

Thursday, August 21, 2014  
Betty Lampros Board Room  
9 am – 1 pm

## **EXECUTIVE COMMITTEE MEETING MINUTES - Approved**

**PRESENT** Kirk Hagen, Ed Hahn, Kathleen Herndon, Craig Oberg, Shane Schvaneveldt, Mike Vaughan, Chuck Wight and Brenda Stockberger

**EXCUSED** Eric Amsel, Alicia Giralt, Carrie Ota, and Carol Naylor

1. **MINUTES** – Approval of the minutes from Agenda Setting meeting – April 10, 2014.

**MOTION** Motion to approve the minutes from Agenda Setting meeting – April 10, 2014 by Kathy Herndon  
**SECOND** Kirk Hagen  
**OUTCOME** Unanimous

2. **Welcome** – Craig Oberg, Faculty Senate Chair

3. **Meeting Schedule for 2014 – 15**

Dates for the Executive Committee and Faculty Senate were passed out and the dates for Program Reviews.

Program Review Standing Committee - Program Reviews are going very well since the Executive Committee took over this responsibility. If a program is doing very well and is meeting all the requirements and then it is okay to tell the Dean and the Chair well done and keep doing what you're doing. Program Review Schedule on what programs to be reviewed will be sent out next week.

4. **Committee Membership Changes**

Gen Ed - John Stone, B&E and Curriculum Committee – Wendy Fox-Kirk, B&E – Shane Schvaneveldt will be recruiting faculty to replace these members from the College of Business & Economics. Need the names by the Agenda Setting meeting on 11 Sept so they can be approved in Senate meeting on 18 Sept.

TLA – Ryan Thomas has agreed to serve as Interim Chair for Teaching Learning and Assessment and TLF, Coordinator until a new Chair can be found. An announcement will be sent out to faculty next week to recruit applicants.

Curriculum Committee – Wendy Fox-Kirk, B&E needs to be replaced – she has been given a departmental assignment. Shane Schvaneveldt will be recruiting faculty to find a replacement.

5. **Draft Committee Charges**

**Academic Resources and Computing – Carrie Ota, Liaison; Drew Weidman, Chair**

### Charges

1. Allocate ARCC resources (Fall and Spring), including Dee Family Technology Grant funds, using consistent, objective, fair and reasonable criteria.
2. Review funding criteria and procedures for ARCC and Dee Family Technology for possible revision or clarification.

3. Assess faculty and student computer needs, solicit faculty input and lobby for faculty computer-related interests.
4. Examine product implementation in computer labs to determine if some products could be used on a campus-wide basis.
5. Review (with computing support) standards and policies for hardware and software purchases.
6. Maintain close communication with other computer resource entities on campus, including CE and IT online instruction.
7. Align ARCC process with the ITAC (Information Technology Advisory Council) process.
8. Investigate and report on the committee reorganizations in IT, specifically the portfolio divisions and its effect on faculty representation on IT committees.
9. Review **and communicate campus wide,** the security policies, procedures, and practices to protect student, faculty, and staff data .

#### COMMENTS

Tweak number 9 to include communication to faculty security information to prevent data breeches.

MOTION Move to approve the ARCC Charges as amended by Kathy Herndon.

SECOND Shane Schvaneveldt

APPROVED Unanimous

#### Admissions, Standards and Student Affairs – Carol Naylor, Liaison; Becky Marchant, Chair

1. Study PPM 6-22, Student Code, and make recommendations concerning students getting permission from faculty and other students regarding taking photographs, recording lectures, and dissemination of such media.
2. Review and consider ways to restructure PPM 6-22 with regards to separating policy ~~and~~ **from the Student Handbook.**
3. ~~Review existing policy in which there appears to be gaps and explore mechanisms for review of changes in standards that affect programs university wide. (Shane Schvaneveldt brought this up for discussion.)~~ **Review existing policy and consider requiring programs to submit to some mechanism of review for changes to their program admissions/placement standards when those changes impact students and other programs across the University.**
4. ~~\*\*Academic Advisement suggestion from Shauna Pitt. PPM4-19 Grading Policies, Repeated Courses and how they appear on student Transcript. Email from Carol Dated 4-7-14.~~ **Review PPM 4-19 as it relates to how credit for repeated courses appears on student transcripts. Specifically, consider revising the current policy so that when a student repeats a course, WSU recognizes the most recent course grade, regardless of whether the course was repeated at WSU or another institution.**

#### COMMENTS

PPM6-22 Jan Winniford has revised this policy to remove the Jurisdiction/Hearing procedure sections VII – XIV. It will be moved to a webpage called “Complaints, Grievances, Appeals & Petitions” (Weber State University). Charge number 2 might have to be reworded.

A request to look at PPM4-19 Grading Policies. Review the section on Repeat Courses and how they appear on student transcripts. Carol Naylor to have further discussion with Shauna Pitt before a charge is added.

MOTION Move to approve the ASSA Charges as amended by Shane Schvaneveldt .

SECOND Kathy Herndon

APPROVED Unanimous

**Appointment, Promotion Academic Freedom and Tenure – Kirk Hagen, Liaison; Stephen Francis, Chair**

Eric Amsel's Email attachments on recommended changes to PPM8-11 Memo/Language  
PPM 8-11 Evaluation of Faculty Members - PPM Link

1. Review the post-tenure review documents of the four colleges on an **as needed basis**. ~~whose post-tenure review plans have yet to be approved. (This should require at least two APAFT meetings in 2013.)~~
2. Once all college post-tenure documents have been reviewed, the APAFT Committee should provide recommendations to the Executive Committee and Provost regarding future changes or needed clarifications for the University post-tenure review policy (e.g., develop institutional policies for instances when a faculty member fails to remediate identified deficiencies, etc.).
3. In anticipation of the formation of a cross-disciplinary, university committee to evaluate the use of electronic portfolios for promotion, tenure and review documents, the APAFT Committee should investigate and provide a summary report of the following items:
  - a. the potential uses of electronic portfolios (e.g., promotion, tenure, accreditation, etc.)
  - b. the potential benefits of using electronic portfolios (e.g., easy to update, backup to paper files, easier presentation of multimedia, etc.)
  - c. potential pitfalls (e.g., privacy or security concerns, disadvantages for non-technologically savvy faculty, etc.)
  - d. if and how **Weber State Colleges** ~~other institutions~~ are using electronic portfolios.
  - e. possible platforms and vendors of software (e.g., homegrown versus commercial software, etc.)
4. Review and revise PPM8-26 to address situations in which a faculty member receives a conditional termination. Does "advance notice" as written in the policy cover cases in which the notice includes a condition, e.g. "unless there is substantial improvement in your Service to the University as detailed in your recent mid-tenure review, your appointment will be discontinued twelve months from the date of this notice." If necessary, investigate the legal interpretations of this policy with University Counsel.

**COMMENTS**

More clarification on assisting faculty with creating their ePortfolios. Promote ways of communicating training sessions and assistance on the methods of creating ePortfolios.

Reviewing the policy on Sabbatical Leave was recommended.

A procedure or statement is needed to prevent faculty from terminating their position upon the conclusion of their sabbatical.

MOTION Move to approve the APAFT Charges as amended by Shane Schvaneveldt .

SECOND Kirk Hagen

APPROVED Unanimous

**Constitutional Review, Apportionment and Organization – Kirk Hagen, Liaison; Melina Alexander, Chair**

1. Calculate the 2014-15 apportionment for Faculty Senate representation using the Hamilton Method (Fall 2014) and present the apportionment figures to the Faculty Senate during Fall Semester. (November deadline).
2. Continue to work on the proposed changes to the PPM related to representation of faculty outside of the "organizational units" defined in section B-II as the Library and the Colleges. (specifically CE ~~and LEAP~~)

3. Look at C-II, Section 3, changes in faculty numbers , administrative numbers, and the specified ratio to see if any changes are needed.
4. Research questions and make recommendations that are brought to the attention of the CRAO Committee. (Ongoing)

**COMMENTS**

Should CUPA Data be visible for faculty to see and where should it be published. This idea was discussed, but not recommended as a charge for the committee.

**MOTION** Move to approve the CRAO Charges as amended by Ed Hahn.

**SECOND** Kathy Herndon

**APPROVED** Unanimous

**Curriculum Committee – Ed Hahn, Liaison; Sally Cantwell, Chair**

1. Review and approve curriculum and program proposals
2. Offer seminars to faculty (probably through TLA), to help acquaint faculty with the curriculum process
3. Work with the General Education Committee to craft a policy regarding how much assessment data departments must report, and update the Gen-Ed renewal forms to reflect this policy
4. Update the Curriculum Procedures manual to include information that outcomes be required in course syllabi for course proposals
5. Work to simplify the curriculum forms to make them easier to understand
6. Research and make a policy recommendation on the maximum allowable number of upper division credits that can be required for an Associate's Degree
7. Work with the General Education Committee to find solutions on the number of general education requirements for associate degrees; this is to ensure that all degrees adhere to do not exceed the Department of Education's requirement of 60 to 64 credit hours, and that Weber State University general education requirements meet acceptable range the Utah state average for general education.

**COMMENTS**

Not sure if there should be a policy on upper division requirements on Associate Degrees.

Although it isn't in Regents policy, there shouldn't be any upper division courses required in an AS degree.

If an upper division course is listed as an elective that should be okay out of a list of eight.

One of the purposes of having upper division courses is that they distinguish an Associate's from a Bachelor's degree.

**MOTION** Move to approve the Curriculum Committee Charges as amended by Kathy Herndon.

**SECOND** Kirk Hagen

**APPROVED** Unanimous

**Environmental Issues Committee – Shane Schvaneveldt, Liaison; Alice Mulder, Chair**

1. Continue to work to improve WSU's STARS application, particularly with regard to the education and research section, with an eye to achieving a SILVER certification in the next three years.
2. Explore expanding the Student Environmental Ambassadors program and the creation of a Faculty/Staff Environmental Ambassadors program, building on the Green Office Certification Program which is in development. (Peer-to-peer education is known to be effective.)

3. Continue to enhance our efforts to find ways to better reach students with sustainability-related curricular offerings and encourage them to take them.
4. Advertise and promote on campus and review and select projects for the 2014-2015 Student Sustainability Research Awards and the Faculty Sustainability Award. EIC would like to investigate the possibility of presenting these awards at college commencements in the Spring semester so that faculty and students would be among their peers when the awards are given. EIC would also like to clarify the award criteria, perhaps creating a new category for faculty course-based or applied sustainability work on campus/in the community, in addition to more traditional sustainability research.
5. Work to build a plan, with partnerships across campus, to reduce WSU's commuting – related Scope 3 emissions. This will be an important part of the revised Climate Action Plan. Explore ideas for creating under Administrative Services an "Integrated Transportation Management Group" that would help integrate discussions on public transportation, bike commuting, motor vehicle commuting and parking. Parking Services in the future will increasingly be part of any solution to managing the number of cars coming to campus and also part of reducing the overall WSU carbon footprint, and the EIC would like to encourage Parking Services to begin considering how this office could play a role beyond assigning permits, enforcing regulations and so forth.
6. Coordinate with the Center for Community Engaged Learning for the 2014-2015 Engaged Learning Series with the theme "Food Matters" for films/speakers/panel events that the EIC can coordinate and host or partner with other departments and programs to host.
7. Continue work helping to implement the no-smoking zone and idle-free policies (approved in 2013 by the Board of Trustees).
8. Pursue the possibility of a university-facilitated community solar project (such as being undertaken by the University of Utah) for Weber/Davis counties, wherein community members are able to install solar panels at a significant cost savings. The university could potentially accrue carbon credits under such a project as well. Overall, this could serve as an excellent base for a community education campaign on alternative energy.
9. Pursue getting an Ogden City sustainability liaison to attend EIC meetings and serve as a point of contact, with the aim of better communication and partnerships between WSU and the city on sustainability matters. (This comes from our session with the mayor at the EIC Sustainability Retreat 2014.)
10. Investigate getting carbon free investment options included within the suite of faculty/staff TIAA-CREF options.
11. Continue to improve our website and newsletter.
12. Improve our communication of sustainability related events/opportunities/issues, possibly through greater use of social media.
13. Explore getting policy recommendations for the university related to green office operations – e.g., Energy Star certified machines, 30%+ recycled paper content.
14. Further work with the Teaching and Learning Forum to bring sustainability awareness into their New Faculty Retreat and other TLF sponsored events, perhaps exploring avenues to raise awareness among adjunct faculty, particularly regarding opportunities for campus-based applied sustainability course work.

15. Work to partner with the Wellness program (both student and staff) to include sustainability-related components/information in their offerings and announcements.
16. Foster the budding relationship with the Ogden LDS Institute to promote and potentially partner on sustainability issues/events relevant to the WSU and wider communities.
17. Review and provide input (to the student Environmental Ambassadors) regarding proposed projects that utilize the \$16,000 Student Sustainability Funding for next year.
18. Continue our general efforts to expand partnerships across campus with the WSU Outdoor Program, alumni, student affairs, Community Engagement Center, student organizations, and in the broader community (e.g. Ogden City) to envision and implement sustainability-related initiatives.

#### COMMENTS

No additions to the charges.

Busy schedule ahead.

This might possibly become an official office on Weber if it continues to grow.

MOTION Move to approve the Environmental Issues Committee Charges by Kirk Hagen.

SECOND Kathy Herndon

APPROVED Unanimous

#### **General Education Improvement and Assessment – Eric Amsel, Liaison; Leigh Shaw, Chair**

***PPM 1-13, Article 5, Section 4.7: Committee on General Education Improvement and Assessment***  
***The General Education (GE) shall articulate the mission and goals for the General Education program and University core requirements and review these on a regular basis. The General Education Committee shall define the standards for the General Education program and oversee the assessment of the General Education program and University core requirements.***

1. In consultation with WSU's deans and department chairs, members of the GEIAC will identify faculty members to fill vacancies on the General Education Area Committees: Composition; American Institutions, Quantitative Literacy; Computer & Information Literacy; Humanities; Creative Arts; Social Sciences; Physical Sciences; Life Sciences; Diversity.  
(Ongoing)
2. The GEIAC will guide the GE Area Committees as they systematically *oversee* the collection and analysis of assessment data and make recommendations for the improvement of General Education courses in their area.
  - Provide training to the GE Area Committees in the proper collection, reporting, and assessment of data collected and – if requested by the college, department, or program -- provide training in the proper collection, reporting, and assessment of data collected to faculty teaching general education courses.
  - GE area committee will monitor departments as they report on student learning on an annual basis. Each annual report includes assessment data on general education courses collected during the previous academic year (summer through spring). Assessment reports based on

- data collected in 2013-2014 are due November 15, 2014. GEAIC will carefully review the assessment data on student learning in general education courses and provide a summary report to Faculty Senate on April 16, 2015.
- Provide and document interpretations and clarifications as to the intent of the general education outcomes to faculty.

3. Review Gen Ed outcomes assessment practices and explore alternatives.

4. In conjunction with the Curriculum Committee, review the policy regarding the adequacy and amount of assessment data reported in accepting or renewing a course as Gen Ed.

#### COMMENTS

Need a venue for creative courses that would benefit the student.

Students are limited in electives they can take due to the number of required courses they have to take for their program of study.

Would these creative courses fit in a variable title course?

It would be great to get faculty to produce more courses of a creative nature that would fulfil General Education credit as well.

There are many conferences or retreats that faculty can attend to learn about generating these types of classes.

Speakers on this same subject could be invited to Weber at brown bags or incorporate them into some of the TLF events.

MOTION Move to approve the GEIA Committee Charges as amended by Kathy Herndon.

SECOND Ed Hahn

APPROVED Unanimous

#### Honorary Degree – Carol Naylor, Liaison; Ed Walker, Chair

1. Meet separately and early as the faculty portion of the committee to discuss representing in a unified manner the constituent needs and interests of the faculty in the deliberation of the larger committee.
2. Ensure faculty involvement in the nomination and selection of candidates for honorary degrees and for commencement speakers through maintaining the important voice of the faculty and the Faculty Senate as a major force on the institutional committee.
3. Consider ways to encourage more nominations from faculty for honorary degrees.
4. Encourage the selection of at least one honorary degree recipient each year who has made an outstanding academic contribution to higher education, preferably a retired WSU faculty member or past faculty member who has left Weber State University. Current faculty members are not eligible.
5. Work to achieve a representation of gender and ethnicity among degree recipients and ensure that all recipients are of stature to enhance the image of Weber State University.

6. See that the criteria for honorary degrees are considered, so that the understandable desire of the administration to cultivate donors and potential donors does not overwhelm the deliberations and pass over otherwise worthy candidates.
7. Provide the larger committee with a way to carry forward information so next year's committee can benefit from work done this year.

**COMMENTS**

No comments were made on this committee.

**MOTION** Move to approve the Honorary Degree Charges by Kathy Herndon.

**SECOND** Ed Hahn

**APPROVED** Unanimous

**Research, Scholarship and Professional Growth – Kathleen Herndon, Liaison; John Armstrong, Chair**

1. Continue to issue requests for proposals (RFPs) for Research and Instructional Improvement grants, and Hemingway Vitality, Excellence and Collaborative awards, and review the proposals in a timely manner.
2. Continue to coordinate deadlines for submission of proposals with the chairs of the Institutional Review Board and the Animal Care and Use Committee.
3. Review and update as needed the proposal guidelines. Clarify and report the criteria for awarding the grant. Explore ways to simplify the process and broaden the criteria.
4. Provide feedback to authors why proposals were not funded.
5. Continue efforts to publicize the committee's activities. Seek ways to broaden participation campus wide including adjunct faculty. Explore opportunities to disseminate information about the funded projects, including workshops, in order to provide consistent information and feedback to potential applicants.
6. Work with the Teaching, Learning and Assessment Committee to find non-monetary ways to promote and recognize faculty research and scholarship.
7. Work with the Teaching, Learning and Assessment Committee to help faculty identify new methods of scholarship.
8. Keep in communication and continue to cooperate and coordinate with OUR (Office of Undergraduate Research), CCEL (Center for Community Engaged Learning), Hall family, and ARCC (Academic Resources and Computing Committee).
9. Continue to coordinate with OUR to provide faculty with funding for research assistants.

10. Review and/or create rubric for evaluating proposals.
11. Streamline the proposal for submission and review process.

#### COMMENTS

There needs to be a mechanism in place to be sure that completion reports are submitted.  
Is there a way to find out who hasn't submitted a completion report?

MOTION Move to approve the RSPG Charges as amended by Shane Schvaneveldt .

SECOND Ed Hahn

APPROVED Unanimous

#### **Salary Benefits, Budget and Fiscal Planning – Craig Oberg, Liaison; Laine Berghout, Chair**

1. Examine salary options for compensation increases and prioritize recommendations. (Spring)
2. Examine the dollar amounts of equity and merit adjustments each year. (Spring)
3. Review campus salary levels using CUPA data, turnover data, and data from regional peer institutions. (Spring)
4. Assess the current state of compression and inversion within departments across campus in light of recent hires and changes in salary increases for promotions. (Fall)
5. Explore methods to provide incentive pay to encourage continued development of faculty who have attained the rank of Full Professor. ~~Explore a method to provide incentive pay to (senior faculty) Full Professors.~~

#### COMMENTS

Is there a way to give merit to Senior faculty?

It is something to consider and explored further.

The challenge is the initial process. A list would have to be gathered and a procedure would need to be generated to follow.

MOTION Move to approve the SBBFP Charges as amended by Kirk Hagen.

SECOND Kathy Herndon

APPROVED Unanimous

**Teaching, Learning, and Assessment – Alicia Giralt, Liaison; Ryan Thomas, Interim Chair**

1. Continue to ~~sponsor~~ work with TLF and other campus organizations to ~~and~~ promote book discussion groups for fall and spring semesters.
2. Continue to ~~sponsor~~ work with TLF, other campus organizations to host the Faculty Forum along with the Last Lecture during the fall semester (October 2014).
3. Continue to ~~sponsor~~ work with TLF and other campus organizations to host the annual New Faculty Retreat each August.
4. Continue to ~~sponsor~~ work with TLF and other campus organizations to promote the annual Adjunct Faculty Retreat (Nov. 8, 2014).
5. Co-sponsor the Teaching with Technology – a Professional Development Program with Continuing Education that will change themes annually.
6. ~~Sponsor~~ Work with TLF and other campus organizations to promote brown bags on topics related to pedagogy weekly during the fall and spring semesters in the Library, Hetzel Hollein Room.
7. ~~Sponsor~~ Work with TLF and other campus organizations to promote a Summer Learning Series, providing professional development throughout the summer semester to faculty on a range of topics including a quick start program for publication and education on how service and teaching can be combined in research.
8. Continue to foster scholarship and publications based on teaching and assessment work.
9. Continue to ~~sponsor~~ work with TLF and other campus organizations to promote professional learning groups for any group of faculty wanting to meet with common interests.
10. Continue to support and maintain the digital technology library, specifically podcasts of training and workshops sponsored by the Teaching and Learning Forum that explore extending technology to senior faculty to revitalize and enhance their teaching.
11. Support e-publishing efforts on campus.
12. Continue to support faculty and provide awareness of the ~~through~~ technology and conference equipment available for check out.
13. Explore ways to make student evaluations more effective and formative for faculty.

**COMMENTS**

It was suggested to change the word “sponsor” on Charges 1, 2, 3, 4, 6, 7, and 9 with the wording “work with TLF and other campus organizations to”.

Update Charge 12 – TLF has a library of Ipads, equipment and books that faculty can check out.

Change to: Clarify the language to include how and where the resources are available.

“Continue to support faculty and provide awareness of the resources, technology and conference equipment available for check out”

MOTION Move to approve the TLA Charges as amended by Shane Schvaneveldt.

SECOND Ed Hahn

APPROVED Unanimous

#### Other Items

APAFT Liaison – Kirk Hagen agreed to be the Liaison for this committee.

#### PPM 1-17 Selection and Evaluation of Academic Dean's –

This was a concern from last April on this policy on what happens to the data that is collected from faculty on the two year evaluation on the Dean. Information is gathered in the 2<sup>nd</sup> and 6<sup>th</sup> year. There has been ongoing confusion between years in which information is gathered and years in which Deans are evaluated.

Should a summary of that information be disseminated?

Faculty is asked to spend a good amount of time gathering data.

They aren't given feedback on the information submitted. There should be a summary report of some kind.

There would be value in reviewing this section of the policy.

What is the response rate of the survey? There have been both high and low response rates.

It was recommended that a charge be submitted to the APAFT committee or an Ad-hoc committee to clarify the language in the policy and particularly what happens to the information gathered in the 2 year Evaluation Survey.

Meeting adjourned at 12:45 pm

**Next Meeting: Program Review Meeting, Thursday, 4 Sept 2014 SU404B**

**Next Meeting: Agenda Setting Meeting, 11 Sept 2014 at 2:00 pm MA211K**