

## Meeting Minutes

September 10, 2025

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### I. CALL TO ORDER

The Senate meeting began in the Academy Room, Noyes Building, at 3:30 p.m.

**Present:** Trent Fawcett (Pres), Dennis Schugk (VP), Trent Hanna, Steve Hart, Heather Holland, Rachel Keller, Jay Moosman, Kade Parry, Klarissa Wilkinson, Hilary Withers

**Absent:** Karen Carter, Adam Larsen (sabbatical), Fine Arts senator vacancy

**Guests:** Jacob Thomas (Parliamentarian), Michael Austin (Provost), Mike Brenchley (Deans), David Allred (Assoc Provost)

### II. REVIEW OF PREVIOUS MINUTES

Senators reviewed the minutes from the previous meeting on August 27.

**Motion** by K. Parry and **2nd** by K. Wilkinson to approve the August 27 minutes. The **motion carried** unanimously.

### III. SENATE ORGANIZATION

**A. Senate Membership.** Pres. Fawcett welcomed the new senators.

**1. Fine Arts.** Trent Hanna has agreed to serve as an acting senator for Fall 2025 while Adam Larsen is on sabbatical. Dean Huff is continuing the search for a replacement for Charley Roetting, a three-year term lasting until 2028. This replacement may be either tenured or untenured.

**2. Humanities.** Heather Holland has been appointed to serve as senator for the remainder of Tony Smith's term until 2027.

**B. GE Committee.** Senator Parry reported consulting with Faculty Association Secretary Ryan Thalman, who confirmed that Richfield faculty desire representation on the GE Committee.

However, there is concern about overwork, since several Richfield faculty already carry double or triple committee assignments, and retirements are not always being replaced. Thalman indicated to Parry that Richfield's top preference is to have a Richfield faculty member on the GE Committee whenever possible; when that is not feasible, the seat should go to someone who can represent Richfield interests directly. S. Hart, Senate representative on GE, noted that the at-large member would fulfill that role, although the arrangement is not codified. K. Parry added that Thalman was supportive of the new bylaw language and that care should be taken not to overburden Richfield faculty. S. Hart offered to provide updates if there are any changes.

**C. College Council.** After a faculty-wide election, **Amanda Wood** from Cosmetology/Barbering (Business & Tech Division) was chosen to serve out the remainder of Brent Reese's term on the College Council as the at-large representative from Richfield campus. Another election will need to be held in the Spring. Election results are as follows, with runners-up anonymized.

**Voting Methodology:** Plurality, first past-the-post; every full-time faculty allowed up to 2 votes

**Candidates:** Terrence Coltharp, Janalee Jeffery, Joe Western, Amanda Wood

**Voter Participation:** 89 faculty out of approximately 170 eligible (52%)

**Results:** Amanda Wood, 67; Candidate B, 39; Candidate C, 37; Candidate D, 26; Absentions, 9

Pres. Fawcett reminded the Senate that the means and manner in which faculty are chosen for the College Council are determined by the Senate, following established precedent. He invited senators to raise any concerns about transparency. J. Thomas, who administered the election, offered to provide full vote counts if requested. K. Parry cautioned that publishing the full results might discourage future candidates if the tallies show large margins of defeat; he thus supported the idea of not including such details in the general announcement.

### III. ADMINISTRATIVE UPDATES

**A. Office of the President.** No updates.

**B. Office of Academic Affairs (Provost)**

**1. AI Initiatives.** Provost Austin reported that 80 licenses have been assigned for AI programs: 63 for ChatGPT and 17 for other platforms. Two additional licenses were sent out this week. Coursera licenses remain delayed due to purchasing red tape. Pres. Fawcett asked about FERPA compliance when student work is submitted through AI platforms. Provost Austin clarified that ChatGPT licenses (say, for institutions) do not permit use of educational records and therefore do not violate FERPA, though other programs may differ. Pres. Fawcett also raised questions about intellectual property when faculty use AI tools for captioning videos. Provost Austin confirmed that Snow College retains copyright and intellectual property rights in such cases.

**2. AI in the Classroom Taskforce.** An AI in the Classroom Taskforce has convened and will prepare a comprehensive draft policy for Senate review. Dean Branchley recalled that the Senate had previously expanded the definition of plagiarism to include “allowed but prohibited” uses of AI. Pres. Fawcett noted that an earlier attempt at a more comprehensive statement met with hesitancy. Provost Austin observed that most peer institutions now have AI policies addressing honesty, intellectual property, and ownership, and that Snow’s policy should be modeled accordingly.

**3. Library Director Search.** Long-serving Snow College Librarian Jon Ostler will retire at the end of the semester. The Provost has asked that the Library Committee serve as the search committee for his replacement, which includes a Senate representative. The job has not yet been posted.

**4. Program Health Committee.** Pres. Stacey McIlff, Snow College President, has established a new committee to define program health metrics, replacing last year’s reallocation committee. Unlike the reallocation process, this will be an ongoing standing committee with one faculty representative from each division and no administrative members. The group will select its own metrics, aiming to provide year-to-year data for resource discussions. Provost Austin emphasized avoiding a quintile ranking model and suggested faculty design measures “under a veil of ignorance” (blind study) to ensure fairness.

**5. UVU Early Alert System.** Discussion turned to the shooting tragedy at Utah Valley University earlier in the day (Sept. 10). Provost Austin shared that UVU’s use of its Emergency Alert System (EAS) during the event was exemplary. Their students and parents were notified promptly, even before the news reported the event. Snow College is encouraging wider student participation in its own EAS. Provost Austin urged faculty to remain sensitive to students who may feel shaken by such events and reminded that counseling services are available.

**C. Deans Council.** Vice-President Schugk reported that the College President had recently provided training on professional conduct. The main point to bring forward concerned student evaluations. Associate Provost David Allred is drafting proposed revisions to the evaluations, which will be sent to the Senate for review and approval. Dean Branchley confirmed that the revisions address low response rates, noting that some faculty members up for advancement have as few as five evaluations in a semester. Senators discussed the possibility of providing input on the process, with interest expressed in allowing faculty to add their own customized questions. Dean Branchley noted that a platform change may eventually be necessary, though concerns about “change fatigue” remain. Senators also raised issues about inaccessible summer evaluations; several faculty reported being unable to view them, despite indications that data existed. Allred, who joined the meeting, explained that the data is available and asked for screenshots to assist with troubleshooting, noting that he had already referred the matter to Jason Cherry, Systems Administrator, for resolution.

## IV. SENATE BUSINESS: POLICIES & PROGRAMS

**A. AI Policy from Taskforce.** J. Thomas discussed some of the progress of the AI in the Classroom Taskforce, referring to a draft of the AI policy circulated before the meeting. He emphasized that this was not a final draft by any means, but a place to start. His own first suggestion to the committee referred to language that suggested AI use required instructor permission, and he had recommended that this be changed to the general standard of “allowed unless prohibited” as the default. Senators asked clarifying questions and offered some suggestions. Provost Austin reminded them that whatever the policy ended up being—permissive, abstinent, or anything in between—there had to be a policy. J. Thomas asked for the senators to send suggestions before the next AI Taskforce meeting on September 19.

**B. Institutional Neutrality Policy.** Pres. Fawcett reported that the College Council passed an Institutional Neutrality Policy. He explained that, although it did not go through the standard 30-day review, the expedited process was necessary to bring the College into compliance with state law. The policy requires all institutions of higher education to remain politically neutral. Provost Austin emphasized that the policy simply states the College will follow state law. Fawcett concluded that he did not find the policy problematic and had voted in favor.

**C. Lost & Found Policy.** Pres. Fawcett noted that a new Lost and Found Policy is currently out for 30-day review. Since the College previously did not have such a policy in place, this will establish an official framework. He did not anticipate that it would significantly affect shared governance, but encouraged senators to review the draft and raise any concerns at the next meeting.

**D. Ed2Go.** Senator Keller alerted the Senate that the Ed2Go website lists thousands of non-credit courses under Snow College’s banner—including offerings that appear to duplicate courses in English, TESL, music, and other departments. She reported hearing from concerned faculty and said she had raised the issue with Jay Olsen, VP for Tech Ed & Workforce Development. Keller asked divisions to audit the site for any courses that mirror or closely resemble their own and to send a list of those items to Kenley Steck on the Snow College Economic Development Team and VP Olsen so they can be removed. She emphasized that English, for example, has worked hard to build a technical writing certificate and should not see parallel offerings marketed elsewhere under the College’s name.

Provost Austin clarified that Ed2Go courses are third-party, unaccredited “knowledge” classes offered through Continuing Education and are not Snow College credit. The College receives only a small referral fee when traffic from its page results in a purchase, and duplicative listings will be taken down upon request. In response to a question about usage, Provost Austin said he did not have user counts on hand but noted the courses tend to be expensive and have little academic currency. He

characterized the arrangement as a minor part of Continuing Education's portfolio and reiterated that divisions should flag any duplications for removal.

**E. Advancement & Tenure Policy.** President Fawcett informed the Senate that the Advancement and Tenure Policy that was approved last year has been reviewed by the state Attorney General's office. Only minor, mostly stylistic edits were made, with no substantial changes. He noted that if any senators had objections, this would be the time to raise them; otherwise, the policy will move forward for implementation in compliance with state law (HB 261).

## V. SENATE BUSINESS: COMMITTEES

**A. Background on IRB.** Pres. Fawcett explained that Snow recently restructured the Institutional Review Board (IRB), which is technically a standing committee of the Senate. With former chair Tony Smith leaving the College and the bylaws never formally approved, IRB requests have begun arriving directly to the Senate President, which is not his responsibility. Fawcett therefore urged the Senate to determine a sustainable structure going forward.

**B. SPARC Proposal.** Senator Hart presented a proposal titled "Faculty Senate Committee on Scholarly Projects in Academic Research and Creativity" (SPARC). Developed with Science Professor Jared Breakall, leader of the non-Senate Undergraduate Research Committee, the proposal would broaden Senate oversight beyond traditional research to include scholarly research, service learning, and creative projects, as well as technical education initiatives. Hart suggested that SPARC could also serve as the oversight body for IRB matters, reducing the need for a separate IRB committee.

**1. Committee Functions.** The proposed committee would: (1) Oversee the IRB; (2) Promote undergraduate research; (3) Support student scholarly work, service learning, and creative projects; and (4) Advance technical education projects. Hart emphasized that SPARC would create a strong home for undergraduate research events, student travel, and project support. He also noted that Service Learning, which currently lacks leadership, could be incorporated into the committee's work.

**2. Support & Funding.** Senator Keller expressed strong support, noting that the USAL endowment provides annual funding specifically for undergraduate research. As an emeritus USAL board president, she recounted how the \$4 million endowment was established, with only the interest used for ongoing projects. Keller stressed that aligning Senate oversight with USAL support would maximize the impact of those funds and reinforce Snow's ability to demonstrate GE outcomes.

**3. Merger with Service Learning.** Pres. Fawcett added that the Service Learning Committee has struggled since losing its faculty fellow and related class. He suggested that SPARC could provide continuity for students already engaged in Service Learning pathways. Senator Wilkinson

observed that the Teaching & Learning Committee might prefer such an arrangement instead of taking on Service Learning itself. It was emphasized that this proposal would consolidate, not expand, committee work—reducing faculty service load while addressing current gaps.

Vice President Schugk asked whether Service Learning had already been eliminated. President Fawcett clarified that while financial support and the faculty fellow position for the program were cut, Service Learning remains an official Senate committee, leaving its future up to the Senate.

**4. Committee Logistics.** Senator Keller reminded the group that Sam Meek, Institutional Research Officer, was an ex officio member of the IRB, and that federal law requires a person outside the institution as well: currently Cless and/or Sue Young. Senator Hart and others agreed that IRB meetings would likely be needed only once per semester, limiting additional service burdens. Senators emphasized the importance of clear bylaws, with the IRB component convening only when proposals are submitted.

**5. Adoption.** Senator Keller MOVED to adopt the SPARC proposal immediately as part of the Senate's committee reorganization. Senator Parry requested postponement until the next meeting to allow divisions to review the proposal fully and ensure clear communication of alternatives. Pres. Fawcett noted that the only immediate downside to delay was a backlog of IRB proposals awaiting approval, but suggested a taskforce could begin interim work. Senator Keller subsequently WITHDREW her motion. The item will return for further discussion at the next meeting.

**C. Senate Committee Assignments.** Senators then turned their attention to committee assignments for the academic year. The discussion proceeded as follows.

**1. Advancement & Tenure.** VP Schugk is unable to serve on this committee this semester as he has for the past three years due to a class scheduling conflict. He will however be able to resume this service in the Spring. Senator Keller agreed to serve this Fall in the interim.

**2. Curriculum.** T. Fawcett agreed to continue on the Curriculum Committee for now until someone else, presumptively Senator Keller, could assume this role.

**a. General Education (GE).** Senator Hart will continue to serve on this committee.

**b. Academic Standards.** Senator Keller will continue to serve on this committee, which only meets as needed, and due to new policy changes will likely be rare.

**3. Teaching & Learning (TLC).** Senator Wilkinson, who has served on this committee as a representative from other bodies, will represent the Senate here.

**4. Professional Track.** Senator Moosman agreed to serve on this committee.

**5. Library.** Acting Senator Hanna will serve on this committee for the duration of the semester, and will represent the Senate in the hiring committee for a new Librarian.

**6. Honors.** J. Thomas agreed to serve as the official representative to this committee, as he is already a member by virtue of being a former Honors Co-Director. Senate bylaw 2.1 suggests that if senators are unable to serve on specific committees, then other faculty members may be asked to do so. In this capacity, Thomas will serve as a regular and voting Honors Committee member and will report to the Senate, but will not serve as a senator.

**7. Globalization & Belonging (GAB).** Senator Holland will assume this role.

**8. IRB & Service Learning.** As these committees are under review, no senator was assigned to these roles. Senator Hart agreed to help with IRB in the interim.

**9. Subcommittees.** Senator Withers will continue to lead the Supporting Adjunct Faculty Senate subcommittee.

**10. Others.** Senator Carter will be consulted as to her committee assignment at the next meeting.

**D. Committee Unification Taskforce.** The Senate established an ad hoc subcommittee called the “Committee Unification Taskforce.” This taskforce will make further study into the best way to streamline Senate committees to improve efficiency and reduce service burden. Senator Hart agreed to lead this subcommittee, along with Senator Holland and Professor Breakall.

**E. Other Considerations.** Additional considerations for future review include the following: (1) the possibility of having the senator serving on the TLC to concurrently serve on the Library Committee; and (2) similarly having the senator serving on the Curriculum Committee to also be the standing representative for the Academic Standards Committee.

## VI. ADJOURNMENT

**Motion** by Senator Holland and **2nd** by Senator Hanna to adjourn the meeting. The **motion carried** unanimously.

The Senate meeting concluded at 5:00 p.m.

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Meeting minutes by Jacob L. Thomas, Parliamentarian  
Approved by the Faculty Senate on September 24, 2025