**Faculty Senate Executive Committee Minutes**

November 6, 2018

FL 516 – 3:00-5:00 pm

***Present***: Pauli Alin, Jon Anderson, Anne Arendt, Ursula Sorensen (for Wendy Athens), Mark Bracken, Kat Brown, Karen Cushing, Kenzie Larson, Dianne McAdams-Jones, Annie Smith (Library), Jim Pettersson, Sean Tolman, Craig Thulin, Sandi Waters

Visitors: Judy Martindale, Karen Clemes, Cory Callahan, Jacob Atkin, Eugene Seeley, Elena Garcia, David Connelly

***Excused or Absent:*** Jeff Olson

* Call to order – 3:00 PM

Approval of Minutes from October 23, 2018. Minutes approved.

**AVPAA**

* Spoke with SOE and looking at performing a test case for professionally qualified faculty members on tenure track. These individuals would have more academic and professional experience, not just professional experience. Might have to create a more rigorous path for receiving tenure than traditional faculty.
* Policy 606 – *Adoption of Course Materials and Textbooks* – Pilar Hays working on Executive Summary.
* Policy 106 – *Special Purpose Organizational Units* - Final draft almost ready.
* Deans are just about done reviewing tenure and mid-term portfolios and they are reporting that they have some portfolios that are questionable.

**PACE**

* Thulin reported on behalf of Nathan Gerber. Gerber will be attending AAC once per month.
* Gerber recognized that PACE is collaborating with Faculty Senate. PACE continues to address the Great Colleges to Work for response.
* Holding strong conversations on compensation. Send any thoughts on compensation to Thulin or Anderson.

**LIBRARY**

* Library is investigating ways to draw more students into the Library and educate them on library offerings and assistance available.
* Recommend Library research institutions on issues of compensation models. Consider how cost of living is factored in.

**OTL**

* Several faculty are graduating from Pathway Three. CHPS has made it mandatory to complete in order to teach hybrid or online. McAdams-Jones expressed concern about the stipends being n regular paycheck. Corey Callahan confirmed that lump sums are paid out as an M99999 and paid separately.
* Thulin expressed concern about negative comments made during Athens’ presentation for the Online Style Guide and inquired if it needed to be addressed. ExCo discussed style guides in general, and that technology will continue to change and needs to be embraced. Programs create similar “look and feel” to help students feel more secure and transition easier. Consider how Faculty Senate can be proactive and address faculty development to help faculty improve their pedagogical online/hybrid teaching.

**UVUSA**

* Held forum on parking and invited Parking Services and Frank Young from Facilities along with other campus stakeholders. General consensus is that UVU does not have a problem with parking, but a problem with walking. Collecting innovative ideas of how to inform students when parking stalls become vacant such as taking a picture and post on social media.
* Waiting to hear back on results from student opinion survey regarding student final exams. For this specific item, hoping to hear by Thanksgiving break. Full results will not be ready until spring semester.

**Out-of-State Guidelines/Procedures**

* States now have more flexibility in the laws they make. Employees operating in these states complicate laws within the state of Utah.
* Policy 332 – *Work-at-Home* – Intent of policy was to allow the performance of work outside the place of employment. Written justification and business need have always been required, but not followed. Need approvals from department head and Vice President.
* Issues – Departments are not informing HR or executives when they have individuals performing primary duties outside the state. UVU has 48 employees performing primary duties outside of Utah working in 18 different states. There are also a number of employees working outside the state, but they have a local Utah address.
* Reviewed why reporting out-of-state workers matters such as withholdings for state, county, local taxes, employment taxes, worker’s compensation insurance, liability for non-compliance with employment laws, etc.
* Anderson will send out draft guidelines for review and comment. Inquiry was made to see if this could be a limited scope on Policy 332. Brown shared that something does not need to be in policy to follow the guidelines. See Policy 101.4.1.5.
* Discussion about the best way to obtain Faculty Senate comments in order to meet the desired implementation date of 1/1/19. Olson shared that there are some faculty currently working out of state and need to know if they need to move back to Utah to retain their employment. The university is trying to shore up the policy and be sure we are compliant. Messaging to Faculty Senate needs to be a clear information item and focus the proposal on the fact that there has not been compliance with the policy which places major financial and legal risks for the institution. Now everyone needs to comply with the policy and follow the guidelines. HR and SVPAA will not approve a request for out-of-state workers unless there is a conscious institutional reason for establishing a nexus with that state.

**Bookstore Faculty Liaison Committee**

* Last spring, Atkin met with Olson, Brown, Connelly, and Thulin to seek potential ways to save students on books, such as OER. Reviewed various strategies such as extending text usage from three to five years. Determined that there is a need to strengthen the relationship between the bookstore and faculty. Request the formation of a committee to help coordinate bookstore, textbook, and product related issues with the faculty-at-large. Would like to implement a new procedure next fall that would allow students to purchase their texts online, have charges applied to student account automatically, books would be pre-pulled and they can walk in and pick up.
* Consider including course materials individuals as part of this Faculty Senate committee. Anderson recommended following the APAC model in forming this committee. Projection for meetings is 1-2 times a semester. Concern expressed about enforcing the changes proposed by the committee.
* Recommendation was made to hold a forum/meeting with the Department Chairs/designee since they have more knowledge. Instead of instituting a committee, institute a recurring meeting event twice a year.Brown/Julie Hayden will work with Jacob Atkin.

**UCC CHAIR ROLE EXPANSION**

* Issue – UCC added a lot of administrative functions as it began to review GE courses. As changes in leadership of the committees, there is no historical institutional information to access. Idea is to have someone who would shadow multiple committees to oversee the administrative functions, but as a faculty member with release time. This individual would know all the administrative details, what needs to be done next, and allow faculty to focus on curriculum decisions. Would like to postpone these discussions until RUE works out their details. Tolman shared that his term ends in spring 2019. Anderson reminded ExCo that the UCC Chair position is problematic as a sitting senator because the Chair position is currently for a three-year term, and Senators are not elected as they start their three-year senate term, so there is a potential time when the Chair is not a sitting Senator.
* New position would be a faculty member appointed by the SVPAA with the idea that the person chosen would have good administrative abilities, but no decision-making authority. Connelly shared that the first evolution would be the expansion of the UCC chair role and then consider moving towards a new model with this new position. Anderson shared that might consider taking the UCC out of being standing committee chair of the Senate and on an annual basis elect a senator to sit on the UCC that would be a liaison member of ExCo. Discussion about the accountability of the UCC Chair if not holding a standing committee position in Faculty Senate.
* Connelly, Tolman, Seeley, Garcia will prepare a handout for further discussion at the next ExCo meeting.

**Merit Pay Guidelines Committee**

* Anderson is proposing to chair an ad hoc committee with one rep per school/college to prepare guidelines for presentation in March 2019. Add to Faculty Senate agenda for ratification.

**FACULTY GRIEVANCE POLICY**

* Proposal was made to change the name in the policy to reflect the correct body to review faculty grievances.
* Brown/Pettersson will review the policy for any additional changes to bring into alignment. Brown will follow-up with Cara O’Sullivan to make the name change immediately.
* Anderson will follow-up with the Police Chief to invite to the next ExCo meeting regarding Campus Police procedures.
* Brown shared that the Employee Issues Committee is addressing protocol communication and will take to President’s Council in the next few weeks.

**SCHEDULING COMMITTEE CHAIR**

* Discussion occurred in AAC regarding the Chair of the Scheduling Committee being an ExOfficio member. The question to be answered is should a faculty committee be chaired by an ExOfficio member. The intent was for an administrator to be a facilitator to take on the administrative burden of supporting the work of the committee, but have the committee elect its own chair. Tiffany Evans has institutional knowledge and maybe Senate consider a co-chair. Will bring up in Faculty Senate for vote.

**WE Initiative**

* AAC discussed and determined that there are some significant details that need to be addressed before implementation. This is a faculty-led initiative and AAC recommends that the initiative be fully vetted. They are unanimous in support of the initiative, but need to examine the recommendations/requirements to determine each school/college has the appropriate resources to implement. They would like to delay the implementation for one year. Bring to Faculty Senate for discussion.

**Committee Recommendation Approvals**

* OER OTL Committee – Seth Gurell, Chair; Sandie Waters – SOE; Lindsey Gerber – UC; Mina Wayman – CHPS
* Professional in Residence Committee – Howard Bezzant – CET; Paige Gardiner - WSB

Set Agenda for the November 13, 2018 Faculty Senate meeting.

Meeting adjourned at 5:00 pm

ACTION ITEMS:

* Send any thoughts on compensation to Thulin or Anderson. (All)
* Library research institutions on issues of compensation models. (Smith)
* Send draft guidelines for Out-of-State Workers. (Anderson)
* Work with Jacob Atkin re Bookstore Faculty Liaison Committee. (Brown/Hayden)
* Prepare a handout on the UCC Chair Role Expansion for further discussion at the next ExCo meeting. (Connelly/Tolman/Eugene Seeley/Elena Garcia)
* Review the Faculty Grievance policy for any additional changes to bring into alignment. (Brown/Pettersson)
* Follow-up with Cara O’Sullivan to make the name change of the new RTP & Appeals Committee immediately in the Policy 647 – *Faculty Grievance*. (Brown)
* Follow-up with the Police Chief to invite to the next ExCo meeting regarding Campus Police procedures. (Anderson)