

FACULTY SENATE MEETING MINUTES

September 21, 2023

4:00-5:30pm

Via Zoom

Approved

Attending: Kelly Goonan, Abigail Larson, Scott Knowles, Daniel Eves, Gary Wallace, Chris Younkin, John Benedict, Christian Bohnenstengel, Cody Bremner, Chris Graves, Mitch Greer, Scott Hansen, David Hatch, Steven Hawkins, Maren Hirschi, Jon Karpel, Bryan Koenig, Michael Kroff, Elise Leahy, John Meisner, Andrew Misseldine, Rachel Parker, Joshua Price, Amanda Roundy, Grant Shimer, Ryan Siemers, Kyle Thompson, Qian Zhang

Not Attending:

Proxies: Crystal Koenig for Michelle Orihel, Daniel Swanson for Joel Vallett, Scott Knowles for Rachel Parker

Guests: Jon Anderson, James Sage, Brandon Street, Jake Johnson, Camille Thomas, John Lisonbee, Mackenzie Jenkins, Mike Humes, Matt McKenzie

1. Call to order (4:03)
2. Recognition of Presenters and Guests
 - a. Mackenzie Jenkins, Internship Coordinator, Career & Professional Development
 - b. Brandon Street, Director, Career & Professional Development Center
 - c. Mike Humes, Enterprise Risk Management
 - d. Lucia Maloy, Associate General Counsel
 - e. Matt McKenzie, Staff Association President-Elect, CTI
 - f. Alexis Mccliff, SUUSA VP of Academics (Absent)
 - g. Camille Thomas, Asst. Provost of Faculty Engagement
 - h. Jake Johnson, Asst. Provost of Leadership Development and Compliance
 - i. James Sage, Associate Provost
 - j. Jon Anderson, Provost
3. Proxy Representatives: (4:03)
 - a. TDAA (Rachel Parker) - Scott Knowles
 - b. HSA (Michelle Orihel) - Crystal Koenig
 - c. CJPS (Joell Vallett) - Dan Swanson
4. Approval of Meeting Minutes: [September 7, 2023 minutes](#) (4:04) Mitch Greer moved to approve and Chris Graves seconded the motion. The minutes were unanimously approved.
5. Events and Announcements (4:06)

- a. Reminder: please contribute to the [Internal Communication Survey](#) Please remind your faculty to contribute to this survey.
 - b. SUU Mental Health Resources; “Submit Alert” feature in course rosters (mySUU) Students are settling into courses – keep an eye on them if they show signs of struggling. In the Course roster, you can submit an alert that will go to the Student Services team who can reach out to them.
 - c. Giving Wings to T-Bird Dreams Employee Giving Campaign This will shortly be kicking off. Pres Benson and Provost Anderson will be contributing a matching gift of \$1,000 if we reach 250 contributors. All of the funds raised through this campaign will go directly into scholarships that are administered by the Faculty Senate and the Staff Association, and those will be awarded this year. So keep an eye out for some more announcements.
 - d. Dr. Susan Madsen, “A Bolder Way Forward,” Sept. 27, 11:30am
 - e. [Online Retention and Persistence Conference](#) - This is open to all faculty who teach online and co-hosted by Academic Partners but is not exclusive to those who work with them.
 - f. Save the Date: Health & Wellness Fair, Oct. 19, 10:00am-1:00pm, Ballroom
6. Information Items: (4:09)
- a. Recognize new Senator:
 - i. Mike Kroff - Marketing, Entrepreneurship, Sales, & Analytics (MESA)
 - b. Submitting agenda items – email to faculty senate@suu.edu or Kelly The executive committee meets the week before the scheduled general meetings.
 - c. Travel Authorization Approvals and Procedures
 - i. TAs and Clery – Jake Johnson
 - ii. TAs and risk management – Mike Humes

Jake Johnson: For the past two years I’ve been the Clery Compliance Officer but this will transfer to Mike Humes as I have transitioned to the Provost’s Office. However, when students are traveling overnight, travel requests will still come to my office. The Clery Handbook says we need to know the locations and whether it becomes a repeated location. A street address is required. We may have an obligation to include that in our non-campus geography (in order to reach out to law enforcement agencies to see if there were any crimes committed while our students were there.). CHECK

Q: Does this include international travel?

A: Campuses in the US struggle to get information from law enforcement overseas so we aren’t strictly obligated. Our Study Abroad department pays attention to the countries that have advisories for travel.

Grant Shimer: This doesn’t change anything about what we do right? You just want to know more about the locations we are traveling to, right? (Correct).

Maren Hirschi: How do we collect this for your office?

Jake: When you fill out the Travel Authorization it will already require that.

Mike Humes:

I only approve when travelers are minors. I make sure that policy 5.6.4 is being followed. Other changes with insurance coverage for rental car/personal vehicles. The form will have the option to select and then inform you on what the liability will be and whose responsibility – you or SUU. Whether you are driving your own car, rental, or SUU vehicle you will still need to take the driver training course every two years. When you rent you need to use a company that has a state contract – Enterprise, Hertz, or National. If you do not rent from these companies, you run the risk of not getting insurance coverage.

Rental Car Procedure here:

<https://www.suu.edu/erm/insurance/insurance-rental-vehicles.html>

Defensive Driver Training:

<https://www.suu.edu/fleet/drivertraining.html>

d. CopyLeaks reports – Matt McKenzie

Unicheck is no longer supported. Utah Education Network held an RFP and unanimously chose CopyLeaks across the state and we now have a contract with them. When you go in to create an assignment, note the Plagiarism Review section and change to CopyLeaks. Also, any of the scanned settings as well. Please let us know when you find issues – there will be a few growing pains. The plagiarism score can be found on assignments that are turned in and you can follow the link to generate the report. You can also set it up to do AI detection – as with any tools, you can get a false positive. Click on the “See Alerts” for AI detection. It will also flag Grammarly, which is AI-based. So you really have to look at the report to determine what it is saying is plagiarized. There is a cross-language detection tool that can detect whether articles in foreign languages were translated and then plagiarized. Really look at these reports and to make sure the high percentages are assessing your students’ work accurately.

7. Action Items: (4:30)

a. Vacancy on WaFSEC: COHS

- i. COHS selected representative: Celesta Lyman, AGNS
David Hatch – Maren Hirsch - unanimous vote.

b. Vote on Policy 6.3 – Internships

- i. [Cover Memo](#)
- ii. [Policy 6.3 Internships](#)

Brandon Street: working on this policy process for just over a year. We’ve been reaching out to other institutions across UT to see what their policies were like. We have worked with faculty, Risk Management, the Provost’s office, and Legal. We want an up-to-date policy on internships that minimizes risk. An example of a risk is – if a student is not on SUU payroll they are required to have an internship permission form and a liability waiver form signed by all three parties – student, SUU, and employer. The policy however doesn’t define what that form is. We have many forms across campus in regard to this liability form taking place and

being signed on behalf of your department. Some of these forms have not gone through the Legal office. So we are making sure these forms are standardized to protect you and your department as students go out on these internships. This policy does exclude Capstones and Practicums/Service Learning. This is only if you're getting credit for an internship, not for a class. We have been working on making sure the policy flows better as we've merged 6.3 into this policy and have worked to standardize terminology.

Changes to make you aware of – if a student was counting a job or their current employment as an internship they either had to be there less than 2 months, or they needed new job responsibilities if they were there longer than 2 months. After some discussion with faculty, we realized that that may not be helpful for some of our students and what they're doing, because some are already in jobs that are aligned closely with their careers. This allows internship coordinators to determine if it's aligned with the career. If they determine it's aligned with their career, then they can approve that current employment as an internship. So we made a small adjustment there.

As clarification, we made one adjustment to 2D, which just says that Career Services or the Department of Career and Professional Development would hold on to both the master copy of the internship agreement and the internship learning agreement. But we clarified that we will just be housing the master internship agreement, and you all will house all of the other agreements that you sign with the employers. The reason we're holding on to the master internship agreement is we're trying to develop across campus a bank of those that we sign agreements with that are good for 5 years. That allows all of you to see what employers there are out there that potentially you could connect with so we're not duplicating those efforts with employers.

It is still my opinion that an internship is an extension of the classroom just like it says in our current policy, that when someone is on an internship, that they are tightly intertwined with academics. And, in fact, in our current policy, it states that a student must be oriented to the requirements and expectations of the internship via the Departmental Internship Coordinator, in which the internship is taking place prior to beginning the work experience.

Kelly Goonan: I've spent time looking through our academic catalog to see what programs require internships and it seems like there are several. But those internship requirements range from one or up to three credits. I saw a maximum of 12, but a lot of those were ranges.

In my program, we require our majors to complete 8 credits. We do not grant credit for previous work unless it's approved. We allow our students to split those credits up over the next two semesters. I think that's probably where the concern comes from, if students are already at maybe 16 credits, cause we have a lot of students that will do 2 and then 6, 3, and then 5. Most of them actually can't divide it up 4 and 4 so we've done it more from a credit load, and financial costs to the student, perspective.

Grant: We don't require internships but they can be substituted for other electives – for instance, we run into the same problem where the student does a summer internship. But then, in the fall, they already have 16/17 credits just from like 4 classes plus the labs. So even a 2-credit internship might not fit under the 18-credit limit. So again, it's the limit and we've never thought about splitting it up over semesters. But that's what we're running up against. We don't want students to essentially have to pay extra over that 18 credit limit to pay for having done an internship. So that's our sort of resistance to not being able to pick which semester to put those credits into.

Mitch: We have the pre-approval we meet in the spring to talk about their upcoming internship, complete our kind of agreement form, and then allow them to take it in the semester that is most convenient, or break it up over multiple semesters to again save on the cost. So I would just echo what was recently said by the previous two presenters.

Kelly: I know it's been a challenge in our program trying to keep track of students. We agree that the ideal would be for students to enroll in the credits while they are in the internship. We actually did that a couple of summers ago and compromised, rather than requiring them to register for all 8 that they had to register for at least 1 and we and our advisors probably got it worse than we did, but we faced some pretty stiff push back from students on that, even having to pay one credit tuition and fees during the summer.

Grant: This is an equity issue with students having to pay more for taking an internship. Not all students can afford to pay for an internship.

Brandon: These are new concerns for us to consider that we haven't been aware of. We don't want to penalize students with extra costs. How in policy can we make sure students are getting supported while not having to pay for their internships?

Kelly: We've had students sign an agreement that includes which semesters they'll be enrolling and how many credits and they need to document the meetings they are having with the internship supervisor. So the support may come before they are registered.

Mitch: Very much the same for how we handle this in Agriculture. During their internship, students have supervisors and if their needs aren't being met there, they can reach out to me if they have questions.

Kelly: I will say one challenge for some of our students doing internships over the summer, when they're not enrolled in a class, is finding support from faculty members supervising those internships. So this is a strength for the current policy considerations to hold faculty more accountable. We may not want to define this in policy but put it back on departments and require them to have criteria with their dean's approval for accountability, without requiring students to register concurrently to their semester which could put a burden on them financially.

Chris Graves: Try to give the departments more flexibility.

Dan Swanson: Concur with flexibility to help coordinate with students and their unique situation (e.g. police academy, etc.)

Scott Knowles: Onerous – go easier on non-profit institutions that do not have HR or legal departments to handle these forms. There was also some concern that the language in the form might disadvantage our students when they go to get an internship, because there's references in there like the student will pay for housing, or is responsible for housing, whereas many of our students. When they go and work at a regional theater somewhere, part of the agreement is that the theater provides housing for those students, and if they see they don't have to, then they might say, Yeah, you can have the job, but we won't give you housing, and then it would, of course, mean that our students wouldn't be able to go and do that opportunity. I'm curious if there was any movement on that.

Brandon: Housing is only referenced on international travel

Mike Humes: SUU and the Internship partnership and responsibilities – these internships can be modified as needed – this document is a protection to the university, students, and partners. We worry about students not having protection if we're not careful. \$1 million coverage is standard industry-wide. Depending on the risks. However, I have seen in my experience where mom-and-pop shops will have a \$500,000 policy depending on the risks associated with that. We will be amenable to

those situations depending on the risks that are involved with the internship itself. We are willing to give and take a little bit, especially in those situations like where, if it's a family farm or a friend's business, those types of things where they might not have the HR support, and also the legal expertise that they need to be able to enter these agreements.

A motion was made to postpone the policy for two-weeks by Chris Graves – Mike Kroff seconded. The Senate will provide specific revisions to the policy. 24 yea; 1 nay; and 2 abstain.

Grant: If the policy allowed for a two-semester internship completion we would be in support.

Scott: More oversight responsibility given to the department – and the ability to fit internship requirements for our particular industry.

Chris G.– also in support of department flexibility per circumstances.

Brandon – specific ideas and proposals would be appreciated. Help with the language would look like. Our primary goal as we look at this is to ensure that students get the support they need from us during their internships.

Mackenzie: We have been meeting with faculty regarding this policy and hearing from them about their concerns and this has really helped so continue to reach out.

Kelly will work with Brandon on the language. Chris Graves will send Kelly more information.

Please also use the [Google Doc](#) to help define clearly your concerns and language you would like to see revised/added to the policy.

8. Discussion Items (5:09):

- a. Board of Trustees membership and faculty representation (Scott Knowles)
Utah Counsel of Faculty Senate Leaders.

Scott: The Utah Council of Faculty Senate Leadership objectives is to meet together and on a broader scale to lobby and advocate for faculty at various levels of both the legislature and the USHE board. One current issue that they are considering is the fact that there is no faculty representation in an official capacity on the Board of Trustees. The president of our Faculty Senate does go to

the BofT meetings and addresses them with concerns and this has worked well. So what is your perspective – this is not a common practice across the country, only about 10-15% have a faculty representative on private and public institutions. Not sure if it's the best use of our very limited political lobbying power in the State legislature. When we think about how they view us and what they want from us, I'm not sure if that's quite the direction to go. The other thing to know about lobbying is it is literally written into the state law on who can be on the board. We would have to change the law or have the current Governor appoint a faculty member, which would be specific to this Governor.

Chris Y.: We may have bigger fish to fry. Maybe the push should be to build better connections and relationships with our local Board of Trustees.

Kelly: There was an effort to have a Board of Trustees liaison to the Faculty Senate and we had someone from the Board come to our meetings and our president attended their meetings and reports were provided.

Concerns about having the freedom of discussion if a Board of Trustees member were at our meetings.

Determined that we may not have a concern as SUU faculty in this matter to have a representative on the Board of Trustees. If you have thoughts on this email Scott Knowles.

b. 2023/24 goals, initiatives, etc. (Kelly Goonan)

Kelly: We would like to know if there are any particular goals or initiatives that we would like to pursue as a Senate this year. Maybe something that your colleagues have brought up to you. For example, faculty salaries have been a really big push for several years. We kind of got that a bit better operationalized with the new Workload and Faculty Salary Equity Committee charge and we definitely saw the outcomes of some of the work that that committee did this past year. But is there anything else that has come up in your departments where you feel the Faculty Senate can make progress or can advocate on behalf of faculty for this year?

Chris Younkin: I have one – in my role as Scholarly Communication Librarian I have an initiative around affordable learning materials. We have a textbook collection (180 and counting) for high-enrollment GE classes to help offset costs for students. We are working to make students aware and also trying to make sure that the instructors who are teaching those classes are aware that we have their textbooks. So we are seeking support on both these fronts to strengthen awareness of these efforts. T-bird Textbook Collection – other learning materials

and library materials in addition to open resource collections.
<https://www.suu.edu/library/tbird-text.html>

Elise – Not sure the Faculty Senate can help but I have been hearing stories about UMR denying medical procedures. I wonder whether we can send a message to the Benefits Committee about how important it is to find an improved insurance program when it's up for review.

John Lisonbee and Kelly will be meeting with Kevin Price in HR to discuss some of these concerns. Shelly Merrell is the new Benefits Manager in HR. She will be attending our October 5th meeting to share and be here for questions. Faculty can reach out with questions and concerns.

9. Standing Committee Updates (5:24):

- a. Faculty Review Board (Daniel Eves)
- b. Parking Ticket Arbitration Committee (Daniel Eves)
- c. Staff Association (John Lisonbee)
Low on staff next Thursday – staff opening social coming up – admins may be out for this. Sharing ideas with Pres Benson and Kelly for Super Stations during midterms and finals.
- d. General Education Committee (Ryan Siemers)
Met last week with a GE Taskforce – The conference will be Oct 26-27 – What is an Educated Person – The goal is to work on revising policy on General Education requirements. Part of the spirited discussion on one of the questions is around language and the core general requirements. And removing from written communication the word “written”, which did not go over well. If you're interested in participating and providing feedback and working on language, reach out to Emma Turner or your rep on the committee. Looking for two faculty to represent each knowledge area to attend this conference. Reach out to Ryan to be connected to the appropriate folks.
- e. University Equity and Inclusion Committee (John Benedict)
No word yet on when the committee will gather to meet.
- f. University Curriculum Committee (Rachel Parker)
Meeting Sept 25th
- g. Student Association (Alexis McIff)
Kelly read her email update: We had our first student senate meeting last week. It went really well. We swore people in and talked about a potential resolution about parking on campus.

Two of our senators asked students for their input on parking with a survey that was presented at senate, a town hall, and on social media. They received about 350 responses and gained some valuable information. The senators working on that initiative are preparing to meet with upper administration about the topic to discuss the potential alleviation of parking problems.

Another senator is working on putting together a sustainability committee. Does anyone know if there is an existing sustainability committee for faculty or staff?

- There was recently an announcement about changes to club funding policies. The funding policy that has existed for the last few years has been abolished by risk management, and the SUUSA finance committee is creating a new one to be implemented on November 8. Until then, a temporary club funding policy has been created that will allow any club to request up to \$500, and the finance committee will determine how much clubs are awarded. Risk management is also requiring that Independent Student Clubs (ISC) will no longer have p-cards and a bank account connection through the University. ISCs will have to open up their own independent bank account to store their funds in the future. University Sponsored Organizations (USO) are clubs that are under the responsibility of a department on campus. These clubs have an adviser and will be able to keep their bank accounts as they are through the University. The encouragement from the club's people is to have more clubs be USOs. So, just so you are aware, there might be some clubs requesting to have your departments sponsor them. I don't have all of the answers about the new club funding policy, but the new club handbook can be found here and has more information about new club policies:
<https://www.suu.edu/suusa/clubs/pdf/2023-suusa-clubs-and-organizations-handbook.pdf>

You can also reach out to the VP of Clubs, Gabbi Garcia, at suusa_clubsvp@suu.edu or the VP of Finance, William Harrison, at suusa_financevp@suu.edu if you have specific questions.

- h. Benefits Committee (Cody Bremner)
Meeting in early October – will review expenses from the previous year.
- i. Honors Program Committee (Maren Hirschi)
Working on recruitment of students at all stages of their education. And would like to present in your classes.
- j. Faculty Awards Committees:
 - i. Distinguished Faculty Lecturer and Grace A. Tanner Committee (Christopher Graves)
 - ii. Inclusion & Diversity Awards Committee (Kelly Goonan)
 - iii. Outstanding and Distinguished Educator Award Committee (Bryan Koenig) revising the process for nominations and would like to share with other committee members.
 - iv. Distinguished Scholar/Creative Award Committee (Christian Bohnenstengel)
 - v. Distinguished Faculty Service Award Committee (Andrew Misseldine)

- k. Treasurer's Report (Daniel Eves)
- l. Past President's Report (Abigail Larson) - Academic Affairs Committee; University Faculty Leaves Committee
Meeting with Academic Affairs – if you've been participating on a P&T Committee please email comments and concerns to Abi to help smooth our issues for next year. Getting faculty feedback early.
- m. President Elect's Report (Scott Knowles) – UCFSL; Workload and Faculty Salary Equity Committee (WaFSEC)
- n. President's Report (Kelly Goonan) - Policy/Procedure Arbitration Committee has not met; President's Council met this week – the strategic plan rather than pushing it through at the Board of Trustees meeting tomorrow – many have considered a response to the changes at the state level; Many of you are probably aware that the State of Utah has a new brand new Board of Higher Education. We also have a new Interim Commissioner of Higher Education as the previous Commissioner resigned. President Benson wants the campus to have another opportunity to review the strategic plan before the final approval. So we're really close. But they are considering a few modest changes kind of in response to that change at the state level. So stay tuned.

Dean's Council - there was some discussion of P&T material that was not submitted on time and what to do with those materials. A memo will be sent if there are late submissions and will be flagged in the Dashboard – a consistent pattern of behavior will be considered in P&T evaluations. Be aware of deadlines; EO Director Search - department by-laws related to concern to faculty workload and overload – dept chairs to engage with faculty to develop by-laws to improve shared governance; Board of Higher Education Initiatives – meet with Scott Wyatt this week – ideas not mandates to explore the following ideas. Mindy invited Wyatt to visit and discuss the initiative – exploring bachelor degrees in less than 120 credits. 2nd initiative student onboarding and getting connected to campus earlier and getting into their majors earlier. 3rd disaggregating the bachelor's degree to see if there could be a series of certificates; 4th exploring the possibility of 3rd party degree entities – accumulate credits from a variety of institutions and present those for a degree. Explore the possibilities around these ideas and make recommendations.

Note to help with the Homecoming Parade – share with your departments.

10. Call for Executive Session

11. Adjourn (5:45) Chris Graves motioned; John Benedict 2nd.