Agenda

3:00  Call to Order ........................................................................................................ Vince Wickwar
      Approval of Minutes from February 21, 2017 - link

3:05  University Business.................................................................Noelle Cockett, President
      Larry Smith, Interim Provost

3:20  Election Schedule | Procedures.................................................................Leslie Brott

3:30  Reports
      1. Academic Freedom and Tenure Committee - link.................................Michael Lyons
      2. Professional Responsibilities and Procedures Committee – link..............Jerry Goodspeed
      3. EPC March Report - link.........................................................................Vijay Kannan

4:00  Adjourn
Vince Wickwar called the meeting to order at 3:00 pm

Motion to approve the minutes of the January 30, 2017 meeting made by Leslie Brott. Seconded by Lisa Gabbert.
Minutes approved.

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

Legislation – President Cockett has been down to the Utah State legislature every week for at least one day each week. The Higher Ed appropriations is now sitting with executive appropriations. There are still very small amounts of one time monies. There is approximately $25M that could be split amongst eight USHE institutions. Salary compensation is performance based adjustment and is not COLA nor merit. Once the president knows what the budget is the Provost will meet with the Budget, Faculty and Welfare committee. Tasking the BFW with setting up a meeting with the Provost as soon as the legislature closes. The sooner the meeting can be scheduled the sooner a plan can be formulated and communicated. There is probably not going to be Higher Ed funding for buildings. USU is hoping for money this year, but that is not likely to happen. The only way higher ed buildings would be funded is if the state does a building bond and that is a very unpopular option. There is a bill moving through the legislature changing the age of a concealed weapon carrier from 21 to 18. We'll wait to see how this turns out. Another topic of discussion is Freedom of speech and insuring that the first amendment rights are upheld on campus. USU already has this policy in place. If an issue is sited toward a specific person that doesn’t fall under 1st amendment rights. The president will be sending out some directions on 1st amendment rights. There is a very fine line between what is political and what are first amendment rights. USU cannot engage or endorse any political candidates or issues.

The retirement dinner has not been very successful and the president was wondering if we held retirement dinners for staff members and let faculty and administrators have gatherings within their own units. It is a good idea for staff to feel acknowledged and appreciated.

Next week the central P&T committee will be meeting to discuss 70 dossiers.

Last Thursday the Provost search committee had their first meeting and outlined the process for getting the search to the place of public launch. A number of housekeeping and paperwork items need to be done before the posting can go out to the chronicle. The timeline is still on task. Slight slippage on the date for airport interviews. These will be held on August 5-6 and the committee is planning on completing campus interviews in September. Search is moving forward.

Information Items

Parental Caregiving Modified Duties Code Change - Ronda Callister
This policy (PCMD) refers to faculty members who will be having or adopting a child. This policy allows them to take a semester off from teaching. This will avoid the disruption to students' education that having another faculty member take over the class for six weeks during the semester could create for student learning. Non-tenured faculty are now being included in the revised version of policy. The policy covers a maximum of six credit hours This policy requires the faculty member to take a 10% cut in pay and department heads, deans and Provost’s office will split the remainder of the costs. The Executive Committee has reviewed the policy and is supportive. After the Faculty Senate votes to support PCMD, it will go to back to the Executive Council and to the Board of
Trustees for approval. **Motion to move to Faculty Senate as an Information Item made by Lisa Gabbert. Seconded by Jeanette Norton. Moved to Faculty Senate agenda.**

**Update on Size of Faculty Senate Committee Code Change** - Vince Wickwar
Second reading has taken place and last Wednesday the Executive Committee approved moving forward. Request is currently at the Board of Trustee for approval on March 3. This is relevant due to the upcoming Faculty Senate elections.

**Motion to move to Faculty Senate as an Information Item made by Leslie Brott. Seconded by Kimberly Lott. Moved to Faculty Senate agenda.**

**Reports**

**Academic Freedom and Tenure Committee - Michael Lyons**
*No representation – this report will be postponed until the March FSEC meeting.*

**EPC February Report - Vijay Kannan**
At the meeting on February 2 the following were discussed and approved:

- 15 Semester Course Approvals
- 7 General Education requests for QI/CI designations
- Academic Standards’ report submitted and approved

**Motion to move to the Faculty Senate agenda made by Kimberly Lott. Seconded by Leslie Brott. Moved to Faculty Senate agenda.**

**Old Business**

**Code 405.12 Review of Faculty (Second Reading) – Ronda Callister**
Annual review of faculty – Executive Committee had some minor changes. Ronda Callister worked with Provost Smith to add some specificity to insure that this is happening. The issue that the FSEC committee has is with the approval by the dean. They have some concerns about diminishing the faculty governance. Consultation with the dean is appropriate but approval by the dean may not be, however, the deans want to be part of the process and know what is going on. Context is that when this policy came up out the executive committee Ronda thought it would be proactive to bring before the deans before executive committee. Look at the detail carefully - consultation is with dean, not approval by him/her. Dean approval is really only in the what if scenario and shared governance is in effect. In practice when one sees the word consultation it has not been interpreted as meaning approval and deans can’t be excluded entirely from the process. Heads and deans have a lot at stake to grow and develop a quality department. If faculty come up with a majority vote the dean wouldn’t even be part of the process. A flow chart might make it easier to follow and understand. Take out the phrase “approved by the dean” and come up with something less strong.

**Motion to move to the Faculty Senate agenda pending the removal of “approved by the dean” made by Jeanette Norton. Seconded by Lisa Gabbert. One vote in opposition (David Brown).**

**Other Business**

The new security software Duo is not working well and faculty are having issues with why this was not run by them before this was implemented. Their problem is they feel they have to log in too many times. Any problems, questions or concerns can be forwarded to Eric Hawley.

4:00 Adjourn: 4:20 pm

Minutes Submitted by: Michele Hillard, Faculty Senate Executive Secretary, 797-0121
Academic Freedom and Tenure (AFT) Committee, Utah State University
Report to the Faculty Senate for Calendar Year 2016

Membership

_Agriculture and Applied Sciences_ – Grant Cardon
_Arts_ – Bruce Duerden
_Business_ – Kathy Chudoba
_Education and Human Services_ – Troy Beckert
_Engineering_ – TBN
_Humanities and Social Sciences_ - **Michael Lyons**
_Natural Resources_ – TBN
_Science_ – Farrell Edwards
_Libraries_ – Sandra Weingart (Vice Chair)
_Extension_ – Sterling Banks
_Regional Campuses_ – Susan Talley
_USU Eastern_ – Anthony Lott
_Senate_ – Michael Lyons (Chair)
_Senate_ – Suzie Jones
_Senate_ – John Stevens

Mission as Defined in USU Policies and Procedures

The AFT Committee meets during the academic year to discuss “matters related to academic freedom, tenure, promotion, dismissals, and other sanctions; and actions alleged not to be in accordance with the adopted standards, policies, and procedures of the University” [Policy 402.12.3(1)(a)].

Committee Business 2016

The committee discussed several matters during its Spring 2016 meetings including the “advisory” nature of tenure and promotion advisory committees (Policy Manual 405), and the current university procedures for communicating to a faculty member a decision not to renew a that faculty member for continued employment. Some committee members did express concerns about these procedures, and the committee will discuss them again at its March, 2017 meeting. None of these discussions resulted in a decision to take formal committee action.

The committee also responded to a request from the Provost’s Office to consider situations where a possible conflict of interest might arise when a student enrolls in class conducted by faculty member parent, or other family member. The committee determined that such occurrences are rare, and that it appeared that faculty members and department heads were handling the problem in a reasonable and professional manner.

No business has yet been referred to the AFT Committee by the Faculty Senate or by the
Provost during the 2016-2017 Academic Year; nor have any faculty grievances, or faculty requests or inquiries been filed with the committee.

The Committee will meet in March, 2017 to discuss any issues that the members wish to bring before the Faculty Senate, the USU Provost or the USU President.

Michael Lyons
Associate Professor, Political Science
AFT Committee Chair
Professional Responsibilities and Procedures Committee (PRPC) Report

March 2017

The Professional Responsibilities and Procedures Committee members for AY 2016-2017 are:

- Agriculture and Applied Sciences - Heidi Wengreen
- Business - Dan Holland
- Arts - David Wall
- Humanities and Social Sciences - Terry Peak
- Education and Human Services - Bob Morgan –
- Engineering - Heng-Da Cheng
- Natural Resources - Terry Messner
- Science - Richard Cutler
- Libraries - Jennifer Duncan
- Extension - Jerry Goodspeed (Chair)
- RCDE - Camille Fairborn
- USU Eastern - Steve Nelson
- Senate - Arthur Caplan
- Senate - John Gilbert

The Professional Responsibilities and Procedures Committee advise the Faculty Senate regarding composition, interpretation, and revision of Section 400 in University Policies and Procedures. Recommended revisions shall be submitted to the Senate for its consideration. The following is a summary list of code changes presented to the Faculty Senate in this academic year in the order of the dates in which PRPC reviewed them.

**September 2016**
- 405.6.2 and 405.8.2 12.7(1) – Final draft and two readings of the Promotion Advisory Committee

**November 2016**
- 402.12 – Senate Standing Committees – reduce numbers

**December 2016**
- 405.12.1 – Review of Faculty – procedural changes
- 405.12 – Addition of “in consultation with the dean”

Specific approved wording changes are documented in the Faculty Senate minutes.

Committee action was performed through email discussions and voting. Any items approved were done so with a majority vote (8 of 14).
PROMOTION ADVISORY COMMITTEE (PAC)

405.6.2 (2) Promotion advisory committee (PAC).

Following tenure, a faculty member may request, through a letter to the Department head, that a promotion advisory committee be formed for him or herself. Although promotion to full professor is not required, a PAC is required to be held within the first three years following tenure to apprise the faculty member of the opportunities and expectation in regards to advancement.

The promotion advisory committee will be formed by the department head following consultation with and receiving written and/or oral input from the faculty member and in consultation with the academic dean, or vice president for extension, and, where appropriate, the chancellor or regional campus dean, within 30 days of receipt of the written request.

The promotion advisory committee shall be composed of at least five faculty members who have tenure and hold the rank of professor. The department head or supervisor shall appoint a committee chair other than him or herself and at least one member of the promotion advisory committee shall be chosen from outside the academic unit. Department heads and supervisors of the candidate shall not serve on promotion advisory committees, and no committee member may be a department head or supervisor of any other member of the committee.

The candidate may submit a request to replace committee members. If a request is made or a vacancy occurs for any other reason, the department head or supervisor may replace members of the promotion advisory committee following consultation with the faculty member and academic dean or vice president for extension, and, where appropriate, the chancellor or regional campus dean.

405.8.2 Faculty with Tenure

Within three years following tenure, the promotion advisory committee shall meet with the faculty member. The meeting shall be held no later than the spring semester of the third year. The purpose of the first meeting of the promotion advisory committee is to provide guidance to the faculty member with regard to his or her performance relative to the criteria and qualifications for promotion to professor.

All promotion advisory committee members shall participate interactively in all committee meetings, either physically or by electronic conferencing. An ombudsperson must be present in person or by electronic conferencing.

The promotion advisory committee is to ensure that the faculty member has an appropriate signed role statement and that his or her performance is evaluated relative to their role statement, in the context of meeting the criteria required for achieving promotion to the rank of professor. The faculty member may request additional meetings with the promotion advisory committee if desired.

When the faculty member wishes to be considered for promotion to professor, the promotion advisory committee shall meet upon request of the faculty member during the Spring semester prior to the academic year when the candidate’s dossier would go forward for promotion.
Within 30 days after any meeting with the faculty member to discuss promotion (but not the
evaluative meeting in 405.8.3), the promotion advisory committee chair shall write a report on the
guidance given to the faculty member based on the committee’s discussion. All members of the
promotion advisory committee and ombudsperson shall read and sign the final draft of the report.
The report will then be sent to the candidate and his or her department head or supervisor, academic
dean, the vice president for extension, or, where appropriate, the chancellor or regional campus dean.

A faculty member considering promotion to professor is strongly encouraged to consult with his or
her department head or supervisor and academic dean to obtain from them additional guidance about
the faculty member’s readiness for promotion.

The department head or supervisor, academic dean or vice president for extension, and, where
appropriate, the chancellor or regional campus dean, provost, or president may propose promotion.
Such a proposal shall be referred to the faculty member and promotion advisory committee for
consideration and all procedures of 405.8.3 shall be followed.

If the faculty member has asked to be considered for promotion to professor, the department head
will provide an evaluation of the candidate’s progress towards promotion to professor and identify
any areas requiring improvement in the candidate’s performance, as necessary. Copies of the
department head’s report will be provided to the faculty member, the promotion advisory committee,
the academic dean or vice president of extension, and, where appropriate, the chancellor or regional
campus dean, no later than 30 days following the meeting with the promotion advisory committee.
402.12 SENATE STANDING COMMITTEES

12.3 Academic Freedom and Tenure Committee (AFT)

(2) Membership.

The Academic Freedom and Tenure Committee consists of the following members:

(a) three faculty members appointed from the elected faculty senators by the Committee on Committees each representing different colleges, and (b) one faculty member elected by and from the faculty in each of the remaining academic colleges, Regional Campuses, USU Eastern, Extension, and the Library, for a total of 12 members on this committee, and (b) three faculty members appointed from the elected faculty senators by the Committee on Committees.

(3) Election and appointment of members; terms.

Committee members elected from the faculty shall be elected and will serve terms in accordance with policy 402.11.2. Committee members appointed from the Senate shall be selected in accordance with policy 402.12.2(4) and will serve three year terms (see also policy 402.11.2).

(4) Officers.

(a) Eligibility; election; term. No later than the last day of the Spring semester (before the terms of the newly elected members begin), the Committee shall elect from among its members a new chair and vice chair, each to serve a one-year term beginning July 1. Any member who has at least one year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair or vice chair.

(b) Responsibilities of the chair and vice chair. The chair shall set the agenda for and preside at Academic Freedom and Tenure Committee meetings, and appoint hearing panels as required. In the absence of the chair, the vice chair shall assume these duties. The vice chair shall be responsible for the recording of the minutes.

(5) Supplemental appointments.

If necessary in order to hear grievances in a timely manner, supplemental members of the Academic Freedom and Tenure Committee may be appointed by the Committee on Committees.
from the elected members of the Senate. This appointment process shall be initiated by the chair of the Academic Freedom and Tenure Committee. The term of these appointees shall expire June 30 following appointment.

(6) Hearing panels.

Hearing panels shall be appointed as necessary to hear grievances. Four members shall be appointed by the chair of the Academic Freedom and Tenure Committee from the Academic Freedom and Tenure Committee, and the remaining member shall be an administrator who holds a faculty appointment appointed by the president of the university. Faculty members of hearing panels shall be selected by the chair of the Academic Freedom and Tenure Committee on a rotating basis. All five panel members have a vote. Even if their Academic Freedom and Tenure Committee terms expire, hearing panel members shall serve until the recommendation of the hearing panel has been submitted to the Academic Freedom and Tenure Committee and to the president of the university.

12.4 Budget and Faculty Welfare Committee (BFW)

The duties of the Budget and Faculty Welfare Committee are to (a) participate in the university budget preparation process; (b) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance programs, retirement benefits, sabbatical leaves, consulting policies, and other faculty benefits; (c) review the financial and budgetary implications of proposals for changes in academic degrees and programs, and report to the Senate prior to Senate action relating to such proposals; (d) report to the Senate significant fiscal and budgetary trends which may affect the academic programs of the university; and (e) provide faculty representatives for the Benefits Advisory Committee (BAC).

(1) Membership.
The membership, election, and appointment of members; term of members; officers; and meetings and quorum of the Budget and Faculty Welfare Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through [2.3(4)].

12.5 Professional Responsibilities and Procedures Committee (PRPC)

(1) Duties.
The Professional Responsibilities and Procedures Committee shall advise the Faculty Senate regarding composition, interpretation, and revision of Section 400 in University Policies and Procedures. Recommended revisions shall be submitted to the Senate for its consideration. The procedures for code amendments are specified in Section 202 of the USU Policy Manual.
Membership.
The membership of this committee will consist of seven Faculty Senate members appointed by the Committee on Committees. These members should each come from different units across Utah State University (including Colleges, Libraries, Extension, Regional Campuses or USU Eastern), election, and appointment of members. The term of members, officers, and meetings and quorum of the Professional Responsibilities and Procedures Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through 12.3(54).

12.6 Educational Policies Committee (EPC)

(1) Duties.
The major function of this committee shall be to serve as the Senate committee on educational policy, including program discontinuance for academic reasons (policy 406.2). In addition to conducting studies and making recommendations as specifically instructed by the Senate, the committee itself may initiate such activities. Routine actions taken under established policy, such as approval for specific course changes, additions, or deletions, shall be submitted to the Senate as information items. All policy recommendations and major actions shall be referred to the Senate for approval or disapproval. Specific duties of the Educational Policies Committee shall include consideration of standards and requirements for university designated honors such as cum laude, magna cum laude, and summa cum laude.

(2) Membership.
The Educational Policies Committee consists of the executive vice president and provost or designee; one faculty representative from each academic college, Regional Campuses, USU Eastern, Extension, and the Library; one faculty representative from the Graduate Council; the chairs of the EPC Curriculum Subcommittee, General Education Subcommittee, Academic Standards Subcommittee, two student officers from the elected USUSA student government and one elected graduate student representative. The faculty representatives are elected to the committee in accordance with policy 402.11.2.

(3) Term of members.
The term of office for faculty members on the Educational Policies Committee shall be in accordance with policy 402.11.2. The term of office for student members shall be one year.

12.7 Faculty Evaluation Committee (FEC)

(1) Duties.
The Faculty Evaluation Committee shall (a) assess methods for evaluating faculty performance; (b) recommend improvements in methods of evaluation; and (c) decide university awards for...
Eldon J. Gardner Teacher of the Year, Undergraduate Faculty Advisor of the Year, and Faculty University Service Award.

(2) Membership.

The committee shall consist of one faculty representative from each academic college, Regional Campuses, USU Eastern, Extension, and the Library, two student officers from the USUSA and one elected graduate student representative. The faculty representatives are elected to the committee in accordance with policy 402.11.2. The committee will elect a chair annually, preferably at the last meeting of the academic year.

12.8 Faculty Diversity, Development, and Equity Committee (FDDE)

(1) Duties.

The duties of the Faculty Diversity, Development, and Equity Committee are to: (1) collect data and identify and promote best practices for faculty development, mentoring, and work environment to facilitate the success of diverse faculty at all career levels; (2) provide feedback and advocate processes for faculty recruitment, promotion, and retention that promote diversity, fair pay standards, and work/life balance for the faculty; (3) report on the status of faculty development, mentoring, diversity, and equity; and (4) make recommendations for implementation of proposals related to faculty diversity, development, and equity.

(2) Membership.

The membership, election, and appointment of members; term of members; officers; and meetings and quorum of the Diversity, Development, and Equity Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through 12.3(34).
12.1 Annual Review of Faculty

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. If the procedures do not pass the majority vote, the department faculty, must establish new procedures approved by the dean before the next annual reviews begin. 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 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.
The Educational Policies Committee (EPC) met on March 2, 2017. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page (www.usu.edu/epc).

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

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

- Approval of requests for 93 course actions.
- Approval of a request from the School of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences to offer a Master of Aviation Science.
- Approval of a request from the Department of Engineering Education in the College of Engineering to offer an On-Line Certificate in Engineering Education.
- Approval of a request from the Department of Environment and Society in the S.J. and Jessie E. Quinney College of Natural Resources to restructure the Environmental Studies Bachelor of Science program.

Approval of the report from the General Education Subcommittee meeting of February 21, 2017 which included the following actions:

- Approval of four requests for DSC/BHU/CI designations.
- Approval of a proposal to no longer waive the QL requirement for students with an ACT Math score of at least 25, and to award 3 credits for students earning at least 26 or an equivalent SAT score.

Approval of the report from the Academics Standards Subcommittee meeting of February 9, 2017 which included the following action:

- Approval of a proposal to modify the Academic Renewal Policy to exclude coursework taken in the context of a degree.

- A proposal to modify the Academic Renewal Policy to exclude transfer credit on the USU transcript was tabled. The group would like to see a report on student success from peer institutions, and USHE in order to continue the discussion.

- Progress report on the Academic Integrity Policy with the Student Code Revision committee. Further edits will be presented at a future Academic Standards meeting and a vote will be held to accept the revision(s) at that time.