**Faculty Senate Minutes**

September 5, 2017

CB 511, 3:00-5:00 pm

***Present***: Mark, Abramson, Kim Abunuwara, Huda Al-Ghaib, Pauli Alin, Jonathan Allred, Jon Anderson, Brian Barthel, Howard Bezzant, Laurel Bradshaw, Bret Breton, Clay Brown, Kat Brown, Josh Cieslewicz, Alan Clarke, Suzy Cox, Ken Crook, Reid Elem, Lindsey Gerber, Darrell Green, Merrill Halling, Basil Hamdan, Dan Hoffman, Jamie Johnson, Lydia Kerr, Duane Miller, Anthony Morris (Library), Shalece Nuttall (PACE), Hong Pang, Alan Parry, Jeff Peterson, Jim Pettersson, Karen Preston, Denise Richards, Robert Robbins, Anthony Romrell, Sheri Rysdam, Leo Schlosnagle, Tyler Standifird, Matthew Taylor, Craig Thulin, Sean Tolman, Sandie Waters, Robert Warcup,

***Excused or Absent***: Karen Cushing, Sara Flood, Phil Gordon, Matthew Holland, Gary Mercado, Margaret Mittelman, Jeff O’Flynn, Jeff Olson, Terrance Orr, Arianna Reilly, Meghan Roddy, UVUSA, Paul Weber

***Guests:***

Call to order – 3:05 p.m.

Review of Faculty Senate website at [www.uvu.edu/facsenate/](http://www.uvu.edu/facsenate/). Senators need to review minutes and provide feedback or corrections if necessary. Policy comment links will be provided to all senators for feedback.

Approval of Minutes from April 18, 2017. Minutes approved.

**ADMINISTRATIVE UPDATES**

* Kat Brown (AVP Administration)
	+ Welcome Back! Olson wanted to reiterate there has never been a more important time to be in higher education in light of past summer events. Grateful for work faculty is doing in challenging students, their critical thinking skills, and helping to develop them into full civil members of our civic society.
	+ RTP Tips & Guidelines recently updated and sent out to your Deans, Department Chairs, and RTP Chairs. Posted on the Faculty Senate website and on the Academic Affairs website.
	+ Remind your faculty that Tenure portfolios due to RTP Committees on September 15.
	+ Many policies coming forward this year such as Merit Pay and Post-Tenure Review. Annual Review policy went into effect in June 2017. Template is still under review by legal.
* Anthony Morris (Library)
	+ Distributed new brochure on library services for faculty. Library renamed as Fulton Library, which changed room numbers from LI to FL. Sunday hours continue increased utilization, and received additional funding for this year.
	+ Morris will inquire about the status of database changes from Lexis-Nexus and Westlaw to see what improvements can be made.
* Shalece Nuttall (PACE)
	+ Represents staff on campus. Periodically hold open forums and events throughout the year. Encourage staff to attend.
	+ Held a Staff Fall Forum and received feedback on the positive and negative aspects of PACE. Will bring forward several initiatives that impact faculty as well over the next few months.

**PARLIAMENTARIAN**

* Howard Bezzant is serving as Interim Parliamentarian. Distributed Procedural Primer and Policy Primer. We use Robert’s Rule of Order in a modified form. Intent of Senate is to follow procedures. When motions made, they need to be seconded, and depending on type of action either debated or voted upon. Tabled items do require a motion to bring it off the table.
* Reminder that Faculty Senate does not vote on policy, only on comments made in Stage 2 that go forward. Stage 3 is open for general comments.

**PRESENTATION ITEMS**

* Introduction of Senators

**CONSENT AGENDA**

* Two individuals are serving in interim positions: Howard Bezzant as Interim Parliamentarian and Clay Brown as Interim Policy Liaison.
* **MOTION** - Senator moved to ratify both interim positions. Senator seconded. All in favor? Motion passed.
* These positions were appointed this year as the Bylaws currently do not address this action and will be revised and voted on in spring 2018.

**DEBATE CALENDAR**

* Action Items – Motions entertained to make official comments for Sponsor.
* First Readings – Majority of debate and discussions occur at this time. Will continue to use the Google Docs platform to compile comments. Anderson will provide link to all senators in preparation for future discussions.
* Information Items – Policies appear first time in preparation for the First Readings. See links on agenda to Policy Pipeline to view all policies currently in the policy-making process. Review both policies prior to the next meeting and provide comments in Google Docs link. Be sure to hold discussions with department you represent.
	+ Policy 654 – *Faculty Merit Pay*
	+ Policy 641 – *Salaried Faculty Workload* – a very minor change bringing a date into alignment with another policy passed last year.

**STANDING COMMITTEE REPORTS**

* Special Assignments & Investigations
	+ **MOTION** – Alin moved to form a Special Taskforce on Evaluating Teaching Effectiveness. Members of the Special Taskforce will be nominated, elected, or selected in some manner. The Special Taskforce to convene and work in a reasonable timeframe (e.g. Fall 2017). The Special Taskforce will report to a relevant body within UVU. The size of the taskforce should be set so that the taskforce is representative (e.g. it has enough members) yet functional (e.g. it does not have too many members). Gerber seconded.
	+ Need operational definition of teaching effectiveness. Thulin noted this taskforce came out of discussion last year to find ways to complement SRIs and look at possible policy related to teaching effectiveness.
	+ Amendments
		- Find current methods of evaluation as well as other needs in evaluation.
		- Conduct a literature review to determine what other institutions do and best practices.
		- Develop a definition of teaching effectiveness
		- Such other matters as deemed appropriate
	+ Selection of Members
		- Extend an invitation to each college to have one to two representatives on the task force. Potentially add a member from Faculty Development Committee and OTL
		- Balance and how much should be mandatory (opt in/out)
		- Wording in here before action is determined, Faculty Senate should review it and pursue.
		- Product should be a report to Faculty Senate, Faculty Development Committee, and OTL.
		- Information gathering exercise intended to inform decisions
	+ Time frame – One academic year with an expanded timeframe as necessary (with a final or interim report at the end of the academic year)
	+ Chair – Should be someone from Faculty Senate, or at least someone from Faculty Senate should be on it.
	+ All amendments accepted as friendly amendments. All in favor? 33; 1 Opposed; 1 Abstained. Motion passed.
	+ **MOTION** – Clarke moved that Denise Richards be a member of the Taskforce Committee. Motion seconded. All in favor? 28; 0 Opposed; 3 Abstained. Motion passed.
	+ **MOTION** – Clarke moved that Pauli Alin be added as member of the Taskforce. Seconded. All in favor? 30; 0 Opposed; 2 Abstained. Motion passed.
* Service & Elections
	+ Charged with obtaining representatives from each school/college for the Taskforce on Evaluating Teaching Effectiveness.
	+ Policy 160 – *Animals on Campus* – Need recommendations for faculty to participate on drafting committee. Recommendations: Nichole Wangsgard Nick Rowley. Email additional recommendations by Friday, September 8.
	+ GE Committee and Graduate Council Service – Senate is trying to move from appointed positions to elected positions. GE Committee is now nominated and elected through your departments. Graduate Council members need to have applied and been approved for the council.
* Curriculum Committee
	+ CourseLeaf training will begin September 13-14. Must be trained in order to access and utilize the system. Department Chairs received a link for faculty to sign up for the training. Contact your Department Chair if you have not received the email. If you are unable to attend one of the training sessions, contact Chris Alldredge.
* Retention, Tenure, Promotions & Appeals
	+ Looking forward to first year with the Advisement Committee. Guidelines have been created, distributed, posted on the Faculty Senate website, and the Academic Administration website.
	+ All tabs are indexed for location ease in Policy 637. There is a checklist, tips and suggestions for Chairs, Deans, and RTP Committees, along with FAQs. Would like feedback on the FAQs. Encourage your Chairs to distribute to all faculty.

ANNOUNCEMENTS

* United Way Day of Caring, September 14, 7:30 a.m., NuSkin in Provo followed by service project around 8:30 a.m. at Community Action Services at 815 S Freedom Blvd., Provo.
* Sustainability Day on October 25 is an effort to increase our level of consciousness. See attached.
* Duo Authentication – All employees need to activate their Duo Authentication by October 1 for all UVU IT services. The system is a two-factor process. You log into UVU and then will follow up with another step in which you provide a code or link to your smartphone to access. Instructions to set up two-factor authentication can be found at <http://www.uvu.edu/oit/security/duo.html>. For those that desire, you can purchase a key fob if you do not have a smartphone.
* Banner Outage on October 20 at 5:00 p.m. through October 21 at Noon. It will affect Canvas.

GOOD OF THE ORDER

* Current environment in our nation and involvement of higher education in regards to free speech, Faculty Senate wants to set the tone and be clear that we support the university’s mission with its core theme of inclusion and diversity. The Executive Committee wants to underscore our commitment to those ideals and our dedication to free and respectful speech for all points of view and to civility as we discuss differences that we might have.

**MOTION** – Senator moved to adjourn. Meeting adjourned at 4:55 p.m.



