



Thursday, 9 October 2014
2 pm, MA211K

**EXECUTIVE COMMITTEE
AGENDA SETTING MEETING MINUTES**

Present: Eric Amsel, Carrie Ota, Alicia Giralt, Kirk Hagen, Ed Hahn, Carol Naylor, Craig Oberg, Shane Schvaneveldt, Chuck Wight, Mike Vaughan, and Brenda Stockberger

Excused: Kathy Herndon

Guests: Gail Niklason, Heather Chapman, and Thomas Bell

1. Approval of the minutes from 11 September 2014 meeting.

MOTION Motion to approve the minutes from 11 September 2014 by Eric Amsel.

SECOND Ed Hahn

OUTCOME Unanimous

DISCUSSION No Discussion.

2. Present Findings on Institutional Survey's – Gail Niklason and Heather Chapman

MOTION Motion to move forward the findings on the Noel-Levitz as an information item to the Faculty Senate by Eric Amsel.

SECOND Alicia Giralt

OUTCOME Unanimous

DISCUSSION - Good information on the findings on Institutional Survey's: Noel-Levitz, National Survey of Student Engagement (NSSE) were the student survey's and HERI is the Faculty Survey. The Noel-Levitz is given during the spring semester every two years, in even years. The NSSE is given in odd years – the last one was given in 2013, we will be giving this to students in 2015. HERI (Higher Ed Research Institute/UCLA) is a faculty survey that covers many different areas. This survey is administered every three years. This is important feedback that the senate would be interested in hearing. It was suggested to present a summary of the findings on each survey at a Faculty Senate meeting. The first one to be presented to Faculty Senate would be Noel-Levitz on 16 Oct 14. Heather Chapman to come and present those results.

Action Items

3. Office of Instructional Effectiveness – Eric Amsel

Adding best practices site for regent review. Recommendations are listed below. This information will not be forwarded to Faculty Senate. Barry Gomberg, Equal Opportunity/Affirmative Action, Executive Director is a source for personnel information.

MOTION Move to add recommendations below on Best Practices to the web site for Program Reviews by Eric Amsel.

SECOND Alicia Giralt

OUTCOME Unanimous

Recommendations:

Gail Niklason will create a best practices page which will include the following:

A. Conflict resolution strategy between Dean and Chair about reviewers that will go to the FS Chair and Provost.

B. Best Practices will include good reasons justifying the invitation of reviewers.

C. The Self-study document will request a justification for those reviewers that will need to be signed off by the Dean for each reviewer. In the Self-study document, a question will be asked about the faculty mentoring processes.

4. Curriculum Committee – Ed Hahn for Sally Cantwell, Chair

ARTS & HUMANITIES

Performing Arts – Amanda Sowerby

Program Change Proposal – BA in Dance Education

Adding an Option 2 to the BA in Dance Education – 6 credits in Foreign Language and 6 credits in DANC4800 Independent Study (taken 2 times) for the requirement of 12 credit hours

EDUCATION

MASTERS IN EDUCATION

Program Change Proposal - Masters in Education in Curriculum and Instruction - David Byrd

New Course Proposal - MED6265 Foundations of Inclusive Teaching – David Byrd

New course MED6265 added to Master's program and MED6510 removed. MED6265 course is broader in scope, meets the needs of elementary and secondary licensure.

MOTION Motion to forward curriculum to the Faculty Senate as a package by Eric Amsel.

SECOND Kirk Hagen

OUTCOME Unanimous

DISCUSSION

Some new programs will be coming up in curriculum. Question on the BA Program Proposal in Dance Education concerning how the DANC4800 Independent Study would be equivalent to a Language Arts course. Was there any objection in Curriculum Committee? No objections at that meeting.

Where does it show this course meets the Language Arts requirement? Was Foreign Language asked if they supported this change? It went through the Arts & Humanities College Curriculum Committee without concern. Let this question be made in Senate meeting. Eric will contact Amanda Sowerby and give her a heads up on this concern. She can come to Senate meeting and clarify the change to the Senate.

(Copied from the General Education Webpage)

Language Requirement

The **Bachelor of Arts** degree includes a language requirement which may be met by one of the following options:

- **Option 1 – Foreign Language**

One of the following

- a. Documentation of a proficiency level of “Intermediate Low” or better through an examination administered by the WSU Foreign Language Department or through an examination by a recognized testing agency.
- b. Completion of WSU foreign language course 2020 with a grade of “C” or higher, or comparable transfer credit.

- c. Completion of any upper-division WSU foreign language course with a grade of “C” or higher, or comparable transfer credit.
- d. Students for whom English is a second language may meet the BA foreign language requirement by:
 - verifying their proficiency in their (non-English) native language in cooperation with the Foreign Language Department
and
 - verifying their proficiency in English as a Second language by passing the ESL Special Examination.
- e. Documentation of a minimum proficiency level in American Sign Language through an examination administered by the American Sign Language/Interpreting Program at Salt Lake Community College. The signer must produce and maintain American Sign Language with “continuity and precision.”
- f. Completion of WSU American Sign Language course 2020 with a grade of “C” or higher, or comparable transfer credit.
- g. Completion of twelve semester-hours of foreign language.

Refer to the Foreign Language section of this catalog for additional information on obtaining foreign language credit.

- **Option 2 – Foreign Language with Language Arts**

Note: This option is only available when specified by the major course requirements.

- a. Completion of at least six semester-hours of foreign language with further course work up to six semester-hours in the language arts beyond the composition requirement in the general education core. Language arts course work may include literature, creative writing, rhetoric, music composition, etc. Students should refer to the major for specific requirements.

The **Bachelor of Music** degree and **Bachelor of Music Education** degree requirement is for two semesters of foreign language chosen from French, German, Italian, and Spanish. The requirement may be satisfied by taking two semesters of the same language, or one semester each of two different languages.

5. University Ranking Tenure Evaluation Committee 2014-15
Committee Chair Recommendation - Gary Doher or Jennifer Turley

MOTION Motion to recommend Jennifer Turley or Gary Doher as chair of the University Ranking Tenure Evaluation Committee by Eric Amsel.

SECOND Alicia Giralt

OUTCOME Unanimous.

DISCUSSION Craig Oberg to ask Jennifer Turley first. If she cannot serve as chair, then Gary Doher would be asked. (Jennifer Turley agreed to Chair this committee prior to Senate meeting)

6. New Teaching and Learning Committee Chair and Teaching Learning Forum Coordinator
Colleen Packer, Communications Department, College of Arts & Humanities.

MOTION Motion to move forward to the Faculty Senate was unanimous by the Executive Committee as an information item.

DISCUSSION - The Faculty Senate Constitution and By-Laws are clear on the hiring of the TLA Chair, but not on how it is ratified. There is no clear description on if the Chair is voted on by the Senate. A recommendation was made to clarify that this is the first year of a three year term for Colleen Packer.

7. TLA Committee Membership Change
Barrett Bonella, S&BS (3 yr. Term) replaces Matt Schmolesky, S&BS

MOTION Motion to move Committee Membership change forward to Faculty Senate by Eric Amsel.

SECOND Alicia Giralt

OUTCOME Unanimous

DISCUSSION – Colleen Packer will need to be replaced on the Salary Committee, due to her becoming Chair of TLA committee. Suggestion was to ask Yu-Jane Yang to see if she can serve. If she cannot, another faculty member from Arts and Humanities should be selected.

8. Instructor's Titles and Lengths of Contracts – Eric Amsel

DISCUSSION – Would it be possible to revisit the policies that defines the definitions of Instructor, Adjunct, Clinical, Affiliate, Concurrent, Research and Visiting faculty (PPM 3-2 and 8-6). There is a need to categorize the Instructor position with different titles and lengths of contracts. The titles are used differently in Academic Units across campus. The Appointment, Promotion, Academic and Tenure Committee (APAFT) would be the committee to review this. APAFT did work on charge similar to this and it took two years for them to work on it. APAFT is very busy this year with the charges they have been assigned. This could be a charge for next year. Get some recommendations from the Dean's to see if there is a need for this. There was no vote on this item.

9. Dates of Senate Meetings – Craig Oberg

Some faculty have asked why Senate meeting is the same week as Fall Break. The Faculty Senate Constitution and By-Laws states that there will be a senate meeting will be held every month during the Academic Year. In order to do this, senate meetings are scheduled the third week of the month except November and December. Thanksgiving is late in November and the Fall semester finishes the first week of December so the last two senate meetings have to be scheduled early in the month instead of the third week of the month. Senate meeting is the same week as Fall break because they are usually both fall on the third week of October. This is an information item only. It will not be discussed at Senate.

10. Other Items

Use of Clicker System in Faculty Senate – Thomas Bell

Thomas Bell presented the options on electronic voting mechanisms in Faculty Senate. Two technologies are out being used in classrooms, iClickers and Turning Technology are clickers. This system is available for checkout. Hardware and software is available. Won't need to buy new equipment as far as hardware is concerned. They both integrate with PowerPoint and display real time. Do not display individual participants. Web based solution called Poll Everywhere. Allows SMS voting, web based voting. Both would need to be created beforehand. Each question would be a vote. People would respond to that individual question. Poll would be a report for the whole session of Senate. Poll Everywhere is more flexible. Anonymous polling, polling that is associated with a phone number or device web browsing session could be associated with a real person. Have some options. Limitations on both systems. Physical clicker system is much more cumbersome to set up. Poll Everywhere since it is web based and multiple platforms can respond to a poll. It is much more flexible advantage of being anonymous. There are others that could be used. Poll Everywhere is the number one web-based side. Turning Technologies and iClickers are the most popular on the physical clicker side. Those are the options that were researched.

Discussion – Thomas' recommendation would be to use Poll Everywhere. There is a lot of advanced work involved. Setting up the polls, cataloging it, keeping track of it. Pros - it is easy to respond to. They would have to bring a device (phone or tablet) to use or have them provided. What is the biggest benefit? Would be the reporting site to catalog votes. To see who is voting and how they are voting. This group needs to decide what we want this to do. Do we want votes to be public or anonymous? Do we want full disclosure on votes? Make results available to everyone who votes yea or nay. This would engage the senators more when your vote is counted. Study the issue and come engaged. Most votes in senate are unanimous. It is infrequent that it is not. Maybe it is symbolic and this is a lot of work to do for something that is symbolic. What is required for hardware from your end? Physical Clickers you just have to have a clicker. The Poll Everywhere everyone needs a smart device. Collecting the votes would involve having the browser open to receive the information. You don't need to download the app. You could just text your vote in, go into the browser on your phone or tablet and submit a response. Several options on responding a vote. Some training would be needed. Out of the three, Poll Everywhere is the least labor intensive to set up for the person running them. For those using the physical clickers it is

easier to respond. You seldom have a close vote that has not been amended several times. If it is contentious, you would have to rewrite the motion. If we polled the senate, there would be some very strongly against it and very few pro. Don't think there is a strong sense that senators want this. It would be our push if we want to do it. I'm not sensing a strong push. We can leave this right now until there is a real need for it. Should keep thinking about it. Is there an advantage of doing this right now. Think about it and we will keep our options open.

--Weber State Credit Union(WSCU) Faculty/Staff Giving Campaign – Craig Oberg

WSCU is going to match Weber State's giving. VP Brad Mortenson asked to have member of the Executive Committee on the committee. Doesn't matter how much you give, but to have a good number of faculty and staff to be giving shows other community donors that we have invested into this campaign. The campaign will last 6 -8 weeks. Shane Schvaneveldt was nominated to be on the committee. He was approved by the Executive Committee unanimously. Craig Oberg will let Brad Mortenson know. Eric or Craig will attend a meeting if Shane is unable to.

--Provost Search Committee, Brad Mortenson, Chair – Craig Oberg

Would like to have two members of the Executive Committee to sit on the search committee. Brad Mortenson was invited to come on the Agenda Setting Meeting on Thursday, 30 Oct 2014, and talk about the process - the criteria involved with selecting a new provost and who makes up the committee, and the timeframe of when meetings will be held and when interviews will be scheduled. Alicia Giralt, Ed Hahn, Eric Amsel agreed to serve on this Search Committee. There are usually about 12 to 15 members on the committee comprised of mainly faculty and some Administration.

--Concern on Cheating – Alicia Giralt

A concern on cheating was brought up that involves students that are on the Weber State University Student Association. Alicia talked with Aaron Newman and Jeff Hurst, but no action has been taken on this student. There should be a consequence to this students actions. Recommendation would be to talk with Jan Winniford, VP, Student Affairs. Since they are taking the Student Code/Handbook out of the PPM6-22, ASSA would be the committee to look at this recommendation. Write down your suggestion on what is happening and if this could be addressed in PPM6-22. Becky Marchant is the Chair of ASSA your request could be sent to her. This needs to be very carefully thought through.

Motion to Adjourn by Eric Amsel.

SECOND Ed Hahn

OUTCOME Unanimous

Meeting adjourned at 4:15 pm

Next Meeting: Faculty Senate, 16 October 2014 at 3:00 pm WB206-207

Next Program Review Meeting: 23 October 2014 at 2 pm in the Betty Lampros Board Room