

Faculty Senate Meeting Minutes (approved)

Tuesday, March 7, 2017

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

And Report on President's Council, and Deans Council

- 4:03 Call to Order (1") In attendance: Bruce Howard, Nathan Barker, Chad Gasser, Abigail Larson, Brian Ludlow, Ben Sowards, Daniel Eves, Jason Smith, Kevan Jacobson (proxy for Angela Pool-Funai), Matthew Roberts, Dave Lunt, Scott Knowles, Liz Olson, Loralyn Felix, Scott Lanning, David Berri (also serving as proxy for Bruce Haslem), Mary Pearson, Michiko Kobayashi, Joel Judd, Todd Mack, Angela Pool-Funai, Lynn Vartan, Scott Knowles, Jay Merryweather, Matthew Roberts, Mackay Steffensen, Nasser Tadayon, Matthew Weeg, Mark Meilstrup
- Recognition of Guests (1")
 - a. Brad Cook, Provost and Chief Academic Officer
 - b. James Sage, Associate Provost
 - c. Jared Tippets, Vice-president for Student Affairs
 - d. John Allred, Asst. Vice-president for Academic Records and Student Services
 - e. Toni Sage, Student Success & General Education Specialist
 - f. Karl Stevens, Director of SUU Online™
 - g. Shane Flanigan, EDNET Hub Facilitator
- Approval of minutes from February meeting. (1"): Minutes approved
- Administrative Update (Brad Cook, 5")
 - a. Identify an Interim Dean for the College of HSS to begin responsibilities July 1
 - b. Summer school: guarantee certain summer course that are paid in full regardless of enrollment so students and faculty can plan accordingly. In the process of identifying a list of important courses.
 - c. Testing Center – runs into the red, not universally offered
- Campus Testing Center Cost Discussion (Jared Tippets, Toni Sage, Brad Cook, 10-15")
 - a. Jared Tippets: Most schools do not have testing centers that serve to administer tests for faculty. We have this service but at an estimated \$60,000 – 65,000 shortfall this year alone. Central admin and Deans feel that funds are unavailable for this service and students do NOT want to pay to take exams. Student government feels that moving away from this model would be reasonable, as many students do not like going to the testing center (wait time, exams are often longer than the class time). Sometimes students have questions regarding the test and faculty is not available to ask questions (60% of students surveyed encounter a question that they wish the instructor was there to answer). Charging student to take the exam has been discussed - BYU does this if students want to take the exam late – otherwise departments pay for the testing center (at BYU).

- b. Toni Sage: 103 faculty used the testing center last year – 58% from COSE (40% from Math Department); 18% from School of Business
- c. Bruce – what percent of instructors/professors still hold class and use the testing center to administer a test? –
 - i. 73% of faculty that use the testing center to administer a test cancel class for student to take the test. Seven % of faculty cancel three or more classes; 7% cancel two or more classes. One of the purposes for this service is to decrease the amount of class time lost to exam administration. Only 4% of student responders use the testing center to make-up an exam.
- d. Dave Lunt: Benefits include security/proctoring when giving large classes exams and minimizing cheating.
- e. Space in the testing center is also becoming limited and computers are not always available for online exams.
- f. Nathan Barker – Why do we not know the exact cost and budget for the testing center? Jared: Cost is based on demand, which fluctuates. Demand determines how many people need to be employed on any given week/semester. This is a fairly bare-bones operation since there are no student monitors or proctors.
- g. Jay Merryweather: Is there a real benefit to the student or are they postponing the test? Jared – students mostly indicate that they postpone the test and do not actually use the additional time to study more.
- h. Brad Cook – If we eliminate the Testing Center we can double the size and supplemental instruction of the Writing Center. If we do keep it, how do we fund it?
- i. Bruce – We will send out a survey to faculty regarding this issue
- 4:35 Lecture Capture Options Presentation (Karl Stevens, Shane Flanigan, 10-15”)
 - a. Karl Stevens: Handout provided; Video Vignettes. 4 – 5 minute video to introduce a concept or course projects. These videos/instruction aides could then be posted on Canvas
 - b. Karl and Shane will submit a survey to faculty via email to gauge interest. There will be some monetary investment to complete this project.
 - c. Shane Flanigan: These videos can be implemented in face-to-face courses as well as online courses. Cornell has some high quality examples. Video vignettes can be useful for explaining difficult concepts and/or major projects.
 - d. Scott Knowles – Who owns this property/video after is has been created? Does it belong to the University or to the Author of the video?
 - e. Bruce - Richard Saunders can answer this question but usually anything posted on Canvas belongs to SUU. Bruce will send out the revised SUU intellectual property policy
- 4:45 Optimization of Room Scheduling Process (John Allred, 10-20”)
 - a. Classes have been scheduled for fall 2018 using Ad Astra software program. This first attempt was not perfect. There are 110 “rules”. Not all requests could be accommodated. Primary goal of software usage is to maximize space and number

of classroom seats. Brianna Bradshaw has offered an invitation to faculty to discuss scheduling, wants and needs, and improve the process and make this work well for faculty and students.

- b. Bruce – There is some concern from COSE faculty and students regarding time conflicts and overlapping classes and labs that students need to graduate on time.
 - c. It is possible to prioritize existing classes and new classes and place them in specific rooms and specific time slots.
- Senate Treasurer’s Report (3’’)
 - a. We have enough funds for food and beverages for the last meeting
 - Senate President Elect’s Report (5-10’’)
 - a. There was no Board of Trustees meeting
 - b. Looking for nominations for Faculty Senate President Elect – please email Nathan Barker with nominations
 - Senate President’s Report (5’’)
 - a. Report on Deans’ and President’s Council meetings (emailed)
 - b. Ombuds Position Update – Survey will be sent out to faculty soon.
 - 5:05 Faculty Salary-Equity Committee Update (Jay Merryweather, 5’’)
 - Committee hasn’t met but Jay spoke with Marvin Dodge and is drafting an email regarding this discussion
 - Marvin Dodge: HR strategic plan will include faculty compensation as a primary goal. Three committees have been created to discuss faculty salary compensation – these three committees communicated and discussed roles for each member of each committee – the three committees will continue to meet and have an educated discussion on faculty compensation
 - Distance Education Committee Update (Joel Judd, 5’’)
 - Committee informally discussed requirements of distance education instructors via email and converged on three things: 1) Content curriculum should be the responsibility of the faculty member with oversight from the department. 2) Departments are also responsible for coursework meeting accreditation requirements and departments are responsible for quality and rigor. 3) The role of SUU Online. This entity is not an enforcement agency. It should be a resource for departments and instructors as it relates to online and distance learning.
 - Committee hopes to meet and put these thoughts into writing before the end of the semester
 - Upcoming Senate Elections reminder (Bruce Howard, 0’’) – replacements for outgoing senators
 - Family Medical Leave Act follow-up (Jason Smith, Wendy Sanders, 5’’)
 - a. Jason Smith: Provided a handout with language clarification (dispersed to all FS members) and posted on faculty senate webpage.
 - b. Marvin Dodge will share this document with David McGuire (head of HR)
 - c. We will vote on this revised proposal after David McGuire gives feedback

- 5:25 New Business (5’)
- Mary Pearson: Need a representative from each college for the Distinguished Faculty Awards survey results. Daniel Eves, Dave Lunt, Joel Judd, David Berri, Ben Sowards
- Incorporating ‘engagement’ in LRT policy discussion (Bruce Howard, 200-300 hrs.)
 - a. 5:25 – Bruce: Should we take out collegiality, add engagement as a fourth pillar, or integrate engagement into the other pillars?
 - b. Jason Smith – Why eliminate collegiality?
 - c. Bruce – Because it is subjective and should be rolled into the other pillars
 - d. McKay – Administration does not necessarily want collegiality to “go away”; Brian Ludlow – some admin worries this will decrease faculty involvement in department meetings etc.
 - e. Liz Olson – why does engagement need to be a fourth pillar? Can engagement be incorporated into the other pillars?
 - i. There is agreement on this among other Faculty Senate members
 - f. Jay Merryweather – we should remove specific language regarding specific programs because these programs may dissolve.
 - g. General Question: What is the purpose of engagement becoming a 4th pillar?
 - i. Because adding this allows the LRT to become aligned with the Strategic Plan (Explore, Engage, Excel) and it gives us credit for what we already do.
 - ii. If engagement is clearly outlined in the areas of teaching, scholarship, and service, this would cover the importance of engagement without increasing expectations and/or workload that may be associated with a 4th pillar.
 - iii. Brian Ludlow: If it is a fourth pillar then it may allow more flexibility for faculty to determine how they demonstrate engagement
 - iv. Lynn Vartan – how do we as faculty assess our level of engagement and in what capacity? How long will the term “engagement” remain in vogue?
 - v. Bruce – having it as a 4th pillar is likely to be more ambiguous vs. integrating it into service, teaching, and/or service. The fourth pillar may also create redundancy
 - vi. Matt Weeg – If engagement is integrated into all three pillars, would there be the expectation of being “engaged” in all three domains?
 - vii. Mackay - As a 4th pillar faculty could include a one page discourse on their “engagement” – and pull this description from teaching, scholarship, and/or service – this would serve as a check and would replace collegiality
 - viii. Brian Ludlow – It should be able to be assessed, not just a check on a list
 - ix. Jay Merryweather – Engagement is already outlined in present policy - (IV “Value Statement”) –
 - x. Nathan Barker – If we are going to add engagement is there a way to get rid of something or are we just adding additional workload? Could engagement substitute for something, on a yearly basis, but each pillar must be addressed at some point prior to tenure?

- xi. Ben Sowards: Service, Scholarship, and Teaching are activities but collegiality and engagement are “attitudes” and therefore cannot effectively be assessed
 - xii. 5:50 Chad Gasser – Reference in your yearly tenure narratives that you are supporting the Universities mission statement
 - xiii. Scott Knowles: Workload % minimums need to be set for research and service if it is also set for teaching. Bruce – we will remove the minimum % workload from teaching
 - xiv. Bruce – New revisions will be sent out to all faculty for feedback (next month) and open forums will be held in the fall.
- 6:05 Motion to Adjourn (1’)

Senators with terms ending this year: For Instructions, see Article II, section 7 of the Senate Constitution (II,B,7); and Article 2 of Senate Bylaws. For list of senators see last month’s agenda.

Report on President’s Council, and Deans Council

for Faculty Senate April 13th, 2017 Meeting

President’s Council, March 20, 2017

- Policy 13.33 SUMA policy approved for going to next Board of Trustees Mtg
- Policy 5.65 Personal Transit Devices also approved for Board of Trustees Mtg
-Yes, we can park our bicycles in our offices!
- Policy 5.55 Web Services Revisions- out for campus review
- Policy 5.24 Purchasing amended for state compliance- out for campus review
- Policy 5.62 Code of Ethics (New Policy to help satisfy Board of Regents reqs) –out for public review
- Policy 5.52 Intellectual Property and Copyright Policy revisions (see email attachement – to be discussed in Senate meeting so please read this pp.14-29 of word document)
- Library is currently negotiating with other institutions in Utah for possible consortium to allow journal access at SUU for a more reasonable price.
- Strategies for increasing summer semester participation.

Deans Council, March 27, 2017

- Preparation for the mid-cycle review for NWCCU accreditation was discussed
-How do we collect data to show achievement of strategic plan?
-Next full visit for accreditation cycle will be 2022
- Plans and Strategy for increasing community academic enrichment courses
-including development of institutional certificates in various areas
- Thunder U! Move in day: Aug.23, Activities Aug.24-26.
-Watch for schedule to sign up to participate as faculty with student-interest groups

- Summer semester presentation (Amanda Utzman)
-\$24k in scholarships produced a \$72k return on investment summer 2016.
- Proposed new degrees: BFA in Studio Arts, BS in Information Systems & Analytics
- Testing Center: Word on the street is Don't depend on it for Summer. Sounds like decision may already be taken. Contact Jared Tippets with any comments.
- 7-yr Program Review is underway for SIEL (School of Integrative and Engaged Learning)
- Next year's 7-yr review will be the GOS (Graduate and Online School)
- PLEASE check syllabus policy 6.36 for official statements in syllabi about plagiarism policy (6.33)
 - Also try to avoid conflating SUU ELO's and specific course outcomes.
- See Steve Allen about new ideas for future learning abroad courses.
- We need to revise and educate faculty about policy 6.33 Intellectual Integrity policy
-4th most commonly violated policy on campus
-Academic Affairs committee will take this up in fall semester
- Graduate Online Profit-Sharing model is approved by President's Cabinet
-up to 7.5% of proceeds can be kicked-back to department based on three criteria:
%-graduation rate (higher = better), %-adjunct faculty (more adjuncts = better),
%-growth (higher = better).
- Grant writing boot camp, Friday of week after commencement, and then Monday through Thursday of following week. 12-15 people can be accommodated
-\$200 incentive for attendance, plus another \$300 if a proposal is written & submitted.
- Optical fiber internet access is now provided to airport for pilot training program
- SUU Banner has moved entirely to cloud servers- first in Utah, maybe in USA

And I think that's it for this month... 😊 Wait. I mean this academic year! Thank you! and let me know if you have any questions!