WEBER STATE UNIVERSITY

Thursday, April 10, 2014
MA211K
2 PM

EXECUTIVE COMMITTEE MEETING MINUTES - Approved

PRESENT   Eric Amsel, John Armstrong, Patti Cost, Alicia Giralt, Kirk Hagen, Ed Hahn, Kathleen Herndon, Carol Naylor, Jim Turner, Mike Vaughan, and Brenda Stockberger

EXCUSED Chuck Wight

GUESTS   Fran Butler, Leigh Shaw, Stephen Francis, Kathryn MacKay, Becky Marchant, Tim Herzog, David Malone, Vern Morgan, Drew Weidman

1. MINUTES – Approval of the minutes from Agenda Setting meeting – March 6, 2014.

MOTION   Motion to approve the minutes from Agenda Setting meeting – March 6, 2014 by
              Eric Amsel.
SECOND   Ed Hahn
OUTCOME   Unanimous

2. Curriculum Committee – Fran Butler, Chair

BACHELOR OF INTEGRATED STUDIES - Mike Cena
Associate of Integrated Studies(AIS) - New Program Proposal

COAST
Professional Sales (formerly Sales & Service Technology) - Carl Grunander
PS1403 Introduction to Client Care - New Course Proposal & Syllabus

SOCIAL & BEHAVIORAL SCIENCES
Criminal Justice - Monica Williams
CJ4065 Law and Society - New Course Proposal with Syllabus

ARTS & HUMANITIES
Performing Arts - Amanda Sowerby
BA in Dance - Program Change Proposal

MOTION   Motion to approve the Curriculum as a package by Eric Amsel.
SECOND   Carol Naylor
OUTCOME   Unanimous

Learning Outcomes on Computer Information Literacy (CIL) and Composition (ENGL2010)

CIL - Changes to the NTM Course titles will need to be changed slightly so they match the outcomes.
Are titles always a non-substantive change? Yes
The committee was okay with that? Yes.

Composition ENGL2010
Updated to meet the Common Core K-12 standards.

Motion to approve the Learning outcomes for CIL and Composition ENGL2010 Kathy Herndon.
SECOND Ed Hahn.
OUTCOME Unanimous

AIS – Associate of Integrated Studies

After this degree was approved at the Curriculum committee meeting on 26 March14, Mike Cena decided to pull this from the agenda for Executive committee because he decided that it wasn't ready to go forward to Senate meeting.

How many legs of the BIS have enough lower division to fill an Associate degree?
How much upper division courses can you have in an Associate's Degree. There is no policy on how much upper division courses in an Associate degree.
Fran Butler researched this in depth and found no policy that governs whether upper division courses are allowed in an Associate Degree.
Betty Kusnierz and Ryan Thomas were both consulted about a policy or courses and they did not know either.
Do the Board of Regents need to create that policy?
No reason why we couldn't have our own policy.
Mike Cena pulled the program at this time to revisit the courses that would be required with this degree.
Review all the Institutional Certificates and Departmental Certificates and Associate degrees to be sure they are with degree requirements.
Make a charge for the Curriculum Committee to come up with a policy to determine what type of courses should be required in an Associate's degree.
Could a student use the courses taken for an AIS and if decided to change their program of study, would those courses articulate into another program?
Transfer courses to another school would also be in question.
Which model would be followed an AS or and AAS?
Be mindful of the ramifications of incoming students from other schools.
Four year schools do not want to accept upper division courses to be articulated for lower division courses.

MOTION Move to make a charge for the Curriculum Committee to create a charge to create a policy John Armstrong.
SECOND Alicia Giralt
OUTCOME Unanimous

3. ARCC Report - Drew Weidman, Chair
    There were two proposal not funded in the Dee family funds. Not enough funds to cover them. Monies left over will roll over to the Fall 14 call for proposals.

ARCC Fall 2013 Funding Report
The following projects were funded with ARCC funds during the 2013 Fall Semester. There were some additional proposals, but the committee voted not skip over higher cost projects to fund lower ranked proposals. The remaining $3717.80 were rolled into the 2014-2015 ARCC funds.

ARCC Fall 2013 Funding Report Continued -

Faculty	Title	ARCC	Total Project
Chung/Meyers/Berthelemy	Use of tablets in Human Anatomy Lab	$3,850.00	$4,975.00
Hahn/Andrews/Allen	Stewart Library iPad checkout	$8,769.40	$12,448.80
Rong/Grijalva/Parkhurst/Koford	Learning by playing: A mobile lab for classroom experiments	$5,104.80	$15,104.80

ARCC Spring 2014 Funding Report

The following projects were funded with ARCC funds during the 2014 Spring Semester. There was a total of $105.378.04 in funding distributed.

Faculty	Title	ARCC	Total Project
Beatty-Langsdon	Making Oversized Documents Digital	13595.50	22191.00
Bergeson-Uhrey-Asensio	Simultaneous Interpretation	5430.00	5860.00
Francis	Anatomy.TV Radiology and MSK Ultrasounds	10,420.00	15840.00
Fry	Point of sale equipment for software development	975.00	1950.00
Greenberg	Vectorworks in the Classroom	2150.00	2350.00
Greenberg-VanTinkham-Zublin	Lighting Design Lab Classroom	4118.00	10901.00
S. Hilton	NAS Storage for CS Lab Server	601.04	901.04
Jackson/Hagen/Brown/Zeng/Trampel	Davis Campus Engineering Lab Equipment	18,555.60	32111.20
Matyjasik	Modeling Software for Water Resources	5482.00	6482.00
Nolan/Chalmers/Neville	CD/DVD Disc Publishing System (Radiology)	10,000.00	15,000.00
Oki/Bennick/Eberle/Trujillo/Gardiner/Bouwhuis	Nexus7 for Hospital Electronic Charting in Clinical Simulation	3015.00	3115.00
Ostrowski/Donahue/Herzog/Utley/Smith/Hansen	Use of diagnostic ultrasound technology in health	15801.60	26603.20
Palen	Tracy Hall Observatory Laptop and Analysis Software	1,900.00	1900.00
Sheridan/Nezam	iPad Technology Support for LEAP Students	3037.30	3510.30
Tuck/Jensen	Game Console for CS Game Lab	615.00	1315.00
Thompson/Turley/Masters/Ruden	Enriching Davis Campus Food Lab Technology	9682.00	14628.00

Dee Family Technology Spring 2014 Funding Report
The following projects were funded with Dee Family Technology funds during the 2014 Spring Semester. There was a total of $35,882.98 in funding distributed.

Faculty	Title	Dee Family	Total Project
Bonella	Enhancing Qualitative Research in Social and Behavioral Science	8040.00	9540.00
Chiou	Renewable Energy System for Education and Research	5230.00	6210.00
Hearn	Acquisition of Communications Systems Experimenter	1800.00	2494.00
Palen	Tracy Hall CCD Camera	7500.00	7500.00
Payne/Hubler/Schvaneveldt/Ota	Learning and Practicing as Family Life Educators	3765.98	18365.98
Sohl	Atmospheric Ozone Calibration	6000.00	10086.00
Zhang-Rague-VanRiper	Biofluid Dynamics of Human Rectal Vault	3547.00	9517.00

4. IT Policy's Updated - Vern Morgan, IT Policy and Planning Administrator
(See Faculty Senate Website for full documents http://www.weber.edu/facultysenate/default.html April 10
Meeting)
    Software Distributing Standards and Guidelines (Updated)
    Mobile Services Agreement and Procedures (Updated)

Policies are informational only. Faculty may not run into these policies. Software Center is a new way of
distributing new software. Has to do with licensing management.
Mobile Services updated to reflect new language from cellular to mobile. IRS rule changes on recording
calls.
Information for faculty only.

5. CRAO – Tim Herzog, Chair

    Final Reading of the Faculty Senate Constitution and Bylaws Amendments (PPM 1-13)
    and Faculty Senate Vote
DISCUSSION
Last Faculty Senate was the first reading of the amendments to the Constitution and Bylaws. The timing of
the vote is critical enough to post pone the vote until Fall 2014. The CRAO committee can look over the
amendments further over the summer and have another reading and the vote fall 2014.

MOTION Move to postpone the faculty vote of the amendments of the Constitution and Bylaws until Fall
2014 semester resumes by Kathy Herndon.
SECOND Carol Naylor
OUTCOME   Unanimous

6. ASSA – Becky Marchant, Chair
    PPM 4-19 Grading Policies

    D. CREDIT/NO CREDIT
    The basic objective of credit/no credit grading is to allow students the opportunity to enroll in classes outside their
    major or minor on a pass/fail basis without affecting their GPA.

    1. Eligibility of Students for Credit/No Credit Grading

    a. Freshmen students may take no more than one class per term on a credit/no credit basis.
    b. Students with 30 or more credit hours who have a cumulative GPA of 2.0 or above may register for no more than
    two classes per term on credit/no credit basis.
    c. Credit/no credit classes required by a student's program or degree are exempt from the limitations of 1.a and 1.b,
    above.

    LEAP is the program that is concerned with this change. Their program requires Credit/no Credit
    courses which make their students non-compliant with this policy. The addition of 'c.'' makes them in
    compliance with the policy. They have students that must take more than one credit/no credit course per
    semester within their program.

MOTION Move to send PPM4-19 Grading Policies forward to Faculty Senate by John Armstrong.
SECOND Kathy Herndon
OUTCOME Unanimous

7.   APAFT – Stephen Francis, Chair
     PPM 8-13 Maintenance of Professional File

POLICY
A professional file will be maintained for the purposes of tenure and promotion for each faculty member, managed by ~~in~~ the office of the dean. The faculty member has the option of maintaining either a digital or paper file following guidelines established by each college, which will include methods for managing access to the file. Each college will also determine whether official letters and other elements should be maintained in paper or digital format. If the faculty member chooses to maintain a digital file, it should be created using the campus course management system. This file is to be distinguished from the personnel file maintained in the personnel office and will include the following documents:
A. The standard biographical form available from the office of the provost.
B. Certification forms indicating the number of years granted toward rank or tenure to the candidate at the time of the initial appointment or applicable time on leave as approved under PPM 8-8 and PPM 8-24 .
C. Records of all action and review proceedings by individuals and committees in the ranking tenure process.
D. Peer evaluation data which assesses all aspects of a candidate's performance and which may include assessment of a candidate's knowledge of subjects taught, quality of course materials used and developed, grading policies and procedures, availability to students, student supervision, maintenance of high academic standards and a personal commitment to improvement.
E. Summaries of student evaluation data which are representative of the candidate's teaching load, with the evaluation instruments attached.
F. Other summarized information consistent with criteria for rank or tenure.
A separate file containing supporting documentation for items "D," "E," and "F" above should be maintained in the possession of the individual faculty member. Materials in this file could include individual student evaluations, copies of publications, awards, certificates and degrees.
It is the responsibility of the faculty member to update the professional file to insure its completeness prior to the beginning of the ranking tenure review process. Materials may not be added to this file after the review process has begun, unless it is at the request of individuals involved in the review process. Other authorized individuals, including department and college peers, former employers, recognized scholars and professionals within the faculty member's discipline and Ranking Tenure Evaluation Committee members may submit items to the department chair for inclusion into the file. The department chair will send the faculty member a copy of all items which have been sent to the office of the dean for inclusion in the faculty member's professional file. ~~The office of the dean will stamp the date of submission on all documents submitted to the file and make an entry of these items into the table of contents.~~

The removal of any documents must occur as follows:

1. The faculty member must submit a written statement to the department chair presenting the reasons for excluding the item(s) from the file.
2. The department chair must submit a recommendation to the dean concerning the written statement of the faculty member.
3. After receiving the recommendation of the department chair, the dean, in consultation with the provost, will decide whether the challenged material will remain in the file.
4. If the decision is made to delete the challenged material, the removal of the item(s) will be shown in the table of contents as "deleted" and dated.
Professional files will be made available at any time to the candidate upon request or other authorized individuals after obtaining their signatures. The signature ~~table of contents~~ page in paper files, ~~will indicate~~ and a file history page in digital files will keep a record of who has accessed each file and when. ~~the signatures of all persons who have looked at the file, as well as a record of additions and deletions.~~

As a candidate updates the biographical form each year, the previous form shall be replaced with the updated form. This procedure for updating the biographical form is not subject to the deletion guidelines stated above.

DISSCUSSION
Make it an option for faculty to do either a paper or digital.
Doesn't mean must use Canvas only a course management system supported by the university.

Allowing the course management system to log in and out. Where is the list of who has looked at your file.
How do reviewers add things to the file? Reviewers are allowed access to the files.
Course management system is the delivery mechanism to house the information. You could also link a website.
How would you lock out personal web pages.
The college would create a best practices on how files are maintained in the system.

MOTION Move to forward the PPM to Faculty Senate by John Armstrong.

Conditional Termination
This charge will not be ready until next year.

PPM8-6 Rank and Titles
A request came in after APAFT met on this policy to clarify the definitions of Titles.
Last revisited in 2012
Charge the APAFT committee to revisit this policy next year.

8. SBBFP – Salary Report – David Malone, Chair
    Annual assessment of faculty salaries in the context of CUPA and current year raise
    Summary of the Sibson consulting report: Faculty Total Compensation Assessment

    A report on Salary Comparison will be given to the Faculty Senate.

9. General Education Improvement and Assessment – Leigh Shaw, Chair

    General Education Assessment Summary A report on the assessment on General Education was given. It reviewed all the General Education Areas. There were some problem areas, but help will be given to those areas to improve their assessment data.   The GEIAC has made recommendations to improve gathering of assessment data. A request was made to make them charges from the Executive Committee for next Fall 2014. One recommendation is to improve the webpages that involve General Education to make them more easily accessed. Another is to craft a policy to address the procedures involved in renewing and seeking Gen Ed designation . The Executive Committee wanted Leigh to report the findings to Faculty Senate in advance of the Northwest Accreditation visit in the Fall.

10. Faculty Ombuds Annual Activity Report – Kathryn MacKay, Ombuds

Kathryn Mackay made the annual report to the Executive Committee for 2014-15. She saw around 15 cases this year. Was able to attend the annual conference this year. Ryan Thomas, Associate Provost, Stephanie Hollist, WSU Legal Counsel, and Eric Amsel, Due Process Officer have been excellent help in providing assistance when needed. New reporting protocols will be used in collecting data next year. The Ombuds needs to be more visible on campus. Some faculty don't appreciate that I have to be impartial to their situation. This summer will have more conversations with more individuals.   Older faculty are better in talking to the Ombuds rather than the Younger/Newer faculty.

11. Faculty Senate Standing Committees and Chairs for Academic Year 2014-15

MOTION Move to forward the Faculty Senate Standing Committees and Chairs for Academic Year 2014-15 by Eric Amsel.
SECOND Ed Hahn
OUTCOME   Unanimous

12. Nominations for Patti Cost's replacement on the Executive Committee from College of Education
    The two Senate representatives from the College of Education are Carrie Ota and Clay Rasmussen. The college of Education has not replaced Patti on the Faculty Senate yet. An election is in progress.

    Replacement on Executive Committee is Carrie Ota from the College of Education.

13. Other Items:

    Faculty Governance Award presented to Brian Rague at Faculty Senate.

    Faculty Board of Review Committee nominees for 2014-15.
    To be voted on in Faculty Senate.

    Interim Dean Reviews – John Armstrong

    There are some concerns on PPM 1-17 on the Selection and Evaluation of Academic Deans. It was thought that the interim evaluation information on Dean's would not be publicized. Some clarification on the policy was requested.

<u>Next Meeting: Faculty Senate, 17 April 2014 at 3:00 pm WB206-207</u>