI separated from GE in 2012. Committee met to determine what outcomes should come out of the courses. Had problems with assessment. Created a new assessment that will be in place this fall. Three objectives were established.
* GI Syllabus must include the following:
  + New GI objectives
  + Indicate which GI objective the assignment fulfills
  + Designate which assignment you want to call your “key” assignment.
* Key assignment rubric will evaluate each of the three objectives on a 1-4 scale by random assessment.
* Course Assessment will be conducted by a Qualtrics survey that will go to all GI students this semester and will only have three questions.
* Feedback
  + Concern with the term “society” on the second assessment question. Recommend changing it to “society or culture group.”
  + Colvin reported that the committee has piloted the survey and currently it seems to be working.
  + Rubric will be used to grade key assignments. The GI committee will receive copies of the assignments without names and evaluate.
  + Approximately 60-70 GI courses each semester are offered across campus.
  + Any additional feedback, send to Janet Colvin.

SVPAA

* Olson expressed excitement about coming year with the new Constitution and other things happening. Our mission services Utah, Wasatch, and Summit counties in addition to our community college role. There are about 350,000 adults. One-third have bachelor’s degrees and about fifty percent have an associates or bachelor’s degree. As an institution we have an opportunity to address this issue. Brookings Institution has noted that the Provo-Orem area is one of the most dynamic areas. In the next 20-30 years, we are expected to double our service area population. Through education, we can help them make better decisions.
* This calls for extensive planning, which will incorporate two phases to the Academic Master Plan. 1) Feeding information into the physical master plan. Olson proposed to have special meetings on September 29 and 30 and bring in someone with expertise to inform us what Utah will look like in 2050 with someone to present several scenarios on what Higher Ed will look like in 2050. Would like to hold one meeting during the Faculty Senate normal meeting time as we really need faculty input into the process. Faculty Senate is supportive of holding this meeting.
* Several policies will be coming forward. Academic Affairs is working with the Executive Committee.

Policies

* Several policies were put into temporary emergency status:
  + Policy 162 – *Sexual Misconduct Temporary Emergency*. Currently moving into Stage 2. Will be an informational item on September 15. Would like senators to review the policies, discuss with departments, bring any comments, and be prepared for discussion.
  + Policy 155 – *Sexual Harassment and Consensual Relationships and Grievance.* Policy will be deleted in lieu of Policy 162.
  + Policy 547 – *Priority of Service for Veterans Temporary Emergency.*
* Recommend reviewing all policies that are currently in Stage 2 such as Graduate Studies.

PACE

* Harward informed the Faculty Senate that there is a Weight Watchers group on campus. Meets every week. Contact Mark Bracken if would like additional information.

UVUSA

* There will be a September 11th Commemoration next Friday in the Ballroom at Noon. It will be followed by a balloon launch.

Standing Committees

* Service & Elections (Clayton Brown)
  + Bracken reported that as part of Shared Governance we need more faculty to serve.
  + Clayton Brown worked with chairs to be sure all senator positions were filled. This is a cultural change to help faculty have more influence on campus. Would like to hold elections and nominate faculty to serve on university-wide committees, but it will take more effort under the new model.
  + Letters acknowledging service will be provided noting specific service.
  + Committees currently seeking members:
    - Graduate Council
    - General Education
    - Ad hoc committees as needed
  + Connelly reported that this is going to be a cultural change. When faculty receives an email asking for them to serve, send the email to Clayton Brown to be addressed.
  + Bracken noted that senate can either elect/select a committee or ratify a committee when there are time constraints. Olson noted this provides for a broader selection of faculty. Encourage faculty to be effective participants and a voice of the faculty. Bracken noted that Kat Brown is working on strengthening the service component in the review process.
* Curriculum (Ryan Leick)
  + Policy 605 – *Curriculum and Program Changes Approval Process*. UCC revised the policy and it is ready now for Stage 2. Tentatively scheduled for President’s Council on September 10.
  + COMET Replacement – This is a homegrown system, but support is not available to maintain. UCC took initiative to seek a replacement. In process of finalizing the new system. Can still submit curriculum into COMET, but expect challenges over the next year as the new system is implemented.
  + Over the summer there was reorganization with Academic Scheduling & Curriculum (ASC). With the change, approval of curriculum lies strictly with department and faculty. UCC will only do a technical review and serve more as an advisory role.
  + Moved to a rolling curriculum process. There are no hard deadlines. If you have an idea for a program, move it through the process as quickly as possible.
  + UCC meets the 3rd Tuesday of every month. Items need to be submitted two weeks prior to the meeting date. Will be adding an additional meeting on September 29 to approve any curriculum in time for the Board of Trustee’s October meeting. The hope is to review and approve all submissions, but depending on the number of items, it may get delayed. Reminder that the agenda is set on a first come, first served basis.
  + Will be creating a Faculty Senate curriculum page to facilitate the ease of information for faculty. If you have questions regarding curriculum development, you will need to contact your school or college curriculum chair or representative is for a better understanding of the process.
  + Policy 610 – *Credit Hour*. Courses are to be reviewed every five years according to policy. One initiative will be encouraging departments to conduct this review. Bethany Alden-Rivers, the new Assistant Vice President for Teaching & Learning, is available to help educate faculty with online curriculum.
* RTP & Appeals (Jim Pettersson)
  + This summer a comprehensive review of criteria was completed. The committee determined that there should be some common criteria university-wide. Need to seek for earlier interventions for faculty that may need additional help to assist them in being more successful. Will be reviewing policies 632, 633, 628, 646, 647, and 648. Part of the reason for doing an extensive review this summer was to be able to address policies more effectively.
  + Hammond asked about Merit Pay status. Connelly noted it is currently on hold. Olson indicated that if faculty had strong support for the merit pay, there would be more focus on finding the funds to award it.
* Special Assignments & Investigations (Anne Arendt)
  + Shared this is a new committee formed under the new Constitution.
  + Arendt has developed a new form that is now on the Faculty Senate home page to address any issue, questions, or concerns.
* Policy Liaison
  + Alan Clarke fills this role and it needs to be defined by the Executive Committee. Bracken invited him to attend the next Executive Committee meeting.
* CAGAS (Jon Anderson)
  + Faculty has the responsibility for this area that has slowly slipped away and is now trying to pull back.
  + Committee is refining what they are doing. Still filling current Academic Standards role. Attends all admissions and graduation meetings.
  + As issues do come up, need faculty to step up and show good faith effort.
* Faculty Development (Craig Thulin)
  + Formerly a standing committee position. Need representation from WSB.
  + One of the primary responsibilities is the dispersing of faculty travel and instructional development money.
  + Responsible for overseeing the Faculty Excellence Awards.
  + Involvement with SRIs and continue to review the new format process. Need to bring to Senate for discussion. A pilot group was conducted in the spring and all courses over the summer used the new form. Will bring results to Senate. Participation is an issue, but not currently mandatory. Borchelt expressed that if everyone is not participating, the results are not valid. Currently the incentive is students are able to see their grade sooner if they participate. October 1 is the deadline to institute the new SRI in order to complete programming in time.
* Bracken spoke with President Holland about the President’s Council agenda and the ability to provide a copy to senators. If there are items on the agenda that senators have a concern about, they are to contact Bracken.

Bezzant motioned to adjourn. Clayton seconded. Meeting adjourned at 4:45 p.m.