

**Faculty Senate Executive Committee Meeting  
Minutes  
March 6th, 2023**

Please email corrections to [Faculty.Senate@nau.edu](mailto:Faculty.Senate@nau.edu).

**1. Call to order – Tarang Jain**

Faculty Senate Treasurer Tarang Jain calls the meeting to order at 3:02pm.

**2. Approval of Agenda and Minutes – Tarang Jain**

The FSEC Meeting Minutes from 2/6 have not been approved yet due to weather and other delays. These minutes will be voted on at the next FSEC meeting on 4/3.

**A motion to approve the Agenda. The Agenda for FSEC 3/6 meeting was approved.**

**3. Provost's Report – Karen Pugliesi**

Provost Pugliesi gives her report.

- Provost Pugliesi gives a demonstration of ChatGPT, by sharing a report that was generated from the prompt “Draft a 3 minute Provost Report for the Faculty Senate.”
- Provost Pugliesi states that there is still an ongoing process and search for the next Associate Vice Provost for Curriculum and Assessments. There are semi-finalist interviews occurring currently, two finalists will be selected from this group.
- Dr. Pugliesi mentions the excitement being generated in regards to new hires, this supports that we are improving communication and creating more compelling jobs.
- There is a limited opportunity crafted by some colleges at NAU in regards to hiring five Pre or post doctoral scholars who may have the opportunity to be converted to either career track or tenure track faculty after their initial years.
- Provost Pugliesi and Vice Provost Bounds have been working closely with human resources to streamline the faculty hiring and search process.
- Dr. Pugliesi thanks the Faculty Senate for their leadership and adaptation in the past month that had six days of snow cancellation.
- Some concern has been raised by faculty regarding leadership not supporting synchronous alternatives on days containing weather closure. Dr. Pugliesi will be committing time before next year to discuss this topic in preparation for AY 2023-2024
- Vice Provost John Georgas shares a perspective regarding snow closure days. When a snow closure happens, it doesn't just effect NAU's campus but the entire community and lives of the faculty and students attending. We have the ability to provide high quality virtual instruction, but the issue is requiring students to be in a place at a time when life has been so fundamentally disrupted that the institution had to be closed.
- Faculty Senate President Kate Ellis and Provost Pugliesi have talked regarding creating a task force that will look at streamlining service for faculty. These will be noted when editing the bylaws.
- Provost Pugliesi discusses and update regarding the projects of redesigning NAU online and NAU statewide. The Arizona Board of Regents (ABOR) expects these

remodels to be a priority for NAU, and we must give a report to them regarding our plans/redesign in June.

- A special, short-term, task force will be created to dialogue on this topic and share ideas that would be helpful in redesigning these programs.
- One suggestion Provost Pugliesi has is to reframe some of our current online programs to be clearer and career orientated. Aligning these programs in a way which would create more opportunities for the graduates and create more attractive opportunities for students.
- Dr. Pugliesi is searching for 2 members of the senate to participate in this group and provide perspectives. She suggests that it would be valuable for the participants to have a strong institutional perspective and provide ideas that would best support the institution. This task force will be focused on strategies for growing online and less about pedagogy.
- This redesign is for NAU Online currently, Personalized Learning will be examined at a different time.
- NAU Online is currently down 10% enrollment and Personalized Learning (PL) is down 16% enrollment. The goal of this task force is to understand why this is occurring and create a plan to turn around this decrease and ultimately lead to upward trend in enrollment for the program.
- FSEC Member Gretchen McAllister suggests that the Provost brings this topic up to the entire community of NAU. With that strategy, many different perspectives, ideas, and unique thoughts could be found and we can create a strategy that is different from U of A and ASU.
- For example, we have a geographical advantage in summers due to the cooler weather. Is there any way that we can use this in conjunction with online to create a unique program that people would want to be a part of?
- Provost Pugliesi responds to this comment, by clarifying that this task force would be less about long term goals that the program could take on, but short term goals that are needed to improve NAU Online immediately and can be presented to ABOR. In doing this, we can set a good foundation for the program and then implement long term suggestions.
- Parliamentarian Blue Brazelton suggests taking a deeper look at how we market these online programs. One issue is that we may be hiring more adjunct faculty in comparison to full-time faculty, a blend of these two can support students in creating relationships with faculty which is currently a struggle for online teaching.
- Vice Provost Maribeth Watwood suggests that with whatever changes are made to the online programs, they be aligned with 100% career ready.
- Ex-Officio Gioia Woods suggests that NAU online needs to carve out a niche that is not already occupied by ASU, U of A, and GCU. For example, marketing to the police force or even prisons, these are both places where online opportunities can help spread access to education in scenarios that may not normally receive them. Also a suggestion was made to include the humanities in these programs.
- FSEC member Donna Simon suggests that we evaluate and find a way to breakthrough and increase military enrollment in personalized learning.

- Provost Pugliesi responds that we have a program looking to break into that population. We just need to take a step back from this program and redesign it better and improve the marketing.

#### **4. Faculty Senate President's Report – Kate Ellis**

Faculty Senate President Kate Ellis gives her report.

- Professor Ellis apologizes for being slightly late to the FSEC meeting as she is currently in the process of a faculty search.
- We were very successful in encouraging faculty members to take the veteran support training, over 50 faculty took this training in about a week. Because of this, NAU veteran supporting campus status.
- The current “cleaned up” version of the workload policy was sent out, please review this in preparation to send to the full faculty.
- The full faculty meeting to review the workload policy is on 4/10/2023. A frequently asked questions page will be sent out alongside the workload policy to faculty, to help provide more information.
- Faculty Senate President Kate Ellis asks FSEC members to share frequently asked questions they have received.
  - There has been questions regarding the standard 3x3 load for tenure track faculty because of variations amongst their teaching loads.
  - Teaching is defined as credit bearing activities, but some units are confused if their tasks fall under credit bearing or noncredit bearing. In the FAQ this can be addressed to give more information and examples on these activities.
  - Many questions have been brought up regarding the appeal process if a faculty member and chair cannot come to agreement on a statement of expectations (SOE). This is stated in the document, but faculty members are still asking questions regarding it, so including this in the FAQs would be beneficial.
- If any FSEC members find more frequently asked questions please send them to [Faculty.Senate@nau.edu](mailto:Faculty.Senate@nau.edu)
- There will be a co-hosted breakfast with faculty and administration on Friday, March 20th from 7:30am-9:00am. The topic for this breakfast will be “how can we ensure equity, opportunity, and success for all our students.”
- Faculty Senate President Kate Ellis will work alongside Provost Pugliesi to see if we can provide an event like the breakfast to statewide faculty.

#### **5. Live Well NAU – Dawn Clifford**

Dawn Clifford, a professor from Health Sciences, gives a presentation on Live Well NAU.

- [Livewell NAU - Holistic Wellness](#) Is being shared on the screen during this presentation.
- Live Well NAU is a program that supports students, faculty and staff with health and wellness.
- Dr. Clifford is present as a representative of the Healthy Campus Coalition, which is a group of faculty and staff on NAU campus that have worked on developing Live Well NAU over the past few years.

- On their website, there is a graphic that is the Live Well Wheel with the 8 dimensions of wellness. On this graphic you can click on any of the domains of wellness, after clicking you will be rerouted to a page that can provide support and resources to improve wellness in that dimension.
- On their page there is also a self-assessment that student, faculty, and staff can take to identify what domains of wellness they may be struggling with.
- Dr. Clifford suggests some ways to get students to use this resource.
  - Putting a link or graphic on a class syllabus so that students read and know that the resource is there to support them.
  - Offering extra credit to students who take the self-assessment, then ask a follow up question on what resource they can use to improve a domain they struggled with.
- Dr. Clifford asks if there are any other suggests that FSEC members have to ensure that students know of this resource.
- Faculty Senate President Kate Ellis suggests that they should look to get the link of the Live Well NAU website under the Quick Links section of the main NAU website.
- Professor Ellis also suggests that Live Well NAU reaches out to the First Year Learning Initiative (FYLI) faculty members, in these courses they can share the resource with their First-Year students.
- Secretary Jon Lee suggests that they reach out to the coordinator of the Jacks Track Program, as they support many students.
- Dr. Clifford also asks if the FSEC members have any suggestions of faculty who would like to be a member of the Healthy Campus Coalition.
- FSEC member Gretchen McAllister says that these wellness practices fit directly in several models throughout the university. Also, potentially creating an ambassadors program, where representatives can work in their college to help integrate this into each program.
- Faculty Senate President Kate Ellis suggest that this should be added to the NAU A-Z index on their website, thus making it easier to find.
- Professor Ellis also suggests that Dr. Clifford reach out to Amy Rushall of the Teaching and Learning Center (TLC). The TLC runs a New Faculty Orientation where many new faculty members can be notified of this resource.
- Dr. Clifford mentions that those who hold events can link them to Wellness Domains. In doing this, students who attend the events linked to the wellness domain can receive points and receive free items.
- Dr. Clifford closes out by thanking the FSEC and Faculty Senate for their hard work this semester

#### **6. Teaching Portfolio – Rodrigo De Toledo and Patricia Murphy**

Members of the Teaching Academy, Rodrigo De Toledo and Patricia Murphy give a presentation regarding the new Teaching Portfolio Guide that the Teaching Academy and Council on Learning drafted.

- The Teaching Best Practices Guide was developed in 2020, based on the best practices of effective teaching. Vice Provost Roger Bounds requested that this document be updated in a new guide.

- This document was created to help faculty know the best teaching practices, and what categories that they fall under in a portfolio, making it easier for people to understand and review each faculty members portfolio during an annual review and application for promotion.
- The document is structured into 3 separate columns. The first column gives faculty the best practices for teaching effectiveness. The second column provides explanations of these best practices. The final column gives examples of activities and evidence for each of these best practices.
- Faculty members can also find what category each of these best teaching practices fall under in their Workload. For example, service, teaching, etc.
- Dr. Murphy explains that this document was designed to help capture a shared understanding of what constitutes effective teaching. More practices can be used and exemplified as excellence and effectiveness in teaching.
- These practices were separated into 5 different categories;
  - Purposeful Pedagogy
  - Environment for Learning
  - Inclusive Excellence
  - Course Administration
  - Additional student related activities and recognitions
- Dr. Murphy states that this document is going to be a “living document”, so the document will be updated with new standards and best practices.
- In this document, it also supports the addition of assessment that has no evidence. For example, there is often no evidence for Rapport, but it can be mentioned in this document to be acknowledged in reviews.
- A question that has been asked from many is; “Does this add more work for faculty?” Dr. Murphy responds by saying that it is not added work, it is now a new way to frame what we were previously doing before.
- Faculty Senate President Kate Ellis voices a frustration that she has had in regards to the evaluation process. In this process there are very few guidelines and assistance in supporting peer review. Has there been any discussion in creating a rubric for peer review? Dr. De Toledo answers that this has not begun yet.
- Provost Pugliesi shares her support for this document, and states how much it will positively impact many faculty who do not know how to state their use of best practices.
- Dr. Pugliesi states that this document will be in place to answer the question of; “What does it mean to present evidence of sustained effectiveness in teaching.”
- Faculty Senate President Kate Ellis, gives the viewpoint that this document can help faculty identify what they are doing, but also what they are not doing, and where they can improve. She also suggests that with the improved organization of files, the review committees will have an easier time reading and evaluating these portfolios.
- Vice Provost John Georgas voices his support for this document.
- Dr. De Toledo, shares a work in progress creating a sample Teaching Portfolio page in FAAR, in this page faculty members will submit their best practices and other information into the system. This will create a more organized submission to be reviewed.

- Secretary Jon Lee asks about the cultural considerations in this systems to ensure that justice and equity are being expressed in their portfolio.
- Dr. Murphy states that is covered in Inclusive Excellence.
- FSEC member Gretchen McAllister voices her concerns about the document becoming too specific. With many different cultures there may be misunderstandings which could lead to cross cultural issues and faculty members being marked lower in their annual review or promotion. She suggests talking with Monica Brown to discuss.
- Provost Pugliesi strongly agrees with Dr. McAllister's statements and agrees that the Teaching Academy ensures that we support equity throughout the university. She also mentions that a document like this can be used for students and their engagement so that professors can improve teaching practices and get valuable feedback.
- Professor Ellis asks Dr. De Toledo if this document is ready to go to the Full Senate. Dr. De Toledo responds saying there are some recommended changes that need to be implemented, after these changes the document is ready to go to senate.
- The FSEC agrees that this should move forward to the Full Senate.

**7. HSI Staff Work – Nancy Navarro, Vidal Mendoza, Esther Cuellar and McKenzie McLoughlin**

HSI staff members Nancy Navarro, Vidal Mendoza, Esther Cuellar, and McKenzie McLoughlin give a report regarding their Hispanic Serving Initiative (HSI) work.

- The presenters give introductions about themselves and their roles:
  - Nancy Navarro – Program manager with the office of leadership and engagement, specifically works with students in multicultural clubs and organizations with an emphasis on Hispanic students.
  - Esther Cuellar – Assistant director in the office of scholarships and financial aid.
  - Vidal Mendoza – Assistant director of Hispanic and Latine student service support in the office of inclusion.
  - McKenzie McLoughlin – Client Services Manager in university marketing.
- The presenters state the current Hispanic Serving Initiatives on campus
  - HSI Staff Co-Leads
  - HSI Student Group Lead
  - HSI Marketing
  - DACA/Undocumented Student Initiatives
  - Scholarships for Hispanic Students
  - Hispanic Convocation
  - Hispanic Heritage Month
  - Hispanic/Latine Club Advisor
  - Multicultural and Hispanic Club/Org Support
  - Bilingual Services
- Nancy Navarro discusses a recent addition to the recruitment process with documents and websites being translated to Spanish.
- Next Friday, 10 of the top level NAU website pages are being released in Spanish.

- Vidal Mendoza notifies the FSEC that currently they are providing professional mentorship for Hispanic Students. One on one tutoring is also offered to students who are struggling with classes. There is also an in-house counselor, and the department covers their counseling copay.
- Nancy Navarro shares information regarding the Get Involved Program. This program is a result of the elevating excellence funds and focuses on multicultural clubs and organizations. They support these clubs by helping grow their numbers, helping members develop leadership skills.
- Esther Cuellar shares information on her office and how they are using resources such as translation and other websites to share scholarship opportunities with Hispanic students.
- Secretary Jon Lee, voices his thanks and support for these process and breaking down barriers for Hispanic students.
- Vice Provost Maribeth Watwood also gives her thanks for providing the array of services to support out students.

**8. Council and Committee Reports—Elections**

No reports from any Councils or Committees.

**9. New Business/Old Business/ Adjourn—Kate Ellis**

**Motion to adjourn the meeting at 5:08pm.**

**Motion to Adjourn Approved.**