



FACULTY SENATE

Executive Council

November 12, 2018 4:00 – 5:30 pm
Waterman 427A

Minutes

Present: Professors Almstead, Barnaby, Beckage, Burns, Chittenden, Giangreco, Paris, Stickle, Toolin

Absent: Professors Carney, Eyler, Harrington, Prue

Guests: Thomas Borchert, Michael Gurdon, Paul Yoon, Susan Munkres

The meeting was called to order at 4:00 p.m. in Waterman 427A

1. **Approval of October 15, 2018 Minutes.** President Paris moved to approve the minutes as written. The motion was seconded and carried.
2. **Chair's Remarks** – none at this time
3. **Preliminary Report of the ad hoc Committee on Senate Processes.** Thomas Borchert provided a draft report from the ad hoc committee (attached to these minutes). The report consists of 17 recommendations intended to facilitate increased faculty engagement through a focus on minimizing information reporting and helping to establish some guidelines for Senate conversations about issues that matter. Thomas stated that the 17 points on the report are organized around membership issues, agenda setting guidelines, agenda setting goals, and broader issues around long-term discussions. Comments and questions from the Executive Council included:
 - How might this set of recommendations logically be brought to the Senate? The document might appropriately be considered as a recommendation to the Senate Executive Council, and the vote be to approve the recommendations moving to the Executive Council for consideration and possible action. Some items should perhaps be considered as best practice recommendations to the Senate President and Executive Council. Will the proposal be presented to the Senate at one meeting and then brought back for vote at a second meeting? Will the Senate have time to offer feedback on the proposal?
 - The Executive Council requested that the list of 17 recommendations be organized and prioritized. Senators will be more able to process the recommendations if the items are more clearly organized and condensed. Distinguish between items that are actionable (process changes), versus those that are recommendations for cultural changes. Items that would require a change in the Senate bylaws should be explicitly noted.
 - What was the methodology, analysis and process for arriving at the recommendations? Are the recommendations representative of the entire Senate?

Thomas Borchert will take the guidance provided by the Executive Council back to the ad hoc committee. A revised report will be submitted to the Faculty Senate office by December 3rd for inclusion in the materials posted with the agenda for the December 10th Executive Council meeting.

4. **President's Commission on Inclusive Excellence (PCIE).** Paul Yoon, Vice Chair of the PCIE and Senior Advisor for Strategic Diversity Assessment & Research, and Susan Munkres, member of the PCIE and Director of the Community-University Partnerships & Service Learning, provided an overview of the PCIE (handout attached to these minutes). The PCIE is advisory to the President working through and with Wanda Heading-Grant. PCIE membership includes faculty, administrators, staff, and students. Its mission is to advance the strategic diversity and inclusion goals of UVM. They are meeting with many leadership groups on campus to hear viewpoints regarding diversity and inclusion at UVM. Although the PCIE is not on the front-lines to directly make change, the PCIE can influence change by providing a compelling recommendation to the President. Through conversations with the Faculty Senate, the PCIE help build connections with the faculty, gather information on items of concern, and bring recommendations to the President for consideration.

5. **Agenda for P&P Meeting Wednesday, November 14, 11:00 a.m. – noon.** Items suggested for the agenda include:
 - Seek clarity on the role of the multipurpose center in the larger strategy direction of the University.
 - How do the building projects relate to the educational mission of the University?

6. **CAC Consent Agenda.** Laura Almstead presented two items for the CAC consent agenda:
 - New Undergraduate Certificate in Community Music: Organ (CAS)
 - New Bachelor of Arts in Dance (CAS)

Motion: Cathy Paris called a vote to approve the consent agenda as presented for inclusion on the Faculty Senate November agenda.

Vote: 8 Approve, 0 Oppose, 1 Abstain

7. **Draft Agenda for Faculty Senate Meeting of November 26**
 - Minutes of the October 22 Senate meeting
 - Resolution in Memoriam: Helene Lang, CESS, Jack McCormack
 - Resolution in Memoriam: David Howell, CAS
 - FS President's Remarks, Cathy Paris
 - UVM President's Remarks, Tom Sullivan
 - Report of the Athletics Advisory Board: Rocky Lee Dewitt, John Crock, Jeff Shulman
 - Curricular Affairs Committee Report, Laura Almstead
 - Update on Advising Software, Sarah Warrington
 - Follow-up, Review Process for Incoming Administrators with Faculty appointments, Michael Giangreco

8. **New Business** – none at this time

9. **Adjourn** – The meeting adjourned at 5:32 pm.

DRAFT Proposals for Senate Meetings and Procedures
Ad Hoc Committee to Review and Revise Faculty Senate Procedures
November 2018

This ad-hoc subcommittee was formed in Fall 2017 and officially charged by Faculty Senate President Cathy Paris to broadly examine Faculty Senate process and procedures and make recommendations that would support increased faculty engagement in Senate operations. Towards this end, we surveyed members of the faculty Senate and met with individuals that presently (or historically) have played leadership roles in the Senate's leadership both at the full Senate and in its various Standing Committees. From these efforts, two major and inter-related themes emerged as underlying barriers to Senator engagement:

- 1) Information relevant to senate meetings is not always disseminated in the most efficient manner, resulting in the majority of the meetings being consumed by "report out" or informational agenda items rather than true discussion/debate.
- 2) An implicit cultural expectation that items under Senate consideration should be expediently voted on and/or approved without being given ample time for discussion and debate.

As a result of our analysis of the Faculty Senate survey results, our individual meetings with various Faculty Senate stakeholders, and internal discussions, this ad-hoc committee has outlined below a number of explicit proposals that are intended to improve both efficiency and engagement of Faculty Senate membership. These items are being presented to the Senate body for consideration and vote.

Faculty Senate Meeting Procedures and Engagement Proposal.

1. Propose that faculty must have at least three years of UVM service to be eligible to serve as a senator.
2. Establish a New Senator Orientation open to new and existing faculty on an RSVP basis.
3. Limit presentations by administrative offices or committees to those items for which Senate input or vote is required. When such presentations are necessary, provide context and mark on agenda as "Senate Education"
4. Provide sufficient time for discussion before a vote takes place. Ideally issues should be discussed at one meeting and brought to the Senate for a vote the next meeting.
5. Provide a brief, dedicated "New Business" item on each agenda to appear early in the agenda.
6. Agenda material should be sent out 2 weeks in advance to allow more time for digestion and engagement. This would allow Senators to share materials with their departments and receive feedback before the meeting.

7. "Report out" agenda items, such as committee reports that do not require Senate action, should be disseminated electronically and not put on the formal agenda unless otherwise proposed for discussion by the Senate floor.
8. Standing committee representatives should be invited at least once a year to generate discussion on current committee-related issues that may benefit from broader participation/brainstorming from the senate floor and to answer questions. These are not to be "progress reports" which can be handled and viewed electronically.
9. We welcome interaction with the President and the Provost, but we request that they address the Senate no more than once a semester, unless events require them to address a specific issue.
10. For one of these times, we request an open forum where the President/Provost would field questions once a year.
11. Delineate a set of reasons for the Senate to go into executive session, with only Senators and the Executive Council
12. Establish process for emerging themes to be a focus of extended/year long discussion:
 1. Procedure Proposal 1: Before the start of the academic year, ask Senate Office to put out call for ideas of concern. Senate Executive brings a slate of ideas to the Senators to vote on. Senate Exec either puts together a slate of topics to be addressed over the course of the year or establishes an ad hoc committee to structure conversation
 2. Procedure Proposal 2: The themes should be solicited from all parts of the university including faculty, staff, administration, and students. The Executive Council should present a slate of themes at the first Senate meeting of the year and open the floor to additional proposals. A revised slate of themes will be presented at the second meeting of the year. If a Senate member feels a theme of importance is missing they shall be given time to present a case for its inclusion. Once finalized, the slate of themes shall be scheduled for discussion throughout the year in a manner at the discretion of the President.
13. In setting the agenda, the Executive Council should strive to provide follow up for issues discussed in previous meetings.
 1. Reason: When the Senate has given feedback (as in IBB advisory sessions), the Senate has not been given the aggregated data. It would be helpful for us to see this.
14. Establish a senate evaluation of the various standing committees regarding their purpose and process.
15. Establish an ad hoc committee to review/revise the Senate constitution
16. Establish a clear list of matters that should be reported to, but need not be voted on by the Full Senate.
 1. Reason: the Senate is not always aware of what its vote means, whether it is required or advisory.
17. At least once a semester, the FPPC provide the Senate membership with a presentation about the budgetary matters relevant to the Senate.

Eyal Amiel, CNHS

Thomas Borchert, CAS

Chris Callahan, CALS/Extension

Julie Roberts, CAS

PRESIDENT'S COMMISSION FOR INCLUSIVE EXCELLENCE

The President's Commission for Inclusive Excellence (PCIE) is an institutional advisory board at the University of Vermont, whose primary mission is to advance the strategic diversity and inclusion goals of the University of Vermont. The primary functions and responsibilities of the PCIE are to:

- Promote the integration of the tenets in *Our Common Ground* throughout the culture, operations, and functions of the University of Vermont.
- Create, advise and recommend priorities for strategic diversity engagement at all levels and in all areas of the University of Vermont.
- Track emerging diversity issues at the University of Vermont.
- Review, update, monitor, and endorse major institutional documents and initiatives through a diversity lens (i.e., the strategic diversity plan).
- Meet with the University of Vermont President each semester to discuss strategic diversity engagement at the University of Vermont.
- Make an annual presentation/report to the institution's senior leadership (i.e., Vice Presidents and Deans) about the University's progress on advancing strategic institutional diversity goals.
- Provide opportunities for members of the University of Vermont community to share their thoughts, concerns, and ideas regarding diversity and inclusion at the University of Vermont.

MEMBERSHIP OF THE PRESIDENT'S COMMISSION FOR INCLUSIVE EXCELLENCE

Name	Affiliation (Title)	College, School, Division (Department, Major, Program)
Amy Boyd Austin	Staff (Catamount Recovery Program, Director)	Division of Student Affairs (Center for Health & Wellbeing)
Maria Mercedes-Avila	Faculty (Assistant Professor)	College of Medicine (Pediatrics)
Emily Bernard	Faculty (Professor)	College of Arts & Sciences (English)
Sefakor Komabu-Pomeyie	Graduate Student	College of Education and Social Services
Brian Gomez	Undergraduate Student	Honors College, Grossman School of Business (Bachelor of Science in Business Administration Candidate with a Concentration in Finance; Theme in Global Business; Bachelor of Arts in Political Science Candidate)
Alan Maynard (Chair)	Faculty (Clinical Associate Professor)	College of Nursing and Health Sciences (Rehabilitation & Movement Sciences)
Darren McIntyre	Staff (Assistant Director)	Center for Disability and Community Inclusion
Susan Munkres	Staff (Director)	Community-University Partnership in Service Learning
Joanne Pencak	Faculty (Lecturer)	Grossman School of Business (Accounting and Sustainable Entrepreneurship)
Cathy Rahill	Staff (Associate Athletic Director)	Department of Athletics (Student-Athlete Development and Academic Affairs)
Larry Rudiger	Faculty (Senior Lecturer)	College of Arts and Sciences (Physiological Sciences)
Jim Vigoreaux	Faculty & Administrator (Associate Provost for Faculty Affairs)	Office of the Provost and Biology
Paul Suk-Hyun Yoon (Vice-Chair)	Staff (Senior Advisor for Strategic Diversity Assessment & Research)	Human Resources, Diversity & Multicultural Affairs