MINUTES OF THE FACULTY SENATE EXECUTIVE COMMITTEE MEETING
Thursday, April 14, 2016
Johnson Center Meeting Room F (336) 2:30 – 4:00 p.m.

Senators Present: Jim Bennett, Charlene Douglas, Mark Houck, Tim Leslie, Keith Renshaw, Joe Scimecca, Suzanne Slayden, Susan Trencher, Provost David Wu, Sr. Vice President J.J. Davis; Jeannie Brown Leonard, Dean, Student Academic Affairs; Joya Crear, Associate Dean for University Life.

I. Approval of Minutes of March 24, 2016: The minutes were approved as distributed.

II. Announcements
President Cabrera will attend the April 27th Faculty Senate Meeting. Provost Wu had no particular issues to discuss.

Indigenous Peoples’ Day: Sr. Vice President J.J. Davis is awaiting additional documentation from students. Not a state issue per se, we have broad discretion to place on academic calendar in addition to Columbus Day, not in lieu of it.

Student name preferences in Banner: Dr. Jeanine Brown-Leonard, Dean, Student Academic Affairs presented a brief outline of the proposal distributed with the agenda – see Attachment A. At this point we are in an information-gathering stage. It would send a significant signal to students and the community we are honoring how people wish to be called. Legal counsel conversations with the (VA) Attorney General’s Office indicate this is not a quick fix; our initial goals scaled back to some extent. Goal to include additional space in Banner for (any) student to indicate additional name; need to develop policy; working on mechanism to prohibit profanity and epithets. We have subsequently learned that faculty at other institutions did not wish to do preferred last name, but preferred first name only. Dr. Crear also noted having both legal and preferred names presents challenges for students who come out to person, professor or class. Bills and communication with student’s family, will state the legal name. Most faculty accommodate student requests, but preferred names do not show up in Blackboard. Hope to someday be part of admissions process to display legal last name, first name, preferred name. Starting with students, may someday apply to faculty.

Discussion/Questions:
Some faculty ask students to let them know their preferred name if it does not show up on the roster. Rosters have unique ID numbers based on last name, will (display) legal name, G#, email, and legal address. Concerns expressed about students in earlier stages of transitioning gender identity who may be in more danger from violence and more prone to mental illness. We don’t know how many students this may impact. Other suggestions include replacement of “preferred name” with “preferred first name.” Discussion will continue as process moves forward.

III. Progress reports, business, and agenda items from Senate Standing Committees

A. Academic Policies – Suzanne Slayden
Why was the final drop deadline not changed Spring 2016 term? Deadline tied to arbitrarily internal deadlines, other deadlines were changed. 3rd party billing tied to drop deadline? The AP Committee makes a final request to hear why the final drop deadline wasn’t changed? Faculty responsibility for drop deadlines, we need to know reason why; as we missed a lot of classes. We are trying to give the
Registrar an opportunity to explain. If no administrative response received, then will take directly to
the Faculty Senate.

Provost Wu responded that one round of exchange/communication has taken place and has not
necessarily concluded the whole matter. He understands your point and pedagogical reasons –
explanation for add/drop deadline. He will see the Registrar.

B. Budget and Resources – Susan Trencher
Feedback from salary data – committee member said individual salary data was overstated, faculty on
the list who have been gone 2-3 years, but still appear on the list. JJ requested specific information to
look into this.

C. Faculty Matters – Keith Renshaw and Joe Scimecca
Chair Douglas commends Keith’s response to require reporting sexual harassment/assault language
on syllabi. (Not bringing forward again).

We have been working over the year on trigger warnings with the Provost Office; appreciate feedback
received from Kim Eby (Associate Provost for Faculty Development/ Director, Center for Teaching and
Faculty Excellence) and Rose Pascarell (Vice President, University Life). Decided to table issue until
the fall.

In response to a question about rumors circulating outside consultants hired to do program review,
Provost Wu did not know what rumors refer to. At the request of the BOV, Michelle Marks (Vice
Provost for Academic Affairs) made a presentation to the APDUC Committee about how the
curriculum review process works at Mason, sharing some statistics in terms of numbers of majors,
courses created, courses eliminated. Overall presentation demonstrated to BOV we are quite efficient
at self-policing. Most BOV members convinced we are running in a disciplined way compared to some
of our peers. For example, university expanded course offering over time. Studies of average
research university would offer over 3,000 courses (such as Mason Core/General Education). We
offer less than 500 (Mason Core/General Education) courses, a sharp comparison relative to our
peers. Some EXC members concerned that BOV does not understand nature of institution as
educational institution – cutting programs to be more efficient. Provost Wu offered to ask Michelle
Marks to make the same presentation to the Faculty Senate if interested.

We have engaged an outside consultant for “Student Experience Study” – a holistic look at university
processes from student perspective. Many processes are not student friendly. Collaboration also
includes student experiences in academic advising, career services. Degree programs are not in their
purview. Professor Trencher offered that University Life/Career Services are all auxiliary to mission
of institution, and yet the core of the institution was not consulted? Faculty can offer information
about what students tell us – the Mason Shuffle – students are sent all over the place. As
undergraduate advisor for 200 students, Professor Slayden sees Mason paper shuffle as a serious
issue.
D. **Nominations** – no report.

E. **Organization and Operations - Mark Houck**
   The 205-16 annual report was distributed for review. We are reaching out to the membership of the Multilingual Task Force.

**IV. Other Committees/Faculty Representatives**
Report from the Faculty Representative to the University Naming Committee: see [Attachment B](#).

**V. New Business, Updates, and Discussion**
Law School Contracts: Concerns included disappointment Rector Davis had not read the agreements. One letter says “for support of scholarship”, other letter says $10M and $20M deemed as tuition. $20M being used to support school and mission of school, which is capitalized for creating faculty positions. Funding over 5 years, agreement for 10 years, hold over GMU for second five years. Provost Wu and VPJJ Davis asked committee members to send (detailed) concerns directly to them.

Mark Houck announced he will not be returning to the Faculty Senate next year as he will be on leave. He has already informed Dean Ball. He also asked about status of faculty member who was promised a letter, but was not done. JJ has communicated with him (faculty member).

VP Davis reported BOV has asked us to provide budget models for tuition increases of 3, 4, and 6%. Compensation issues starting to be addressed. Once budget set, will have meetings with deans as transition to new budget models. Good news, more funding is being sent to colleges.

We will contact the Effective Teaching Committee and Dr. Thulasi Kumar (Associate Provost, Institutional Research and Assessment) to schedule presentations on the validation of the current evaluation forms and a discussion of online course evaluations in the fall.

**VI. Agenda Items for April 27, 2016 FS Meeting**
- Draft FS Minutes April 6, 2016
- President Cabrera
- Provost Wu
- Announcements
- Annual Faculty Senate Evaluation of the President and Provost Report from Budget and Resources Committee (Other Committee Reports)
- Annual Reports AY 2015-16 from the Faculty Senate Standing Committees, University Standing Committees, and Ad Hoc Committees AY 15-16 (Other Committee Reports)
- Election of Faculty Senate Chair 2016-17 (New Business)
- Report from the Faculty Representative to the University Naming Committee (Other Committee Reports)

**VII: Adjournment:** The meeting adjourned at 3:47 p.m.

Respectfully submitted,

Meg Caniano
Faculty Senate clerk
Preferred Name

Context
George Mason University is enriched by the diversity of its student population. As we strive to put Students First, we need to adopt policies and practices that contribute to an inclusive, welcoming, and safe community. The preferred name initiative represents a foundational effort that has the potential to make an enormous difference in the lives of our students and positively affect campus climate. This effort is tied directly to our institutional strategic goals for a diverse academic community and becoming a well-being university. Our goal is to allow students to share with the university a preferred first and/or last name that would be used in Patriot Web, Class Rosters, Blackboard, ID Card, and other university systems that receive a data feed from Banner (e.g., Student Success Collaborative, Beacon/Get Connected, HireMason, and Housing). We understand that these other systems may need to request a modification from a vendor to create a place for these preferred name data.

Proposal
Create/activate a preferred name field in Banner for internal use. Create self-service form for updating preferred name.

Initially this project will be limited to student records systems, but we intend to expand this option to faculty and staff in the near future.

Justification
Currently the university will make changes to students' records only when they formally and legally change their name. Students are required to provide documentation for these changes to take place. The proposed initiative does not require legal documentation. Any student with a chosen name may enter it in Banner. Ideally the application for admission will capture preferred name, but at any time students should be able to designate a preferred name via Patriot Web. Several populations may be interested in using a preferred name at Mason: transgender students who are in transition, but have not legally applied for a name change, international students who adopt a more familiar "western" name or would like to indicate the phonetic pronunciation, or anyone with a nickname or who uses another name (e.g., middle name) to self-identify.

After consulting with a wide range of institutional stakeholders, our goal is to change the Banner Student Information System. Some offices must retain access to legal name, but would like to be able to view preferred name when working with students. For example, Student Accounts must use legal name when sending a student record to a collections agency, but would like to use preferred name when students come into the office. All internal reports and functions will be reviewed to learn which can use preferred name. Practices and formal policy will be proposed as a result of this review.

The ID Card poses a distinctive challenge because it is a legal form of identification in the Commonwealth. We propose exploring whether we could print two names on every ID card. Students with a preferred name will have the preferred name printed on the front of the card;
legal name will be printed on the back. Students who do not have a preferred name will have their legal name printed on both the front and the back of the card.

Urgency
We have a growing number of students who share preferred names when invited to do so. For example, the orientation registration system invites students to indicate a preferred name. These data, however, are not shared with Banner. For our transgender population there is a safety concern. Violence against this population is a very real threat. In addition to honoring the gender identity of our students and giving them more control over their university experience, offering a preferred name option is consistent with the equal protection expectations of Title IX. (U.S. Department of Education: http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf)

Internal Reporting
We will inventory the way offices and people interact with Banner to create a master list of Banner feeds and reports affected by the addition of preferred name. Top priority systems include Patriot Web, Blackboard (My Mason), Email, Student Success Collaborative, Beacon/Get Connected, and ID cards. Ideally, preferred name will feed into People Finder (currently People Finder is not tied to Banner).

Policy
A preferred name policy will describe the oversight and guidelines for use.

Students are expected to use the preferred name option for legitimate purposes and never for misrepresentation. Offensive or profane entries will be removed from the system. Inappropriate use of the preferred name option will be reviewed by Academic Integrity or Student Conduct. Students may appeal any sanction. Details on oversight and risk protections will be included in this policy.

Preferred Pronoun and Expanded Gender Reporting

Context
We want to invite students to share with the university preferred pronoun and gender. This action is symbolically inclusive and will begin the process of changing institutional culture to be more inclusive. This goal is consistent with Mason’s strategic plan to create a more diverse academic community. Details on the implementation of these date points into university practice will be included with the preferred name discussions, but are secondary in terms of priority.

Proposal
Create a place in Banner for students to indicate preferred pronoun and add a more inclusive set of gender identity choices. The Federal Government requires Mason to report gender using the male/female binary. We recommend adding an additional gender field to capture alternative gender identity information. This action is symbolically inclusive and will begin the process of changing institutional culture to be more inclusive. Integrating preferred pronoun and gender options into university reports and practices will be addressed at a later date. The proposed initiative does not require legal documentation. Any student with a chosen name may enter it in Banner. Ideally the application for admission will capture
preferred name, but at any time students should be able to designate a preferred name via Patriot Web.

A preferred pronoun policy will describe the oversight and guidelines for use.

Policy XXXX: Preferred Name Policy

Responsible Office: Registrar’s Office

Procedures: Optional

Related Law & Policy:

I. Scope

This policy covers the use of a preferred name for students who wish to be known by a name other than their legal name for internal processes and communication. This policy establishes standards for the use and implementation of a preferred name. It applies to all George Mason students at all University locations.

II. Policy Statement

This policy recognizes that students of George Mason University may be known by a name different from their legal name. A “preferred name” can and should be used wherever possible in the course of university business and education. As long as the use of this different name is not for the purposes of misrepresentation, any student is welcome to use a preferred name within the George Mason University community.

Students may choose to identify themselves within the university’s information systems with a preferred name in addition to a legal name. The person’s preferred name shall be used in all university
communications and reporting except where the legal name is required by university business protocol or by law. Preferred name will be reflected on class rosters, in Blackboard, on student ID cards, (see comment below) in Patriot Web (including Degree Works), and directory listings including email name. Examples where preferred name will NOT be used include student accounts, verification of enrollment, payroll, official transcripts and interactions with external authorities. (Comment JBL1: Our ID cards are government documents. We are proposing a two-sided card, but this option is still under discussion.)

A. Section A
   1. Part 1
   2. Part 2

B. Section B
   1. Part 1
   2. Part 2

III. Definitions

A. Preferred Name: Is a first and/or last name that may be chosen to be used instead of legal name whether or not they have legally changed their name.

IV. Compliance

A. The University reserves the right to remove a preferred name if it contains inappropriate or offensive language, or is being used for misrepresentation. Inappropriate use of the preferred name policy may be cause for denying the request(s) and is subject charges of academic misconduct.

B. Section B

V. Forms

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:

N/A.

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

Provost and Executive Vice President

Date

ATTACHMENT B

University Naming Committee Report

On March 30, 2016, at 10:40 am, an “urgent” e-mail was sent to University Naming Committee members to convene (via conference call) at 1:30 pm that same day; this meeting was scheduled to last an hour. The e-mail was sent by someone assisting an assistant of Renell Wynn, VP for Communications and Marketing who heads the committee. No agenda was specified. As it turned out, this University Naming Committee meeting was called to approve changing the name of Mason’s Occoquan Building in Manassas to the Colgan Building. But, despite the urgency and attendant drama, the University Naming Committee was not in any way “consulted” on the name change, because the decision had already been made by the Central Administration and, indeed, the Board of Visitors approved the name change that same day. Clearly, this name change had already been approved by the Central Administration and placed on the BoV’s agenda many days ago. The idea that this Committee’s s could have influenced the decision already made is ridiculous, so this “urgent meeting” was nothing more than window dressing and a rubber stamp exercise. Faculty representation in the future is not needed.

Jim Bennett
ATTACHMENT C

Annual Faculty Senate Evaluation of the President and Provost: Budget and Resources Committee

1. During the past calendar year has the President or Provost announced initiatives or goals or acted upon issues that fall under the charge of your Committee? If so, was your Committee consulted by the President or Provost in a timely manner before the announcement or action? If not, do you believe your Committee should have been consulted? Would it have been helpful to have had the input of your Committee from the outset?

2. Did your Committee seek information or input from the President or Provost or members of their staffs? If so, did they respond adequately and in a timely manner?

3. Please suggest how you believe the President, Provost and/or their staffs might more effectively interact with your Committee in the future, if necessary.

4. Please relate any additional information you may have regarding interactions between your Committee and the President or Provost or their staff.

Budget and Resources Committee: The Committee for Budget and Resources’ primary contact in GMU administration is J.J. Davis, Senior Vice President for Administration and Finance. Vice President Davis has been extraordinarily helpful to the committee in two ways that together comprise the most important work of Budget and Resources during the academic year. In the first instance, in addition to her presentations for members of the University community regarding the new budget model and current and anticipated expenses and allocation of resources, Ms. Davis has met on multiple occasions with the Chair of Budget and Resources, and in additional meetings, with members of the committee to discuss and answer questions about the changes in the budget model in place at GMU. It is clear from these conversations that the Vice President has the intention to make funding allocation as transparent as possible as the university moves to a less centralized model designed to provide more autonomy for colleges (Deans), and less reliant on central allocations. Vice President Davis works to make herself available to discuss faculty concerns and has been very responsive to all inquiries.

In the second instance, Vice President Davis has oversight for the Office of Human resources at GMU. In that role she has supported the work of the Budget and Resources Committee through cooperation with the annual request for faculty salary information to be made available to university faculty. Linda Harber, Vice President, Human Resources/Payroll & Faculty Staff/Life, Human Resources and Payroll, has been collegial and cooperative in attending to particular requests for posting consistent with state data available to the public. Patricia Coray, Senior HRIS Manager and Interim Benefits Manager for the Office of Human Resources was part of the effort to provide relevant information and provided material requested in the agreed upon time frame.

The Chair of Budget and Resources is also a member of the Faculty Senate Executive Committee, and in that capacity meets with other members of the administration. Provost Wu, regularly attends the Executive Committee meetings and responds to questions and comments in a collegial and helpful manner.