Legislative History—Policies 6-002(Rev31), & 6-100(Rev24)

Prepared by Bob Flores, for the Institutional Policy Committee, June 2016.

This project involved two companion proposals establishing new standing committees of the Academic Senate. The proposals were processed separately through the Academic Senate, and then joined together for processing through the Board of Trustees.

One proposal revised Policy 6-002 to permanently establish the "Senate Advisory Committee on Information Technology" (which had been operating briefly as a Senate ad hoc committee). It was approved by the Senate on March 7, 2016.

The other proposal revised both Policy 6-002 and Policy 6-100, to convert what was formerly a non-Senate committee (the "University Student Course Feedback Oversight Committee") and establish it as the "Senate Advisory Committee on Student Course Feedback." It was approved by the Senate on April 4, 2016.

Both proposals were then jointly approved by the Board of Trustees on April 12, 2016, with a designated effective date of July 1, 2016.

Contents (copied from the agenda materials for the Academic Senate Meetings of March 7, and April 4, 2016):

(i)   Proposal regarding the Senate Advisory Committee on Information Technology:
- Explanatory memorandum.
- Revised Policy 6-002.

(ii)   Proposal regarding the Senate Advisory Committee on Student Course Feedback:
- Explanatory memorandum.
- Revised Policies 6-002 and 6-100.

Memorandum to Academic Senate meeting of March 7, 2016
Proposed revision of Policy 6-002 to create the Senate Advisory Committee on Information Technology as a new standing committee of the Senate.

Request and Background

The Senate Ad Hoc Faculty IT Committee and the CIO, Steve Hess, request that the Senate approve a new Senate Committee: The Senate Advisory Committee on Information Technology (SACIT). This committee will work within the proposed IT-governance structure.

The proposed IT-governance model is as follows:
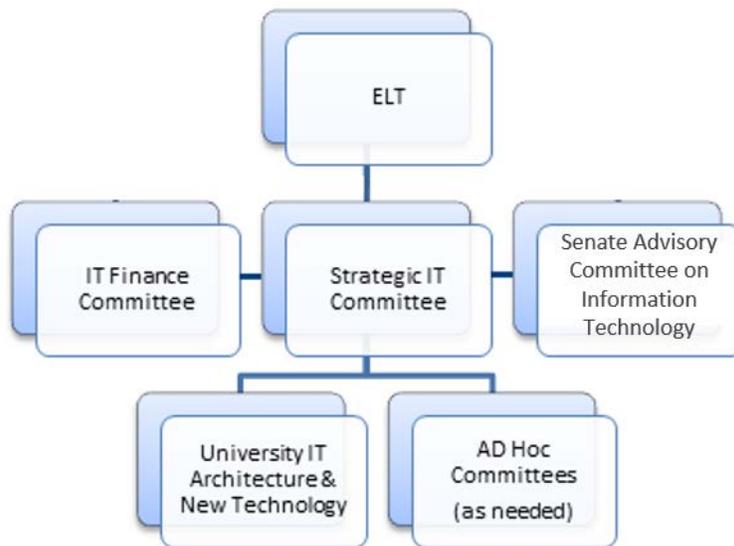
Proposed Charter for The Senate Advisory Committee on Information Technology (SACIT)

1.

The Senate Advisory Committee on Information Technology (SACIT) is a committee of the Academic Senate, and is covered by the policies covering such committees (primarily Policy 6-002)

In order to ensure that the academic mission of the University is given a full hearing in the setting of IT policy and strategy, the SACIT is charged by the Senate of work with the Strategic IT Committee (SITC) (and the through the SITC and IT Finance Committee (ITFC)) to identify strategic issues in IT which have academic impact, and to advise SITC on how these issues should be handled. In addition, as the SACIT becomes aware of emerging issues and concerns about campus IT policy, strategy and practices, it will bring these to the attention of SITC and other administrative units as appropriate.

The SACIT is charged with reviewing all requests proposed to SITC in order to determine which have an impact on the academic mission of the university. When a proposal is judged to have no such impact, the SACIT will return it to SITC with a note stating that it has no academic impact. When a proposal is determined to have academic impact, the SACIT will engage in discussion with and make recommendations to the SITC on the proposal; in the course of such investigation, the SACIT has the right to consult with other units on campus, including SITC, to help it reach a conclusion. This conclusion will be reported to SITC.

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The SACIT will have 14 voting members, appointed to provide wide and diverse representation of the academic interests of the campus. Voting membership will include 12 faculty members drawn from faculty (tenure-line and career-line) who meet the qualifications for election to the Academic Senate, and will include 2 student representatives; there will be a minimum of 3 tenure-line faculty and 3 career-line faculty on SACIT. In addition to the faculty and student members, the President of the Senate (or designee—which might be the President-elect or past-President) will serve as a non-voting *ex officio* member and provide a link between the SACIT and Senate Leadership. A ballot of candidates for the faculty members of the Committee will be prepared by the Personnel and Elections Committee jointly with the Senate Executive Committee.* The SACIT will report to the Senate through the Executive Committee on a regular basis, and will provide an annual report to the Senate. As needed, the Executive Committee may ask the SACIT to provide reports to the Senate in addition to the annual report.

* This follows the model of setting a ballot of candidates for the existing Senate Advisory Committee on Budget and Finance, with the explicit consultation between the EC and P&E.

Selecting Faculty Members
Based on its experience this year, the existing ad hoc committee has considered what is necessary for a functioning committee. We recommend that in determining who will serve as faculty members on the standing Committee, the following should be taken into account.
1. Continuity of membership is important, as we learned working with the Security team. For this reason, we recommended 3 year terms, with the possibility of renewal.
2. Regular and reliable attendance is important for the work of this committee therefore, it is important to secure a commitment on the part of potential members to attend meetings regularly over the term of their appointment. (This does not mean attending every meeting, and we recognize that changes in appointment, life circumstances and so on cannot be foreseen, but willingness to make this commitment is necessary.)
3. Members are required to disclose any potential conflict of interest as specific cases arise; potential members should be informed of this and understand what it means. (For example, if there is a proposal about centralizing some aspect of IT which effects a member's unit directly, the member should disclose this.)
4. In choosing members, P&E and the EC should aim for a committee which (i) is broadly representative of the diversity of campus-wide academic interests (while it isn't necessary or even possible to appoint someone from every area, the Committee as a whole must have a good grasp of the needs of all the academic areas); (ii) has members who technically aware and appreciative of the role of IT in an academic setting (this does not mean that they must understand the nuts and bolts of the programs or equipment); (iii) are motivated to do the work of the Committee and to make a positive contribution to the integration of IT into the academic mission; finally, (iv) while this is more difficult to codify, it is crucial that members of the Committee understand the importance of working *within* a committee structure to make progress.

Getting Started
For the first year, the Ad Hoc Faculty IT Committee recommends that the following faculty members be carried over from the current ad hoc committee to the new standing SACIT:
- Tom Cheatham
- Randy Dryer

- Mike Gardner
- Julio Facelli
- Pat Hanna
- Peter Jensen
- Nancy Lombardo
- Kim Martinez
- Jo Yaffe

P&E and the EC will need to identify additional candidates, to meet the requisite number of candidates for a ballot sufficient for the 12 faculty member slots. Subsequent to the election by the Senate, to achieve the requisite staggering of terms, the P&E, in consultation with the EC should then divide the elected members into 3 groups serving 1, 2 and 3 year terms respectively. All of the new members should be placed in the last group (3 years). The continuing members should be distributed among the groups.

Recommendations for Membership:
To help with the selection of the additional candidates, the Ad Hoc Committee has compiled a list of potential members. It is, of course, the prerogative of the P&E and EC to do whatever it wants with this list.

Allyson Mower
Tony Ekdale
Jordan Gerton
David Temme
Lori Richards
Peter Alfeld
Richard Fowles
Robert Mayer
Russ Isabella
Sonia Salari
Melissa Lewis
Frances Fredrich

David Goldenberg, Dept of Biology (Volunteered)
Natalie Stillman-Webb, Dept of Writing and Rhetoric
Michael Dean, Dept of Pediatrics
Will Dere, Endocrinology/Diabetes Research

Policy 6-002: The Academic Senate and Senate Committees: Structure, Functions, Procedures. Revision [31]. [Effective date: July 1, 2016]

    * * * [*Note to Senate: for ease of reading, lengthy contents of other sections not proposed for change are not included here.*]

III-D.   Senate Committees.

   1.   Standing Committees.
        a.   Establishment of standing committees of the Senate.
             i.   The standing committees of the Academic Senate described in this Policy are hereby established, and the membership and functions of each shall be implemented as described here (or as described in the other governing Regulations for each such committee as referenced here).
             ii.   There are three categories of such standing committees.
                    A.   Standing committees for which the primary responsibilities include managing the internal affairs of the Senate. These are (1) the Senate Executive Committee and (2) the Senate Personnel and Elections Committee. In keeping with the principle that internal affairs of the Senate are to be managed by the Senate members, eligibility for election to serve on these committees is based on status as an elected member of the Senate, as more fully described below.
                    B.   Standing committees for which the primary responsibilities include investigating, reviewing, or conducting hearings regarding individual case disputes among University personnel. The Senate delegates to these committees certain responsibilities for conducting investigations, informal dispute resolutions, and hearings, as more fully described in the pertinent governing Policies. These are (3) the Senate Committee on Academic Freedom and Faculty Rights, and (4) the Senate Consolidated Hearing Committee. Membership in the Senate is not a requirement for faculty members or officers of these committees.
                    C.   Standing committees for which the primary responsibilities include generally advising the Senate and the University administration on matters of significant academic importance. These are (5) the Senate Advisory Committee on Academic Policy, (6) the Senate Advisory Committee on Salaries and Benefits, (7) The Senate Advisory Committee on Budget and Planning, (8) the Senate Advisory Committee on Library Policy, (9) the Senate Advisory Committee on Diversity, [(10) {*temporarily reserved for*} The Senate Advisory Committee on Student Course Feedback,] (11) The Senate Advisory Committee on Information Technology, and (10) (12) the Senate Faculty Review Standards Committee. Membership in the Senate is not a requirement for faculty members or officers of these committees.

b. Senate Executive Committee.

. . . .

ii. Functions. It shall be the duty of the Executive Committee to: * * *

J. Carry out such functions as are described in various University Regulations from time to time enacted, including but not limited to the following matters …

- Nomination of candidates for election to membership on the Senate Advisory Committee on Budget and Planning (see Section III-D-1-h below), and on the Senate Advisory Committee on Information Technology (Section III-D-1-l).

k. [{*temporarily reserved for*} Senate Advisory Committee on Student Course Feedback (SACSCF).]
{*drafting note: see separate proposal for this new Senate Committee* }

l. Senate Advisory Committee on Information Technology.

The Senate Advisory Committee on Information Technology ("SACIT") is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here.

i. Membership and officers.

The membership of the Committee with full voting rights consists of twelve tenure-line or career-line faculty members, who meet the qualifications for election to the Academic Senate (but need not be members of the Senate), and two students.

For the *faculty members*: ordinarily at least three shall be tenure-line and at least three career-line; they shall represent the University faculty as a whole and not any particular college or equivalent and ordinarily not more than three may be from the same college or equivalent; the terms are three years, and there is no limit on serving multiple consecutive terms. As with Senate standing committees generally, the terms are staggered{*[1]} so that an approximately equal number are elected each year, the Senate President or designee is an ex officio nonvoting member, and elections of faculty members and appointment and confirmation of Committee officers proceed as described in [Parts III-D-3 and III-E], with the exception that nominations for members to stand for election to this committee shall originate from the Senate Executive Committee and the Personnel and Elections Committee{*[2]}, which will consider recommendations from relevant administrators and past participants in the work of this Committee.

{ *[1]. *Drafting notes: a plan for achieving staggering of terms during the startup period is described in the accompanying memorandum, to be overseen by the Executive Committee.*   [2] *This method of the Executive Committee selecting nominees to stand for election is modeled on what has long been in place for the standing Senate Advisory Committee on Budget and Planning.* }

Selection of faculty members should be guided by the following principles, consistent with the functions of the Committee:

- Awareness of the roles of information technology in an academic setting,
- Some familiarity with trends in information technology relevant to academic activities,
- Representation of the very diverse academic sectors of the University,
- Interest in assuring that information technology resources are deployed so as to best support the University's multiple academic missions, and interest in maintaining effective relationships among the University's academic users of information technology and the pertinent administrators and staff,
- Given the importance of continuity of membership, willingness to be considered for nomination for consecutive terms.

The two *student members* shall be selected by ASUU, shall serve one-year terms, and preferably will include one undergraduate and one graduate student.

The University's Chief Information Officer (or equivalent), or designee, will serve permanently as a *non-voting ex-officio member of the committee.* The committee may consult with anyone involved in University information technology as necessary for the performance of its responsibilities, but none of these individuals will be members of the committee.

As with other standing Senate committees, this Committee's *officer(s)* shall be selected annually from the elected faculty members of this Committee, appointed by the Senate President, ratified by the Senate Executive Committee, and confirmed by this Committee's voting membership, and there are no restrictions on reappointment to multiple consecutive annual terms.

ii.   Functions.

The primary role of the Committee is to ensure ongoing robust communication among representatives of the University's academic users of information technology (especially faculty and students), and administrators responsible for planning for, acquiring and deploying information technology resources. Such administrators shall regularly inform and consult with the Committee regarding information technology resources. The Committee should regularly consult with information technology user constituencies and convey input to relevant administrators.

If for any particular matter being considered by the Committee any individual member has a potential conflict of interest which might reasonably be considered to significantly affect that member's judgment (e.g., affecting that member's home unit far more greatly than other University units generally), the member should disclose that concern and if judged appropriate by the majority of other voting members should refrain from any voting on that matter.

In light of typically rapid changes in information technology, and possible occasional changes in the University's overall administrative governance structure relevant to information technology, the administrative positions and other University committees which this Committee will interact with might change frequently. It is intended that this Committee serve as a permanent fixture and constant participant within the governance structure.

Proposals for University Regulations significantly affecting academic uses of information technology should be developed within or otherwise considered by the Committee prior to being presented to the Senate.

The Committee shall report on its activities and present its recommendations, as needed and at least annually, to the Senate.

k̶m. Senate Faculty Review Standards Committee   * * * *

2. General Provisions for Committees of the Senate.
   a. Membership Elections, Terms, Quorum * * * *
   b. Committee Officers Appointment and Confirmation.   . . . the committee officers, selected from the elected faculty members of the committee, shall be appointed and confirmed as follows. There shall be a committee chairperson. Also, if appropriate based on current circumstances, as annually determined by the Academic Senate President and ratified by the Senate Executive Committee, there shall be either a co-chairperson or a vice-chairperson. **The Academic Senate President annually appoints the committee officers with ratification by the Senate Executive Committee, and then subject to confirmation of the Senate-elected committee's voting membership. There is no general restriction on any officer being reappointed to multiple consecutive annual terms.**
      ….
      The chairperson of any standing or special committee may at any time appoint a member or other person to act as secretary for the committee.

      * * * *

Memorandum

To: Academic Senate Executive Committee

CC: Membership, University Student Course Feedback Oversight Committee

From: Joanne Yaffe, Chairperson

Date: 2016-03-10

Re: Report of Activities and Request for Policy Changes

Report of Committee Activities

I was appointed as chair of the University Student Course Feedback Committee in late fall semester, 2014. At the time I was appointed, the committee, which was established and first populated for the 2011-2012 year, had not met since March 8, 2013. All regular committee members had been replaced, leaving only ex-officio members Ann Darling and Patrick Tripeny and Student Course Feedback Program Manager Adam Halstrom. It was difficult to assemble a committee and difficult to convene the committee. However, the committee met 3 times in spring semester 2015. In those 3 meetings, the committee grappled with trying to understand the mandate of the committee and current issues about the student course feedback instrument, and trying to set an agenda for our work. We were particularly confused about the mandate for the committee, how members were appointed and for how long.

The Committee met once during fall semester 2015 and has met twice this spring. The committee discussions have centered on trying to change the committee into a Standing Committee of the Academic Senate, to decide who should serve on the committee and for how long, and to better define the purpose of the committee. It has not been easy to assemble a quorum for the committee's work, but through the diligence of Adam Halstrom, we assembled the full committee to review final changes for the proposed policy changes which are attached to this cover memo. The proposed changes were unanimously approved by all members of the committee on March 9, 2016.

Proposed Policy Changes

The current committee structure and functions are defined in Policy 6-100: Instruction and Evaluation. Section III N. defines the committee membership as 6 faculty, 4 students, and 3 ex-officio permanent members with full voting rights, including the Associate Dean for General Education (or designee), one representative from the Center for Teaching & Learning Excellence, and the Student Course Feedback Program Manager. Faculty were to be appointed for 2-year terms and could not serve multiple consecutive terms. We are asking that this University committee be changed to a Standing Committee of the Academic Senate. Although the current committee faculty membership is appointed by the Senate's Personnel and Elections Committee and according to existing Policy the committee is required to report to the Senate, there seems to have been a less-than desirable relationship with the Senate in the committee's five year existence. We believe that having this committee be reconstituted as a standing committee of the Senate will increase the Senate's attention to issues of student course feedback and its relationship to evaluation of curriculum and teaching proficiency.

Reconstituting it as a standing committee of the Senate entails having the committee's membership description be moved out of Policy 6-100 and into Policy 6-002, which governs membership of all of the Senate standing committees. Attached, please find our recommended specific revisions of both Policy 6-100 and Policy 6-002.

We request that four faculty be elected by the Senate (as with all Senate standing committees), rather than merely appointed by the Personnel and Elections Committee. We would like these elected faculty members to be broadly representative of the University, with at least one representative from Health Sciences, at least one representative from career-line (lecturer) faculty, at least one representative of tenure-line faculty, and one faculty member with experience as an academic administrator with responsibilities for reviews of faculty members. The reason for such specification is that the current student course feedback instrument is not being used uniformly across Health Sciences, and it is important for the committee to understand the issues so that the instrument might be adapted for their use. Further, data collected using this instrument and their interpretation are especially important to career-line (lecturer) faculty, representing one of very few measures of their effectiveness as teachers. Although University policies on faculty review standards call for peer-assessment of teaching in addition to the student course feedback instrument, our understanding is that the qualitative comments are sometimes misinterpreted and over-emphasized in the appraisal of teaching proficiency, and the committee believes that having a faculty member with experience as an academic administrator familiar with reviews of faculty members (e.g., for tenure-line faculty, the RPT and post-tenure appraisals) would be useful. The committee would also like elected faculty members to serve three-year terms as typical of most Senate committees (rather than the current two-year terms) and with the possibility of two consecutive terms because the work of the committee is very complex, and by the time committee members understand the tasks before them, they are currently required to step down. We have not specified a term for the Associate Dean for General Education because that person can appoint a designee faculty member in their stead. We recommend that the representatives of the Undergraduate and Graduate Councils be appointed annually—by the respective chairs of each Council, because they have limited terms on the Councils, and it is important that each be a sitting member of that Council during their service on the Committee—to provide ongoing communication between the Council and committee. . Finally, we would like one of the student SAC representatives to be a graduate student, as their concerns are often different from those of undergraduate students.

We are also seeking to change the description of the committee's work. Currently, Policy 6-100 defines the work of the committee as: "The Course Feedback Committee's primary function shall be to develop (and revise as necessary) a standardized "Student Course Feedback Instrument," and a standardized "Course Feedback Report." The Instrument and Report forms shall be designed to be suitable for use in all credit-bearing courses, of both undergraduate and graduate levels." The committee believes that development and revision of instruments should be the work of individuals well-trained in instrument development, survey methods, and program and personnel evaluation in higher education. It seems inappropriate to rely on faculty volunteers to do this sort of work as a committee assignment. However, providing input into evaluation and revision of the instrument does seem like an appropriate role for members of the committee. Further, the committee has questioned whether any one instrument can possibly be applicable to all credit-bearing courses at the graduate and undergraduate levels. The committee would like to explore the possibility of having different instruments, with some common elements, available for different types of courses and educational experiences, ranging from traditional undergraduate lecture/discussion courses, to various supervised internship experiences or independent research mentoring at the undergraduate and graduate levels. Finally, the committee proposes that evaluation be continuous, but that the process of formative and summative evaluation using both quantitative and qualitative methods and leading to implementation of instrument revisions will require a regular four-year cycle. While any interim changes to existing instruments or development of new instruments will need to be presented to the Academic Senate for its approval prior to implementation, regular reports of the full cycle of evaluation would be

presented about once every four years. In any event, the committee should still be required to report on their activities annually. These changes in committee responsibilities are described in our attached recommended revisions of Policy 6-100 and 6-002.

Proposal for revising Policies 6-100 and 6-002, to restructure the existing Course Feedback Oversight Committee to become a standing committee of the Senate (renamed Senate Advisory Committee on Student Course Feedback). draft <mark>2016-3-10</mark>--as submitted to & subsequently approved by Senate & Trustees

{Note that this proposal may be processed at the same time as another proposal to revise Policy 6-002 to create the new standing Senate Advisory Committee on Information Technology}.

http://regulations.utah.edu/academics/6-100.php

Policy 6-100: Instruction and Evaluation. Revision 24 [Effective date: July 1, 2016]

. . . III- Policy . . .

    N. Course Assessment and Feedback (course evaluations)

    The University will assess its courses and instruction in multiple ways, including by soliciting students' feedback. Student feedback has several uses: it provides information of interest to students planning their programs of study, it is useful in making improvements in instruction and curricula, and it provides a student perspective on teaching for evaluations of course instructors. <mark>See also Policy 6-400-II-C (Student Code, students' rights regarding evaluations of faculty members).</mark>

    1. Senate Advisory Committee on Student Course Feedback ~~Oversight Committee~~, structure and functions.

        a. The ~~University~~ Senate Advisory Committee on Student Course Feedback (SACSCF) is a standing committee of the Academic Senate, established by Policy 6-002-III-D, with membership and leadership as there described. ~~Oversight Committee ("Course Feedback Committee") is established. The membership and leadership shall be as follows: There shall be 10 members serving limited terms, 6 members of the faculty and 4 students, and 3 permanent ex officio members.~~

        ~~i) Faculty. One faculty representative shall be a member of the Graduate Council during the term of service on the Committee and shall be appointed by the chairperson of the Graduate Council. One faculty representative shall be a member of the Undergraduate Council during the term of service on the Committee and shall be appointed by the chairperson of the Undergraduate Council. Four faculty representatives (no more than one from any one academic college) shall be appointed by the Senate Personnel and Elections Committee. For the Committee's first year of operation, two of the faculty representatives will be appointed to terms of one year, and two to terms of two years. For the second and subsequent years, all new members will be appointed for terms of two years (so that the subsequent membership changes will be staggered). Faculty may not serve multiple consecutive terms.~~

        ~~ii) Students. The 4 student representatives will include the ASUU Academic Affairs Director, the ASUU Senate chairperson, and two Student Advisory Committee (SAC)~~

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~~representatives appointed by the ASUU Academic Affairs Director. Students will have annual terms of service.~~

~~iii) Ex officios. There shall be three ex officio permanent members with voting rights, including the Associate Dean for General Education (or designee), one representative from the Center for Teaching & Learning Excellence, and the Student Course Feedback Program Manager. The Manager reports to the Director of the Center for Teaching & Learning Excellence.~~

~~iv) The chairperson of the Committee shall be one of the limited-term faculty representatives, and nominated annually by the President of the Academic Senate and elected by the Committee.~~

~~v). The Committee will report directly to the Academic Senate.~~

   b. The ~~Course Feedback~~ Committee's primary function shall be to <u>evaluate and provide input and oversight for the development and revision (as necessary)</u> ~~(and revise as necessary) a~~<u>of</u> standardized "Student Course Feedback Instrument<u>(s)</u>," and ~~a~~standardized "Course Feedback Report<u>(s)</u>."
The <u>I</u>~~I~~nstrument<u>(s)</u> and <u>R</u>~~R~~eport forms shall be designed to be suitable for use in all credit-bearing courses, of both undergraduate and graduate levels. The Committee shall also develop appropriate <u>P</u>~~P~~rocedures for the administration of ~~the I~~<u>I</u>nstrument<u>(s)</u> and <u>R</u>~~R~~eport forms (and other appropriate publication of the resulting data). In <u>evaluating,</u> developing, and periodically revising the <u>I</u>~~I~~nstrument<u>(s)</u> and <u>R</u>~~R~~eport forms and <u>P</u>~~P~~rocedures, the Committee shall solicit and consider input from the chairpersons of all course-offering units. <u>The Committee shall confer with the Senate Faculty Review Standards Committee and relevant administrators regarding the use of course feedback results in conjunction with reviews of teaching performance of faculty members and non-faculty instructional personnel (Policies 6-303 and 6-310).</u>
The ~~Instrument~~<u>instrument</u>(s), ~~and Report~~<u>report</u> form(s)
and ~~Procedures~~<u>procedures</u> ~~(and any revisions)~~ shall be presented to the Academic Senate for approval. <u>The instrument(s), report form(s), and procedures will be continuously evaluated by the Committee. Reports on the evaluation of the instrument(s), report form(s), and procedures, as well as any proposed revisions, shall be presented to the Academic Senate every four years.</u>

2. The approved Course Feedback Instrument<u>==(s)==</u> and Report forms shall be made available for use by all course-offering academic units. All credit-bearing courses shall be assessed every term they are offered using ~~==the==~~ approved Instrument<u>(s)</u>. Chairpersons of each course-offering unit have the responsibility of seeing that assessments are conducted according to regulations, working with the Student Course Feedback Program Manager. For non-credit courses, assessments may be conducted as determined in the discretion of the course-offering unit.

3. Uses of feedback.

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a. Course feedback for individual courses, including all collected data, shall be made available to course <mark>instructors</mark> and appropriate administrators of the course-offering unit after grades for the course are filed.

b. An appropriate set of data for a given course shall be made available to any University student, as determined appropriate in the standard Report form and Procedures approved as described above.

c. The Student Advisory Committee of the course-offering unit, after meeting pertinent training requirements, shall be provided with an appropriate set of feedback data for individual courses for specified purposes of carrying out approved functions of such Advisory Committees, as determined appropriate in the Procedures approved as described above.

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Policy 6-400. {*Note, no changes are proposed for this Policy. This excerpt is shown here merely as information about this Policy as it relates to the two Policies undergoing revision.}*

Policy 6-400. Code of Student Rights and Responsibilities.   Section II: Student Bill of Rights
. . .
C. Role in Governance of the University. Students have a right to participate in the formulation and application of University policy affecting academic and student affairs through clearly defined means, including membership on appropriate committees and administrative bodies. **Students have a right to perform student evaluations of faculty members, to examine and publish the numerical results of those evaluations, and to have those evaluations considered in the retention, promotion, tenure and post-tenure reviews of faculty members.**

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Proposed Revision 31, of Policy 6-002   http://regulations.utah.edu/academics/6-002.php
{two new Senate standing committees added. The former University Course Feedback Oversight Committee established by Policy 6-100 is converted to a Senate standing committee. The former ad hoc committee on Informational Technology is made a Senate standing committee.}

Policy 6-002: The Academic Senate and Senate Committees: Structure, Functions, Procedures. Revision 31. [Effective date: July 1, 2016]

III-D. Senate Committees.

1. Standing Committees.
    a. Establishment of standing committees of the Senate.
        i.   The standing committees of the Academic Senate described in this Policy are hereby established, and the membership and functions of each shall be

implemented as described here (or as described in the other governing Regulations for each such committee as referenced here).

  ii. There are three categories of such standing committees.

    A. Standing committees for which the primary responsibilities include managing the internal affairs of the Senate. These are (1) the Senate Executive Committee and (2) the Senate Personnel and Elections Committee. In keeping with the principle that internal affairs of the Senate are to be managed by the Senate members, eligibility for election to serve on these committees is based on status as an elected member of the Senate, as more fully described below.

    B. Standing committees for which the primary responsibilities include investigating, reviewing, or conducting hearings regarding individual case disputes among University personnel. The Senate delegates to these committees certain responsibilities for conducting investigations, informal dispute resolutions, and hearings, as more fully described in the pertinent governing Policies. These are (3) the Senate Committee on Academic Freedom and Faculty Rights, and (4) the Senate Consolidated Hearing Committee. Membership in the Senate is not a requirement for faculty members or officers of these committees.

    C. Standing committees for which the primary responsibilities include generally advising the Senate and the University administration on matters of significant academic importance. These are (5) the Senate Advisory Committee on Academic Policy, (6) the Senate Advisory Committee on Salaries and Benefits, (7) The Senate Advisory Committee on Budget and Planning, (8) the Senate Advisory Committee on Library Policy, (9) the Senate Advisory Committee on Diversity, [(10) The Senate Advisory Committee on Student Course Feedback, (11) The Senate Advisory Committee on Information Technology,] and (10) (12) the Senate Faculty Review Standards Committee. Membership in the Senate is not a requirement for faculty members or officers of these committees.

b. Senate Executive Committee.

 . . . .

  ii. Functions. It shall be the duty of the Executive Committee to:

   . . .

   J. Carry out such functions as are described in various University Regulations from time to time enacted, including but not limited to the following matters *(listed here for convenience—and the Senate President, after notifying the Executive Committee, is hereby authorized to update this list as an editorial correction, consistent with approved Regulations changes.):*

    • Nomination of candidates for election to membership on the Senate Advisory Committee on Budget and Planning (see Section III-D-1-h

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below), the Senate Advisory Committee on Student Course Feedback (Section III-D-1-k), and the Senate Advisory Committee on Information Technology (Section III-D-1-l).

k. Senate Advisory Committee on Student Course Feedback (SACSCF).

The ~~University~~ Senate Advisory Committee on Student Course Feedback ~~Oversight Committee ("Course Feedback Committee")~~ is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here. [*User note: this committee was formerly known as the Student Course Feedback Oversight Committee (2011-2015)]*

      i.   Membership and officers.

The membership of the Committee with full voting rights consists of seven faculty members, and four students.

Faculty members. The faculty members are a mix of elected and appointed.

There shall be four *elected* faculty members with terms of three years and limited to two consecutive terms. In accordance with Policy 6-300-III-B, elected faculty members should be broadly representative of the University, with at least one representative from Health Sciences, at least one representative from career-line (lecturer) faculty, at least one representative of tenure-line faculty, and one faculty member with experience as an academic unit administrator with responsibilities for reviews of faculty members. As with Senate standing committees generally, the terms are staggered so that an approximately equal number are elected each year, the Senate President or designee is an ex officio nonvoting member, and elections of faculty members and appointment and confirmation of Committee officers proceed as described in [Parts II-D-3 and III-E], with the exception that nominations for members to stand for election to this committee (except nominations made from the floor during a meeting of the Senate) shall originate from the Senate Executive Committee and the Personnel and Elections Committee.

Three faculty members are *appointed* to the committee as full voting members, including the Associate Dean for General Education (or designee), a faculty representative of the Undergraduate Council (a Council member appointed to the Committee annually by the chairperson of the Undergraduate Council), and a faculty representative of the Graduate Council (a Council member appointed annually to the Committee by the chairperson of the Graduate Council).

Student members. The four student representatives will include the ASUU Academic Affairs Director (or designee), the ASUU Senate chairperson (or designee), and two Student Advisory Committee (SAC) representatives appointed by the ASUU Academic Affairs Director, including one graduate student and one undergraduate student. Students will have annual terms of service, but may be reappointed.

Non-voting ex officio members. Holders of the following positions (or equivalents) shall also be ex officio non-voting members: Director of the University unit responsible for the administration and analysis of student course feedback, and Student Course Feedback Program Manager.

Committee Officers Appointment and Confirmation. The committee officers, selected from the elected faculty members of the committee, shall be appointed and confirmed as follows. There shall be a committee chairperson and a vice-chairperson, the vice-chairperson preferably succeeding the chairperson in the year following service as vice-chairperson. The Academic Senate President, in consultation with the Director of the University unit responsible for the administration and analysis of student course feedback, annually appoints the committee officers with ratification by the Senate Executive Committee, and then subject to confirmation of the Senate-elected committee's voting membership. The chairperson may at any time appoint a member or other person to act as secretary for the committee.

The membership and leadership shall be as follows: There shall be 10 members serving limited terms, 6 members of the faculty and 4 students, and 3 permanent ex officio members.

i) Faculty. One faculty representative shall be a member of the Graduate Council during the term of service on the Committee and shall be appointed by the chairperson of the Graduate Council. One faculty representative shall be a member of the Undergraduate Council during the term of service on the Committee and shall be appointed by the chairperson of the Undergraduate Council. Four faculty representatives (no more than one from any one academic college) shall be appointed by the Senate Personnel and Elections Committee. For the Committee's first year of operation, two of the faculty representatives will be appointed to terms of one year, and two to terms of two years. For the second and subsequent years, all new members will be appointed for terms of two years (so that the subsequent membership changes will be staggered). Faculty may not serve multiple consecutive terms.

ii) Students. The 4 student representatives will include the ASUU Academic Affairs Director, the ASUU Senate chairperson, and two Student Advisory Committee (SAC) representatives appointed by the ASUU Academic Affairs Director. Students will have annual terms of service.

iii) Ex officios. There shall be three ex officio permanent members with voting rights, including the Associate Dean for General Education (or designee), one representative from the Center for Teaching & Learning Excellence, and the Student Course Feedback Program Manager. The Manager reports to the Director of the Center for Teaching & Learning Excellence.

iv) The chairperson of the Committee shall be one of the limited-term faculty representatives, and nominated annually by the President of the Academic Senate and elected by the Committee.

v). The Committee will report directly to the Academic Senate.

ii. Functions.

The Committee's primary functions shall be as more fully described in Policy 6-100-III-N, Course Assessment and Feedback (course evaluations), including evaluation and provision of input and oversight on the development and revision of course feedback instrument(s), report form(s), and procedure(s), which shall be presented to the Academic Senate for approval. Full evaluation of student course feedback forms, report forms, and administration procedures will be reported to the Academic Senate every four years. The Committee shall confer with the Senate Faculty Review Standards Committee and relevant administrators regarding the use of course feedback results in conjunction with reviews of teaching performance of faculty members and non-faculty instructional personnel (Policies 6-

303 and 6-310). The Committee shall report to the Senate at least annually regarding its activities.

l. ==Senate Advisory Committee on Information Technology== ==[[Reserved]]==
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==k==m. Senate Faculty Review Standards Committee . . . .