**Faculty Senate Executive Committee Minutes**

August 28, 2018

FL 516 – 3:00-5:00 pm

***Present***: Jon Anderson, Anne Arendt, Wendy Athens, Mark Bracken, Kat Brown, Karen Cushing, Dianne McAdams-Jones, Annie Smith (Library), Jeff Olson, Jim Pettersson, Sean Tolman, Craig Thulin, Sandi Waters

Visitors: Cara O’Sullivan, Tuvae Nerveza-York, Cameron Martin

***Excused or Absent:***

* Call to order – 3:00 PM
* Approval of Minutes from June 29, 2018. Minutes approved.

**Interim President**

* Semester off to great start. Waiting for President-Elect Tuminez to start 9/17/18. She is supportive of shared governance. Will provide her with a copy of the AAUP Redbook.
* PELC has asked Thulin to present on shared governance. Olson will follow up on the appropriate date.
* Smith will check to see if the AAUP Redbook currently housed in the Library is up-to-date. If not, either the Library or Faculty Senate will purchase a copy.

**Acting SVPAA/AVPAA**

* Major policies coming forward will be the chairs policy, and the Faculty Remediation and Sanctions policy formerly the discipline policy. Hoping to have the rank policy as well. Pettersson and Brown plan to have a faculty committee work on reviewing the RTP criteria. Hopefully more departments will send in their RTP criteria which will then extend to their Annual Reviews and Merit awards.
* Academic IT going well with Civitas coming out in conjunction with Student Affairs.
* Brown will summarize issues around shared governance and operations for Thulin.

**Library**

* Wrapped up research from summer and ready for new projects.
* Roots of Knowledge speakers have been scheduled for fall. Stay tuned for more details.
* Sunday hours continue to be publicized and will conduct another advertising campaign.

**OTL**

* 244 adjuncts participated in the Adjunct Institute over the summer.
* 70 faculty completed the Pathway Three Online Certification. Nearly 100 faculty have now completed this training. 80 faculty are scheduled for the fall cohorts.
* Have seen a decline in faculty participation in workshops, but see the increase in certifications.

**Debate Calendar**

* The following policies will be placed on the agenda as information items:
  + 114 – *Conflict of Interest*
  + 204 – *Appropriateness of Expenditures*
  + 304 – *Employment of Relatives (“Nepotism”)* (Deletion)
  + 542 – *Student Records Access (Student Privacy/FERPA)*
  + 543 – *Use of Student SSN as Student IDs* (Deletion)
  + 608 – *Internship Program Requirements and Implementation*
  + 710 – *Clery Act Compliance*
  + Thulin would like support of Administration if need to extend time for policy reviews. O’Sullivan clarified that President’s Council can extend time if needed. Recommend bringing the stewards of Policies 114, 608, and 710 to the 9/4 meeting.

**Discussion Items**

* Policy/Procedure Primer
  + In past, have distributed the policy primer noting Faculty Senate’s role in the policy process. O’Sullivan reviewed and is satisfied with the procedures. Anderson will forward copy to Bracken. Bracken recommended the Faculty Senate agree to a modified version of Robert’s Rules.
  + Three documents in play: 1) Policy Primer, 2) Senator Expectations, and 3) Procedures during meetings. Need to determine if we establish “rules of the day” or “rules of the house.” Bracken will take time on 9/4 to introduce Policy Primer and determine “rules of the house.”
  + O’Sullivan will present on the policy process and policy primer on 9/18.
* Benefits Committee Attendance
  + Thulin, Anderson, Bezzant sit on the committee and two of them have conflicts on the last Wednesday of the month at 3pm. Seeking ExCo volunteers to assist. Bracken and McAdams-Jones volunteered.
  + The committee is informed by the health of the insurance plan and assists in making recommendations as needed for the benefit of the university self-insured plan.
* Political Engagement
  + University Relations would like to encourage everyone to be engaged in the political process and be sure their voice is clearly heard. Faculty and staff must use their personal email accounts or addresses when contacting their legislators unless the issue is germane to their job function. (See handout)
  + Schedule Martin on 9/4 at 3:15 pm
  + Proposition 5 will be coming forward in this election cycle that will be germane to UVU. Will provide information at the meeting.
* HR Concerns
  + McAdams-Jones distributed an email regarding some HR concerns and misinformation received in regards to Medicare. McAdams-Jones will also provide information at the Benefits Committee meeting.
  + Waters, faculty representative on the AVP for HR search committee, will share concerns from McAdams-Jones and about the need for the new AVP to have a broader knowledge of healthcare and the impact on employees.
* Final Exam Communication
  + Testing Center will not be scheduling final exam testing times outside of the published final exam schedule.
  + Olson reported that the Testing Center has moved from Student Affairs to Academic Affairs as of this week.
  + Will hold off making announcement about the Testing Center until receive update from Waters re drop down screen to note whether need a room or final exam.
* Chair Stipend Calculations
  + Hold for more information from Kat Brown
* Language for Required Training Documents
  + Anderson reported that General Counsel is backing off on language entirely for the present and looking at other ways to address based on the Faculty Senate Subcommittee’s recommendations. Alin provided background information about the legal arguments against faculty signing training documents.
  + Will put as an Information item.
* Strategic Plan Integration
  + Formally ties the various university master plans together. Schedule Jeff Johnson to make presentation.
* Credit Hours, including USHE definitions
  + Arendt created spreadsheet simplifying USHE definition is on credit hours. Also, what it means for students.
  + Will make as presentation item for senators to take back to the departments.
* Rank Advancement Criteria
  + Discussion on final date for departments to submit rank advancement criteria. If departments do not meet the deadline, then individuals eligible for rank advancement will not receive.
  + Pettersson will motion that 9/30/18 be the final date for submission.
* Online Course Wellness by OTL
  + Component of Flexible Learning Strategic Plan.
  + One Month Wellness Flex Course Checkup Tool
    - Provides informative feedback for instructors and supports early intervention (Early Alert) to aid students.
    - Complimentary tool to help retain students.
    - This is an opt-in tool.
  + Will list as information item.
* PBA Requests
  + Recommendations for this year’s PBA consideration. Make discussion priority for next ExCo meeting.
    - Summer stipend for Senate President
    - Reassigned time for chairs of (standing or not) faculty senate owned committees
    - Shared administrative assistant to help chairs coordinate their committees (not the executive committee)
    - New funds for FEA non-tenured/track FT faculty
  + Send comments to Anderson.
* Set Agenda for the September 4, 2018 Faculty Senate meeting.
  + **MOTION** – Pauli Alin moved to extend the meeting for five minutes. Jon Anderson seconded. All in favor? Motion passed.

Meeting adjourned at 5:07 p.m.

**UVU Employee, Student, and Institutional Protocols for Engagement in Political Activities**

UVU faculty, staff and students are encouraged to be politically engaged. However, there are legal limitations on how they may engage as members of the UVU campus community, especially for UVU employees (part- and full-time faculty and staff). The following explains the parameters of proper engagement for state employees and entities as well as students in accordance with Utah's Political Activities of a Public Entity Act (Utah Code Ann. §20A-11-1201, et seq.).

1. **UVU Employees**. As a private citizen and on their own time, any UVU EMPLOYEE may engage in political activities (e.g., run for and hold public office, participate in political party meetings or causes, attend public forums and debates, and take a personal position for or against public referendum). However, a UVU employee (part- or full-time including student employees):
2. CANNOT engage in political activities
   * 1. while at work (i.e., on the clock) through
        1. the use of UVU owned resources (e.g., university computers, tablets, copiers, paper, etc.);
        2. the use of UVU service (e.g., UVU email or social media accounts); or
        3. campaigning tactics (e.g., wearing a political pins in support or opposition of a referendum or tell co-workers how to vote);
     2. in a way that gives the impression that they represent UVU and its interests (the exception to this are UVU employees whose job function it is to officially represent UVU and its positions and interests); and
3. MAY fully engage in political activities
   * 1. while on their own time (e.g., after work hours or while using personal or vacation leave)
     2. through the use of their personally owned equipment and personal email and social media accounts; and
     3. by clearly representing their own interests and not UVU’s.
4. **UVU Students**. As a private citizen on their own time and through the use of their own resources, any UVU STUDENT may engage in political activities (e.g., encourage other students to register to vote, engage other students through the use of an information table or booth on campus (as per university policy and protocols), and otherwise engage in the political process). However, UVU students:
   1. CANNOT use their UVU student email to engage politically, and
   2. when on the clock as a UVU employee (part- or full-time) are subject to the same standards for all UVU employees as stated above.
5. **UVU Student Association**. UVUSA, as a public body of UVU, may support and engage in efforts to encourage students to register to vote (why and how to), to vote (where and through what means they may vote), and to be politically active. UVUSA cannot tell students what political activities or parties they should engage or how to vote on a particular issue or candidate race. However, a student club may, through approved UVUSA sponsored events (e.g., Club Rush, Constitutional Week, etc.) promote its political position on issues and candidates, but must do so within the prescribed protocols of the event.
6. **Utah Valley University**. As a general rule and pursuant to Utah Code Ann. § 20A-11-1203, a public entity, which specifically includes a public institution of higher education such as Utah Valley University, CANNOT
7. tell people how to vote on a particular ballot proposition or referendum,
8. endorse any candidate running for office, or
9. make an expenditure from public funds for political purposes or to influence a ballot proposition or referendum.

However, a public entity like Utah Valley University MAY

1. expend donor funds to advocate for or against ballot proposition or referendum,
2. provide a statement about its position regarding a ballot proposition or referendum,
3. provide factual information about a ballot proposition or referendum to the public so long as that information also grants equal access to both opponents and proponents to the ballot proposition or referendum,
4. provide neutral encouragement for voters to vote,
5. host candidate debates, and
6. invite elected officials to speak and/or attend a university event.