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FSEC Minutes May 19, 2022

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MINUTES
Faculty Senate Executive Committee (FSEC) Meeting
May 19, 2022 at 2:00 PM
Pastore Hall Room 224

1. President Rice called the meeting to order at 2:03 p.m. Senators Echevarria, Forrester, Gindy, Maier Speredelozzi, Nassersharif, and outgoing President Cardany were present. He welcomed and introduced the new members thanking them for their service.
2. Announcements
 - a. Presidents Rice and Cardany provided an update of the joint meeting of the Curriculum and Standards Committee and General Education Committee held on May 12th. Outgoing President Cardany explained the committee refinement separated the Curriculum and Standards (CASC) and the General Education (GEC) Committees, but they meet jointly twice a year to discuss policy items, committee procedures, assessment, etc. President Rice mentioned that the joint committees expressed concern that new instructors may not be familiar with their courses' general education outcomes and how to teach to those outcomes.
3. Approval of Minutes -
 - a. The minutes for the FSEC meeting #14 held on April 19, 2022 were approved with 3 abstentions.
 - b. The minutes of the Faculty Senate's April 28, 2022 meeting were approved unanimously.
4. Discussion Items
 - a. Outgoing President Cardany presented a report which provided an overview of accomplishments and items of carry-over from the 2021-22 FSEC.
 - i. She discussed an action item, approved by the 2021-2022 FSEC and the joint CASC and GEC committee, which would remove the requirement that the chairs of CASC and GEC must hold appointments to both committees. She recommended that the FSEC bring this forward to the Faculty Senate in September.

- ii. A second action item, approved by the 2021-2022 FSEC, is the change to University Manual language which would allow senators to serve two consecutive three-year terms before requiring a lapse of one year.
- iii. She brought forward additional items for the refinement of the General Education Committee's charge. A General Education Rubric Revision proposal was presented to the FSEC, which would allow for three ex officio members to be added to the GEC membership. These ex officio members would be appointed by the Director of General Education in consultation with the General Education Committee Chair. The ex officio members would be trained and tasked with the work of rubric revision, not course/program approval. If the rubric revisions were approved by the GEC, it would be brought to the Faculty Senate as an informational item.

After discussion this item was tabled by the FSEC until a future meeting. The FSEC also discussed updating University Manual language to clarify that the GEC will review all proposed changes to general education courses, ensuring that the proposed change does not affect the fit to the established general education outcomes. It was also recommended that the University Manual language in the GEC section regarding joint committee meetings be consistent with the CASC sections.

- iv. President Cardany gave an update on the Faculty Senate webpage. She explained the University Manual schedule was finalized and posted and the curriculum pages had been revised. She expressed that creating a curriculum policy form in Quali would allow for the catalog policies webpage to be editable through Quali, providing transparency and a mechanism for the process outlined in the Manual.
- v. The FSEC discussed revising committee charges, including moving the review of assessment plans for new programs from the Learning

Outcomes and Oversight Committee (LOOC) to the Teaching, Advising, and Assessment Committee (TAAC).

Developing a task force to work closely with Student Affairs to complete the revision to the Academic Integrity Policy for the University Manual and Student Handbook.

Having CASC and GEC address how to better and more effectively review the new program and program revision proposals.

Assisting the General Education Committee in developing a process of reviewing existing general education courses to assure the outcomes are still aligned with course content.

Considering charging the Service and Community Life Committee to coordinate and collect the reports of other Faculty Senate committees on their Diversity, Equity, and Inclusion (DEI) work.

- vi. Outgoing President Cardany reiterated recommendations that have previously been discussed. 1) Clarifying the senate terms in the University Manual to eliminate confusion of the ending date for outgoing senators, and the start date for incoming senators. 2) Scheduling regular meetings for the FSEC to meet with the VP of Research and Economic Development. 3) Use caution when employing the new editorial changes option for the University Manual.
- b. The discussion of the Senate Committee and Joint Committee Staffing for 2022-23 and Committee Liaisons was tabled until Coordinator Bourbonnais was in attendance. Topics included:
 - i. Draft Committee Membership List
 - ii. Eligibility of Administrators to serve
- c. The overview of the Faculty Senate budget was tabled to the next meeting.
- d. President Rice expressed that he would like to have at least one meeting per month over the summer, with the option of additional meetings if needed.

Payment for the summer meetings would be made through the Faculty Senate budget.

- e. President Rice initiated conversation regarding the approval process of University policies and the changes to Appendix G of the University Manual. The Committee discussed new and recent changes to policies including the proposal by VP-Administration Office to modify Intellectual Property sections of the University Manual (10.40.10 et seq.) in light of the recently promulgated Board of Trustees IP Policy. The FSEC will continue discussion on policy processes in future meetings.
- f. The FSEC discussed the IT policies under consideration by the Administrative Policy Committee (APC). The discussion will be continued at the next meeting. A suggestion was made to invite Senator Izenstark to the next FSEC meeting.
 - i. IT Acceptable Use Policy
 - ii. IT Endpoint Protection Policy
 - iii. IT Service Protection Policy
- g. The topic of the arising concerns about FacSen Administrator Review was tabled to a future meeting.

President Rice requested a motion to extend the meeting by 15 minutes. A motion was made, seconded and approved.

- h. The draft policy for Adverse Weather (with associated email) was discussed. The FSEC had no additional revisions.
- i. The FSEC tabled discussion on the update on University Manual - Chapter 2 Revisions.
- j. Vice President Nassersharif discussed his experiences requesting new web pages, opening the discussion on Website Policies and Standards. The University Manual section 6.11.15 as linked in that policy, was questioned regarding the lack of gender neutrality. As section 6.11.15 is a quote, it was recommended that notations should be added to the University Manual, and brought forward at the next meeting. Discussion will continue on website policies.

5. Action Items

- a. President Rice requested names of two faculty members to serve on the search committee for the new VP for Student Affairs as stated in section 2.14.10 of the University Manual - Appointment of Administrative Officers. . . . “Search committees for academic administrative positions and Vice Presidents shall include two faculty members appointed by the Faculty Senate.” Senator Forrester volunteered to serve. Kayone Murray-Johnson was also recommended.
6. The committee requested that the FSEC meetings be held in the morning if possible. The members agreed the mornings would be preferable.
7. The meeting was adjourned at 4:00 p.m.