

# Senate Executive Committee Meeting

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9:00 AM, December 6<sup>th</sup>, 2017

UCB 122

1. **HLC Reaffirmation Steering Committee Senate Appointee** – Charles Bacon
  - We have not yet put this out in the Senate, but we will need to. Kemi has volunteered, but we would like to put it out there to get more volunteers.
  - Sylvia will send out an e-mail to the Senators to see who would like to volunteer.
    - i. Find out what the time commitment is before sending out the message.
    - ii. 2 year commitment.
    - iii. There are also sub-committees that will be formed which may need volunteers.
  
2. **DTA Plaque Official Unveiling** – Sylvia Maixner
  - It would be okay to hold off officially unveiling the plaque, but will need to start the scheduling for it now, as April gets very stuffed. It does take 10 days to get a name added to the plaque.
    - i. Sylvia will pass this on to the DTA committee.
  
3. **Faculty Research Committee Round 1 Recommendations** – Sylvia Maixner
  - Sylvia sent out the recommendations to the SEC for review.
    - i. Sylvia will expand the spreadsheet to show the rationale.
    - ii. SEC is good with these recommendations.
  
4. **Arts and Lectures Committee Events for 2018-19** – Sylvia Maixner
  - Check with theatre department for timings for Frankenstein.
  
5. **APR Review** – Sandy Alspach
  - Populating the Committee
    - i. The committee said that there were too few people to carry the load. Things were overlooked. It doesn't look good to have to micro-manage the committee on the floor and have to change their recommendation. There is too much work, with a lack of diversity on the council. Would it be possible to give some release time for faculty members who serve on this committee?
      1. Paul does not have a response for this now.
      2. Another option would be to split the program reviews between Fall and Spring.
        - a. But this would need to double check with programs to see if this would be feasible, time-wise.
        - b. This would make the Council members life a little easier too.

- c. It would be good to increase the Chair to .5 release time instead of .4.
        - d. This could also make it easier to bring the deans and college representatives in, to make the process more collaborative and efficient.
      - 3. Another thing that has happened in the past, was that the council members were given iPads for the duration of their working time.
    - Fact Book Issue
      - i. The Fact Book is not matching up with the reports submitted to APR. This is due to the different ways that people are pulling the numbers. There needs to be consistency to eliminate this problem.
        - 1. Or at least, acknowledge the difference, and include it in the self-study.
    - Report Template
      - i. The template is not flexible enough to reflect the diversity of the programs available on campus.
6. **Task Force for Academic Minors – Sandy Alspach**
- For APR purposes, minors are difficult. There are no committees for minors, there isn't much advising, or data tracking. The students usually don't declare until later, when they find that they only have a one or two classes left to finish off the minor.
  - This could be alleviated by changing the culture around minors and get advisors on board.
  - A task force could look at minors to figure out how to highlight minors to students and help expand collaboration.
  - This call should be expanded to all faculty, with a Senator on it.
    - i. From Academic Affairs – Amy Buse, Leonard Johnson, Elise Gramza, and an IR rep. Maybe Mitzi.
  - Aim to have a report out by April?
  - Sandy will write a paragraph for a UWN.
7. **Money Allocations for Committees – Sandy Alspach**
- Discussed above.
8. **Gen Ed Assessment Processes – Sandy Alspach**
- There is still a lot of confusion with putting Gen Ed assessment into TrakDat. There is concern that one measurement isn't showing the true value of the course, unless there is a pre-test, post-test.
    - i. The measurement is mostly for HLC purposes.
9. **Honors Certificates – Sandy Alspach**
- Sylvia will talk with Rusty to see if it would be okay to request E/F's directly from the course owners rather having Peter do it.
10. **Trickle Down of Administrative Tasks to Faculty – Sandy Alspach**

- Assessment
  - i. Faculty members are starting to get burned out from committee work, being chairs, and other obligations, while still teaching.
- Marketing Programs
  - i. There seems to be little communication between Admissions, UA&M, and the faculty who know the most about their programs; and faculty are being asked to perform tasks that are not in their 'wheelhouse' like create brochures or flyers and online messages.
- Fundraising
  - i. Why isn't University Advancement and Marketing taking care of this? There isn't enough time to take care of this.

**11. SEC Meetings for Next Semester – Sylvia Maixner**

- Updated April SEC Meeting to note that it will need to have committees populated then.

**12. Health Promotion Committee**

- What are we going to do with the remaining members of this committee?
  - i. Maybe the new committee will have a Senate seat? Will need to follow up to see if that would be a possibility.

**13. Agenda Topics for Senate Meeting of January 9th**

- We are canceling the January Senate Meeting.
- Still invite people to the Rules Forum.