



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
NOVEMBER 1, 2022**

*Approved 11-15-22*

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

**PLN-120**

Present: Barros, Casem, Dabirian, Jarvis Kanel, Milligan, Self, Stambough, Walsh, Wood

Absent: Shepard

## **I. CALL TO ORDER**

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

## **II. URGENT BUSINESS**

The Executive Committee went into Executive Session.

### Additional urgent business:

- The email went out for the Carol Barnes Excellence in Teaching Award for Teaching, but the standards don't match what is being done in other UPS documents. The standards now highlight GPA and SOQ, and we moved that out, so it does not quite align with the other UPS.
  - We have to check what the gift language states. If the gift language states we must include it, we have to go with the wishes of the donor.
  - We will send this off to the Outstanding Professor Committee and they can review the document and the gift language.

Q: Where would we find the gift language?

A: We would have to check with Greg Saks in Advancement.

## **III. ANNOUNCEMENTS**

- (Dabirian) I mentioned that Zoom phones were coming, we will probably start the road show next week. The Zoom phones will be very simple, and everybody will get their phone numbers on the Zoom app. We are trying to do this during the Thanksgiving holiday.

Q: (Walsh) If I am working from home, I would go to my Zoom app and use that number?

A: (Dabirian) Yes, your Zoom app now is your phone. And when in the office, we don't have to do handsets.

- (Dabirian) The people that talk on their phone, like the front offices, we will replace them centrally. The shared part-time faculty office, we will replace them. Everyone else and those with private offices can use their laptops.

Q: (Casem) What about part-timers?

A: (Dabirian) In the shared part-time offices, there will be a shared line in the office with a handset with multiple mailboxes. So, in the front offices and part-time offices there will be no changes, the only thing that will change is the private offices. The private offices won't get a handset, they can use their laptops or app on cell phone to answer calls.

The advantage for faculty is if you get a call from students, you can answer or get your voice mail from any place. You can also make a call from your extension from any place. They can give their office number to students and receive the calls on their cell phone or laptop.

Q: (Jarvis) Will there be an option to get handsets that plug into our laptop?

A: (Dabirian) Everybody that needs a headset will have one. Because handsets are very expensive, we will have a process for those who want a headset.

- (Jarvis) Yes, I think it would be a good option for chairs, because we receive a lot of calls.

## IV. TIME CERTAIN

11:40 AM - 11:55 AM

Topic: Assigned Time

Presenter: Kristin Stang

- (Walsh) In the form we fill out for assigned time, there is different interpretations across colleges and some of the interpretations are in violation of the Fair Labor Standards Act; asking people to account hour by hour for their time.
- (Stang) I may not be the right person to talk to, but I can help you get you to the right people.

My job in this last iteration was NSM and a couple others had piloted the actual pdf form and their view of trying to make that work was laborious, a lot of labor to pass around a signable pdf form and get it back. My job was to help partner with some experts in IT and get it turned into to automated format. It is not a form I created; I helped get it in an automated format to try and help them reduce the load of work. At the request of some chairs and deans, we were able to create an automation so that the faculty only had to respond to faculty items. This was all in response to the assigned time audit.

One of the challenges of the audit is there were a lot of people on the campus in various spots who were getting assigned time and had no idea why. So, it was a major audit finding that we were getting assigned time and we were required to have a process for documenting. We did not have a choice about having this form, having faculty documentation.

- (Wood) I get the need for this and we should have documentation. The challenge I'm trying to solve is, I asked Merri Lynn to send me a sample and she sent me her spreadsheet. I took her language and tripled it in the number of words, in terms of detail. When I submitted it, I was told I needed a timeline and measurable objectives. I absolutely want to do the things that will help us, I'm all on board with that, but don't make me do unnecessary work.

Q: (Kanel) Is there a code for filling out this form? The actual time spent filling out the form, is that also encoded?

A: (Stang) I'm sure they could because it's part of your assigned time. But that level of detail is not in the boxes on the form.

- (Stang) So, the bigger issue is not necessarily the form, it is the differential interpretation.
- (Jarvis) There seems to be a great deal of variation across colleges and within colleges. Maybe there needs to be some additional training at the associate deans level, because it seems like it's unevenness within the same associate deans across colleges.
- (Wood) One of the things I think are happening is that there is an underlining assumption being made that people are misrepresenting the amount of work. And in large departments with undergraduate programs and graduate programs that people aren't working and the service is less than eight hours per week. Faculty are doing more than eight hours per week of service. Because we have been short staffed, faculty are absorbing all of the clerical and support work. So, to hear and to interpret the subtext that you don't deserve it is very bad for morale.
- (Stang) My interpretation, and I was just supporting the process, wasn't that faculty weren't doing what they were supposed to be doing with their assigned time. It was that we had no idea and could not produce what faculty were doing and this is a way we have a digital record and evidence.
- (Walsh) I think the Provost needs to work with associate deans, associate deans are not all on the same page and it's a bigger issue than just this form. There are some associate deans that do not seem to understand that chairs are not hourly employees and they do not have to account from between 8-5 every hour what they are doing, and that is a big issue.
- (Stang) I will follow up with Eileen. I will raise the challenges, concerns, and problems that people are seeing.

## V. APPROVAL OF MINUTES

M/S/P (Jarvis/Casem) Motion to approve the October 4<sup>th</sup> & October 11<sup>th</sup> minutes. Minutes approved.

5.1 EC Minutes 10-4-22

5.2 EC Minutes 10-11-22

5.3 EC Minutes 10-18-22 - *forthcoming*

5.4 EC Minutes 10-25-22 - *forthcoming*

## VI. CHAIR'S REPORT

No report.

## VII. STAFF REPORT

No report.

## VIII. COMMITTEE LIAISON REPORTS

8.1 Campus Facilities & Beautification Committee [Dabirian], F, 10-28-22, 11:00 AM - 12:00 PM, Zoom

No report.

8.2 Graduate Education Committee [Jarvis], F, 10-28-22, 2:00 - 4:00 PM, MH-141/Zoom

- Expect minor changes to UPS 300.041 to be transmitted to Exec soon.
- Real question on how to get graduate students treated both parallel and distinct from undergrads in policy. 300.002 was the one at hand, but it reverberates throughout.
  - Noticing that our 300.OXX series is really densely populated, making a parallel UPS for grads/UG system somewhat difficult to pull off. Perhaps we (Exec) should take a look at our UPS numbering in the 300 series?

8.3 Student Academic Life Committee [Milligan], T, 11-1-22, 9:00 - 10:00 AM, MH-141/Zoom

- Twelve members, enough for a quorum.
- October 4, 2022 minutes approved.
- New Business:
  - New UPS covering hate and discriminatory speech. Going to create a sub-committee for this task. UPS 100.XXX.
  - Graffiti, spoken word and written word are all handled differently in terms of discipline and how they are handled.
  - Would like the UPS done and ready to be presented to the senate in February.
  - Sub-Committee: Mark Guohua Wu, Laura Keisler, Karyl Ketchum, Josh Loudon
  - We have Turning Point USA (Christian organization) on campus. They were supposed to protest the LBGQT flag raising. Turning Point did not protest.
  - Students do have the right to counter-protest!!!
  - The topic brought up some spirited debate.
- Old Business:
  - SALC started working on UPS 330.320, recording of lectures.

## IX. NEW BUSINESS

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

9.2 Revisions to UPS 210.020 - Periodic Evaluation of Tenured Faculty - *forthcoming*

9.3 Revisions to UPS 230.020 - Policy on Office Hours - *forthcoming*

9.4 Resolution on Antisemitic Acts

Executive Committee made additional edits to the resolution; it will be forwarded to the Senate for approval.

### Additional new business:

- Executive Committee looked at the AS agenda and reordered the agenda to allow some of the new business documents to get approved before the Fiscal State of the University Presentation.

- (Wood) We are having an issue regarding the President's seal and emblem. We had purchased a stand up banner for events with the University seal about two years ago, before the Pandemic, and we were told we could not use it; it was the President's seal, and we could not have the seal up anywhere, so we purchased another one. So, now we have this installation display on the wall for our emeriti faculty and it has the emblem and we were told we can't use that, it's the President's.

Q: (Wood) Is this just one person confused about the seal and emblem?

A: (Stambough) There are regulations on using it.

- (Dabirian) If you look at the artwork and the seal, nobody said it's the President's.

Suggestion:

Send a message to Greg Saks for clarification if the campus can use the seal and/or emblem?

- The Executive Committee went into Executive Session.

## **X. ADJOURNMENT**

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