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Faculty Senate Agenda, March 13, 2017

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FACULTY SENATE AGENDA

March 13, 2017

3:00 – 4:30 p.m.

Merrill-Cazier Library, Room 154

Agenda

- 3:00 Call to Order** Vince Wickwar
Approval of [Minutes](#) February 6, 2017
- 3:05 University Business** Noelle Cockett, President
Larry Smith, Interim Provost
- 3:20 Information Item**
1. Code 366: Parental Caregiving Modified Duties Code Change ([PCMD](#)) Ronda Callister
2. Code 402.12.1-8 Update on Size of Faculty Senate Committee Code
Change Vince Wickwar
- 3:30 Reports**
1. EPC [February](#) Report Vijay Kannan
- 3:35 Old Business**
1. Code 405.12.1 Review of Faculty ([Second Reading](#)) Ronda Callister
- 3:45 Adjourn**



**USU FACULTY SENATE
MINUTES
February 6, 2017
Merrill-Cazier Library, Room 154**

Call to Order

Vince Wickwar called the meeting to order at 3:00 pm
Minutes from the January 9, 2017 Faculty Senate meeting approved.

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

The search committee for the Provost position has been finalized. Dean Joe Ward is the chair of the committee. Over the next month or two the committee will work on the job description language. Applications will be accepted later in the spring. Airport interviews will be held in early July and the finalists will come to campus in September.

President Cockett's first month has gone well. Regarding the university closure day - the emergency response has been reworked and a calling tree has been developed with definite directions on how to proceed. Two main things were the weather report and the fact that CVTD was changing their schedule. Snow removal went really well, however there were problems with the regional campuses wondering what was happening. By 1:00 pm Brigham City, Kaysville and USU Eastern had closed. The NCAA requires universities to continue with athletic events if officials and players can get to the event. It was decided that the university will make a decision of delay or closure by 7:00 am on the day in question. Kicked off the "I Will" campaign bystander engagement for sexual assault/sexual violence. Last semester was the consent campaign and the students are really pleased because they are having more conversations and involvement. Presentations at legislature – each institution is given 30 minutes to give a state of the university talk. Have been meeting with numerous legislatures on varying topics. This Wednesday go in front of the IPP board which ranks building request. USU is presenting BNR – phase two of life science initiative. There is no one-time money this year so new building projects may be limited. Very unlikely they will be able to postpone ongoing requests for buildings. If we are to get funded this year that is one year earlier than we requested. It would be nice if we could get the money this year, however, looks like next year. The Higher Ed priorities for this year are:

1. Compensation (would like 3% but will probably come in at 2%)
2. Growth
3. Market demand
4. Performance

Discounting tuition is our enrollment strategy. We cannot increase Tier 1 tuition on our own. The legislature has to do that.

Information Items

Retirement Presentation for Joan Kleinke - Vince Wickwar

Presented blanket and certificate to Joan Kleinke for her 10 years of outstanding service as the Faculty Senate Executive Secretary.

Duo Two-Step Login - Eric Hawley

Security changing how we login using our A# and passwords. Only affects employees, including student employees. Utilizing one more step for logging in but will provide more security. The

entire system of higher education has adopted this security platform. When logged in with a cell phone or tablet it will beep you. Two buttons will appear “approve” or “deny”. If you receive an email and haven’t logged in this is a trigger to go in and change your password. The second someone attempts to login as you, you will receive a notification. A smart phone is the recommended method for receiving this information. Smart phone reimbursements are not being approved or provided for this function. The University of Utah has rolled this program out on December 28 and we are learning from their successes and failures. If you don’t have a smart phone or tablet, you can get a key fob. There is a cost of \$23 for fobs for individuals or departments that want to purchase them. The university is not providing central funding for the purchase of key fobs and it is considered the most inconvenient option. The site for changing passwords can be found at www.myid.usu.edu and allows you to go in and change your password. The notification can be set to authenticate every three days and every employee will need to do this. This affects everyone receiving a paycheck from the university. The roll out date for this security initiative is April 20. It is available now at www.duo.usu.edu if you would like to enroll now and review questions. Individuals can opt in between now and April 20 and after the 20th the annual password reset requirements will go away. Duo app has been vetted through the military and other secure companies and institutions. An all employee announcement will go out to campus once it is approved by the President’s Council.

Update on Faculty Senate Committee Numbers Code - Vince Wickwar

Code change will be going to the President’s Council on Wednesday, February 9. Once approved this will move forward to the Board of Trustees for approval on March 3rd.

Federal Funding – Mark McLellan

These are interesting times for the researchers and they are aware that a change team is typical in all presidential transitions. The first contact in terms of transition was with landing team out of the republican national committee and the follow up is the beach head team, which is a group of about 25-30 individuals. The EPA has frozen all future grants but current grants are still moving forward. Proposals pending with the EPA are frozen.

Reports

Budget and Faculty Welfare Committee Report - Diane Calloway-Graham

The committee met in the Fall but didn’t have a lot of issues to discuss. Met with Provost concerning the FLSA changes that impacted faculty and grad students beginning December 1. This impacted approximately 500 individuals. Informational meetings were held all over campus. This coming semester the committee will be meeting with President Cockett to see what her priorities are and how they might impact faculty. Also, meeting with Dave Cowley in terms of concerns with health care issues and financial impact of current legislative session.

Motion to approve the Budget and Faculty Welfare report made by Becki Lawver. Seconded by Becky Blais. Report approved

EPC January Report - Vijay Kannan

Ed Reeve was involved in a snowmobile accident and will be out for a while. Vijay will assume Ed’s responsibilities until his return. Thirty-eight course approvals approved. Six R401 proposals approved. Reviewed individual proposals.

Motion to approve the EPC January report made by Kimberly Lott. Seconded by Ronda Callister. Report approved.

New Business

Annual Review of Faculty 405.12.1 - Ronda Callister

Working on Annual Review of Faculty. This was not originally approved by the Executive Council and will be brought back to them. Went to a meeting today and the deans are comfortable with this proposal pending a few revisions. This will go back to PRPC and then will come back to FS for a second reading.

Adjourn 4:00 pm



POLICY MANUAL

Number #366

Subject: Parental Caregiving with Modified Duties (PCMD)

Covered Employees: All faculty (as defined in 401.3 and 401.4)

Date of Origin:

366 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~~up to 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~~request to receive additional reduction in teaching credit hours with a reduction in salary commensurate with the number of credit hours beyond six credits.

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.¹

1.1 Eligibility

¹ 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 a total of six credits for the couple ~~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.

366.2 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.

366.3 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.

Report from the Educational Policies Committee February 2, 2017

The Educational Policies Committee (EPC) met on February 2, 2017. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page (www.usu.edu/epc).

During the February 2, 2017 meeting of the Educational Policies Committee, the following actions were taken.

Approval of the report from the Curriculum Subcommittee meeting of February 2, 2017 which included the following actions:

- Approval of requests for 15 course actions.
- Approval of a request from the Department of Computer Science in the College of Engineering to offer a Minor in Computer Science Teaching pending minor revision.

Approval of the report from the General Education Subcommittee meeting of January 17, 2017 which included the following actions:

- Approval of seven requests for QI/CI designation

Approval of the report from the Academics Standards Subcommittee meeting of January 12, 2017 which included the following action:

- Approval of a proposal to accept the most recent grade from a repeated course rather than the highest grade in calculating GPA.
- Approval of a proposal to establish a policy that to earn an Associate's degree a minimum number of credits/credits at C- or above must be earned.
- Approval of a proposal that students admitted starting Fall 2013 who have earned more than 158 credits may be charged double in-state tuition consistent with Board of Regents Policy. Students admitted prior to Fall 2013 may be charged the higher rate if they have earned 170 credits or more.

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

In the spirit of shared governance, the faculty (as defined in 401.3 and 401.4) and department head of each department shall work together in consultation with the dean to establish procedures by which all faculty shall be reviewed annually. During fall, semester in preparation for spring annual reviews, procedures will be agreed upon by majority vote 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 as described above approved by the dean 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, this 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

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