

Thursday, 10 September 2015
2 pm, MA211K

AGENDA SETTING MEETING MINUTES - Drafted

*****All the items to be discussed at this meeting are available on the Faculty Senate Webpage <http://www.weber.edu/facultysenate/default.html> click on 10 September 2015 meeting for the agenda and go to the item numbers for the links.**

PRESENT: Nicole Beatty, Carey Campbell, Kirk Hagen, Gary Johnson, Marek Matyjasik, Madonne Miner, Kathy Newton, Craig Oberg, Jenn Ostrowski, Doris Stevenson, Chuck Wight, and Brenda Stockberger

GUESTS: Gail Niklasen, Dane LeBlanc, Jim Wagner, and Kathryn MacKay

1. Approve the minutes from the 20 August 2015 meeting.

MOTION Approve the minutes from the 20 August 2015 meeting by Gary Johnson.

SECOND Jenn Ostrowski

OUTCOME Unanimous

DISCUSSION No discussion

Information Items

2. Program Reviews – Gail Niklasen, Center for Instructional and Institutional Effectiveness

DISCUSSION

The Executive Committee will begin reviewing Program Reviews on 24 September. There are 3 other sessions scheduled – Oct 1, Oct 22 and Oct 29. More information will be sent out on each of the program. There will be a link to access all the documents to be sent out in an email. Department Chair or Director will make a short presentation of their review. Be ready to ask some questions about the Program. There will be a question answer session. The committee will deliberate and make recommendations to the Provost. One change is that Programs that go through an external accreditation can substitute those documents in their reports. Gail will send out the email with all the documents to the committee. There are twelve programs – three each meeting. Direct any questions you may have to Gail.

3. Clery Act & Code Purple Drill - Dane LeBlanc, Chief of Campus Police

DISCUSSION

Code Purple Drill - Sept 23 at 10 am

Message will be sent out to all of the University – Faculty, Staff, Administration, Students

The drill will be a text message to either Lock Down or Shelter in Place.

This is a required yearly drill. This drill is to help everyone understand what the meaning of each notification. Extremely important in an emergency situation to know what to do

Jeanne Clery Campus Security Policy & Crime Statistics Disclosure Act (Clery Act)

Requires colleges and universities to keep and disclose information about crime on and near their respective campuses. Must be in compliance with this policy or fines are allocated.

The Clery Annual Security Report is located on the WSU Police Webpage. Will be updated on October 1, 2015.

The Handbook contains various statistics and information on how WSU police department is making the campus safe for everyone.

Training is to be made available to all faculty, staff, students. Particularly new freshman students. Take this information and make it available to your students. Put the Everfi Haven (Located in the eWeber Portal – Safe at Weber) information in their syllabus. It would be great if you encourage faculty to do this for their students. This is a short course to help students understand about sexual assault.

Campus Security Authority (CSA) Employees are encouraged to take this course in canvas. There are 7 questions at the end of the course. Describe what your roles and responsibilities are and what you should do if someone were to come and report something to you. Stress confidential reporting. We can't grant 100% confidentiality, but will do all that we can to respect their reporting of the incident. Many incidents do not get reported. We need to let everyone know the importance of reporting the assault. Taking action may prevent other victimization. A timely warning is also required to be put out. Preservation and collection of evidence. If the victim waits two weeks to report the assault, all the evidence is gone. This makes it harder to prosecute. Report the incident to have a record of it. Reporting will show a pattern of behavior on an individual. Share information with the Ogden City District Attorney to share information. Canvas Training questions on the Campus Security Authority should be directed to Jim Wagner. Also happy to come to Department or College meetings for training. The deadline for the Canvas training is October 1.

Recommendation was made to put Chief LeBlanc on the agenda for Faculty Senate as an information item. (17 Sept 15)

4. Weber State University Faculty Ombuds Report - Kathryn MacKay, Faculty Ombuds

DISCUSSION

Kathryn is in her second term as Faculty Ombuds. Gave a report for activity over the Summer.

1. Gathering ideas to hold a campus-wide discussion about student evaluations and the role they play in tenure and promotion. There are more than 30 different student evaluations on this campus.
2. Mindful Leadership Workshop for deans, chairs, and program directors. A grant was submitted, but the funds were not awarded. Looking at other ways to gather the resources to put on this workshop.
3. Continuing to make the services of the Ombuds better known on the WSU Campus. Please let your colleagues know that there is an Ombuds serving on this campus. Tasked with the responsibility to keep conflicts at a minimum and before they escalate.

This summer was not as active as the previous summer. Activity is picking up as the semester progresses. Worked with Dixie State as they set up their Ombuds office. Made a suggestion that an Ombuds office could be set up to work with staff or all employees on campus in the future.

What is the extent of which you are able to have confidential conversations with faculty? The Ombuds is not a reporting entity unless there is a violation of law or Clery Act issue. There are no names in any report. However, in conversations with faculty part of the resolution is to report to an office in which there would have to be a report. Negotiations are kept on a low level and very confidential. There isn't an official Ombuds office. To meet someone discreetly is to meet in other places on campus. I do not use my office to meet a client. This works out very well.

Did you see any situation where you find any language in PPM that was not helpful and possibly should be rewritten or addressed? Student Evaluations used in promotion and tenure have been a sore point and an area of conflict. Do they reflect the data that is needed? Is it valid or helpful? Are the results beneficial to promotion and tenure processes? This is an area that is based on language on the PPM, but

is a larger issue on how the data is used. The language in the PPM is pretty clear about the process of due process. There are some challenges to be faced as the Post-Tenure documents are interpreted.

On Conflict Resolution conversations – the Ombuds is a go between individuals most often.

Adrienne Andrews Gillespie is doing a lot of staff to staff conflict resolution.

Refer colleagues to the Ombuds web page. Ideas on how to be more mindful and respectful on how to interact with others. Are we behaving civilly? Interested in this issue we might think of ways we could hold a retreat, conversations, training to try to encourage more ethical behavior towards each other. Starting with Chairs, Program Directors and see where this goes. Put more information online.

Kathryn MacKay will be introduced as Faculty Ombuds at Faculty Senate on 17 September.

5. Parliamentarian for Senate – Craig Oberg, Chair
Nominations – David Read

Motion to nominate David Read as the Senate Parliamentarian by Craig Oberg.

OUTCOME Unanimous

Note: Order a Robert Rules of Order Book for David.

Action Items

6. Changes to Faculty Senate Standing Committees – Craig Oberg, Chair

Admissions, Standards, and Student Affairs Committee (ASSA)

Diego Batista, A&H added for A&H representation.

Appointment, Promotion, Academic Freedom and Tenure Committee (APAF)

Matt Denning, ED for Laura Santurri, ED
Sarah Steimel, A&H for Liese Zahabi, A&H

Constitutional Review, Apportionment, and Organization (CRAO)

Justin Jackson, EAST added.

University Curriculum Committee (CC)

Adam Johnston, S. to fill in for Matt Domek, S, (Sabbatical Fall 15 or longer if necessary)

Environmental Issues Committee (EIC)

Kyra Hudson, A&H added to Environmental Issues Committee (A&H didn't have representation)
Added – Paul Crow, A&H to replace Greg Parkhurst, B&E, who is on FMLA.

General Education, Improvement and Assessment Committee

Shandel Handlock, Student Success Center, *Ex Officio*, temporarily replacing Jill Ericson, who will be leaving WSU.

Research, Scholarship, and Professional Growth RSPG

Need Replacement for Monica Williams, SBS

MOTION Motion to approve the Faculty Senate Standing Committees as discussed by Kirk Hagen.

SECOND Doris Stevenson

OUTCOME Unanimous

DISCUSSION - Paul Crow, A&H to replace Greg Parkhurst, B&E, who is on leave. No other changes made.

7. Discussion on additional Committee Charge assignments – Craig Oberg, Chair
A recommendation was made by Madonne Miner, Provost that the following policies need to be updated and assigned a committee to review:
PPM 4-16 Textbooks – last revised 8-4-79
PPM 1-18 Department Chairs – last revised 02-13-2007

MOTION Motion to assign Marek Matyjasik to the Ad_Hoc Committee as Liaison and the creation of an Ad-Hoc Committee to review Textbook Policy PPM1-18 by Kirk Hagen.

SECOND Doris Stevenson

OUTCOME Unanimous

DISCUSSION

Background on the Department Chairs Policy – Provost Minor had a meeting with Department Chairs and Deans earlier in the semester. They reviewed the policy as a group. This policy doesn't reflect what they would like to see ourselves doing so it was at their suggestion that this policy be updated.

The Textbook policy should also be reviewed. What committee should be charged to look at this policy? No mention about electronic resources or supplemental materials. It is time to look at this ppm and how is this applicable to us now there is federal law that says you have to order the textbooks several weeks in advance so that students will know what the cost will be to them as they are working on their schedules.

Kirk Hagen suggested an ad-hoc committee be created where a combination of committee members meet to review this policy from APAFT, TLA, APAFT, and a Bookstore Rep. A Liaison from the Executive Committee will also need to be on this committee. Marek Matyjasik took the assignment to be Liaison on this committee. Should a student be on this committee? President Knight could be asked to assign a student for the committee.

President Wight suggested to have the Bookstore Representative to gather information about Textbook policies at other institutions. There is a possibility to adopt or adapt a policy already in place. Also a Chair would need to be nominated by members of this committee.

Department Chairs Policy 1-18

MOTION Motion to assign charge to CRAO Committee to review and draft language on PPM 1-18 Department Chairs and have the APAFT committee review the policy drafted by Kathy Newton.

SECOND Nicole Beatty

OUTCOME Unanimous

DISCUSSION

Marek recommended to check with the Chairs of both CRAO and APAFT to find out the appropriate committee to review this policy. Have CRAO review the policy and have APAFT review the policy before coming to Executive Committee and Faculty Senate. Charge to add to CRAO - Review and revise PPM 1-18 Department Chairs to better reflect the current duties and responsibilities. Include language that shows Department Chairs are leaders, envisioning the future, engaging collaboratively with other departments and colleges to further the university's mission, and support faculty development.

8. Approval of Faculty Senate Standing Committee Charges – Craig Oberg, Chair
Academic Resources and Computing Committee ARCC
Admissions, Standards and Student Affairs Committee ASSA
Appointment, Promotion, Academic Freedom, and Tenure Committee APAFT
Constitutional Review, Apportionment, and Organization CRAO
University Curriculum Committee UCC
Environmental Issues Committee EIC

General Education, Improvement and Assessment Committee GEIAC
Honorary Degree HD
Research, Scholarship, and Professional Growth RSPG
Salary, Benefits, Budget, and Fiscal Planning SBBFP
Teaching, Learning, and Assessment, TLA

9. Other Items

A. Faculty Senate Chair Office – request for office space – Even though the office isn't used extensively by the Faculty Senate Chair, it should not be given to another department.

B. University Planning Council – Subject: WSU Academic Affairs Goals presentation
(See power point presentation)

Goal 1 – Improve graduation rates by establishing a more proactive, more obvious “Culture of Completion” across campus.

Goal 2 – Analyze and remedy bottlenecks that stop students on the path toward completion.

Goal 3 – Employ predictive analytics to identify students who may benefit from interventions to help get them to completion.

Goal 4 – Departmental Leadership

Goal 5 – Meet with all departments to get a sense of strengths and area needing development

Sent out to all Executive Committee members for review. Generate some discussion next time. Look over the presentation and come to Executive Committee October meeting with some questions or comments for discussion.

Maybe TLA and GEIAC can brainstorm and see how faculty can contribute in accomplishing these goals.

Craig Oberg wants to have a discussion on this item at the next Executive Committee meeting.

C. Duties of the Executive Committee Review

Those who are new to the Executive Committee, this meeting is to discuss what goes on the agenda for Faculty Senate. Things that we talked about will go on to the Faculty Senate. If you have things that you would like to discuss at Executive Committee, send the items to Brenda and she will get them on the agenda. Particularly as your committee has items that need to move on to senate. Big thing to focus on right now is Program Reviews. We are the top group to vet Program Reviews. Come prepared with questions to ask.

D. Asked Norm Tarbox to give an update on the construction around campus. Good to do in the Fall and the Spring to give everyone an update. Brad Mortensen will come in place of President Wight to give an administration report.

Meeting adjourned at 3:10 pm.

Faculty Senate Meeting: Thursday, 17 September 15, 3 PM, Smith Lecture Hall, WB206-207

Program Review Meeting: Thursday, 24 September, 2 PM, Location: Betty Lampros Board Room, Miller Building