

## **Faculty Senate Minutes for September 24, 2012**

Present: Kris Bartanen, Brad Dillman (Chair), Brian Ernst (ASUPS President), Kathryn Ginsberg (student member), Zaixin Hong, Judith Kay, Alisa Kessel, Kriszta Kotsis, Brendan Lancot, Amy Odegard, Elise Richman, Mike Segawa, Kelli Delaney (Staff Senate liaison), Ross Singleton, Amy Spivey and Nila Wiese.

I. Call to order – Chair Dillman called the meeting to order at 4:02 p.m.

### II. Announcements

A. Dillman announced that President Thomas would attend the October 22 Faculty Senate meeting to describe and discuss the university's strategic goals.

B. Dillman invited Senators to suggest charges for the Faculty Advancement Committee.

C. Dillman noted he will send an e-mail greeting to all recipients of the new Faculty Governance listserv describing the purpose of the listserv and associated procedures.

### III. Approval of the Faculty Senate minutes for September 10, 2012

M/S/P to accept the minutes of September 10 with some minor revisions.

### IV. Committee Liaison Reports

A. Kotsis reported that Denise Despres will serve as the Chair of LMIS for the Fall Semester.

B. Hong reported that Amy Ryken will serve as Chair of the Diversity Committee.

C. Odegard reported that Bruce Mann will serve as Chair of the Student Life Committee.

### V. Senate charges for the University Enrichment Committee (UEC)

Kessel moved and Hong seconded a motion to approve charges for the UEC developed by liaison Sampen. The Senate passed Kessel's motion to approve the following charges as revised during Senate discussion:

1. Examine the existing allocation structure for UEC funding (particularly faculty research and conference participation) and if necessary, consider reallocating funds or making a Budget Task Force proposal for increased allocations.
2. Determine how the UEC might shift its role in providing oversight of faculty conference travel requests in light of the university's move to a P-card system.

3. Investigate the logistics of going to a per diem for food during travel for the university.
4. Determine if a faculty research award could be established for junior faculty, much like the Phibbs award serves the established faculty member.
5. Discuss and implement ways to promote visibility and awareness of UEC funds, deadlines, opportunities and awards amongst students and faculty.

#### VI. Senate Charges for the Diversity Committee

Kessel moved and Richman seconded a motion to approve charges for the Diversity Committee prepared by liaison Hong. The Senate passed Kessel's motion to approve the following charges as revised during Senate discussion:

1. Arrange to have members of the Diversity Advisory Council (DAC) share the Campus Climate Survey findings with the Faculty Senate.
2. Formulate recommendations for the Senate based on a review of faculty responses to the Campus Climate Survey.
3. Research whether and how peer and next step institutions integrate a diversity requirement into the curriculum.
4. Make recommendations to the Senate or full faculty about integrating a diversity component into the curriculum.

Dillman expressed concern that these four charges might not be sufficient to occupy the seven members of the Diversity Committee for a full academic year. Singleton suggested the charges though few in number would require significant time and energy to accomplish. Kotsis noted that the standing charges to the committee are also substantial. And, Richman noted the committee will likely generate additional self-charges which can be taken up this year based on their review of the Campus Climate Survey.

#### VII. Senate Charges for the International Education Committee (IEC)

Richman moved and Wiese seconded a motion to approve charges for the IEC prepared by liaison Richman. Kessel moved and Spivey seconded a motion to amend Richman's motion to remove three charges which duplicated standing charges to the committee. Kessel's motion passed (with one no vote). Spivey moved and Wiese seconded a motion to amend Richman's motion to eliminate the charge "To discuss course credit transfer for study abroad programs." Dillman and other Senators suggested this charge lacked sufficient specificity as to its intent. Spivey's motion to amend passed. The Senate then agreed that Richman (the liaison to the IEC) would seek clarification from the IEC regarding the intent of this suggested charge for subsequent Senate reconsideration.

[At this point in the proceeding Dillman suggested the Senate adopt a less formal process for revising charges to the various committees – the ensuing minutes reflect this more informal revision process.]

The Senate passed Richman’s motion to approve the following charges for the IEC as revised during Senate discussion:

1. Work with the Office of Institutional Research to revise the Study Abroad Survey to gauge the learning process and learning outcomes with particular attention to academic rigor and writing across the curriculum that occurs during a study abroad program as well as to gather additional information related to international programs.
2. Continue work with faculty to encourage the integration of study abroad experiences into on-campus classes and research symposia, and work with the SLC and Dean of Students to encourage integration of study abroad experiences into co-curricular activities.
3. Finalize and adopt criteria for proposing UPS Short Term Faculty Led Programs.
4. Educate faculty regarding financial aid, policies, and procedures affiliated with study abroad programs.
5. Work with Curriculum Committee to develop a process to approve faculty taught study abroad courses that fulfill core requirements.

#### VIII. Senate Charges to the Institutional Review Board (IRB)

Singleton moved and Lanctot seconded a motion to approve the charges to the IRB prepared by liaison Singleton. The Senate passed Singleton’s motion to approve the following charges as revised during Senate discussion:

1. Revise IRB structure and procedures to be in compliance with federal regulations for the review of human subjects research.
2. Finalize the implementation of a memorandum of understanding with the Office of Institutional Research (OIR) regarding oversight of OIR work.
3. Develop and distribute (via the IRB website) a set of procedures for researchers wishing to appeal a decision by the Board regarding a research protocol.
4. Investigate and provide guidance for researchers regarding the responsibilities, legally and ethically, for reporting evidence of child abuse which comes to light in the process of research involving human subjects.

5. Draft and implement a Research Integrity Policy.
6. Complete the revision of the IRB Handbook and update the IRB website to reflect these changes and other website enhancements.
7. Continue to discuss the ways in which the IRB can be more transparent and supportive of research on campus especially with regard to explaining and implementing recent changes in federal guidelines relating to human subjects research.

#### IX. Senate Charges for the Professional Standards Committee (PSC)

Kay moved and Kotsis seconded a motion to approve charges for the PSC prepared by liaison Kay. The Senate passed Kay's motion to approve the following charges as revised during Senate discussion:

1. Review the policy on "Background Checks of Faculty" being drafted by the Human Resources Department;
2. Review the "Research Misconduct Policy" document and suggest changes to existing documents as needed to achieve consistency among the various response processes in the case of research misconduct;
3. Clarify (a) expectation for junior (tenure-line) faculty participation in evaluations of departmental colleagues, and (b) if a written recommendation is required of junior faculty in a change of status review (promotion, tenure);
4. Clarify who is responsible for ensuring adequate classroom visits by colleagues—the head officer or the evaluatee; and
5. Clarify whether a letter of evaluation sent directly to the Dean/Faculty Advancement Committee in an open file may be read by an evaluatee.
6. Continue the review of Faculty Code provisions on guidelines for the use of course assistants.

#### X. Senate Charges for the Library, Media, and Information Systems Committee (LMIS)

Kotsis moved and Kessel seconded a motion to approve the charges for LMIS prepared by liaison Kotsis. The Senate passed Kotsis's motion to approve the following charges as revised after Senate discussion:

1. Assess the PrintGreen initiative, and review and revise its policies as appropriate. Extend sustainability discussion to include reducing printing of campus flyers and other promotional materials.
2. Assess the effectiveness and viability of the Turnitin system.
3. Monitor and update as appropriate the copyright and intellectual property policies and find effective ways to inform the campus community about changes and updates. Identify issues, if any, related to the posting of student research and the posting of blogs and videos on the university's website in relation to copyright and intellectual property policies.
4. Assist with the Optimize Puget Sound implementation and provide feedback on policies and communication.
5. Assist the library staff in planning the use of library space for special collections (and use thereof).
6. Devise and recommend venues for the librarians to provide faculty members with suggested techniques for teaching information literacy, particularly related to the new first-year seminars.

The Senate meeting adjourned at 5:34 p.m.

Respectfully submitted by Ross Singleton (scribe for the day)