EXECUTIVE COMMITTEE MINUTES

Present: Belli, Dawes, Fech, Latta Konecky, Lee, Leiter, Peterson, Purcell, Rudy, Vakilzadian, Woodman

Absent: Adenwalla, Hanrahan

Date: Tuesday, August 29, 2017

Location: 203 Alexander Building

Note: These are not verbatim minutes. They are a summary of the discussions at the Executive Committee meeting as corrected by those participating.

1.0 Call (Purcell)
Purcell called the meeting to order at 2:31 p.m.

2.0 Associate VC Judy Walker, Assistant VC Renee Batman, Assistant Director Paul Erickson
Purcell noted that Walker, Batman, and Erickson were here to address the question raised by the Executive Committee regarding the discontinuance of university email services when a post doc or other employee leaves the university. Batman stated that the change to off-board people when they leave the university began in 2016 and training was provided to the business staff who handle the personnel action forms (PAFs). Lee asked why the change was made to off-board people. Batman stated that there is an increased risk of having people act and say they represent the university when in fact they are no longer employed. Walker pointed out that Human Resources at various institutions have stated that off-boarding someone who has left a university is a security measure for the university.

Walker stated that it is very easy to keep a university email address if there is a bona fide reason for doing so. Batman stated that if someone has an affiliated appointment with a department their email access could stay intact. She noted that there is also a procedure in place that allows some services to remain active. She stated that the department could make the decision on who should have valid access to email and other services.

Walker noted that some people think we are unusual for having this policy, but four of the Big Ten universities already have a similar policy, and another one of the Big Ten schools is currently in discussion about creating a similar policy. She pointed out that some of the other Big Ten policies do not allow the option of retaining email or services for former employees or graduate students.

Woodman asked if the capability to forward emails is kept after someone leaves the university. Erickson stated that forwarding will last about a week. Woodman asked if it is possible for the forwarding time to be extended. Erickson stated that the program
could be modified to allow the extended time. He noted that former Chancellor Perlman wanted the forwarding period to be short.

Leiter asked what would happen if the university needed to get in touch with a former employee, but the only contact information was their UNL email address which was deactivated once the person left the university. Erickson stated that Human Resources has contact information that can be obtained in emergency situations.

Vakilzadian stated that continued email access is important to continue research with former graduate students, post docs, and faculty members. He asked if a faculty member can make the request for these people to keep their email address. Walker stated that a faculty member could initiate a request and the department can keep these people listed as an affiliate in the department. She pointed out that the decision should be made at the department level and suggested that the department chair be the responsible person for making the final decision on whether someone should retain access to email. She reported that emeriti faculty members keep their email automatically when they retire.

Vakilzadian stated that he did not know that email access could be retained for former post docs, graduate students, or faculty and that faculty members could initiate the process. Erickson suggested that training on this issue may need to be tweaked in order for departments and the faculty to know that this option is available. Konecky pointed out that there seems to be a break in the communication if many of the faculty are unaware that there is the possibility of retaining email services for former employees still involved in research. Erickson stated that initially 550 people, mostly business center and IT staff, were trained on how to enter exit information into SAP with the expectation that they would provide reports to the appropriate department personnel.

Vakilzadian suggested that it be more widely publicized to faculty members that they can initiate the process to allow a former student or colleague to retain their email services with the university. Walker pointed out that the business person for a department can enter information into SAP to make the change to affiliate the person with the department and the only time the department chair would need to be involved is if the chair wants to give final approval to allow this to happen. She stated that it is clear that more education is needed, but is not sure whether the faculty should be contacted or whether chairs should be informed and then they could relay the message to the faculty. Konecky asked if there is a webpage that provides the information. Batman stated that information is available in Sapphire accessed through Firefly. Walker stated that she believes the policy is the right policy and the safety nets involved with the policy are correct, but there appears to be an issue with communication about the policy. She said that she appreciates the issue being raised by the Faculty Senate.

Woodman reported that when his five-year appointment as a Professor of Practice expired in July he immediately lost email even though he was being reappointed in August for another five-year term. He stated that he was told it was an error, but he asked IT if he lost any email messages during the time that he was disconnected from the system and he never received a response about it. Erickson stated that Woodman should
not have lost any email, but he would like to get the case number so he can look into the situation. Woodman pointed out that the same thing happened to another Professor of Practice in his department. Walker noted that the Professor of Practice position is an academic position and the error should not have occurred.

Konecky pointed out that employees are notified when their password is going to expire with the SAP system and asked if a similar notification can be sent to someone whose email account is going to expire. Batman stated that the problem is that the university is typically not given advanced notice of when a person is leaving which would allow time for an expiration warning to be sent. Erickson pointed out that a lot also depends on the internal processors in the departments. He stated that when the policy was first enacted there was the expectation that the departments would check periodically when someone was leaving the university. Konecky pointed out that this is a good reason for having a longer delay for forwarding email.

Walker noted that there still seems to be a disconnection of how a faculty member functions and what happens when they exit the university. She suggested a message be sent to department chairs regarding post docs reporting directly to faculty members when the post doc’s contract is expiring. Batman suggested working with Graduate Studies to coordinate efforts.

Vakilzadian asked why students on husker.unl.edu retain their email even after they graduate but faculty on Outlook lose their email when they leave. Walker stated that the university wants to have a permanent relationship with the student. Vakilzadian stated that the university should give a faculty member some permanency with email for at least six months after they leave so they can complete the work they have been doing with students and other faculty members. Woodman pointed out that many faculty members have devoted their lives to the university and should be given the same permanency as the students. Erickson stated that husker email is available to alumni. Batman pointed out that husker email is similar to a Gmail account. Erickson noted that the Office 365 email account has access to paid software and it is not economically feasible for the university to sponsor this email service to all former employees.

Rudy stated that he has experienced difficulty with using his N card and even lost access to the Recreation Center that he frequents regularly. Batman pointed out that if the problem is with key access key management can check this. Erickson noted that key access is tied in with SAP. Rudy asked how soon key card access is removed when a person leaves the university. Batman stated that it is terminated the last day of employment.

Purcell thanked Walker, Batman, and Erickson for meeting with the Executive Committee.
3.0 Announcements
3.1 Student Outside Employment
Belli noted that last year there was discussion regarding the amount of outside employment students engage in. He stated that he surveyed two of his undergraduate classes, one 200-level, the other 400-level, and found that the 200-level students worked on average 15 hours a week and the 400-level students worked 20 hours a week. Most of these students also had a full credit course load. He stated that if it is calculated that students spend two hours studying for each hour of class per week, on average students have a 60-64 hour week. Add extra-curricular activities and it jumps to about 70 hours a week. Lee stated that a recent article he read said that 40% of students now work. Belli stated that this information should be considered when concerns are raised that faculty might not be doing an adequate job of instructing. He pointed out consideration also needs to be given to the amount of time that students commit to a class.

Peterson suggested that advisors should be telling students that they should reduce the amount of hours they work. Woodman pointed out that more students are taking courses online because it gives them more flexibility to their schedule allowing them more opportunity to work.

Dawes noted that the question is whether there is a correlation between students working and failing courses. She pointed out that the reason that students are working so much is because they need the money. She stated that there are some things the university does that helps to reinforce the need for more money, such as more expensive dorm suites. She stated that qualitative and quantitative data is limited on the issue. Woodman pointed out that the Grading and Examinations Committee has data on grades at UNL for many years and there has been very little change in grade distribution over the years.

3.2 Change in Promotion and Tenure File Requirements
Rudy reported that he received a letter from the chair of a department about concerns with the new requirement that Professors of Practice are to include external review letters in their files for promotion. Of particular concern is the timing of the announcement of this requirement as it just came out in late July and many Professors of Practice have had their files ready for a September 1 submission deadline.

Woodman pointed out that the evaluation and promotion files for Professors of Practice are now almost like creating a file for tenure. Every five years fully promoted Professors of Practice have to submit a file in order to be rehired for another five-year contract. Lee asked if Professors of Practice are being asked to have peer review of their teaching. Rudy asked if tenure leading faculty members are required to have a peer review. Woodman pointed out that in Arts & Sciences faculty seeking tenure and promotion need two letters of review from peers. He questioned why the annual evaluations are not considered good enough when the contracts are being renewed, particularly for those Professors of Practice who have been here for many years. Peterson noted that most requirements for promotions for non-tenure track faculty members have been handled at the college or department level but it now seems like upper administration is getting involved.
4.0 Approval of August 22, 2017 Minutes
Vakilzadian moved for approval of the revised minutes. Motion seconded by Peterson and approved by the Executive Committee.

5.0 Unfinished Business
5.1 Restructuring of Academic Enterprise
Purcell reported that she has received a note from EVC Plowman who said she would be happy to discuss the idea of restructuring the academic enterprise when she next meets with the Executive Committee. She noted that EVC Plowman stated that the idea is how to make the campus more distinctive and that Chancellor Green will talk about this in his upcoming State of the University address. Purcell reported that EVC Plowman said that no document has been created about the restructuring.

5.2 Update on Faculty in Centers
Griffin reported that to date she has been able to determine that there are at least 40 non-tenure track faculty members located in various centers on campus. Purcell asked if any of the centers had enough faculty members to qualify for a district under Senate Bylaws. Griffin stated that there are two centers that have five or more non-tenure track faculty members, the others have three or less. She stated that there are also at least nine non-tenure track faculty members identified in the IRADS report with the primary department name of Office located in various colleges. She noted that some other members in centers who some people may think are faculty members are more than likely listed under administration because their names do not show up in the list of non-tenure track faculty members from IRADS. Purcell asked if there should be an at large district for non-track faculty members where there are less than five faculty members. Griffin suggested that it might work better if the faculty members in a center could be associated with a department the center is closely aligned with. She said that if the Executive Committee determines that there should be at-large districts that there be one for East Campus and one for City Campus rather than combining all of the faculty into one group.

5.3 Questions/topics for Follow-Up on Non-tenure Track Faculty Members
Rudy noted that the report from the Ad Hoc Committee on Best Practices for Non-tenure Track Faculty Members has some action items that EVC Plowman has asked Associate VC Walker to address. He stated that he will contact Associate VC Walker in a few weeks about repeating the non-tenure track faculty survey. Belli pointed out that there were 16 recommendations made in the report and he would like to see the administration respond to the recommendations. Rudy noted that the report will be presented to the Faculty Senate on September 5.

Rudy stated that the Academic Honesty Committee report was shared with EVC Plowman and he will work with Associate VC Walker to see if it is possible to use the Rutgers survey that asks questions regarding cheating on campus. Lee asked if there is some kind of approach taking place to help international students to better understand what is considered plagiarism. Peterson stated that the university has an initiative to help
Woodman pointed out that there is a lot of training for graduate students particularly those who become teaching assistants, and it should include information about what is considered plagiarism.

Peterson stated that one of the ideas of the Academic Honesty Committee was to provide increased support to the Dean of Student Affairs office to help address academic integrity issues.

5.4 Review Syllabus for Academic Honesty Committee
Rudy noted that one of the charges to the Ad Hoc Academic Honesty Committee was to determine whether a permanent committee to address academic honesty issues on campus should be formed. He reported that the Ad Hoc Committee determined that there should be a committee and forwarded a syllabus to the Executive Committee to establish a permanent committee. The Executive Committee reviewed the syllabus and suggested some changes. Peterson suggested that the Committee be called the Academic Integrity Committee. Rudy stated that he would like to present a motion to the Senate at the September 5 meeting to establish the Academic Integrity Committee. The Executive Committee approved the motion being forwarded to the Senate.

5.5 Proposed Revision to Finals Exam Schedule
Rudy reported that members of the Intercollegiate Athletics Committee have raised concerns that the proposed changes to the final exam week schedule will impact Athletics. He noted that there is a policy that athletic events cannot take place during exam time. Purcell stated that the Grading & Examinations Committee would be charged with reviewing the proposed changes. She noted that there are two positions on the Grading & Examinations Committee that still need to be filled.

6.0 New Business
6.1 Vote on Request for Administrative Salaries for the Faculty Compensation Advisory Committee (FCAC)
Woodman pointed out that the FCAC is a committee that addresses faculty salary increases and benefits, but there have been several requests for the Committee to also have comparative data on administrative salaries. He stated that he would like a vote from the Executive Committee to support the request for the data. Rudy noted that group data only would be collected. Woodman pointed out that the information on salaries is already public information. Peterson moved that the FCAC be empowered to obtain information regarding administrative salaries. Belli seconded the motion. Motion approved unanimously.

6.2 Subcommittee for Faculty Rights
Woodman stated that there was a news reporting recently of a visiting professor in Journalism who is under a Title IX investigation. He pointed out that when Assistant to the Chancellor Tami Strickman met with the Executive Committee she stated that confidentiality would be adhered to in Title IX investigations. Lee stated that it is clear from the article that the student went public with the information. He said that Purcell should contact Strickman to ask about the confidentiality issue with this case.
Woodman stated that it is because of cases like those mentioned above that there is concern over faculty rights. Peterson noted that there may be other situations where faculty members find themselves being confronted by administrators. He suggested that a subcommittee be formed to develop a document that lets faculty members know what their rights are in particular situations. Peterson suggested that the subcommittee could identify the range of issues that might arise and what kind of mechanisms might be in place to deal with them. Leiter stated that he would be interested in serving on the subcommittee.

6.3 Three Faculty Members Needed for Course & Lab Fees Committee
Griffin reported that three faculty members are needed to serve on the course and lab fees committee which reviews requests for fees to be attached to certain courses and labs. Woodman volunteered. Suggestions were made for two other faculty members and Griffin stated that she would contact the faculty members to see if they are interested in serving on the committee.

6.4 Zoom for Faculty Senate Meeting
Purcell reported that Extension faculty members located in Centers more than 50 miles from Lincoln are being offered the opportunity to attend the September 5th Senate meeting via Zoom. She stated that Corrie Svehla, Manager, Special Events & Projects, is assisting in setting up the necessary technology and Senators Nicole Stoner and John Fech will monitor the Zoom session during the meeting.

The meeting was adjourned at 4:39 p.m. The next meeting of the Executive Committee will be on Tuesday, September 5, 2017 immediately following the Faculty Senate meeting. The meeting will be held in the City Campus Union, Auditorium. The minutes are respectfully submitted by Karen Griffin, Coordinator and Joan Latta Konecky, Secretary.