I. Call to Order

II. Approval of the Minutes of October 2, 2019

III. Conversation with Interim President Holton

IV. Unfinished Business
   A. Resolution on Presidential Searches
      Attachment A

V. Committee Reports
   A. Senate Standing Committees
      Executive Committee – Shannon Davis, Chair
      Shannon Davis is serving on SACS-COC Reaffirmation Committee and Solon Simmons
      is serving on the Term Faculty Task Force (as a representative from Faculty Matters
      Committee).
      Academic Policies
      Budget and Resources
      Faculty Matters
      Faculty Evaluation of Administrators Survey is open until Dec 2, 2019
      Survey link
      Nominations
      Organization and Operations
      Attachment B

B. Other Committees/Faculty Representatives
   Effective Teaching Committee
   See April 24, 2019 Faculty Senate Meeting Minutes, Attachment A for the approved
   revised course evaluation form.
   Adult Learning and Executive Education
   Attachment E

VI. New Business
   Motion from Senator Renshaw regarding Presidential Search Process
   Chosen Name and Pronouns Policy - Jeannie Brown Leonard and Josh Kinchen
   Attachment F
   Faculty Activity and Collaboration Tools (FACTS) – Kim Eby and Molli Herth
   Attachment G

VII. Announcements
    Provost Wu

Veterans Day Luncheon
The Office of the President and the ROTC unit at George Mason University invites all
Mason community members who have proudly served the country to attend the Annual
Veteran’s Day Luncheon. The event will take place on Friday, November 8, 2019 from 11:45
a.m. – 1:15 p.m. (11:45-13:15) in the Center for the Arts Concert Hall, Main
Lobby. Following the luncheon on Grand Tier III, guests are invited to a 30-minute Patriotic
Concert presented by George Mason University’s School of Music’s Tuba Euphonium Ensemble. Please **REGISTER** to attend. Registration is NOT required but recommended as space is limited.

Nominations for Mason’s QEP

Believe it or not, it’s time to begin considering potential topics for Mason’s next QEP! The QEP is a five-year initiative focusing on improving student learning and/or student success. The Reaffirmation Leadership Team is currently accepting topic proposals. Proposals are due December 16, 2019. For information on the requirements of a QEP, as well as details on preparing and submitting a proposal, see the attached flyer, and contact Dr. Matt Smith (msmit55@gmu.edu) with any questions.

Mason Speakers

Mason Speakers is the university’s pro bono speaker’s bureau. All faculty and staff are invited to sign up [https://masonspeakers.gmu.edu/faculty-staff-participation-form/](https://masonspeakers.gmu.edu/faculty-staff-participation-form/). Once speaker information (brief bio and topics/description of lecture) is uploaded to the web, community and business groups can read about their work. Groups have the opportunity to invite the faculty to come to meetings to discuss their area of expertise. There is no obligation to speak, any invitation can be accepted or declined. Contact Sarah Gallagher, Associate Director, Office of Community and Local Government Relations (sgallag5@gmu.edu) for more information.

Alumni Association Award Nominations

The Alumni Association is now accepting nominations for the 2020 George Mason University Alumni Association Awards. For more than 30 years, the Alumni Association has recognized outstanding alumni, student, and faculty accomplishments with these four annual awards: Alumnus/a of the Year, Alumni Service Award, Faculty Member of the Year, and Senior of the Year. The deadline for nominations is Wednesday, Nov. 13. For more information, visit [here](https://masonspeakers.gmu.edu/faculty-staff-participation-form/).

VIII. Remarks for the Good of the General Faculty

IX. Adjournment
Language for NOV 6 Faculty Senate Motion

Whereas, the *George Mason University Faculty Handbook* (provision 1.2.5), states, “The Board of Visitors provides for participation on presidential search committees by faculty who are elected by the General Faculty;”

And, whereas the *George Mason University Faculty Handbook* states, “The search and selection process must include opportunities for the General Faculty to meet with candidates who are finalists for the presidency;”

And, whereas “The *George Mason University Faculty Handbook* defines and describes the conditions of full-time instructional, research, and clinical faculty employment; the structures and processes through which the faculty participates in institutional decision-making and governance;”

Now, therefore be it resolved that the George Mason University Faculty Senate calls for a search process consistent with the requirements of the Faculty Handbook to include a public forum for each finalist where s/he is invited to give a presentation to include the General Faculty as well as students and staff followed by a question and answer period;

And, be it further resolved that faculty, students and staff be invited to submit feedback regarding each finalist to the search committee;

And, be it further resolved that this phase of the search should be of adequate duration to allow for the search committee’s consideration of such feedback.
Attachment B

Academic Policies Committee

Agenda Item for Faculty Senate Meeting, Nov. 6, 2019

Background: In Fall 2018, the Drop Deadline was temporarily changed from the end of the 5th week of course meetings to the end of the 3rd week, with an Unrestricted Withdrawal period during weeks 4-5. During the Unrestricted Withdrawal period, students may withdraw from courses without permission or limit (excepting where there might be financial aid or program requirements for enrollment). The Selective Withdrawal period was unchanged for weeks 6-9 and is limited to 3 such withdrawals for undergraduate degree-seeking and non-degree students.

Since then, the Academic Policies Committee has discussed the change with the administration and received data on student drop and withdrawal activity. The Committee has also solicited comment from students, faculty, and administrators. There have been few to no negative comments regarding the changes. Data are shown in the chart below.

Motion: The Academic Policies Committee recommends that for a 15 week semester, the deadline to drop a course is at the end of 3 weeks of course meetings and the deadline for Unrestricted Withdrawal is at the end of 5 weeks of course meetings. The deadlines for drop and withdrawal for courses of different duration will be proportional to those for the 15-week semester.
Attachment C

Margret Hjalmarson is nominated to fill a vacancy on the Research Advisory Committee

Margret Hjalmarson, mhjalmar@gmu.edu, College of Education and Human Development, https://cehd.gmu.edu/people/faculty/mhjalmar/
I am interested in the Research Committee. I recently completed four years of service as a Program Officer at the National Science Foundation so have expertise in federal funding policy, decision-making, and practice. I am also currently the director of the PhD in Education program so am interested in issues of how our doctoral students are incorporated into the research enterprise and are supported by external funding.
Student Evaluation of Teaching (SET) Pilot

Faculty Senate
November 6, 2019

Faculty Senate Meeting: April 24, 2019

The Faculty Senate recommend advancing the revised course evaluation form to the Office of Institutional Research & Effectiveness and to the Provost for pilot testing on a large-scale, university-wide basis with face-to-face, hybrid and online courses during AY 2019-20.
Sampling

- Random sample @300+ courses after early registration period (around mid November)
- 3+ students enrolled
- Full-term courses
- Proportional selection by mode of delivery: F2F, Hybrid, Online
- Exclusions:
  - Mason Korea
  - Wiley
  - Individualized courses, e.g. performance
  - Internships
  - No Instructor Assigned

Communication

- Pre-Implementation: email notification late November/early December
  - Instructors of courses selected for the Faculty Senate Pilot
  - Deans
  - Department Chairs

- Implementation: Reminder emails to
  - students (4)
  - instructors (3)
  - Reminders will cease once completed

- SET pilot will be completely online: regardless of instructional mode, the administration of the pilot questions will be administered via a web-based, online form.
Ensuring High Response Rates

- Provide class time for students to fill out the online form using their personal computers or smartphones.
- Demonstrate how to submit an online response in class to help reduce any computer-related questions or errors.
- Remind students of the evaluation deadline date and the importance of the results.
- Explain the importance of student feedback to course improvement in the syllabus.
- Emphasize the anonymous nature of student evaluations.
- Reassure students that their responses will be taken seriously and specific actions will be taken to resolve issues regarding the course.

Attachment E

Report for the Committee on Adult Learning and Executive Education

After a reorganization, Brett Josephson in the School of Business will direct Executive Education for CEO level personnel and Marc Austin in the Provost’s Office is Executive Director for Professional Education and Academic Ventures, which is for mid-level personnel and others. Input from both was very positive. The committee will await developments to see how it can be helpful.
Attachment F

Motion from Senator Renshaw regarding Presidential Search Process

I move that a working group of 3-5 Faculty Senators work with the 3 faculty representatives on the Presidential Search Committee to develop a set of possible methods to ensure that faculty have an opportunity to meet with each finalist in the Presidential Search, as dictated by the Faculty Handbook. One or more options should then be presented for discussion and possible vote at the December FS meeting.
I. Scope

This policy applies to all University students and employees.

II. Policy Statement

Students and employees may designate and use a Chosen Name and Pronouns for University purposes, except when use of a Legal Name is required by the University or by law.

Students and employees may designate a Chosen Name and Pronouns in University information systems only when such systems allow for such designation.

The University will ordinarily use a Chosen Name and Pronouns in university communications and reporting except when use of a Legal Name is required by the University or by law. By way of example but not limitation, Chosen Names will be reflected on class rosters, in Blackboard, in Patriot Web (including Degree Works), timesheets, and in directory listings including email address.

Legal Names shall be used for billing, verification of enrollment, payroll (W-2s), official transcripts, communication with external authorities, or as otherwise required by the University or by law. The University may identify students and employees by both Legal Name and Chosen Name at any time.

Students and employees may not use a Chosen Name for any kind of misrepresentation. Students and employees may not use profanity in a Chosen Name.

III. Definitions
Legal Name: means the first, middle, and last name of an individual that is recorded on the individual’s birth certificate, driver’s license, passport, or other legal documents.

Chosen Name: means a first name other than the legal first name by which the student or employee prefers to be identified, which has been designated by the student or employee in the Banner system.

Pronouns: means (for the purposes of this policy) he/him/his, she/her/hers, they/them/their.

IV. Compliance

Students and employees are expected to use a person’s Chosen Name and encouraged to use designated Pronouns.

V. Forms

Students and employees may designate a Chosen Name and Pronouns in Banner through the Patriot Web site.

VI. Dates:

A. Effective Date:

This policy will become effective upon the date of approval by the Senior Vice President for Administration and Finance and the Provost and Executive Vice President.

B. Date of Most Recent Review:

September 15, 2019

VII. Timetable for Review

This policy, and any related procedures, shall be reviewed every three years or more frequently as needed.

VIII. Signatures

Approved:

__________________________________________  __________________________
Senior Vice President for Administration and Finance  Date

Approved:

__________________________________________  __________________________
Provost and Executive Vice President  Date
Attachment H