

**Faculty Senate Executive Committee Meeting
Minutes
January 6th, 2025**

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 3:01pm.

Those Attending: Kate Ellis, Michael Smith, Lisa Bliss, John Tingerthal, Donna Simon, Karen Pugliesi, Roger Bounds, Andrew Stevens, Blue Brazelton, Kerry Thompson, Miriam Espinoza, Juliana Suby, Angelina Castagno, Luis Fernandez, KT Thompson, Laura Umphrey.

2. Approval of Agenda and Minutes – Kate Ellis

The 1/6 Agenda is voted on and **approved**. The 11/4 FSEC meeting minutes are voted on and **approved**.

3. Senate President's Report

Faculty Senate President Kate Ellis shares her report.

- Senate President Ellis shares that Faculty Senate Vice President Tarang Jain left NAU and therefore left the FSEC & Faculty Senate.
- The Senate Vice President oversees senate elections and communicates directly with college deans surrounding senator vacancies. Parliamentarian Blue Brazelton shared that he could cover the responsibilities of the Vice President for this year's election cycle.
- Senate President Ellis shares that she is open to any ideas the FSEC has surrounding this vacancy.
- Senate Admin Andrew Stevens provides context about the work that is needed to be covered for the Spring elections. He shares that the Vice President is the individual who communicates directly with the deans and senators surrounding vacancies in the senate, as well as senate charged committees. The Senate Admin oversees the senate rosters and internal updates.
- Parliamentarian Blue Brazelton shares that he is still willing to take on the additional responsibilities that come with assisting in the Spring elections.
- Senate President Ellis states that at the next senate meeting, senators can volunteer for this position if they are interested. If no one is interested Blue Brazelton will take on the responsibilities. Senate Treasurer Lisa Bliss also shares that she can be of assistance in this process if needed.

4. Council and Committee Reports – All FSEC Committee & Council Chairs

The Chairs of the various senate committees and councils share their current council & committee reports.

- Senate Parliamentarian Blue Brazelton shares that the bylaws committee will bring forward new language surrounding voting at senate meetings. He is hoping to discuss this with the FSEC & full senate during the February meetings.
- Senate President Kate Ellis shares that previous Senate Vice President Ed Smaglik reached out to her surrounding the current senator election process. Previously, he organized a process where faculty members who are running for a senate seat would submit a short bio that provided more information to those voting. This process will be returning this election cycle.
- Senate Treasurer Lisa Bliss shares that she is working with HR to set up the automatic payroll deductions for senate dues.
- Chair of the Council on Learning John Tingerthal asks for more context regarding the timeline for the Teaching Portfolio Guidelines. Senate President Ellis shares that the goal is to discuss this document with the full senate in February.
- Chair of the Council on Faculty Rights & Responsibilities Michael Smith shares that he recently sent out a Qualtrics form to each college to collect more information about the use of student opinion surveys. He also shares that he has received less feedback about the Faculty Code of Conduct and Ethics. He hopes to discuss this at the next FSEC meeting. The Council on Faculty Rights & Responsibilities will be meeting with a representative from the NAU Travel Team to have a discussion with the goal of creating increased understanding between the two parties.
- Chair of the Council on Distance Education Donna Simon shares that the council had a meeting in November where they discussed the results of a 4-question survey that they sent out to all online & statewide faculty. The results and concerns from this survey will be discussed and communicated to administration.
- The Student Attendance Policy Taskforce will dialogue with students to learn more about their opinions surrounding attendance policies.
- Senate Admin Andrew Stevens shares that former chair of the Senate Scholarship Committee TS Amer is no longer a senator, thus this position will need to be filled.

5. Department of Education Title V Grant – Luis Fernandez & Angelina Castagno

Luis Fernandez & Angelina Castagno share a presentation regarding future plans with Comunidad, Cultura y Conexion (C3) Program.

- NAU received a Department of Education Title V Grant that is awarded to further develop Hispanic Serving Institutions and Programs.
- The grant has four objectives to increase student success and support for Latine or Hispanic students.
 - Increase access and quality of educational support services.
 - Improve faculty and staff capacity.
 - Enhance coordination and alignment of support services.
 - Improve institutional data sharing processes.
- Luis Fernandez shares that 50% of Latine students leave NAU within their first three years at the university.
- Every year, 100 students will be accepted into the C3 program and will be provided increased access to resources and support, as well as a stipend.
- Twenty faculty & staff will be selected yearly to participate in a community of practice, focused on building connections and increasing the capacity of faculty and

staff around the university. Each college & selected staff department will nominate one participant for this community of practice.

- The C3 program will also develop an Advisory Council that will convene quarterly to examine and discuss current policies and practices that may serve as barriers to student success.
- Four full time staff positions will be hired for this program:
 - One program manager,
 - One administrative assistant,
 - Two program coordinators.
- These four staff members will be located in different areas across campus.
- The C3 program will be working with Student Affairs and Enrollment Management to identify and recruit students for the upcoming year.
- FSEC member Michael Smith asks if there is any way to support students who are unable to participate in the cohort. Luis Fernandez shares that for the upcoming year, they will only support those who opt-in the program. This process can be reevaluated and shifted in upcoming years if the program is experiencing difficulties in serving the targeted student population. Angelina Castagno shares that, although only 300 students will be directly served, the addition of staff and coordinators for this program will impact a much large group of students, staff and faculty around campus.
- FSEC member Juliana Suby suggests that the faculty and staff who participate in the community of practice be trained on how to effectively share the information they learned.
- Luis Fernandez shares that there are multiple phases to this process. Currently, they are in the set-up phase in which they are hiring individuals and recruiting students for the upcoming cohort. The next phase will be refining and examining the effectiveness of the current processes and making changes to better serve the students, staff and faculty.

6. Changes/Updates to the Academic Review Process – Kerry Thompson

Associate Vice Provost for Curriculum Assessment & General Studies, Kerry Thompson, proposes new changes to the Academic Review Process.

- The current Academic Program Review Process (APR) is a two-year process that is mandated by the Arizona Board of Regents (ABOR).
- In this process, a self-study is performed by the department, followed by the identification and recruitment of an outsider reviewer. After this reviewer is recruited, the reviewer will complete a site visit of the college. The information of the site visit is discussed in the department and an action plan is formed to provide information on what changes the department will implement.
- Currently NAU has significantly more requirements for department self-studies compared to what ABOR requires. The goal of these changes is to reduce the number of requirements NAU has in place to better align with what ABOR requires.
- A current challenge that the APR faces is the current template of the department self-study. The self-study template is daunting and often takes units at least one year to complete. Once complete, some of the information may be out of date by the time an outside reviewer completes a site visit.

- Another challenge mentioned is the overlap of self-studies with annual assessment reporting. Kerry suggests that placing an emphasis on the annual assessment reports will help remove stress from the large self-studies that are needed every four years.
- The proposed changes are as follows:
 - Shorten self-study by pulling back to a stricter alignment with ABOR policy and removing the review of syllabi and the full assessment report.
 - Workout a timeline to go from self-study to site visit in one academic year.
 - Remove UUC & UGC review of curriculum and assessment section of units' self-study.
- The UUC & UGC are senate-charged committees and removing this process would change the charge of each committee and would require edits to the UGC & UUC bylaws.
- Parliamentarian Blue Brazelton shares that the committees have governance to change their bylaws and determine their own functions if it does not supersede our existing bylaws. He recommends that we reach out to the UGC & UUC about these proposed changes and hear their opinions.
- Kerry suggests that the UGC & UUC no longer enforce assessment but take on a supportive role to units in the assessment process.
- Senate President Kate Ellis suggests that herself, Kerry, Blue & the chairs of the UGC & UUC meet to discuss these proposed changes.

7. Ombuds Program Report – Laura Umphrey & KT Thompson

Laura Umphrey & KT Thompson shares a report on the Ombuds Program.

- Last year the Ombuds Program had 209 different appointments last year. Of these appointments, 86 were faculty, 84 were staff, 35 graduate students, and 4 other various individuals. The greatest concerns of these meetings were power differentials, followed by peer relationships.
- Currently the Ombuds program is in the Health and Learning Center where they have two adjacent office spaces that are used to meet with clients.
- Last year 4 formal mediations and 5 consensus building workshops were held.
- The Ombuds Program gave over 15 presentations to various groups on campus.
- Currently a document is being developed that shares potential workshops that the Ombuds Office can offer.
- The Ombuds Program will continue to develop and update their website. The changes to the website will be shared with the Faculty Senate once finished.

8. Provost Report – Karen Pugliesi

Provost Pugliesi gives her report.

- Provost Pugliesi shares that the Provost Office visited NAU's North Valley Campus. In this visit, they were able to have a dialogue and help answer questions that the faculty and the leaders of North Valley Campus had.
- Provost Pugliesi reports an important topic discussed was the need to support graduate students with student services, such as centralized advising and writing

support. These students have different needs than students on the Flagstaff Mountain Campus and it is important to provide support.

- Provost Pugliesi shares that over 15 years ago the Arizona Legislature required a United States Flag and the Constitution in each college classroom. Throughout the years, these flags have deteriorated over time, requiring replacement in recent months. These flags can be moved to less obtrusive spots but should not be removed from the classroom.
- The provost office is preparing for the upcoming ABOR meetings in February. At the University Governance and Operations Committee meeting, three new programs will be proposed.
 - Master of Science in Computational and Applied Data Science
 - VPS in Engineering Technology, with a focus on semiconductors and microelectronics related to manufacturing
 - Bachelor of Hospitality and Business Administration at the Mesa Workforce Development Center
- After Fall commencement, the Provost Office completed their first round of faculty search requests. Provost Pugliesi offers her thanks to deans and all their hard work in preparing focused lists of requests.
- Prior to Winter Break, deans and graduate programs were also provided information about tuition waivers and graduate assistantships. Changes to investments of Graduate Teaching Assistants (GTAs) and how they are deployed in a program will be reviewed by a taskforce in the Spring semester.
- Vice President for Inclusive Excellence Justin Mallett will be conducting campus climate surveys with faculty, staff and students in the Spring. This survey will provide baseline statistics for the campus climate that can be used to identify trends in future years.
- The Provost Office has been unable to secure a speaker for the Faculty Town Hall on February 10th. Provost Pugliesi suggests that they assemble a panel of faculty and administration that can answer questions about the topic of academic freedom.
- The Teaching & Learning Center and FSEC Member Juliana Suby will be facilitating a campus wide book discussion for faculty in preparation for the Faculty Town Hall discussion.
- On Thursday, January 9th, the Teaching & Learning Center will be hosting Teaching Day.
- FSEC member Juliana Suby suggests potentially postponing the Faculty Town Hall to allow more time for faculty to read and discuss the book. Senate President Kate Ellis suggests moving the Town Hall to February 24th to allow more time. Provost Pugliesi agrees and confirms that the Town Hall will be moved to February 24th and the Q&A meeting with the Provost will be moved to February 10th.

**9. New Business/ Old Business/ Adjourn – Kate Ellis
Meeting is adjourned at 5:01pm.**