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Academic Senate Minutes

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Spring 2-24-2023

## 2023-02-24 Minutes of the Academic Senate

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Minutes

**ACADEMIC SENATE**

**Meeting:** Friday, February 24, 2023

**Time/Location:** 3:30pm - 5:30pm – KU Ballroom

**Presiding:** Sam Dorf, President of the Academic Senate

Present: Philip Appiah-Kubi, Paul Benson, Art Busch, Sarah Cahalan (Secretary), Lissa Cupp, Wiebke Diestelkamp, Sam Dorf (President), Greg Elvers, Deo Eustace, Jon Fulkerson, Tim Gabrielli, Greer Glover (Parliamentarian), Nancy Haskell, Precious Henderson, Siobhan Huner, Jay Janney, Camryn Justice, Becky Krakowski, Molly Potter, Rebecca Potter, Chris Roederer, Mary-Kate Sableski, Darcy Setter, Helena Thompson, Andrea Wells, Mary Ziskin

Remote: Lois Cavucci, Jacob Cress, Jennifer Dalton, Isaac Grude, Suki Kwon, Vince Miller

Absent: Joanna Abdallah, Ali Carr-Chelman, Trevor Collier, Anne Crecelius (Vice President), Jennifer Dalton, Gül Kremer, Erin Kunz, Grant Neeley, Danielle Poe, Andy Strauss, Todd Uhlman, Kathy Webb

Guests: Amy Anderson, Lee Dixon, Max Grimmer, Mark Hillman, Masha Kisel, Jane Koester, Amy D. Lopez-Matthews, Sabrina Neeley, Robin Oldfield, Carolyn Phelps, Margie Pinnell, Fr. Kip Stander, S.M., Sky Lantz-Wagner

<b>Agenda Item</b>	<b>Action</b>	<b>Material</b>
Opening Prayer -Jay Janney		
Attendance	Sign-in sheets were passed around	
Minutes—January 20, 2023	<b>Approved</b>	Draft minutes from January 20, 2023
Announcements	Senators are called on first during Q&A and we want to limit comments and questions to 2 minutes each.	

The Healthy Minds student Survey opened to students on Feb. 20. Topics in the survey include mental health, physical activity, sleep, alcohol and drug use, personal safety and power-based violence. If faculty, students and administrators can encourage students to take the survey it would be greatly appreciated.

To assist with UD’s important work around DEI, the Office of Diversity and Inclusion, in collaboration with campus partners, spent months preparing a 20-minute online training that will be mandatory for all faculty, staff and administration. The training will launch in March 2023 and consist of five video modules designed to provide an awareness of the connection between who we are as a Catholic and Marianist institution, inclusive excellence and being an anti-racist institution. There will be more discussions of this topic at a future Senate meeting this year.

Expect a number of important agenda items at our remaining Senate meetings in March and April these will include

- a presentation by the Faculty Board on their work related to faculty workload. ECAS has seen some of the preliminary data and want the full Senate to discuss this next month
- We also have updates related to the policies on SET. Based on feedback from Senate and ECAS, revised policy drafts have been shared with ECAS and will be shared with the full Senate in March. Thanks to Senators Jay Janney and Erin O’Mara Kunz and LTC Director, Margie Pinnell, who have been doing the heavy lifting on this.

An update on Senate Vice President, Anne Crecelius. Many on Senate know that Anne has been in treatment for cancer for some time now. Recently, her health has taken a turn for the worse. Last week she wrote, “Support each other. Really...I know that this is hard for others too, so please, take care of each other while I

	<p>focus on taking care of myself.” Fr. Kip Stander offered an additional prayer.</p> <ul style="list-style-type: none"> <li>● Addendum: Professor Crecelius passed away on February 26, 2023 at the age of 37.</li> <li>● Information on ways to honor her legacy will be forthcoming.</li> </ul>	
<p><b>Audit Risk and Compliance Updates (25 min)</b> -Robin Oldfield</p>	<p>Cross-functional emergency management committee includes Oldfield and Chief Savalas Kidd; this group meets monthly. They meet frequently and communicate with the executive team of the university. In the case of a specific emergency, impacted stakeholders are pulled into the conversations and response.</p> <p>The emergency management committee also focuses on business continuity, communication, compliance, emergency systems, outreach and training. There is a link to a video of recent training on the <a href="#">Public Safety webpage</a>.</p> <p>April 13: an active aggressor training will be offered.</p> <p>Around August-September (TBD), another general emergency training will be provided for the university community.</p> <p>Many types of emergencies are part of the preparedness/procedures: evacuation, sheltering in place, longer term emergencies such as a disease outbreak. There are situation-dependent emergencies such as active aggressor situations.</p> <p>Note: If we dial 911 on our cell phone, it will go to regional dispatch. So, it is worth downloading the Flyer Safe app as putting the Public Safety phone number into our phones: (937) 229-2121</p> <p>Building/Department Emergency Plan template has been developed and units are working on developing plans that are appropriate for their areas.</p> <p>Communication: reminder to update contact information for various types of communication. Community notifications sent through mass notification system are situation dependent. A specific threat will lead to communication with specific information. Individuals are also encouraged to be aware of their own surroundings and situations and make decisions as</p>	<p><a href="#">Slides appended</a></p>

	<p>appropriate.</p> <p>Note about “lockdown” settings; if UD were to lock down, fluid movement of people on campus would cease since card readers would</p> <p>Reminder that Public Safety is the first unit to call if there appears to be an immediate risk of violence—not the President’s Office, for example.</p> <p>Oldfield shared the Audit, Risk, Compliance organizational chart, including the anonymity of the “privately speaking” option.</p> <p>Organizational updates include Equity Compliance now reporting through Audit, Risk, and Compliance.</p> <p>Question about reporting different types of emergencies, concerns: “Report a Concern” link includes options for different types of issues.</p> <p>Comment about enhanced features on the Flyer Safe app. Answer that it is a third-party app.</p> <p>Reminder not to put oneself in danger in the interest of warning/evacuating others, in the case of an emergency.</p> <p>Question about “Run, Hide, Fight” and also what information is provided to students’ families in the case of an emergency. Answer: much of what is in the Campus Digest is also shared in both Student and Parents Digests.</p>	
<p><b>Continued Efforts to Support Student Success</b> (20 mins) - Philip Appiah-Kubi, APC</p>	<p>Background provided on extension of pandemic-associated midterm grade/assessment options.</p> <p>This proposed policy will extend midterm grading to all undergraduates. This proposed policy would go into effect in fall 2024.</p> <p>APC has made slight changes to take into account the feedback from the Academic Senate in January, allowing for some occasional exemptions for classes where this is not feasible.</p> <p><b>PASSED:</b> 23 yes, 1 no, 1 abstention (an additional “no” vote was shared via email, from a Senator who was unable to vote online in time)</p>	<p><a href="#">DOC 2023-01: Midterm Assessment Policy</a></p>

<p><b>SAPC Policy on Student's Academic Rights and Responsibilities</b> (20 minutes) -Jay Janney, SAPC</p>	<p>This proposed policy would go into effect in fall 2024.</p> <p>Charge reviewed.</p> <p>Nothing has been removed from the Faculty Handbook. Rather, proposed text has been added regarding the requirement to communicate specifically how classes are being monitored and/or proctored by technologies that might restrict operation of a student's electronic device; also includes requirement to communicate information regarding how and whether recordings are being recorded and stored.</p> <p><b>PASSED:</b> 27 yes, 0 no, 0 abstain</p>	<p><a href="#">DOC 2023-02: Student's Academic Rights and Responsibilities Policy</a></p>
<p><b>University Professional Faculty Promotion Policy</b> (30 mins) -Grant Neeley, FAC</p>	<p>Background on the charge to combine two existing promotion policies/procedures for Lecturers and Clinical Faculty/ Faculty of Practice; goal to provide <i>all</i> full-time instructional faculty (some of whom have not been covered by either of these policies) a promotional pathway.</p> <p>Proposal includes renaming of the documents and the combined committee: University Professional Faculty Promotion Policy and University Professional Faculty Promotion Committee. This does not mean anyone's title will change.</p> <p>The proposal includes alignment with the University Promotion and Tenure Policy, requiring demonstrated inclusive excellence in at least one dimension of professional responsibilities.</p> <p>This policy provides all full-time instructional faculty with a promotion pathway. It requires supervisors to document specific job evaluative components. It aligns with inclusive excellence evaluation and training requirements. It improves representation for Professional Faculty on the University Professional Faculty Promotion Committee and lessens the committee service burden by combining two committees into one.</p> <p>Current faculty who have a promotion evaluation policy can choose to use their current policy until AY28; or they can choose this policy.</p> <p>There is no requirement for Professional Faculty to go up for promotion. This proposal does not include any</p>	<p><a href="#">DOC 2023-03: University Professional Faculty Promotion Policy</a></p>

	<p>changes in job titles.</p> <p>Several conversations, meetings, feedback opportunities have been held for Professional Faculty; these were primarily led by the professional faculty members of FAC.</p> <p>The Academic Senate vote today, if it passes, will be followed by a vote by the full Professional Faculty. If a majority of the professional faculty (50%+1) approves, this will become policy.</p> <p><b>PASSED:</b> 26 yes, 1 no, 0 abstain</p>	
<p><b>Committee Reports (5 mins)</b>  APC--Philip Appiah-Kubi and Nancy Haskell  FAC--Grant Neeley  SAPC-- Jay Janney ECAS-- Sam Dorf</p>	<p>Reports were sent to Sarah Cahalan and have been appended below.</p>	

Meeting adjourned: 4:46pm

Respectfully submitted by Sarah Cahalan

## **APC Report (submitted by Philip Appiah-Kubi and Nancy Haskell)**

APC revised DOC 2023-01, a Midterm Assessment Policy proposal for the Academic Senate. This will be presented for a vote at the Senate meeting on 2/24/23.

APC created and distributed surveys to undergraduate students, faculty, advisors, and chairs to gather feedback on various aspects of CAP. Analysis is currently underway.

APC is working on a new charge from ECAS regarding the development of a process document to aid Provost Office, University Registrar, Units and Senate in the implementing [DOC 2019-03: Actions Pertaining to Degree Programs and Academic Departments \(Revised\)](#) and [DOC 2018-02 Undergraduate Academic Certificate Programs \(Revised\)](#).



### **FAC Report (submitted by Grant Neeley)**

During February, FAC conducted Zoom and in-person information sessions with Professional Faculty Senators to answer questions about the proposed University Professional Faculty Policy.

FAC finalized the policy, approved the policy, and submitted it to the Senate for approval.

### **SAPC Report (submitted by Jay Janney)**

SAPC has been compiling lists of potential sites where links should be provided, as well as content to be curated and included. In addition, we identified individuals to meet in order to gather more information. We plan to meet with those folks the week of March 19th.

## **ECAS Report (submitted by Sam Dorf)**

To: Sarah Cahalan, Secretary, Academic Senate  
CC: Anne Crecelius, Vice President, Academic Senate  
From: Sam Dorf, Chair, President, Academic Senate  
Re: Committee Report for February 24, 2023 Academic Senate Meeting  
Date: February 24, 2023

ECAS meets weekly and continues to prioritize discussion and consultation on ensuring open, transparent, and responsible governance.

Action items from ECAS include:

1. Approval of Dr. Jia Yang to replace Dr. Carola Daffner on CAP-C for the remainder of her term (2.5 years).
2. Approval of bringing DOC 2023-01, DOC 2023-02, and DOC 2023-03 to the full Senate.
3. Approval of a charge to the APC to develop a process document to aid the implementation of DOC 2019-03: Actions Pertaining to Degree Programs and Academic Departments (Revised) and DOC 2018-02 Undergraduate Academic Certificate Programs (Revised).

ECAS had guests from the SET Policy Drafting Team, Human Resources (to discuss proposed changes to and expansion of UD's Parental Leave Policy), and Faculty Board (to discuss their survey on workload).

In addition, ECAS continues to discuss and work on the following initiatives: (1) SET Policies (2) Midterm grading policies (3) Faculty workload (4) Full-time Non-Tenure-Track faculty Promotion Policies, (5) the relationship between the University Elections Committee and the Academic Senate, and (6) well-being for faculty, students, staff and administrators. ECAS receives regular updates from the Blue Sky Scoping Project as well as updates from other administrative meetings (i.e. Board of Trustees, President's Council, Provost's Council, etc..).

The ECAS meeting time is Friday mornings 10am - 11:30am in SM113B. The Senate President holds open office hours in the MEC lounge in Alumni Hall on Mondays from 2pm to 3pm and in Fitz Hall 461 on Thursdays from noon to 1pm.