

Executive Committee Minutes

*Tuesday, March 17, 2020
3:00 – 5:00 pm, Zoom Meeting
Approved: March 24, 2020*

Call to Order: 3:01 pm

Roll Call:

Adam Rechs, Amber Gonzalez, Andrew Hertzoff, Anne Lindsay, De-Laine Cyrenne, Harvey Stark, Israel Flores, Jeff Dym, Kitty Kelly, Philip Flickinger, Rafael Diaz, Sue Holl, Tracy Hamilton

Guests:

Academic Affairs: Provost Perez
Information Resource Technology: Ehsan Halterman
President's Office: Director Peigahi

Agenda: The agenda was approved as published.

Open Forum: No items.

From the Chair:

- Introductions were made of Ehsan Halterman, from IRT, who is assisting the Senate Chair and Analyst with Zoom and figuring out how to conduct Senate meetings via Zoom.
- The Chair has been involved in meetings with the President and his Cabinet, and the Provost on the best way to move forward. Giving advice but not speaking on behalf of the faculty.

From the Provost:

- The Provost stated that he is proud and appreciative of the faculty, staff, student colleagues over the last week and how they have come together to make this work as well as it possibly can.
- Face-to-Face Classes: Some have been approved. Not sure how long face-to-face classes will be offered.
- Syllabus: With the current situation, faculty will be able to adjust their syllabus for the remainder of the semester. A email will be going out.
- Questions from Exec members:
 - Are all of the Colleges operating under the same plan? Each college is doing things slightly different: The Dean's Offices are open, student being directed to the Dean's Office or a phone number to call.
 - Person-to-person contact: How long will the person-to-person contact continue? Some are very anxious – what is in place to help the faculty? Instructional Zoom videos may help elevate some of the fear.
 - Drop Deadline Extension: The deadline will be extended and the campus will be informed. It won't negatively impact the students if they drop.
 - Course Evaluations - Administration is talking with CFA and are close to having an agreement that can go out to the public.

- Mid-terms/Finals Tests – Accommodations and Test Security: The Provost is talking with CTL. De-Laine Cyrenne stated that CTL has put up a best practices page on the CTL website site.
- Policy to allow students to change from graded to pass / fail: The Provosts systemwide are looking into this. The Provost encouraged the Senate to talk about this and provide recommendations.
- Are policies in place to deal with student who are sick? Once the instructor becomes aware of a student who is sick, they need to notify Joy Stewart-James in Student Affairs, Gary Rosenblum in Risk Management and Cely Smart in the President's Office.
- Summer Session: It was suggested that an announcement go out soon about summer session so that faculty and students can prepare.
- Spring Break Services: Pending any changes going forward, the services will be available for answering faculty questions.

How the Senate and Senate Committees move forward to conduct business for remainder of Spring semester.

Conducting Senate Meetings: The Chair and Analyst are looking into options that are being used by other campuses and at the Academic Senate for voting, Open Forum and also handling controversial vs non-controversial items. Some Senates only recognize the Senators. Guests are not allowed to speak

The Senate Chair will send out an email to the Senate Committee Chairs advising them that in person meetings will need to be moved to virtual meetings and to follow up with the Chairs about how to move forward. Information needs to be provided to the Senators and guests on how the meetings will be conducted and meeting etiquette. For Open Forum, it was recommended that the time limit be adhered to. Academic Senator Hamilton will share information with the Chair & Analyst on how the March 18 & 19 Zoom meeting of the Academic Senate was run and voting was conducted.

It was requested that members of the deaf community be consulted about how they will participate in Faculty Senate and Senate Committee meetings. The Chair will follow-up.

Policy Work: The policy work of the Senate and Senate Committees needs to be prioritized. The Senate Chair will reach out to the Senate Committee Chairs regarding their work and priorities for the remainder of Spring semester. The policies being worked on by the Standing Policy Committees will be reviewed at the next meeting to determine the controversial vs non-controversial items and prioritize those policies that need to come forward this spring and those that can wait until next fall

Senate Committees: Communication needs to take place with the Subcommittees. Possibly suggest ways that they can complete their work if they do not already have a process in place (e.g. Canvas, Microsoft Teams).

Zoom Meeting Set-up for all Senate Committees: The Chair felt it was best if the Committee Chairs were responsible for setting-up their meetings on Zoom. The Senate Analyst will be the contact for members of the campus community that want Zoom meeting information for Faculty Senate and Senate Committees. The Chair and Analyst will prepare information on that process.

Senate meeting schedule for remainder of Spring: The Chair stated that per policy, the Senate must meet at least once per month. The Senate was scheduled to meet March 26 and then every week after Spring Break, April 9 through May 7 or 14. In addition to the regular business meetings, the 2020/21 Senate will hold two Organizational Meetings for the nomination and election of officers. The schedule will be finalized at the next meeting.

March 26 Senate Meeting: The agenda will include: Open Forum, From the Provost, possibly an Information Item, Consent Calendar items, and Second Reading items.

The status of the items from the March 5 meeting is as follows:

March 26 Senate Agenda – Second Reading:

University Appointment, Retention, Tenure and Appointment Policy, Amendment of Section 5.05, E. 1.c. 1. Criteria for Retention, Tenure, and Promotion:

- FS 19/20-122/UARTPCEX: Procedures to Govern Student Evaluations
Submitted Online: Cloud Migration of Course Evaluations
- FS 19/20-123/UARTPC/EX: Procedures to Govern the Administration of
Written (paper) Student Evaluations.

Items on a future agenda of the Faculty Senate

- FS 19/20-125/EX Endorsement of the Department of Ethnic Studies
Correspondence to President Nelsen in Support of AB 1460 and
- FS 19/20-126/FI Resolution in Support of AB 1460

The State Legislature has adjourned and so will not act on this matter at this time. Exec will discuss the best way to receive feedback from the campus community on these two items and when to bring back to the Senate at a future meeting.

2020/21 Organizational Meetings: The Senate Analyst will provide information at the next Exec meeting on the status of the Senator/Alternate elections. The Standing Policy Committees will be notified when their nominees for Standing Policy Committees are due to the Senate Office.

Adjourned: 5:00 pm