**Faculty Senate Minutes**

February 18, 2020

CB 511, 3:00-5:00 pm

***Present***: Mark Abramson, Jonathan Allred, Maureen Andrade, Anne Arendt, Ursula Sorsensen (for Wendy Athens (OTL)), Lyn Bennett, Mark Bracken, Laurel Bradshaw, Roxanne Brinkerhoff, Lauren Brooks, Leo Chan, Susan Cox, Seth Christensen, Shane Draper, Reid Elem, Max Eskelson, Nathan Gale, Phil Gordon, Barry Hallsted, Young Wan Ham, Matt Hasara, Jeff O’Flynn (for Melissa Heath), Rick Henage, Jessica Hill, Joshua Hilst, Greg Jackson, Jamie Johnson, Janine Knighton, Chuck Knutson, Stephen Ley, Diana Lundahl, Mohammad Masoum, Jeff Maxfield, Dianne McAdams-Jones, Kevin McCarthy, Rick McDonald, Ronald Miller, Maddie Miskho (UVUSA), Elijah Nielson, Matthew North, Evelyn Porter, Kelli Potter, Denise Richards, Leo Schlosnagle, Dustin Shipp, Anthony Morris (for Annie Smith (Library)), Mike Stearns, Wayne Vaught, Ryan Vogel, Bob Walsh, Sandie Waters, Alex Yuan,

***Excused or Absent***: Pauli Alin, Kat Brown, Karen Cushing, Paige Gardiner, Alan Parry, Jim Pettersson, Sean Tolman, Lyn Wells, Geoffrey Zahn

***Guests:***  Joe Jensen, Elena Garcia, Linda Makin, Cameron Martin, Judy Martindale, John Curl, Andrew Stone, Jacob Atkin, Dianne McAdams-Jones

Call to order – 3:01 p.m.

Announcement – Faculty Senate will only be serving coffee and water during meetings.

Approval of Minutes from February 4, 2020. Minutes approved.

**PROVOST**

* AAC met to discuss priorities. Arendt did present an Ombuds person that will be discussed further. Vaught shared that one of his priorities is improve culture, positive work environment, and build stronger collaborations and partnerships within Academic Affairs.

**OTL**

* Deadline to apply for an HEA Fellow is 3/13.

**UVUSA**

* Speaker Tan France will be coming on 2/25 at Noon in the Lockhart Arena. Can receive up to five tickets. Topic will be “How to become an influential member in whatever community you are a part of and how to be a leader.”

**LIBRARY**

* Welcome to Katherine Paterson the new Instruction Librarian.
* Streaming video requests are due to the Library by 5/1/20. This includes videos needed for summer semester, otherwise will need to wait until the new fiscal year. Streaming items are purchased for a year, so if want to renew, will need to notify the Library.

**STANDING COMMITTEE REPORTS**

* Special Assignments & Investigations
  + Putting together the Workload Taskforce and still need representatives. See link in agenda. Anyone can attend the meetings, but there are set number of voting members. Charge of the taskforce is to determine the discrepancies and how workload is reported. Might only need to address a small percentage of issues. Taskforce is looking a peer comparisons for teaching loads, but will need to adhere to USHE standards.
* Service & Elections
  + Continues to work on the HR Benefits Committee seeking one person for a three-year term.
  + Workload Taskforce nominations can be sent to Sandie Waters.
  + Schools and Colleges with positions to be filled:
    - SOA – None
    - CHPS – FEA (1) and WE (1)
    - WSB - University Course Materials Committee (1)
    - SOE – None
    - CHSS – Council of Academic Standards (1); FEA (1); RUEC (1); Service & Elections (1); WE (1); University Course Materials Committee (1)
    - COS – PiR Committee (1); RTP&A Advisory Committee (1); University Course Materials Committee (1); WE (1)
    - CET – FEA (1); RUEC (2); University Course Materials Committee (1)
    - UC – GE Committee (1); RUEC (1); FEA (1)
* Curriculum
  + Continue to make a few more changes to the process based on feedback. Will bring to President’s Council on 3/12 and to the Board of Trustees on 3/25. The revised policy and guidelines are still in process.
* Retention, Tenure, Promotion & Appeals
  + Committee prepared the first report of the five-year review of Department RTP Criteria and will deliver to the Provost Office this week. We are about one-third of the way through the review.
  + Sending an Executive Summary for Limited Scope on Policy 637 – *Faculty Tenure* to President’s Council by end of month.
  + Preparing an Executive Summary for comprehensive review on Policy 646 – Tenure, Promotion, and Appeals.
* Policy Liaison
  + Baldomero Lago is working on Policy 252 – *International Travel.* Seeking any faculty representation on the revision committee. Contact Arendt or Lago. UVU has canceled all study abroad trips to China due to the Corona virus.

OTHER COMMITTEE REPORTS

* Remediation, Sanction, and Separation Task Force
  + Broken into subgroups and are beginning the drafting process.

FOLLOW-UP ITEMS

* Arendt proposed the idea of having a representative (Jeremy Knee) from the Office of General Counsel (OGC) attend Faculty Senate meetings as a non-voting member. This would allow senate to receive legal information in real time. If there were ever an instance that senate does not want a legal representative present, senate would have the right to excuse that individual. Cons – 1) the rep might provide commentary when senate did not request it; 2) there are more than one reading of the law and OGC has not been a friend to the faculty; 3) is the rep acting in the best interests of the faculty or the university; 4) commentary could be used to shut down conversation; 5) will the rep opinion be binding. Pros – 1) can conduct research, but still allow senate the vote; 2) this is a simple consult role where if they are asked a question, they can respond; 3) have the ability to ask questions in the meeting, but can also contact the rep separately.
* Policy 647 – *Faculty Grievance* definition of the terms “grievant” and “retaliation.” Senate would like these two terms clarified by President’s Council. Reviewed list of questions that will be presented. Ultimate authority of policy questions is President’s Council.

PRESENTATIONS

* Governance in Higher Education in Utah
  + Shared governance at UVU exists in an eco system with the State of Utah and the Federal Government. NWCCU is recognized by the U.S Department of Education. Planning process is inclusive and provides opportunities for comment by appropriate constituencies both internal and external. President and administrators charge with planning and organizing the institution.
  + Faculty would be defined under which standard is being read.
  + Utah Code 53B is all about Higher Education. This is the power source for Utah Higher Ed.
  + Review of USHE Policies on governance and delegation of authority for Regents, Board of Trustees, and Presidents.
  + Internal governing body is President’s Council (President, Provost, Faculty Senate President, General Counsel, VP Institutional Advancement, UVUSA President, VP HR, Planning & Budgets, VP University Relations, Chief of Staff, PACE President, VP Finance & Administration, VP Student Affairs, Chief Officer – Inclusion & Diversity, AVP Human Resources/CHRO). President is utilizing the University Executive Council (President’s Council, Deans, AVPs) for more strategic matters. Cabinet provides advising and consulting to the President on strategy, operations, and stakeholder relations.
  + Q&A
    - Regents and Trustees are currently appointed positions. Recommended by the Governor and approved by the Senate. These appointed positions have a term of service and can be renewed when a new Governor takes office.
  + Eco-System of Higher Ed
    - Provided Legislative Affairs updates. Link: <https://www.uvu.edu/universityrelations/legislative/index.html>
    - Currently, resources are available from the Education Fund.
    - Weekly updates can also be accessed.
    - Legislature is merging the Board of Regents and the MTECH Administrative Office into one body. SB 111 – Higher Education Amendments - identifies how the merger will happen and the composition.
    - HB 132 – Higher Education Student Speech Rights – UVU has concerns as this raises threshold of what becomes free speech or harassment and bullying.
* Legislature Funding for HR Priorities
  + HR is seeking senate’s priority ranking for four areas:
    1. Maintain medical benefits – University funds a 90/10 split with employees.
    2. Cost of living adjustments (Cola) across the board
    3. Market equity adjustments – if position has increased in the market, would apply funds to bring position up to market value. Comp 101 is a training to determine market equity, do surveys, and review CIP codes. This would also address gender equity.
    4. Merit including rank, tenure, and promotion
    5. Undecided
  + Arendt will send a Qualtrics link senators to vote on Friday for get a better feel for priorities.
  + Vote:
    1. 38% - 16 votes
    2. 33% - 14 votes
    3. 2% - 1 vote
    4. 2% - 1 vote
    5. 24% - 10 votes
* Grade Timeliness & Financial Aid Impact
  + There is a deadline for grades to be input/reported into the system after which several processes run for students who have financial aid. If a student has a missing grade and can delay aid for the next semester or cause them to have to repay aid for the term they already received aid for.
  + Problem is across the board between full-time faculty and adjunct faculty. Recently there were ~4000 individual missing grades.
  + Faculty are notified when they are missing grades. Vaught expressed that grades are one of the most important responsibilities for a faculty member. Need to improve the notification system.
  + Consequences could be non-renewal of contract, not eligible for raises, up to dismissal for cause.
  + Concern expressed that maybe some faculty have not been properly trained.
* Bookstore Concerns
  + Created a list of questions and Jacob Atkin has agreed to provide a written response to all of them. Once received will send out responses on 2/21.

POLICY RELATED ITEMS

* Policy 357 – *Tuition and Fee Waivers* – Have revised the title to Employee Tuition Remission in order to comply with state statute.
  + Section 3.3 - Language has been changed to allow “unmarried” children under the age of 26 to receive the remission. This change was to address dependents who may have gotten divorced to receive remission.
  + Section 4.7 – The University will tax employees that have dependents age 24+ and receiving the tuition remission based on IRS regulations.
  + Policy is now in Stage 2 and allows for senators to make comments.
* Policy 523 – *Grading* and Policy 503 – *Add/Drop/Withdrawals*
  + Both policies are receiving upgrades. Policy 503 is clarifying circumstances/deadlines for withdrawals and documentation required. The withdrawal exception process will be adjusted to remove department chairs. The late add process will allow faculty control without the need for an advisors help, except for a few areas such as English.
  + Policy 523 will be discontinuing the UW grade and replacing it with E or another other letter grade student earned. UW causes significant problems for veteran students and international students along with financial aid since we are not consistent in how applied.
* Policy 606 – *Adoption of Course Materials and Text*
  + Proposing to reopen the policy based on audit comments. A few limited scope revision include clarifying or removing out-of-pocket costs as recoverable expenses from textbook royalties, rewording a section for readability and clarity, and deleting references to forms that no longer exist.
  + This proposal would enable third-party vendors.

NON-POLICY RELATED ITEMS

* Ratification of Bylaws for Council for Academic Standards
  + Change majority to be 51%. Ratification vote will occur next senate.
  + If have any additional comments, send directly to Dianne McAdams-Jones.
* RUEC Recommendations
  + Comment document is open for items to be discussed at next senate meeting.
  + Additional appendices will be sent to Arendt for distribution.
  + Reviewed the four recommendations as proposed by the committee. Also referenced the other RUEC activities contained in the document.
    - Organize a Pathways Implementation Committee by fall 2020.
      * Concern about some programs are defined and might not be able to determine 9 common credits.
      * 2+2 is the goal, but could be problematic for some programs.
    - Organize a First Year Seminar Oversight Committee by fall 2020.
      * This would be a temporary committee formed from all schools/colleges with content experts from SLSS and from FYE to ensure all requirements from various areas are met.
      * These would be existing courses that are modified to be first year.
    - Recommend creating a Graduation Distinction for undergraduate research and other scholarly/creative or professional work.
      * This work is above and beyond their normal course work.
      * Would like to track all courses at the section level.
      * Recommend faculty development courses and stipends for faculty who implement HIPs in their courses.
      * Will begin with OTL workshops this summer.
    - RUEC should continue.
  + Review all information and be prepared to vote on each recommendation separately.

Meeting adjourned at 4:58 p.m.