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FACULTY SENATE EXECUTIVE COMMITTEE MINUTES

November 20, 2017 3:00 P.M.

Champ Hall Conference Room

Present: Kimberly Lott (President), Vince Wickwar (Past President), Rebecca Lawver (President-Elect), Amber Summers-Graham for Michele Hillard (Exec. Sec.), Pamela Martin, Scott Henrie, Lisa Gabbert, Robert Wagner, Juan Villalba, Zsolt Ugray, Dennis Garner, Rick Heflebower, Donna Gilbertson, David Brown, Interim Provost Larry Smith (Ex-Officio), President Noelle Cockett (Ex-Officio), Arthur Caplan, Chris Winstead

Absent: Matt Omasta, Juan Villalba, Dennis Garner, Rick Heflebower

Guests: John Mortensen, Marla Boyer, Michael Peters, Heidi Kesler, Ronda Callister

Call to Order - Kimberly Lott

Approval of October 16, 2017 Minutes

Minutes approved as distributed.

University Business - Noelle Cockett, President | Larry Smith, Interim Provost

The inaugural lectures for this year are completed. All lectures were done in the fall and having this completed, early in the year, has opened up the President's residence for more events. The President is starting to invite different student organizations and groups that she would like to get to know better. Meeting tonight with the Koch scholars to get to know them and hear what they are about. In the near future, there will be a breakfast for the cross-country men and women's team, who for the first time ever were at the NCAA tournament. One of the men placed 8th and one of the women placed 25th. The whole team and coaches will attend. Michael Scott Peters has given some suggestions on who the President could invite to the home. She would love to recognize and mingle with other student groups. Please send other group suggestions to her so that she can recognize and invite them to the residence.

There was a question about the Statesman article about the advisory board. The President stated that they are referring to a charter. The original request for differential tuition for the Huntsman School came through in 2007 and then a request to increase the differential tuition came through 5 years later. This was done through the R401 process and approved through the Board of Trustees and Board of Regents. USU monitors the R401 and the units that request differential tuition. This charter was something that Doug Fiebia, who was a Huntsman School of Business student as well as the USUSA President in 2013-2014 and 2014-2015 assisted with. He and the business senator requested that the charter be developed and approved through the Huntsman School. The Provost's office did not know about the charter and was not monitoring to see if it was being followed and the Statesman reporter discovered this. The Huntsman School administration, as you would notice from the article, Dave Patel had been the one charged with that charter. He did not hold the meetings that were outlined in the charter. Instead, they continued to meet with the business council. This is the student group that the Huntsman school had been meeting with. They will be adhering to the charter in the future. The next meeting is scheduled for December 5. They are not required have to have an open meeting, as it is an advisory role. The Huntsman School has been encouraged to keep set this up as an open meeting.

Provost Smith has been invited to attend the Faculty Evaluation meeting. This is a great new approach and will foster open communication with the Faculty Senate subcommittees. Topics to be discussed will be brainstorming about shared governance and teaching performance evaluation with better understanding by faculty.

Faculty forum and consensus will be presented at the next meeting.

Fliers are going around that are telling students not to report sexual assault incidents to the Title IX office. It is believed that this is because of the investigation by the Department of Justice. USU wants the students to report and we are telling them that it is critical for us to know the where, when and whom in order to make sure that we can address their safety. In fact, we believe as we make the reporting process more familiar and students aware, our numbers will go up. It is not

because we are becoming unsafe it is because our reporting will become better. The student group who is posting these fliers have their right to freedom of speech, but it is sending a confusing message to the students and faculty. The statistics they are quoting are not correct. If you are going to put out a flier, can we get you defensible numbers? Yes, it is possible to have reporting on both sides. Administrators are aware that they are out there and the university will not restrict them and the President has attempted to reach out to group and talk with them about how concerning the “don’t report” message is. Some faculty and staff are pulling the fliers down from bulletin boards, that require preapproval and, that have not been preapproved. If there is a policy of what can be posted, these fliers and others must adhere to what is reported. As a University, we cannot restrict them, but we do have contact information and are trying to get them the correct information. Faculty cannot remove them as official university employees; however, private citizens can remove them at their will or respond how they want.

Information Items

Academic Calendar Change - John Mortensen

Switching Monday classes to Tuesdays and Friday classes to Thursdays when there are holidays is problematic for students who have jobs, children and daycare. A number of problems come up when attending a class on a day that the class is not scheduled. Attendance is alarming during those days. Staff visited 129 classrooms. It appears that for several years, classes have been cancelled and those days are wasted anyway. Days would get better use if it were the class that was normally held during those days. Student groups have been in favor, associate deans were in favor. Went to Science due to labs that are only weekly, general consensus there are more problems caused than solved.

The second part of this is that in a month or two there will be the equalizing of fall and spring semesters. The calendar committee has been charged with going back to their constituents and coming back with recommendations that will come back to this group later. It was also recommended that we get away from having finals on Friday when we have graduation celebrations. We are waiting to get more feedback before we come back with that second part.

Motion to include this information on the Faculty Senate agenda as information item made by Vince Wickwar. Seconded by Lisa Gabbert. Information moved to Faculty Senate.

Policy 345 Annual Leave - Marla Boyer

The FSEC was reminded that they do not have direct responsibility for these policy changes but that HR wants feedback. It has been decided that annual leave will be changed from days to hours, as this is easier to explain to employees. These rules follow the Fair Labor Laws. Ideally, everyone needs and will have time off to refresh. The university does not get the best from its employees when they work 80 hours a week. Non-exempt employees will record in 15-minute increments and exempt employees do not have to record leaving an hour early. Nine-month faculty do not accrue leave, they accrue sick.

Policy 349 Early Retirement Incentive Program – Marla Boyer

This policy change clarifies and brings the university back in line with current practices. When retirees hit 65, they have to come off the USU medical plan and go on Medicare. Once an individual finishes early retirement, they do not have the option to go on COBRA to cover the gap before they can go on Medicare. The university does have a bridge from 63-65 if they choose to do so. Employees cannot retire on a Friday and then come back to work on a Monday so that they can draw on their retirement. If the university were audited, retirement plans could lose their tax-exemption.

Policy 365 Sabbatical Leave – Marla Boyer – Jodi Morgan

This policy change is a benefit to the faculty. Because this is called a reimbursement USU has to look at the federal law if we change the wording from reimbursement to penalty, we can make any adjustments that we want because the IRS is not involved.

Policy 368 Phased Retirement – Marla Boyer

The reason for the change is that it brings it in line with 401(a) and puts in language that phased retirement will not last longer than 3 years. Currently there is a one-year trial and we do not have employees take this option very often so the university does not want to deal with it any longer.

Motion to include these on the Faculty Senate agenda as information items made by Pam Martin. Seconded by Arthur Caplan. Information moved to Faculty Senate.

Reports

EPC November Report - Larry Smith

Edward Reeve is out of the country so Provost Smith is making the report. The Provost has not attended these meetings for some time, so he does not feel like he is a strong source of information about them. What he sees in these reports were that there were not any action items but a couple of things being discussed. Languages, Philosophy and

Communication Studies is requesting a Masters in Communications Studies. Edward Reeve will be back in country and will be present when the EPC report is made to the Faculty Senate.

Motion to move the EPC report to the Faculty Senate agenda made by Donna Gilbertson. Seconded by Chris Winstead. Report moved to Faculty Senate.

USUSA Annual Report - Michael Peters

The student body theme for this year is "Everyone Belongs." This is a push for inclusion and diversity. The biggest highlights from this semester were the Aggie Heroes. When we think of a hero, it is usually someone in a superman suit but this event recognizes the everyday heroes on this campus. The new "Thrive" website has some amazing videos of everyday student heroes. These videos can be viewed at <https://thrive.usu.edu/media-library>. There will be an overhaul with the student elections this year. There are a lot of bylaws but due to a number of recent lawsuits on other campuses USUSA has started reviewing their bylaws and found many changes that need to be made. USUSA needs to align their bylaws with the first amendment. There will be restrictions inside buildings so it will not affect classrooms but you may see campaign posters earlier than usual.

Motion to move the USUSA Annual Report to the Faculty Senate agenda made by Chris Winstead. Seconded by Lisa Gabbert. Report moved to Faculty Senate.

Retention and Student Success Annual Report - Heidi Kesler

The report has evolved over the last three years. It has gone from a list of activities on campus to include the mission statement and website. The website: <https://thrive.usu.edu/>, much like the Aggie Heroes, has student videos about what has helped these students thrive at USU.

Retention of students is not just about accreditation. USU wants students that are admitted to our institution to succeed and do well. It is important to discover those students who are not a fit early on before they and the university spend too many resources or time. First scholars puts first generation and minority students with peer advisors and allows students who succeed in the program to apply to be mentors to future students. Hopefully these students will become mentors for the Trio program. High achieving mentors will mentor students who have not been high achieving as of yet. Civitas analytics helps to identify students who need help and what specifically can be done to assist them. It also helps move from reactive to proactive student advising. Retention is not something that goes into faculty portfolios so this helps the university to recognize faculty and staff who are doing great things with retention. Empowering Teaching Excellence topics in the spring will be mentoring.

Motion to move the Retention and Student Success Annual Report to the Faculty Senate agenda made Robert Wagner. Seconded by Arthur Caplan. Report moved to Faculty Senate.

Old Business

Policy 405.6.2 | 405.8.2 Promotion Advisory Committee (PAC) (second reading) - Ronda Callister

There has been confusion with the code change 405.6.2(2). This change started back in 2008. Last year PRPC was nonfunctioning and has just recently gotten back to it. The hope is to wrap this up before the last Faculty Senate meeting in April. Many of the changes are just language and writing clarification. The first paragraph is key with the mutual agreement. It was thought best to have it here and not to put it in the tenure process. The other part that did not change but is important is 30-days for receipt of the written request. The middle part is clarification of language. The process for forming a committee is for the department head, in consultation with the academic dean or equivalent. It is important to have the option to replace committee members in case people move on or retire. Might want to consider this a mutual agreement here. A lot of terminology about guidance given is given. It was requested that the word interactive be removed. The Provost asked that the senate put on their to-do list going back to the interactive sentence and look at the tenure language. All members will go to the meeting. We always are asked about a substitute and there is no language about how to substitute if a committee member is on sabbatical, etc. Someday there could be a discussion about how to handle substitutes. A substitute does not have a history and does not understand the case. Think about the language for substitutes.

Move promotion advisory committee to beginning and take out the word to interactively. Present it as a recommendation. Last paragraph upon request of the faculty member - via the department head needs to be in here.

The Provost mentioned that the policy is very clear that faculty need to form a committee on the third year. If the head is not doing it, they are in trouble but the faculty member can bring it to their attention. Change the word, "in no case" to something that is logically more flexible. There used to be a February 15 deadline and that does not work. Spirit of the code is to have a meeting in the spring before you want to come up in the fall. Provost Smith has no problem asking the deans to go back to their departments.

Motion to move these policy changes to the Faculty Senate agenda made by Chris Winstead. Seconded by Vince Wickwar. Moved to Faculty Senate.

New Business

Policy 405.11.4 External Peer Reviews (first reading) – Tabled until December meeting due to time constraints.

Adjourn 5:05 pm