**Faculty Senate Executive Committee Minutes**

March 31, 2020

Via Microsoft Teams – 3:00-5:00 pm

***Present***: Anne Arendt, Wendy Athens (OTL), Mark Bracken, Karen Cushing, Jessica Hill, Dianne McAdams-Jones, Rick McDonald, Maddie Mishko (UVUSA), Matt North, Alan Parry, Evelyn Porter, Denise Richards, Annie Smith (Library), Sean Tolman, Wayne Vaught, Sandie Waters

Visitors: Suzy Cox, Jonathan Allred, Joy Cole, Anton Tolman

***Excused or Absent:*** Kat Brown

* Call to order – 3:00 PM

Approval of Minutes – 03/10/20 – Minutes approved.

**SENATE PRESIDENT**

* Sent results of voting

**PROVOST**

* Sent out email on grading option for students to transition from letter grade to Credit/No Credit (CR/NC). Very complicated/convoluted issue. A website will be coming out in the next few days to answer more questions.
* Approach for adjunct compensation is being left with deans to address with Spot Awards.
* Leadership continues to deal with campus/facilities closures. Biggest concern is the disparity for students who do not have access from home and need the library to assist in these efforts.
* Vaught will follow-up with Trish Baker re concurrent enrollment students and how CR/NC will affect them**.** Include information on concurrent enrollment website.
* Campus lockdowns now are primarily just locking the buildings. If you have a proximity card, you should be able to access your building/office. Only thing that could happen is if Utah County goes to a Shelter-in-Place situation, the university is gathering a list of essential personnel who would have access to campus.
* Discussion about Proctorio usage if move to full campus closure. Currently the Library is set up to accommodate Proctorio for students who do not have the capability. Will need to address further as needed.
* Students who have accommodative testing needs currently must schedule an appointment in the Testing Center. Maybe could consider having all needed testing be done in the Testing Center. Could have police monitor library if needed.
* SOE has stated that for their school in order to receive credit, they have to receive a B- or better. Vaught shared that for students who are taking elective courses in order to receive credit, this is one example where a CR/NC might be in their best interest. Students are being encouraged to talk with advisors, faculty members, and financial aid before they make any decision.

**LIBRARY**

* Library hours will be shortened more. Have closed study rooms and floors 3-5. Librarians continue to help students as much as possible.

**OTL**

* OTL became a virtual entity as of yesterday and have noted this on their website. Contact them through email, chats, or phone.
* Noted that there will be about $20,000 remaining in travel funds that won’t be claimed this year and ExCo might consider how these funds could be used. Cushing recommended holding onto the funds for a while longer before making any decisions.
* All the FEA winners will be recognized in August at Faculty Convocation.
* There is an effort to create more full-fledged online courses over the summer. OTL is scaling up their ability to address along with the college Flexible Learning Council. If this works well, might have found a path forward. There would be two touchpoints of OTL oversight to be sure meets the quality component.

**UVUSA**

* Just started the trivia quiz and have been happy with the turnout to date.
* Will be sending out a survey to students to gage how this transition is going.

**STANDING COMMITTEE REPORTS**

* Special Assignments & Investigations
  + The business course trying to obtain QL designation is on hold.
  + Sabbaticals research will be given to Matt North to follow up.
  + CR/NC – some want to know why we have this designation instead of P/F.
  + Concern that online movement is the belief that the institution will move to all courses being online.
  + SRI concerns given the current climate. Richards shared that Vaught has indicated that faculty should not be highly concerned about SRIs and the conditions will be considered. Parry feels SRIs should not be completely discounted as someone might actually receive a high remark. McAdams-Jones said we all need to do the best we can and consider making a statement given the circumstances. Arendt proposed the creation of a resolution. Bracken reported that there is a lot that can be learned from SRI student comments.
* Service & Elections
  + Have 4 nominees for the HR Benefits Committee. Would like to conduct a Qualtrics Survey to hold a vote. Send information to Arendt/Hill.
  + Reported that feels positions are being filled easier than in the past.
  + Verify election information links in agenda to be sure updated.
* Curriculum
  + Policy 605 – *Curriculum Approval* is in Stage 2. Currently scheduled for AAC agenda on 4/14. Waiting to hear back from PACE and UVUSA. Do need to make a change in the policy changing “guidelines” to “curriculum” document. Parry to reference in comment document the name change.
  + Guidelines will be called procedures or curriculum document so does not have to be approved by President’s Council. Intent is to still have it move forward with the policy.
  + The only approving bodies for the curriculum document/procedures are Faculty Senate, Curriculum Committee, and Academic Affairs. Need to make sure when holding debate, mention that due to shift will modify the approving bodies.
* RTP & Appeals
  + Group that is reviewing the RTP criteria is still within a reasonable time to have it completed by end of academic year.
  + Policy 646 – *Faculty Appeals for Rank, Tenure and Promotion* changes will be ready for fall 2020 in time to apply in spring 2021.
  + North has not received any emails re SRIs being required for RTP files for the next academic year. Value of having feedback from students is both positive and negative but needs to be taken into consideration when reviewing portfolios.
  + Did not see Policy 647 – *Faculty Member Grievance* in the information as it was not something had to vote on yet since only in Stage 1.
* Policy Liaison
  + Will continue to manage comment documents on policies that will be discussed in senate on 4/7.
  + Reviewed bylaws and separated out items that deal with voting practices and need to be addressed now. Other items were moved to a separate document for senators to continue adding comments and will be addressed in fall 2020.
* CAS
  + Put through a ticket to web development to redo website based on comments received in senate.
  + Have met this past week to conduct last suspension before end of semester. Will meet during the summer.

**STRATEGIC DISCUSSIONS**

* Teaching Excellence Model
  + Seeking Faculty Senate approval to move forward with piloting the model. SOE has agreed to be one of the pilot units. Any other department that would like to pilot is welcome.
  + Want to use to make significant changes to the SRIs but need clear consensus on definition to drive SRI revisions.
  + Process
    - Findings of Teaching Effectiveness Taskforce determined there was a lack of definitions and alignment between policy and process in operationalization.
    - Determined there were vastly different approaches to measure teaching effectiveness across departments.
    - Understand every program/department will have uniqueness and allowed for this difference. Reviewed information and documents that were considered in the development of this model.
    - Reviewed draft model proposal and alignment matrix.
  + Arendt indicated that a vote to pilot the model does not need to occur. The committee has not yet determined which of these pieces are a “must” as different departments have different requirements but hope that some of these would become minimal standards.
  + McAdams-Jones recommended that the committee review Policy 633 – *Annual Faculty Reviews* to be sure the model is in alignment. The committee has not yet made any determination about which pieces of evidence would be classified as a “must” because they realize that each department is different. Potential next step is to say at a minimum within each of these three areas faculty should be able to demonstrate some piece of evidence.
  + Anton Tolman indicated that departments should be able to create their own lists of behaviors and pedagogies that meet these definitions.
  + This would also be a good tool to use for onboarding new faculty, and help existing faculty review their own professional learning to demonstrate progress.
* Handling Nominations for Standing Committees in Last Senate Meeting
  + Concern about receiving nominations early enough in order to allow voting to take place during last meeting but will allow nominations from the floor. Would need to suspend the bylaw provision to allow for different voting procedures.
  + Waters proposed that a Qualtrics survey be created and include as many nominees ahead of time but calling for any additional nominations be addressed at the beginning of the meeting, so she has an opportunity to add any additional nominations for the vote.
  + Parry noted the conditions of the bylaws to be sure senate is conforming properly. Senate could suspend the rules due to the unusual circumstances.
  + Arendt would like to be sure that we have a backup plan if Polly does not function properly.
  + Provide appropriate log in directions with agenda noting that if senators do not log in correctly, they will not be counted in the vote. Arendt will work with Hill offline.
  + Discussion about preferential balloting and will need to use Qualtrics and just ratify the nominations in senate.

SET AGENDAS FOR 4/7/20 and 4/14/20

Meeting adjourned at 5:10 p.m.

**ACTION ITEMS**

* Follow-up with Trish Baker re concurrent enrollment students and how CR/NC will affect them. (Vaught)
* Send HR Benefits Committee nomination information to Arendt/Hill. (Waters)
* Verify election information in links. (Waters)
* Hold voting discussion offline. (Arendt/Hill/Waters)