

**Executive Committee Minutes
Faculty Senate
September 26, 2016**

PRESENT: D. Corley, R. Day, D. Givens, G. Hunter, L. Kay, P. Kopacz, S. O'Brien, I. Slusher, T. Spigelman, J. Vice, and special guests, Sarah Pitt, Barry Poynter, John Settimi, and Sherry Robinson.

APPROVAL OF MINUTES:

The August 29, 2016 minutes were approved as written.

GUEST SPEAKERS:

- **Barry Poynter and Sarah Pitt – Health Care Benefits**

Sarah Pitt shared the timeline for the benefits forums and the expo schedule. The 2017 Employee Benefit Guide should be ready from printing in time to include with the Senate mailing.

Sarah will be at the October Senate meeting to present the materials and answer questions.

ANNOUNCEMENTS

Senator O'Brien introduced John Settimi, Chair of the Chairs Association, who will be attending future meetings as a guest of the Executive Committee.

UNFINISHED BUSINESS:

- ***Ad Hoc Committee on Legislative Forum***

The Executive Committee was in agreement to continue the Legislative Forum. Senator Hunter agreed to chair the committee. Senator Day suggested he work closely with David McFaddin who will help provide the legislative contacts. John Settimi indicated that someone from the Chairs Association could provide assistance, if needed.

- ***Motion on the Faculty Lounge***

Senator Kopacz moved to replace the motion on the Faculty Lounge with a new motion, seconded by Senator Givens. Motion carried unanimously. Senator Kopacz will need to call the old motion onto the floor at the October meeting and then ask to amend or replace the motion with the newly proposed motion.

NOTE: Sunday evening prior to the Senate meeting, Senator Kopacz distributed a revision for the new motion which simplified the request. The committee was in agreement to use the substitute motion rather than the revision approved at the meeting on the 26th.

- ***Academic Program Review***

Senator Vice stated that she will send a memo and the requested program data sheets to the Senate secretary for distribution tomorrow evening. The information will be included again in the Senate packet distributed on Wednesday evening. In addition, links for the September presentations and the Review of Programs FAQs which are available on the Academic Affairs website will be included on the agenda for easy access.

Senator O'Brien noted that at the October meeting, the individual programs listed for suspension will be voted on individually. Program coordinators and/or chairs will be invited to address any questions that may arise.

NEW BUSINESS:

- ***Policy Update***

Vice Provost Robinson announced that the Ombuds Drafting Team has been formed and will be meeting tomorrow to begin drafting the policy.

Senator O'Brien suggested that the Policy on Course Evaluations might need to be reviewed again because of the change from IDEA to eXplorance Blue and the likelihood that every class will now be evaluated. Senator Vice agreed that all students will have an opportunity to evaluate every course but we can still comply with the policy with regard to what is reported on each faculty. Therefore, the current policy can be followed until such time that it needs to be changed.

- ***Posthumous Degree for Jaysa Len Goodpaster***

Provost Vice indicated that Registrar Tina Davis has confirmed that Jaysa has met the qualifications for a posthumous degree. The Executive Committee voted unanimously to include this request on the October Senate agenda.

- ***Discussion Items:***

- ***Faculty Senate Budget Committee Report***

Senator O'Brien announced that the committee report is not yet available for review.

- ***Update on Ad Hoc Committee on Athletics and Academics***

Athletics has shared a PowerPoint with Senator O'Brien which was presented at a joint budget committee meeting at the end of June. As the presentation doesn't completely address the ad hoc committee's questions, Senators O'Brien and Carpenter met with Athletic Director Stephen Lochmueller and Matt Roan to discuss the ad hoc committee report and to ask for further data. Senator O'Brien anticipates receiving additional data from Athletics tomorrow. Both the PowerPoint presentation and the additional data, if received, will be included in her October chair's report to Senate.

In addition, Dr. Sheila Pressley, the University's Faculty Athletics Representative (FAR), as well as a representative from Athletics will be at the November meeting to discuss the data.

Senator Carpenter is in the process of scheduling dates for forums. Those dates should be available by the October meeting.

- ***Feedback on Electronic Voting***

Senator O'Brien asked for feedback on the electronic voting process.

Senator Vice suggested having a backup plan in case of power failure or phone issues. Senator Givens suggested creating a hard copy checklist of senators for use as a backup for voting, if needed.

Senator O'Brien mentioned that a large number of departments have not elected alternates. There also seems to be confusion on their part of the difference between an elected alternate and a substitute. Substitutes can only speak to motions but are not allowed to vote. So it's in the best interest of the departments to have elected alternates. Senator Givens volunteered to contact departments to request election of alternates. In addition, John Settimi agreed to pass along the request to the Chairs Association.

In addition, Senator O'Brien stated that the language on alternates in Section 7 of the Faculty Handbook should be revised to provide better clarification.

Senator O'Brien announced that she has asked the co-chairs of the Senate IT Committee to sit at the head table to assist with the electronic voting process.

- *Rules Committee Revisions for handbook and internal procedures*
Senator Kay stated that the committee will be looking at the revisions for internal procedures later in the year.

Senator O'Brien stressed the need to have standard operating procedures for all Senate standing committees. Currently there are only a few committees with SOPs and some of those are out-of-date and need to be revised.

- *Clarification of committee minutes and/or Senate reports*
The Senate secretary asked that clarification be made to all committees on the difference between committee minutes and reports that are to be presented to the Senate. Senator Givens will update the committee checklist to reflect this and will share with all committees.
- *Turning Point Technology Training*
Senator O'Brien announced that Jonathan Sikora will be at the October meeting to give a brief refresher on the new voting system. She will send out a notice to senators prior to the main mailing reminding folks to download the software and create an account BEFORE the meeting on Monday.

Senator Kay agreed to assist with the clicker check-outs for the fall semester.

Senator O'Brien noted that several folks almost left with clickers at the September Senate meeting. To avoid that possibility in the future, she plans to collect clickers before the Provost officially dismisses the meeting.

- *Length of October Meeting*
Senator O'Brien asked the members to spread the word that the October meeting is expected to last much longer than normal. Senator Corley agreed to make a motion, if needed, to extend the meeting beyond 5:30pm.

- **Reports:**

- *Academic Quality Committee - Senator Givens*
The committee has met and is reviewing the charges for this year.
- *Budget Committee – Senator Kopacz*
The next meeting is in early October.
- *Elections & University Nominations Committee – Senator G. Hunter*
The committee is investigating a motion that deals with the election of faculty to university committees. They have contacted Dana Fohl in University Counsel to see what the legal options are for doing that.
- *Faculty Welfare Committee – Senator Spigelman*
The committee met last Monday and discussed writing a resolution rejecting the proposed health care plans, even though they are aware that the Board of Regents has already made their decision for the upcoming year. Their goal is to ensure that faculty have an opportunity to participate earlier in the process in the future.

The next meeting will be on Monday at 1:30pm.

Senator Spigelman stated that when SOPs are written for the committee, a statement should be included so that committee members are aware that the University Benefits Advisory Committee meets during the summer to discuss health care and other benefits and the Faculty Welfare Committee members are expected to attend those.

- *Rules Committee – Senator Kay*

The committee plans to check with benchmark institutions to see if they allow administrators to have voting rights on Senate.

The committee briefly discussed the language on alternates; and they are also working on a process for posting items for review by faculty-at-large.

- *Chair's Report – Senator O'Brien*

Senator O'Brien asked for ideas on ways to streamline the May meeting.

Senator Kopacz suggested that the Executive Committee may want to meet again after the May Senate meeting to begin work on committee charges for the next academic year. If committees receive charges earlier, workflow may progress more smoothly throughout the year.

- *Faculty Regent – Senator Day*

Senator Day mentioned numerous emails received from faculty on his stance taken at the Board of Regents meeting on the Health Care issue, both positive and negative. When he was elected as Faculty Regent he began reviewing the law and his understanding is that the Faculty Regent has a role in strategic planning and oversight. That is what he intends to continue to pursue. In his opinion, there are two indispensable parties to this. Students are first, faculty are second, and everything else is a distant third. So as things progress and budget woes continue, if they do, then there will be even more difficult decisions to make down the road.

- *Provost Report – Senator Vice*

CPE held its meeting here on campus last week and one of the items approved was the diversity plan. This plan spans over three years. The first year will be used to develop our diversity plan which CPE will have to approve. The second year will be to report on the progress of that plan, and the third year will be an evaluation on the progress of the plan. If satisfactory progress is not attained, then no new programs will be approved.

The Chief Academic Officers also met while CPE was on campus.

- *COSFL Report – Senator Kopacz*

As COSFL hasn't met in a while, Senator Kopacz agreed to send a letter to the COSFL chair recommending that a meeting be scheduled soon.

ADJOURNMENT:

The meeting adjourned at approximately 6pm.