

MEMBERS - Listed Alphabetically

David Aguilar-Alvarez  
Eric Amsel, Admin.  
Monica Annoh, Student Senator - Absent  
Diego Batista  
Nicole Beatty  
Thomas Bell  
Bruce Bowen, Admin. - Excused  
Casey Bullock, Admin.  
Fred Chiou – Brian Rague  
Bruce Davis, Admin. – Brian Stecklein  
Matthew Denning  
Mark Denniston  
David Ferro, Admin.  
Electra Fielding  
Robert Fudge  
Doris Geide-Stevenson  
Afshin Ghoreishi  
Pepper Glass  
Shandel Hadlock, Admin  
Scott Hadzik  
Alexandra Hanson  
Frank Harrold, Admin. – Julie Rich  
Jeffrey Henry, Student Senator  
Michael Hernandez  
Tim Herzog  
Rieneke Holman – Carol Naylor  
Joan Hubbard, Admin. - Excused  
Justin Jackson  
Gary Johnson  
Brandon Koford  
Brenda Kolwalewski, Admin.  
Tarl Langham, Student Senator - Absent  
Mark LeTourneau

David Matty, Admin.  
Marek Matyjasik  
Madonne Miner, Admin.  
Molly Morin  
Brad Mortenson, Admin. - Excused  
Casey Neville  
Kathy Newton  
Tanya Nolan  
Jean Norman  
Craig Oberg  
Julia Panko - Excused  
Leslie Park, Student Success Center  
Pamela Payne  
Clay Rasmussen - Excused  
Jack Rasmussen, Admin. – Chloe Merrill  
David Read  
Rob Reynolds  
Yas Simonian, Admin.  
Mohammad Sondossi  
Scott Sprenger, Admin.  
Jeff Steagall, Admin. – Seokwoo Song  
Amy Stegen  
Brian Stecklein, Admin.  
Sarah Steimel – Leslie Howerton  
Norm Tarbox - Admin. - Excused  
Drew Weidman  
President Chuck Wight, Admin.  
Mary Beth Willard (Fall 16 On Leave) Molly Sween  
Jan Winniford, Admin. - Excused  
Stephen Wolochowicz

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Brenda Stockberger, Administrative Specialist  
Guests: Leigh Shaw, GEIAC Chair  
Becky Marchant, ASSA Member  
Laine Berghout, SBBFP Chair  
John Cavitt, Curriculum Committee Chair

1. ROLL CALL

2. Review of the minutes from the 10 November 2016 Meeting. The minutes were accepted.

**Information Items**

3. Update on Weber State University Activities – Chuck Wight, President

Appreciate the invitations to visit your classes during this semester. There have been very interesting conversations with the students. Brought some issues to light for me and has been educational for the students.

Governor's Budget recommendation came out and it is only recommending that the legislature fund 28% of the Board of Regent's budget request. Capital Projects funding is only 3 million. This is not the final word. The Legislators will be going over it and there isn't a lot of new money this year. Optimistic to get the funding for the Social Science building remodel. Will get at least a reasonable compensation package, probably 2%, but not sure. There isn't a lot of extra money.

4. Update on the Library Remodel – Madonna Miner, Provost

(See the Faculty Senate webpage, Dec 8 agenda, Item 4, for links to the documents.)

Joan Hubbard, University Librarian and Chad Downs, Facilities Management were in attendance to answer any questions. The library renovation project is on schedule. The faculty and staff are to be commended in dealing with the construction noise, close quarters and other issues with the remodel. The construction crew and facilities are doing a great job in keeping on schedule and the work they are doing. There were some concerns on whether or not the project would reduce the number of books. There are fewer books in the browseable stacks, but the browseable compact shelving adds more books and there will be staff accessible compact shelving that will add another of 62,600 books available. Open study seats the total is 347 more that we have had in the past. The south side of the building is ready to be occupied and looks very bright and open.

5. Comparable policies with other institutions concerning textbooks – Stephanie Hollist, Legal Counsel

(See the Faculty Senate webpage, Dec 8 agenda, Item 5, for links to the documents.)

Considerations for Revision PPM 4-16 Textbooks –

1. Changes to PPM required by federal Higher Education Opportunity Act and Board of Regents Policy R465.

Notice to Student on course materials required and Notice to bookstore on faculty submissions.

2. Additional changes required by Board of Regents Policy

Other considerations: Availability, Total cost of the course materials, Availability of used, course materials, Open access materials, and value of new editions.

3. Additional benefits from changing policy to be considered

Combine multiple policies – PPM 4-16, Textbooks; PPM 4-16a, Written Publications by Faculty; and PPM 3.54, Sale of Materials to Students – Combine into one policy.

Consideration of faculty created materials for multiple sections.

Consideration of University owned materials.

4. Conflict of Interest Considerations

PPM 9-5 Faculty Responsibilities to Students; Board of Regents Policy; Utah Public Officer's and Employees' Ethics Act, 67-16-4; AAUP Statement; IRS Code.

5. Other Possible Conflicts of Interest

The Ad-Hoc committee will be reviewing these options.

6. Salary, Benefits, Budget and Fiscal Planning Committee - Laine Berghout, Chair  
Report on Charge 7 – Examine and report on adjunct pay policies across the University.  
(See the Faculty Senate webpage, Dec 8 agenda, Item 6, for links to the documents.)

Reporting the completion of Charge 7 with the chart on Overload and Adjunct Pay Levels FY15/16

To facilitate in completing Charge 4 – Gather information regarding faculty experiences with respect to benefits administration. A survey will be sent out to all faculty with questions on benefits. The survey is direct and to the point and short. Faculty have the option to make comments or only answer the questions. Encourage colleagues to submit this survey.

### Action Items

7. WSU Graduate Council – Valerie Herzog, Chair Graduate Council Chair  
Review on two updates to PPM 11-1 Graduate Programs

First recommendation – Adding language identifying who could teach graduate courses.

### VIII. Faculty Qualifications

While respecting accreditation requirements in each program area, faculty teaching graduate coursework will have at least one degree beyond the level at which they are teaching or a terminal degree in a related field, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members will have the same level of degree. Department Chairs and Deans, in consultation with the Provost, may grant exceptions for extensive professional experience.

MOTION Motion to accept the recommended language on PPM 11-1 Graduate Programs, Section VII by Sarah Steimel.

SECOND Pam Payne

OUTCOME Unanimous with 2 abstentions

### Discussion

This request came to Graduate Council from the Board of Regents who asked to update this section on Faculty Qualifications. Most of the institutions in the state have very detailed policies on who can teach graduate courses and who cannot. We did not want to establish a Graduate Faculty status, that is not what this is doing. This is a smaller looser guideline than some of the other institutions have. The language is very basic.

Second Recommendation - Section II, Admission Requirements, adding a requirement for applicants whom English is not their first language and adding TOEFL/IELTS scores.

### Discussion

This was a request from the International Student Scholar Center. They recommended that we adopt a minimum TOEFL score. Meetings were held with Debbie Sheridan, Director, LEAP program and Cliff Nowell, Dean of International Studies. They both recommended a minimum TOEFL score and the subcommittee reviewed what other universities are doing both within the state and outside the state. Individual graduate programs can choose to have a higher standard and some do. This is a minimum standard for the university.

MOTION Motion to accept the recommended language as amended in the discussion on PPM 11-1 Graduate Programs, Section II by Jean Norman.

SECOND Mark Denniston

OUTCOME Unanimous

8. University Curriculum Committee – John Cavitt, Chair

**See 8 December 16 Faculty Senate Agenda in Curriculog for Curriculum to be reviewed. If you need instructions on how to access Curriculog or the Agenda, please contact Brenda, 6233**

## **ARTS & HUMANITIES**

Visual Arts – Molly Morin/Matt Choberka

### **PROGRAM CHANGE PROPOSALS**

ART(BA)

ART(BFA)

Art Education Composite (BA)

Art Education Minor

Art Minor

Art, Pre-Major (AA)

Design for Digital Media Minor

### **COURSE REVISION PROPOSALS**

ART 1120 Design Concepts

ART 1130 Approaches to Surface, Shape & Form

### **NEW COURSE PROPOSAL**

ART 1135 Approaches to Materials, Space & Time

### **COURSE DELETION**

ART 1140 Color Theory

DISCUSSION No Further Discussion.

Master of Arts in English – Mali Subbiah

MENG 5210 Practicum in Teaching English

MENG 5570 American Literature I

MENG 5580 American Literature II

MENG 5670 British I

MENG 5680 British II

MENG 6280 TESOL Practicum

MENG 6861 Practicum in Secondary English Education

MOTION Motion to approve the proposals from Arts & Humanities as a package by Stephen Wolochowicz

SECOND Tim Herzog

OUTCOME Unanimous

DISCUSSION No further discussion.

## **ENGINEERING, APPLIED SCIENCE & TECHNOLOGY**

Automotive Technology – Scott Hadzik

### **COURSE REVISION PROPOSAL**

AUSV 1325 Electrical Fundamentals 3

### **PROGRAM CHANGE PROPOSAL**

Automotive Service Technology (AAS)

Engineering – Fon Brown

New Course Proposal

ECE 6900 Special Topics

MOTION Motion to approve the proposals from Engineering, Applied Science & Technology as a package by Rob Reynolds.

SECOND Tonya Nolan

OUTCOME Unanimous

DISCUSSION No Further discussion on EAST proposals.

## **HEALTH PROFESSIONS**

Health Administration Services – Macey Jon Buker

### **NEW COURSE PROPOSAL**

HAS 3010 Professionalism in Healthcare

### **COURSE REVISION PROPOSAL**

HAS 4320 "Health Care Economics & Policy

### **PROGRAM CHANGE PROPOSALS**

Health Administration Services (BS)

Long Term Care Admin, Emphasis, Health Admin Services (BS)

Nursing – Sally Cantwell

### **PROGRAM CHANGE PROPOSALS**

Nursing (AS)

Nursing, PN to RN (AS) (RN Completion)

Nursing, PN to Rn (AAS)

### **NEW COURSE PROPOSALS**

NRSG 2251 Foundations of Nursing Laboratory

NRSG 2351 Patient Centered Nursing Care Laboratory

NRSG 2551 Patient Centered Nursing Care Laboratory

NRSG 4392 Principles of Care Management

### **COURSE REVISION PROPOSALS**

NRSG 2250 Nursing Foundations Clinical

NRSG 2350 Patient Centered Nursing Care Clinical 1

NRSG 2550 Patient Centered Nursing Care Clinical 3

MOTION Motion to approve the proposals from Health Professions as a package by Casey Neville.

SECOND Alexandra Hanson

OUTCOME Unanimous

DISCUSSION No further discussion.

## **SOCIAL & BEHAVIORAL SCIENCES**

Political Science and Philosophy – Richard Price

### **PROGRAM CHANGE PROPOSALS**

Political Science Additional Upper Division Major Course Requirements for BA (18 Credits)

Political Science Additional Upper Division Major Course Requirements for BS

Political Science Major BA

Political Science Major BS

Political Science Minor/Teaching Minor/BIS

### **NEW COURSE PROPOSALS**

POLS 2700 Intro to Public Administration

POLS 3780 Lobbying: Theory & Practice

### **COURSE DELETION**

POLS 4700 Politics of Administration

MOTION Motion to approve the proposals from Social & Behavioral Sciences as a package by Amy Stegen.

SECOND David Aguilar-Alvarez

OUTCOME Unanimous

DISCUSSION No further discussion.

## EDUCATION

OCRE proposals were pulled for further review. (12/6/16)

>>End of Proposals<<

9. Admissions, Standards, and Student Affairs – Mark Denniston, Chair  
See the [Faculty Senate Webpage](#) for links to the revisions on this item.  
Charges 1, 3, 4, and 6 are ready to be reviewed.

***Charge 1-Finalize a proposed addendum to PPM 6-22 regarding military students and faculty responsibilities for excused military absences.***

Amendments to PPM 6-22 (additions/alterations in red, original text in black) (approved by ASSA Committee on 4-6-16, approved by Student Senate on 11-14-16)

III.B.7.p. Expect instructors to allow students absent from class while engaged in official University activities, **or students absent due to mandatory military orders that do not exceed 15% of total participation for the course**, a reasonable opportunity to make up missed quizzes, exams, and/or assignments or complete some comparable activity;

IV.D.6 Notify their instructors as far in advance as possible of any planned absence ~~for participation in University approved or requested group activities,~~ **due to mandatory military orders, or for official University activities**, and discuss with instructors the terms, options, and possible outcomes of these absences;

MOTION Approve PPM 6-22, III.B.7.p. as written above by Marek Matyjasik.  
SECOND Mark LeTourneau  
OUTCOME Unanimous

DISCUSSION This was requested by Charlie Chandler, Veterans Services Director, to put into the PPM to allow student absences for mandatory military training. This policy pertains currently to student athletes when they are away to games during the semester. The committee took the existing policy and added the section regarding military students. The 15% is essentially equal to two weeks absence from the semester. Students would be required to let their faculty know about the absence and the faculty would give the student opportunity to make up the missed coursework. Originally in the policy, there wasn't an amount of time given to athletes. How is mandatory defined? If there is a question on if the absence is mandatory, the faculty should contact Charlie Chandler in Veterans Affairs for help with determining if it is mandatory or not. The idea was to make this policy cover short term absences. The intent of the language is to protect the military students. The percentage was given as a guideline.

MOTION Motion was made to amend the policy to delete/strike out ~~‘that do not exceed 15% of total participation for the course’~~ by Drew Weidman.

SECOND Scott Hadzik

OUTCOME The Nays were in favor.

Further debate about the amendment: Not sure that this captures the sense of what is reasonable. The faculty has to determine reasonable opportunity. Having the percentage gives a guideline.

Motion was made to amend the policy to change from ‘15%’ to ‘20%’ by Marek Matyjasik.

SECOND Casey Neville

OUTCOME Unanimous

No further discussion to change the policy to 20%.

**Charge 3-Review a proposed addendum to PPM 4-1,III regarding requirements for institutional certificates.**

Amendments to PPM 4-1-III (additions/alterations in red, original text in black) (approved unanimously by ASSA Committee on 11-17-16)

Approved by Faculty Senate on 8 Dec 16

**III. General Requirements for Institutional Certificates**

Course work for Institutional Certificates is designed for career and technical education purposes, or for professional development in a specific academic discipline. The types of Institutional Certificates are:

- Certificate of Proficiency
- Certificate of Completion
- Graduate Certificate
- Departmental Certificates

A. A minimum of 10 semester credit hours must be completed in residence at Weber State University. Military credit, special examination, experiential credits and credits awarded by department decision do not qualify for residential hours.

B. Requirements for Institutional Certificates are further described in the ~~department listings in the university catalog~~ University Curriculum Policy & Procedures Manual 2-2, and the Utah State Board of Regents Policy R401.

C. Students are not awarded diplomas for completing Departmental Certificate programs. Students enrolled in all other Institutional Certificate programs are awarded diplomas indicating they have completed the requirements of Institutional Certificate program.

D. Students enrolled in Institutional Certificate programs may need to meet additional credit hour requirements in order to qualify for financial aid and should check with the Financial Aid Office (Curriculum PPM 2.2.2).

E. At the discretion of an academic department, credits earned as part of an Institutional Certificate may be applied to a degree program offered by the academic department (Curriculum PPM 2.2.1).

MOTION Motion to discuss and approve PPM 4-1 Graduation Standards, III as shown above by Tim Herzog.

SECOND Rob Reynolds

OUTCOME Unanimous

DISCUSSION Charge 3 was to clean up language in the policy. Board of Regents updated their policy and this language is to bring the policy up with the Board of Regents. No further discussion.

**Charge 4-Consider revising PPM 4-21a to be congruent with the new USHE agreement that requires institutions to grant 18 hours of credit to officers that complete Police Officer Standardized Training (POST).**

Addition of PPM 4-21a-VII (approved unanimously by ASSA Committee on 11-17-16)

Approved Faculty Senate 8 Dec 2016

**New section VII.**

- A. The Criminal Justice Department maintains a procedure to award lower division credit hours to individuals completing modules of a Peace Officer Standards and Training program certified by the state of Utah.
- B. Credits awarded are in accordance to the USHE POST Credit Statement of Agreement, or its equivalent USHE Policy.
- C. Individuals requesting credits under this policy must be officially registered, or have an established WSU transcript, at the time the request for credit is made.

- D. Students requesting transfer of credits received under this Agreement, or equivalent USHE Policy, from other USHE institutions, may have the credits transferred to Weber State University, in accordance with the Transfer Credit policy, PPM 4-21a-III, and the Criminal Justice Department procedure to award the credits.
- E. Credit hours awarded under this agreement may not count toward completion of a graduate degree.
- F. The University will not require any tuition or fees for credits granted to students under PPM 4-21a-VII.

MOTION Motion to discuss and approve PPM 4-21a Awarding of Transfer Credit and Credit by Examination or Petition, Section VII by Pam Payne.

SECOND Nicole Beatty

OUTCOME Unanimous 1 Abstention

DISCUSSION The Board of Regents made an agreement with the Police Officers Standards and Training (POST) to give officers who have completed and or in good standing with POST, and have academic advising 18 credit hours of university credit to be awarded under the Criminal Justice Department for their completion of the POST program. As a university we are obligated to implement that agreement. Added new section 7 of language to this policy to include this agreement. This was modeled after the Foreign Language requirement (Section 6). This doesn't go toward residency. This will only apply to Criminal Justice.

*Charge 6-Review a proposed amendment to PPM 4-9a,II (B) to recommend faculty include provisions in their syllabi for the continuation of a face-to-face or hybrid course, in the case of an emergency, that prevents classes from being held on site.*

Add new subsection 6 to PPM 4-9a Course Syllabus (II)(B) (approved unanimously by ASSA Cmte on 11-7-16)

## II. POLICY

A. Faculty members shall prepare a syllabus for each course they teach, distribute it to students enrolled in the course during the first week of class but no later than the end of the second week, place it on file with the department chair, and retain it for at least a year.

B. The syllabus must contain the following information.

1. The general content of the course.
2. Course requirements (exams, assignments, quizzes) and their due dates, is available.
3. Instructor office hours or other means of availability for students.
4. The procedures and criteria for academic evaluation in the course.
5. Student learning outcomes.

6. Directions to students in face-to-face or hybrid courses about how the class will continue remotely in case of an emergency that closes or prevents reasonable access to campus.

MOTION Motion to approve the addition to PPM 4-9a Course Syllabus(II)(B) by Rob Reynolds

SECOND Molly Morin

OUTCOME Unanimous

DISCUSSION Adding a section to give instructions on what would happen if an emergency closed the campus. There has to be some language in the syllabus telling students what will happen in the class. No further discussion.



10. Approval on the structure of the Ad-Hoc Committee on Wider Persist – Marek Matyjasik, Vice Chair  
Committee Members: Executive Committee Members, Marek Matyjasik & Kathy Newton; Teaching, Learning, & Assessment Committee Chair, Colleen Packer; Chair’s Council Representative, Sue Harley; and the Center for Community Engaged Learning, Melissa Yack-Hall.

MOTION Motion to approve the Ad-Hoc Committee by Tim Herzog.

SECOND Gary Johnson

OUTCOME Unanimous

DISCUSSION No discussion

11. Other Items

Salary Committee member replaced Alicia Giralt with Shelly Thomas (Three-Year Term)

MOTION Motion to approve the committee member replacement on the Salary Committee Craig Oberg.

SECOND Amy Stegen

OUTCOME Unanimous

No Discussion.

**Next Meeting: Faculty Senate, 19 January 2017 at 3:00 pm, WB206-207**