



IOWA STATE UNIVERSITY
Faculty Senate

EXECUTIVE BOARD MEETING MINUTES
September 6, 2022 – 3:00–5:00 P.M. – Lab of Mechanics 107

Attending: Perkins, J. [Pres], Bennett-George, S. [Pres-Elect] Wheeler, A. [Past Pres], Wallace, R. [Sec], Bigelow, T. [ENG CC], Faber C. [DSN CC], Frank, M. [Gov], Freeman, S. [J&A], Gillette, M. [HSC CC], Hanson, V. [CALC CC], Muecke, M. [RPA], Parsa, R. [Acad Affairs], Peterson [LAS CC], Townsend, T. [BUS CC],. **Absent:** Alshihabi, D. [FDAR], Day, T. [VET CC]

Provost Office: Wickert, J. [Provost]; Bratsch-Prince, D. {Assoc. Prov.}, Vanderzanden, A.M. [Assoc. Prov.]

Guests: Marcketti, S. [CELT], Anderson, G. [CELT]

1. **Call to Order** – Perkins called the meeting to order at 3:01 pm
2. **Consent Agenda** –
 - a. EB Agenda for 6 Sept. 2022 – Motion by Wheeler, second by Bennett-George to remove consideration of EB Minutes of 26 April from Consent Agenda. Motion adopted by voice vote; discussion. Consideration of 26 April EB minutes will be placed as new business at this meeting (Agenda Item 5c)
 - b. Call to accept the EB agenda (Item 2a) as distributed with removed item described above (Agenda Item 2b); revised Consent Agenda was adopted with voice vote.
3. **Special Order: Student Evaluation of Teaching** – Sara Marcketti, CELT [BRIEF SYNOPSIS OF POWERPOINT PRESENTATION by Dr. Marcketti]
 - Use of the term ‘Student Ratings’ *versus* ‘Teaching Evaluations’; often not used in a manner that is helpful. Looking for the best measure of effective teaching including the quality assessment of student ratings and feedback.
 - Ideally, ratings should be used over a period of time and in aggregate. No precision tools available to do this. Often cannot be compared to a known standard; there is a tendency to over-interpret the results and use small number differences. In contrast, analysis of the results should look for patterns and consistency over time.
 - Data also should be evaluated for faculty rank, rapport with students, student motivation, level of course, and variation within/among academic disciplines.
 - FS Task Force recommended use of ‘Student Ratings’; this term is now used by the Office of the SVPP and CELT.
 - Gretchen Anderson (CELT Class Climate System) circulated a draft of the proposed seven questions to be used for Student Ratings of Teaching and discussed ratings.
 - These basic questions, and the inclusion of more specific questions (if desired) should be a department-level decision following discussion of what information the department would like to have for review of teaching effectiveness.

- Departments can contact CELT of advice on how to use formative feedback.
- Suggestions on how to communicate the development of improved methods of obtaining Student Ratings of Teaching include having an optional syllabus statement, communication of available student resources, messaging through Canvas to students about the ratings process, and modifications of the survey instrument to accommodate the department's needs.
- Best practice is to get rating results back to instructors within 2 weeks of the completion of the course.
- Marcketti reviewed several 'local action steps' to assist departments in the development of their rating structure and questions used. Departments need to answer the following questions:
 - How do you define teaching effectiveness?
 - How to develop teaching effectiveness?
 - How to evaluate teaching effectiveness?
 - How to reward teaching effectiveness?
- At the conclusion of the presentation, questions were posed, and various related topics were discussed.

4. Unfinished Business

- a. Transfer Deficiencies Policy [21-27] – Parsa
 - Passed by EB in Spring; First reading in FS on 3 May 2021
 - Second Reading to take place on 13 Sept.
 - Discussion: None. Will be placed on FS Agenda for 13 Sept (without objection).

5. New Business

- a. FH 7.2.7.6 Progressive Corrective Action [22-1] – Freeman
 1. The proposed revised language is to replace the title of “Non-Disciplinary Corrective Action” and to clarify the procedures and policy regarding how these actions are conducted.
 2. It was noted that the Judiciary and Appeals Council has worked on this for some time and has approved the revised title and language as submitted; now sent to EB and Senate for approval.
 3. Discussion was held about specific language used to clarify procedure currently in use; Freeman stated that a written notice is required to be explicit about which conduct is causing concern.
 4. Peterson noted that the document describing conduct which elicits a formal response for corrective action should be clear about which specific policy(s) is/are being violated.
 5. The EB agreed that the proposed revision should be included on the FS Agenda for 13 September as a first reading.
- b. FH 9.1 Who may File Appeals [22-2] – Freeman
 1. Proposed revision discussed; desire to remove section on Constitutional Rights violations – not within the purview of FS bodies to determine this. No further discussion. Proposed revised language ready for first reading.
- c. Approval of EB Minutes of 26 April 2022 – Wheeler
 1. Motion by Wheeler, second by Muecke to NOT approve the minutes of the Executive Board meeting of 26 April 2022, noting that the “narrative is too long and rambling”. Hand vote conducted resulted in 6 in favor of the motion; 4 opposed. The motion was adopted.

2. Wheeler will work with the Faculty Senate Secretary to revise the current version of the 26 April EB minutes for future consideration of approval.

6. Announcements

- a. Faculty Senate President – Perkins.
 1. Had discussion with new Director of the Office of Equal Opportunity, Dr. Carl Wells; will discuss current ongoing EO work in the office and for Title IX.
 2. Reviewed possible speakers for future senate meetings as Special Orders, including Carl Wells, VP for DEI Fantini, and others.
 3. Message received from Jonathan Sturm highlighting a large number of sexual assault cases being reported recently. Discussion held about levels of reporting and goal of having every assault case reported, along with ways of incorporating training during orientation to encourage safer behavior.
 4. Noted concern for a relatively large number of faculty conduct cases.
 5. Reported COACHE Survey data show faculty are generally satisfied with workplace environment; reviewed several statistics indicating general approval by faculty for indicators of a positive environment. Noted areas which might be improved.
- b. Faculty Senate President-Elect – Bennett-George.
 1. Various committee positions need to be filled; will contact the caucus chairs to assist with finding representative members needed to complete committee rosters.
- c. Past President – Wheeler (No report).
- d. Senior President and Provost – Wickert
 1. Work is being done to revise Board of Regents Policy Manual, specifically with respect to Section 4.1 – Mission and Scope. Circulated draft of working document; describes ISU relevant to its Land Grant, Extension, and Science and Technology foci. Request feedback sent to Pres. Perkins who will collate responses to submit them to Provost.
 2. Assoc. Provost Bratsch-Prince discussed the proposed guidelines for remote work; distributed draft of new guidelines to EB. Working with consultant to comply with laws from several states and various regulations. To work remotely, staff need to apply and there must be a business rationale for the need to work remotely that is in the institution's best interest. A FAQ document was also distributed to the EB; would like feedback on the guidelines from EB.
 3. President Perkins extended thanks to the Provost on behalf of the Executive Board for the funding of new chairs in Laboratory of Mechanics 107.
- e. Council Chairs:
 1. ACAFF - Parsa – No report.
 2. FDAR – Alshihabi – No report [Not present]
 3. GOV – Frank – No report.
 4. J&A – Freeman – Reported that it has been a busy summer; 6 appeals have been filed. Some cases have been completed, remaining cases are being processed at present.
 5. RPA – Muecke – No report.
- f. Caucus Chairs:
 1. CALS - Hanson – Reported that there is work proceeding to develop a Procedure Guide.
 2. BUS – Townsend – BUS Caucus has not met; meeting scheduled for Thursday.

3. DES – Faber – Two dept senators have resigned; will try to resolve the problem to elect replacements soon; a meeting of the caucus is planned.
4. ENG – Bigelow – Caucus has not met yet; trying to arrange meeting at present.
5. HSC – Gillette – a) Questions about current COVID policy, e.g. if instructor gets sick. Asking for clarification. Provost response: We are back to pre-COVID policies and former procedures should be followed regarding faculty absences due to illness. b) Question about available file storage space issue having a maximum of 3 GB capacity. Discussion of university vs. private account (15 GB)
6. LAS – Peterson – Asked if scheduled class start and end times will return to pre-COVID standard times. Response: The university will return to the standard class times beginning in Fall 2023. Further discussion was held; Assoc. Provost VanDerZanden noted there is no consensus resolved regarding a 10 minute versus 15 minute passing time.
7. VET – Day – No report. [Not present]

7. Approval of FS Agenda for 13 September 2022

Minor changes to the proposed FS Agenda for 13 September were discussed and necessary edits made; EB approved the revised agenda by voice vote.

8. Good of the Order

- a. Assoc. Provost Bratsch-Prince – Reported that D. Alshihabi and FDAR will be working on Intellectual Property issues including defining who owns class materials developed by faculty, teaching components maintained on Canvas, etc.
- b. FDAR will also be working on issues of documenting and recognizing faculty service, and how to record and receive credit for institutional service activities.

9. Adjournment

- a. The meeting was adjourned at 4:57 p.m.

Respectfully submitted,

Robert S. Wallace, Secretary - ISU Faculty Senate