

## **Faculty Senate Meeting Minutes**

**Thursday, November 10, 2016**

**4:00 pm in the Charles Hunter Room of the Hunter Conference Center**

1. Call to Order (1"): In attendance: Bruce Howard, Nathan Barker, Loralyn Felix, Doug Wayman (proxy for Scott Lanning), Bruce Haslem, David Berri, Mary Pearson, Abigail Larson, Michiko Kobayashi, Brian Ludlow, Joel Judd, Kholoud Al-Qubbaj, Todd Mack, Angela Pool-Funai, Jason Smith, Lynn White, Liz Olson, Ben Sowards, Scott Knowles, Jay Merryweather, Matthew Roberts, Mackay Steffensen, Chad Gasser, Nasser Tayayon, Matthew Weeg, Mark Meilstrup, Daniel Eves, Chris Monson, Selwyn Layton, Barbara Rodriguez
2. Approval of October's Meeting Minutes – Minutes approved without changes
3. Recognition of Guests (1")
  - a. Brad Cook, Provost and Chief Academic Officer
  - b. Scott Wyatt, University President:
  - c. David McGuire, Director Human Resources
  - d. James Sage, Associate Provost
  - e. Christian Reiner, Executive Director of Institutional Research & Assessment
  - f. Matt Zufelt, Executive Director for Information Technology
  - g. Mark Walton, Director of IT Security
4. Administrative Update (Brad Cook, 5-10")
  - a. Refrained from presenting this session d/t full evening agenda
5. Faculty/Staff Historical Data Presentation (President Wyatt, 30-45")
  - a. Presentation to SUU Faculty Senate
    - i. Ratio of full-time faculty to students from 2010 to 2016. In 2016 fall 267 fulltime faculty (~12 unfilled positions): 9,575 fulltime students (1:35.8 in 2016, essentially the same as 2010, 1:36)
    - ii. 2016 Ratio of fulltime staff to student ratio (389 to 9575, or 1:24.6) also essentially the same as in 2010 (1:24.6)
    - iii. Faculty : Staff ratio also the same since 2010 (2010 F:S ratio 0.689) (2016 F:S ratio 0.686)
    - iv. Staff and faculty numbers do not include grant-funded or "self-funded" programs (Aviation program, Head Start, Shakespeare)
    - v. Admin #s do not delineate between administrative positions and support staff
    - vi. Class Size: average number of students in each class since 2012 is essentially unchanged (2012 face to face and online 26.9 & 29.0 respectively), (2016 face to face and online 25.7 & 29.1 respectively)

- vii. Salaries: 2015-2016 SUU average of adjusted CUPA; Faculty 94.67% of adj. CUPA average. Staff is at 90.37% of adj. CUPA average. Overall 92.13% of adj. CUPA. After Cost of Living Index (compared to other 66 CUPA peer-Universities), SUU is at 104% for Faculty, 99.3% for Staff.
- viii. Benefits (Retirement) SUU Contributes 14.2% of salary annually; average of all Universities in the country is 8%, SUU is the highest contributor in the nation. This is essentially a 6% salary boost (which would make us essentially at 100% of CUPA adjusted for our budget and type. Further adjustment for cost of living would boost that even higher to ~110%).
- ix. SUU Annual tuition and fees: \$1,000 more than UVU & Weber & \$1700 than Dixie. SUU is less than UU and USU by \$2000 and \$336 respectively. In the last 20 years tuition has gone up from \$2775 to \$6529 (135% when adjusted for inflation) BUT Utah has one of the lowest in-state tuition rates in the country (4<sup>th</sup> lowest in-state tuition).
- x. 4:30 Legislature gives  $\frac{3}{4}$  of what is needed for a salary increase and SUU must raise tuition to cover the rest and this would likely come from additional increases in tuition.
- xi. Utah State University pays faculty more than SUU – why is this so if tuition is essentially the same? Because USU has decided to appropriate their funds in this way. SUU has decided to appropriate our funds in other ways (such as new biology labs, small class sizes, fulltime faculty teaching lower-division classes, resources dedicated to experiential learning). If SUU wants to reallocate funds then it may be necessary to increase class sizes or decrease resources that are currently allocated to other areas that enhance student learning and other forms of faculty development and overall quality of teaching environment.
- xii. Lynn White: What would we have to do increase salaries by 5% (in regards to increases in class size)?
- xiii. Wyatt: Three omitted faculty positions = 1% salary increase for all faculty members, so over the long-term if we don't add faculty lines we could increase faculty salaries. However, there is a lot of pressure from the departments to add new faculty lines as well as additional staff to help.
- xiv. Brian Ludlow: Tuition increases have not been reflected in salary increases – where does this additional money “go”? Wyatt: State used to provide 70% of the total budget now the State provides 50% so students have had to make up for the decrease in state funding just to “break even”. Accreditation and assessment costs are also high and continuing to increase and require staff positions.

- xv. Take home message: President Wyatt is open to discussion on changing the allocation of revenues and funds as well as the overall work environment for faculty.
6. 4:55 Two-Factor Authentication (Matt Zufelt, Mark Walton, 10-15")
    - a. To access Banner, Canvas, Gmail
    - b. Implemented via password and personal code sent to your phone or code sent to a "token" or dongle
    - c. Due to the sensitive nature of the data and information SUU collects, we must try to protect our systems – data breaches are very costly. Poor passwords #1 likelihood of data breach. Data security is a concern among Board of Trustee and Board of Regents
    - d. As a result, revisions to R345 include multifactorial process – Voluntary opt-in begins now, mandatory data for faculty and staff is February 1, 2017. To access MySUU (Banner, Canvas, e-mail) you will need your password and a code that is sent to your phone, a digital "token", and/or dongle. This code is valid for 10 hours as long as you do not log out of your computer. However, every computer you log onto will require a new code for multi-factorial authentication.
    - e. To sign up now use the link: [go.suu.edu/duoinfo](http://go.suu.edu/duoinfo) BUT if you don't have a smartphone don't enter your mobile number – you can order your dongle or your token anytime as of now.
  7. 5:20 Questions about SUU- Program Assessment 5-yr Plan (James Sage, Christian Reiner, 10-15")
    - a. Emailed pdf (posted on Faculty Senate Canvas page) regarding the three main components to the document: Why is this urgent? What is this importance? How do we comply?
    - b. Within each department there should be a TracDat entry person but it does require the whole department to capture the assessment data
    - c. Recent fall-off in assessment collection and reporting for accreditation purposes and the use of TracDat. Next accreditation is 2021 spring semester.
    - d. Christian Reiner & John Taylor can sit down with faculty and help you learn how to extract additional assessment reports out of Canvas
    - e. Any questions you may have about TracDat can be directed towards Christian Reiner and James Sage
  8. Senate Treasurer's Report (3")
    - a. No changes to report
  9. Senate President Elect's Report (next time)
 

No Board of Trustees' Meeting
  10. Senate President's Report (5")

- a. Report on Deans and President’s Council meetings: Emailed to faculty senate and posted on faculty senate webpage and canvas page. Summary also included below.
  - b. Update on LRT Task Force: Draft hopefully dispersed by December meeting
  - c. Ombuds Position Update
    - i. Not discussed
  - d. Salary Discussion Update
    - i. Discussed with President Wyatt
11. 5:40 Married Dependent Tuition Proposal Updates (Scott Knolls, 5-10’)
- a. Proposal to change Policy 8.2.1 Section II, A, 6. – Change tuition waiver from ½ tuition benefit to full tuition benefit and change language from “unmarried dependent children under 27” to “children under 27” so married children and non-dependent children are also eligible.
  - b. Proposed policy revisions posted on faculty senate canvas page
  - c. Cost is loss of tuition therefore this is a low-cost benefit but has been estimated to be approximately \$300,000 revenue loss each year (unsure of the accuracy of this estimate)
  - d. Concerns regarding this policy: Is this something we want to negotiate when only some of the faculty will benefit or should we table this and focus on increasing salaries as opposed to benefits such as this?
  - e. David Berri proposes that we should form a committee to examine how the SUU budget is used. This information will improve transparency in order to make future discussions regarding salaries and benefits more productive.
  - f. Senate members’ discussion: Should we table this proposal until we have more information on the current budget or move forward on this as well as negotiations for salary increases?
  - g. Consensus that we will wait on bringing this issue to the table. Brian Ludlow is going to request some information from Marvin Dodge regarding the tuition funding. David Berri and Jay Merrywether are going to investigate Fact Book “Budget Book”;
12. Family Medical Leave Act follow-up (5’)
- a. No new information yet
13. New Business (5’)
- a. Lynn White: Concerns regarding advising problems. Freshman in psychology were given courses by the academic advisor and without faculty consultation – some students ended up taking inappropriate classes
  - b. Lynn White: Concerns regarding Optima program for fall classes - classrooms will be scheduled by a software program
14. 6:15 Motion to Adjourn (1’)

## **Report on President’s Council, and Deans Council**

## for Faculty Senate Nov. 10<sup>th</sup>, 2016 Meeting

### President's Council, Oct. 31, 2016

- Student Fee Committee (policy 11.8 revisions)
  - Jared Tippetts accepted all feedback and modified policy as deemed appropriate.
  - SUUSA leadership was involved with developing policy proposal, largely driving the process.
  - Diverse student input added while avoiding conflicts of interest
  - Will add back in purpose statement for increasing student awareness of how fees are spent.
- Human Subjects Review (policy 6.20 revisions) – same as previously discussed in senate
  - brings policy in line with new federal standards, loosening requirements if min. risk
- Holiday Schedule (policy 8.2.5 revisions)
  - to bring our policy in line with regent's policy for full-time salaried staff (N/A for faculty)
    - NOTE: Regents' policy does say faculty must be on campus for holidays IF classes are scheduled. (so let's not schedule classes on holidays... please :)
- Chief Diversity Officer – New job description proposed, and further refinement in progress
- CUPA Salary comparisons/equity discussion – As discussed in senate mtg. in October.
- Staff Travel Reimbursement (per diem/mileage)—Barbara Rodriguez, Staff Association President
  - Discussion, but no final decisions made. Further investigation in progress.
- Fair Labor Standards Act—Discussion of new overtime policy (Only applies if salary is < \$47,476)  
(Faculty exempt)
- Revised SUUSA Constitution presented- Tyler Cornia
  - No concerns raised.
- Ombuds discussion:
  - I presented survey data. Concerns raised that faculty may be misunderstanding which services an ombuds office could ACTUALLY provide, given constraints of employment status/Title IX reporting, etc. I am working with Dr. Ann Marie Allen to clarify constraints, and to clearly specify what an ombuds can and can't provide. Further survey likely TBA with clarified language.
- Faculty/Staff Salaries further discussion
  - Requested language to be added back into strategic plan.
  - Response was overall positive, but felt we needed to be clear about specific wording so we don't actually begin to hurt our case. Also, strategic plan revisions should occur on specified basis such as annually. If we add back a statement, there are ~100 other entities who would cry foul.
    - Strategic plan needs to be concise, and we need to carefully consider changes made.
    - Maybe consider overall compensation rather than just salaries.
    - State has moved employees from 14% retirement to 10%. If we focus on salaries alone, legislators may extend this to higher ed employees as well...
    - Plan made to have the faculty salary/equity committee, work with a to-be-organized staff committee (or in parallel) to revisit how 'market' salary levels are determined. Last time was in 2010, where a similar process came up with

the current CUPA model.

-Also plan made to re-analyze our 'peer' institutions to ensure they are still valid.

Deans Council, Nov. 7, 2016

- Two-factor Authentication—Presentation in this senate meeting
- CUPA presentation, David McGuire- as experienced in the last senate meeting
- Academic Officer Evaluation/Feedback Surveys  
Survey instruments were discussed. They would like us to address any modifications that may be necessary to tailor the survey to different levels of academic officer. Lynn White, Matt Roberts will be working towards an acceptable solution in concert with Shauna Mendini and the Provost's office. A refined proposal will be emailed to the faculty senate for further discussion and approval. (Check emailed surveys with changes. Please send any further comments or suggestions to Lynn White. Please 'reply all' so we can have a full-senate, virtual discussion)
- Career Fair—NEED to INCREASE STUDENT ATTENDANCE  
Please make sure to advertise, and let students know about these important events to get to know potential employers and what they are looking for. Employers can stop coming if the investment isn't worth their efforts. We want to maintain as many options as we can for our students. Student Affairs will have a GOOGLE doc for students to research companies and opportunities. Please see Eric Kirby for more details.
- Name change:  
Dept. of Physical Education and Human Performance→Dept. of Kinesiology and Outdoor Rec.  
This measure was approved and will move on to President's Council.
- New degree:  
Master of Athletic Training approved at this level.
- New degree:  
Master of Interdisciplinary Studies approved at this level.
- GE curriculum review process update: If you teach a GE course, please try to enter feedback regarding essential learning outcome mastery. This also applies to all courses if you are interested, please contact John Taylor, Christian Reiner and James Sage for information and for training at the CETL to learn how to enter data, and to learn about the rubrics to use. This process can provide keen insight into the quality of instruction at SUU, and can provide important feedback to optimize teaching style and course quality.  
**\*\*Can place links in our syllabi to university ELO's so we aren't reinventing the wheel!\*\***
- New SPARC initiative, Julia Anderson, "SUU Prep"- This is a fantastic opportunity for middle – school students that have an aptitude for math to take intensive Summer courses (7weeks, 6hrs/day) that can prepare them for college. Started in Texas in 1979, funded by the NSF. This pilot program will be the first for Iron County, and will be a great opportunity for our students to work with local teachers and 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students to gain experience in teaching/mentoring so please let your UG students-especially in Math—know about this. Contact James Sage for details.
- AP of International Affairs, Stephen Allen: Currently on trip China/Korea with Iron County school officials and principals to investigate and set up programs with our Confucius Institute on campus and local schools.

- Student Affairs: Jason Ramirez has a lot of really good information and procedural materials to help the Academic Affairs Committee in their deliberations on Academic Integrity discussions. We want to ensure that we are using demonstrated and current best practices. It's important the students receive a written outcome of any deliberations. I requested that he help the AA committee by sharing his experience and expertise. He generously agreed.  
ALSO: CAPS waiting list has grown to 3-weeks but is MUCH better than last year's 11-week wait!
- SUUSA: New student constitution was made available to the Deans. James Drury, VP said changes are designed to broaden the voice that goes into the SUUSA senate, and bring diversity to SUUSA.
- Discussion of FAARs for hybrid faculty/admin positions: This is an ongoing discussion to put in place a policy/guidelines for what faculty members can expect when they are assigned either part time or full-time in administrative roles such as deans, chairs, center or program directors, etc. Right now it is somewhat of a wild west free-for-all, and getting a policy in place will be nice to clarify expectations of faculty members and the administration... stay tuned for developments.
- Library: Eight new study rooms are being constructed for student use. And the new Press & Design is up and running, and open for business! Contact Jay Merryweather for details.
- Innovations at SUU are really building our reputation. EDGE and JUMPSTART programs garner enthusiastic responses at state and regional meetings. Go T-Birds!!
- PVA: Make sure to visit SUMA! Every three weeks there is a new exhibit. A lot of fun activities to accompany the art. Enjoy it when/if you can find a spare minute! (sorry that's me venting)
- School of Business is getting a new partner for a double-degree program who is AASB-accredited. (Switching from the current/previous partner in France)

And I think that's it! Whew, that probably saved an hour of our senate meeting time. Or more likely provides a more detailed accounting, while saving us 10-15 minutes. 😊

Let me know if you have any questions.