



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
DECEMBER 13, 2022**

*Approved 1-17-23*

**11:30 AM - 12:50 PM**

**PLN-120**

Present: Casem, Dabirian, Jarvis, Kanel, Milligan, Self, Shepard, Walsh, Wood

Absent: Graewingholt, Stambough

## **I. CALL TO ORDER**

Chair Walsh called the meeting to order at 11:30 am.

## **II. URGENT BUSINESS**

- I have a student who is in a BIO class and a PYSCH class and the finals are the exact same day and time.
  - It does happen, by accident. There is some change that happened when they went to 25Live, and it does happen occasionally. You need to reach out to scheduling. The UPS says the faculty involved, one of them has to accommodate the student.
    - Scheduling has moved to the Provost office directly, so it's not under an avp anymore
    - It is also combined with Space Planning, which will be better for the classroom scheduling.

## **III. ANNOUNCEMENTS**

- (Dabirian) If something comes up in your department regarding the Zoom phones, let IT know. If someone in your department needs a handset, let IT know.
    - (Kanel) In talking with people in my department, we have experienced different standards in the training that is being provided. Some have said they experienced a good training while others have not.
- Q: (Shepard) What happens on Monday if the main office lines are not reconfigured?  
A: (Dabirian) If something does not work properly, the old phone is still on our old system. We did not unplug our old system to put a new system in. We kept our old system and installed the new system, so we still have the old phone lines we can use in the event something is not working properly. So, if someone's new line is not working, let IT know and we will get those lines moved over to the new system.
- Q: (Shepard) How long will that work?  
A: (Dabirian) By the time you come back from the holidays, the new lines will be in place. If there are any issues, let IT know.

## **IV. TIME CERTAIN**

**11:45 AM - 12:00 PM**

**Topic: College Communication/Website Project Update**

**Presenter: Mike Steele**

Mike Steele gave an updated on the College Communication Website Project.

- Project broken down into multiple phases; projected timeline 2023 - early 2024.
- Project charter and scope will be developed over the next month (early 2023).
- Project will aim to perform an analysis of communication channels and assets by college, conduct prospective student research, and help colleges share their vision and stories with prospective students.
- Project budget is dependent on finalization of project scope.
- Project will seek to leverage using existing university assets to reduce total project cost.
- (Jarvis) As we do this, we need some sort of way to get people directly to where they want, that doesn't require them to know the structure of a modern university. If we ask our Criminal Justice students, what college are you interested in, they aren't going to know HSS. Most of the colleges and departments are going to have problems, a disconnect.

- (Shepard) Some of us have tried for many years to develop a comprehensive website and social media strategy. The problem is not the vision or the strategy, it's who does the work. I need a staff person or a faculty person with assigned time to be learning the Omni System and nuts and bolts of the technology stuff. It would strike my faculty as very frustrating that the university is now hiring a consultant to do what we have been trying to do, but don't have the resources to do. I would hope one of the deliverables would be, who is going to do this work in the long term? Who is going to be the person with access and the resources to be able to be making these changes that are largely major and department specific? It hasn't worked when a college level person has been in charge of updating department social media feeds, or department checklists, or department faculty pages on department websites.
- (Casem) Who is going to do this work? I don't have a staff member and it doesn't make sense to hire a new staff position for that job and I can't afford to hand out assigned time to a faculty person, I need them in the classroom or doing the other jobs they are already doing. Phase four is to figure out how to make it work, and I think it would make sense to figure out how to make it work and then build it. It's a great thing, but make sure we can sustain it.
- (Dabirian) I worry about bringing in a consultant. I have seen so many of them come in to do faculty development and fail miserably. They come in and take six months to a year, develop an infrastructure. We don't need them to do that, we can develop it ourselves. I think it would be better to have a group of people on campus who knows our culture do it. We have expertise in COMM, in the departments, in Strategic Communications, and Marketing. I think it's a great project, but I think we could do a better job internally. I think you would get more buy-in from the campus if we did it ourselves. We could also address the resource and maintenance issue.
- (Walsh) It would go a long way to use the expertise on campus and compensate them with either assigned time or a stipend, it would be a huge boost for morale.

Q: (Shepard) What is the estimated total cost?

A: (Steele) I cannot share that at this time, we haven't developed the project.

Q: (Shepard) Can you give us an idea of what it might cost the campus?

A: (Steele) Looking at what has been out there and a few RFPs that have been done in the past at other institutions and CSUs, it will be around \$100,000.00 for one college.

- (Wood) Not is there be a maintenance issue, but sometimes it's locked down in such a way that you can edit it but cannot change the structure. If we need to change the structure, we will have to give them more money, we cannot have our own experts do it. If you want that freedom, you have to pay a lot more up front. So, that's another argument for working maybe with a consultant firm for ideas, but utilize our own expertise so it is something we own and it will last more than two years, because things change so quickly on this campus.
- (Dabirian) The project plan is vague, so if you identify what the outcome and deliverables are going to be, it will make it easier for people to understand. And what is the impact on the department? Departments need to know: what do they need to do, what is the maintenance for them, and how they are going to be affected with the involvement?

## **V. APPROVAL OF MINUTES**

5.1 EC Minutes 12-6-22 - *forthcoming*

## **VI. CHAIR'S REPORT**

No report.

## **VII. STAFF REPORT**

No report.

## **VIII. COMMITTEE LIAISON REPORTS**

8.1 Diversity & Inclusion Committee [Casem], T, 12-6-22, 1:00 - 2:00 PM, PLS-360

- The D&I committee met with half in attendance in person and half on Zoom.
- They are planning on cancelling the Dec 13th meeting.
- The committee is waiting to hear back from the SALC on UPS 100.XXX on civility.
- The majority of the meeting was spent in review of modifications to UPS 211.000. Responsibilities of Departments and Department Chairs.

8.2 General Education Committee [Stambough], F, 12-9-22, 2:00 - 4:00 PM, Zoom

- The General Education Committee met via zoom and there was a quorum.
- The committee selected members to participate in the AAC&U Conference on GE, Pedagogy, and Assessment and received an update about the External Review team for the Program Performance Review of GE as a program. The committee's first choices all said yes for which we are eternally grateful!
- The committee also reviewed THTR 320 for Overlay Z. This was a revised syllabus after previously receiving feedback from the committee. The committee approved the revised syllabus. Finally, the committee worked on a revision to GE Goal 5.

8.3 Extension and International Programs Committee [Dabirian], M, 12-12-22, 3:00 - 4:00 PM, THall 1424

- Greg Dymont - general presentation on the Arboretum, answering questions about parking, discussion on other great features and news about the Arboretum
  - E3 Program - Engaging Environmental Experiences - Internship
  - Also have several research programs
    - Anthropology - UAcree - Solving food insecurity
    - Crop pollination program
    - College of Engineering - Studying the temperature and humidity inside Arboretum beehive boxes
    - Produces 1-harvest of honey per year (200 - 8 oz jars)
  - \$4.5K per day operation - About \$1.5M per year
  - PARKING ISSUE:
    - Charging Parking has HELPED the Arboretum
    - Membership has steadily increased these past few months
    - Vandalism has decreased since parking is now being charged, vandals no longer have access to free parking
  - No further developments in Arboretum green house

8.4 Faculty Research Policy Committee [Wood], F, 12-13-22, 9:00 - 10:00 AM, MH-141

- Committee reviewed preliminary results of 2021 RSCA Survey (attached). Discussed sharing it with Academic Senate. It was completed in January, but not forwarded to the Senate.
  - a. Questions were raised and discussion followed about why campus has begun to document assigned time.
  - b. The relationship of the COACH survey results to the FRPC committee was discussed.
- FRPC Committee will be revising UPS 630.00 (basic info). B. Torr will draft.
  - a. Goal is to have a draft for first spring meeting (February) to finalize in March.
- FRPC Committee will update Binod's documents on Research Misconduct Procedures to reflect the committees research and recommendations.
  - a. Goal is to have a draft for first spring meeting (February) to finalize in March.
- The FRPC is waiting for IRB to review and forward UPS 620.00 for review by FRPC.

## IX. NEW BUSINESS

9.1 Revisions to UPS 640.000 - Rules for Acquisition of Archaeological, Ethnological, and Art Objects - *forthcoming*

9.2 Executive Committee Liaison Choices

- (Walsh) we will discuss this next meeting when Megan and Steve are in attendance.

9.3 Concourse - Syllabus Automation System (Discussion item)

- (Walsh) Last year UCC voted against Concourse.
  - (Dabirian) The IT Committee thinks we should try to see if the process works in the pilot program so we can get an experience of what it does. The motive is what can we learn from this pilot evaluation to help us do a better job.

- Exec had an extensive discussion on this item.
- (Dabirian) We will do a pilot and learn from it. The IT Committee will report back to Kristin Stang and then to Exec. We will not bring Concourse to the campus unless the whole campus unanimously in agreement.

9.4 Revisions to UPS 211.100 - Appointment of Department Chairs and Vice-Chairs

➤ Suggestions submitted by Steve Stambough:

- Throughout the document, change “Department Election Liaison” to “Department Election Coordinator(s)”.
- (Stambough) Lines 34-36: reword to read ““The election of a Department Chair shall be administered jointly by the Department Elections Coordinator(s) and the Dean of the College or the Dean’s designee. Department Elections Coordinators (up to two permitted) shall be chosen by the department faculty.”
- Line 62: insert wording “Nominations for Department Chair shall be submitted to and verified by the Department Election Coordinator(s) and the Dean or Dean’s designee. Nominations may only be made by enfranchised members of the Department. A nomination is not valid until...”
- Lines 64 and 83: change the word “person” to “persons”.
- Line 94, remove the wording “responsible for administering the election”.
- Line 115: reword sentence to read “Department preferences shall be respected in all cases except for the most compelling reasons”.

9.5 Revisions to UPS 330.230 - Recording and Transcription of Class Content by Students - *forthcoming*

## X. ADJOURNMENT

M/S/P (Dabirian/Kanel) Meeting adjourned at 12:50 pm.