

Meeting Minutes

January 14, 2026 @ 3:30pm

I. Call to Order & Review of Minutes

A. Assembly & Attendance

The Senate meeting began at 3:30 pm.

Present: Trent Fawcett (Pres), Dennis Schugk (VP), Steve Hart, Rachel Keller, Adam Larsen, Kade Parry, *Jason West, Klarissa Wilkinson, Hilary Withers

**Indicates senators who participated virtually online via Microsoft Teams.*

Absent: Karen Carter, Heather Holland, Jay Moosman

Others: Jacob Thomas (Parliamentarian), Mike Brenchley (Deans), Michael Austin (Provost), David Allred (Associate Provost), Robert Holt (Director of Advisement), Mike Llewellyn (adjunct faculty), Stacey McIlff (College President)

B. Review of Minutes

Senators reviewed the minutes from the January 14 meeting. Senator Parry indicated a small clerical error, which Parliamentarian Thomas agreed to fix.

MOTION by S. Hart to approve the minutes. **2ND:** K. Wilkinson. **MOTION CARRIED** with two abstentions (A. Larsen, J. West).

II. Senate Membership

A. Spring 2026 Elections

1. Senate-Administered Elections

***Adjuncts Representative:** Hilary Withers, term expiring (ineligible); seat needs to be filled ASAP; Senator Withers will serve until a new adjunct representative is elected.

***College Council (Richfield):** Amanda Wood, interim term expiring (eligible)

The Senate administers these elections. J. Thomas will begin this month.

2. Senate Leadership Elections

J. Thomas reminded senators that the Senate holds elections for President and Vice-President every spring semester. Any tenured divisional senator may serve in either of these positions, and he would be contacting them soon to gauge their interest.

Eligible senators for the 2026–2027 term are as follows, in alphabetical order: Trent Fawcett, Steve Hart (if reelected), Heather Holland, Rachel Keller, and Adam Larsen (if reelected).

3. Parliamentarian

J. Thomas reminded senators that the Parliamentarian is appointed and maintained by the voice of the Senate. There are no prescribed term limits in the bylaws. He expressed his willingness to serve for many years to come. President Fawcett noted that the Senate would discuss this further at the next meeting.

B. Senate & At-Large Committee Representation

1. Ratification of Split

President Fawcett reported that the Board of Trustees ratified the proposed split of Business & Applied Technology earlier in the day, and clarified that the institution will move to having six “schools” (formerly “divisions”), not five. Senators noted that this restructuring will require the Senate to revisit how representation is organized, but agreed that no decision should be made in this meeting. President Fawcett also shared that, during a recent visit to Richfield as part of his Board of Trustees faculty-representative role, he heard concerns that Richfield faculty sometimes feel overlooked. Senator Larsen noted that any representation changes would require bylaw revisions.

2. Discussion of Options

Discussion centered on the key questions the Senate will need to resolve before proposing changes tied to the new “school” structure. Senator Hart reiterated two practical issues: whether each school should be represented by one senator or two, and whether representational service that falls outside contract for full-time faculty should be treated as a compensated role. President Fawcett noted that existing guiding documents may complicate the issue, since current bylaws connect representation to committee service and many

committees may not directly apply to Tech Ed (with Curriculum Committee as a notable exception).

Senators also stressed the need for clearer administrative communication as the split proceeds. Senator Parry suggested a Q&A identifying which committees remain relevant, and several senators noted that a timeline would be helpful. President Fawcett added that he and the Faculty Association President raised these concerns with the College President, who indicated that a FAQ document is in progress.

3. Getting Input & Feedback

To proceed deliberately, senators agreed to gather information before drafting formal changes. Senator Parry recommended soliciting feedback from the affected schools about what representation model would work best. Senator Keller emphasized that the newly formed school should be explicitly invited to help shape its own representation, particularly given potential contract differences. J. Thomas agreed to contact the relevant deans to begin collecting input. The Senate also outlined a tentative two-step plan for future bylaw amendments: first, change the language from “division” to “school,” and second, revise representation once the new structure and seating are finalized. Senator Parry and D. Allred emphasized that there is no immediate urgency, and recommended waiting until administrative details are confirmed later in the month before moving forward.

III. Administrative Updates

A. Faculty Senate President

1. Policy on Deleting & Sharing Records

Fawcett reported on two governance/communication items. First, he revisited a proposed policy related to deleting records/shredding documents, noting he had opposed it previously at College Council and that it would not yet proceed to a 30-day review. He also reported that the Board of Trustees’ attorney attended the meeting and clarified that the policy does not apply to archived course content moved between Canvas courses for student reference (e.g., older handwritten notes posted in Canvas), provided the material predates Spring 2024. President Fawcett added that Academic Affairs and the attorney planned to issue a clarifying bulletin to prevent misinformation.

2. Senate Website Update

President Fawcett raised the need to update the Faculty Senate website to improve presentation and clarity, and to better support the Senate's stated goal of collecting feedback from schools (divisions). He suggested moving beyond emailing policies back and forth by creating a web-based space linking to policies under discussion and allowing faculty to provide feedback (potentially routed through the Faculty Association representative if anonymity was needed). Senators noted concerns about spam and account security.

3. Faculty Handbook(s)

a. Handbook Background. President Fawcett then focused attention on the Faculty Handbook, which is currently housed on the Faculty Senate website. He reported that the handbook was last updated in 2012 and appears to be difficult to access (including broken links). He shared that, after speaking with former Senate presidents Kari Arnoldsen and Larry Smith), he learned the handbook had been contentious in the past but has since fallen into disuse. He emphasized that the handbook now reflects outdated policies and resources (including areas such as Lunch Bunch), and creates reputational risk if referenced in its current form. He stated the Senate must either update it or remove it.

B. Discussion. Senator Larsen agreed, emphasizing that a faculty handbook has been a long-standing need and that updating it is essential for faculty clarity and institutional credibility. Senators discussed where the handbook should live (Faculty Senate website, mySnow, Canvas, or another platform), balancing accessibility, practicality, and maintenance. Senator Wilkinson noted that in new faculty training it had been referenced occasionally. Associate Provost Allred stated a newer version had been written approximately five years ago and that a print copy exists, though it is not currently on the website. Dean Brenchley noted that many handbook-type resources already appear in mySnow, which is where faculty are often directed. Senator Keller supported creating a more durable, regularly updated "living" resource—similar to how Canvas syllabi can auto-populate current policies—rather than a static document that becomes outdated. Provost Austin emphasized the need for an ongoing annual update process so the handbook does not lapse again. Senators also discussed whether the handbook should be public-facing. The Provost noted accreditation expectations for access, while others raised practical access issues with password-protected systems and onboarding.

C. Motion & Vote. **MOTION** by A. Larsen that the Senate begin reviewing the handbook and use Senate committees to assist with updating it. **2ND:** H. Withers. Discussion on the motion included interest in locating and reviewing the more recent version D. Allred referenced,

clarification that *the handbook itself is not policy* but a resource that *references* policies, and the question of how best to house and maintain it going forward.

A taskforce was formed consisting of T. Fawcett, A. Larsen, and K. Wilkinson to begin the work. **MOTION CARRIED** with one abstention (J. West). (After the meeting, **R. Keller** also volunteered her services.)

B. Deans Council

1. Report

Dean Branchley provided a brief report from the Deans Council, which in their last meeting had reviewed several informational items, including staffing updates and funded positions. He noted an unexpected resignation in his division, and President Fawcett added that several recent changes involved new hires who later left. Dean Branchley also reported that the Council discussed routine personnel and academic matters such as position requests and sabbaticals.

2. Reviews & FETs

D. Allred reported that deans and chairs were encouraged to complete annual reviews so the A&T Committee will have a complete set of evaluations for upcoming advancements. Dean Branchley added that Faculty Evaluation Teams (FETs) are currently being assembled for this semester, which includes an unusually high number of reviews. He asked that faculty be informed of the deans' appreciation for colleagues serving on review teams, and expressed gratitude for how willing faculty have been to help.

C. Office of Academic Affairs

1. Expression of Gratitude

Provost Austin thanked faculty at large for meeting the Simple Syllabus posting deadline in December, noting that all but about 50 syllabi were posted on time and that this faculty follow-through reflected well on the institution.

2. Official Documents

President Fawcett opened this discussion by noting that the Office of Academic Affairs was seeking a vote to indicate faculty support for the documents under consideration.

a. LMS (Canvas) Use & Limitations Document

i. Policy Portion. Senator Hart asked whether the policy would go out for a 30-day review. Associate Provost Allred clarified that there is both a policy and a procedure; the policy portion will go out for review. Senator Parry noted three minor edits and said he would discuss them with D. Allred after the meeting. President Fawcett indicated no opposition to the policy in its current form and asked if there were any objections; none were raised.

MOTION by K. Parry to approve the policy portion of the LMS (Canvas) Use & Limitations Document. **2ND:** T. Fawcett. **MOTION CARRIED** unanimously with one abstention (J. West).

ii. Procedural Portion. Senator Parry, speaking as the Faculty Association representative, raised the most common concern he had heard: crosslisting. He asked for clarity on what “discouraged” means (i.e., whether it is merely a preference or whether crosslisting is permitted with Teaching and Learning Center approval). He also suggested clarifying language in section 5.E.5 regarding face-to-face and online sections (e.g., specifying “two or more” sections). D. Allred responded that the procedure language is primarily intended to protect student privacy, and that if there is a clear pedagogical rationale, the procedure is written to allow approval. Senator Parry noted that other USHE institutions typically centralize crosslisting through a TLC-equivalent and referenced a detailed example from College of the Canyons.

D. Allred expressed concern about the number of settings faculty must disable for crosslisting and emphasized that FERPA and Title IX risks can place liability on faculty, particularly in sensitive situations (e.g., no-contact directives). Senator Keller agreed that even if a faculty member can justify crosslisting for pedagogical reasons, it does not remove individual risk. Senator Wilkinson asked whether completing a Kuali form would mitigate the issue; Senator Keller and President Fawcett suggested that the process burden is significant and reiterated that faculty remain responsible for the choice. Senator Parry asked whether other schools face similar risk; D. Allred noted that the broader trend is moving toward less crosslisting due to FERPA requirements. Provost Austin added that while FERPA enforcement is federal, Title IX situations can carry other serious implications. He also mentioned that only the federal government can sue schools for FERPA violations, not individual students. Senator Parry asked what safeguards could be put in place and emphasized the need for a workable middle ground that balances instructional efficiency and student privacy.

b. Course Evaluation Language Changes & Timeline Implementation

i. Background & Comments. President Fawcett noted that the proposed course evaluation revisions have been under consideration since late October and explained that

the goal is to streamline the evaluations based on guiding principles such as “what is actually used.” President Fawcett asked whether there was further discussion. Senator Parry voiced support for the revisions and reiterated two points from the previous meeting: (1) that the language be softened by adding “as needed” to the problem-solving element, and (2) remove reference of COVID in the student belonging question, but still include the question about whether or not students feel that they belong at Snow College and why or why not. Senator Parry also noted that some faculty had expressed interest in retaining a “belonging” question (or some version of it) and said he would value seeing the responses that question generates. Senator Keller agreed that belonging-related data can be meaningful and suggested it may be more appropriate for First-Year Experience (FYE) efforts (e.g., via focus groups). Senator Wilkinson flagged potential ambiguity in the question asking students how many hours per week they spent on the class, noting students may struggle to distinguish in-class and out-of-class time. President Fawcett suggested follow-up conversations could continue after the meeting.

ii. Motion & Votes. D. Allred raised a procedural concern about distinguishing individual faculty comments from an official Senate-endorsed position, emphasizing that a unified Senate stance carries more weight. President Fawcett noted that to implement the changes by the end of the semester, the process needed to move forward. Senator Keller agreed that the matter was ready to advance.

MOTION by R. Keller to move the revised course evaluation language and timeline forward with pending suggestions (COVID question removed; other suggested edits at the discretion of Academic Affairs). **2ND:** D. Schugk.

Discussion on the motion included Senator Hart asking whether departments still have the ability to add or customize evaluation questions without an overly burdensome process. President Fawcett confirmed this option is currently available, and D. Allred stated that he would support any department that wants to update or customize its version. He also noted that department chairs could add a belonging-type question if desired, and expressed openness to restoring it if there is a clear purpose tied to assessment or accreditation. After discussion, senators decided not to include the belonging question at this time. Senator Parry stated he would follow up with faculty who had raised that concern.

MOTION AMENDED to proceed with the revised course evaluations with slight changes, removing the additional COVID question and allowing departments leeway to add questions as needed. **MOTION CARRIED** with two abstentions (A. Larsen, J. West).

3. Classroom Presence Document

The Senate discussed proposed revisions to a procedural document housed in the Faculty Leader Handbook. D. Allred explained that the revisions were made in response to faculty concerns and would replace the interim letter currently included in the handbook. President Fawcett emphasized the need to move the item forward, noting that he supported the revised version specifically because it would replace the earlier communication. Several senators raised questions about process and constituency input. Senator Hart stated that if the document had not changed since the prior version, his concerns remained and he was not comfortable voting until consulting his division. Senator Parry questioned why the Senate was voting on a document aimed primarily at chairs and suggested that, if it is for chairs, chairs should drive it.

Discussion also addressed the purpose of the document and faculty concerns. D. Allred described the original iteration as a tone and wording misstep and said the revised draft is intended to affirm faculty work and provide clearer, flexible guidance to peer leaders for setting expectations, not to introduce “policy creep.” D. Allred said previous chair discussions showed broad support for clearer enforcement guidance, though it has not been revisited recently. Senator Hart reiterated uncertainty and requested more time to seek targeted feedback, while D. Allred expressed willingness to update the handbook with the revised language while continuing to refine it over time. Senator Keller urged closure, noting that colleagues have had several months to provide feedback and that senators must balance gathering input with making decisions.

MOTION by S. Hart that the Senate possess no strong reservations about updating the procedural language. **2ND:** R. Keller. **MOTION CARRIED** with two abstentions (A. Larsen, J. West).

IV. Senate Business

A. Calendaring Committee

I. Background

President Fawcett reported recent efforts to improve the calendaring process and transparency. He stated that he met with President McIff, who is pursuing a policy and timeline that would allow faculty to provide feedback on academic calendars so changes do not appear to be made “in a corner.” President Fawcett responded that the Senate does not control the calendar but does have a voice and can elevate concerns.

II. Discussion

By way of substantial recommendations for the calendar, Senator Larsen raised concerns about inequities in instructional days, noting that during Spring semester MW classes can end up with a full week of fewer instruction days than TR classes due to two Monday holidays. He reported that two faculty members had also raised this concern and suggested a possible remedy: using a “Tuesday schedule as a Monday” on one of those holiday weeks, which Snow has previously done.

D. Allred added that the Registrar has been working on spring calendars for 2028 and 2029 and has requested committee votes by the upcoming Friday. President Fawcett said he would ask Senator Hart to follow up. Senators Hart and Parry expressed concern about the speed and communication of the vote, noting that while prior meetings included discussion, senators had not been informed of specific proposed calendars or an imminent vote.

Senator Keller emphasized that the core issue is the lack of an established procedure—faculty may not always get their preferred outcomes, but frustration increases when changes are introduced abruptly. D. Allred noted that the Registrar has been trying to communicate well as an individual. Senators reiterated that the broader process needs to be clearer and more formalized. Senator Keller also noted that the faculty membership on the calendaring committee should be clearly identified; D. Allred indicated staff representation has been reduced. President Fawcett clarified that the Senate selected one of the faculty representatives (Hart). He also identified Dean Anthony Beal and Professor Nick Marsing as committee members. Discussion noted that the committee currently lacks bylaws. He reiterated his intent to pursue a policy to address these concerns. D. Allred said it is possible for the Senate, through Senator Hart, to request changes to the calendar vote timeline.

Senators expressed interest in asking to delay Friday's vote if possible. Senator Parry stated a preference for a delay given the short timeline, and Senator Hart indicated he would push for a delay.

V. Adjournment

MOTION by K. Parry to adjourn. **2ND:** K. Wilkinson. **MOTION CARRIED** with one abstention (J. West).

The Senate meeting concluded at 5:06 pm.