

2019-2020 Faculty Senate Agenda

Wednesday, April 8, 2020, 2p.m.

Virtual

Members: Adidam, Anderson, Barone, Brownlee, Cast-Brede, Davidson, DeSanti, Hale, Helm, Huq, Kelly, Kilinc, King, Lee, Logsdon, Maher, Nero, Ostler, Paine, Podariu, Qureshi, Randall, Rech, Rogers, Schaffer, Schoenbeck, Sharif-Kashani, Shaw, Sim, Siy, Surface, Volkman, Wessling, Woody, Zhong

I. Official Call to Order: President Hale**Temporary rules of order**

This meeting will be conducted via Zoom, consistent with state, local, and university guidance regarding social distancing.

With this large group, I will share my screen via Zoom and host the meeting presentation slides. I ask all senators to connect to Zoom using a webcam (if available) and a microphone. I will also ask everyone to mute their microphones when in the meeting. If microphones are not muted, I will use my discretion to mute microphones to ensure audio quality.

As we proceed through the reports and other elements of the agenda, I will use the following procedures to ensure everyone has voice and agency and is able to engage in the meeting.

- Individuals delivering a report will be asked to unmute, I will mute my microphone
- After a report, I will ask senators if they have questions, comments, or otherwise. I ask all senators that wish to speak, to please use the zoom chat feature – typing out “I have a comment/question.”
- For senators without access to a computer, I will ask them to mute their phone microphone and only unmute to request time for comment/questions.
- I will acknowledge each senator to speak and unmute their microphone in the order I receive requests to comment.
- For all non-resolution votes, I will ask “Is there any objection to approval of this item” – anyone can unmute or type in chat to object – at which point, I will send out a shared zoom poll to collect and count votes. If no objection is raised, I am told by Jim that we may approve items of business without a vote count.
- For resolution votes, I will send out a shared zoom poll to collect and count votes.
- If there are secondary motions, I will ask the senator proposing the secondary motion to please type it out in the zoom chat. I will then read the secondary motion and, when it comes time to vote, use a zoom poll to collect and count votes.

II. Presentation and Approval of Minutes:

- A. March 11, 2020 (agenda attachment – pgs. 1-11)

III. Officers’ Reports

A. President’s Report: Senator Hale

B. Secretary/Treasurer Report: Senator Davidson

1. **EO&A Meeting Attendees:** Kopp, Davidson, Smith-Howell, Surface, Ostler, Qureshi, Hale, Toman, Kamm
 - a. EO&A Attendees: Kopp, Smith-Howell, Surface, Qureshi, Hale, Kamm, Pettid, Davidson
 - b. COVID-19 Response procedures were discussed and the impact on university faculty, staff and students. SVC Kopp acknowledges all of the great work, many

- faculty around campus are doing to keep things running.
- c. Meeting adjourned at 2:55pm.

Res.#	Date Senate Passed	Title	Admin Accept	Sent for Senate Action	Denied/Deferred/In Progress	Final Action/Resolved
4399	3/16/20	Temporary Emergency Attendance Policy	3/17/20			Acknowledged
4400	3/16/20	Professorship Committee	3/17/20			Acknowledged
4401	3/16/20	Temporary Arts & Sciences Replacement Senator	3/17/20			Acknowledged

IV. Executive Council: Senator Surface

A. RESOLUTION: Recording of Classroom Activities

WHEREAS All courses are moving temporarily online; and

WHEREAS Students are adjusting to a different modality of learning online and may struggle to take notes on synchronous video calls or class lecture;

BE IT RESOLVED THAT Faculty Senate recommends that all faculty make course audio/video materials available to their students when available. As part of this recommendation, faculty are encouraged to record and make available their zoom sessions and other synchronous class content.

Faculty are also encouraged to advise their students about digital etiquette, or “Netiquette”, best practices for the responsible and respectful use of class-related audio/video materials. Netiquette is important for protecting academic freedom and the privacy of other students in the class.

AND BE IT RESOLVED THAT Faculty Senate endorses the attached temporary policy on recorded audio to be adopted by the UNO campus to protect faculty intellectual property and ensure proper online etiquette procedures are followed by students.

Interim Policy: Recording of Classroom Activities (agenda attachment – pgs. 12-13)

Assistive Note Taking Device Agreement (agenda attachment – pg. 14)

V. Standing Committee Reports

A. Committee on Academic & Curricular Affairs: Senator Woody

1. No meeting. No report.

B. Committee on Educational Resources & Services: Senator Schoenbeck

1. The committee worked via e-mail this month. We reviewed 63 applicants for the Paul Beck Memorial Scholarship. Given the funds available, we decided to award eight applicants – six undergraduates and two graduate students – at the amount of \$500 each.

- Undergraduate awardees:
 - Sydney Bonta
 - Sofia Cormack

- Isaac Hiebert
- Justin Krug
- Claire Redinger
- Margarita Rodriguez
- Graduate awardees:
 - Brittany Kohl
 - Zachary Smrcina

C. Committee on Faculty Personnel & Welfare: Senator Helm

1. Restroom Issues

- a. In the weeks prior to the two-week spring break, the Committee was contacted by several UNO faculty regarding the cleanliness and upkeep of campus restrooms. The specific reports were forwarded from the Committee to Custodial Services. Following a discussion with the Manager of Custodial Services the specific issues were immediately addressed. The Committee was also educated in how the University has implemented a Covid-19 plan for cleaning the Campus. As of the week of March 9th, restrooms were being cleaned early in the morning and “Touch Points” were being cleaned repeatedly throughout the day.

2. HR, Ombuds and BRT

- a. Following information received from several faculty concerning outcomes related to personnel complaints filed with Human Resources, the Behavioral Review Team and the Ombuds Service, the Committee agreed to research the related procedures and solutions.

D. Committee on Goals & Directions: Senator Ostler

1. Ongoing/Pending Items

- a. With the broad responsibility and response to the COVID19 university issues, the members of the Goals and Directions Committee have suspended looking into options for the advancement of Non-tenure track faculty as it relates to collective bargaining. We will continue to explore options for advancement outside the contract agreement for adjunct faculty, as well as full time faculty to the extent that those options are allowed within the current contract structure. This suspension includes the parallel work with the Ad Hoc Committee on Faculty Advancement.

2. Solar Feasibility

- a. The Solar Feasibility study conducted by Dr. Bing Chen has been forwarded to the Chancellor’s office and is under review as time allows.

E. Professional Development: Senator Cast-Brede

- 1. Student Health Insurance Plan: We will continue to monitor next year as a new committee is formed.

2. Campus Policy Regarding Bringing Children to Work:

- Committee solicited feedback on the draft policy from Staff Advisory Council, Chancellor’s Commission on the Status of Women, and WiSTEM Pro^2.
- Incorporated feedback into the policy (attached / changes are in red)
- (agenda attachment – pg. 15)
- Committee plans to continue looking into emergency daycare services
- Committee is awaiting feedback from other campus stakeholders. The resolution is expected to come forward to senate in the May meeting.

3. Lactation Policy:

- Committee solicited feedback on the draft policy from Staff Advisory Council. Chancellor's Commission on the Status of Women, and WiSTEM Pro^2.
- Incorporated feedback into the policy (attached / changes are in red)
- (agenda attachment – pgs. 16-17)
- Committee is awaiting feedback from other campus stakeholders. The resolution is expected to come forward to senate in the May meeting.

(Letter: CCSGE Faculty Senate Policy Endorsement March 2020 – agenda attachment – pg. 18)

F. Committee on Committees: Senator Qureshi

1. This committee would like to thank Matt for his hard work on the cHarmony app and for walking us through the admin section of the App. Further to our meeting, here are the selections of committee categories per committee member:

- Academic and curricular Affairs Committee – Amy
- Educational Res and Services- Timi
- Faculty Personnel and Welfare – Tej
- Goals and Directions- Howard
- Professional Development –Derrick

2. Here is what we will be doing:

- a. Now – April 1st – Each member will check the committee membership for the committees in their category. See: <https://www.unomaha.edu/faculty-senate/faculty-committees/index.php> . Please add the members of the committees to the committees on the App. Matt will be sending an email out to all the committee members to ensure that they are on the App.
- b. April 1st-22nd For vacant positions or for the positions with terms ending, Committee members will add people who have expressed interested in serving on the committees in their list/category. They will email the new committee members letting them know that they have been selected to serve on the committee for the term that is indicated for the vacancy. We ask that they respond to our emails by confirming their intention to serve on the committee you assigned them. This committee will meet over zoom on April 22nd to wrap up any remaining vacancies or issues that may remain.

VI. 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: Senator Ostler** – No report.

VII. For the Good of the Order

VIII. New Business

IX. Announcements

X. Adjourn

Schedule for 2019-2020

EC Meetings (Usually 1 st Wed. of month)	Faculty Senate Meetings (Usually 2 nd Wed. of month)	EO&A Meetings (Usually 3 rd Wed. of month)
April 1	April 8	April 15
May 6	May 13	May 20

Attachments

2019-2020 Faculty Senate Minutes
Wednesday, March 11, 2020, 2p.m.
Community Engagement Center 230/231

Present: Anderson, Barone, Brownlee, Cast-Brede, DeSanti, Hale, Helm, Huq, King, Lee, Maher, Ostler, Paine, Podariu, Qureshi, Rech, Rogers, Schaffer, Schoenbeck, Sharif-Kashani, Shaw, Siy, Surface, Volkman, Wessling, Woody, Zhong

Excused: Davidson, Kelly, Randall,

Unexcused: Adidam, Kilinc, Logsdon, Nero, Sim

I. The meeting was Called to Order by President Hale at 2:02 p.m.

II. The Minutes of February 12, 2020 were approved as submitted.

III. Officers' Reports

A. President's Report: Senator Hale

- Update regarding United Way (FP&W)

- Update regarding F&A discussion (CoERS)

- Meeting with Ted Carter

- Campus newsletter for March, April, and likely May **was** going to focus on faculty advancement ad-hoc committee and goals and directions work. Now at least March's newsletter will focus on COVID-19 Prep and resources for faculty.

- COVID-19: Obviously this is moving quickly. We need to not incite panic, but we do need to move quickly to address this problem. I have received a number of questions from faculty. I will work to get answers to everyone's questions. Overall a majority of faculty that have contacted me have wondered why our campus hasn't already moved to the remote-work model.

Many feel it will be too late if we wait for 1% of the population to be infected. Many also have expressed concern for older members of the faculty that would be at much higher risk for critical and dangerous respiratory symptoms. Many have also expressed concerns about our student populations. A small number of faculty have expressed the opposite point – that campus should remain open regardless, until a civil authority mandates it be closed.

Our guests are here to overview COVID-19 planning and answer questions.

Welcome Guests

Sacha Kopp

We are not closing campus, we are practicing social distancing. We want to be in a mode of operation that does not include large crowds of people. We don't want to disrupt academic learning and continue with students earning their degree credits on time.

Q/A

“When is campus closing?”

SVC Kopp - We are not “closing” campus, we are moving to a remote delivery model. The primary focus is to move to a mode of operations that practices social distancing and avoids large crowds of people. We want to minimize disruption of academic learning so that students can continue earning their degree credits on time. We recognize that there will be disruption and are attempting to mitigate as much as possible.

There are three scenarios that exist on a continuum.

1. Default (what we are doing now) - conduct business as usual
2. Remote delivery (moderate measure) - Students move to distance education. Some faculty work from home. Activities unsuitable for remote delivery (studio art, research lab work, etc) are conducted from campus, while practicing social distancing.
3. Everyone works from home - All faculty/staff/students except identified essential on-campus personnel work from home.

Academic affairs is currently working with deans to determine which staff should stay on campus. The goal is to ensure continuity of employment for everyone, so everyone can perform their jobs and maintain continuity of teaching as best as possible. Faculty have been testing technology that they are expected to use during remote mode.

“When do you think we may go remote?”

SVC Kopp - It is hard to provide an exact date/time, given how quickly things are changing. As of this morning (Mar. 11) there are 100+ universities that have gone into remote education mode. We are not going to wait until there is a mass public health risk, we are going to do this proactively. We are going to act as a community - in conjunction with Douglas County Health Department and the state, not just UNO. The outlook may look different in Omaha than Kearney or Lincoln, but we are coordinating with our sister campuses as well. Some communities (e.g. Omaha) might have different measures in place or begin measures at different times than other locations. We should be prepared to move into a remote education mode at any time in the coming days/weeks.

We must work together with our communities to be effective. Social distancing is most effective when the entire community engages in the practice.

“When will remote education mode end? Should we schedule summer in-person courses?”

SVC Kopp -No one knows the answer to this question right now. Plan as if summer is happening online. We do not want to create any more uncertainty for students. If we advertise in-person classes for summer and students feel the class may not be offered, they could go elsewhere or not enroll in it. Summer is a key time for UNO students and for the university bottom line. We are trying to maintain as much continuity of operations over summer as possible.

“Some students don’t have homes to go home to if we send them home. Some struggle with food security. What about emotional and fiscal student realities? How are we helping mitigate these issues?”

SVC Kopp - 80% of UNO students live in the Omaha area. We have some international and domestic students that do not have a home outside of UNO. Housing options are being considered on an individual basis. The key is we want to practice social distancing, we are not closing the campus. We are planning to aid students without housing options in Omaha. We have several buildings that are currently deactivated for renovations. We are looking at options where these

buildings could be used for quarantine situations as needed. Residence on campus will be handled individually for all students with nowhere to go.

Food security is an issue for sure. We are working to ensure students that make use of the food pantry and dining services are accommodated while maintaining social distancing efforts.

We are also concerned about the best public health way to have students go home. We do not want students to go home to vulnerable family members - such as elderly grandparents - that might inadvertently make the situation worse. However, living in dorms can be similar to living on a cruise ship - so we will be focused on social distancing and balancing these competing concerns.

“Some faculty want to help - perhaps by opening their homes to affected students that don’t have other options. Is this allowed?”

SVC Kopp - While I appreciate the thought, at this time we do not have a shortage of accommodation.

“Are we linked to UNL? Or will UNO make its own determination?”

SVC Kopp - The NU President and Chancellors are in constant communication. We are coordinating with our partners at county health departments and the Governor's office. However, geography matters. One campus might need to close sooner than the other. UNO is leading the way, given our Chancellor’s expertise in biocontainment - we are key partners in the discussion of when to move to remote operations.

“What about faculty caretaking tasks or if faculty get sick? If this delays research activity will RPT processes account for this delay?”

SVC Kopp - At an individual level we will all have personal events come up. Yes, progress might be delayed. Those conversations regarding RPT will start as they come up, but we do expect there to be some accommodation.

Regarding faculty caretaking, we want to focus on wellbeing first. If you are sick, stay home. If students are sick, they should stay home. If faculty and staff need time to take care of family, they should take it.

“I teach a hard class that students prefer face-to-face. I do a lot of board work and small group work. What can I do?”

SVC Kopp - We are not closing campus. We are trying to reduce occupancy on campus through social distancing. We do not want crowded rooms. Faculty will be able to come in and record themselves in lab or in front of white boards - to teach their students. We are working with the deans and department chairs to understand what faculty need access to on-campus resources to make these available.

That said, many class practices can be translated to online delivery. Zoom allows you to have breakout sessions with your students that can achieve similar outcomes to small group work or office hours. Jaci will talk more about this.

“Why not make the move to remote delivery now? What are we waiting for?”

SVC Kopp - We have to do this as a community. We need other major employers, government agencies, and schools to be involved. Experts suggest 90% of the community needs to be involved

to have significant impacts on public health. We are pushing for these social distancing measures now and working with our partners to assess public health hazards and respond.

“Many faculty distrust the federal government response. How do their moves affect our campus response?”

SVC Kopp - We are fortunate to have a Chancellor that is an MD who leads a leading biocontainment apparatus. We are acting proactively and leading in multiple ways - including informing Nebraska State Government, and building coalitions in the community.

“As individual faculty what can we do now?”

SVC Kopp - Prepare your classes for distance education delivery. Work with the deans and department chairs to identify any campus-exclusive needs you have and make sure technology is working in advance. Be flexible with your students moving forward.

“What if students get sick and can't attend class?”

Sarah Edwards / Sacha Kopp - We are asking faculty to be flexible with makeup assignments and course attendance policies. Bottom line is it is likely some students will be sick and unable to attend class. We want to maintain continuity, but not be punitive for something that is out of their control.

Jaci Lindberg

Q/A

“What about students who do not have a computer/laptop/internet?”

Jaci Lindberg - This is a key concern. We have inventoried available ITS resources and have identified 45 immediately available laptops we can use. We also looked around campus to other units for spare resources and have identified an additional 180 laptops that we can loan out to students who need them. We will be working to connect resources to those that need them the most. Obviously connectivity is also a problem. If students don't have internet at home, they might usually use a starbucks or other public wifi. As we move forward, that is likely to not be an option. Students may need to come to campus - again we are not closing campus - so that will be an option we can work with students on. The good news is that we know from districts like Millard that their student population has 98% connectivity at home.

“What resources are available to faculty moving their courses online?”

Jaci Lindberg - There are a wide variety of tools available to faculty. Common ones we suggest are Canvas (every course should be using Canvas and most are already anyway), Vidgrid (for video and lecture-style delivery), Zoom (for meetings, group discussions, live delivery online), Turnitin and Examity (for online examinations and assessments), and Box (for file sharing). We recommend you visit <http://keepteaching.unomaha.edu> for more information about resources for faculty. We also have full-time instructional designers that are working tirelessly to help faculty move to online delivery. They can help with strategies to solve classroom issues or convert in-person exercises to online ones. Please reach out to them. Don't feel like your problem is not one they can help solve.

“How stable are campus web resources?”

Jaci Lindberg / Bret Blackman - All campus digital learning tools are hosted on the cloud. If Amazon is up then resources like Canvas, Vidgrid, box, etc will be up. While usage is expected to increase, capacity is available to handle the increased load. We want to point out that all of these tools are available without use of VPN (Virtual private networks). Those that used VPN before for certain purposes will continue to have access. Others that haven't needed VPN in the past will not need it now.

The university has seen increased phishing security threats, but we are actively blocking about 8000 emails a day to prevent most of that from reaching faculty, staff, and student email accounts.

Charley Steed – Messaging and Communications

Check the website, www.unomaha.edu/coronavirus , daily at 9am for updates.

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

IV. Executive Council: Senator Surface

A. Senator Nelson Removal

Motion to vote and move forward with the removal of Senator Nelson, consistent with the by-laws and the causes that were mentioned. No opposed. Motion passes.

B. 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 for Senator Hale, in consultation with the Senate, to establish an ad-hoc committee to investigate these two issues. No opposed. Motion passes.

V. Standing Committee Reports

A. Committee on Academic & 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.

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.

The ER&S Committee moved to postpone this item indefinitely and [have the committee] monitor progress in budgetary reporting at the beginning of the 2020-20-21 academic year. Motion passed on voice vote. The ER&S Committee moved to postpone this item indefinitely and [have the committee] monitor progress in budgetary reporting at the beginning of the 2020-20-21 academic year. Motion passed on voice vote.

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.

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”.

The Committee noted that on 2/16/2020 SVC Kopp circulated a call to UNO faculty asking that nominations for the position of Director of Ombuds Services be sent to Candice Batton by March 6. Dr. Kopp reported at the meeting that he had received [no nominations] insufficient nominations to move forward. Nomination and self-nomination are still welcome. No new deadline has been set.

The following resolution passed by voice vote.

D. Committee on Goals & 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
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>
 - 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

Senator Cast-Brede said a second committee will be formed in Fall 2020 to investigate long-term solutions for student health insurance plans.

Senator Cast-Brede would like faculty to provide feedback on the campus policy regarding bringing children to work and lactation in the workplace. Reply to her directly.

Per Senior Vice Chancellor Sacha Kopp, faculty will be compensated for additional events/activities participated in that show effort in diversity, equity, and inclusion.

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. (agenda attachment – pgs. 10-18)
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.

RESOLUTION: Professorship Committee

BE IT RESOLVED, that, with the resignation of Gaylene Armstrong, the following faculty member will replace her and serve on the Named Professorship Review Committee from 08/01/19, through 7/31/20. Ziaul Huq.

4. **RESOLUTION: Temporary Arts & Sciences Replacement Senator**

BE IT RESOLVED that CPACS Senator Claudia Garcia will not be serving her Spring 2020 term, Laura Walls will be appointed as her temporary replacement (3/11/2020-8/16/2020) on the UNO Faculty Senate, consistent with provisions of Article IV.G.

Motion to vote on Resolution: Professorship Committee. No opposed. Motion passes.

Motion to vote on Resolution: Temporary Arts & Sciences Replacement Senator Laura Walls. No opposed. Motion passes.

Per Senator Hale the app is ready and functional. The charmony app will roll out to faculty within the coming weeks.

VI. 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 task list 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.
 - 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).
 - Create a prospectus document that specifies a desired faculty advancement and ladder rank system that closes identified gaps and addresses known issues.

- Democratize the process by soliciting broad faculty feedback and approval.
- Aggregate faculty feedback and provide it to Academic Affairs and AAUP to inform the next round of collective bargaining efforts.
- Due to the fast moving COVID-19 situation, the ad-hoc committee is tabling its efforts **for now**.

VII. For the Good of the Order

VIII. New Business

- A.** A resolution on **Temporary Emergency Attendance Policy** was introduced by Senator Hale. During debate an amendment to strike wording which suggested overly broad application passed on a vote for 9 in favor, 8 opposed, and an amendment to insert wording to clarify the application intended passed on a vote of 13 in favor, 7 opposed. The resolution as amended passed overwhelmingly. BE IT RESOLVED THAT Faculty Senate recommends that UNO temporarily suspend class attendance guidelines requiring supporting documentation. Faculty are strongly encouraged to allow students who are caregivers for, or in close contact with, individuals at high risk from COVID-19 to be absent from class. Faculty are strongly encouraged to work with students in their courses so that students can make up assignments that are missed due to illness or concern about illness.

IX. The meeting adjourned at 4:02 p.m. with announcements.



Interim Policy: Recording of Classroom Activities

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Additional Contacts
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Scope

This temporary policy applies to all faculty, staff, and students at the University of Nebraska at Omaha (UNO).

Policy Statement

Faculty and students engaged in the instructional process have a reasonable expectation of privacy. There are privacy concerns for the general audience, identifiable individuals, and student work or presentations classified as “educational record” under the [Family Educational Rights and Privacy Act \(FERPA\)](#). Implementation of this policy recognizes UNO’s obligation not to infringe upon the reasonable privacy expectations of faculty, staff and students in classrooms and other instructional settings, subject to applicable state and federal laws and regulations and UNO and University of Nebraska policies

Students **may not** make audio or video recordings of, or livestream, any classroom activity, including lectures, without express prior written consent from the course instructor or if a student has an approved accommodation that requires recording. Instructors may allow recordings of their classes by students if specifically authorized in the course syllabus or otherwise communicated to students in writing. Instructors who wish to record their classes must inform students or other participants in the class in advance and explain the likely use of the recording (i.e. research, archiving, etc.). Whether a student or instructor initiates the recording under this policy, any person who may appear in such recording must be notified in advance and be informed regarding the intended use of the recording.

Recordings covered under this policy can include traditional audio and video recordings of classroom lectures, activities, and course material as well as communications technologies that provide for streaming and digital transmissions or recording of such instructional content or communications between faculty members and students or students engaged in class activities.

This policy does not apply to any accommodations required by Federal or State law for students with disabilities. If a student has an accommodation to record classroom activities, those recordings may not be shared with any other student, whether in the same course or not, or with any other person or on any other platform.

Reason for Policy

To establish the UNO policy on recording of classroom activities.

Additional Contacts

Subject	Contact	Phone	Email
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Related Information

[University of Nebraska Board of Regents Policy 4.4.1 – Ownership of Intellectual Property](#)

[University of Nebraska Memorandum on Copyright Law and Compliance](#)

[UNO Accessibility Services Center](#)

[UNO Office of Digital Learning](#)

[UNO Student Code of Conduct](#)

History

Draft Temporary Policy 03.31.20



UNIVERSITY OF NEBRASKA OMAHA
ACCESSIBILITY SERVICES CENTER

6001 Dodge Street • H&K 104 • Omaha, NE 68182 • Phone (402) 554-2872 • Fax (402) 554-6015 • unoaccessibility@unomaha.edu

ASSISTIVE NOTE TAKING DEVICE AGREEMENT

First Name: _____ Last Name: _____

NU ID: _____

TERMS OF AGREEMENT	Please initial each section if you agree.
I will use materials only for my own personal academic use during this specific course.	
I understand that faculty members have copyright interest in their course materials, and I agree not to infringe on this right in any way.	
I will not release, digitally upload, or otherwise share all or part of the course materials. Additionally, I agree that I will not profit financially and not allow others to benefit personally or financially from the course materials.	
I understand that any violation of this agreement may subject me to discipline under the Student Code of Conduct and subject me to liability under copyright laws.	
I understand that ASC will notify my instructors of this agreement.	
I understand that I only have the right to use the electronic files for the academic term of the course.	

EXCHANGE OF ANY MATERIALS OR ELECTRONIC FILES, IN A MODIFIED FORMAT OR COPY THEREOF, IS A VIOLATION OF THE U.S. COPYRIGHT ACT. SEPARATE AUTHORIZATION MUST BE OBTAINED FOR EVERY USE OF THESE MATERIALS OR ELECTRONIC FILES, ITS MODIFIED FORMAT, OR COPY THEREOF.

My signature below indicates that I have read, understood, and will abide by all the terms and conditions of this contract, with no exceptions.

Signature: _____ Date: _____

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 children's 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.
- Additional flexibility might include access to digital accommodations for employees to virtually attend meetings, when appropriate, in the event their campus presence is hindered.
- Nursing mothers be allowed break time to breast feed as stipulated by the Fair Labor Standards Act.

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. **Expressing breast milk is a very different process from breastfeeding. Pumps make noises that can be distracting. The nursing mother will often have to remove some clothing. Additionally, equipment should be cleaned after each use, and breast milk needs to be stored properly. Bathrooms are not permissible locations under the amended Fair Labor Standards act.**

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 - <https://www.unomaha.edu/about-uno/lactation-rooms.php>
- 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 workstation 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.
- **Nursing mothers be allowed break time to breast feed as stipulated by the Fair Labor Standards Act.**

Staff, faculty or student **employees** should be allowed adequate use of break time, leave time, mealtime, 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.



CHANCELLOR'S COMMISSION
ON THE STATUS OF GENDER EQUITY

Matt Hale
Faculty Senate President
University of Nebraska at Omaha
6001 Dodge Street
Omaha, NE

March 30, 2020

To the Faculty Senate,

On behalf of the Chancellor's Commission on the Status of Gender Equity (CCSGE), we would like to officially endorse the proposed Faculty Senate policy change regarding "Children in the Workplace." Melissa Cast-Brede provided the draft wording to our group for review, and we are very pleased to see the work being done to support parents on campus. This new wording creates a supportive working climate for UNO employees and will hopefully eliminate current discrepancies in how departments handle these situations. A consistently enforced, unified policy will make all employees feel supported in striving for academic excellence while maintaining a work/life balance to manage family responsibilities.

Additionally, the newly proposed "Lactation Support for Nursing Mothers" policy is one that we enthusiastically support for breastfeeding mothers on campus. CCSGE has made the identification and implementation of lactation spaces a priority for the last several years. Expressing milk is a deeply personal and intimate act that should not be performed in a restroom or under penalty for using time at work. All lactating persons at UNO should be afforded the opportunity to access a clean and private space, shielded from view and free from intrusion from coworkers and the public, to express milk. They should be allowed adequate use of break time, leave time, mealtime, and/or a flexible work schedule to utilize a lactation station, to express milk, and to clean equipment after pumping.

Both of these policies will support the recruitment and retention of UNO employees and will help to create a more gender equitable campus environment.

Thank you on behalf of the CCSGE Campus Climate Committee:

Dr. Heidi Blackburn	Dr. Jessi Hitchins
Maria Sorick	Dr. Jenna Yentes
Dr. Candice Batton	Laura Sherwin
Alex Zatzabal	Kirsten Case
Dr. Julie Bell	