



## Faculty and Student Policies Meeting Committee Minutes

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TO: Faculty and Student Policies Committee  
FROM: Kendall Leon, Secretary  
DATE: November 19, 2020  
SUBJECT: FASP Meeting Minutes– November 19, 2020 at 2:30 PM

VIRTUAL MEETING: [Zoom Link](#)

Meeting ID: 985 9539 4337

Password: 752886

ATTENDEES- Michelle Borges, Elizabeth (Betsy) Boyd, (and as proxy for Marianna Paiva) Nicholas Burk (and as proxy for Jenifer Brundidge), Adam Irish, Kendall Leon, Rebecca Ormond, Danielle Hidalgo, Kathy Kaiser, Patrick Newell, Brian Oppy, Marianne Paiva, Tim Sistrunk, Laura Sparks, Alexander Smith (and as proxy for Bre Holbert), Jeff Trailer, Jennifer Underwood, Ennies Musvosvi, Jenna Wright (and as proxy for Rachel McBride- Praetorius), Paul Herman, Karyn Cornell (guest), Tom Rosenow (guest).

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Meeting called to order at 2:34 PM

Chair Underwood reminds committee that this is the last meeting; to keep comments to motions

1. Approve minutes of [11/12/20](#)-Approved
2. Approve [Agenda -Approved \(with changes to original agenda noted below\)](#)
  - **Motion: Wright moves to move agenda #8-10 become items #4-6 (to keep faculty related items to latter half of meeting)**
  - Boyd seconds the motion
  - T. Sistrunk amends the motion to move items 8 to 10.
  - Boyd amends that the motion to move the policy on campus climate survey committee (3) down to item 10
  - Irish comment: If we move this will we miss out on staff that are unable to attend the entire meeting
  - Herman comment: given this item was tabled at the last meeting this should be addressed
  - Boyd response: staff are reps for the entire meeting. Wants to prioritize other items and does not want the policy on campus climate survey to stifle discussion on rest of items

**Vote to move Campus Climate Survey action item from item 3 to 9: MOTION PASSES (with 13 in favor and 4 against)**

### 3A. SET Form U Instrument – Form U Revisions - Introduction item: APPROVED

- **T. Sistrunk: Motion:** to accept a substitute document for item #3
- P. Herman seconds the motion

*Discussion of motion:*

Rosenow discusses request to change the form to maintain continuity with previous iterations

**D.Chairs prerogative: accepts new document for item #3**

I.

*Introduction Item discussion: SET instrument*

T. Sistrunk: Changes to add dimension to SETs; newer questions to be wholistic and relatable to online learning

Trailer: objects to adding question 4.6 and 4.7; 5.2: multiple opportunities for engagement (is this helpful for instructors)

Herman-supports Trailer's comments: adding becomes cumbersome; other question: was this supposed to be a temporary redesign of the SETs for the spring or permanent?

Underwood responds: USET committee tasked with revising SET form for spring specifically to address challenges moving to online; and In spring discuss whether to decide to adopt this permanently

Smith: Responding to comments about concerns that students will not respond given the length. Adding more questions will not impact student response rate

L. Sparks: follow up to Trailer's comments on 4.6 and 4.7: both options. If they are both viable options for instructor accessibility, recommend combining to ensure instructors are not being deducted for not meeting both categories of being available to students

Sparks 5.2: can we add in "meaningful" to the qualify multiple forms of student engagement to be more useful to instructors

A. Irish: supports Sparks' comment to add in meaningful to guide students

Rosenow—responds to splitting 4.6 and 4.7 to keep it consistent across semesters to compare; allows instructors to track progress with consistent numbering

L. Sparks: circumstances look different, being available for office hours is different in online environment

Irish-re: multiple forms of engagement and how to be used in evaluation. May not have multiple forms of engagement if a faculty had well designed course but reduced forms of engagement to focus, Do not want instructors to be dinged if not multiple forms.

Smith—as a student 4.7 would be more useful than 4.6. Not attending office hours regularly online. Re: 5.2—agree with Irish.

- **Motion: Sistrunk moves** to suspend the rules to consider this as an action item and not a discussion item
- P. Newell seconded the motion

**Motion to suspend the rules to discuss the action item: MOTION APPROVED**

**3B. SET Form U Instrument – Form U Revisions – Action Item: APPROVED**

Irish—motion to strike 5.2 for the document (withdrawn)

J. Trailer seconds the motion to strike 5.2 (withdrawn)

Irish states case: if goal is to go after online teaching, not clear this is a neutral question. Have been recommended to keep things simpler and less; results therefore may be misleading about course quality

Boyd: mixed feelings about striking questions USET prepared. Feel more comfortable if we struck it in Senate. Recommend amending it. Speak against striking it.

Sistrunk—suggest adding "meaningful" opportunities.

Trailer—cautious to postpone making changes and hope to make the changes in Senate

Irish withdraws motion; Trailer withdraws second

Boyd—agrees to comments but wants to be thoughtful about the instrument. Just substituted document. Want to respect USET and speak to reasons for the questions.

Underwood speaks as USET committee rep.—re: 5.2 (multiple forms of engagement) gives opportunity for students to give feedback on engagement in course

- **Boyd—re: 5.2-motion to insert after engagement to insert “subject matter” (clarifying what kinds of engagement we are after)—MOTION FAILS (unanimously)**
- Sistrunk—seconds motion to include “subject matter”

Irish—recommends “meaningful” forms of engagement; multiple is problematic

Smith—supports what Irish said—problem is with multiple

- **Sparks—Amendment re: 5.2 move to replace with “multiple forms” with “meaningful forms” –PASSES (unanimously)**
- Wright—seconds motion

#### *Discussion of Amendment*

Sparks speaks to motion: capturing different forms of meaningful engagement; keeps it more open; gets at quality

Call to vote on motion: motion unanimously approved

Sistrunk: speaks to letter /preamble USET drafts to communicate SET purpose to students (re: value of SET); Underwood adds context re: letter—reflect language about online challenges and have language on the form; no language currently ready

Boyd—if we move this forward, full Senate will expect there to be the language in the preamble to students to be ready; can be added as an attachment

Irish—echoes Ttailer—FASP should make sure the preamble is ready and the item is complete when arriving at Senate

Chair Underwood—calls vote to move this action item and move to Senate as an introduction item

**Motion passes unanimously and will be forwarded onto Senate as an introduction item**

### **3. USET Report - [AY 20-21 Goals](#) – Information item**

Chair Underwood: USET charged with providing goals for the year to share with FASP

*(Chair passes chair gavel of FASP to D. Hidalgo)*

Underwood shares USET goals for academic year

Smith—are there students on the USET committee? (Underwood responds in affirmative)

*(Hidalgo returns the gavel to Underwood)*

#### **4. A. FPPP Revisions – [FPPP 3.0](#) – Introduction item—APPROVED**

Sistrunk: re: 3.0-describes the USET committee; updating FPPP to reflect and broaden SET purpose; language adopted from the E.M.

*Underwood: objections to changes? [None]*

- **Sistrunk—motion to suspend** the rules to move this to an action item now rather than table to the next meeting as an action item [this has been discussed multiple times and if no discussion needed]
- Boyd—seconds motion to move as an action item

*Motion approved to action item*

#### **4B. FPPP Revisions – [FPPP 3.0](#) –Action Item—APPROVED**

Boyd—FPPP are related to faculty only because of CBA; not being exclusionary

Irish—given the number of votes for faculty; do we have a quota for this vote (is it majority or 2/3)

Sistrunk—for FASP the majority of those present

Boyd—is question about quorum for committee or how we count votes?

Irish—making sure not getting caught on a technicality here if we lose quorum later

Boyd—quorum is for meeting to be held; voting on FPPP it is only majority of the faculty present

**Vote on action item on changes to 3.0 to action and move to introduction on academic senate meeting: APPROVED**

**5. A.FPPP Revisions – [FPPP 8.1.4](#) – Introduction item—APPROVED**

Sistrunk: re: changes to 8.14: clarifying language of SETs; add in recommendation from USET two years ago to hold online evals during class; moving administering SETS during 14<sup>th</sup> and 15<sup>th</sup> week (instead of 11<sup>th</sup>)

**Voting to approve introduction item as an action item: APPROVED**

**11 approved; no opposition**

- **Sistrunk—motion to suspend** the rules to move this to an action item now rather than table to the next meeting as an action item [house cleaning for USET committee; this has been discussed multiple times and if no discussion needed]
- Kaiser: Seconds Motion to move to suspend rules to move to action item

**Voting to suspend rules to discuss as action item: APPROVED**

**B. FPPP Revisions – [FPPP 8.1.4](#) – Action item—APPROVED**

**6. FPPP Revisions – [FPPP 9.1.2](#) – Introduction item—APPROVED**

Sistrunk re: 9.1.2: we have not seen this yet. This adds in language to suggest other ways to evaluate teaching

Irish: question—to add this into the FPPP what is the practical effect given the discussion about SETs and what does the FPPP hope for in altering the FPPP process?

Sistrunk responds: make SETs more comprehensive and holistic

- Sistrunk—**motion to suspend** the rules to move this to an action item now rather than table to the next meeting as an action item [move to Senate sooner has power]
- Irish: second motion to suspend rules to move to action item

**Vote to suspend the rules to move as an action item: APPROVED**

**B. FPPP Revisions – [FPPP 9.1.2](#) – Action Item -APPROVED**

Herman: this is something we have talked about a long time; is important

Herman: call to question

**Call to vote to move as action item to pass onto Senate: unanimously approved**

**7. FPPP Revisions – [FPPP 10.2.5](#) – Introduction item--APPROVED**

Sistrunk re: 10.2.5: this is the same thing we just voted on

Underwood: call the vote to move as introduction to action (approved)

- Sistrunk—**moves to suspend** the rules to move this to an action item now rather than table to the next meeting as an action item [move to Senate sooner has power]
- Irish seconds the move to suspend the rules

Call to vote to suspend the rules to discuss as an action item: APPROVED

**B. FPPP Revisions – [FPPP 10.2.5](#) – Action item—APPROVED**

Call to vote to move to action item and forward to senate—unanimously approved

## 8. Policy for Campus Climate Survey Committee – [Track Changes](#) - Action item-- APPROVED

Underwood: tabled this action item at last meeting re: language on committee membership should include HR reps (Trailer suggested)

Boyd: appreciate Trailer's suggestions about having people on campus in power; reviewed charge of the committee and President's ask to include these members; believe there is different way to get at this with different language

Boyd: move to consider an alternative approach/language

Irish: gives context to amended language re: committee membership—inclusion of these offices comes from the charge; in these discussions, there have been offices that have been used inappropriately; we are likely to have qualitative responses in these surveys that need to be deidentified; support idea restricting who can be on the committee

Trailer: speak to point and agree to what everyone has said; intent with motion was to get the discussion going; agree perhaps this is not the best path forward

Boyd: suggest constructing alternate language; look at the voting and nonvoting staff membership and be prescriptive in the committee membership; add in qualifying language (i.e. understanding power differential)

Irish: Past discussion idea expressed multiple times there are people that would be problematic if they reviewed non anonymous qualitative responses; certain people who should not be on the committee if we want the committee to be neutral arbiters

Underwood: call to vote to approve or oppose the amended language (membership should avoid language)

### **Motion to approve amended language on Campus Climate Survey—vote is a tie**

#### **Chair Underwood chooses to let the tie fail the motion (re: language avoiding certain members)**

##### *Discussion on rest of document language*

- Sistrunk moves to remove language from bulleted list that names specific offices that are needed in overall membership
- Boyd second 's the motion to remove bulleted list on naming membership from specific offices

##### *Discussion on striking language*

Trailer: understand the charge of the committee is to ensure representation

Boyd: if we include a list, we need to be very specific. Charge from office of president but this is from the senate; we can respond and recommend a different membership; this is shared governance. We need to do so in a manner in a way that reflects how we make committees; this helps to make committees

Irish: put on a tight deadline to move forward; some of these issues are important issues; not comfortable to rush policy through; would be disadvantage to senate to not have a good policy

Underwood: call the vote to motion to strike the language in this membership area

[wright asks for clarifying what we are voting on: it is to take the language out]

### **Motion to strike the language to name specific members to be included: MOTION APPROVED**

- **Wright: Motion regarding membership to bullet #2;** move all of the language listing who should represent staff; instead add in a new bullet that says two voting non-MPP staff members appointed by the Staff Council
- **Boyd seconds** the motion

*Discussion on motion*

Wright: rationale for motion: in discussing with staff council makes it broader and more inclusive of staff regardless of classification

**Motion to remove language that names specific staff membership to add in new language: MOTION APPROVED**

- Kaiser: Motion re: regarding language that says President and President Designee to add in language that says “while recognizing the critical need to protect respondents regardless of the issues being surveyed”
- Boyd seconds the motion

*Discussion on motion*

Kaiser speaks to issue: context of protecting respondent is number one; want to make sure they are responding honestly; want to make sure person appointed can protect respondents

Irish: supports the idea about putting in language protecting respondents that there are offices that may be problematic that we should rule out

Kaiser: want to avoid naming specific offices bc it depends on who is in the office; rather acknowledge we should protect respondents (rather than identify offices]

**Motion to add in language: while recognizing the critical need to protect respondents regardless of the issues being surveyed”: MOTION APPROVED (unanimously approved)**

- Boyd: (re: analysis of findings) **Motion to add in the following language:** “Qualitative survey results are not to be provided to MPP staff administrators (regardless of whether they are members of the committee) until deidentification of the data has been completed”
- Kaiser: seconds the motion

*Discussion on motion to add in sentence:*

B Banks speaks to the motion: motions help address the issues

Irish: speaks in support to the amendment to extend the confidentiality

*Call to vote*

**Motion to add in language “Qualitative survey results are not to be provided to MPP staff administrators (regardless of whether they are members of the committee) until deidentification of the data has been completed”: MOTION APPROVED (unanimously)**

- **Sparks: Motion re: membership structure** to strike the sentence about members with language about including members with expertise in survey design
- Boyd seconds the motion

*Discussion of motion*

Irish: intent with including the reference to survey experience is to highlight the importance

Boyd: speak in favor of Laura’s motion; we address the issue to have expertise in other parts of the document

Sparks: we have a similar blurb under membership (rather than membership) which is parallel

*Call to vote*

**Motion to strike the language under structure and move to membership: MOTION APPROVED (unanimously)**

- **Irish: Motion** to add in a non-voting member from the UDC in membership
- Trailer seconds the motion

*Discussion of motion*

Irish: UDC asked to be on the committee; UDC also conducts surveys with students and therefore may contribute valuably to the committee

Sistrunk: suggest making it two nonvoting members

Herman: we need to be careful about lists; makes it hard to regulate

- **Boyd: Amendment to the amendment:** UDC member should be a voting member; and move wording to under the non MPP staff members and change the wording to “Two Voting Members appointed by the UDC”
- Sistrunk seconds the amendment to the amendment

*Discussion of amendment to amendment*

Boyd: allows UDC to appoint members

Irish: UDC did not ask for non-voting members; also would have to change voting rules bc need majority; UDC would be part of the committee but did not request to be a voting membership

Boyd: point of order; can we ask that positions be stated only once?

Underwood: make sure you have suggestions prepared

*Call to vote*

**Amendment to the amendment: UDC member should be a voting member; and move wording to under the non MPP staff members and change the wording to “Two Voting Members appointed by the UDC”: AMENDMENT TO AMENDMENT APPROVED (with majority vote)**

*Call to vote on amendment*

**Amendment to add two voting members from UDC: AMENDMENT APPROVED**

- **Sistrunk: Motion** re: Developing the Survey Instrument to amend language from “4 out of 6” to “affirmative support from the majority of the eight voting members”
- Burk seconds the motion

*Discussion of Motion*

Sistrunk: fixes numbers

- **Herman amends** the amendment to say “majority of the voting members” (rather than eight): “4 out of 6” to “affirmative support from the majority of the voting members”
- Kaiser seconds the amendment to the amendment

**No objection: Underwood considers this AMENDMENT APPROVED**

- **Boyd: Motion re: Membership** to add in approved by the “Academic Senate Executive Committee” (PASSED)
- Kaiser seconds the motion

*Discussion of motion*

Boyd: rationale: call for committees happens over the summer and Exec committee operates over the summer

**No objection to this Amendment: Underwood calls the AMENDMENT PASSED**

Underwood calls for official vote to pass as an action item to move to vote

- **Hidalgo: Motion to Adjourn**
- Newell: Seconds Motion

**[Motion to adjourn prior to subcommittee reports: Underwood requests written reports to be shared with FASP]**

9. *Subcommittees– Information item*

a. *Targeted Harassment of Faculty – update*

- b. *Digital Technologies in Teaching and Learning Policy* – [update](#)
10. *Announcements-N/A*
11. *Other-N/A*
- 12. Meeting Adjourn: 5:27 PM**

Links to: [Academic Senate](#)  
[Faculty & Student Policies Committee \(FASP\)](#)  
[Current Executive Memoranda](#)  
[The FPPP](#)  
[The CBA](#)  
[The Constitution of the Faculty](#)  
[Student Conduct Rights and Responsibilities, Campus Policies](#)