

Meeting Minutes

September 9, 2026

I. Call to Order & Review of Minutes

A. Assembly & Attendance

The Senate meeting began at 3:30 pm.

Present: Trent Fawcett (Pres), Adam Larsen (VP), Cindy Alder (sub: K. Parry), Jared Breakall, Madi Chadwick*, Josh Hales, Heather Holland*, R. Keller, Liz Lee*, David Rodriguez, Jason West, Klarissa Wilkinson

Absent: K. Parry (sub: C. Alder), Jay Moosman

Guests: Jacob Thomas (Parliamentarian), Crystal Stott (Assistant Provost), Robert Holt (Advising), Rachel Scherbel (SBO)

**Indicates online participation through Microsoft Teams.*

B. Review of Minutes

Senators reviewed the draft minutes from the **April 22** meeting.

MOTION to approve the April 22 minutes: A. Larsen. **2nd:** J. West. **Motion carried** unanimously with one abstention (C. Alder).

C. Quick Updates from the Senate President

1. A&T Revisions Out for Review

President Fawcett reported that the A&T Policy, with assistance from Senator Keller, had been distributed for its 30-day review period and should soon be finalized.

2. No Senate Committee Chairs Training

President Fawcett also noted that the Senate had decided not to hold a training session for committee chairs this year. Instead, he had begun developing an organized chart of committee information, though it still required additional refinement.

II. Senate Membership

A. New Members

1. Welcome to New Senators

President Fawcett welcomed the senators, giving particular recognition to new Senators Breakall, Chadwick, Hales, and Rodriguez, as well as Rachel Scherbel, the student representative. He reminded the Senate of the SharePoint page, where Senate documents are housed, and encouraged senators to become familiar with those materials.

2. Overview of the Faculty Senate

President Fawcett then reviewed the structure and responsibilities of the Faculty Senate. He emphasized the Senate's role in protecting academic freedom, particularly in matters of curriculum, as well as providing faculty input on institutional policy. He also reviewed the Senate's relationship with its committees, including Curriculum Committee and Advancement & Tenure (A&T). Seven committees formally operate under the Senate, with senators sitting on several additional committees. The Senate is also responsible for conducting any at-large faculty elections for membership on these committees.

B. Fall 2026 Elections / Appointments

1. General Education (GE) Committee

a. Ephraim A Seat. Sannali Dittli will conclude her second term for this seat at the end of the school year. An election will be held in the spring for a replacement.

b. Ephraim B Seat. McKay West's first full term is concluding. The GE Committee conducts formal reviews at the end of first terms, and will vote whether to retain him for a second term.

2. Space Planning Committee

*Note: During the Senate meeting, the committee was referred to as the Space Utilization Committee. However, the correct name is the **Space Planning Committee**. Thus all references to this committee have been updated in these minutes to “SPC”.*

President Fawcett explained that the recently approved space-use policy gives the Faculty Senate responsibility for selecting two faculty representatives to the Space Planning Committee, which will consider the designation and redesignation of classrooms, offices, and other campus spaces. The Senate discussed whether the representatives should be appointed or elected, whether two-campus representation should be considered, and what qualifications and term lengths would be appropriate.

MOTION by A. Larsen that one representative to the SPC be selected from the Faculty Senate for a one-year renewable term of up to three years, with the second elected at large for a three-year term, and that both representatives have at least two years of experience at Snow College. **2nd:** J. Hales. **Motion carried** unanimously. Nominations were expected to open the following week, with an election shortly thereafter.

III. Administrative Updates

A. Faculty Senate President

1. Meeting with Commissioner Geoffrey Landward in May

President Fawcett and VP Larsen reported on their attendance at the annual meeting of Faculty Senate presidents from across the state. Senator Larsen summarized discussion of recent higher-education legislation, including HB 265 and efforts to encourage greater regional coordination among institutions. He reported that Commissioner Geoff Landward emphasized that partnerships and shared programs should be pursued where they make sense, while institutional autonomy would remain important; Senator Larsen said he found the discussion reassuring for Snow College.

President Fawcett agreed and also noted that, for the first time in recent memory, Faculty Senate presidents were given an opportunity to address the Utah Board of Higher Education directly, which he viewed as a positive step toward stronger communication between faculty and system leadership.

B. Student Body Representative

1. Inclusive Access Textbooks

Student representative Rachel Scherbel raised concerns about confusion surrounding Inclusive Access textbook adoptions, noting that faculty may not always understand what they are selecting or how those selections affect students. Assistant Provost Crystal Stott reported that the current adoption language is unclear and is being revised before the next adoption cycle.

Senator Keller described broader communication problems between TextbookBrokers, Academic Affairs, the Bookstore, and faculty, arguing that the College needs a clearly identified owner for the process. C. Stott acknowledged that communication had broken down and reported that she had recently been designated as the primary point of contact. She has consolidated existing resources into a single document and plans to send faculty reminders well in advance of adoption deadlines. Discussion emphasized the need for clearer instructions, consistent responsibility, and better support for adjunct and newly hired faculty.

2. DegreeWorks

Scherbel also reported that DegreeWorks, the College website, and academic advisors sometimes provide conflicting degree information. C. Stott said the College is aware of the issue and is working to bring the systems into alignment. Robert Holt, Director of Advising, added that DegreeWorks had been renamed Badger Path during the summer and that the new name is now reflected in the system.

3. Homecoming

Scherbel also invited faculty to participate in upcoming Homecoming activities the following weekend.

C. Office of Academic Affairs

1. Library Access to Pressbooks OER

Assistant Provost Stott reported that continued access to Pressbooks, an OER platform used to locate, adapt, and distribute open educational resources, may depend on demonstrating sufficient institutional use. Although the service is free to students, Snow College pays approximately \$4,000 for it annually. Senator Rodriguez explained that Pressbooks allows faculty to adapt existing OER materials and integrate them directly into Canvas. Current use is

estimated at about 250 students, and several senators noted that many faculty may simply be unaware that the resource is available.

The Senate discussed whether greater use should be encouraged through a small pilot, faculty outreach, or a lunch discussion. President Fawcett cautioned against framing Pressbooks as a preferred or expected instructional resource in a way that might infringe on academic freedom. The group agreed that an information and awareness campaign would be appropriate, allowing faculty to evaluate the resource for themselves.

D. Deans Council

1. Department Chairs Training

President Fawcett reported that the most recent Deans Council meeting included further discussion of DegreeWorks and ways to better support department chairs. C. Stott said Academic Affairs plans to begin first-Wednesday chair training in October and will survey chairs to identify the topics they most need addressed.

Senators discussed the value of combining face-to-face training with a concise online resource covering essential responsibilities, contacts, and procedures. Senator Larsen noted that new chairs are often expected to learn their roles with little preparation, while Senator Breakall suggested that mentoring could also be valuable. President Fawcett added that chairs are often overextended, and emphasized that any support structure should be practical, accessible, and respectful of their time.

IV. Senate Business

A. Training: Committee Assignments

President Fawcett reviewed the expectation that each senator also serve on a Senate committee, noting that these committees are central to carrying out the Senate's work. He emphasized that faculty participation in areas such as appointments and tenure and curriculum helps preserve shared governance and academic freedom, with committee appeals ultimately coming before the Senate. Assignments were as follows.

B. 2026–2027 Senate Committee Assignments

Advancement & Tenure (A&T) – Rachel Keller

Curriculum – Adam Larsen

General Education – Heather Holland

Academic Standards – Josh Hales
Faculty Development – Klarissa Wilkinson
Honors – David Rodriguez
Institutional Review Board (IRB) – Madi Chadwick
Library – Jason West
Professional Track – Jay Moosman
Adjunct Representative – Liz Lee
Faculty Association Rep – Kade Parry
Calendaring Committee Rep – Adam Larsen
Space Planning – Jared Breakall

C. Senate Goals

1. Faculty Handbook Update

President Fawcett identified updating the Faculty Handbook as one of his priorities for the year.

2. Advancement & Tenure Dashboard

President Fawcett also outlined plans for a secure A&T dashboard within the mySnow portal, where faculty dossiers could be housed in one centralized location rather than managed through lengthy email chains. A&T supports the concept, and personnel and funding have been secured to develop it. Once a prototype is available, the Senate and A&T Committee will provide feedback.

3. Policy and AI Priorities

Other priorities include work on the Calendaring Committee policy and, at a higher level of urgency, faculty consideration of AI-related issues. President Fawcett emphasized the importance of identifying specific, actionable items that the Senate can address.

4. Committee Effectiveness

President Fawcett encouraged senators to consider how Senate committees can make the best use of faculty time and resources. He suggested that committees review their missions, workloads, and annual goals so that responsibilities can be redistributed where appropriate, particularly when some committees are overburdened while others are underutilized.

V. Adjournment

MOTION to adjourn by K. Wilkinson. **2nd:** J. West. **Motion carried** unanimously.

The Senate meeting concluded at 5:02 pm.

Meeting minutes by Jacob L. Thomas, Parliamentarian

Approved by the Faculty Senate, September 23, 2026

AI Disclosure Statement. *The Parliamentarian personally took the original meeting notes and used ChatGPT to assist with organizing, condensing, and clarifying those notes for the written minutes. The Parliamentarian subsequently reviewed and revised the completed minutes for accuracy and remains responsible for their content. The AI service was configured so that the material provided in this process was not used to train AI models.*