



Thursday, 11 September 2014
2 pm, MA211K

**EXECUTIVE COMMITTEE
AGENDA SETTING MEETING MINUTES - Approved**

Present: Eric Amsel, Carrie Ota, Alicia Giralt, Kirk Hagen, Ed Hahn, Carol Naylor, Doris Stevenson for Shane Schvaneveldt, and Brenda Stockberger

Excused: Craig Oberg, Chuck Wight, Mike Vaughan, Kathy Herndon

Guests: Kathryn MacKay, Peter Waite, Sara Lleverino and Jennifer Philion

1. Approval of the minutes from 21 August 2014 meeting.

MOTION Motion to approve the minutes from 21 August 2014 by Ed Hahn
SECOND Alicia Giralt
OUTCOME Unanimous One Abstention – Eric Amsel

Information Items

2. Ombuds Summer Activity Report – Kathryn Mackay, Ombuds

Consider extending the position to more than a nine month contract. Several ongoing discussions took place during the summer. The reason for this could be that Promotion & Tenure is done in the Spring and issues arise at this time.

The current term for Ombuds ends in May 2015. Plan to advertise for this position in early January 2015. Possibly review and update the criteria on the hiring position for this office. Consider an Emeriti faculty rather than an employed faculty member to avoid conflict of interest. Full time position is not necessary yet. New Ombuds should be sent to the International Ombudsman Association – Professional Development Course –Atlanta, GA in April 2015. Ryan Thomas has been invaluable to this position as a resource. He has experience in Higher Education and also because he is trained in conflict management.

Human Resources has still not fulfilled request for tenure information. The information requested can be found and is not confidential, but has not been fulfilled. Forward the request to Eric Amsel to see if he can expedite the request from HR.

Student Club Faculty Advisors should not be Adjunct faculty. They are not compensated for such work-moneterarily or by promotion and tenure. The Ombuds spoke with Jan Winniford, VP Student Affairs and Aaron Newman, Director, Student Involvement and Leadership concerning this issue. No response from them as yet. Adjuncts are subject to PPM in quite the same way when they are working in Student Group type situations. VP Winniford will come up with a proposal. Right now the PPM’s around Student groups are being drafted by Student Affairs. They can draft it and see if there are issues for the Executive Committee. The Executive Committee will reach out and let them know we are really interested in this. Student Affairs can draft their policy and the Executive Committee can review it. Executive Committee is trying to get Adjuncts a voice on Faculty Senate.

Another issue is the discussion about student evaluations of faculty and the role that they play in tenure and promotion of faculty.

Concerns with Post-Tenure Reviews(PTR) – Could TLA sponsor a retreat for tenured faculty discussing Post-Tenure review as a topic or workshop.

Suggestion by the Ombuds to hold a workshop on conflict resolution. There are individuals on campus that have been trained in Conflict Resolution: Ryan Thomas, Colleen Packer, and Adrienne G. Andrews.

The Executive Committee thanks you and acknowledges your work during the summer and supports your requests and suggestions and will act on them.

2a. Web site Redesign - Weber.edu Update – Launch date – 28 September 2014
Peter Waite, Web Service Manager; Sara Lleverino, and Jennifer Phillion, University Communications

Interested in going before Faculty Senate and presenting this project of the redesign of the Weber State website. The last time the website was redesigned was in 2006. One of the reasons for the change on the new home page is a focus on new prospective students. A negative experience on a university website will eliminate that school from their consideration. Information future students are looking for now on the home page. New features are the landing pages, student life, future events, and highlight activities. Navigation features changed—students were getting lost on the old website too easily. Information was difficult to look for. Navigation on new site has improved. Website will be more mobile friendly site. It will resize on whatever device you are using/tablet/phone/laptop. Will be easy to scroll through the information and to navigate. This update will take place on September 28. The eWeber portal will also be updated a little later. Employees will have the option to use the new portal or the old portal. This will be a learning phase. The old portal will run until January 2015. It was suggested to make the announcement to the Faculty Senate and let them use the website and come back in October for a question and answer session to give feedback on what they like and don't like about the new website. The new changes will trickle down to the next level of web pages. Site Manager is migrating pages automatically to the new templates, but departments need to watch to see that their webpage content works correctly.

MOTION Motion to move forward to Faculty Senate by Carol Naylor.
SECOND Alicia Giralt
OUTCOME Unanimous

Action Items

3. Report on 12 August 14 Faculty Senate Retreat – Eric Amsel
Discussion - Eric gave a summary of items discussed at the retreat on 12 August 2014. Attendance was surprising—approximately 35 faculty came to the meeting. Richard Sadler and Gene Sessions were helpful in their discussions. Richard the history of how faculty gained control of curriculum and related issues from administration. Gene pointed out our role as Executive Committee – that we represent all the faculty as a university. President Wight spoke on Shared Governance.

Faculty Concerns: 1) Compensation; 2) Procedures for student to exercise complaint and due process rights; 3) Inconsistencies across colleges in policies and procedures that affect faculty; Curriculum Issues: 4) General Education; 5) Developmental Math

MOTION Motion to move a summary of items discussed at the Retreat to the Faculty Senate as an Information Item by Eric Amsel.
SECOND Alicia Giralt
OUTCOME Unanimous

4. PPM 6-22 Student Code – Eric Amsel
Address restructure of the policy to remove the Jurisdiction/Hearing procedure section from the Student Handbook and moving them to the WSU website “Complaints, Grievances, Appeals & Petitions”.

Discussion - PPM 6-22 is on the ASSA Charges to be reviewed. It has been restructured and will come to an Agenda Setting meeting in the future from ASSA. This will not be going to Faculty Senate at this time.

5. TLA/TLF Hiring Committee – Eric Amsel

Discussion - Recommendation on the TLA/TLF Hiring Committee Members:

In accordance with the Faculty Senate Constitution and Bylaws PPM1-13, Section 4-11.

Ed Hahn, Executive Committee, Alicia Giralt, Executive Committee & Liaison to TLA Committee, A member of the TLA Committee (to be determined) and Ryan Thomas, Interim Chair of the TLA Committee (Non-Voting Member).

MOTION Motion to approve and forward to the Faculty Senate the recommendation of the TLA Selection Committee by Alicia Giralt.

SECOND Ed Hahn

OUTCOME Unanimous

6. Committee Member Changes

GEN ED -- John Stone, B&E, replaced by Brandon Koford, B&E

Curriculum Committee -- Wendy Fox-Kirk, B&E replaced by - Bryant Thompson, B&E

APAFT -- Brandon Koford, B&E replaced by - Sebastian Brockhaus, B&E

Discussion - No discussion

MOTION Motion to approve and forward the Committee Member changes to the Faculty Senate by Alicia Giralt.

SECOND Ed Hahn

OUTCOME Unanimous

7. Faculty Senate Standing Committee Charges

Academic Resources and Computing – Carrie Ota

Admissions, Standards and Student affairs – Carol Naylor

Appointment, Promotion Academic Freedom and Tenure - Kirk Hagen

Constitutional Review, Apportionment and Organization – Kirk Hagen

Curriculum Committee – Ed Hahn

Environmental Issues Committee – Shane Schvaneveldt

General Education Improvement and Assessment – Eric Amsel

Honorary Degree – Carol Naylor

Research, Scholarship and Professional Growth – Kathleen Herndon

Salary Benefits, Budget and Fiscal Planning – Craig Oberg

Teaching, Learning, and Assessment – Alicia Giralt

Discussion - SBBFP – The language on Charge number 5 was accepted. It was suggested that Laine Berghout/Chair, look at other colleges and see what models are out there. GEIA – All concerns discussed are covered and embedded in other charges. Gen Ed Committee discussed these and felt comfortable that the Gen Ed Charges are complete. ASSA – 2. Clarify the word “Student Handbook or Student Code” with Becky Marchant. 3. “Review existing policy and consider requiring programs (such as developmental and other gateway programs).....” APAFT – 3.d Replace “Weber State Colleges and

other institutions” with “Academic Units at Weber State”...7. Remove “execution of policies and”...; 8. Added “Review PPM4-9a - Course Syllabus, to add Emergency Statement to the list of information that a syllabus should contain.”; 9. Added “Review potential tensions between tenure and post-tenure documents and PPM 8-11 in the role of community engaged teaching, scholarship and service.”

MOTION Motion to approve and forward the Committee Charges to the Faculty Senate by Kirk Hagen.

SECOND Alicia Giralt

OUTCOME Unanimous

8. Faculty Board of Review Chair Nomination - Kathy Edwards, Communications
Committee Members are: Sue Harley, Kathy Edwards, Rob Reynolds, Paul Schvaneveldt, Jim Jacobs, George Comber and Diane Kawamura.

Discussion - Kathy Edwards was asked to Chair the committee due to a case that came up during the summer. They did not need to meet, but because Kathy had been asked to serve as Chair would like her to continue as the Chair for the 2014-15 Academic Year.

MOTION Motion to approve and move forward the recommendation of Kathy Edwards as Chair of the Faculty Board of Review Committee to the Faculty Senate by Alicia Giralt.

SECOND Kirk Hagen

OUTCOME Unanimous

9. Other Items:

Update from Dean’s Council – Eric Amsel

a. Discussion of Instructor Status

b. Emergency Statement

c. Applicant Status and Financial Aid

a. Discussion on Instructor Status – Full-time, non-Tenured status on faculty. Discuss further when Provost is present.

b. Emergency Statement Discussion - Request to add an Emergency Statement into Course Syllabi was sent out by email during the summer. Explaining what to do in case your class could not meet at the scheduled time. This had nothing to do with Northwest Accreditation as mentioned in the email. A Charge to APAFT - add statement on 4-9a. Course Syllabus, lists the items to be included in the syllabus. Include a charge for APAFT to add this item “Emergency Statement” to the policy. Leave the charge open so that they review the policy and address any other item that should be in the syllabus. “ Review PPM4-9a to see if it is complete, for example, Emergency Statement, Disability, and Harassment.”

c. Discussion on Financial Aid/Applicant Status – Scrutinizing who gets financial aid. Specifically giving financial aid to students in non-degree programs. Such as Applicant programs (Social Sciences, Business, Health Professions). Putting a second degree on the students transcript fixed the problem. Change the title of the program could be a solution to the problem.

Other Items - Suggestion to establish a system of using clickers to vote for items discussed at Faculty Senate. Find out what type system would be best used. Texting, clickers, or other models to follow. Anonymous or Public.

Ask John Armstrong to be the Parliamentarian for this year.

Meeting adjourned at 4 pm.

Next Meeting: Agenda Setting Meeting, 9 October 2014, 2 pm, MA211K