

Meeting Minutes

March 11, 2026 @ 3:30pm

I. Call to Order & Review of Minutes

A. Assembly & Attendance

The Senate meeting began at 3:32 pm.

Present: Trent Fawcett (Pres), Dennis Schugk (VP), Steve Hart, Heather Holland, Rachel Keller, Adam Larsen, Liz Lee, Jay Moosman*, Kade Parry, Jason West, Klarissa Wilkinson

Absent: Karen Carter

Guests: Jacob L. Thomas (Parliamentarian), Mike Brenchley, Michael Austin, Jonathan Bodrero (Co-Director of the Teaching & Learning Committee), Eliza Henry (SBO Senator for Humanities & Social Science), David Rodriguez*

**Indicates online participation via Microsoft Teams.*

B. Review of Minutes

Access Update. President Fawcett discussed the new SharePoint group for the Senate, available via a link on the updated Senate webpage. Anyone with an @snow.edu email account will be able to view everything posted there.

Approval of Minutes. Senators reviewed the minutes from the **February 25** meeting. **MOTION** by K. Parry to approve. **2nd** by J. West. **Motion carried** with unanimous approval from all senators present with 2 abstentions (S. Hart, K. Wilkinson).

II. Senate Membership

A. Spring 2026 Elections

1. Upcoming Division/School Elections

Current Senator	Term	Eligible for Reelection?	New Senator (July 1)
Karen Carter Business & Tech	2020–2026 (2nd)	No	Josh Hales Madi Lyons
Adam Larsen Fine Arts	2023–2026 (1st)	Yes	*Dean Huff has responded.
Steve Hart Science & Math	2024–2026 (filling term)	Yes	*Currently holding its election: 3 candidates.
Dennis Schugk Social Science	2021–2027 (retiring)	No	David Rodriguez (filling term, 2026–2027)

Senator Moosman indicated his willingness to continue to serve as the senator from Tech Ed. The matter was further discussed later on in the meeting.

2. Senate-Administered Elections

J. Thomas noted that he will begin the **election process for the At-Large GE Committee Richfield seat**. President Fawcett reminded the Senate that the Richfield campus does teach a considerable number of GE courses, and so their voice is essential.

III. Administrative Updates

A. Office of Academic Affairs

1. Conclusion of Legislative Session

Provost Austin reported that the legislative session had concluded without any budget reductions for Snow College. He also announced that the College had received \$250,000 in one-time funding to support the skills-based general education initiative. He explained that the funding would be used not to change the curriculum itself, but to develop new assessment and training plans tied to that initiative. Once the funds are in hand, the College plans to advertise for a faculty member to spend a full year working full-time on that development, with the faculty member's regular position to be backfilled for at least one year

and possibly two. Provost Austin emphasized that the goal is to provide faculty with meaningful opportunities to contribute labor to the project without leaving their departments unsupported.

2. Jail Education Network

Provost Austin also reported on a legislative proposal for \$300,000 in annual funding to establish a statewide jail education network, creating a private instructional network within the correctional system. He clarified that the proposal concerns county jails rather than the two state prisons, where most incarcerated individuals are housed, and noted that Senator Keller has been one of the pilot instructors in the jail program. He said the College hopes to scale the effort statewide and that the program would help offset recent enrollment losses.

Responding to Dean Brenchley's question about the risk of the initiative eventually losing support, Provost Austin explained that the current model is more stable than the earlier version because it relies primarily on the federal Second Chance Pell program rather than direct state appropriations.

Provost Austin added that research shows lower rates of reoffending among incarcerated individuals who receive education and that the College is requesting three new state-supported positions over three years—likely in Math, English, and possibly Social Science—to support the program as it grows, with faculty participation remaining voluntary and appointments made through the relevant departments.

3. Final Vote on LMS/Canvas Procedure Document

a. Document History. President Fawcett revisited the Canvas Use document, noting that the matter had originally been drafted as a single document but had since been divided into a policy and a procedures document. He explained that Senator Parry had been especially involved in reviewing the procedural language. Senator Parry said the document had improved significantly and noted that Associate Provost Allred had been responsive in incorporating nearly all of the concerns that had been raised. He added that the most significant issue had been crosslisting, but that his division was now far less concerned with the current wording than it had been earlier. A few minor edits were reviewed, and no other substantive concerns remained regarding the document itself.

b. Deletion of Canvas courses after 5 years. In response to concerns about old Canvas courses being deleted after 5 years, President Fawcett explained that retaining older Canvas courses carries an ongoing storage cost for the College, particularly given the significant expansion of data use during and after Covid, especially from video content. He noted that faculty do have options for preserving their materials, including creating a permanent course shell and

moving documents there or downloading course files for local storage, though doing so would require time and would not preserve student submissions.

Dean Brenchley asked when the deletion process would begin, and President Fawcett replied that the administration had originally hoped to implement it about a year earlier but had delayed action pending approval of the policy and procedures. He added that the start date could still be negotiated to ensure adequate advance notice. He reminded the Senate that the matter before them was a procedures document rather than a policy, meaning it would not require a 30-day review period and could be revised more easily in the future.

MOTION by H. Holland to approve the LMS/Canvas Procedures document. **2nd:** K. Wilkinson. **Motion carried** unanimously.

B. Deans Council

1. General Updates

Dean Brenchley reported that Deans Council had continued its discussion of out-of-division General Education courses and the role deans should play in that process, though no changes had yet been made and the conversation remained largely exploratory. He also noted that the Departments of Chemistry and Geology had been combined.

In addition, he reminded senators of an upcoming fees meeting on Friday and emphasized that department chairs and other stakeholders should attend. In response to Senator Keller, Dean Brenchley confirmed that fee requests go directly to the deans. He also reported that Alan Hart, Director of Tech Ed, would begin attending Deans Council meetings in the future, serving in a role that is essentially a hybrid between a dean and an associate provost.

2. Textbook Portal

President Fawcett then raised concerns about textbook orders in the Faculty Portal, particularly the need for greater continuity and accuracy in default book assignments. Associate Provost Allred explained that for faculty on the “no-book” list, that designation had already been entered for them, adding that this had simply not been done the previous semester. President Fawcett expressed hope that the process could become more consistent in order to save faculty time, and Dean Brenchley noted that a previous vendor had handled that process more smoothly.

Senator Parry shared an example of a faculty member whose previous departmental access apparently allowed an incorrect change to be made to his courses’ textbook listings, and he suggested that the system should generate an automatic email confirmation whenever book

information is entered or changed. He observed that faculty are unlikely to monitor the portal constantly, so a notification system would help catch both intended changes and errors. Associate Provost Allred said he would follow up on that concern.

Senator Keller also described difficulties accessing newly assigned classes shortly before the start of the semester, noting that she had sometimes been locked out of the system and unable to get timely help even through her chair. She suggested that additional troubleshooting for those situations would be helpful.

C. Student Body

1. Student Representation

Eliza Henry, speaking on behalf of the Student Body Officers, reported that they are still struggling to find enough student senate representatives for the divisions and asked faculty senators to encourage strong students to apply before the final deadline the following day. She explained that the need exists across all divisions, that there are no unusual eligibility requirements, and that even new students may serve. Although full-time students are preferred, she said the organization is willing to work with other applicants as needed. She also noted that the information is available on the SBO website and confirmed that a scholarship accompanies the position.

D. Faculty Senate President

1. USHE Revision of the Definition of Academic Freedom

President Fawcett reported that he had received an email from T. J. Bliss at USHE regarding a revision of the system's academic freedom statement and a request for Senate presidents to nominate individuals with knowledge of and interest in academic freedom to participate in that work. He noted that he had considered former Senate presidents Larry Smith and Matthew Gowans as possible nominees, and said he had not wanted to make the decision unilaterally. During discussion, additional names were suggested, including Veronika Tait. Provost Austin clarified that the College could submit two representatives rather than one, including one from Academic Affairs and one from the Senate, indicating that the Senate could choose the Academic Affairs rep, too. President Fawcett concluded that he would contact the possible nominees to determine who was willing and able to commit to the additional service, which would involve regular meetings over the next several months without additional compensation.

2. Updating the Faculty Senate Webpage

President Fawcett reported on continued development of the Faculty Senate webpage and thanked Associate Provost Allred for the work that had gone into it. He invited senators to review the page, particularly the new “Documents for Review” area under the Faculty Senate site, which will be accessible to anyone with a current Snow account. He explained that the page will serve as a landing place for policies and other documents currently under discussion, with a disclaimer making clear that such materials are not yet official and that faculty comments and concerns should still be directed to senators. The documents will be read-only for most users, while senators, along with the Senate President, Vice President, and Parliamentarian, will have editing access; additional individuals may also be granted access to specific documents as needed for taskforces or working groups.

President Fawcett noted that because the site is intranet-facing, comments made within documents may be visible to others, and he urged senators to make their divisions aware of that. He also explained that the site is intended to reduce the need for repeated email attachments by providing a central place for current working documents, though notifications can still be sent when new materials are added. He cautioned that document ownership and permissions will need to be handled carefully, since moving files into the system can affect existing access, and he emphasized that the page is meant as a temporary workspace for active Senate discussion rather than a long-term historical archive.

3. Professional Track Committee & “Vested” Language

President Fawcett noted that there had been no significant movement on this matter since the Senate’s previous discussion. Associate Provost Allred added that the relevant documents would be forwarded to Technical Education for review and decision-making.

IV. Senate Business

A. Sabbaticals Policy Update

1. Movement to the Agenda

This item had not been included in the original agenda, but due to its pressing nature, President Fawcett recommended that it be discussed at this point. **MOTION** by A. Larsen to add this item to the agenda. **2nd:** D. Schugk. **Motion carried** unanimously.

2. Sabbatical Policy Revisions and Terminology

J. Bodrero, Co-Director of the Teaching & Learning Committee, explained that the sabbatical document, last updated in 2019–2020, now includes mostly clarifying changes and adjusted deadlines. He also noted discussion of a possible broader category—such as “Strategic Development Opportunities”—for cases in which reassigned time might help faculty gain credentials needed for accreditation or program growth.

3. Teaching and Learning Committee / Faculty Development Naming

The Senate also discussed whether the document should refer to the Teaching and Learning Committee or use the older “Faculty Development” language. Several senators felt “Faculty Development” sounded broader and more inclusive, and Professor Bodrero said the committee would continue discussing the matter along with related bylaw questions.

4. Outside-Funded Leave and Case-by-Case Review

A substantial part of the discussion focused on outside-funded leave, which Professor Bodrero said would not count as sabbatical leave and would instead be reviewed through Academic Affairs. Provost Austin explained that such requests vary too much to regulate through a single policy, and said they would need an academic justification, support from chairs and deans, and approval based on institutional and teaching needs.

5. Possible Separate Policy for Academic or Strategic Leave

Senators also discussed whether these other forms of reassigned time should be addressed in a separate policy rather than folded into the sabbatical policy. Professor Bodrero and Provost Austin agreed that a related but distinct policy may be appropriate, and they emphasized that such leave would not reduce a faculty member’s sabbatical eligibility.

6. Equity, Coverage, and Communication

Professor Bodrero said the revisions are intended in part to create more equitable evaluation of sabbatical applications, while several senators noted that course coverage remains one of the main practical concerns. The Senate also discussed the need to communicate these opportunities more clearly to faculty when funding is available.

7. Number of Sabbaticals and Institutional Capacity

Senator Larsen asked whether the College should consider increasing the number of sabbaticals available each year, arguing that they are valuable for faculty development and

retention. Provost Austin responded that the issue involves not only funding but also course coverage and institutional mission, since greater reliance on adjunct coverage could change the character of the College.

8. Tabling and Next Steps

At the conclusion of the discussion, the Senate agreed that more time and feedback were needed before moving the policy forward. **MOTION** by A. Larsen to table the item until the next meeting. **2nd:** K. Parry. **Motion carried** unanimously.

B. Senate Bylaws Updates

J. Thomas reviewed a series of proposed bylaw revisions, with particular attention to Senate membership and representation for the new School of Technical Education. The discussion included the following items:

a. Minor sentence-level edits throughout the bylaws, including punctuation cleanup, standardized capitalization, and removal of stray spacing issues. Of most importance was changing the term “division” to “school” (e.g. the School of Humanities instead of the Division of Humanities.)

b. A proposed addition to Section 3.8 stating that the Faculty Senate will administer elections for the at-large seats on the General Education Committee as terms of service conclude.

c. A proposed addition to Section 4.2.1.1 establishing a policy for recording Senate meetings and specifying who may access those recordings. Senators raised the question of whether the proposed language should include some form of recourse or appeal and indicated that this point should be double-checked.

d. A proposed addition to Section 4.2.1.2 addressing the rare use of executive, or closed, sessions in Senate meetings. During discussion, senators suggested revisiting whether the threshold for entering executive session should be a simple majority rather than a higher vote requirement, consistent with Robert’s Rules.

e. Proposed revisions to Sections 2.1 and 2.1.1 regarding representation for the new School of Technical Education. J. Thomas explained that he had prepared three possible approaches based on prior Senate discussions and email feedback, noting that the one option not included among those possibilities was having no representation at all for Technical Education. It was also noted that faculty in Richfield were favorable toward having some representation.

J. Thomas said he would take all of this on board and bring further clarifications at the next Senate meeting.

C. Calendaring Committee

1. Spring Semester Scheduling Conflicts

a. Student Opinion. Rebekah Stewart, the SBO representative from the February 25 meeting, submitted a letter in response to the Senate’s ongoing discussion of the spring calendar and the issue of MWF classes losing one week of instruction relative to TR classes. The letter reflected a limited and informal collection of student feedback rather than a comprehensive survey of calendaring stakeholders. Within that feedback, students cited concerns about an earlier semester start, preserving Friday graduation, and the disruption that would result from converting another day into a “Monday” schedule. Overall, those consulted generally did not view the lost instructional days as serious enough to justify a major calendar change, though a few expressed indifference and one suggested recorded course material as an alternative.

b. Calendaring Committee Governance. The discussion then turned back to the Calendaring Committee itself. Senator Larsen said one of his chief concerns was that the committee currently has no bylaws or formal governing document, and President Fawcett agreed, noting that this lack of structure was precisely what had prompted the current effort. Associate Provost Allred emphasized that calendaring involves many stakeholders and said it was not something the Senate alone could fully oversee. Senators noted that Senate leadership had already informed the Cabinet that the process would need to be collaborative. President Fawcett added that President McIff and two vice presidents had expressed support for moving the work forward, but that no one else had yet taken ownership of drafting it, so the Senate had effectively been asked to help get the process started.

V. Adjournment

MOTION to adjourn by S. Hart. **2nd:** H. Holland. **Motion carried** unanimously.

The Senate meeting concluded at 5:04 pm.

Meeting minutes by Jacob L. Thomas, Parliamentarian
Approved by the Faculty Senate, March 25, 2026