**Faculty Senate Executive Committee Minutes**

February 11, 2020

FL 516 – 3:00-5:00 pm

***Present***: Anne Arendt, Mark Bracken, Kat Brown, Karen Cushing, Jessica Hill, Dianne McAdams-Jones, Rick McDonald, Maddie Mishko (UVUSA), Alan Parry, Evelyn Porter, Denise Richards, Sandie Waters

Visitors: Anthony Morris (Library), Ursula Sorenson (OTL)

***Excused or Absent:*** Wendy Athens (OTL), Matt North, Annie Smith (Library), Sean Tolman

* Call to order – 3:02 PM

Approval of Minutes – 01/28/20 – Minutes approved.

**PRESIDENT**

* Catering Services
  + Discussion re pros and cons of food and beverages in Faculty Senate. Decision is to only provide coffee and water from now on.

**PROVOST**

* Kelly Flanagan has been named the new VP of Digital Transformation and CIO. Official start date is 3/16.
* Deans/Provost will be prioritizing PBA requests in the next few weeks. Provost’s office is rather restricted in the budget process and wants to be more strategic in the resource prioritization. Would like to have more discretionary funds to be able fund projects that feel are more strategic.
* Discussion about campus closure due to inclement weather. Possible options for faculty:
  + Create alternative lesson plans if campus open.
  + Establish various weather/disaster protocols and state the overall accommodations for faculty, students and staff.
  + Utilize lecture capture if needed to cancel class due to inclement weather.
  + Establish a timeframe when faculty need to determine whether they cancel class or set alternative protocols.

**LIBRARY**

* Hired new instruction coordinator, Katherine Paterson in Library. She will contact faculty about whether or not they want instruction in their classroom.
* Been working on tutorials to put online. They have also been experimenting with WebX if want to assign instead of using class time.
* Remind faculty that for this fiscal year to streamline videos will be 5/1. Will not be as flexible during the summer for streaming. Next year purchasing starts 7/1.

**OTL**

* Adjunct Mandatory Training does need to be input through TIMS system. An ePAF for an H position number does need to be submitted in order for the adjunct to input their time in TIMS.
* On 3/3, there will be a few individuals from the UK and Australia with the Advanced HEA. OTL would like about 10 minutes in Faculty Senate to discuss the benefits of HEA Fellows.

**UVUSA**

* Currently in the student fee hearing process.
* UVUSA reps will be going to the Capitol to interact with representatives.

**STANDING COMMITTEES**

* Special Topics & Investigations
* Need to create the Workload Task Force. Need 11 faculty members. Total committee will be about 24 members. Will follow the formal nomination process with Waters overseeing.
* Highlighted the primary aspects of workload that need to be addressed. There is a discrepancy in the interpretation of what is counted as ICHE, ACHE, and GCHE.
* Miscellaneous
* Hill reported that policy calls for a standing grievance committee. Cushing reported that the standing committee was removed from the Constitution and recommended Hill and Arendt follow up with Connelly for clarification. Until clarification is completed, Arendt will be forming a Grievance committee since it is still stipulated in policy and need to address within the 10 day timeframe.
* Service & Elections
* A department submitted FEAs, received nominations, sent multiple emails in regards to an election. Received notification that Waters should just pick the winners since there was not a Service & Elections Chair for this college. Need direction on how to empower the new college rep to select the award winners. Award winner names need to be into Marketing by 3/6. Waters will follow-up with Richards regarding guidelines and how to proceed.
* Curriculum
* New Curriculum process will be presented to the BOT AA Subcommittee on 2/13. Once all the changes to the process have been finalized, will present to the full senate. Once have senate’s approval, will finalize draft of the policy to go into Stage 2 and move through the normal policy pipeline. Plan is for the policy and guidelines to come through at the same time.
* Reviewed changes that the Deans wanted to the approval process: 1) Deans want to review all courses with a 7-day window to approve, 2) there are now parallel approvals for UCC and AAC, and 3) set up trigger to begin the entire process has been made visible to hold a strategic discussion at the very beginning of the process.

**ADVANCEMENT OF TEACHING**

* Group is meeting to begin determining next steps. Goal is want SRIs to be a valid, reliable way of gathering feedback on our teaching effectiveness; however, there are many issues that negatively impact this feedback.

**POLICY LIAISON**

* Policy 357 – Tuition & Fee Waivers – Stage 2
* Policy 133 – Compliance with Government Records and Access Management Act (GRAMA) – moving into Stage 1
* Policy 114 – Conflict of Interest and Commitment – move to Stage 4
* Policy 304 – Employment of Relatives (“Nepotism”) – deletion – move to Stage 4
* Policy 606 - Adoption of Course Materials and Textbooks – Stage 1
* Policies 647-651 Bundle – Stage 1
* Meeting re Faculty Evaluation of Admin tomorrow
* Policy 102 – Establishing and Disbanding Committees - Policy has been cleaned up and clarified
* Policy 635 – Faculty Rights and Responsibilities - Brown/Meza have reworked incorporating Faculty Senate comments. Will go to President’s Council in March.

**COUNCIL ON ACADEMIC STANDARDS (CAS)**

* McAdams-Jones responded to all the comments. Parry will review and consolidate in preparation for Faculty Senate.

**STRATEGIC DISCUSSIONS**

* Discussion about the possibility of a blackout or additional lead time for trainings during beginning/ending of semesters so do not interfere with completion of annual reviews, performance evaluations, grading, etc. One recommendation was that mandatory trainings be completed at the beginning of the fall semester while others feel there is never going to be a good time. Decision is that this topic will not be brought to senate.
* Priority Survey Results
  + Discussion about remainder of items on the priority list for senate.
  + Policy items depend on when it hits Stage 2.
  + Add Emeritus Status Policy and consider incentives.
  + Chairs policy might be delayed until fall due to the 2% incentive up to 10% being removed. Brown trying to figure out why before take to President’s Council.
  + Non-policy items and info items have more flexibility

SET AGENDA FOR 2/18/20

**MOTION** – Hill moved to extend five minutes. Seconded. All in favor? Motion passed.

* Arendt asked ExCo to review the developing agendas for the rest of the semester.
* Waters would like some form of closure information on discussion items. Hill reported that there are notes in the priority document that have been handled there.

**ACTION ITEMS:**

* Contact catering to review refreshment orders. (Cushing)
* Follow-up with Richards re FEA Awards. (Waters)
* Consolidate CAS comments. (Parry)
* Review developing agenda for rest of academic year. (All)