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## Faculty Senate Agenda, September 10, 2018

Utah State University

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**FACULTY SENATE AGENDA**

September 10, 2018

3:00 – 5:00 p.m.

Merrill-Cazier Library, Room 154

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**Agenda**

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- 3:00 Call to Order** ..... Becki Lawver  
Approval of [April 30, 2018 Minutes](#)
  
- 3:05 University Business** ..... Noelle Cockett, President | Frank Galey, Provost
  
- 3:20 Information**
  - 1. Welcome 2018-2019 Faculty Senators & Alternates ..... Becki Lawver
  - 2. Faculty Senate Handbook ..... Becki Lawver
  - 3. EPC Report [April 5, 2018](#) ..... Ed Reeve
  - 4. Koch Task Force Update ..... Becki Lawver
  
- 3:45 Old Business**
  - 1. [Nominating Committee Code](#) ..... Becki Lawver
  - 2. Additional Events During the Year in which a Tenure Decision is to be Made ([Code 405.11.4](#)) ..... John Gilbert
  
- 3:50 New Business**
  
- 4:00 Adjourn**



## **FACULTY SENATE MINUTES**

April 30, 2018

3:00 – 5:00 pm

Merrill-Cazier Library, Room 154

### **Call to Order - Kimberly Lott**

Approval of April 2, 2018 [Minutes](#)

*Minutes approved as distributed.*

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

Frank Galey has accepted the position as Executive Vice President and Provost and his official start date is August 1. A search is starting for a Vice President of Communications. This individual is someone who would lead the university's marketing, communications and public relations and have oversight for the university. Two of the existing units will fall under the Vice President (PR & Marketing) SMAC. The other units in the colleges will remain within the colleges. The new Vice President will be charged with having communication/connection with the college entities. It is anticipated that we should have someone hired in the fall. There will be new positions in the AAEO office. The Title IX coordinator will have oversight of compliance required under Title IX, sexual assault and discrimination for students and faculty. There will also be a new prevention and education specialist. This individual is primarily responsible for training programs required by Title IX. The SAAVI office or in health well-being center will continue as already defined. President Cockett, Interim Provost Smith and Neil Abercrombie traveled to Price and Blanding campuses to meet with students, faculty, staff and community leaders to get feedback on how things have been going and what they would like to change, if anything. These discussions are due to Chancellor Joe Peterson's retirement. This was a great visit with great feedback. It was felt that the highlight of this visit was the student meetings and interactions. The students are incredibly proud of their campuses and are excited about their futures.

Differential tuition became a subject of discussion within the university as well as with the State Board of Regents. Differential tuition at the state institutions is regulated and approved under the Regent's policy. When a college or department wants to request differential tuition, they must complete an R401 proposal. At this time, the Regents do not have a current process in place for tracking and/or reviewing the differential tuition at the institutions. Within the year, the Regents will have a review schedule put together. There are currently five colleges and one department on USU's campus who utilize differential tuition. These requests, however, are all over the board regarding amount of fees, what they are used for and oversight, i.e., how reviews are conducted. The Landscape Architecture and Environmental Planning department has no differential tuition for their 1000/2000 level courses but they do, however, charge \$59 a credit hour for upper division courses. The Huntsman School of Business has a broad use for their differential tuition. It is used for such things as salaries, college support and student experiences. It makes sense to eliminate course fees on courses that have differential tuition. Differential tuition eliminates the ability to see what our students are actually paying for courses. The Regents are looking at access and affordability they have noted their concerns with differential tuition. Because there are no regulations or reviews, USU has imposed an audit that will be conducted by the USU internal audit office. The Huntsman School of Business will be the first college to undergo this review. Internal audit has started the review this spring and the Caine College of the Arts will be next. It was stated that the Regents have very little concern regarding graduate differential tuition. Their main concern is undergraduate tuition. The question was asked, "What is the difference between differential tuition and course fees and should we have both since it confuses the students?" The students have never

protested these fees. Once they hear about the extra things they receive, they are supportive of paying the differential tuition. The Regents have expressed concern on the multiple ways students are charged course fees, student fees, differential tuition and first and second tier tuition. These issues will continue to be looked at and worked on.

Provost Smith – There has been a two-year break for the provost's office holding its Teaching Portfolio Workshop. The workshop will take place this year after commencement and we already have 20 tenured faculty with mentors. The provost encouraged everyone to attend commencement. He recently spent three days at regional campus commencements and the energy and excitement was palpable. It is a great way to celebrate the end of the year. It is great to participate in the large ceremony as well as individual college ceremonies. The provost said that it has been a privilege to work with the senate and leadership for the last 15 months. Wished the faculty a productive and fun summer. Regarding the Dean of Engineering search – feedback is being collected and they hope to move forward this week.

## Information

### **Empowering Teaching Excellence (ETE) - Neal Legler | Travis Thurston**

The Empowering Teaching Excellence program has now been up and running for four years. The group is operating on the observation that at USU there is a great deal of excellence already occurring in teaching and learning. ETE's focus is on magnifying the culture that already exists and that we all participate in. There are a series of five events: 1) ETE Conference (August 15); 2) Foundations of USU Teaching; 3) ETE Seminar Series; 4) E-Learning Workshop and 5) Journal on Empowering Teaching Excellence. The journal recognizes improvement efforts that the faculty are making. They are finding that the secret to success is bringing the faculty together and allowing them to be mentored or become mentors to new faculty. ETE 10 program is a micro credential program for faculty that will earn those badges. Two different certificates can also be earned. Over 150 individuals have earned 500 badges as well as 8 certificates being awarded. There have been over 3700 downloads for the journal as a whole. The current issue has had 356 views/downloads coming from national and international institutions. Tom Tobin will be speaking on UDL universal design for learning.

### **Student Code Revision – Richard Inouye**

Been working on a rewrite of the student code for the last 2 years. Updating the code references that were not explicitly expressed in the current student code. A working group was established to provide an overall view of USU policies. Current article 2 was shortened. Article three regarding freedom of expression was removed because it is in the amendment. Most of article 4 was removed because it belongs under USUSA. Article 6 academic integrity appeal process can extend out over semesters. Have streamlined the process and laid out a table/timeline that will simplify the process. Encourage faculty to be more rigorous in reporting violations. Additions to the code fall into two categories 1) sexual assault, domestic violence, stalking and consent. 2) Language of revocation of degrees. USUSA executive council approved and USUSA Academic senate approved. Information provided to the Faculty Senate Executive Committee and now it goes to the Vice President of Student Affairs, the Provost and Board of Regents.

### **EPC Voting Clarification - Becki Lawver**

Four to five years ago, information items were housed under a consent agenda and no vote is taken on consent items. Started looking into the policy to see if what we have been doing is correct. Last month the EPC report was given regarding a specific R401 proposal that had gone through several committees. The proposal did not need to be voted on. The senate can still vote if something is a major action item. The question was then asked, what major action items are and who makes those decisions. Faculty Senate will be working with the new leadership and faculty regarding this issue.

### **EPC April Report - Edward Reeve**

Ten General Education designations were approved.

Academic Standards Committee approved registered student policy wording.

Curriculum Committee

168 Course Requests approved.

Four R401 proposals approved and moved forward.

#### **Policy 403 and 407 Revision Schedule - Kimberly Lott**

President Cockett will be working with Kimberly Lott on Policy 403 and 407 revisions/changes.

The senate was reminded that code changes do not happen immediately. It takes time and the hope is that there will be something to go before the senate at the first meeting of the 2018-2019 academic year.

### **Reports**

#### **Academic Freedom and Tenure (AFT) Annual Report - Michael Lyons**

This Committee deals with grievances that come under 403 and 407. Sanctions on a faculty member and this individual requested a hearing. Professor John Stevens chaired the panel that would conduct the hearing. The matter was dropped. Important to keep the confidentiality of this matter. Beyond that, there were a number of questions from faculty members. Post tenure review is one of the most common questions.

#### **Committee on Committees (CoC) Annual Report - Rebecca Blais**

Update was provided regarding the filling of the Faculty Senate committees. Will be working during the summer to fill the remaining vacancies.

#### **Calendar Committee Annual Report - Andi McCabe**

There were a couple of action items from the committee this year. The committee recommends discontinuing the practice of moving classes when holidays fall on a Monday. This would mean that there would be no Monday classes on Tuesday and no Thursday classes on Friday. Also recommending reducing the number of instruction days in the spring to match the fall. The number of instruction days is 70 and this has been vetted through multiple committees. This will equal out all the classes and they will end a few days sooner. The students will now have an interim day. Finals will move up to Thursday-Friday and Monday-Tuesday-Wednesday. This also gives the students Thursday and Friday before summer semester begins. Weber State University only has 69-posted days. This calendar matches exactly what the University of Utah does. These changes will go into effect spring 2019.

*Motion to approve reports made by Vince Wickwar. Seconded by Rebecca Blais. Reports approved.*

### **Old Business**

#### **Koch Task Force Update - Kimberly Lott**

Task force members have been appointed and will begin holding meetings to develop a resolution. Koch agreement at USU will be focused – should not look at agreements with any other universities. The suggestion was made in the March meeting to keep the task force to a minimum number of members. Have reached out to faculty members in every college. The task force will consist of seven members and the first meeting will be held on Wednesday, May 2.

### **New Business**

#### **Code Change - Becki Lawver**

Proposing a new committee that would begin in the fall. This would be a nominating committee for Faculty Senate President-Elect. This code change would provide more faculty input and streamline the process. The past president of the Faculty Senate will chair the committee.

*Motion to move code to PRPC made by Rebecca Blais. Seconded by Ronda Callister. Moved to PRPC.*

#### **Faculty Senate President & President-Elect Coverage for 2018-2019 - Kimberly Lott**

This is a three-year term and the individual cycles through the President elect, president, and post president positions. Individuals have to serve at least one-year on the senate. During the elect year there will be a 25% buy out, during president year there is a 50% buy out and the past president receives a 25% buy out. Individuals who hold these positions should meet with their department heads and work out how that looks for your teaching, research roles, etc.

Open the floor for nomination. Becki Lawver nominated Patrick Belmont. Vote taken by acclamation. Patrick Belmont next president elect.

**Concluding Remarks, Passing of the Gavel - Kimberly Lott**

Gavel passed to Becki Lawver. Gift given to Vince Wickwar. Gift given to Kimberly Lott for service as FS President.

**College Caucus to Elect FSEC members** – Two-year terms are standard. Senators must have served one year in the Senate to be eligible. Colleges needing an FSEC member are:

Agriculture and Applied Sciences  
Education and Human Services  
Humanities and Social Sciences  
Natural Resources  
Science  
Libraries  
Extension  
Regional Campus  
USU Eastern

**Adjourn 4:30 pm**

## Report from the Educational Policies Committee April 5, 2018

The Educational Policies Committee (EPC) met on April 5, 2018. 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 April 5, 2018, meeting of the EPC, the following actions were taken:

### 1. General Education Subcommittee

- Approval of the following designations: ENGL 5320 (CI), ENGL 5330 (CI), ENGL 5340 (CI), SPAN 3610 (CI), ENVS 4020 (CI) (DHA), HIST 3845/RELS 3845, (DHA), HIST 3910 (DHA), TEAL 5080 (DHA), & POLS 5000 (QI).

### 2. Academic Standards Subcommittee

- Approved: Registered Student Policy Language (See Below)

#### Registration Requirement

*All individuals attending classes after the first week of classes must be registered. During the first week of classes, an individual who is attempting to register for a full class may attend with the permission of the instructor. After the first week, only those who are registered may attend.*

*Registered status includes audit, for credit, and pass/fail. Students are officially registered when all tuition and fees have been paid in full. Failure to pay tuition and fees by the published fee payment deadline may result in courses being dropped. Students are responsible for dropping courses for which they do not wish to receive a grade.*

### 3. Curriculum Subcommittee

- Approval of 168-course requests.
- Approval of the request from the Department of Biology in the College of Science to **restructure** Biology PhD and Biology-Ecology PhD.
- Approval of the request from the Department of Management in the Jon M. Huntsman School of Business to **change specialization name** of "Value Creation" to **Strategic Value Creation**.

- Approval of the request from the Department of Management in the Jon M. Huntsman School of Business to **change the name** of the Management Minor to **Leadership and Management Minor**.
- Approval of the request from Request from the Department of Management in the Jon M. Huntsman School of Business to **change the name** from MBA specialization: Shingo Leadership and Operational Excellence/Manufacturing Management to **Supply Chain Management**.

402.12

## 12.11 Nominating Committee

### (1) Duties

The duties of the Nominating Committee (1) coordinate with the Senate Executive Secretary to identify qualified President-Elect candidates; (2) seek nominations from the senate floor during the 1<sup>st</sup> April Senate Meeting (402.10.3); (3) prepare a slate of Faculty-Senate President-Elect candidates; (4) submit a Nominating Committee report to the Faculty Senate at the 2<sup>nd</sup> April/May meeting; (5) assist with voting and tabulation of ballots.

### (2) Membership

The Nominating Committee will be Chaired by the Past-President of Faculty Senate and consist of three elected faculty senators serving one-year terms.

Original Code:

405.7-211.4 Additional Events During the Year in which a Tenure Decision is to be Made

(1) External peer reviews.

Prior to September 15, the department head or supervisor will make a solicitation of letters from at least four peers of rank equivalent to or higher than that sought by the candidate. If fewer than four letters arrive, additional letters will be solicited only to attain the minimum of four letters.

The reviewers must be external to the university and must be held with respect in academe. The candidate will be asked to submit the names of potential reviewers and to state the nature of his or her acquaintance with each of them. The number of names should be at least equal to the number of letters to be solicited. At least one-half of the reviewers must be selected from the candidate's list. The candidate may also submit names of potential reviewers that he or she does not want contacted, although this list is not binding on the department head or supervisor.

The department head or supervisor and the tenure advisory committee shall mutually agree to the peer reviewers from whom letters will be solicited. A summary of the pertinent information in his or her file initially prepared by the candidate and a cover letter initially drafted by the department head or supervisor with final drafts mutually agreed upon by the candidate, the tenure advisory committee, and the department head or supervisor shall be sent to each reviewer by the department head or supervisor. Each external reviewer should be asked to state, the nature of his or her acquaintance with the candidate and to evaluate the performance, record, accomplishments, recognition and standing of the candidate in the major area of emphasis of his or her role statement. If the candidate, department head, and tenure advisory committee all agree, external reviewers may be asked to evaluate the secondary area of emphasis in the role statement as well. Copies of these letters will become supplementary material to the candidate's file (see Code 405.6.3).

Under exceptional circumstances, a waiver of the external review process may be granted by the president when such a process is operationally not feasible for a particular set of academic titles and ranks.

Proposed Code Change:

405.117.42 Additional Events During the Year in which a Tenure Decision is to be Made

(1) External peer reviews.

Prior to September 15, the department head or supervisor will make a solicitation of letters from at least four peers of rank equivalent to or higher than that sought by the candidate. If fewer than four letters arrive, additional letters will be solicited only to attain the minimum of four letters.

The candidate will be asked to submit the names of potential reviewers and to state the nature of his or her acquaintance with each of them. The reviewers must be external to the university and must be held with respect in academe. These persons should be familiar with the candidate's field of study and may know the candidate, but those with potential conflicts of interest should not be asked to serve as a reviewer, but the reviewer must be far enough removed from the candidate as to avoid a conflict of

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interest. The candidate will be asked to submit the names of potential reviewers and to state the nature of his or her acquaintance with each of them. A candidate may be asked to submit additional names if it is decided that the nature of the candidate's acquaintance with the potential reviewers might prevent them from making an objective evaluation. The number of names should be at least equal to the number of letters to be solicited. At least one-half of the reviewers must be selected from the candidate's list. The candidate may also submit names of potential reviewers that he or she does not want contacted, although this list is not binding on the department head or supervisor.

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The department head or supervisor and the tenure advisory committee shall mutually agree to the peer reviewers from whom letters will be solicited to ensure an objective appraisal of the candidate's file. -A summary of the pertinent information in his or her file initially prepared by the candidate and a cover letter initially drafted by the department head or supervisor with final drafts mutually agreed upon by the candidate, the tenure advisory committee, and the department head or supervisor shall be sent to each reviewer by the department head or supervisor. Each external reviewer should be asked to state (i) the nature of his or her acquaintance with the candidate; and (ii) if any potential conflicts of interest exist. External reviewers will be asked to evaluate the performance, record, accomplishments, recognition and standing of the candidate in the major area of emphasis of his or her role statement. ~~Each external reviewer should be asked to state, the nature of his or her acquaintance with the candidate and to evaluate the performance, record, accomplishments, recognition and standing of the candidate in the major area of emphasis of his or her role statement.~~ If the candidate, department head, and tenure advisory committee all agree, external reviewers may be asked to evaluate the secondary area of emphasis in the role statement as well. Copies of these letters will become supplementary material to the candidate's file (see Code 405.6.3).

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