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## Faculty Senate Executive Committee Minutes, October 19, 2015

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## FACULTY SENATE EXECUTIVE COMMITTEE MINUTES

October 19, 2015 3:00 P.M.

Champ Hall Conference Room

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**Present:** Ronda Callister (Chair), Paul Barr, Britt Fagerheim, Dennis Garner, Betty Hassell, Doug Jackson-Smith, Vijay Kannan (excused), Kimberly Lott, Dan Murphy, Jeanette Norton, Michael Pace, Robert Schmidt, Charles Waugh, Vincent Wickwar, Lindsey Shirley (President Elect), Yanghee Kim (Past President), President Stan Albrecht (Ex-Officio), Provost Noelle Cockett (Ex-Officio), Joan Kleinke (Exec. Sec.), Marilyn Atkinson (Assistant) **Guests:** Jeff Broadbent, Nick Morrison

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Ronda Callister called the meeting to order at 3:00 p.m.

### Approval of Minutes

There were no corrections to the minutes. The minutes of September 21, 2015 were adopted.

### University Business - President Albrecht and Provost Cockett.

President Albrecht was not in attendance at this meeting. Provost Cockett gave an update on events since the last meeting. The President made a presentation to the Legislative Building Board which was very successful. It raised USU's Biological Sciences Building project to a #3 ranking across all capital facility projects, behind the UVU Performing Arts building and the U of U Archive Vault project. However, the remodel of the BNR building was split from the original request and will be considered in the following year. There will be some changes in the Regional Campus Administration positions. The Tooele campus dean is stepping down. That position will become an Executive Director going forward. The Uintah Basin Campus Dean is also stepping down effective January 1, 2016. It is still undecided if that position will remain a Dean position or will be converted to an Executive Director position as well. The Provost is gathering input on how to move forward with the USU Libraries Dean position. Brad Cole has been serving as Interim Dean since the unsuccessful search concluded in the Fall.

### Information Items

**USU Safety and Health Policy 337 – Mark McLellan.** Jeff Broadbent presented the revision to the policy in Marks' absence. The changes are being driven by shifts in the national landscape regarding university safety. Universities are unique from other laboratory settings in that there is a constant turn-over of personnel with little to no lab safety training or experience. Included in the agenda packet is a marked copy of the old policy and changes. Core changes to the policy include formalizing the USU Safety Committee; it will now include one member from each of the academic colleges. The revised policy also lists specific basic safety expectations at every level, from the President to individual employees. There is a matrix available to let the faculty member in charge know which safety training is required and who in his charge has completed it. Robert Schmidt commented that he read the policy from how it applies to his work which is not laboratory based, but outside field work and noted a few gaps in coverage. Two examples he cited were scientific diving which is not in compliance with OSHA regulations because we lack a Scientific Diving Oversight Committee which puts all our diving into the commercial diving category and in Wildlife there is a lot of firearm use and there is no policy on campus requiring firearm training. The policy seems to be geared to lab type work, but has neglected to include other off campus endeavors like being around large animals etc. Jeff asked that he be notified of any other gaps in the policy that faculty may become aware of. Doug Jackson-Smith suggested the addition of some language early in the policy recognizing the many different types of research and field work conducted at USU. Charles Waugh asked about safety in an active shooter situation on campus. Jeff indicated that does not fall under this particular policy, but conversations with Facilities and Risk Management would be appropriate for that issue.

Doug made a motion to send the policy to BFW for feedback and language revisions, Jeanette Norton seconded and the motion passed.

**Retirement Policy 361 – Ronda Callister.** As of October 1, 2015 new employees are being enrolled in the University's Defined Contribution Retirement Plan instead of the State Retirement Plan. Employees who were hired before October 1, 2015 will remain in their respective retirement plans.

A motion was made and seconded to put this on the agenda as an information item. The motion passed.

## Reports

**EPC Items for April – Larry Smith.** Nick Morrison presented a few highlights of the EPC report. 46 requests for course actions were approved. The details of the report are found in your packet.

Doug Jackson-Smith made a motion to place the report on the agenda and Robert Schmidt seconded. The motion passed unanimously.

**Faculty Evaluation Committee Annual Report – Tom Lachmar.** Tom was not in attendance at the meeting.

Doug Jackson-Smith moved to put the report on the agenda, contingent upon FEC representation. Britt Fagerheim seconded and the motion passed.

## Unfinished Business

**401.4.2(4) Proposal to change code to include State with Federal Cooperators (Second Reading) – Ronda Callister.**

Motion to place on the agenda was made by Charles Waugh and seconded by Jeanette Norton. The motion passed unanimously.

**405.8.3(1) Allow for Presidential exceptions to external reviewers when teaching is the major role assignment (Second Reading) – Ronda Callister.**

Motion to place on the agenda was made by Doug Jackson-Smith and seconded by Kimberly Lott. The motion passed unanimously.

**401.4.3(4) and 402.3.1 FS Reapportionment Proposal (First Reading) – Jerry Goodspeed.** This proposal changes the apportionment of 60 seats to include faculty with term appointments. It also establishes a minimum of 2 senators for each unit.

Doug Jackson-Smith moved to place this item on the agenda, Britt Fagerheim seconded and the motion passed.

## New Business

**405.12.1 Review of Faculty Annual Review Procedures – Charles Waugh.** Charles proposes some clarification to the code revision passed last year since discussions around the issue were often contentious and left some faculty feeling that the department heads had too much power in the process. He proposes that where it indicates in code that “each department shall establish procedures” that we clarify it is faculty in the department establishing them. Every department would also review their process every 3 years.

Robert Schmidt made a motion to put this item on the agenda for the senate to refer the issue to PRPC, Kimberly Lott seconded and the motion passed.

**405.13 College Faculty Appeals Committee (CFAC) – Ronda Callister.** The committee met on September 17 to discuss decision points in the formation of a CFAC. The committee recommended that the size of the CFAC be 5 members with their terms being staggered over 3 years. Three members would serve on any appeal. The purpose of the CFAC is only to decide who is going to serve on the review committee, not to evaluate the process. All members of the CFAC must be tenured. The FSEC members offered a few minor edits and clarifications which Ronda noted.

Doug Jackson-Smith moved to place this on the agenda as revised. The motion was seconded by Charles Waugh and passed unanimously.

## Adjournment

The meeting adjourned at 4:25 p.m.

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Minutes Submitted by: Joan Kleinke, Faculty Senate Executive Secretary, 797-1776