

**Faculty Senate Executive Committee Meeting
Minutes
September 11th, 2023**

Please email corrections to Faculty.Senate@nau.edu.

1. Call to order – Kate Ellis

Faculty Senate President Kate Ellis calls the meeting to order at 3:02pm.

Those Attending: Kate Ellis, Karen Pugliesi, Roger Bounds, Sara Rinfret, John Georgas, Carl Dindo, Maria Machelor, McKenzie McLoughlin, Jill Navran, Tarang Jain, Marco Cabrera-Geserick, Michael Smith, Blake Rayfield, Pete Fule, Andrew Stevens, Blue Brazelton, Karen Sealander, Lori Dickson, Melissa Lawton, Maribeth Watwood, John Tingerthal.

2. Approval of Agenda and Minutes – Kate Ellis

The 9/11 Agenda is voted on and **approved**. The 4/3 and 8/21 Faculty Senate Executive Committee meeting minutes are voted on and **approved**.

3. Faculty Senate President’s Report – Kate Ellis

Faculty Senate President Kate Ellis gives her report.

- Professor Ellis has spoken with Provost Pugliesi, and suggested a review of the Faculty Handbook, to go along with the revisions of the Bylaws and CoFS.
- There is a need to find the purpose of the Handbook, and what needed to be changed to contain information that can assist faculty.
- Currently the Policy Library is not functioning as Faculty assumes it does. We need to work with administration to update and change the process of adding documents to this library.
- Professor Ellis states that there needs to be an examination of service for faculty. Senate Charged Committees vary in the amount of time and work needed.
- The ABOR and Faculty breakfast will be occurring on 9/29. All FSEC members will be invited to this breakfast.
- The topic of this breakfast will be on Student Momentum in the first year. This works well, as there is a need to support faculty who are teaching in the first year.
- A meeting will occur on Friday to create a list of faculty to invite.
- The AFC will be meeting on Thursday, 9/28.
- Professor Ellis proposed having an All-Faculty meeting on 10/2. This would be to discuss Generative AI and first year student momentum.
- NAU may want to develop a statement regarding Generative AI, along with the creation of workshops to help educate faculty, staff, and students.
- Amy Rushall and the Teaching and Learning Center will be creating workshops to help support this goal of educating the campus community on Generative AI.
- Vice Provost John Georgas suggests that this is a grassroots process where faculty members should work together in teaching and learning this topic.
- The Provost Search is continuing, there will be multiple listening sessions that FSEC members can attend.

- Vice Provost John Georgas mentions a concern regarding the Academic Standards Committee, in which five of the last six years have been chaired by a non-faculty member.
- Faculty Senate President Kate Ellis suggests that we look at this Committee in the Bylaws.
- Provost Pugliesi also suggests that there is a process to streamline these councils and committee to create a more effective use of faculty time and service.
- Parliamentarian Blue Brazelton suggests moving of Elections in the Senate to earlier in the year, so that faculty can put their senate membership into their SOE, also this can potentially avoid having classes scheduled during Senate meetings.
- Provost Pugliesi suggests the streamlining of SOEs and annual review of faculty members.
- Currently, for expedited annual reviews, they have only been used for Tenure Track faculty. Career Track Faculty have not had expedited reviews. Practices are also different for every college at NAU.
- Currently, ASU has a templated process, and has tried to reduce the number of letters that are written for faculty. A problem with these letters is that letters are often extremely similar. These templates would help lighten the workload on chairs and annual review committees.
- Secretary Marco Cabrera Geserick mentions concerns regarding the template; this may reduce the flexibility of the documents submitted for Annual Review.
- Often in these expedited reviews, a faculty member submits a similar review a previous year, and to save time the committee expedites it through the review process.
- FSEC Member Jill Navran raises concerns regarding faculty members following best teaching practices each year but worry that their annual review portfolio looks too much like previous years.
- Due to new members of the FSEC joining this meeting, all members of the meeting introduce themselves.

4. Provost's Office Report – Karen Pugliesi

Provost Pugliesi gives her report.

- Provost Pugliesi introduces new members of the FSEC. She states that her reports in these meetings are more detailed and collaborative than Full Faculty Senate Meetings.
- This week, two new ABOR standing committees will be meeting for the first time. The first is focused on strategy and strategic planning while the second is focused on operations. The strategy committee will be talking about mission differentiation between ASU, UA and NAU. The other topic that will be discussed is the perception of NAU's Online Program. This will help instruct ABOR members on changes being made to the Online Program.
- A new bachelor's in science focused on Engineering Technology will be presented to ABOR.
- We will begin to plan for Fiscal year of 2025, and outline investments that will be made into academic affairs. We have recently made a change to try and prioritize nonacademic personnel in the budget for the coming year.

- Enrollment at NAU is flat, so we do not have additional resources compared to previous years, and we need to keep the commitments we have made. Some examples of these are increasing faculty compensation, important leadership hires and searches.
- Provost Pugliesi and the Deans have engaged in a conversation regarding baseline needs for staffing academic departments around campus. It will be an objective to staff every college with the baseline staff needed.
- We have started the process of having program portfolio meetings with each Dean and their teams. These meetings are dialogues regarding ideas on what they need to do to better shape their program portfolios. Program action plans will need to be created to see what we need to change, add, or adapt for each program.
- NAU Online has been worked on with urgency, as it was an ABOR priority to improve this. NAU Online enrollment has consistently declined in recent years.
- There are often many complexities regarding our online program that are different from sister universities like ASU and UA.
- Decisions regarding changes to the Online Program are planned to be made by the end of the Fall Semester.
- Deans have also been asked to begin developing plans for how their colleges will address the topic of student momentum. This focus will be on course completion rate, to see how we can improve this and discover problems that students may potentially be experiencing in their first year.
- Provost Pugliesi and the Deans office from the College of Arts and Letters had a great conversation focused on a composition program. This would help students get a good start in terms of writing competency. A focus will be put on supporting our writing center and increasing the capacity of English courses to enable more first year students to complete their writing composition courses. The goal is to have 75% of first year students take their writing composition course in their first year.
- Provost Pugliesi would like to transition from Graduate Students teaching ENG105, to full time faculty, as this course is vital for the success of first- and second-year students.
- Dr. Pugliesi discusses the Realizing Attainment Impact in Student Enrollment (RAISE). This is a plan to award 100,000 valuable credentials to new students by 2035. This plan aligns with the Elevating Excellence Plan of 2025 and other plans that have been implemented at NAU. This was launched last Friday, and Provost Pugliesi spoke on the importance of faculty and how we need to provide Faculty support as they help students. This is a collaboration between administrators and faculty. Academic policies will be monitored, and we will redesign process to ensure that it works best for faculty, so they are able to raise student retention and faculty engagement.
- It is vital that we retain students who attend NAU, as competition with universities increases, we must focus and commit on student retention and student needs.
- One focus will be to examine high impact, high enrollment, first year serving courses, and ensuring that the curriculum is sequenced properly and sets students up to succeed.
- Provost Pugliesi will be meeting with Michelle Miller, who led the FYLI Program many years ago, and plans to have her review the current FYLI courses and give an assessment on how to address academic momentum.

- Dr. Pugliesi will be meeting with the Teaching Academy and the Council on Learning regarding this, to see if there are any ideas or processes that could support this focus on student retention.
- One item Deans are asked to focus on is the process of teaching evaluations. We want to make sure that faculty are obtaining meaningful feedback about their teaching so they can strengthen their practice and have a stronger impact on students.
- These processes line up well with the Teaching Portfolio Project that the Teaching Academy and Council on Learning have been working on.
- Provost Pugliesi voices concerns on the Teaching Portfolio Project being piloted for next year.
- NAU Health will be announced on 9/29 to ABOR.
- NAU Health will focus on additional or expanding programming for our Health Programs. We will be rebranding our College of Health and Human Services.
- The School of Nursing will be transitioned to becoming a college.
- These are bold goals will be accompanied by a proposal for a budget increase.
- There are many behavioral health programs located across campus, aligning these together and coordinating will be vital for NAU Health.
- There will be a possibility of creating a College of Medicine that will be used to produce primary care practitioners.
- This project will only be in calibration with new funding, funding will not be taken from other parts of the university for this project.
- Provost Pugliesi mentions an interest in students and faculty regarding NAU addressing reproductive health needs of the community.
- Some are particularly interested in the distribution of Plan-B pills across campus. Provost Pugliesi states that legally this is not an option.
- There is a potential in the ability to distribute the O-pill, which is a contraceptive that will be ultimately available over the counter. If this aligns with the laws of Arizona, there is a possibility that this will be distributed around campus.
- Member At-large Pete Fule asks for an update on the large jump in native student enrollment that was alluded to at the beginning of the semester.
- Provost Pugliesi states that there was a 47% increase of new Indigenous students this year. This has been attributed to the A to E program which allows any individual affiliated with one of the twenty-two recognized tribes of the state to have free tuition. The efforts of enrollment management and the office of Native American Initiatives to recruit and encourage more students to come to NAU have also contributed to this increase.

5. Counseling Services – Carl Dindo

Counseling Service's Director Carl Dindo gives an update on current projects and resources offered from NAU's Counseling Services.

- Director Carl Dindo gives his thanks to all the faculty members attending the meeting as they are a vital part of connecting students to Counseling resources.
- Counseling services offers triage and crisis counseling every day for students in need, these appointments can be walk-in, over the phone, or same day scheduling.

- Campus outreach is offered to all faculty and departments around campus. If a college would like a representative from Counseling Services to present information to their faculty, this can easily be arranged.
- Faculty members can also call Counseling Services to speak with someone who can help create a plan to support a distressed student.
- Kristen Anderson is a connection in the Counseling Services who can help support students with resources, such as food insecurity, housing issues and other problems students may face.
- There is a peer-to-peer support group called the Mental Health Support Squad, this offers a good alternative for students who do not feel comfortable seeing a professional counselor.
- Currently, Counseling Services is continuing to expand the embedded and liaison counselors around campus. Some examples of this are counselors that serve the student athletes, counselors located in different living halls and locations on campus, etc.
- There will be a rolling out of a South Campus Counseling Services Office. This will be in the basement in the Franke College of Business.
- Through grant funding, Counseling Services has begun to develop a vehicle that will be used to meet students outside of the counseling offices. This will be able to advertise and share the resources offered by the Counseling Services, as well as partnering with Campus Health to administer vaccinations and tests from this vehicle.
- There is also a satellite relationship with a counselor who is going to offer in-person counseling services to the Phoenix Biomedical Campus.
- Currently the Mental Health Coalition is a group of people who are invested in supporting mental health for those who work, attend, or are affiliated with NAU. This will be splitting into a Flagstaff Mountain Campus group, and a Statewide Group, which will then tackle different ways to provide mental health support to these populations.
- More information on these resources can be found on the Counseling Services Website: <https://in.nau.edu/campus-health-services/nau-counseling-services/>

6. HERI Survey, Overview and Next Steps – Roger Bounds

Vice Provost Roger Bounds briefly discusses the next steps following the HERI Survey results.

- A task force needs to be created to focus on how we best review and disseminate the findings of the HERI Survey.
- Dr. Bounds asks for the FSEC to suggest potential Faculty members to be on this task force.
- A short summary of this survey is that NAU is not much different from other universities in our results from the survey. This validates our current strengths, but also current challenges that NAU and other universities are facing.

7. ASNAU – Maria Machelor

Associated Student of Northern Arizona (ASNAU) President Maria Machelor gives an introduction and update on ASNAU's upcoming goals.

- ASNAU Maria Machelor, who is currently a Senior at NAU studying International Affairs, introduces herself to the members of the FSEC.
- This past year, ASNAU has completely restructured their Bylaws. In turn, this year will be a year of experimenting with the new Bylaws and seeing their application to the ASNAU system.
- Three new Vice President roles have been added to ASNAU to help support the President in different areas.
- The ASNAU Senate has been split into sections focused on different objectives, one group is focused on academics, with another group focused on student wellness.
- ASNAU is hoping to continue projects like the Textbook Exchange and the Cap and Gown Closet.
- Due to the first ASNAU meetings coming up, there are no current resolutions that have been brought forward to the Senate.
- ASNAU will start supporting clubs and individuals with reimbursement for this year, as this program is very successful.
- Faculty Senate President Kate Ellis states her support for ASNAU and their resolutions in the past.
- Professor Ellis also suggests that it would be beneficially to have an ASNAU representative on the Mental Health Coalition.

8. SAC – McKenzie McLoughlin

Staff Advisory Council (SAC) President McKenzie McLoughlin gives an update on SAC and their upcoming goals.

- In previous years, there was a Council focused on the needs of Classified Staff and a Council focused on the needs of Service Professionals. Recently, there two councils have merged to support all staff.
- Currently the priorities of the SAC are split into 4 subcommittees.
 - Community building and creating a sense of morale and culture of care for staff at NAU.
 - Service and volunteerism, to make sure that we are using our community engagement time. Some projects that are supporting this priority include the clothing drive, supporting Louie's Cupboard, creation of a new Career Closet, supporting the Sustainability Office.
 - Surveying staff to ensure that the SAC understands what staff are experiencing around the university.
 - Annual Mixer Committee, which is used to support and have staff meet each other, along with fundraising for scholarships and other projects for the SAC.
- SAC has also had conversations regarding the new changes on the Flagstaff Unified School District's drop off hours. There will be a new document developed that will provide best practices to supervisors so they can better support staff members.
- The SAC invites all Senators to attend their meetings that occur on the third Thursday of every month in BAC206 or via zoom. These meetings are from 8:30am – 9:30am.

- A survey last year showed that staff felt they are least attached to NAU's Academic Excellence Plan, these meetings will work to connect staff to the plan so they see their importance.
- Provost Pugliesi gives her thanks to McKenzie and the SAC in their goal to connect staff to the Academic Excellence program.
- Vice Provost Maribeth Watwood suggests that the SAC looks at Generative AI and how it has impacted their jobs and duties.

9. Elections – Tarang Jain

Vice President Tarang Jain gives an update on the Faculty Senate Elections.

- Currently we still have 7 senator vacancies, spread across different colleges.
- At the next full senate meeting there will be continued elections for the FSEC.
- One of the goals of the Bylaws is to have elections in March, so we have a list of all senators and what vacancies to be filled. Also having the ability to work with chairs so senators are not scheduled into a class that teaches during Senate meetings.

10. Council & Committee Reports

Currently committees and councils are still being formed, so there is little to report out until these committees are full and begin meeting.

- Senate Admin Andrew Stevens will be reaching out to the Chairs of the Committees regarding their members.
- Faculty Senate President lists items that the Senate will need to work on this year.
 - Senate Bylaws
 - CoFS
 - Faculty Handbook
 - Task Force focused on raises regarding promotions.
 - Monitoring previous documents and policies released.
- Discussion continues regarding the streamlining of the curricular process. Currently, the delay comes within the requirement of approval from multiple different committees.
- This discussion will be continued in future meetings.

11. New Business/ Old Business/ Adjourn – Kate Ellis Meeting is adjourned at 4:59pm.