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## Faculty Senate Executive Committee Agenda, August 23, 2021

Utah State University

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**FACULTY SENATE EXECUTIVE COMMITTEE**

August 23, 2021

3:30 – 4:30 p.m.

Old Main-Champ Hall ([Zoom](#))

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**Agenda**

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- 3:30 Call to Order** ..... Boyd Edwards  
Approval of Minutes – [April 12, 2021](#)
  
- 3:35 University Business** ..... Noelle Cockett, President | Frank Galey, Provost
  
- 3:50 Information**  
COVID Containment Strategies ..... Frank Galey | Boyd Edwards  
[COVID Management Preferences Survey](#) ..... Boyd Edwards | Sarah Klain  
[Faculty Reporting of Sexual Misconduct](#) ..... Hilary Renshaw | John Ferguson
  
- 4:20 Reports**  
[Empowering Teaching Excellence Annual Report](#) ..... Neal Legler | Travis Thurston
  
- 4:30 Old Business**  
[Update on 400 Code Rewrite](#) ..... Nikki Kendrick
  
- 4:35 New Business**

**Adjourn: 4:40 pm**



## FACULTY SENATE EXECUTIVE COMMITTEE MINUTES

April 12, 2021

3:30 – 5:00 p.m.

Zoom Meeting

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**Present:** Timothy Taylor (President), Patrick Belmont (Past-President), Boyd Edwards (President-Elect), Provost Frank Galey (Ex-Officio), Michele Hillard (Exec. Sec.), Benjamin George, Maureen Hearn, John Ferguson, Yoon Lee, Soren Brothers, Vicki Allan, Denise Stewardson, Robert Wagner, Don Busenbark, Nicholas Roberts, Jessica Lucero, Britt Fagerheim, Jan Thornton

**Absent:** President Noelle Cockett (Ex-Officio), Sami Ahmed, USUSA President,

**Guests:** Paul Barr, EPC Chair  
Janet Anderson, Vice Provost  
Heidi Kesler  
Katie Jo North  
Renee Galliher, Calendar Committee Chair  
Joe Koebbe, Committee on Committees Chair  
Tal Avgar

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**Call to Order** - Timothy Taylor

[Approval of Minutes](#) – March 15, 2021

*Motion to approve the March 15 minutes made by Don Busenbark. Seconded by John Ferguson. Minutes moved to the Faculty Senate agenda.*

**University Business** - Frank Galey, Provost

University will continue to require masks in classrooms and in the buildings. The statewide mandate was lifted but they left the door open for higher education to continue masks as we see fit. This will remain through the summer and possibly into the fall. USU can still require masks for larger gatherings outside of the buildings and classrooms. There are sites where you can find vaccines, not just at the Bear River Health department. Smiths and Walgreens are now offering vaccinations. USU cannot mandate vaccination as a condition of employment or for the students. USU is encouraging individuals to get vaccinated if they want. Currently working on fall classrooms and schedules. The administration is happy that there are a number of faculty who want to teach in-person in the fall. Looking at having classes in the larger venues. If you are interested in a larger venue contact Robert Wagner and he can facilitate the space. This spring will be the first time that a face-to-face class can have finals in person. There will be some listening sessions with faculty members in mid-May. These sessions will be hosted by Empowering Teaching Excellence (ETE) and the provost's office. During these sessions we will be looking for suggestions, recommendations, or questions. Will be having in -person commencement and faculty members are invited to attend. If faculty wants to attend they need to contact their college representative to be put on the seating list. Not sure right now when we can go back to pre-COVID teaching and life on campus. It appears that it might be sometime in fall or spring. A lot will depend on the COVID situation. We will need to be at or below the risk. President Cockett is committed to getting the campus repopulated during summer or fall. Looking at possibility of interim cleanings and do one deep cleaning a day which would allow for more back-to-back classes.

## Information

[EPC Monthly Report](#) – April 1, 2021 - Paul Barr

*Motion to move the EPC Monthly Report to the Faculty Senate agenda made by Patrick Belmont. Seconded by Don Busenbark. Moved to the agenda.*

General Education Subcommittee approved one designation – ENVS 4550. There was a discussion regarding the training of instructors for the CL outcomes (ENGL 1010 and 2010). Class sizes range from as low as 25 to as high as 400 students.

Academic Standards Subcommittee – A discussion was had regarding amending the valedictorian selection criteria verbiage in the Utah State General Catalog. The committee also discussed amendments to the current university repeat policy. A proposal to create a university-initiated withdrawal policy was discussed. Also discussed a university-initiated withdrawal policy.

Curriculum Subcommittee – Approved 45 semester course approval forms as well as four R401 proposals. Curriculum was shut down and will reopen the first week of July. A small working group has been put together to look at updating the Curriculum/EPC handbook. Matt Sanders has been nominated as the chair for the Curriculum Subcommittee.

## Reports

[Committee on Committees](#) Annual Report - Joe Koebbe/Jan Thornton

*Motion to move the Committee on Committees Annual Report to the Faculty Senate agenda made by John Ferguson. Seconded by Boyd Edwards. Moved to the agenda.*

No face-to-face meetings were held this year due to COVID. Intensified email efforts to fill chair and chair-elect positions. Utilized Zoom meetings to get members nominated to oversee the committees. Waiting for Faculty Senate seats to be filled. Stagger membership and maybe include four members instead of just three. Zoom meetings seem to work well with attendance. Work hard in the next three weeks to get membership and committees set up.

[Calendar Committee](#) Annual Report - Renee Galliher

*Motion to move the Calendar Committee Annual Report to the Faculty Senate agenda made by Don Busenbark. Seconded by Yoon Lee. Moved to the agenda.*

The calendar committee had a busy and unusual year. The report is structured different than in the past. Worked closely with the COVID stabilization task force to work in ways that would manage the rates of COVID infection on campus. Originally met in the summer to discuss the fall calendar and then met twice over the fall semester to discuss a series of changes for spring semester. Lost spring break but found some middle ground for students and faculty to get a break during the spring semester. The calendar committee is now two years ahead. Look at the possibility of being more creative and flexible with the calendar specifically on no class days and holidays. Intentionally engage with more diversity and inclusion choices, i.e., Juneteenth being a no class day. There could be some problems with how we have done these in the past. Do we use the calendar to express our inclusivity and diversity issues? Decision was made to not make any calendar changes for the next two years. Spend this year working with the Faculty Senate and the President's Diversity Council and think about how we might want to revisit our calendar structure. Spring 2022 break will be March 7-11, 2022.

[Recruitment](#) and [Retention](#) Annual Report - Katie Jo North | Heidi Kesler | Janet Anderson

*Motion to move the Recruitment and Retention Annual Report to the Faculty Senate agenda made by Boyd Edwards. Seconded by Don Busenbark. Moved to the agenda.*

COVID has been difficult for recruitment since USU can't be out on the road recruiting students. The availability for test scores for admissions and scholarships has been hard because students haven't had the ability to take the ACT and SAT scores. They have come up with some in between steps to help with a test optional. Looked at GPC for admissions purposes. The scholarship is a little trickier, instead of looking at the GPA, ACT/SAT, looked at combination of GPA and class rigor. Put together a placement task force that will be looking at this on a broader scale and will be continue with GPA and class rigor or go back to the old option. Started with some in-person events and the pivoted to virtual events. Some of the open houses took over four days. Doing more events with fewer numbers. Ramped up the marketing effort. Tried to reach students the way they are learning right now, which is virtual. Planning on doing events next fall in person. Logan campus is doing well with recruitment.

Student achievement collaborative is in its second year. This is an initiative-based group and you will see that when you look at the leadership team. There are leaders from the statewide campuses, university advising, retention and completion office, orientation and transition services, student involvement and leadership and also a data analyst that sits on the team. Working to identify areas where students need support in order to stay in school. Did a survey this summer and got feedback from students on areas where they needed help. COVID has shown a light on problems that students reported issues with, such as time management and making sure they have a study space. Worked with the collaborative to create some materials on line for those students who needed more help. As more and more are interested in retention it makes sense to have this as a university wide effort. Started a front and center speaker series. This is open to everyone on campus. Coordinate information that goes out to students and how to consolidate the information. Ultimately it is the faculty that help in the retention of USU students.

### **Old Business**

Review Code Status | Faculty Code Rewrite - Timothy Taylor

*Motion to move the Faculty Code Status and Faculty Code Rewrite to the Faculty Senate agenda made by Benjamin George. Seconded by John Ferguson. Moved to agenda.*

404 code rewrites regarding student involvement on search committees has been sent to the President for approval. Once it is approved it will move forward to the Board of Trustees. Asking for a hold on all code changes since the rewrite committee is working on all faculty code right now. Ensure that these things are done in a timely manner and with clearer communication. Discussed a new tracking system that could help with keeping code moving through the system. This would help with competing pieces of code changes. Curriculum could certainly serve in helping with the tracking and approval of code changes. Would also provide a central repository for all changes. Still have a backlog that we will be working on cleaning up. Tim Taylor sits on the 400 Code rewrite committee and will work on keeping things up to date.

### **New Business**

Faculty Senate President Elect - Timothy Taylor

*Motion to move the Faculty Senate President-Elect nomination to the Faculty Senate agenda made by Don Busenbark. Seconded by John Ferguson. Moved to the agenda.*

One candidate, John Ferguson has agreed to run for the position of Faculty Senate President-Elect. This will be brought to the full faculty senate at the next meeting. In the last Faculty Senate meeting we usually ask for the election of FSEC members. Currently working with the Committee on Committees to make sure committees are updated, staffed and trained. The Faculty Senate Presidency will work on sending out an email notification and request for secret ballot before the upcoming Faculty Senate meeting.

**Adjourn: 4:33 pm**



## Intro

### **COVID-19 is changing**

In late July, 2021, the Center for Disease Control (CDC) reported surging COVID-19 cases in various regions of the US, largely attributed to the delta variant.

The Utah state legislature passed bills in 2021 that 1) block vaccine passports on college campuses and government buildings in the state, and 2) prohibit mask mandates in higher education. For more information on the bills, see HB 308 and HB 1007 respectively.

As of August 17, 2021, a total of 52.5% of people eligible to be immunized (ages  $\geq 12$ ) in Cache County are immunized with a COVID-19 vaccination according to the Bear River Health District.

The Pfizer COVID-19 vaccine is anticipated to get FDA certified in September, which provides an opportunity to change COVID-19 risk management strategies on the USU campus.

This survey aims to understand COVID-19 management preferences among USU faculty and staff.

A growing number of institutions of higher education are requiring students to get the COVID-19 vaccine before returning to campus ([click here for the full list](#)).

Would you support requiring students to get the COVID-19 vaccine?

- Yes
- No
- I don't know

Would you support requiring **faculty** to get the COVID-19 vaccine?

- Yes
- No
- I don't know

Would you support requiring **staff** to get the COVID-19 vaccine?

- Yes
- No
- I don't know

Would you support requiring all **students** to provide proof of vaccination in order to attend face-to-face classes?

- Yes
- No
- I don't know

Would you support requiring all **faculty** to provide proof of vaccination before teaching face-to-face classes?

- Yes
- No
- I don't know

Would you support an indoor mask mandate on campus until >90% of the USU community is vaccinated?

- Yes
- No
- I don't know



Would you support an indoor mask mandate on campus until the risk level for unvaccinated people, based on cases and test positivity, is assessed as low? As of August 17, 2021, Cache County's risk level for unvaccinated people is extremely high.

- Yes
- No
- I don't know

Which type of USU employee are you?

- Staff
- Faculty
- Other

In which college do you work?

- Caine College of the Arts
- College of Agriculture and Applied Sciences
- College of Engineering
- College of Humanities and Social Sciences
- College of Science
- Emma Eccles Jones College of Education & Human Services
- Jon M. Huntsman School of Business
- S.J. & Jessie E. Quinney College of Natural Resources

- Extension
- Library
- Prefer not to identify my college

What is your gender identity?

- Female
- Male
- Non-binary / third gender
- Prefer not to say

If you would like to share comments about how you want USU to manage the risk of COVID-19, please write them here.

If you would like to be involved in communicating with legislators and/or USU administrators on updating COVID-19 risk reduction policies, please include your name and e-mail address below.

Name:

Email address:

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Faculty Reporting of Sexual Misconduct  
Boyd Edwards, Faculty Senate President  
John Ferguson, Faculty Senate President Elect  
Hilary Renshaw, USU Title IX Coordinator  
August 18, 2021

## **Talking Points for USU Policy and Procedures 340 – Faculty as Reporting Employees**

### **Background Information For Required Reporting of Sexual Misconduct**

- In August 2020, the USU Office of Equity designated faculty members as resource connection employees under interim policy. This means that faculty members were not required to report disclosures of sexual misconduct to the Office of Equity but were required to offer resources and reporting options to the disclosing party. Faculty members had reporting obligations if they received a disclosure from someone they supervised, or if they served as a faculty advisor to a student organization.
- After conducting pilot trainings and receiving feedback in Spring 2021, the USU Office of Equity changed faculty members back to reporting employees in July 2021 (previously called "responsible" employees). This means that faculty members are required to report disclosures of sexual misconduct whether or not they received a disclosure from someone they supervised or served as a faculty advisor to a student organization. Historically at USU, faculty have been designated as reporting employees.

### **Reasons Faculty were Changed Back to Reporting Employees under USU Policy and Procedures 340**

- Simplicity and Integrity in Implementation
  - After receiving feedback from the pilot trainings in Spring 2021, the Office of Equity found that it was confusing for faculty to be resource connection employees and also have reporting obligations. It was not always clear when they were required to report disclosures of sexual misconduct and faculty were also unclear in what circumstances they were considered a supervisor, i.e. had reporting obligations. In addition to that, it was difficult to message to students when faculty would be considered a resource connection employee and when they would have reporting obligations.
  - Some faculty expressed concern about being able to remember and also being responsible for sharing all available resources, given that their primary role is research and teaching. Instead, it is better for the Office of Equity to be the expert in responding and providing resources to individuals who experience sexual misconduct.
  - The Office of Equity is better equipped to implement supportive measures in order to ensure fairness and to prevent students from having to tell their story to multiple faculty members. With the full picture of supportive measures being provided, the Office of Equity can help ensure that supportive measures are supporting the student and ensuring access to education, rather than inhibiting a student's academic success.

- Information Sharing regarding Claimant's Story
  - It is important that the University is transparent with individuals who disclose sexual misconduct about how their information might be shared. Disclosures of sexual misconduct to faculty may be reported to the Office of Equity because if the information is shared in a student of concern report or with a supervisor then it is reported to be reported to the Office of Equity. It is better if a faculty member is able to be honest with a student about where that information will go before a student makes a disclosure. This will allow the student to decide if they want to go to a confidential resource or continue to share with the faculty, rather than having the student share all their information and being blind-sided when the information is eventually reported to the Office of Equity.
  - Faculty will not have to be put in the difficult decision of deciding whether to report or not as their obligations are more straightforward. The Office of Equity can then be the experts in making sure individuals receive resources and information about their options.
  
- Exceptions to Reporting
  - The Office of Equity has received feedback that faculty do not want to report when a disclosure of sexual misconduct is made in a paper or during class discussions. This is now an exception to required reporting of sexual misconduct. Also, faculty would not typically need to report sexual abuse that a student disclosed happened to them when they were a child.

In summation, the main reason that faculty are classified as reporting employees is that the University believes it is the best way to keep the campus safe as well as offer resources and support to individuals who have experienced sexual misconduct.

The Office of Equity will collect data and feedback regarding faculty as reporting employees and will assess this model in the next few years to determine whether any adjustments should be made based on the data.

### Questions:

1. What is your current understanding of reporting obligations for faculty at USU?
  
2. According to USU Policy and Procedures 340, the following individuals are reporting employees:
  - Faculty;
  - Teaching Non-benefitted Positions;
  - Graduate Teaching Assistants;
  - Graduate Research Assistants; and,
  - Postdoctoral Fellows.

Do you have feedback related to this group being designated as reporting employees?

3. Below is a list of exceptions related to reporting employee obligations. Are there any exceptions you think should be added to this list?

### **Faculty Senate Involvement**

The faculty senate has created a working task force to serve as a liaison between the Title IX office and the faculty. This task force will assist in the facilitation of information gathering and in the spirit of shared governance ensure the involvement of faculty in the future development and implementation of policies.

The members of the task force include:

Alison Cook, John Ferguson (Chair), Jennifer Grewe, Melanie Domenech Rodriguez, Colby Tofel-Grehl, and Derrik Tollefson.

### **Reporting Employee Obligations Exceptions (*subject to change*)**

A Reporting Employee's obligations do not apply to Sexual Misconduct in circumstances where the Reporting Employee is the Claimant. In addition, there is no Reporting Employee reporting obligation when the disclosure of information about Sexual Misconduct is made through:

- Applications to the University or a specific program offered by the University;
- Human subject research, subject to the review of the University's Institutional Review Board;
- Job applications and interviews;
- Office of Equity resolution meetings;
- University-led focus groups related to Sexual Misconduct;
- Sexual Misconduct prevention trainings provided by designated prevention specialists;
- Public awareness events;
- Protected Health Information (PHI) generated by clinical care teams who are providing services subject to HIPAA that are designated as "Healthcare Provider Covered Components" in the University's Hybrid Entity Declaration (clinical care teams include but are not limited to faculty, clinicians, student trainees, and support staff engaged in Covered Component work), except where such PHI may be evidence of sexual misconduct between a client or patient and a member of a clinical care team; or,
- Work submitted in course assignments and discussions related to course materials.

When the disclosure of information about Sexual Misconduct is made to:

- A Pastoral Counselor who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a Pastoral Counselor;
- A Process Advisor serving in that role in an Office of Equity Formal Investigation or Informal Resolution process;
- A spouse, domestic partner, or immediate family member by their spouse, domestic partner, or immediate family member; or,
- Certain designated care teams defined in USU [Procedures 340](#) that routinely review health information and/or records pursuant to a limited release of information agreement.

When the disclosure of information about Sexual Misconduct is made concerning:

- Privileged requests for legal advice; or,
- Sexual Misconduct that occurred outside an employment or education program or activity and:
  - The claimant was not a student, program participant, or employee at the time of the incident; and,
  - The respondent was not a student, program participant, or employee at the time of the incident; and,
  - The respondent is not a current student, program participant, or employee.

The Center for Innovative Design & Instruction (CIDI) collaborates closely with the Office of Empowering Teaching Excellence (ETE) to support and promote USU's culture of teaching excellence. The following data provides a snapshot of engagement in CIDI & ETE events, services, and programs participation from Fall 2020 through Summer 2021.

### **New Faculty Orientation & Foundations, ETE Conference**

- **NFO & Foundations Attendees:** 55
- **Conference Faculty/Staff/Graduate Student Presenters:** 71, Total Attendees: 400

### **ETE Seminars, Learning Circles & eLearnX**

- **Seminars:** 3 sessions   **Learning Circles:** 21 groups   **eLearnX:** 30 participants

### **Journal on Empowering Teaching Excellence (ISSN: 2644-2132)**

- **New issues:** 2 - **Total Issues:** 9 - **Articles:** 69
- **New downloads:** 13,768 - **Total downloads:** 35,476
- **Countries:** 171 - **Institutions:** 2,957

### **ETE 10**

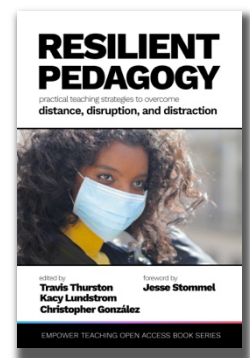
- **Badges Earned in Past Year:** 680 → 2855, across 311 participants
  - **Plan Your Pathways:** 96
- **Total Certificates Earned**
  - **2020-2021** - Teaching Scholar: 24   Master Teacher: 6
  - **Since 2016** - Teaching Scholar: 67   Master Teacher: 27

### **Culture of Teaching Excellence**

- **ACUE Nationally Certified in Online Teaching:** 26
- **ETE Scholar Awards** – Scholarship of Teaching & Learning: 7
- **Resilient Pedagogy** – Published ebook in collaboration with the Library

### **CIDI Faculty Support**

- **On-demand Support** – Phone, chat, email, and drop-in, M-F 7am-7pm
- **Consultation** – Each department is assigned two instructional designers for help with training, course development, teaching questions, quality assurance, and more.
- **Training** – 57 workshops are available on the Fall workshop schedule. Department-specific workshops are available.
- **Quality Assurance** – Summer 2021 program involved checking all Fall and Summer courses in Canvas and flagging usability and accessibility issues for fixing, with faculty permission.





- **Faculty Preference** – CIDI allows faculty to choose how they would like to be supported and is building a support preference “settings” page in Canvas.
- **TEACH.USU.EDU** – This summer CIDI released a central hub for all teaching resources.

# PRPC Subcommittee 400 Code Rewrite



**UtahStateUniversity®**

- Subcommittee was voted and approved to take on the task by Faculty Senate on February 1, 2021
- Purpose of the subcommittee:
  - Identify conflict between 300 and 400 level code.
  - Identify potential substantive changes and refer to PRPC.
  - Clean-up outdated terminology (e.g., chancellor, regional campus, etc.).
  - Reformat to match the new template being used for all university code.

- Membership:

- Nikki Kendrick: Subcommittee Chair, PRPC Chair 2020-2021
- John Ferguson: FS President-Elect, PRPC Chair 2021-2022
- Nick Morrison: Faculty writer
- Timothy Taylor: FS Past President
- Scott Hunsaker: PRPC member (new for 2021-2022)
- Paul Barr: Provost's Office
- Cliff Parkinson: Legal Affairs
- Chelsea Grant: Legal Affairs



- The subcommittee has met regularly since February 2021.
- Sections 401, 402, and 403 will be ready for faculty to review by the end of August 2021.
- Faculty will be able to find copies of the revised code in the new template on the Faculty Senate website.
- The code looks different, but the substance is the same.



- Non-substantive change
- Original text 401.5.2(1):
  - *Appointment as a career and technical education contract faculty member requires a minimum of six years of documented applicable work experience at an industry-defined level of competency, hold current industry credentials, and must meet accreditation standards.*
- Re-phrased text 401.5.2.1:
  - *Those appointed as career and technical education contract faculty must have a minimum of six years of documented, applicable work experience at an industry-defined level of competency, hold current industry credentials, and meet accreditation standards.*
  - Adjusted sentence structure for clarity

- Non-substantive change
- Original text 404.1.2(6):
  - *...that administrator shall advise the appropriate academic dean, chancellor, or vice president for extension and agriculture, or regional campus dean, of the decision.*
- Re-phrased text 404.1.2.6:
  - *...that administrator shall advice the appropriate academic dean, or vice president for extension, or statewide campus director, of the decision.*

- Substantive change referred to PRPC

- 401.4.1

- *The faculty with term appointments consists of individuals appointed to perform specialized academic duties that make substantial and regular contributions to a university academic unit, but do not have the permanence of appointment of tenured faculty.*

- There was discussion in the subcommittee about adding language to the effect:

- *Term appointments shall not be made for less than 0.5 FTE.*

- This would align the term appointments with tenure-eligible appointments for protection of faculty in term appointments.

- As this is adding language that does not already exist in this section, the subcommittee has referred it to PRPC for discussion in the 2021-2022 academic year.