

Faculty Senate Executive Committee Meeting Minutes March 9, 2020

Call to Order: 3:04 pm

Acceptance of Agenda: Approved

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- **Those present:** Ed Smaglik, Kate Ellis, Dorothy Dunn, Blase Scarnati, Bruce Fox, Marianne Nielson, Tammy Mielke, Theresa Bierer, Nora Dunbar (sitting in for Jesse Finch), Laurie Dickson, Vice Provost Roger Bounds, Brain Register, Provost Diane Sterns, John Masserini, Melissa Griffin
- **Others Present:** Jeannie Copley (electronically),
- **Those Absent:** Gioia Woods, Rick Stamer, Danielle Ross, Grace Okoli

Faculty Senate Vice-President/President's Report –Ed Smaglik

- Meet Jaime Yazzie, the new Senate Admin
- Elections are coming up soon, please consider running for positions on the executive board, and/or running for another term on the senate. Elections will be the last meeting of the year, May 4.
- Scholarship info has gone out. Thanks to those serving on the scholarship committee.
- The teaching stream proposal and schedule for the teaching stream forums are on the FS website. Info on share point.
- *Where are we on the constitution?* Check with FS President. The last time it was presented, consensus was reached. No more information has come forward. There will need to be vetting to the whole faculty.
- Request out from the faculty senate to understand what Tom Cheng's role is at the University.

Provost's Report—Diane Sterns:

- COVID-19: Planning included holding campus forum on March 3. The same group panel talked with the community at breakfast on March 5. Meeting with chairs and directors on Thursday as well. Plan is to prepare for remote offering of courses, other than that, waiting, watching and listening. NAU will take orders from the county, state, or federal government. There are no cases in northern AZ, one case at ASU, two in Maricopa, and two in Pinal County. The best source of info is the Johns Hopkins website that has live tracking of cases and deaths globally. They are working with all the student groups: students going to conferences in and outside US, students back from China, back from Italy. Expect if and when things change they will change quickly.
 - Discussion on guidance for study abroad: Right now, stall for time, watch payment deadlines, and remember student safety top of list.
 - Discussion on conferences cancellations: Reach out to travel companies, organizations and request refunds. Website has updates on airline refunds. This info can be sent to the Provost and that office can coordinate getting that info to faculty.

- Discussion on effort to track where people are going for Spring Break: Looking for voluntary info as there is a need to monitor if people are going to level 2 or 3 locations (international).
- Consider travel insurances that take into account pandemics, read fine print, use a p-card instead of own personal account.
- Dean's search, in negotiations with Franke Candidate, two down, one to go.
- The president mentioned a pay raise this year. They are still working on the formula and calculations, looking at enrollment numbers. Whatever the total amount is, the model by which it will be distributed will follow the formula used last year. It is unknown what the percentages will be.

Teaching Stream Update—Tammy Meilke and Nora Dunbar

- Things are progressing as outlined. Information went out to faculty and discussed within units and colleges. Wednesday presentation to Provost's Academic Leadership Council (PALC). Received nineteen responses to the anonymous feedback with a variety of comments. Looking forward to a full discussion with faculty. Comments are generally positive, questions regarding the pathway from NTT to TT.
- **Discussion on clarification of promotion process for NTT and TT:** If this does happen, it would be a re-classification, moving horizontally if they are eligible with the defined terminal degree. If it is a promotion, they would go through a defined process in the unit documentation. The description of each title and rank is clear within the Teaching Stream, Professor of Practice, etc. *Is there going to be a scholarship recommended for/in the definition of the line? Definition for each of the lines, where does COFS say each person should be according to the job description/what the individual faculty member does?* The two-page proposal is trying to address a lot of moving parts in various units. Individual units will have to examine who fits where.
- The dates and times are listed on the faculty senate website including one hour at the next senate meeting. There will be emails coming out with reminders for the full community.

Council and Committee Updates:

- Elections: update already given.
- Parliamentarian/Bylaws, Blase: No updates.
- Council on Faculty Rights and Responsibilities, Bruce: Charged with making changes to one document. Found a few more issues to bring to folks attention and will complete soon. Working on organizing items into the appropriate places. Language may need to include the teaching stream. No controversial issues.
- Strategic Planning: Almost all NAU divisions have rough drafts of strategic plans. March 13 is the due date for Dean's to provide a rough draft, then John will lay them all out with a high-level view of what we look like for academic affairs.
- Distance Learning, Jeanie: Online Steering Committee asked to look at the best practices for online learning and CDE invited Teresa to discuss that.

Best Practices in Online Learning –Teresa Bierer

- With the faculty advisory committee for online teaching. Presented last year with Laura Bounds and began gathering faculty input. Getting closer to asking for official Faculty Senate endorsement. Started four subcommittees looking at the many issues in delivering online learning and student access. These committees are Student Support, Faculty Support, Programmatic Support, and Institutional Support. Continuing to offer these online programs is part of NAU's mission with 14 new fully online programs beginning in the fall. They are using some of these documents in a pilot form.
- Launching website for online support students and faculty
- Best practices include course shell, classroom development guide, and NAU development checklist.
- Abbreviated version is a quick go-to and longer version has it spelled out.
- Campus forum held last spring for faculty provided a lot of good feedback and addressed many of those issues.
- Give feedback and input on these items by March 30. They hope to provide a final version to the FSEC by April 6 to go for endorsement at the full senate meeting in April.
- They will send out a document that can be customized for each college.
- One thing that came up last fall: Deans and those who do scheduling should carefully look at faculty teaching overloads and time demands as well.
- Feedback: Consistency between online courses should look the same within a program. Looking at documents, if discussion was taken out, it's a list of best practices. *Could this be expanded to campus best practices?*

Live Well NAU: Focus Group and Feedback—Melissa Griffin, Health promotions

- Working on creating a wellness framework for supporting the holistic wellness of students.
- One component: Visual with eight dimensions of wellbeing. Campus departments/partners could adopt Live Well NAU. Goal is to make holistic wellbeing a standard across all aspects of their life at NAU.
- Second component: Supporting website that students could log into and assess themselves in each area of wellness. They can see where they need support based on the assessment, as well as their areas of strengths (and needs).
- Provide links to resources at NAU and in the community, action steps, and things to do today to help with that area of wellness.
- Incentive structure depending on budget. Students, who engage in wellness activities, would get some kind of reward. Marketing, branding, making sure students are seeing this all over campus, as a standard part of their development as students.
- **Discussion**
 - Employee Assistance and Wellness charged with supporting faculty. EAW developing parallel system for supporting staff and faculty.
 - *Will there be minimum standards for each dimension?*
 - *What falls into intellectual?* Talked with Laurie and Roger about what to include that dimension of wellbeing i.e. reaching out to faculty, office hours, attend a museum, go to a city council meeting, etc.

- *How would faculty use this?* It will vary by discipline. If there are incentives for the students, it needs to be flexible to adjust to each area. Include this in a 2nd phase of the framework.
- Expand list of resources and action items to someone studying online.
- Provide opportunity / requirements for self-reflection.
- Marketing strategy may be to publicize this as at the forefront of this sort of work. NAU as a leader in supporting student holistically.
- Meeting with Office of Indigenous Student Services to support indigenous students.
- They are creating a guide to this framework that can be used by staff and faculty.
- When ready to launch, we can get you on the agenda for the full senate.

Discussion: Dean's Hire and Matrices

- Draft resolution regarding matrixes and administrative hires. Administrative guidelines do not require the use of a matrix for administrative hires i.e. Deans with a tenured faculty line. Any administrative hire that results in a tenured faculty line should be held to the same guidelines as a faculty hire (amend document to require the use of hiring matrix).
- **Discussion on current published administrative hiring process document, which does not require the use of a matrix for a Dean hire:** *It is one of multiple best practices by which we are required to review that screening.* The transparency in the process needs consistency between tenured faculty lines of admin and faculty. Each committee determines how they will assess the applicants, according to the job advertisement. There is no requirement in COFS for the numerical process so that it is as flexible. Matrices raise confidence in the process and provide transparency. *If Deans are already assessed using matrix/rubric, it is not being communicated clearly through this document.*
- Appendix C: the selection criteria
- The purview of administration hiring is not that of the Senate, but it does affect faculty when a faculty line results.
- Human Resources might own that policy. Roger Bounds will find who owns that policy
- There will be another meeting to work on this.

New Business and Adjourn

Moved to adjourn, 4:54 pm.