

3-4-2020

Executive Committee & Cabinet Minutes March 2020

UNO Faculty Senate

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2019-2020 Executive Council Minutes
Wednesday, March 4, 2020
ASH 196

Present: Cast-Brede, Davidson, Hale, Helm, Ostler, Qureshi, Surface, Woody

- I. The meeting was called to order** at 1:59 p.m. by Senator Surface.
- II. The minutes** of February 5, 2020 were approved as submitted.
- III. Officers' Reports**

A. President's Report: Senator Hale

- COVID-19: Please see guidance provided by UNO
- Chancellor's Sustainability Committee and transportation access
- Update regarding United Way (FP&W)
- Update regarding F&A discussion (CoERS)
- Meeting with Ted Carter
- Campus newsletter for March, April, and likely May will focus on faculty advancement ad-hoc committee and goals and directions work.
 - o Examine advancement and ladder-rank systems for instructional and tenure track faculty with the intent to identify gaps and barriers that impede career advancement or issues that lead to retention and compensation issues (e.g. salary compression, lack of ladder rank steps, etc).
 - o Create a prospectus document that specifies a desired faculty advancement and ladder rank system that closes identified gaps and addresses known issues.
 - o Democratize the process by soliciting broad faculty feedback and approval.
 - o Aggregate faculty feedback and provide it to Academic Affairs and AAUP to inform the next round of collective bargaining efforts.

(Further Discussion: The NU system is prepping for a coronavirus update. A website has been launched with information pertaining to the issue. The Chancellors Sustainability Committee is working on solar feasibility at UNO and transportation around campus via bicycles. A sub-committee has been launched to investigate barriers to bicycle traffic among car traffic. Additionally, on May 20th the Executive Council will be meeting with President Ted Carter.)

B. Secretary/Treasurer Report: Senator Davidson

- 1. EO&A Meeting Attendees:** Kopp, Davidson, Smith-Howell, Surface, Ostler, Qureshi, Hale, Toman, Kamm
 - a. Big Ideas Announcement came out and SVP Kopp encourages all who are interested to get involved in these projects.
 - b. SVP Kopp applauded faculty for helping keep enrollment stable for spring semester and helping with summer course opportunities for students.
 - c. Faculty are encouraged to continue looking into possible tools for evaluating teaching effectiveness.
 - d. Acknowledgement of Resolution 4397.

Res.#	Date Senate Passed	Title	Admin Accept	Sent for Senate Action	Denied/Deferred/In Progress	Final Action/Resolved
4397	2/5/20	Support for Draft Campus Policy Relating to Conflicts of Interest and Commitment	2/19/20			Acknowledged
4398	2/5/20	Retirement Plan Review Committee	2/26/20			Acknowledged

C. Treasurer’s Report: Senator Davidson reported on the February 2020 budget report.

IV. Standing Committee Reports

A. Committee on Academic and Curricular Affairs: Senator Woody

1. **Teaching Evaluations** – The committee met with Candice Batton, Jaci Lindburg, Karen Hein, and Hank Robinson regarding upcoming improvements to teaching evaluations. Batton suggested creating a Task Force that will allow the opportunity for personnel and faculty to work together on improving the teaching evaluations. Current topics regarding changes needed to the evaluations includes: questions that do not pertain to the class, online classes, the instrument used, and how the evaluations are used for faculty. Robinson is attending the March ACAC Meeting to discuss the topic further.
2. **Plagiarism** – Senator Wessling contacted Trent Fredericksen inquiring about any unfinished business from the previous year that needed to be pursued, the unbelievably low stats being reported by the SCCS, the process used by the University to house and tract first time and repeat violators, if the language of the reporting process for faculty is in need of revision for clarity of what should be reported and what adjustments to mandatory reporting need to be made to reflect a more accurate picture of our students' academic integrity at UNO. Mr. Fredericksen replied that he too felt the number of cases of alleged violations is very low. Currently, only required mandatory reporting is if the faculty's response was an F in the course. Any less than an F for the course can be, but is not required to be, reported at the faculty members' discretion. He was unsure as to whether policy was too vague or confusing. He did say instructors have failed to follow the policy or instructors did not give the student due process as stated in the policy. The committee is in the process of contacting Dr. Edwards for conversation about the matter, before taking any further steps.

(Further Discussion: Motion by Senator Woody to refer teaching evaluation recommendations to an ad-hoc body of the senate. Specifically: Move that Matt establish an ad-hoc committee to investigate and come up with recommendations to make changes to 1) teaching effectiveness evaluation for RPT and 2) specify effective and holistic methods for teaching evaluation more generally. Motion to vote, all approves. No opposed. Motion passes.)

B. Committee on Educational Resources & Services: Senator Schoenbeck

1. Facilities and Administrative Costs Policies

- a. The ER&S committee proposed that a transparent reporting system at the college level might be a mechanism to promote the alignment of F&A spending with

the needs of the research that brings in these funds, and which the funds are intended to support. It was not clear if such a reporting system might already be in place.

The administration was approached with this question during the Feb. 20 meeting. The essence of the response was that:

1. There are current reviews of budgets across campus, and these reviews include an effort towards clear reporting of spending.
2. F&A is a small portion relative to other components (tuition and tech fees). As such, F&A reporting will likely be made clearer as the reporting of the other components is addressed. This will be part of an ongoing effort over the next year.

The ER&S Committee proposes to table this item for the current academic year, and monitor progress in budgetary reporting at the beginning of the 2020-2021 academic year.

2. Paul Beck Memorial Scholarship

- a. The Paul Beck Memorial Scholarship Storefront is now “open” to receive donations.

It can be found at <https://commerce.cashnet.com/UNOCW?itemcode=CW-PBECK>

This link will be posted on the Faculty Senate web page.

We will be updating the content to give a more complete history of Paul Beck’s association with the Scholarship. If you have suggestions for improvements, please contact the Educational Resources and Services Committee.

(Further Discussion: Motion to table Facilities and Administrative Costs Policies indefinitely tabled to be handled at the March Faculty Senate Meeting. Additionally, Executive Council members have been instructed to go to the Paul Beck Scholarship donation site and make sure the site has accurate and easy to read information presented. Senator Hale proposed a simpler web address for accessing the site.)

C. Committee on Faculty Personnel & Welfare: Senator Helm

1. Ombuds Update

- a. The Committee noted that on Wednesday morning, 2/16/2020, SVC Kopp circulated a call for nominations to UNO faculty asking for nominations for the position of Director of Ombuds Services. Please send nominations to Candice Batton, Assistant Vice Chancellor for Faculty Affairs, cbatton@unomaha.edu by March 6, 2020.

The nomination should include name and contact information and a one-page letter of nomination indicating the skills and experiences that the individual would bring to the position. Self-nominations are welcome.

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2. Retirement Plan Review Committee

- a. The Committee submitted the following resolution to appoint Dr. Ziaul Huq to the U-wide Retirement Plan Review Committee:

RESOLUTION: University Committee for Faculty Personnel and Welfare:
BE IT RESOLVED as Central Administration has created a new NU system wide committee called the U-wide Retirement Plan Review Committee, the following name go forward to serve this term, from spring 2020 through December 31, 2021-or longer: Ziaul Huq (CBA).

3. UN and the United Way

- a. The Committee discussed the next step in following up on the situation in which the University was releasing employee information to the United Way. The Committee agreed that following further investigation the Committee would write a resolution to discuss with the full senate.

Following the meeting the Committee was contacted by Cecil Hicks where we were informed that the University had met with United Way representatives and “established new procedures where no confidential/sensitive data will be provided without the consent of employees”.

D. Committee on Goals and Directions: Senator Ostler

1. Ongoing/Pending Items

- a. **Non-Tenure Track Faculty Promotion Options:** With Collective Bargaining beginning in the fall, the Goals and Directions Committee continued to discuss topics related to non-tenure track promotion options. With Auxiliary Appointments such as Senior Lecturer now available, the G&D Committee discussion will work in tandem with the Ad Hoc Committee on Faculty Advancement. Further, without arguing on behalf of increasing the number of Adjunct Faculty UNO uses to We
1. Auxiliary Appointments such as Senior Lecturer (for which we would recommend Extended Contract lengths) would be made permanent as part of the faculty contract.
 2. Options for Professor of Practice as specialized teaching appointments could be made available.
 3. Ad Hoc Committee on Faculty Advancement talked about the possibility of a Tenure Track path for Instructors that may include Instructor I, Instructor II, Lecturer, Senior Lecturer, and Professor of Instruction (with a form of Tenure available at the Professor of Instruction rank.
- b. **Adjunct Faculty**
1. Parking relief package
 - a. Lower cost for Adjunct Designation
 - b. Partial day options available during the times they teach

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2. Possible MavCard Benefits
3. Possible Year-long Contracts or successive semester options for proven effective adjunct instructors. This may be for individual Departments and Colleges to decide
4. Priority applications. First in line to sign a contract.
5. Possible representation through Non-voting Faculty Senate Membership
6. Campus wide Adjunct Expert available for answering questions such as can an adjunct faculty be part of a grant proposal, etc.

2. Solar Feasibility

- a. The Solar Feasibility study conducted by Dr. Bing Chen in the Spring of 2019 was briefly discussed with the Senior Vice Chancellor in the EO&A meeting. Administration appears receptive at this point but will need additional information. The Study done by Dr. Chen has been forwarded to Vice Chancellor Kopp.
- b. The Solar grant submitted to the Nebraska Environmental Trust was not funded but the committee who worked on the original project is going to resubmit.

E. Professional Development: Senator Cast-Brede

1. Student Health Insurance Plan

- a. Student Health Insurance Plan: Dr. Juan Casas contacted committee chair to say that the committee has looked at initial models of plans but are awaiting information from Central Administration before proceeding further.

2. Campus Policy Regarding Bringing Children to Work

- a. There is a campus-wide policy on bringing children to work
 1. Policy reads: “As a rule, it is inappropriate for children to be in the work place on a regular or sporadic basis, such as after school each day, on holidays when daycare is not available, or when children are ill.
 2. In the rare instance when there are no other alternatives, and a staff member must bring a child to the workplace, advance approval should be obtained from the supervisor and the duration of the child’s visit to the workplace should be kept to a minimum. It is essential that parents or guardians provide close, constant supervision of their children while they are in the workplace. Children who are ill should never be brought to the workplace. Parents or guardians are responsible for childcare arrangements and planning alternatives for childcare. Parents or guardians may use vacation time when childcare issues arise.”(<https://www.unomaha.edu/campus-policies/children-in-the-workplace.php>)
- b. Senator Rech found examples of universities that provide emergency daycare services.
- c. Committee decided to return to their individual colleges to learn how the policy is (or is not) enforced across campus.
- d. Committee chair will contact Staff Advisory Council and the Chancellor’s Commission on the Status of Gender Equity for additional feedback.

3. Campus list of Professional Development Opportunities for Faculty

- a. The UNO Center for Faculty Excellence (CFE) has a calendar of professional development opportunities for faculty on their website at <https://www.unomaha.edu/faculty-support/about-us/calendar.php>

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- b. This list includes events / activities sponsored by CFE and their partners including Service Learning Academy, ORCA, the Library, STEM TRAIL Center, and the Office of Digital Learning.
- c. They also monitor MavDaily for additional activities/events to add to the calendar when appropriate.
- d. There is an option where other offices and departments on campus can submit information regarding their programming for inclusion on the calendar.
- e. CFE also has a mailing list which sends out a list of upcoming professional opportunities at the beginning of the month - bit.ly/cfe-opt-in

(Further Discussion: A University-wide Benefits Committee is looking into short term solutions for student health insurance, however, these are not long-term solutions. Students will be auto-enrolled into the health insurance, however, they can opt-out. The committee hopes to have specifics on the plan by mid-March. UNMC Students are expected to enroll in the health insurance plan by May 2020.)

F. Committee on Committees: Senator Qureshi

1. Committee updates by Derrick. Please see attached Derrick's committee updates. It appears that the Facilities Committee is not operating effectively. The Committee on Committees discussed this situation and have suggested that you bring it up with the Chancellor at the next executive committee meeting. This committee also suggests that Matt contact the previous FS president Laura who also had the same issue and addressed it through some meetings. The committee was supposed to start involving the faculty members in actual committee business. It sounds like that didn't happen.
2. Progress with the testing cHarmony app: <http://unomaha.charmony.org>. All the colleges are happy to go ahead with the app and are particularly excited to have the option to change their committee assignments. We on schedule with the role out plan: The cHarmony committee match application was presented and tested at the Faculty Senate meeting on the 12th of February. The full Faculty Senate membership will test the app until the 24th of February. This committee will then meet on February the 26th to compile the feedback and provide it to Matt. If Matt can get the App ready, we hope to have the app shared with the entire faculty of UNO by March 1st with a deadline to complete the survey by the 31st of March. Lisa will need to send reminders to the faculty on the 16th, 20th and 30th of March. The initial results should be with this committee by April 1st for review. This committee will then meet on April 22nd to work on the results of the survey and match faculty to the committee vacancies.
3. New Business: Campus-wide professorship review committee - need new FS representative. We need faculty who are qualified to evaluate the application materials. They do not have to be full promoted, but tenured probably makes the most sense. Also, as noted, someone who complements Rex Cammack, thus perhaps from a different college and with expertise that is significantly different than geography. Candice Batton would prefer someone from IS&T or CBA to balance the committee.

(Further Discussion: Derrick's List will be emailed to all Executive Council members. The charmony app is expected to be released after the March Faculty Senate Meeting. Additionally, the Campus-wide Professorship Review Committee will be assigned an appointment at the Executive Council Minutes 3/4/2020

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V. **Other Faculty Senate Committees**

A. Faculty Senate Budget Advisory Committee Report: Ebdon, Eesley, and Hall – no report.

B. Ad hoc UNO-UNMC Faculty-to-Faculty Communication and Collaboration Committee: Senator Kelly – no report.

C. Ad hoc Committee on Faculty Advancement: Senators Hale / Ostler / Davidson

- Discussed upcoming faculty contract negotiation process set for September.
- Discussed the need to establish a set of requested changes to aid in faculty advancement and retention efforts.
- Discussed potential changesets that, among other things, adds a tenure-track pathway for instructional faculty to the ladder rank system and more advancement steps for all faculty.
- Established a timeline (below) to provide timely, democratized, feedback to administration and AAUP to assert the will of the faculty w/ respect to faculty advancement and ladder rank systems.

March 4th - Ad-hoc committee for faculty advancement delivers initial problem scoping statement to executive council to initiate a prospectus development.

March 13th - Faculty senate writ large is charged with providing feedback to the ad-hoc committee.

March (after senate meeting) - Senate newsletter begins a campus-wide conversation and frames forward looking discussion. Ad-hoc committee creates a meta-model and prospectus document that stipulates a series of changes to the ladder rank system.

April 1 - Ad-hoc committee delivers the prospectus and a resolution to the executive council. Resolution to seek a campus-wide faculty survey to build consensus around the prospectus provisions.

April 8th - Senate votes to move forward with the faculty survey (or not).

April 20th - (with approval) Faculty senate sends out a survey to all faculty on campus (along with the April newsletter). The survey allows faculty to approve, disapprove, or provide other feedback regarding each major provision of change. In this way the survey is not "accept all or nothing."

May 4th - Ad-hoc committee performs data analysis, aggregates results, and presents findings of the survey to executive council.

May 13th - A resolution related to survey findings is brought forward to senate as a terminus of senate activity. Resolution will outline the next steps - which will include, at a minimum, referral of findings to Academic Affairs and AAUP.

May 14th - Senate newsletter reports findings of the survey, shares the final prospectus document, and outlines next steps from senate's perspective with the campus.

Summer - Any "other" findings from the survey might be further analyzed to tweak the prospectus document.

<senate's primary responsibility is concluded>

September - AAUP and Academic Affairs negotiate - hopefully reflecting the content of

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the senate prospectus and survey findings.

VII. Non-Senate Committee Report(s) – no report(s).

VIII. Unfinished Business

A. Wellness Committee

1. Senator Surface proposed for the Wellness Committee to fall under Faculty Senate Committees, “yellow sheet committees.”

VIII. For the Good of the Order

IX. New Business

A. Senator Nelson Removal

(Further Discussion: Senator Nelson has been removed from the Senate.)

B. Distinguished Professor Update

C. Facilities Committee Operations

D. Lactation Support for Nursing Mothers

PURPOSE:

To provide guidance and procedures in creating a supportive working climate for nursing mothers to express milk at work.

POLICY STATEMENT:

The University of Nebraska at Omaha strives to create a workplace that is both productive and supportive of its faculty, staff and student employees in their familial roles. The University recognizes the benefits of workplace support for breastfeeding mothers.

Departments should make reasonable efforts to provide accommodations to lactating mothers. These accommodations include:

Access to a clean and private space, shielded from view and free from intrusion from coworkers and the public, to express milk for any staff or faculty member or student employee who is breastfeeding a child for up to 3 years after the birth of a child. If a department is not able to provide a nursing mother with a space to express breast milk then the following should be allowed: Adequate time to travel to another building where a lactation station is located. A staff or faculty member or student employee is not to be penalized for extra travel time needed to get to the lactation station. Lactation stations are provided around campus in locations specified on the following website. BLANK

With positions that require travel around campus, the mother can make individual arrangements with departments and facilities to access a lactation station or other room for expressing breast milk.

An ideal location would be clean, maintain an appropriate temperature and ventilation, and be located near the work station with locks for privacy and an electrical outlet. Allowing access to a refrigerator, where available, to securely store expressed breast milk is helpful. Under no circumstances will a department offer, require, or allow a restroom (bathroom) as an option for expressing breast milk.

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Staff, faculty or student employees should be allowed adequate use of break time, leave time, meal time, and/or a flexible work schedule to utilize a lactation station, to express milk, and to clean equipment after pumping. New mothers should contact their supervisors to request work schedule variations in advance. Decisions about accommodations should be made on a case-by-case basis with consideration of scheduling options available to the mother that allow University business needs to be accomplished. For guidance concerning infants in the workplace for nursing, please refer to University's policy on Children in the Workplace.

E. Children in the Workplace

PURPOSE:

To provide guidance for creating a supportive working climate for employees to meet family obligations and to outline when children can appropriately be at the workplace.

POLICY STATEMENT:

The University of Nebraska at Omaha values an atmosphere that fosters a healthy balance between workplace obligations and family issues. When possible, departments should honor an employee's request for flexibility to meet unexpected family needs that may require the employee's attention during normal working hours. When workloads allow, the University encourages departments to cooperate with employees who wish to meet family responsibilities by using breaks or lunch hours, flexible work schedules, adjusted hours or vacation leave.

The University understands that brief and infrequent visits by children of its employees occur for a variety of reasons. However, the frequent, regular or extended presence of children during work hours is not allowed for the following reasons: the potential for interruption of work, health and safety issues, and liability to the organization. Therefore, University of Nebraska at Omaha employees should follow the principles below regarding the presence of children in the workplace:

At all times, children remain the sole responsibility of the parent. Parents must accompany their children at all times. The employee must not ask any other employee or student to supervise the child.

The presence of the child cannot disrupt the work environment or negatively affect the productivity of the employee who brought the child, other employees, or students. The employee's supervisor may ask the employee to take the child from the workplace at any time if the supervisor determines that health or safety risks are too great, or that the child's presence is disruptive.

Bringing children to the workplace on a recurrent basis during their school breaks or before/after school is not appropriate.

A child who has an illness that prevents acceptance by a regular day care provider or from attending school, particularly a child with an infectious disease, should not be brought to the workplace under any circumstances.

(Further Discussion: The Lactation Support for Nursing Mothers and Children in the Workplace Policies will be reviewed by the Professional Development Committee and expected to be brought to the April Faculty Senate Meeting with resolutions.)

X. The meeting adjourned at 3:32 p.m. with announcements.