

Minutes:

I. Call to Order: 9:34 a.m.

II. Approval of Minutes

Motion to approve January 15, 2021 minutes: Jennifer B.

Seconded: Muhammed

Motion Passed: 13 – 0 – 0

III. Dan Friesen Memorial Scholarship Draft

See attached

Website functionality is low. We are able to put link to form for students to go to, complete, and then it can email to Faculty Senate.

Will need to change some things to

Remove financial aid references

Submitting names of two references, rather than letters (one must be faculty; one external)

\$2500 per year/separated into \$1,200 per semester: students graduating within one semester of receiving scholarship may be granted the full amount for remaining semester.

IV. Faculty Voting Membership as Defined by Charter and Bylaws

Current text: “The voting members of the General Membership hold a **full-time faculty appointment at UNT Dallas and are receiving at least 50 percent of their university salary**; or are full-time visiting faculty members; and may not hold an administrative appointment above the rank of Program Coordinator, Program Director, or Department Chair. “

o Suggested Change: The voting members of the General Membership must meet all the following conditions

- Hold a full-time faculty appointment or be a full-time visiting faculty member at UNT Dallas
- Receive at least 50% of their total salary during the academic year (faculty members on sabbatical or other leave who are not receiving at least 50% of their annual salary do not have voting privileges)
- May not hold an administrative appointment above the rank of Program Coordinator, Program Director, Program Chair or Department Chair.

Motion to adopt the above language change for FS Charter and Bylaws: Janiece U.

Seconded: Gretchen

Motion Passed: 14 – 0 – 0

V. Annual Administration Evaluation (Boyd)

Presentation by Wanda Boyd Assistant Vice Chancellor of Equity, Diversity and Inclusion and Executive Director of HR

360 Administration evaluation: Wanda spoke with President Mong and he is supportive. Things that need to be addressed: Timeline – when would this roll out? Gallup survey is happening; important to avoid conflicting times.

Questions to consider for implementing 360 reviews: When is it done? Who will do it? Who will review it? How do we not tie it to performance? Who owns the information to enact change?

Wanda requested information from UNT; they gave her some information – but does not have a lot of specific information yet.

Discussion:

- Best practices suggest to use a 3-question battery on 360 reviews:
 - Rate supervisors on:
 - Responsiveness
 - Honesty
 - Competency
- One hypothesis as to why faculty do not respond to Gallup survey as much as staff. Possibility is that faculty do not view the Gallup Survey as a helpful tool to improve the university or departments.
- Will create ad-hoc Faculty Senate committee in helping to determine what tool looks like; not meant to be punitive; goal to have these items documented
- Faculty have 360 reviews - they are evaluated by students, supervisors, and colleagues?
Why aren't 360 reviews conducted for all administrators/staff? –
Question: who should the 360 include?
- A 360 provides an anonymous way to provide feedback and not worry about repercussions; just as our students have the same ability to do so for professors.
- As faculty, our students provide feedback and administrators use the information in their evaluations; but faculty do not like it; one way to keep from being punitive is that scores are not used.

Wanda: Important to construct the questions in a way so that it is pertinent to the person conducting the review. Question of when do you cut it off? Who is included?

- Are the administrators on board with this?

Aaron: When they were approached, they were shocked, but they are on board. They are open to it; not openly excited – but once they see the actual tool; that could change.

Wanda: Careful how we communicate – clearly define the purpose – will help with expanding the buy-in. Wasn't hit with negativity; so we can start this work.

- Equity and power-distribution: We receive feedback from our students; meant to empower students and to provide feedback to faculty. Faculty too need to feel empowered; that we have equity to give feedback to our supervisors. Parallel process between faculty and administrators. In the system, the outcome should carry certain weight so that is it not simply dismissed.

Wanda: Two important items to consider:

- Under public information requests and open records – this is discoverable (keep in mind)
- If we roll tool out and data – who do we tell? And how?

Requested Wanda to co-chair the ad hoc committee. Faculty have expertise in survey design; but not all faculty have HR expertise.

Wanda: at most co-chair will make more sense. "I certainly want to be involved."

- RE: What do we do to that info. Our student info goes straight to our bosses. This information should go straight to their boss.

Wanda: Looking forward to the work; Important to outline goals and objectives and strategy. Look forward to getting with the ad hoc committee for next steps.

VI. Segal Report Update (Boyd)

- Compensation Study (Segal was company hired to do study)
- Conducted interviews with stakeholders (Pres. VPs, and others)
- Review of compensation principles
- Benchmarks to price
- Appropriate survey sources
- Performed Variance Analysis
- Created Salary structure
- Assigned jobs to structure
- Employee cost analysis
- Evaluated pay guidelines
- Reviewed current tools and processes

Findings:

- Not a good methodology behind pay decisions
- Campuses were different/however some positions could be better aligned
- Need to create consistent job descriptions (maintenance)

Dept heads will:

- Review data
- Develop action plans
- Create pay guidelines to help us move forward

Questions from Faculty Senate to Wanda:

- Can we see the questions of the Segal Report?
 - Will check
- Who are the stakeholders? Did they include faculty?
 - Hope so. Will check
- Did the study look at the impact of frozen salaries in term of consumer price index in DFW?
 - Will check
- Is there a timeline for when changes will take place?
 - Has not been established yet.
- Where did Segal go to gather data to make comparisons/collect data?
 - That will be shared in the reports
- Is there a way we can get access to the full report?
 - Wanda hears clearly that we feel we have been excluded in the past and she wants to make sure faculty are included. She will seek to find out how to get the report to faculty. She will ask for the full report.
- Did this report get done in time to get changed factored into the upcoming legislature?
 - Believes it has been done in time
- Were the comparison universities chosen are they the same for administration, staff, and faculty?
 - Those answers are available; report will speak to that. Will schedule delivery of Segal Report.

VII. Annual Tenure Dossier Training (update)

- Provost Stewart will hold a general training.
Dean of LAS has sent out training schedule
Not yet from HS
School of Business – sent out documents 1/17 – no training so far
Meeting this afternoon – so may be addressed.
Education – discussed at staff meeting; but not scheduled yet
College of Law – not sure; but will follow up with tenured faculty

VIII. IRB Ad-Hoc Committee Report (Chandler)

Presentation by Iftekhar Amin: re: the creation of the IRB

Held January 26 meeting – invited Alecia Brossette to address comments and questions regarding: Faculty desire to develop an independent IRB

Asked if creating an independent IRB was possible. Alicia stated it is a personnel issue. A new salary would be approximately \$80,000 compensation. Currently working with NT HSC IRB – cost is significantly lower than having an independent IRB.

- All tenure track or tenured faculty rely on IRB for research. There is a need for student research; we also have a new pre-med program.

Committee agreed about need for independent IRB – what are the options? We need faculty members to get into the process of IRB – they need members to serve on IRB board

to build knowledge of the process. We need more training to our IRB. Encourage faculty members from a broader group to participate in IRB from different backgrounds; not just social science or life sciences. One issue Alicia brought up is a lack of participation in IRB trainings that has caused cancellation of trainings.

Comments from Faculty Senate:

- The problem in IRB is the delays – the reviewers cannot get through the process in a timely manner. In other universities, this IRB reviewers only do that – they do not have other responsibilities.
- As an example – recent IRB proposal submitted in August has still not been approved as of today (Feb. 5). It was given to different reviewer who appears to not have seen the first review or the changes submitted as a response to the first review.
- If it cost that amount; then the university needs to find the money to do so – as this is a vital part of the university.

The committee was tasked to see if we should propose an independent IRB– we can vote to expand their responsibilities.

History of IRB: First with UNT Denton; then began to delay; so we moved into current coalition.

Dr. Amin: To Alicia’s point, if we have more people (broader fields) involved in IRB process – we have people on the committee who are trained.

- Many Senators are hearing from constituency that an independent IRB needs to be done immediately – not spend a lot of time on committee to study

IX. Mental Health Training (Chapple)

- Checklist

Dr. Chapple’s office is receiving a large number of concerns from struggling faculty. Wants to encourage us to reach out to colleagues.

- Teresa Espino and Allison Scott Presentation

Allison Scott and Teresa Espino presented “Caring for your Mental Health While Working from Home”

Important to recognize stress is being felt at different levels by faculty;
How to counteract the stigma associated with therapy that students and colleagues express?

Presentation can be presented to departments to reach faculty

- X. Final Exam Schedules Post Dates
 - o Final exam schedule should be posted when the new schedule for registration is posted (Stewart)

- XI. Order of Business
 - o Nominations and Elections Committee Update (Janiece Upshaw)

Nominations & Elections Committee – self-nominations; 4 non-Faculty Senate faculty need to be appointed by President; (Janiece, Muhammed, Walt – 3 FS members appointed in Jan. mtg.)

4 faculty self-nominated themselves:

- Gabe Otteson (1/17/21) Visiting Lecturer, Communications LAS
- Michael Noyes (1/17/21) Lecturer, Criminal Justice, LAS
- Jerry Burkett (1/18/21) Assistant Professor, Educational Leadership, Education
- Scott Grimes (1/26/21) Visiting Lecturer, Life and Health Sciences, LAS

Motion to nominate Gabe Otteson to the nominations & elections committee: Janiece U.

Seconded: Walt

Motion passed: 12 – 0 – 0

Motion to nominate Michael Noyes to the nominations & elections committee: Janiece U.

Seconded: Walt

Motion passed: 12 – 0 - 0

Motion to nominate Jerry Burkett to the nominations & elections committee: Janiece U.

Seconded: not seconded

There was no motion made to nominate Scott Grimes to the nominations & elections committee.

Motion to move forward with the five members 3 FS (Walt B.; Janiece U.; Muhammed Y) and 2 Faculty (Gabe Otteson & Michael Noyes): Janiece U.

Seconded: Jennifer B.

Motion passed: 12 – 0 – 0

- o Institutional Effectiveness Nominations (Janiece Upshaw)

Motion to propose the Faculty Senate President nominate faculty members (1 per school) to the committee, known formerly as the Institutional Effectiveness Committee, as needed: Janiece U.

Seconded: Walt B.

Motion Passed: 14 – 0 – 0

- XII. Ad Hoc Committees Creation
 - o COVID Impact on T&P Criterion (Bartula)

Motion to create ad hoc committee to discuss COVID Impact of T&P: Richard

Second: Jennifer B.

Motion Passed: 12 – 0 – 0

- Ad-Hoc to Create Full Promotion Guidelines

**Motion to create ad hoc committee to create Full Promotion Guidelines: Walt B.
Seconded: Muhammed Y.**

Discussion: Who would be eligible to be on committee? Tenured and tenure-track faculty

Motion Passed: 11 – 0 – 1

- Annual Evaluation of Administration

Motion to create an FS ad hoc committee to review Annual Evaluation of Administration; with five voting members from FS and Wanda Boyd, Executive Director of HR, as ex-officio co-chair: Walt B.

Seconded: Arxer

Motion Passed: 11 – 0 – 1

XIII. Standing Committee Updates

- Academic Affairs
 - Continuing to revise the faculty handbook
- Faculty Work Life
 - Sara – continuing to work on document – includes changes people have suggested
 - Will have to Senate in March
- Library
 - New version of faculty survey
- Instructional Technology
 - No report

XIV. ED&I Update (Baggerly)

Table to March

XV. Gallup Reasons Why (update)

Table to March

XVI. Other Business

Need to discuss Faculty Awards

Faculty Retirement – how to address as Faculty Senate

Pushback from OGC about creating a new title; so important to consider when writing policies with new titles

XVII. Adjournment 12:35

Motions

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Seconded: Walt

Motion passed: 12 – 0 – 0

Motion to nominate Michael Noyes to the nominations & elections committee: Janiece U.

Seconded: Walt

Motion passed: 12 – 0 - 0

Motion to nominate Jerry Burkett to the nominations & elections committee: Janiece U.

Seconded: not seconded

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Seconded: Jennifer B.

Motion passed: 12 – 0 – 0

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Motion to create ad hoc committee to discuss COVID Impact of T&P: Richard

Second: Jennifer B.

Motion Passed: 12 – 0 – 0

Motion to create ad hoc committee to create Full Promotion Guidelines: Walt B.

Seconded: Muhammed Y.

Motion Passed: 11 – 0 – 1

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Seconded: Arxer

Motion Passed: 11 – 0 – 1