

Meeting Minutes

April 8, 2026 @ 3:30pm

I. Call to Order & Review of Minutes

A. Assembly & Attendance

The Senate meeting began at 3:30 pm.

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

Absent: Jay Moosman

Guests: Jacob Thomas (Parliamentarian), Eliza Henry (SBO), Nicci McNeff (Director of Tutoring Services), Mike Brenchley (Deans)*, Robert Holt (Advising)*, Josh Hales (Senator-Elect), Michael Austin (Provost), David Allred (Associate Provost)

B. Review of Minutes

Senators reviewed the draft minutes from the **March 25** meeting. Senator Parry had previously noted one small suggestion.

MOTION by K. Wilkinson to approve the March 25 minutes with K. Parry's suggestions incorporated. **2nd:** R. Keller. **Motion carried** unanimously.

II. Senate Membership & Bylaws

A. Senate Elections Update

1. School of Fine Arts: Senator (2026–2029 term) election updates needed. Senator Larsen noted that there should be movement for this election in the next week or so.

2. At-Large GE Seat Richfield: Nicole Taylor won the election. As the seat is currently vacant, her term begins immediately and runs for two years.

MOTION by J. West to certify the election results for the At-Large GE Seat from Richfield. **2nd:** R. Keller. **Motion carried** unanimously.

3. School of Professional Studies: To stagger the terms for school senator seats as written in the bylaws, Madi Lyons has agreed to serve an initial two-year term (2026–2028), while Josh Hales will serve a three-year term (2026–2029). Both senators will be eligible for reelection at the end of their first terms. This decision was reached after consultation with Dean Beal and the two senators-elect, and acting under the authority of [Bylaws 2.3.5](#) and [4.3](#).

B. Bylaws Update

1. Clarification of Two Senator Roles

J. Thomas proposed drafted language to the bylaws clarifying the roles of two senators: the Faculty Association Vice-President and the Adjunct Representative. The changes noted that these two senators do not sit on Senate committees as Senate representatives, as their constituencies make up their committee assignments ([Sections 2.1.4](#) and [2.1.5](#)).

MOTION by K. Parry to approve this addition to the bylaws. **2nd:** L. Lee. **Motion carried** unanimously.

2. Meeting Recordings

J. Thomas noted that the draft language for the new bylaw section on meeting recordings ([Section 4.2.1.2](#)) had been updated. Discussion focused on retention, security, and access. Senator Parry suggested keeping recordings for one academic year if possible rather than only ninety days, while Senator Larsen raised concerns about security. Senators also discussed whether access should be granted by the Senate President and administered through the Parliamentarian. Josh Hales supported the draft largely as written, and J. Thomas said he would prepare revised language for further review. Senator Parry also recommended that new senators be reminded of the policy during Senate orientation.

III. Administrative Updates

A. Office of Academic Affairs

1. New Director of Tutoring Services

President Fawcett introduced Nicci McNeff, the new Director of Tutoring Services, who outlined her vision for a centralized tutoring center in the library basement where students could receive help in a wide range of subjects. She explained that the tutoring labs would be

consolidated in the fall and said she hoped to hire tutors before students returned. McNeff also described setting up a Tutoring Advisory Board and said she planned to gather faculty input through a questionnaire so tutoring services could better reflect academic needs. In discussion, senators raised questions about artificial intelligence, reporting systems, Tutor.com coordination, and declining usage in some tutoring areas, particularly the Writing Lab. Senator Parry emphasized the importance of tutors being aware of course-specific AI policies and of maintaining communication with faculty about student visits.

McNeff said she is exploring systems to track tutoring usage, strengthen communication with faculty and administrators, and improve outreach, tutor training, and quality control. She also described plans for expanded hours, greater visibility, stronger support for Richfield through virtual options, and more subject-specific tutor preparation, including in areas such as business and agriculture.

2. Provost's Update

Provost Austin then shared two updates from Academic Affairs: first, he asked senators to watch for the legally required Hanover-USHE survey connected to HB 265, noting that a follow-up message would be sent after earlier distribution problems.

Second, he reported that Snow College is pursuing a proposal with Utah Valley University to establish a secondary education cohort in Ephraim and seek authorization for upper-division coursework needed for teacher certification.

B. Deans Council

1. Student Employees

Dean Brenchley reported that the Deans Council had recently discussed the supervision and timely payment of student workers, especially in cases where faculty outside normal chair or dean roles oversee them. He added that the Council had also reviewed routine procedural matters, including faculty development requests, Simple Syllabus, and book orders.

President Fawcett noted that the college is now using the term "instructional aides" rather than "teaching assistants" because of the legal implications attached to the latter term. He also reminded senators that Assessment Day is approaching and that summer Simple Syllabi are due April 27.

2. Process for Changing Final Exam Times

President Fawcett then previewed a policy issue likely to come before the Senate next year: the process for a student to go about changing final exam times. Discussion centered on the need for a clearer and more consistent policy, especially regarding fees, exemptions, and faculty flexibility. Provost Austin explained that informal exceptions can create liability if similar requests are not treated consistently, while several senators raised concerns about fairness, student circumstances, and whether fees create inequities. Senators suggested that any revised policy should allow faculty input and take into account situations such as travel needs or other special circumstances. President Fawcett said the Senate would likely help shape that discussion in the fall.

C. Student Body

No updates.

D. Faculty Association

E. Faculty Association

1. Faculty Aspirations

Senator Parry reported that he had sent out an email concerning Faculty Association aspirations and future planning. He said the Association intends to conduct surveys annually and develop action plans for each of the items identified in its working document. He also noted that a facultywide meeting had been held the previous week and that supporting information had been distributed to faculty by email.

IV. Senate Business

A. Calendaring Committee

1. Discussion

President Fawcett opened discussion on the draft calendaring committee policy and noted that it would not be finalized this academic year but would instead return in the fall. Senators generally viewed the draft as a good starting point, though several suggested that it needed more specificity. Senator Parry raised questions about committee responsibilities, communic-

ation, and renewable terms, while Josh Hales and Senator Larsen commented on how committee appointments might best align with other institutional roles. Senators also emphasized the importance of including staff input and clarifying how broader stakeholder feedback would be gathered as part of the shared-governance process.

2. Changes Outside Review Cycle

Discussion also focused on how difficult it should be to make calendar changes outside the normal review cycle. Senator Hart argued that mid-cycle changes should face a high bar, and Senator Keller agreed. Senators also considered language about preserving instructional time and academic rigor, with some expressing concern that the draft should allow sufficient flexibility for institutional needs while still maintaining academic standards. Associate Provost Allred noted that accreditors generally expect the college to follow its own established system requirements, though specific term-length rules may also involve federal guidance. Senator Keller indicated that she would suggest alternative wording for further consideration.

V. Adjournment

MOTION to adjourn by A. Larsen. **2nd:** S. Hart. **Motion carried** unanimously.

The Senate meeting concluded at 5:04 pm.

Meeting minutes by Jacob L. Thomas, Parliamentarian
Approved by the Faculty Senate, April 22, 2026