Minutes

Faculty Standards Committee of the University Senate

Monday, March 4, 2024 (2:00 – 3:30 PM, WebEx)

1. Review and Adoption of [Minutes from 02/05/24 Meeting](#)
   a. Minutes approved with one abstention

2. [SET Deadlines Inquiry from Student](#)
   a. Dan Burkey presented the inquiry to the group and discussion ensued. Martina Rosenberg shared that SET deadlines are tied to grade release – opening the surveys earlier is no problem, but doing SETs after grades are made apparent to students is not a fair option. As of now, SETs close right before finals begin because grades could be released as early as the first day of finals, depending on the final examination structure of the class. Concerns were raised regarding the low participation of students in the SETs and so a few extra days may be helpful. It was also added that reading days must be protected. Discussion ensued on opening up the timeframe to start earlier with some positive support for this idea (no earlier than the 2nd to last week of the semester). It was recommended that this group consult with BPiR to gauge their feedback. FSC Chair Dan Burkey will do outreach to BPiR and bring their feedback back to the group at a future meeting. [SET timeline as published on the BPiR website.](#)

3. Syllabus Repository Proposal from Josh Schulman, Undergraduate Student
   a. Josh Schulman presented on the importance of students having access to a course syllabus prior to enrolling in that class in order to make informed decisions. He added that the repository exists, but is underutilized and students want more awareness and more use of this existing resource. Discussion ensued and concerns were raised about academic freedom as well as accuracy of syllabi uploaded (in case of late hiring of adjunct professors, etc). An idea was presented that the most recent syllabus (not the current one) may be helpful in some instances, with a disclaimer provided about accuracy (i.e. it's more of an example). Gladis Kersaint shared that she believes the current plan is for CourseLeaf to include course learning objectives in the online course catalog once fully launched, which may fulfill some of the need for more information highlighted by students. The group also discussed the timeline for when syllabi could be available to students; Senate Bylaws require Syllabi and a Course Schedule to be provided to students by the first day of classes. An idea was raised for faculty to be asked to upload them by the first day of class when they are contacting their enrolled students. A question was raised whether the syllabus repository includes a functionality for faculty to upload/replace an old file. This functionality was confirmed to be available. Josh Schulman proposed that another approach may be changing the University Senate bylaws to require professors to provide syllabi up to one week before the start of term (rather than day 1) to help students with decision-making. The group agreed that a better communication strategy on this issue would be beneficial and would encourage participation in the repository. The Provost's Office will ensure an announcement goes out in a future newsletter advertising the existence of this resource. A discussion with Deans, Associate Deans and Department Heads may also be helpful in engaging faculty

to participate. However, 100% compliance for this repository is unlikely without an incentive or a penalty, neither of which is currently being applied.

4. Continuing Business
   - Discussion/Action Plan regarding the SET+ Senate Task Force Recommendations at today's Senate meeting
   - Discussion: Faculty Leave Policy (Maternity/Paternity/Medical/etc.):
     - A question was raised about tenure clock extensions for CiRE faculty regarding extensions – Gladis Kersaint shared that they are on annual appointment until they have multi-year contracts. With the policy,the goal is for HR to provide these faculty access to support.
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   - Discussion: Other new business from the committee?
     - Vicky Magley raised a question regarding how this committee may or may not want to address the effects of the budget cuts on faculty, particularly morale.

5. Announcements

   Reminder of Future Spring 2024 Meetings:

   - April 1, 2024
   - April 29, 2024 (moved from May due to graduation)

Present:
   - *Dan Burkey, Chair
   - *Bede Agocha
   - *Mary Ann Amalaradjou
   - *Scott Campbell
   - *Lisa Holle
   - *Elaine Lee
   - *Betsy McCoach
   - Gladis Kersaint(ex-officio member)
   - *Vicki Magley
   - John Richardson
   - Martina Rosenberg
   - Josh Schulman (Guest)

Absent:
   - *Valarie Artigas
   - *Kelly Herd, Business, Marketing – sabbatical Spring 2024
   - *Elizabeth Jockusch
   - Jada Lexie