



Faculty Senate Meeting Minutes  
October 23, 2019

I. Call to order

Larry Smith called to order the regular meeting of the Snow College Faculty Senate at 3:30 p.m. on October 23, 2019 in the Noyes, Academy Room.

II. Roll Call

The following persons were present: Jonathan Bodrero, Erick Faatz, Matthew Gowans, Larry Smith, Milinda Weeks, Shawna Cole, Nick Marsing, Weston Jamison, Jacob Thomas, Renee Faatz, Kendra Bagley (for Jay Olsen), Sandra Cox, Chad Price, Donne Hewko, Michelle Brown, Olivia Filikitonga, Nathan Christiansen, Steve Hood, Kathy Fellers

III. Opening

A. Welcome from Larry

1. Special welcome to Kendra Bagley representing the Business and Technology Division for Jay Olsen.

2. Sandra Cox was welcomed. She will finish Vance Larsen's senate term due to schedule conflicts for him.

IV. Good News/SEM

A. Due to a full agenda Good News items were kept to a minimum.

B. Jonathan announced the GEMS (Girls in Engineering, Mathematics and Science) upcoming activity.

V. Committee Reports/SEM

A. A & T Committee: Matt reported that all is going well on the committee.

B. Curriculum Committee: Sandra Cox confirmed that she is fully replacing Vance and that she is willing to serve on the Curriculum Committee. No meeting report.

C. Faculty Development Committee: Jacob recognized Kathy Fellers (committee chair) who was attending to join the discussion about sabbaticals. The results of the faculty survey are coming out soon. The results show that it is difficult for faculty members to make it to meetings so the idea of recording meetings was discussed. These would be placed on Canvas monthly.

D. Global Engagement Committee: Wes reported no meeting.

E. Honors Committee: Jonathan reported that the Pizza with Professors event took place. They are reminding participants to register for spring semester.

F. Library Committee: No report.

G. Professional Track Committee: Chad reported on the meeting with Steve and Melanie about aligning the professional track advancement document with the new A & T document. It will take some work but they will move forward as quickly as possible.

H. Service Learning Committee: Nick reported no meeting.

I. Teaching and Technology Committee: No report.

J. Faculty Association: Renee mentioned that scholarship meetings will happen this week.

K. Adjunct Information: No report. Larry reported that adjuncts can get activity cards.

L. Student Information: No report.

M. Ad Hoc/Other:

1. Larry emphasized the importance of committee work for faculty members.

2. Larry recognized Kathy Fellers as chair of the Faculty Development Committee and renewed the open invitation for committee chairs to attend Senate meetings anytime.

## VI. Senate Business

### A. Campus Club Involvement

1. Michelle Brown announced that Donne Hewko is the student clubs program advisor and Student Life office manager. Her position has recently become full time. They are getting the word out about the importance of club advisement and invite faculty and staff members to participate. They are working to streamline the process for becoming an advisor and clarifying the ongoing duties of an advisor making them as easy as possible.

2. Nathan Christiansen (Snow Fish Club president) addressed the Senate emphasizing that students should drive clubs in conjunction with a faculty or staff advisor. He talked about the very positive interaction with their

advisor Wayne Bushman. As an advisor, he helps with accounting and logistics.

3. Olivia Filikitonga talked about the Polynesian Club for which she is president. She appreciates student interaction with their advisor Angie Taukei'aho. Students do the planning and heavy lifting while reviewing ideas with Angie. The yearly luau is the big activity for the club. They also raise money for activities. The advisor helps with accounting and idea generation.

4. Donne addressed general concerns that have been expressed by faculty and staff members regarding club advisement. There were sixty-five student clubs last year. She reminded the Senate that club service ties in with A&T and SEM service to the institution. Students are not allowed to handle money. Advisors are very important for helping with club momentum from year to year and find the experience very rewarding. A Canvas course is available for training of advisors. A club related App. is also available.

5. Michelle asked senators to consider if “mentor” would be a better term than “advisor.”

a. Larry mentioned that some faculty members are discouraged by a large amount of paperwork, especially p-card reconciliation. Monthly funding requests are also difficult. They are working to simplify the forms. Canvas has made the process easier and there is a possibility of time saving software if funding can be secured.

b. Being a club officer is an excellent leadership experience for students.

B. Sabbaticals Discussion (There was a motion by Jonathan and a second by Jacob with a unanimous vote to go to agenda item 5 to consider sabbaticals in a general way before considering agenda item 2 Review of a Sabbatical Request.)

1. As a member of the Faculty Development Committee, Jonathan has done research about how other institutions address sabbatical requests and related policies and procedures. The committee is willing to come up with a policy for review, and probably, it is willing to review requests. This was confirmed by Kathy Fellers. But, the committee needs to consider its relationship with Lunch Bunch first. Steve and/or Melanie will attend an upcoming meeting to help with the discussion.

2. Funding is probably the biggest problem regarding sabbaticals.

3. At a minimum, the specific request coming forward has jumpstarted the review process at Snow College.

4. From a historical perspective, the merits of a professional leave or sabbatical application regarding benefits for a faculty member and the institution were considered and prioritized by the A&T Committee according to the last A&T document. (Guidelines were outlined in section 7 of the 2004 document. See addendum 1.) Department chairs and deans were tasked with helping to resolve logistical questions. The VPAA's office would send the requests to the college president for final approval of as many yearly applications as possible. Line item funding has not been available recently. While the new A&T policy was being developed, it was proposed that the Faculty Development Committee review professional leaves and sabbaticals going forward. Due to these two items especially, the new A&T policy does not address consideration of applications for professional leaves or sabbaticals.

5. Jonathan mentioned that SLCCs document could be used as a guide for developing a Snow College policy.

6. Along with a policy, there should be some sort of checklist for advancement of an application.

7. At what point should chairs and/or deans be brought into the process? What are their roles?

8. What is the applicant's role in the process?

9. How can we make the process fair and equitable? Is there already a backlog of applicants who have been discouraged from applying?

#### C. Review a Sabbatical Request (back to agenda item 2)

1. Are the chair and dean supporting the application?

2. Would the Senate only review the application for applicant and institutional merit?

3. Are there others who have expressed an interest ahead of this application?

4. Should the applicant be asked to solicit an endorsement from the dean and chair?

5. What procedure should the Senate follow for approval until a policy is in place? Should the process in the old A&T section 7 document guide the

Senate? Should the consideration of applications be done in closed session? Should the Senate proceed with approvals before a policy is in place?

6. Jonathan motioned, with a second from Matt and majority vote in favor to table the specific request until a temporary procedure has been more fully developed. Larry will contact the applicant about the decision.

#### D. Faculty Leave (Full-Time Faculty) Policy

1. Josh would like to have a policy in place as soon as possible in case situations arise soon. November 11, 2019 is the next College Council meeting. Ideally it would be good to have a draft ready by then.

2. The focus of continued discussion of the policy is birth and adoption leave. The draft policy includes two weeks of birth and adoption leave and an additional four weeks of medical maternity leave for a total of six weeks of paid leave.

3. In the last Senate meeting (October 9, 2019), nominations for members of an ad hoc committee to consider the birth and adoption policy were requested for this meeting. The committee would review concerns and make recommendations based on the draft policy that Josh provided to the Senate for this meeting.

4. A goal is to have a staff policy on leave and a separate faculty policy. Current policy (approved June 2019) is the same for staff and faculty. Separate policies and different standards could cause problems between staff and faculty.

5. Should miscarriages be specifically mentioned in policy?

6. The ad hoc committee should review whether Snow's policy would be in line with other institutions in the state.

7. Adoption should be specifically considered.

8. The following persons were nominated, and later accepted nominations, to be on the ad hoc committee: Milinda Weeks (lead), Danni Larsen, Kellyanne Ure, Allan Stevens, Trent Hanna, Rachel Keller, and Amy Jorgensen. There was a motion by Jonathan, second by Jacob, and unanimous approval to create an ad hoc committee for review of the birth and adoption portion of a faculty leave policy.

## Adjournment

Larry adjourned the meeting at 5:04 p.m. The next regular meeting will be 3:30 p.m., Wednesday, November 13, 2019. (A special session meeting was scheduled for October 30, 2019 regarding time sensitive issues.)

Minutes submitted by Erick Faatz

Revised 11/10/2019

Final minutes approved 11/13/2019

## Addendum 1

### **FACULTY ADVANCERMENT & TENURE**

**Approved by Faculty-at-Large, May 2004 (Non-substantive revisions made 9-21-11)**

#### **7. PROFESSIONAL LEAVES AND SABBATICALS**

The purpose of professional leaves and sabbaticals is to improve instruction at Snow College by allowing eligible faculty to gain experience that will enhances their professional qualifications and make them better teachers and faculty members. Professional leaves and sabbaticals are not employee benefits, but rather are programs for faculty development which benefits the entire educational enterprise and are granted by the institution in consideration thereof.

**7.1** Professional leaves include, but are not limited to, short term leaves for study (for periods ranging from two weeks to one semester), research assignments, short assignments in business and industry, temporary teaching or instructional assignments at other colleges, universities, and public schools, internships, scholar-or artist-in residence programs, and faculty exchanges. Sabbatical leaves include, but are not limited to, a one-year sabbatical for academic or professional development programs that enhance professional qualifications including teaching.

**7.2** When a professional leave or sabbatical is granted, the faculty member is paid at the following rates: a) Shor-term leaves (from two weeks to one semester) =100% of regular base salary; or b) Sabbatical Leaves (two full semesters) =61% of regular based salary. In either case, unless specifically exempted, the faculty member is expected to return to Snow College for at least one full academic year after the leave. Failure to return requires the faculty to reimburse Snow College for the salary received during the leave within thirty days of the beginning of the new school year.

**7.2.1** The faculty member who has been granted either a professional leave or sabbatical will be required to make a presentation in a faculty forum during the semester immediately following their leave regarding their project or experiences during the leave.

**7.3** All faculty members are eligible for professional leaves. Only tenured faculty members are eligible for sabbaticals. All leaves must follow a minimum of three years of full-time, satisfactory service.

**7.4** Applications for sabbaticals are due November 1 of the calendar year before the sabbatical is to begin. (Example: sabbatical requests for the 2004-05 academic year were due November 1, 2003.) Applications for other types of leave, endorsed by the appropriate department chair and academic dean, should be submitted to the

Advancement and tenure Committee one semester before the proposed leave. (Example: short-term leave requests for fall semester, 2004 were due by the end of Fall semester, 2003.)

**7.5** In evaluating applications, the committee may consider length of service, order of application, purpose for which leave is requested, value of leave to both the individual and the institution, and any other criteria deemed relevant. The applicant, and the appropriate department chair and dean, will propose possible options for covering assignments during the requested leave. Such options could include the identification and consent of others who could assume temporary duties on a cost or volunteer overload basis.

**7.6** Snow College is committed to the concept of due process and its value in protecting individual rights. If a member of the faculty feels that the established process of evaluation for determining professional leaves or sabbaticals was not followed, an appeal to the Faculty Senate is appropriate. At the time the faculty member must realize that the decisions made by this committee are recommendations to the Vice President for Academic Affairs and the President of the College.

**7.6.1** The Faculty Senate may send the case to determine if established procedures were followed. If in the judgment of the Faculty Senate the procedure was flawed such that there is a reasonable probability that the decision was affected, then one of two possible courses of action is appropriate at the discretion of the Faculty Senate

**7.6.2** The Faculty Senate may send the case back to the Advancement and tenure Committee with specific recommendations as to how the procedure should be corrected. The Advancement and Tenure Committee will then review the case again as if a new case.

**7.6.3** The Faculty Senate may convene a special review committee to reconsider the case and make a recommendation to the Vice President for Academic Affairs who will convey this recommendation to the President of the College. The review committee will be comprised of five tenured faculty randomly selected from a pool comprised of all tenured faculty who do not declare a conflict of interest in the case before the random selections are made.

**7.6.4** In addition to an opportunity for faculty to declare a conflict of interest prior to the random drawing, the candidate may also disqualify from any two faculty members without cause or prejudice prior to the random selection.

**7.6.5** The decision of the review committee constitutes the final recommendation of the faculty to the Vice President for Academic Affairs and the President of the College and cannot be appealed to the Faculty Senate.

**7.7** The Advancement and Tenure Committee will evaluate all applications and will present to the Vice President for Academic Affairs a prioritized list of approved applications and will present to the vice President for Academic Affairs a prioritized list of approved applications. Because financial considerations may at times limit the number of leaves that can be granted in one year, the prioritized list will be made without regard to the type or cost of the proposed leave. The Vice President for Academic Affairs will advocate for the maximum amount of leave funding to the President of the College.

**7.8** Final determination of the number of leaves to be granted and the persons to receive these leaves will be made by the president.