

Faculty Senate Meeting
September 9, 2019
Minutes

NAME	DATE/TIME of review and/or edits
Heather White	
Chris Kendall	9/9/2019 4:50pm
Sara Freeman	9/10/19 7:45pm
Jairo Hoyos	9/10/19 8:57pm
Megan Gessel	9/11/19 2:23 pm
Tiffany MacBain	9/16/19 9:54
Jung Kim	9/16/19 10:45 am
Regina Duthely	9/16/19 11:00am

Present:

Megan Gessel
Tiffany MacBain
Regina Duthely
Bill Beadsley
Sarah Moore
Mushawn Knowles
Laura Behling
Jung Kim
Jairo Hoyos
Allison Tracy Hale
Heather Bailey-staff
Fred Creek-staff
Julie Looper
Chris Kendall
Heather White (minutes)

Pre-circulated Agenda:

University of Puget Sound Faculty Senate

AGENDA

12:00 noon, September 9, 2019

McCormick Room

I. Call to Order, Welcome

II. Announcements

- III. Approval of Minutes from May 6, 2019
- IV. Updates from ASUPS or Staff Senate
- V. Senate Charges to Standing Committees
- VI. Other Business
- VII. Adjournment

Call to order

Announcements

Knowles: Appointed a student rep. Rebecca Lumbantobing
No Other announcements

Approval of Minutes from May 6, 2019. Unanimously approved.

Staff Senate Update.

First senate meeting this Wed.
Fred is primary staff rep.

Update from ASAPs

Logjam was great
Campus climate feels ok
Lots of projects on ASUPS
New projects:

1. Pad & tampon dispensers. Free
2. Rendezvous room renovations. New name (not sure what it will be).
Hoping that it will be more utilized with expanded programming. Glad to hear suggestions or take donations.
3. Expanding advertisement with new TVs to avoid paper use

Senate charges to committees.

Note from Chris Kendall, secretary: the green checkboxes in the google docs are simply to designate that Senators have completed their charges.

Chair Freeman outlined the process for the meeting. We'll try to get through through many of them. Any not finalized today, we'll come back to next week. And next week, we'd also like to revisit next week the adhoc committee on contingent faculty. Since there were no further points of order about the process, Chair Freeman suggested the following procedure: Liaison should present draft charges, followed by discussion and revision, followed by vote.

There was a brief discussion about where to find the handbook for Fac senate, which is posted on Soundnet under password protection

ASC/ Senator MacBain

Two questions:

1. Should the senate charge them with working out ratio of staff and faculty, or should we simply issue a recommendation in response to their stated concern with the matter?
2. Conflict between their and our year-end report in respect to P/F (Credit/No Credit) policy:

The ASC's 18-19 year-end report indicates that the ASC's recommendation on a change to the P/F (Credit/No Credit) policy was forwarded to the Senate. However, the Senate minutes suggest that the ASC heard the Senate's suggestions and that the ASC was poised to vote on the change to P/F (Credit/No Credit). Recent communication with Jo Crane (18-19 chair of ASC) indicates the ASC's understanding that the policy is now in the hands of the Senate.

So, the ASC believes this issue is back in the Senate's hands, and we need to figure out the process of actualizing this change. It's possible that we need to put the policy change in our minutes. An added complication is that the changes (and 30-day window) may have taken place over the summer. We need to make sure that the full faculty knows about the policy change and has the opportunity to comment on it.

Freeman: Any discussion of these charges to the ASC? (no response)

Vote: Aye (unanimous)

MacBain asked how we find out when the standing committee meetings are.

Freeman said that Kaity Peake and Jimmy McMichael are scheduling meetings.

Curriculum Committee/ Senator Looper

Senator Looper reports that they have a lot of work in the end of term report, and it's a small committee. They may need help with prioritizing these charges. Senator Looper discussed each of the draft senate charges, with the suggestion that some of them were larger than the CC had time and members to be able to complete.

Chair Freeman: CC is smaller this year because there was a decision to move some of those members to the CTF. Some of these charges may indeed be too big.

Senate discussion ensued about what to do with the charge to develop a Summer Bridge Program curriculum, with two possible options: a.) be completed by another designated group b.) could be under the CC, but with the option to designate a working group. Decision was to revise the charges to permit CC to designate a separate working group

Whether to omit the final drafted self-charge, because of contingency with CTF curriculum reform. Decision was yes.

In addition, there was also an expressed concern that the CC does not currently have a social scientist on the committee. Decision was to stay in communication about this issue.

Unanimous approval of revised charges.

Senator Hoyos/ UEC

Senator Hoyos discussed the draft charges. Most of them are from the end-of-year report, with two exceptions: 1.) Added charge to work with provost for development of a Program for Faculty Development. 2.) query that the UEC discuss the addition of childcare expenses an allowable expense for conference attendance.

Provost Behling commented on the issue of childcare expenses, to suggest that the UEC would need to consult with HR to review tax liability. Childcare is potentially not the only issue-- the draft charges might be revised to consider a broader set of issues-- to make sure that UPS reimbursement policies were as inclusive as they should be. Discussion ensued about other aspects of the reimbursement policies--such as category caps-- that might be reviewed. The self-charge was revised to address these broader concerns about inclusivity.

Discussion also ensued in respect to the policy about IRB, and the charges were revised slightly.

Representative Knowles requested that the updated charges be read aloud, and Chair Freeman read them.

They were unanimously approved.

PSC/ Senator Beardsley

These charges were not yet drafted, so the Senate deliberated about whether they could be addressed next week. The decision was that these charges need to be addressed this week because the first committee meeting was this week. Senator Beardsley read aloud the two self-charges from the end of year report and expressed concern about both of them. Sen. Beardly expressed concern for good order in respect to one of the self-charges, which would involve code change. [In respect to the second?]. Sen. Beardsley emphasized that Standing committees should not be tasked with revising policy because that evaluation should be under the purview of the Faculty Senate.

Sen MacBain suggested a revision to the language of the charge that would give the Faculty Senate the power of review over policy recommendations.

The process of drafting was delayed by email connectivity; the Senate opted to return to these charges for a vote in a few minutes.

Senator Hale / Committee On Diversity (COD)

Sen. Hale presented the self-charges from the COD's own end-of-year report. There was some question about whether the self-charges overlapped with the standing charges, with the decision to defer to the committee's own sense of what their work this year should be.

Provost Behling asks for clarification about the relationship between the ODI and the COD and DAC. Chair Freeman reviewed the history of the discussion about why there were two different groups. Sen. Beardsley suggested that the difference in the groups had to do with distinct forms of authority (ie, curricula vs hiring). Sen. Moore spoke as a former COD committee membership about the COD's own awareness of the overlap between the two groups, for example in mentoring faculty of color.

Sen. Hale asked if the standing charge that addresses mentorship should perhaps be revised in light of the different work of each group--ie, should the COD task the ODI with some of these responsibilities? Sen. Hale suggested that the COD should be able to make that decision.

Unanimously approved.

The Senate returned to the draft charges for the PSC, which Senators had drafted in google docs during the discussion over the COD. Sen Beardsley responded to suggest a revision, which would signal to the PSC that the Senate should approve their suggestions to change the faculty code. The revision was completed.

PSC charges were unanimously approved.

IRB/Senator Moore

Sen. Moore presented the draft of this year's charges to the IRB. Most of these charges were from the end-of-year review. Sen Moore also expanded one of the charges, to include updated gender-inclusive language (and especially gender-neutral/nonbinary language). Finally, one of the self-charges seemed too focused on overseeing faculty mentors, and thus Moore revised the self-charge so that the focus would be on giving guidelines (which is currently already part of their standing charges.)

Unanimously approved.

Chair Freeman asks for additional suggestions for Senate or standing charges.

Representative Kim suggested that the care and use of animals committee should be an official standing committee: it is separate from the IRB and functions under mandated federal guidelines.

Chair Freeman. There is the upcoming issue of graduate programs and CTF. Should the Senate hear a report on graduate programs?

Provost Behling: UPS hired the Hannover Group to do a study and make recommendations. Provost and President are currently looking over this report and its suggestion, and it may be time to discuss the report with faculty. There are other possibilities and other pieces of information that have also been delivered in the past year, and they may also be discussed with faculty. The process for making changes is still very clear---it's precisely like what just happened with FEPPS. Provost Behling is working to outline the steps so that they are clear to all parties. Also working on a form to help faculty codify their approaches to new proposals, so that the proposals are all in the same format (currently proposals are sometimes quite different from each other). It's also clear that the issue needs to be raised--since old faculty minutes suggests that grad programs is an issue that has been delayed to future meetings

Appendix A

Senate Charges to Standing Committees, as approved September 9, 2019
Listed in order of approval by Faculty Senate

Senate Charges to Academic Standards Committee

- Review the protocols for handling sensitive documents and confidential data with LMIS at the start of the semester (as the ASC year-end reports indicates that the ASC will do each year).
- Upon receipt of recommendations from CHWS and the Dean of Students, continue the conversation about changes to the university's mandatory departure policy for students.
- Develop a formal process by which CHWS and the Dean of Students (or a representative of DoS) can evaluate students' health assessments for medical withdrawals, incompletes, and reinstatements, and provide recommendations to the ASC petitions subcommittee.
- Continue to evaluate the effects and clarity of the current policies regarding changes in enrollment status throughout the academic term (e.g., W, WF, and incompletes), including a review of the definition of in-progress. If deemed necessary, propose policy changes.
- Work with the Office of Academic Advising to find a mechanism for notifying faculty of recently revised academic policies.

Senate Charges to Curriculum Committee

- Develop a credit bearing Summer Bridge Program curriculum in collaboration with the office of the Provost and Student Affairs for implementation in the summer of 2020
- Adopt a rubric and acceptable substitutions for the Foreign Language requirement drawn from the work of the ad hoc foreign language committee in 18-19 and share it with the ASC
- Coordinate with the IEC to create a streamlined process for faculty proposing Study Abroad/Study Away classes that addresses both committees
- Evaluate the revision of Question #6 from the Self-Study Guide for Department/Program Curricular Reviews proposed in 18/19 and implement the change if evaluation merits it. The proposed language is:
How does your department, school, or program use principles of backwards design, the creation of shared classroom agreements or other methods to encourage holistic student-centered classrooms that address the needs of a diverse student body? Additionally, how do you prepare faculty and students for potential conversations around course content and identity?
- Change the Curriculum Statement (section V.f) so the major field unit limit is increased from 9 to 10 units, as recommended in the CC's end of the year report from 16-17. This recommendation balances existing practices with a regard for Puget Sound's commitment to providing a well-rounded liberal arts education.

Senate Charges to University Enrichment Committee

- To collaborate with the Provost's Office with respect to the development of a Program for Faculty Development. As part of this work, the UEC might also propose a revision to its standing charges to include a link to a Program for Faculty Development.
- To bring a motion to the faculty meeting to amend the Faculty by-laws so UEC has a standing charge to pick the recipients of Dirk Andrew Phibbs Memorial Research Award according to its Memorandum of Understanding.
- To develop a policy regarding eligibility of proposals for funding consideration that are missing required elements, e.g, IRB approval. This policy should then be posted on the website describing submission guidelines and requirements.
- To propose an on-line submission system for student proposals that has fillable fields for each required proposal component and a separate submission portal for the faculty advisor's letter.
- To review the language of the application form to ensure inclusive funding for faculty research, scholarship, and creative work, including what expenses can be covered and how to cap reimbursements.

Senate Charges to Committee on Diversity

- Recommend to the Senate one or more mechanisms by which all departments, schools, and programs regularly and meaningfully evaluate and enrich their engagement with diversity in regard to hiring and retention practices and departmental/school/programmatic culture.
- Continue to encourage and participate in ongoing conversations and initiatives to help support and retain underrepresented faculty, including mentorship. Such efforts could include sending members to participate in the campus-wide development of a mentoring model, or modeling and proposing related developmental work to the rest of the campus.
- Continue to engage with the development and implementation of the university's Strategic Plan and CTF initiatives as they relate to diversity, and communicate with faculty (through the Senate, in Faculty Meetings, via the faculty governance listserv, etc.) about important issues as they arise.
- Propose and/or collaborate with the ODI and campus groups to develop opportunities for broader discussions of diversity and inclusion across campus (whether in workshops, trainings, chairs meetings, or focused retreats like the one held in January 2019). Such efforts might focus on mentoring and retention of underrepresented faculty.

Senate Charges to Professional Standards Committee

- To review departmental evaluation standards and criteria according to the published review cycle, including those that remain outstanding from previous review cycles (Psychology, German Studies, Sociology and Anthropology, Religious Studies, and Exercise Science).
- Address requests from colleagues in the School of Education regarding the streamlined review process for clinical instructors.

- Upon receipt of a recommendation from the Senate, draft Code language and develop processes related to potential revisions to Student Evaluations of Teaching (SET).

Senate Charges to Institutional Review Board

- Update the informed consent form.
- Consider ways to streamline and convert the application process to an online system.
- Continue to work on IRB Handbook revisions to update the language (e.g., inclusive gender language) and to make it more user-friendly.
- Continue to work with academic departments to update and/or reaffirm MOUs, as needed.
- Solidify procedures to ensure completion of “end-of-project” reporting.
- Review the policy requiring that student protocols involving international research be automatically reviewed by the full board.
- Develop a mechanism to coordinate with the University Enrichment Committee and the Associate Deans Office to ensure that no research funds are released to summer research students working with human participants until their protocols are approved by the IRB.