**Faculty Senate Minutes**

September 20, 2016

LC 243, 3:00-5:00 pm

***Present***: Kim Abunuwara, Christa Albrecht-Crane, Huda Al-Ghaib, Brian Barthel, Howard Bezzant, Mark Borchelt, Mark Bracken, Bret Breton, Kat Brown, Josh Cieslewicz, Alan Clarke, David Connelly, Ken Crook, Karen Cushing, Courtney Davis, Debora Escalante, Sara Flood, Doug Gardner, Lindsey Gerber, Darrell Green, Laurie Harrop-Purser, Jia He, Robert Jorgensen, Lydia Kerr, Ryan Leick, Tanner McAllister (UVUSA), Duane Miller, Anthony Morris (Library), Jeff O’Flynn, Jeff Olson, Hong Pang, Jeff Peterson, Jim Pettersson, Karen Preston, Denise Richards, Robert Robbins, Sheri Rysdam, Leo Schlosnagle, Makenzie Selland, Tyler Standifird, Craig Thulin, Sean Tolman, Robert Warcup, Paul Weber, Alex Yuan

***Excused or Absent***: Steve Allred, Anne Arendt, Dean Bohl, Marty Clayton, Steve Fellows, Matthew Holland, Dianne McAdams-Jones, Gary Mercado, Shalece Nuttall (PACE), Stuart Stein, Stephen Whyte

***Guests:***

Call to order – 3:03 p.m.

Approval of Minutes from September 6, 2016. Minutes approved.

SVPAA

* Excused President Holland
* 75th Anniversary events continue with UVUPhoria this Friday, September 23. Roots of Knowledge unveiling will be November 18.
* During the summer, Olson met with faculty raising concerns about UVU’s practices of approving student postings. After reviewed, discovered practices were not being followed. Immediately changed practices and refocused efforts on working out Freedom of Speech policy which should come before senate this fall.
* When meeting with Chairs on scheduling, discovered several things to make more course offerings more effective and decrease student costs. Over the last few months have been working on Scheduling Guidelines. Tiffany Evans will sharing information regarding priority scheduling (does not include control of the room) which will allow for more collaboration. The new scheduling software will allow Department Chairs and schedulers to see more effectively what is happening with the scheduling of other rooms and scheduling of related courses. Will also be new standard start times. Clarke would like to collect data from students on small seminars and their preferences. Olson noted that in either Wolverine Track or Course Scheduling software students can indicate when they plan to take courses.
* As part of Acute Equity, the University eliminated all course fees $10 or less. UVUSA will be reporting on accountability throughout the year rather than just at the end of the year. Olson expressed thanks to UVUSA’s efforts in reducing fees. He also referenced OER and their efforts to reduce textbook costs.

AVPAA

* Currently in the RTP process. For those on the RTP Committees, be sure the recommendation letters are specific, supported with evidence, and report the final tally vote.

RTP Advisory Committee

* A brief history was shared of portfolio review and a recommendation was made to establish a university committee to review portfolios that have had a negative review or denial. This review would be conducted by an informal advisory committee to provide an additional level of review in the process and increase awareness of the RTP requirements. Charge is to ensure that any of the non-recommendation votes were based on department and university criteria in relation to the file content and not content-area specific evaluation. The name of the committee would be University RTP Advisory Committee. This committee would report to the SVPAA and not a Faculty Senate-based committee. Proposed make-up would be one member from each school/college elected by the faculty within that school or college that would serve a three-year term after the initial cohort serving either a two, three, or four-year term.
* Requirements for faculty serving on the committee:
  + Tenure
  + Strong commitment to open access and engaged teaching missions of UVU
  + Confidentiality
  + Ability to meet for review of materials needed to evaluate portfolios and three weeks of intense reading during Nov. 15-Dec. 10, lighter loads during rank and retention (e.g., post-tenure review) periods
* Duties of faculty on the committee:
  + Reading and understand university and department/college RTP criteria.
  + Each portfolio will be read by the committee member representing his/her college and at least one other committee member.
  + Portfolios in which at least one reviewer recommended against tenure/rank or where there appear to be missing documents will be read by all faculty members.
  + Members will be expected to take notes on their findings.
  + The committee will create a letter for each faculty member under review, stating to the SVPAA the reasons for its recommendation.
  + If a recommendation against tenure is upheld throughout the process and an appeal is granted, to explain his/her reasoning to the Faculty Senate RTP Appeals Committee in hearing.
  + The faculty reviews do not replace the AVP and SVPAA reviews.
* Pettersson noted that this committee is not being organized to replace the department RTP committee or the Faculty Senate Appeals process.
* Clarke inquired about departments who might have a political agenda. Brown reported that candidates have an opportunity to file a rebuttal at various stages of the process.
* Albrecht-Crane inquired about the proposed committee not having discipline specific knowledge to evaluate appropriately. Olson responded that he wants a broader-based review of the portfolio to provide additional perspective. The committee needs to be sensitive to the criteria.
* Be sure that “sustained” is included in the RTP Department Criteria.

ACTION ITEMS

* Policy 151 – *AIDS (*Deletion*)*
  + Senate would like the steward to confirm that all content items in Policy 151 have been included in Policy 165 or other UVU policies.
  + **MOTION**: Sean Tolman moved to approve the deletion of Policy 151. Karen Preston seconded. All in Favor? Motion passed. 0 – Opposed. 0 – Abstained.
* Policy 142 – *Export Controls*
  + Clarke expressed concern that Section 5.2 reads a form needs to be completed if traveling on personal business and done so within 1-6 months of the pending travel and that the university provides no support. Would like the steward to consider expedited review and approval process for low level and delineate low risk cases. Jorgensen expressed concern about lack of university support as does not have expertise in areas listed in the policy and wants to be sure he stays in compliance. The policy is written to protect the university, but does not appear to help faculty, students, and staff receive guidance and be sure not in violation. Clemes has a reference manual for individuals to review.
  + Substantive issues with phones or laptops that are connected to university resources that are in possession while traveling.
  + Senate wants to know how UVU is going to educate all faculty and staff to help them understand the rules to be sure in compliance as per Section 4.3. The mandated requirements are laborious on university personnel to meet requirements.
  + Concern about the lack of protection and support for faculty and staff in identifying what they need to or not do in regards to international travel.
  + Requested for shortened reference for university personnel for education purposes.
  + Connelly proposed adding Export Controls to the International Travel training.
  + Would like to see the policy not overreach and deal more with at risk.
  + Section 1.1 should be specific in addressing who this policy is referring to and should be the reference point for further points.
  + Need to address low level, mid-level, and related travel in Section 5.2.
  + **MOTION** – Howard Bezzant moved to invite the steward back for discussion. Ken Crook seconded. All in favor? Motion passed. 0 – Opposed. 0 – Abstained.
* Policy 507 – *Refunds* (Deletion)
  + **MOTION** – Robert Robbins moved to delete. Bret Breton seconded. All in favor? Motion passed. 0 – Opposed. 0 – Abstained.
* Policy 505 – *Tuition Payment and Fees*
  + **MOTION** - Jeff Peterson moved to approve Policy 505 with no comments. Duane Miller seconded. All in favor? Motion passed. 0 – Opposed. 0 – Abstained.
* Policy 522 – *Undergraduate Credit and Degrees*
  + Policy Steward, Liz Childs, will attend next meeting for discussion.
* Policy 610 – *Credit Hour*
  + Cleaning up language to make it consistent and to make sure what is stated in NWCCU on credit hour is consistent. Some parts are more practice than policy.
  + This is not related to the course opening and closing dates.
* Policy 604 – *Course Outlines Record* (Deletion)
  + Deletion of policy as no longer being practiced. There is a policy regarding syllabi and they should be kept at department level and will eventually be housed in the new Xitracs system.
  + There is nothing in accreditation or UVU policy that requires syllabi to be put online.
* Policy 251 – *Traveling on University Business*
  + Sponsor and Steward will attend the next meeting.
  + Submit comments before next meeting to be addressed.
  + Bracken asked departments to review this policy.
* Policy 252 – *International Travel for Students, Faculty, and Staff*
  + Lago will attend the next meeting.
  + Submit comments before next meeting to be addressed.
  + Bracken asked departments to review this policy.
  + Section 3.4 refers to Export Controls and needs to be addressed.
  + Concern expressed as process has already been implemented.
  + Clarke expressed concern about having to obtain training if giving a lecture on own dime.
  + Would like a reconsideration of “accompanying adults.” Section needs to be reviewed as does faculty impact.
* Policy 607 – *Course Lab Fees*
  + Clarification of language. Has been some confusion over department texts.
* Standing Committee Reports
  + Special Assignments & Investigations
    - W/I/E/UW – Moved from Special Assignments to CAGAS.
    - Adjunct Faculty Resource Guide – Arendt’s students have been working on a guidebook which will be located in MyUVU in spring 2017. Robbins would like Department Chairs to review prior to posting online.
  + Service & Elections
    - Will be contacting schools/colleges for nominations for the new University RTP Advisory Committee. Brown clarified that each school/college should be conducting an election.
    - T&C needs a rep for the Service & Elections committee.
  + Curriculum
    - Software is still in the works.
    - Reminder to faculty that if they have courses or programs going through the approval process, need to have faculty attend the meetings. Meeting dates are on the Scheduling & Curriculum website.
    - Bracken reported that many programs are coming up in AAC for review and inquired about the process of submission since COMET is not being supported. Tolman reported that if there is an emergency, to contact him.

Bezzant moved to adjourn. Robbins seconded. Meeting adjourned at 4:46 p.m.