EXECUTIVE COMMITTEE MINUTES

Present: **Billesbach, Buan, Dam, Dawes, Eklund, Franco Cruz, Gay, Hanrahan, Kolbe, Krehbiel, Minter, Weissling, Woodman**

Absent:

Date: **Tuesday, February 2, 2021**

Location: **Zoom meeting**

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** *(Buan)*
Buan called the meeting to order at 4:18 p.m.

2.0 **Announcements**
2.1 **Center for Transformative Teaching Resource Information**
Buan reported that AVC Goodburn recently sent her information from the CTT indicating the resources that the Center provides. She noted that there are some new resources listed as a result of recommendations that were made from the Fall Faculty Experience survey conducted by the Executive Committee. (See attached information sheet on page 5)

2.2 **Update from Spring COVID Taskforce**
Buan reported that during the first week of classes no problems were reported, and the building monitors were able to deal with people who had not been tested. However, now there are reports of some people refusing to show their app on their phone. She noted that the Taskforce is trying to determine some interventions and as a last resort they may encourage faculty members to check the apps. She stated that they do not want UNL police officers coming into the classrooms. She reported that an effort is being made to hire more wellness attendants in the buildings. Billesbach and Woodman both stated that their buildings did not have any wellness attendants. Woodman pointed out that asking undergraduate TAs to monitor their lab sections is not a good idea and not part of their job.

Woodman asked if a person gets vaccinated would they still need to be tested. Buan stated that there will be a new email message coming out about vaccinations and the saliva testing later this week. It is her understanding that the campus still wants people to get tested even though they have been vaccinated. She stated that the University probably wants a particular percentage of the campus community vaccinated before it removes the requirement for saliva testing. She noted that the testing period may be expanded to 14 days since our positivity rate has been low.

Woodman asked if the saliva testing will be able to detect the mutant strains of the COVID virus that are now appearing in the country. Buan stated that the test should be accurate for a while.

Minter pointed out that her app says that she needs another negative test by February 6th, but she can only make an appointment on February 4th yet all the other appointments on the following dates show they are available. Buan reported that the window for testing has not been extended yet because they are trying to determine if testing needs to be done in 10 or in 14 days. Kolbe stated that on his Android phone the app does not allow you to go back to an earlier day when scrolling through the days to see what times are available. Eklund reported that he has heard that students are taking a screen shot of a checked page and using that rather than going through the testing. Buan pointed out that the access granted color changes daily so the screen shot should not work.

3.0   Approval of January 26, 2021 Minutes
Buan noted that she made a few additional minor changes to the minutes. She asked if there were any further revisions. Hearing none she asked for approval of the minutes. Motion approved.

4.0   Unfinished Business
4.1   University Budget
Buan noted that the Executive Committee had previously met with Professor Bloom to discuss budget governance with the new incentive-based budget and there was a Faculty Senate resolution approved for each of the colleges to have a faculty committee involved in the governance of the budget. She asked the Executive Committee how it wants to move forward in following up to ensure that there is shared governance.

Minter noted that the Senate asked for additional oversight of the new budget model on two levels: a college committee with faculty representation and then a campus level committee. Buan is wondering whether the chairs of the college level committee would be represented on the campus-wide committee. She suggested having Professor Bloom meet with the Executive Committee again to discuss what is happening on the governance issue.

Weissling reported that she believes in her college the chairs make up the budget governance committee. Kolbe noted that he was on the committee that proposed colleges have the governance committee, and he stated that the intent was to have a college level committee such as an Executive Committee which already existed in most colleges. Minter pointed out that the Senate needs to know where things stand with these governance committees and we want to make sure that we are making good use of faculty time and not duplicating efforts.

Buan pointed out that the Chancellor was very supportive and wanted to hear thought and recommendations on how the campus level governance committee would be structured. She stated that she would begin drafting a document with questions that should be raised about the governance structure. Gay noted that it if there had been a campus-wide

committee that monitored the budget cutting this year in an advisory role to the Chancellor, it might have been able to reduce the amount of unit siloing in the budget-cutting procedure that made the process more painful.

4.2   Proposed Bylaws Revisions

Buan noted that there was significant discussion prior at the Faculty Senate meeting. She reported that she and Chancellor Green worked together to provide some further language changes to the proposed Bylaws revisions which they presented to President Carter when they met with him on Monday. She noted that one the newly proposed changes was to allow the faculty committee to consider any issue for termination, not just cases of academic freedom. She stated that faculty members on contract should have the right for full access to procedures of complaints through the end of their contract. She noted that President Carter was appreciative of bringing these issues forward and he was very open to collaborating with the faculty. She stated that President Carter's view was that these changes are so sweeping he wanted to have them go forward and then see how they work for all of the campuses and he was very open to further communications. She stated that Chancellor Green believes the proposed changes are good policies with multiple checkpoints that will work across the University.

Minter asked if the Faculty Senate would need to consider and vote on the newly revised version of the proposed Bylaws changes. Buan stated that it would not. At this point the proposed changes are at the Central Administration level and they will be presented as information to the Board of Regents on February 12 with voting to occur by the Board at its April meeting.

Billesbach asked what Buan's impression was of President Carter's reaction to the idea that a key issue for the faculty was in using the language administrative leave instead of termination which would trigger a hearing. Buan stated that she did strongly advocate to President Carter on behalf of the faculty that this issue be resolved, but President Carter did not support the specific language that the faculty requested. She stated that in the recent revisions it now states that the faculty member can make a complaint against the administration and there would need to be a written response provided by the administration and the special hearing committee. She stated that there is language in the Bylaws to try to ensure that administrators follow the Bylaws in these kinds of cases. Hanrahan pointed out that if the policies are not followed by the administration a person can sue for wrongful termination. He stated that there was the issue of whether an administrator was required to write a letter if they disagreed with the faculty committee's decision. He asked if this has been corrected. Buan stated that the revisions now state that both the administrator and the committee must write a letter. Hanrahan stated that our current Bylaw procedures state that all terminations rise to the level of the President. He asked what the new step is when someone is placed on administrative leave. He asked if this goes up to the President's office. Buan reported that there is now language that states that if a contract individual is to be put on administrative leave it will go up to the President's office.

Weissling asked if someone will notify a faculty member that they have the right to go to the faculty committee that will review the complaint. Buan reported that this has been included and this language was suggested by UNMC.

Griffin noted that she has been surprised by the sweeping proposed changes that Central Administration has accepted. She stated, given her experience as being the Senate Coordinator for 23 years, she can think of previous administrations that would not have been so willing to work with the faculty.

Woodman stated that the Senate's Faculty Rights Document would need to be updated as soon as the Board of Regents makes its decisions on the proposed revisions.

Buan stated that it will be the role of the Faculty Senate to keep apprised of how the new Bylaws, if approved, are working and to make sure that administrators at all levels are held accountable.

5.0   New Business
5.1   Faculty Survey
Kolbe asked if a survey of the entire faculty has been conducted to see whether faculty members are concerned about the AAUP censure or whether they do not see it as damaging as some think. Buan stated that no survey has been conducted.

The meeting was adjourned at 5:18 p.m. The next meeting of the Executive Committee will be on Tuesday, February 9, 2021 at 2:30 pm. The meeting will be conducted via Zoom. The minutes are respectfully submitted by Karen Griffin, Coordinator and Lorna Dawes, Secretary.
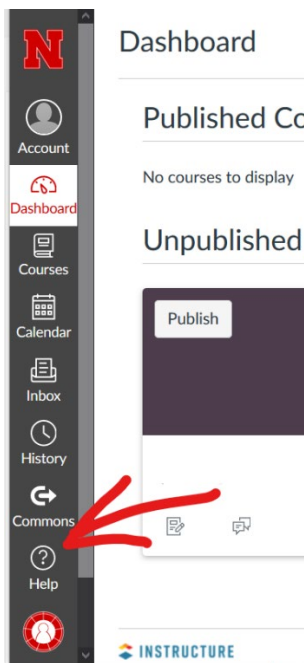
Center for Transformative Teaching (CTT) Resources

1. The CTT provides individual consultations to all instructor who would like them, across the schools and colleges at UNL. Please see this link to contact your ID: https://teaching.unl.edu/contact-us/ Instructional Designers are trained to handle a range of enquiries from those concerning the application of instructional technology – Canvas, Zoom, VidGrid, Turnitin, Respondus, EvaluationKit, as well as other academic technologies—to matters that are more focused on pedagogy. The CTT and ATS work closely to harmonize advice in these areas.

2. The CTT offers a range of workshops, from those designed to help instructors better engage with students in the current challenging conditions, to those supporting online teaching and learning, to those exploring innovative pedagogy. These are recorded and archived here: https://teaching.unl.edu/workshops/

3. The CTT houses Teaching@UNL, which is a comprehensive resource available to all instructors at UNL. The 7-module Canvas course is designed for both new and established instructors and is updated regularly. It contains a large range of material that helps instructors design courses, support students, and publish necessary University policy statements: https://teaching.unl.edu/teachingunl-comprehensive-resources-improving-teaching/

4. The Institutes for Online Teaching (IOT) occur regularly with a view to supporting instructors in the online teaching and learning environment. If you are not one of the 700+ instructors to have taken this course in the past year, there is a self-guided IOT here: https://canvas.unl.edu/courses/97691 The pedagogic emphasis of the IOT will shift in future iterations from backward design to universal design. The next 'live' version will take place in the summer of 2021.

5. The CTT has acquired greater depth in its team in STEM areas, and we encourage STEM faculty to contact us to discuss how might better support their teaching and learning needs. We look forward to collaborating in more depth with individual and instructors and departments in this area.

Academic Technology (AT) Resources

1. Information Technology Services (ITS) provide "Tech Guides" to faculty and students, listing available software tools and technology to support teaching and learning.
    a. Faculty Tech Guide: https://its.unl.edu/facultyservices/#tg
    b. Student Tech Guide: https://its.unl.edu/students/#tg

2. Academic Technology continues to update help materials and training for all our remote teaching and learning platforms, including the Canvas learning management system (LMS), Zoom, Vidgrid, Turnitin, Respondus Lockdown Browser, Respondus Monitor, EvaluationKit, and the Unizin Engage E-Reader. As of March 2020, all platform training and support materials were updated to serve faculty and students during the Covid19 pandemic response. The *How to Use Canvas* (https://pressbooks.nebraska.edu/canvasguide/) for UNL instructors is available through Pressbooks from Unizin.

3. Academic Technologies continues to improve the speed and accuracy of tech support. Since March of 2020, the volume of ticket support requests has increased 300%, and the Academic Technologies support team has resolved issues for our clients 40% faster across all platforms.

4. There is support available to students and faculty for Canvas 24 hours a day, 7 days a week. The Academic Technologies team has worked closely with Instructure, the company that hosts Canvas, to improve the speed and availability of the support they provide. Instructure has hired additional staff and provided regular reports to Dave Johnson, Director of Academic Technologies, about the improvements to 24/7 support during the past year.

5. For more complex issues and questions, you can contact the UNL Canvas Support Team at https://its.unl.edu/services/canvas/canvas-support-request/ . We can answer questions about additional learning tools that integrate with Canvas (called Learning Technology Interoperabilty, or LTI, tools), best practices in using Canvas, as well as other tools. The Canvas support request form (linked above) is not just for technical issues, but also for instructors to ask practical questions about using the LMS and other academic technology tools.

6. UNL instructors can stay informed about learning technology updates, training opportunities, and news by subscribing to Canvas listserv. Follow these instructions:
    a. Go to this page: http://listserv.unl.edu/signup-anon
    b. Enter "canvas" for the list name.
    c. Then enter your email and hit Submit.

7. UNL instructors can also sign up for IT TIPS at https://go.unl.edu/it-tips-signup. IT TIPS provides updates about upcoming changes to the Canvas LMS, as well as timely and practical how-to information about making the best use of academic technologies.

8. The Digital Learning Commons Testing Center and Scanning Services support on-site testing and scanning services for bubble-sheet examinations. A complete guide for the Testing Center can be found here: https://its.unl.edu/downloads/Digital-Learning-Center-Exam-Commons-User-Guide.pdf . Instructors can find information about Scanning Services here: https://its.unl.edu/dlc/scanning-job-request/.

9. Academic Technologies also supports audio visual equipment in all general purpose classrooms, and we work closely with college and departmental IT leads to provide training and technical support. You can find out more about classroom AV and Academic Technologies Learning Spaces here: https://its.unl.edu/t3/classrooms-and-learning-spaces/.

The CTT and AT teams work closely together to coordinate training and support for faculty and staff. Members of both teams collaborate on the production of web-based text and video materials to support innovative teaching with technology.