**Faculty Senate Minutes**

October 27, 2020

Via Microsoft Teams, 3:00-5:00 pm

***Present***: Maureen Andrade, Jon Anderson, Anne Arendt, Wendy Athens (OTL), Lyn Bennett, Lauren Brooks, Leo Chan, Seth Christensen, Joy Cole, Suzy Cox, Karen Cushing, Shane Draper, Max Eskelson, Beka Grulich (PACE), Lisa Hall, Barry Hallsted, Young Wan Ham, Melissa Heath, Rick Henage, Jessica Hill, Joshua Hilst, Hilary Hungerford, Armen Ilikchyan, Greg Jackson, John Jarvis, Kyle Kamaiopili, Jeremy Knee (OGC), Scott Lewis, Stephen Ley, Diana Lundahl, Mohammad Masoum, Jeff Maxfield, Rick McDonald, Ronald Miller, Elijah Nielson, Matthew North, Alan Parry, Evelyn Porter, Kelli Potter, Audrey Reeves, Denise Richards, Brandon Ro, Leo Schlosnagle, David W. Scott, Dustin Shipp, Skyler Simmons, Zachery Taylor, Wayne Vaught, Ryan Vogel, Bob Walsh, Sandie Waters, Lucy Watson (UVUSA), Christopher Witt, Alex Yuan, Geoffrey Zahn

***Excused or Absent***: Kat Brown, Paige Gardiner, Chuck Knutson, Dianne McAdams-Jones, Natalie Monson, Jim Pettersson, Karen Sturtevant (Library), Lyn Wells

***Guests:***  Jim Bailey

Call to order – 3:00 p.m.

Approval of Minutes from October 13, 2020. Minutes approved.

**PROVOST**

* Three weeks until all courses move to remote learning with a few exceptions.
* Spring semester is looking very similar to fall. Seeing a slight increase in face-to-face courses. Might be some changes with course caps and classrooms, but modality offerings will stay the same.
* A survey was conducted to get student insights on their educational experience and if they foresee any delays. Expressed concern about extracurricular activities not being held. In the survey, most students were happy with their face-to-face courses over their remote courses. If senate would like to hear more, let Provost Vaught know.
* Would like faculty to think about post-COVID flexible delivery models for a Provost Town Hall discussion.
* Working with Kat Brown on the Provost Lecture Series and getting dates set up to allow faculty engagement during the next semester.
* PBA is in process. Academic Affairs will begin their presentations starting Monday, 11/2, at 9:00 a.m. Check the <https://www.uvu.edu/pba/docs/2020/20pba_detail_schedule.pdf> for schedule.
* NWCCU was on campus last week for the three-year mid-cycle review. Visit went very well and received positive feedback. Thanks to those in senate who participated.
* McDonald expressed concern about student’s desire for online streaming classes and faculty’s desire for face-to-face modality. Vaught responded that the intent is to have an open conversation to help faculty deliver their courses in the best modality and meet student’s desired modalities. We need to use the technology we now have to help faculty be the most effective in whatever or however they are wanting to offer their courses.

**POLICY**

* Policy 104 – *External Advisory Boards*
	+ **MOTION** – Elijah Nielson moved to vote on the policy comment summary. Sandie Waters seconded. No discussion. All in favor? Motions pass.
		- Comment 1 – Can adjuncts or lecturers fit into the volunteer category if they wish to serve on committees? Support – 29; Do Not Support – 4; Abstain – 2. Comment Supported.
		- Comment 2 Clarify the donation process and check with OGC if it will work. Specifically, clarify how to receive and record donations from several donors that are then submitted by a single donor or advisory board. – Support – 31; Do Not Support – 0; Abstain – 4. Comment Supported.
		- Comment 3 – Please add space to the form to include the mission, purpose, goals, and scope, proposed membership of the advisory board, terms of service, board officer positions, and responsibilities. Support – 33; Do Not Support – 0; Abstain – 2. Comment Supported.
		- Overall – Supports – 29; Do Not Support – 0; Abstain – 3. Faculty Senate Supports.
* Policy 658 – *Graduate Programs*
	+ Intent is to get the graduate faculty more involved in decision-making. Outlines the responsibilities for program directors, department chairs, and deans and what the roles are for graduate faculty.
	+ There is already a graduate office at the university level. The policy addresses more at the program level.
	+ Drafting committee included several individuals from the graduate council in addition to program directors. Bailey shared that several changes addressed problems he has run into over the last few years.
	+ Policy 655 – *Graduate Faculty* defines graduate faculty and the qualifications. Each college sets up their own standards under that policy. <https://www.uvu.edu/graduatestudies/grad_faculty.html>
	+ Graduate Faculty do have to meet the minimum requirements to serve as a graduate faculty member. Biggest factor is to bring graduate faculty shared governance into the policy for the decision-making processes.
	+ Graduate Faculty under the policy would be elected under the direction of the Faculty Senate.

**NON-POLICY RELATED ACTION CALENDAR**

* Curriculum Procedures
	+ **MOTION** – Elijah Nielson moved to vote on the curriculum procedures. Sandie Waters seconded. All in favor? 33; Opposed - 2; Abstained – 2. Motion passed.
* Bylaws
	+ Q1 - Include a list of Faculty Senate Executive Committee officers. Include a list of non-executive Faculty Senate. Yes – 30; No – 0; Abstained – 3. Vote passed.
	+ Q5 - To facilitate the smooth transition of standing committee chairs, include a statement resembling “To ensure smooth and knowledgeable transitions of committee chair-ships, current chairs will create and maintain a document that outlines, describes and explains the purpose, tasks, and expectations of the committee. Yes – 32; No – 2; Abstained – 0. Vote passed.
	+ Q6 - Section 2.1.1.1 and 2.1.1.2 are the same. Remove section 2.1.1.2 and renumber paragraphs accordingly. Yes – 30; No – 0; Abstained – 4. Vote passed.
	+ Q7 - In Sections 2.3.1.2.3 and 2.3.1.3.4, define “monitors”. Yes – 31; No – 0; Abstained – 3. Vote passed.
	+ Q8 - Add in section between 2.3.1.3.3 and 2.3.1.3.4 that states "...Notifies colleges/schools of committee openings prior to elections being held." Yes – 32; No – 0; Abstained – 2. Vote passed.
	+ Q9 - In 2.3.2.1.3, replace the word “direction” with “training.” Yes – 30; No – 0; Abstained – 4. Vote passed.
	+ Q10 - In anticipation of the changes to Policy 637, change 2.3.2.1.5 to read: “Each year, the Retention, Tenure, Promotion and Appeals committee shall review 20% of RTP Criteria university-wide, ensuring that each department, school or program document is reviewed at least once every five years. The order and timing of review for each document shall be managed and tracked by the chair of the committee, in coordination with the Provost’s office.” Yes – 30; No – 3; Abstained – 1. Vote passed.
	+ Q11 - In 2.3.3.2, why does the Associate Provost - Academic Programs evaluate the UCC Chair? Why is similar evaluation and letters not provided to all standing committee chairs? Rank the following choices from 1(first choice) to 4 (last choice).
		- Results are: Bylaws should be adjusted to remove the AP - Academic Programs evaluation of UCC Chair to match the other standing committee chairs. Had a majority of the votes.
	+ Q12 - In 2.3.3.3, remove the word “Committee” as it is redundant with UCC. Yes – 29; No – 1; Abstained – 4. Vote passed.
	+ Q13 - Delete 2.3.3.4.2 and renumber paragraphs accordingly. Release time cannot be guaranteed as it is negotiated on a year to year basis as stated in Policy 103.

Will make updates on the website. Yes – 29; No – 1; Abstained – 4. Vote passed.

* + Q14 - In 2.3.3.4.3, remove mention of stipends, release time, or other support written into the Bylaws, as these are not things that Faculty Senate can control. Rank the following choices from 1(first choice) to 4 (last choice).
		- Results are: Bylaws should be adjusted to remove any mention of supports such as stipends or release time from all positions. Not a majority, but had the Condorcet candidate (would have won if they were paired off against every other option individually).
	+ Q15 - n 2.3.4.1.5, clarify “during other times, when appropriate.” Yes – 30; No – 1; Abstained – 3. Vote passed.
	+ Q16 - S&I Chair reports to the Faculty Senate as well as the Faculty Senate Executive Committee? Yes – 25; No – 2; Abstained – 7. Vote passed.
	+ Q17 - Update CAS function/descriptions to include the following: a. Add in 2 sections between 2.4.3.1.2 and 2.4.3.1.3 that states the following i. CAS adjudicates individual student cases involving undergraduate (and graduate) academic standards and performs other duties as directed by the Utah Valley University Faculty Senate including the following: 1. Providing Recommendations for students with regard to readmission 2. Hearing Appeals for Grade Changes (including Appeals of Withdrawals) 3. Hearing Appeals for Degree/Program Requirements Changes (or Substitutions) 4. Hearing Appeals for Admission 5. Hearing Appeals of Suspension 6. Hearing Appeals of Dismissal ii. Other Issues which may be decided by this council include: 1. Conflicts concerning General Education (GE) requirements (total hours/hours in one or more areas of general education, distribution requirements, etc.) 2. Conflicts regarding course enrollment (late adds, late withdrawals, etc.) 3. Academic dishonesty 4. Course substitutions b. Change the wording of 2.4.3.1.6 to say (changes in bold italics): i. The bylaws of the Council will be maintained separately from the Senate bylaws and can be found on the CAS website. c. Renumber paragraphs accordingly. Yes – 29; No – 0; Abstained – 5. Vote passed.
	+ Q18 - In 3.4.1, make Terms the heading 3.4.1 and the 6 bullets below be indented one more time to become 3.4.1.1 - 3.4.1.6. Yes – 28; No – 3; Abstained – 3. Vote passed.
	+ Q19 - Section 3.4.5, remove the reference of Clickers. Yes – 26; No – 2; Abstained – 6. Vote passed.
	+ Q20 - In section 3.5.2, change “15 March” to “March 15th” to be consistent with the rest of the dates in the document. Yes – 32; No – 0; Abstained – 2. Vote passed.
	+ Q21 - In Section 3.6.3, modify the line to read “Chairs of committees are officially part of the Faculty Senate." with the clarification of "officially". Yes – 29; No – 0; Abstained – 5. Vote passed.
	+ Q22 - In Section 4.1.1, modify this line to replace the word “our” to “the Faculty Senate’s”. Yes – 32; No – 0; Abstained – 2. Vote passed.
	+ Q23 - In Section 4.2.1, change “generally” to “always done.” Yes – 24; No – 3; Abstained – 7. Vote passed.
	+ Q24 - Section 4.2 should include information about how the comment documents are handled.
		- Results: Bylaws will be updated with rules concerning comment documents for the next round of bylaw changes (a task force will be created to specifically address this topic and bring it to an upcoming Faculty Senate meeting - results in one of March's Faculty Senate meetings). Had a majority, meaning ranked order wouldn’t have mattered.
	+ Q25 - Section 4.5 should say (changes in bold italics), “Meetings of the Faculty Senate and Executive Committee.” Yes – 28; No – 0; Abstain – 6. Vote passed.
	+ Bylaws will be revisited in the spring so if there are future changes can bring them forward at that time.
* Essential Learning Outcomes (ELOs)
	+ The ELO Committee is ready to send out the ELOs similar to policies in Stage 2 even though this is not policy. Asking Faculty Senate if they want a formal unified voice on the direction the ELOs are going or just move forward with the individual feedback already provided. Individuals can provide personal comments during Stage 3.
	+ Arendt would like to compile the current feedback and bring back all the faculty feedback once received for senate discussion.
	+ **MOTION** – Sandie Waters moved to wait to hold a strategic discussion until all the faculty feedback from the town hall meetings has been received. Rick McDonald seconded. All in favor? 34. Motion passed.
* Outlook 365 Outage
	+ Would like to receive a formal notice sent to faculty and students from IT when there is a campus-wide outage to be better prepared for courses.
	+ **MOTION** – Rick McDonald moved for Faculty Senate to entertain further action on using the campus emergency text messaging system or Canvas system-wide notification to disseminate technological issues that prohibit the functioning of classes during the duration of the COVID-19 pandemic. John Jarvis seconded. All in favor? 21; Opposed - 8; Abstained – 0. Motion passed.
	+ **MOTION** – John Jarvis moved to have Dr. Skyler Simmons lead a strategic discussion at a future Senate meeting (tentatively the 11/10 meeting). Rick McDonald seconded. All in favor? 25; Opposed - 5; Abstained – 0. Motion passed.

**GOOD OF THE ORDER**

* UBHE Town Hall is an opportunity to hear what is happening in the Utah Valley. Anderson encouraged all to attend.

Meeting adjourned at 3:56 p.m.