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## Faculty Senate Executive Committee Agenda, January 30, 2017

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## **FACULTY SENATE EXECUTIVE COMMITTEE**

January 30, 2017

3:00 – 4:30 p.m.

Champ Hall

### **Agenda**

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- 3:00 Call to Order** ..... Vince Wickwar  
Approval of Minutes from December 12, 2016 - [link](#)
- 3:05 University Business**.....Noelle Cockett, President  
Larry Smith, Interim Provost
- 3:20 Information Items**  
1. Duo Two-Step Login.....Eric Hawley  
2. Parental Caregiving Modified Duties Code Change - [link](#)..... Ronda Callister
- 3:35 Reports**  
1. Budget and Faculty Welfare Committee Report - [link](#).....Diane Calloway-Graham  
2. EPC January Report - [link](#)..... Ed Reeve
- 3:50 New Business**  
1. Annual Review of Faculty 405.12.1 - [link](#) ..... Ronda Callister
- 4:05 Adjourn**



## **FACULTY SENATE EXECUTIVE COMMITTEE MINUTES**

**December 12, 2016 3:00 P.M.**

**Champ Hall Conference Room**

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- Present:** Vince Wickwar (Chair), Ronda Callister (Past President), Kimberly Lott (President-Elect), Michele Hillard (Exec. Sec.), Rick Heflebower, Britt Fagerheim, David Brown, Leslie Brott, Jeanette Norton, Chris Winstead
- Absent:** President Stan Albrecht (Ex-Officio), Provost Noelle Cockett (Ex-Officio), Joan Kleinke, Scott Henrie, Mark McLellan, Lisa Gabbert, Juan Villalba, Dennis Garner,
- Guests:** Francine Johnson, Larry Smith, Susan Barrus for Taya Flores
- 

Vince Wickwar called the meeting to order at 3:00 pm

### **Approval of Minutes**

Approval of Minutes – November 21, 2016

*Minutes of the November 21, 2016 meeting approved.*

### **University Business - Noelle Cockett, Executive Vice President and Provost**

President and Provost not available for meeting due to scheduling conflict.

### **Reports**

#### **Council on Teacher Education Annual Report – Francine Johnson**

Submitted both a one-page summary and a more in-depth report. See one-page summary for program and policy changes. Added two new members to the Council on Teacher Education: 1) Public School Teacher and 2) Public School Building Principal. Adopted a new student teaching evaluation form based on Utah's Teaching Effectiveness Standards. There has been an increase of 10.6% of students admitted into initial Teacher Education programs. The placement rate for teachers graduating from the program is 94%. Enrollment has dropped overall because of the Utah State Board of Education and accreditation requirements. Both agencies require an ACT score of 19 in math and 20 in reading language and the student needs a composite of 21 and a 3.0 GPA. This causes an issue with art and music teachers. The new Academic Pathway to Teaching (APT) allows the school districts to hire someone without a teaching degree and to issue a license without meeting any criteria. Currently working with a task force at the state board on how to implement the APT. Hopes are that the state board will look at the policy and make changes. Teacher education institutions meet monthly to discuss issues and concerns. Teacher Education and Leadership is encouraging the State of Utah to restructure the teacher licensing system.

*Motion to move this report to Faculty Senate made by Kimberly Lott. Seconded by Ronda Callister. Moving to Faculty Senate.*

#### **EPC Report (December) - Larry Smith**

Three new R401 proposals brought forward. Two from Sociology, Social Work and Anthropology and one from Landscape Architecture and Environmental Planning.

Approved motion to temporarily suspend the depth requirement for Teacher Education majors to accommodate a new state public education and accreditation requirements for licensure that make the Bachelor's degree credits greater than 120.

*Motion to move this report to Faculty Senate made by Britt Fagerheim. Seconded by Ronda Callister. Moving to Faculty Senate.*

#### **Scholarship Advisory Board Annual Report – Susan Barrus for Taya Flores**

Scholarship report has individual pages for each college. The total number of managed scholarships is on the back. There were 3911 scholarship recipients which adds up to \$21M. Other scholarships are administered through admissions (other) 1626 = \$6M. USU Eastern numbers are not included in this report. Non-qualified scholarships go through ServiceNow and then goes on to I&B. ServiceNow helps take fingers off the money and goes directly onto banner. Only four people on campus will be able to go in and actually touch the scholarship money. Currently working on the website <http://scholarships.usu.edu/>. Staff will be able to login into the site and get assistance. The third floor of the TSC has counseling opportunities through student success. Transition advisors can track and help the students with scholarships. Undocumented students with scholarships are doing very well.

*Motion to move this report to Faculty Senate made by Ronda Callister. Seconded by Chris Winstead. Moving to Faculty Senate.*

## **New Business**

### **Annual Review Procedures – Ronda Callister**

Revisiting this issue. The proposal passed by Faculty Senate and sent to the executive committee where it was turned down. Issue came back up in the Faculty Forum with concerns that this had been turned down. It was requested that the faculty talk within their departments to see how the review process was going to work. Discussions should be at the next level since the Faculty Senate has already passed this. The objection, from the Executive Committee, was putting a specific time limit on this. Also a concern that the department heads didn't have a vote. It was the deans who raised these concerns. This item of business will be taken to the Dean's Council meeting and Larry Smith will facilitate getting this on the agenda. It is felt that this would help in finding common ground and having a productive discussion. Annual performance review is viewed as a single point of failure and it was noted that individuals need to follow the faculty code. This item will be taken back to Faculty Senate and will let them know that this has been brought forward again and that this will be brought to the Dean's Council for further discussion and review. Should the Code Compliance Committee be reinstituted to help if tenure reviews are not happening? Create ad hoc committee and then move forward? These questions will be brought up at Faculty Senate.

*Motion to move to New Business for discussion and submission to Dean's Council made by Jeanette Norton. Seconded by Kimberly Lott. Moving to Faculty Senate.*

## **Adjournment 4:20 pm**

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Minutes Submitted by: Michele Hillard, Faculty Senate Executive Secretary, 797-0121



## POLICY MANUAL

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**Number XXX (potentially #366)**

**Subject: Parental Caregiving with Modified Duties (PCMD)**

**Covered Employees: Tenured and Tenure-Track Faculty**

**Date of Origin:**

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### 3XX.1 POLICY

Entrance into the Parental Caregiving with Modified Duties (PCMD) program is available to faculty who meet the eligibility requirements and obtain administrative approval. Administrative approval may be granted after determining that the PCMD leave request is in the mutual best interest of the faculty member and the University. PCMD leave is a privilege granted at the University's discretion.

Parental caregiving with modified duties (PCMD) is designed to allow all faculty to request relief from six credit hours of teaching for one semester either spring or fall due to the birth or adoption of a child, while continuing to perform other job responsibilities. The faculty member will be expected to continue professional activities such as research and working with graduate students. Fulfilling these expectations will prevent students from being disadvantaged by the disruption of instruction and grading that might be caused by having an instructor take time off during the middle of a semester. Faculty who teach more than six credit hours may choose to receive additional reduction in teaching credit hours with a reduction in salary commensurate with the number of credit hours.

Under this policy, PCMD shall begin January 1 for spring semester and July 1 for fall semester and, no more than three (3) months prior to the expected birth/placement of a child and no more than twelve (12) months following the birth/placement. A semester, for purposes of this policy, is defined as January 1 – June 30 for Spring and July 1 – December 31 for Fall semesters.<sup>1</sup>

#### 1.1 Eligibility

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<sup>1</sup> This policy is designed to be used in either fall or spring semesters because faculty are normally paid in summer for their work in spring and fall terms. Using this policy in the summer requires negotiations with the Department Head and Dean to develop a plan and approval from the Provost. A plan should include the sources of funds and explain the circumstances that create the necessity of using PCMD in the summer.

- (1) All faculty, both male and female, are eligible for PCMD.
- (2) The faculty member must be the primary caregiver for the newborn or adopted child during the period that PCMD is in place.
- (3) An adopted child must be under the age of six or a special needs child under 18 years of age. A special needs child is one who is incapable of self-care on a daily basis because of physical or mental disability.
- (4) A faculty couple jointly sharing responsibility as primary caregivers for a child may split the use of PCMD and each receive relief from one-half of their teaching for a semester. Each faculty member would then receive 95% of their salary during the 16 week semester (or two different semesters) that they use the PCMD policy.

## **3XX.2 PROCEDURES**

### **2.1 Initiating Parental Caregiving with Modified Duties**

- (1) To initiate PCMD, the faculty member will submit a formal request as soon as possible on the PCMD form provided by Human Resources, stating the dates during which he/she will activate PCMD. The faculty member will affirm that he/she will be the primary caregiver for the child during the semester in which the PCMD is used.
- (2) The request will be approved by the department head, academic dean or vice president for extension, and, where applicable, the chancellor or regional dean, and the provost, and submitted to Human Resources.

### **2.2 Tenure and Post-Tenure Review Extensions**

Upon approval of a PCMD request, a tenure-eligible faculty member may seek a one-year extension of her/his pre-tenure probationary period (Policy 405.1.4(4) Tenured and Term Appointments: Evaluation, Promotion and Retention). If applicable, post-tenure review (Policy 405.12.2) may be postponed for one year if PCMD is used.

### **2.3 Obligation to Return**

The faculty member is obligated to return to university service for at least one semester following the use of PCMD. If the faculty member does not return to university service, he/she will owe the university the amount of salary released by the PCMD (10%) plus any other funding used to cover the costs of the faculty member's teaching assignment.

### **2.4 Funding this Leave**

- (1) The faculty member receives 90% of base salary during the 16-week semester that he/she is on PCMD. The remaining 10% of the faculty member's salary shall remain

in the department to be used to cover the costs of the faculty member's teaching assignment. If the cost to cover classes is over 10% of the base salary, then:

- (a) The Provost Office will contribute 34% of the remaining costs to cover the wages of the teaching replacement after the faculty member's 10% has been applied;
- (b) The college will contribute 33% of the costs to cover the wages of the teaching replacement after the faculty member's 10% has been applied; and
- (c) The faculty member's department will contribute the final 33% of what remains of the costs to cover the wages of the teaching replacement.

If any salary is received from grants or contracts, that portion must be based on actual effort performed for the award and all award requirements must be met. The university shall not be obligated to pay more than the amount of PCMD compensation that, when added to the outside source of compensation, will equal 110% of the faculty member's full regular salary for the period of leave.

## **2.5 Relationship to Other Policies**

- (1) Family and Medical Leave Act. Parental Caregiving with Modified Duties (PCMD) under this policy will run concurrently with FMLA leave (Policy 351 Family and Medical Leave) if applicable. No intermittent leave may be used for PCMD.
- (2) Maternity/ Short-term Disability Leave. If an eligible faculty member has short-term disability leave available, at the employee's discretion, the employee may choose to use the maternity portion of this leave instead of PCMD.
- (3) Sick or Annual Leave. Sick or annual leave may not be used in conjunction with PCMD.
- (4) Sabbatical or Other Leave. Other leave that has been taken or is scheduled to be taken by a faculty member shall not preclude eligibility for PCMD benefits under this policy. PCMD taken under this policy shall have no bearing on eligibility for subsequent sabbatical leave for the faculty member.

## **2.6 Semester for PCMD**

In most cases, the semester requested by the faculty member will be approved. However, when teaching assignments are unbalanced across semesters, the semester approved for PCMD will be negotiated with the department head. The leave cannot span over two semesters.

## **3XX.3 RESPONSIBILITY**

### **Department Head or Supervisor**

The department head or supervisor will be responsible for finding replacement instruction to cover the courses the faculty member using PCMD would normally have taught for the semester.

### **Faculty Member**

An eligible faculty member should notify her/his department head of a request for PCMD as soon as possible. This notice would normally be no fewer than four months prior to the expected arrival of the child; however, it may not be possible to provide this much notice. Administrators in Library and Extension are encouraged to explore the possibilities of making this policy work in their units.

### **Human Resources**

Human Resources will provide an application form for faculty to request the PCMD.



## **Budget and Faculty Welfare Committee Spring 2017 Summary Report**

Diane Calloway-Graham, Chair, Sociology, Social Work, & Anthropology  
Michael Pate, Agriculture/Applied Sciences  
Marissa Vigneault, Arts  
Allison Cook, Business  
Dale Wagner, Education & Human Services  
Koushik Chakraborty, Engineering  
Chris Monz, Natural Resources  
Bob Brown, Science  
Carol Kochan, Libraries  
Shawn Olsen, Extension  
David Law, Regional Campuses  
Lisa Gabbert, Senate  
Scott Henrie, Senate  
Ralph Meyer, Senate

### **Responsibilities of the BFW Committee**

The duties of the Budget and Faculty Welfare Committee are to (1) participate in the budget preparation process, (2) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance programs, retirement benefits, sabbatical leaves, consulting policies, and other faculty benefits; (3) review the financial and budgetary implications of proposals for changes in academic degrees and programs, and report to the Senate prior to Senate action relating to such proposals; and (4) report to the Senate significant fiscal and budgetary trends which may affect the academic programs of the University. ([Policy 402.12.4](#) )

### **Meetings and Discussions of the BFW Committee**

This report covers the activities of the BFW committee for the Fall 2016.

Meeting: September 2, 2016 with Provost Noelle Cockett regarding the FLSA (Fair Labor Standards Act) and changes that become effective December 1 that impact about 500 of our USU employees. Meeting was held in Champ Hall Conference Room Old Main 136.

Committee Members Present at Meeting: Diane Calloway-Graham, Michael Pate, Marissa Vigneault, Allison Cook, Dale Wagner, Christopher Monz, Bob Brown, Carol Kochan, Shawn Olsen, David Law, Lisa Gabbert, and Ralph Meyer.

Agenda: (1) Recent Revisions to the FLSA Overtime Regulations, (2) What the Changes Mean for USU, and (3) How Post Doc's are Affected

Discussion: A power point was presented. The status of exempt and non-exempt was discussed and how this impacts employees of the University. In some ways this is a morale issue in reference to how employees are paid and how they document their time. Department Heads and employees have been informed of changes. Department Heads have a list of employees that are impacted by this and it is the supervisor's responsibility to talk with them.

Respectfully submitted,

Diane Calloway-Graham, BFW Chair

## **Report from the Educational Policies Committee January 13, 2017**

The Educational Policies Committee (EPC) met on January 12, 2017. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page ([www.usu.edu/epc](http://www.usu.edu/epc)).

During the January 12, 2017 meeting of the Educational Policies Committee, the following actions were taken.

1. Approval of the report from the Curriculum Subcommittee meeting of January 12, 2017 which included the following actions:
  - The Curriculum Subcommittee approved 38 requests for course actions.
  - A request from the School Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences to offer a Bachelor of Science in Technology Systems was approved.
  - A request from the Department of Animal, Dairy and Veterinary Science in the College of Agriculture and Applied Sciences to offer a Minor in Equine Assisted Activities and Therapies was approved.
  - A request from the Department of Instructional Technology and Learning Sciences in the Emma Eccles Jones College of Education and Human Services to change the name of the Master of Learning Technology and Instructional Design to Master of Arts in Instruction Technology and Learning was approved.
  - A request from the Department of Psychology in the Emma Eccles Jones College of Education and Human Services to restructure the EAPS specialization into four new specializations: Behavior Analysis, Brain and Cognition, Quantitative Psychology and Sociobehavioral Epidemiology was approved.
  - A request from the Department of Mathematics and Statistics in the College of Science to offer a Master's Degree in Data Analytics was approved.
2. There was no December report from the General Education Subcommittee.
3. There was no December report from the Academics Standards Subcommittee.

## Existing Code

### 405.12 REVIEW OF FACULTY

#### 12.1 Annual Review of Faculty

Each department shall establish procedures by which all faculty shall be reviewed annually. This evaluation shall review the work of each faculty member in a manner and frequency consistent with accreditation standards. In the case of tenured faculty, this evaluation shall encompass a multi-year window of performance that covers a five-year span. Such reviews shall, at a minimum, incorporate an analysis of the fulfillment of the role statement. The basic standard for appraisal shall be whether the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with his or her position. The department head or supervisor shall meet with the faculty member annually to review this analysis of the fulfillment of the role statement and, subsequently, provide a written report of this review to the faculty member. A copy of this report shall be sent to the academic dean or vice president for extension, and, where appropriate, chancellor or regional campus dean. The annual evaluation and recommendation letter by the department head or supervisor developed for tenure-eligible faculty as part of the promotion and tenure process (405.7.1 (3)) may not serve as a substitute for this annual review letter for salary adjustment. For faculty with term appointments, the annual review shall also include a recommendation regarding renewal of the term appointment.

## Proposed Code

#### 12.1 Annual Review of Faculty

The faculty (as defined in 401.3 and 401.4) and department head of each department shall **work together to** establish procedures by which all faculty shall be reviewed annually. During fall, semester in preparation for spring annual reviews, procedures will **These procedures must be agreed upon by majority vote by of the department faculty, at minimum once every three years. If the procedures do not pass the majority vote, the department faculty must establish new procedures before the next annual reviews begin. This** ~~The evaluation shall review the work of each faculty member in a manner and frequency consistent with accreditation standards. In the case of tenured faculty, t~~his evaluation shall encompass a multi-year window of performance that covers a five-year span (to meet the requirements of post-tenure review for tenured faculty). Such reviews shall, at a minimum, incorporate an analysis of the fulfillment of the role statement. The basic standard for appraisal shall be whether the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with his or her position.

The department head or supervisor shall meet with the faculty member annually to review this analysis of the fulfillment of the role statement and, subsequently, provide a written report of this review to the faculty member. A copy of this report shall be sent to the academic dean or vice president for extension, and, where appropriate, chancellor or regional campus dean. The annual evaluation and

recommendation letter by the department head or supervisor developed for tenure-eligible faculty as part of the promotion and tenure process (405.7.1 (3)) may not serve as a substitute for this annual review letter for salary adjustment. For faculty with term appointments, the annual review shall also include a recommendation regarding renewal of the term appointment.