

3-7-2018

## Executive Committee & Cabinet Minutes March 2018

UNO Faculty Senate

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*Wednesday, March 7, 2018, 2 p.m., ASH 196*

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**Present:** Adams, Arbelaez, Barone, Elder, Grams, Kelly, Miller, Nash, Robins

**Excused:** Landow

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**I. The meeting was called to order** at 2:03 p.m. by Vice President Barone

**II. The Minutes** of February 7, 2018, were approved as written.

**III. Officers' Reports**

**A. President's Report:** Senator Grams reported  
March 1, 2018

Dear Faculty Colleagues,

This month's update is mercifully brief, as the next Regents' meeting is not until the end of the month and I have no new budget-related information for you yet, though we should have more very soon. The two big events on the immediate horizon are the visit to UNO's campus on March 5 and 6 by the HLC (Higher Learning Commission), the regional agency that accredits UNO, and the 'I Love NU' Advocacy Day at the Nebraska State Capitol in Lincoln on the afternoon of March 6. More information about the latter event may be found here:

<https://www.unomaha.edu/news/2018/03/i-love-nu-advocacy-day.php>.

Chancellor Gold has considerable experience with accreditation and advised us at the last EC&A meeting on the nature of a campus site visit and the excellent preparation UNO has undertaken for this event. A group of faculty leaders including representatives of the Faculty Senate will meet on Tuesday with the site visit team. For more information about the accreditation visit, please see:

<https://www.unomaha.edu/news/events/2018/03/accreditation-site-visit.php>

In addition, information has been prepared for those who are interested in helping with the visit: <https://www.unomaha.edu/accreditation/docs/hlc-how-you-can-help-020518.pdf>

I strongly encourage any interested faculty to attend one of the Open Forums where you can meet with the HLC team:

- Monday, March 5, Mission and Institutional Integrity  
MBSC Ballroom, 2:30-3:30 P.M.
- Tuesday, March 6, Teaching & Learning: Quality, Resources, & Support  
MBSC Ballroom, 9:00-10:15 A.M.
- Teaching & Learning: Evaluation and Improvement  
MBSC Ballroom, 10:30-11:45 A.M.
- Resources, Planning, Institutional Effectiveness  
MBSC Dodge Room, 1:00-2:00 P.M.

The Faculty Senate committees continue to work on a variety of important projects. Minutes and resolutions are always posted for your review – if you have questions about any of these, or future projects, please feel free to get in touch.

At the last EC&A we discussed another important subject about which many people have opinions: weather cancellations! Deciding whether to close campus is a delicate balance among predicting what the weather will do, satisfying the needs of those for whom it is important that the campus remain open whenever possible, and the needs of those who may have difficulty getting to campus safely. Safety is, in this process, the dominant concern.

Faculty can help with this! If you are going to cancel classes for the day, regardless of whether UNO has a weather cancellation, PLEASE notify your students (Canvas is also useful for this purpose). It is very hard on students when they make a difficult effort to be present, only to find out that class is cancelled. Likewise, if you are going to be present on a day when weather makes transportation difficult, or UNO may remain open while other preK-12 schools are closing, please consider the safety concerns of those needing to travel to or around campus.

Finally, as ever, parking: the “open parking” on Fridays does not include surface lots on the Dodge Street campus. I know that some people have encountered difficulties with this. Surface parking and the Pacific St. garage are open on Scott campus at those times, but only the garages are involved on Dodge campus. If this has been a problem for you, please contact me.

If you have any other concerns, suggestions, or ideas, again, we would like to hear them! Thank you,

*(The 3/7/18 EC&C also discussed the UNO Faculty Senate Budget Advisory Committee and the draft of the Facilities Use Plan and accompanying map. Senator Barone suggested that Canvas support immediate access to students to see cancellations, etc., perhaps tinkering with the default. She will touch base with Jaci Lindberg.)*

## **B. Secretary/Treasurer Report: Senator Landow**

### **1. EC&A: February 21, 2018**

#### Chancellor Gold Comments:

#### HLC:

Chancellor Gold gave an update on the visit by the Higher Learning Commission. We must understand what our strengths are and build on them, and we must understand our weaknesses and move to improve them. The Chancellor wants to focus on the areas that the visiting team may have questions about, e.g. assessment. The area of most concern to the Chancellor is budget and how it relates to the university as a whole.

#### Budget:

The Chancellor indicated that the budget hearing in the Legislature went as well as it could have. The forecasting board report will come out in late February, and the following week the legislature will put the budget together.

#### Updates from President Grams

UNO's proposed share of the budget cut is the smallest of the four campuses. President Grams also noted that there is a lot of misinformation floating around and all of us should make a concerted effort to circulate accurate info.

Senior Vice Chancellor Reed initiated a discussion about the UNO severe weather policy.

Meeting adjourned at 3:15 PM.

**2017-2018 Resolution Action Table  
(Action Pending and Current Resolutions)**

<b>Res. #</b>	<b>Date Senate Passed</b>	<b>Title</b>	<b>Admin Accept</b>	<b>Sent for Senate Action</b>	<b>Denied / Deferred / In Progress</b>	<b>Final Action/Resolved</b>
4326	2/14/18	Budget Problems & Appreciation	2/21/18			
4325	2/14/18	Replacement on UCAT	2/21/18			Acknowledged
4324	2/14/18	Approval of the Proposal for a MS degree in Information Technology Innovation	2/21/18			Acknowledged
4323	2/14/18	Freedom of Expression	2/21/18			
4322	2/14/18	Newly Elected Senators (term: 2018-2019)	2/21/18			Acknowledged
4321	2/14/18	Temporary CFAM Senator Replacement	2/21/18			Acknowledged
4320	2/14/18	Temporary A&S Senator Replacement	2/21/18			Acknowledged
<b>TO BE FOLLOWED UP</b>						
4282	3/8/17	Expenses Associated with Visas for International Hires	4/19/17			<i>SVC Reed explained the process for UNO paying for legal costs involved. These issues are usually handled by department chairs and personnel. Costs can't be nailed down, since they vary by who is involved. BJ Reed said he would ask for a one page description of the process made available to faculty.</i>
4279	12/14/16	Grievance Committees Summer Compensation	12/21/16 3/15/17 4/19/17 1/24/18			<i>- SVC Reed says they may need more information. It is a workload issue as much as a compensation issue. Let's have further discussion.  - BJ reiterated that summer pay is not likely to happen, as faculty select a variety of service opportunities. Regarding the three grievance committees, he feels that faculty select this type of service, similar to how faculty choose to serve on thesis committee.  Chancellor Christensen said these type of issues, like summer grievance committee work, seldom occur. He is also apprehensive of anyone who has service in the summer wanting compensation. Some service such as FS President and IRB receive workload compensation.  AVC Smith-Howell stated that it is rare that academic freedom, tenure and grievance committee work be needed in the summer. SVC Reed asked that the administration work up a proposal to be reviewed by the executive committee. Chancellor Smith-Howell said she would have a draft ready by the February</i>

						<i>meeting.</i>

- 2. Treasurer’s Report:** Senator Landow submitted the February 2018) Budget Report.

**IV. Standing Committee Reports**

**A. Committee on Academic and Curricular Affairs:** Senator Miller reported that since only three committee members were able to attend the 2/28/18 A & C A meeting (Burch Kealey, Stan Wileman and Holly Miller), there would not have been a quorum and business could not be conducted, therefore the meeting was canceled. Pending agenda items will be addressed in the A&CA March meeting.

**PENDING:**

1. Committee members agree to consider proposed changes to the Academic Integrity Policy in their Feb. 28, 2018 meeting.
2. **UNO SGA Student Success recommendations** (*EC&C sent this to A&CA 1/7/18*)
3. **Early College High School:** (*EC&C sent to A&CA 2/7/18*)

FYI: E-mail received 2/5/18 from Senator Adams:  
*At Friday’s English Department meeting, as we discussed Dual Enrollment and other issues, a new program in the Millard School District dominated much of our discussion and members of the department asked me to take this issue to Faculty Senate. In short, our department has concerns about the various impacts of a program called Early College High School*  
<http://mshs.mpsomaha.org/academics/early-college-high-school> *The program says high school students can earn an Associate degree from Metro and that those credits will fulfill the general education requirements at UNO. Members of my department are concerned about how this might threaten enrollments at UNO and about the quality of such a program (it seems, for example, that a 10<sup>th</sup> grade English course could satisfy the English 1150 writing requirement at UNO). I would like to put this on the EC&C agenda as a point of discussion to determine if faculty in colleges beyond Arts and Sciences are also concerned about such a program.*

*(3/4/18 EC&C asked A&CA to check on what proportion of credits satisfy for degrees.)*

**B. Committee on Educational Resources & Services:** Senator Robins reported the committee met February 28, 2018.

Attending: Senators, Azad Azadmanesh, Marlina Davidson, Barbara Robins, Mark Schoenbeck, Andy Zhong. Senator Tej Adidam was excused.

We acknowledged Senator Davidson as a new member for our committee filling in for Scott Glaser for the remainder of this semester.

Senator Robins noted that \$100.00 had been raised in cash donations at the previous Faculty Senate meeting for the Paul Beck scholarship fund. Sue Bishop deposited the funds in the fund’s account.

Sue Bishop distributed packets to all members of the committee with the

completed Paul Beck scholarship application forms. After reviewing the scoring materials, the committee agreed to read all applications, rank and suggest an award amount. The committee will review all rankings and select the scholarship winners at the 28 March meeting.

Related to the Beck scholarship:

EC&C agreed that awarding the scholarships at the April meeting would be an appropriate gesture. Discussion among committee members about the timing (before meeting or during our committee's report) were discussed.

Still Pending, a response from Debra Wilcox (UNO Controllers Office) regarding the possibility that faculty could submit a payroll deduction that would serve as a monthly gift to the Beck scholarship fund. Senator Davidson has agreed to follow-up. *(It was agreed that presentation of the Scholarships will be at the April full Senate meeting.)*

Pending: Travel Authorization Forms and travel insurance. Senator Davidson proposed asking colleagues in her department for their experiences and presenting findings to us at our next meeting.

Senator Robins asked if there were any observations or issues regarding Canvas our committee should investigate. Although no issues were raised, it was agreed that when the transition away from Blackboard entered the final days during summer 2018, new issues could emerge as more faculty sought technical assistance. This topic should be listed as Pending.

**PENDING:**

**1. Request for Travel Authorization, Purchase of Travel, Insurance. 10/2017:**

Senator Robins briefly reported on having located the source of the document used by UNO titled "Request for Travel Authorization and Purchase of Travel." At a future meeting we will discuss suggestions for additions to this document to assist faculty in identifying the need for and for purchasing travel insurance.

**2. Canvas:** When the transition away from Blackboard entered the final days during summer 2018, new issues could emerge as more faculty seek technical assistance. *(EC&C to ER&S 3/7/18)*

**C. Committee on Faculty Personnel & Welfare:** Senator Elder reported the Committee met from 2:30-3:30 in ASH 196 on Feb 28, 2018.

Present: John Noble, Marshall Prisbell, Amber Rogers, Griff Elder

Absent: Pauline Brennan (excused), Dale Tiller

Guest: Deb Smith-Howell

Deb Smith-Howell presented the UNO Administrations response to **RESOLUTION 4279**, 12/14/16: Grievance Committees Summer Compensation..

Compensation would be provided to 9 month faculty appointed to 3 committees: Professional Conduct Committee, Faculty Grievance Committee, and Academic Freedom and Tenure Committee.

We have been asked to look at the policies and procedures for the 3 committees to see if appropriate language could be added to minimize the necessity of these committees meeting during the summer. John Noble has agreed to produce a first draft response.

Administrations proposal is that 9 month faculty committee members will be compensated up to \$500.00 per day (minimum of 1/2 day) when their committee is required to meet. The sense of the committee was that the compensation what fair.

Still, we asked that the rationale be written down and shared with us.

We have been asked to contact the AAUP, particularly Mike Peterson, to make sure that the solution that we are crafting is in line with the AAUP contract.

**PENDING:**

1. **HPER Fees.** *10/2017:* On Mon Sept 18, there was an initial faculty/staff wellness-based incentive program meeting in EAB 202 organized by Dan Shipp. Attending: Dan Shipp, Cathy Pettid, Joe Kaminski, Jeanne Surface, Griff Elder, Cecil Hicks, Carol Kirchner, and Esther Scarpello.

The group met to discuss how UNO could develop and pilot a wellness-based incentive program for faculty/staff. The wellness program needs still to be worked out—both programmatically and financially. But roughly, the idea is that, UNO would offer a pilot program that would partially reimburse the cost of a HPER membership based upon member usage and participation in specific wellness program elements. Tentatively, the financial incentive might be as much as a \$100 reimbursement of the \$150 per semester HPER membership fee. Details have to still be worked out. The working goal is to offer this pilot program starting in January (but if not January, then the following August-2018).

The working group plans to meet every two weeks. The first meeting will discuss the requirements for reimbursement.

I have been asked to put together a Faculty Senate Focus Group that this working group can consult.

2. **Summer Compensation for Grievance Committees.** *10/2017 cont.:*  
**RESOLUTION 4279, 12/14/16: Grievance Committees Summer Compensation**

While most of us are on 9 month contracts, many uncompensated service obligations require summer participation. Members on the committee have their own anecdotal accounts of what we perceive to be a trend. We are hoping to discuss this topic with the AAUP, so that we can begin to connect some of the dots. We have contacted AAUP. The topic is on their agenda for Friday October 6, 2017.

*(3/4/18 Info: Looking at the policies and procedures for the 3 Grievance Committees to see if appropriate language could be added to minimize the necessity of these committees meeting during the summer. Senator Noble has agreed to produce a first draft response. The FP&W Committee was also asked to contact the AAUP, particularly Mike Peterson, to make sure that the solution that we are crafting is in line with the AAUP contract.)*

3. **Visa Issues: Are they consistent college to college.**

*(1/10/18: Put on EC&A agenda.)*

*(3/4/18 Info: Meeting with Administrator [Gina] sometime in March.)*

4. **Faculty/Staff Safety Processes.** *10/2017 cont.:* Dr. Gina Toman has been named Faculty Human Resources Officer and Assistant to the Senior Vice Chancellor. She begins her new role on October 11.

We are interested in the administration developing a website similar to the Student Safety Website.

Note: We felt that the following site makes a good model:

<http://academicpersonnel.unc.edu/faculty-policies-procedures-guidelines/>

We expect Gina Toman will be help us address the request that there be a flow-chart that will help faculty understand and negotiate the many resources that

are available: Ombudsperson, EAP person, counseling, BRT, etc. What information is confidential, etc. This “flowchart” may manifest itself in the form of the website mentioned above.

*(3/4/18 Info: Academic Affairs is doing a big website development.)*

**5. Server for Personal Web Pages**

Senator Elder reported that last year all faculty across campus lost the server, along with the opportunity to have their own personal web sites, like Math. The Web site may have not been pretty, but it was spot on for other mathematicians to check. Senator Zhong said it now looks odd. Senator Kennedy said we all need support to get the server back for supporting personal web sites. Anything without branding is gone.

*(On 12/13/17 this issue was given to the FP&W Committee.)*

*(3/4/18: EC&C suggested putting this item on the EC&A agenda. UNL has cloud hosting services.)*

**D. Committee on Goals and Directions:** Senator Arbelaez reported there was no meeting.

**Pending:**

**1. Facilities Planning and Faculty Representation** (Specifically, which Facilities Planning Committee would be the best on which to have faculty representation before plans are made, not just reported?) *(Sent to G&D 2/10/16)*

*(3/4/18 Info: Senator Bereitschaft is checking on this.)*

**E. Professional Development:** Senator Adams reported there was no meeting.

**PENDING:**

**1. Faculty Professional Development Leave policies/procedures:**

*(1/10/18: The PD committee is waiting for deans to complete a survey to actually gauge faculty’s understanding of FPD leave policies and procedures.)*

**F. Committee on Rules:** Senator Nash reported the Faculty Senate standing committee preferences were received from 8 of the 12 newly elected senators. The annual Committee Service Preference Form will be distributed to UNO faculty members this month. The Rules Committee will be working to fill both Faculty Senate standing committees and university committees during March and April.

**PENDING:** None

**V. Other Faculty Senate Committees**

**A. Faculty Senate Budget Advisory Committee Report:** Prof. Hall, Maher, O’Hara

The following e-mail was sent to this committee toward the end of February 2018:

***Activate Budget Advisory Committee***

***The Project:*** *The Budget Advisory Committee should look at the list of shared positions, between UNO and UNMC, which are listed below, and any others they find, to see which budget the salary is charged to, UNO or UNMC, or a combination. (Where the money comes from and where it goes to.)*

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Shared UNO-UNMC administrative leadership as of 2/2018:

- Chancellor
- Vice Chancellor of Business, Finance, and Economic Development
- Vice Chancellor of Student Success
- Vice Chancellor of External Relations
- Interim Associate Vice Chancellor for Global and Student Support
- Interim Assistant Vice Chancellor of UNMC Academic Affairs, Interim Director of UNMC Student Services, Director, UNO Student Conduct and Community Standards
- Assistant Vice Chancellor for Wellness

*Perhaps the Committee could send an update when it begins work on this. And a final report, if you can, no later than the end of March.*

**VI. Ad hoc Committees**

- A. Ad hoc UNO-UNMC Faculty-to-Faculty Communication and Collaboration Committee:** Senator Barone reported the Committee met March 5, 2018, at UNO's Thompson Alumni Center. She will try to have a report by the full Senate meeting.

**VII. Unfinished Business**

**PENDING:**

**A. UNO Website for documents and policies**

*At the 1/17/18 Faculty Senate meeting: AVC Smith-Howell is in the process of finding a UNO web site repository for policy and other documents, in order to make them easier to find. President Grams wanted to start a conversation on this.*

*(1/17/18 The Senate agreed that this issue would stay with the EC&C.)*

**B. (11/17) FUSE/GRACA (needs a proposal to object):**

Scott Snyder and Sara Myers sent an e-mail on 11/13/17 with the following information:

*Due to policy changes directed by the University of Nebraska Central Administration, we have made fundamental changes in the structure and administration of our student funding programs. With these changes, we will no longer be using faculty review panels, as in years past. To review the changes to FUSE and GRACA programs, [please visit our website](#). In addition, our Frequently Asked Questions section has been updated to reflect these changes and can be [reviewed here](#).*

**VII. New Business**

- A. Dual Factor Authentication:** Senator Grams discussed this item and handout. It will not be on the full Senate agenda, as it will have already been sent to all faculty.

- B. Facilities Use Plan, related to the new Freedom of Expression Policy:** Senator Grams discussed the current draft policy. She was disappointed with the amount of space where a demonstration could be held. The policy and map will be attached to next week's full Senate agenda.

- C. Faculty Senate Attendance** was discussed.

Wednesday afternoons, 2-4 p.m. are blocked out for Faculty Senate meetings. Each Dean is reminded of this when information for the election process is sent to them each year. This needs to be mentioned this to the Deans again, and have them remind chairs. It is **important** that senators do not have classes or meetings scheduled for this block of time. Chairs & Directors meetings also need to be moved from Wednesday afternoons.

This item will be on the next EC&A agenda.

**D. Accessibility to Classroom IT Equipment:** This item was sent to the ER&S Committee.

**IX. The meeting adjourned** at 4:56 p.m. with announcements.

**X. Announcements**

**A. EC&C Mtg:** Wednesday, March 7, 2018, 2 p.m., ASH 196

**B. Faculty Senate Mtg.:** Wednesday, March 14, 2018, 2 p.m., .., **MH 215**

**C. EC&A Mtg:** Wednesday, March 21, 2018, 2 p.m., EAB 200

**D. EC&C Mtg:** Wednesday, April 4, 2018, 2 p.m., ASH 196

**E. Faculty/Staff Awards Dinner: (for Outgoing and Continuing Senators)**  
Thursday, May 10, 2018, MBSC, p.m.

| <b>Schedule for 2017-2018</b>                                                         |                                                                                                            |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>EC&amp;C Meetings</b><br>(Usually 1 <sup>st</sup> Wednesday of month)<br>(ASH 196) | <b>Faculty Senate Meetings</b><br>(Usually 2 <sup>nd</sup> Wednesday of month)<br>(Usually in CEC 230/231) |
|                                                                                       | <del>June</del>                                                                                            |
| *July 12                                                                              | <del>July</del>                                                                                            |
| *August 9                                                                             | August 16, 2017 (Retreat) (3 <sup>rd</sup> Wednesday)<br>(Classes begin 8/21/17)                           |
| September 6                                                                           | September 13                                                                                               |
| October 4                                                                             | October 11                                                                                                 |
| November 1                                                                            | November 8                                                                                                 |
| December 6 ( <i>Prep Week</i> )                                                       | December 13 ( <i>Finals Week</i> )<br>( <i>Commencement 12/15</i> )                                        |
| *January 10 ( <i>Semester Begins 1/8/18</i> )                                         | *January 17                                                                                                |
| February 7                                                                            | February 14                                                                                                |
| March 7                                                                               | March 14 ( <i>Spring Break 3/18-25</i> )                                                                   |
| April 4                                                                               | April 11                                                                                                   |
| May 2 ( <i>4/30 – 5/3 Finals</i> )<br>( <i>Commencement 5/4</i> )                     | May 9                                                                                                      |