

Thursday, 5 March 2015

2 pm, MA211K

**EXECUTIVE COMMITTEE**

**AGENDA SETTING MEETING MINUTES - Draft**

PRESENT -- Eric Amsel, Kirk Hagen, Ed Hahn, Kathleen Herndon, Craig Oberg, Carrie Ota, Scott Rogers, Shane Schvaneveldt, Chuck Wight, Mike Vaughan and Brenda Stockberger

Excused: Alicia Giralt and Carol Naylor

Guests: Sally Cantwell, Leigh Shaw, Laine Berghout, Mark Stevenson

1. Approve the minutes from the 12 February 2015 meeting.

MOTION To approve the minutes from the 12 February 2015 meeting by Ed Hahn.

SECOND Kathy Herndon

OUTCOME Unanimous

DISCUSSION No Discussion.

2. University Curriculum Committee – Sally Cantwell, Chair

Substantive Curriculum approved at University Curriculum Meeting 25 February 2015

EDUCATION

Health Promotion and Human Performance - Laura Santurri

Program Change Proposal - Health Promotion Teaching Minor

Master’s in Education - Peggy Saunders

New Program Proposal - Graduate Certificate in Elementary Teaching

New Program Proposal - Graduate Certificate in Secondary Teaching

Health Promotion and Human Performance - Chad Smith

Program Change Proposal - PE Major

Program Change Proposal - PE Minor

Course Proposal Change - PEP3280 Methods of Teaching Strength and Conditioning

Course Proposal Change - PEP3290 Methods of Teaching Fitness for Life

Course Proposal Change - PEP3630 Methods of Teaching Elementary School Physical Education

New Course Proposal - PEP4700 Methods of Teaching Junior High School Physical Education

New Course Proposal - PEP4710 Methods of Teaching High School Physical Education

SCIENCE

Zoology – Nicole Berthelemy and Chris Hoagstrom

Program Change Proposal – Zoology Bachelor of Science Degree

MOTION Motion to approve the curriculum listed as a package by Ed Hahn.

SECOND Eric Amsel

OUTCOME Unanimous

No Discussion.

3. Graduate Council - PPM 11-1 Graduate Programs - Mark Stevenson, Chair

For document go to the Faculty Senate Web page [www.weber.edu/facultysenate](http://www.weber.edu/facultysenate) - Item 3

Update to the policy on Graduate Programs. Some formatting and cosmetic updates as shown in the highlighted sections. The main change is the last section - XIII. Office of Graduate Studies. It outlines its organization and functions. This has been superseded by a new structure that was approved by the Provost (July 2014) created an Office of Graduate Studies with a Director of Graduate Studies, Mark Stevenson, now Chairs the Graduate Council. This language is being added to the policy and make it official.

MOTION Motion to approve and move forward to Faculty Senate PPM 11-1 Graduate Programs update with minor corrections as discussed by Eric Amsel.

SECOND Kathy Herndon

OUTCOME Unanimous

DISCUSSION –

Criminal Justice doesn’t feel that the Graduate Council has any bearing on their MCJ program. They are the only program that feels that way and they don’t attend any meetings of the Graduate Council so the issues don’t come up at the meetings. They do what they are asked to do.

There aren’t enough resources for a Graduate School here at Weber State. There are no Phd programs or fellowship programs.

This amendment was kind of an interim solution which we think makes sense for where we are now as an institution. There are eleven Masters Programs, a number of Graduate Certificates. It outlines the things that the Graduate Council has been doing already and continues to do which is reviewing new or changes to Programs and Courses that involve Graduate Programs.

Nothing in PPM that states moving an entire Program over to teaching it completely online is a substantive change. This does change the program significantly and raised some flags at that time.

The Graduate School is simply an administrative arm of the Graduate Council and the graduate Dean is the Chair of the graduate Council. Members are made up of the Program Directors. The Board of Regents empowers institutions to organize certain governance issues in a way that works for the institution this is what we’ve done. The ultimate authority is with the Regents.

It would be a benefit if the Chair of Graduate Council could sit on the University Curriculum Committee. It would help with curriculum questions that occur at meetings on Graduate Program Proposals. Mark Stevenson was in agreement with this suggestion.

Suggestion -

Section II, Admission Requirements – Check the wording of PPM 6-2 to be sure the language matches. Particularly the words “preference or gender (identity)”.

4. Salary, Benefits, Budget and Fiscal Planning Committee – Laine Berghout, Chair

Proposed:

Current faculty salary information and standing relative to CUPA as calculated in the faculty equity model tables shall be made available to faculty members.  To facilitate making this information available, we recommend that a link to the current faculty equity model table be maintained in the Salary Letter app in the Payroll section of the eWeber Portal.

MOTION Motion to approve the recommendation from the SBBFP committee as amended forward to Faculty Senate by Eric Amsel.

SECOND Kirk Hagen

OUTCOME Unanimous

DISCUSSION – The Salary Committee met on 4 March 15 to discuss methods of how to share the CUPA (College and University Professional Association) data available to faculty. The concern was with the ownership of the CUPA related information. This is available only to institutions with membership. As long as appropriate information is shared with only faculty and/or staff. The proposal above is the recommendation by the committee.

Modification to the proposal - *Current faculty salary information and standing relative to CUPA as calculated in the faculty equity model tables shall be made available to faculty members.  To facilitate making this information available, we recommend that a link to the current faculty equity model table be maintained ~~in the~~ ~~Salary Letter app~~ in the Payroll section of the eWeber portal.*

Details with IT to be worked out to set this up in the eWeber portal. Must have a Weber login to get access to this information. Do not want this to be cumbersome for anyone to maintain.

Could there be additional information to on how to make comparisons. The coversheet has some formulas that define the information in the columns. Valuable that faculty know what information people are making decisions about their salary have that they don’t. They need to know precisely how it is being used. The coversheet will clarify those things.

Suggestion for the recommendation: In the last full line remove “~~in the payroll section~~” *“maintained in the eWeber Portal.”*

This will allow IT to program it the easiest way. Given the timing of this proposal, recommended that the Salary information we post is the 15-16 salary information. Salaries are going to change between now and July 1. If the present information is posted then some confusion would happen.

5. General Education Improvement and Assessment Committee – Leigh Shaw, Chair

Curriculum Policy and Procedure Manual Change to New and Renewal of General Education Courses.

For document go to the Faculty Senate Web page [www.weber.edu/facultysenate](http://www.weber.edu/facultysenate) - Item 5

Policy is needed at this point to make clear the commitment to assessment and how all programs will be involved with it. GEIAC wanted to make this policy update clear to both Executive Committee and Faculty Senate. We have two options – 1) we forward to Faculty Senate as an information item so that they know that this policy will be voted on at 25 March 15 Curriculum Committee; 2) we bring it to Faculty Senate for a vote have a discussion, goes back to GEIAC and Curriculum Committee. There is a couple different routes this can take. We are asking both detail to the policy and also the mechanism of changing Curriculum PPM.

The original policy was less than a page and it mainly had to do with new course proposals and the chain of command in terms what Curriculum does and what Gen Ed does. There was the statement that every seven years courses will come up for renewal and over the last year or so we have been discussing the implications of that that and what does it mean. Sally Cantwell and Sally Shigley worked with Leigh Shaw to update the policy and flowchart. There needed to be more definition on what is meant by going on probation or losing the General Ed designation. This policy is the proposal and the General Education Committee supports it. We are bringing it here because we want as much discussion on it as possible. We need to get the departments notified this term that they will be up for renewal in Fall of 2016. Physical Science, Life Science and one course with Diversity designation are up for renewal then. Added new section on “Conditional approval for one year” on new courses approved with GE status. Trying to change the culture of assessment by being a little more proactive and grant conditional approval to courses for whatever particular attribute they are coming up for a year and in that year they need to get a least one semester of assessment data in an evidence of learning rubric and present this information to Curriculum in one year and then get full approval for an additional six years. The learning curve is huge in educating everyone on the assessment data. We remind faculty of this in every Curriculum meeting. We are trying to help them learn how to get this data instead of them being resistant to getting the data.

Will CORE classes get a pass? All areas that claim outcomes for General Education will be asked to supply this assessment. We are only asking for two semesters of data out of seven years. The flowchart was discussed at length in Gen Ed Committee. We have given departments every opportunity to be successful. We notify them now they can start to gather data in this fall and spring and still submit data the following year. What is the penalty if they don’t? Math courses is a concern. If they don’t meet the General Ed assessment and are denied, what happens? We can’t not teach Math classes. Students must be able to take them. Who has the authority to force departments to change their Learning Outcomes? Core classes need to be handled a little differently. If there is an issue, they would be well trained in assessment techniques and invited by the Gen Ed committee to help the department to collect the data. Does that fall on who? It could be a faculty ad-hoc team. We have to distinguish between the process of assessment and the outcomes of assessment. As it is implemented and they get used to it, it will benefit the students and help with accreditation.

Recommendation: Present this as an information item to the Faculty Senate and it will go to Curriculum Committee and incorporated into the policy. To have the courses come back for review every year will be a lot of work for the committees/Gen Ed and Curriculum as well as faculty. At some point, the Deans would have to be involved to put some pressure on departments to do the assessment.

The other concern are those courses who are on probation but never get off of it and still keep the Gen Ed status. What will happen if faculty don’t submit the data? There needs to be some buy in and get some feedback. We don’t need this to be a surprise. Senate can be informed and take this back to their college and if anyone has concerns they should address them to the Curriculum Committee meeting and address their concerns.

Recommendation: On the flowchart - change the outcome of “Unsuccessful Review” to “Continuing probation, Action plan, Dean and Provost involved”, with annual renewals as the penalty. Add to the policy that the Dean and Provost will attend the second year of probation curriculum meeting.

MOTION Motion to approve and move forward the Gen Ed Renewal Section of Curriculum PPM as recommended above to Faculty Senate by Eric Amsel.

SECOND Scott Rogers

OUTCOME Unanimous

6. Other Items -

Vote for 2015-16 Faculty Senate Chair and Vice Chair will take place at Faculty Senate on 19 March 15.

Ombuds Position Submissions - Kathryn MacKay was selected to be re-assigned as Ombuds.

Faculty Governance Award Nominations - Nominees are: Ed Hahn and Eric Amsel.

TOPICS TO BE DISCUSSED – (Information only)

Mandatory Office Hours -  Currently there is a requirement that faculty have at least 5 hours each week where they are in their offices available to meet with students individually.  With new technology, most students interact with faculty via email or Canvas.  Can a change to this requirement be considered?

The committee felt that no action was needed to be taken on this item.

**No Action was taken on this item.**

Monday Holidays during Spring Semester -  Request to change the Academic Calendar so that on the Tuesday following President's Day, Monday classes would be held. As you know, Spring semester has two Monday holidays (Martin Luther King Day and President Day). If you are teaching a class held on Monday, the students are losing a decent portion of class time. Even if the semester is extended into the Monday of Finals week, they are still shortchanged. Many other institutions in the state hold Monday classes on the Tuesday following Martin Luther King Day.

The committee felt that no action was needed to be taken on this item.

**No action was taken on this item.**

Have a Great Spring Break!

**Next Meeting: Faculty Senate, 19 March 2015 at 3:00 pm WB206-207**