

Thursday, 1 December 2016
2 pm, MA211K

AGENDA SETTING MEETING MINUTES

*****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 1 December 2016.**

You will find the agenda with all the links to the items to be discussed at Agenda Setting Meeting

Present: Nicole Beatty, Fred Chiou, Gary Johnson, Acting Chair, Marek Matyjasik, Casey Neville for Kathy Newton, Pamela Payne, Rob Reynolds, Doris Geide-Stevenson, Madonne Miner, Chuck Wight and Brenda Stockberger

Excused: Kathy Newton

Guests: Valerie Herzog, Stephanie Hollist, Laine Berghout, John Cavitt, Mark Denniston, Brent Horn, Michelle Paustenbaugh

1. Approval of the minutes from the 1 November 2016 meeting. The minutes are approved as read.

Information Items

2. Update on the Library Remodel – Madonne Miner, Provost

See the Faculty Senate webpage for the files - Executive Committee, 1 December agenda, Item 2. Joan Hubbard, Library Director and Chad Downs, Facilities Management Representative will be at Senate meeting to answer questions. There have been concerns about whether or not we are losing books on shelves with the remodel. We want to reassure people that this is not the case, there are still lots of books, as many as were promised on the shelves and looks like there will be even more room for books on the collapsible shelving that is being put in. It will be a short presentation with some floor plans, photos and numerical data to show the existing collection, proposed collection and the difference. It will depend on how many questions are asked. This will be a good update.

3. Comparable policies with other institutions concerning textbooks – Stephanie Hollist, Legal Counsel
See the Faculty Senate webpage for the files – Executive committee, 1 December agenda, Item 3.

DISCUSSION Course material policies from different institutions were reviewed. Some of those were University of Utah, Boise State, Iowa State, University of Kansas, University of Maryland, Michigan and Minnesota and others. In all there were about 20 institutions researched on their policies concerning conflict of interest, approval of material, review of materials, contributions of royalties, and how the faculty authored textbooks are requested to be used in the course. Going forward to get this policy completed the committee needs to review this information. The faculty need to understand the requirements and what is non-negotiable, which is the federal laws and Board of Regents policy.

It will be useful for Faculty Senate to see the work that legal counsel Stephanie Hollist has done. At the last meeting, faculty were confused and couldn't understand why they were being asked to give away the profits on their authored work. This research shows that other institutions are taking this situation very seriously and have come up with a range of different policies. This would be an education piece for the Senate. The Course Material Committee has been invited to attend the Faculty Senate meeting on 8 December.

ACTION - Present this information on other institutions on their Course Materials policies to the Faculty Senate on 8 December as an information item. This would cover the conflict of interest piece, the Federal laws that must be followed and the Board of Regents policy that must be followed.

4. 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 for the file - Executive Committee, 1 December agenda, Item 4

A chart summarizes adjunct pay policies across campus by college. There are some differences in formulas used to establish rates in certain colleges. The A1, A2, A3, A4. These are levels of the degree that the Adjunct holds. These also vary across colleges. What is the comparison on these rates with other institutions nationally? They seem rather low. That would be another charge for the committee. Salary Committee is proposing to bring this forward to Faculty Senate as completing this charge. The Executive Committee agrees with moving this information forward. Another Item that will be announced at Faculty Senate is a Survey on Experiences with Benefits that will be sent out to Faculty soon. Either in December or early January. Hoping to gather some data in the next month or two to review within the committee. Work is progressing with Charges 6 and 8.

ACTION Present this information to the Faculty Senate on 8 December as completion of Charge 7 and announce the survey that will be emailed out in early January on Experiences with Benefits.

Action Items

5. WSU Graduate Council – Valerie Herzog, Chair Graduate Council Chair
Review on update to PPM 11-1 Graduate Programs See the Faculty Senate webpage for the files - Executive Committee, 1 December agenda, Item 5

DISCUSSION The Graduate Council is requesting two revision changes to PPM 11-1. The first one was suggested by previous Provost Mike Vaughn from one of the Board of Regents. The recommendation was to add language identifying who could teach graduate courses. That is approved by the Graduate Council. VIII Faculty Qualifications section was added to the policy and the rest of the sections were renumbered. This section will identify criteria that both administrators and faculty can work with so that faculty are not assigned to a graduate course that they are not qualified to teach.

Recommendation #1

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.

DISCUSSION The council was in agreement with this language? The Council was in agreement with this language.

Recommendation #2

The minimum TOEFL (Test of English as a Foreign Language) Score

Minimum requirements for admission to a Weber State University graduate program are as follows:

- A bachelor's degree from a regionally accredited college or university that will be completed before matriculation into the graduate program (see the U.S. Department of Education website for a list of recognized regional accreditation agencies).
- A cumulative undergraduate GPA of at least 3.0. If the undergraduate GPA is below 3.0, consideration may be based on GPA calculated on the last 60 semester hours (90 quarter hours) of undergraduate work.
- For applicants for whom English is not their first language, a minimum English language proficiency score is required. (TOEFL = 75 overall, with a minimum of 17 in each category; OR IELTS 6.5 overall, with a minimum of 6.0 in each category). Students with a bachelor's degree or higher from a regionally-

accredited (or equivalent) university in which the language of instruction was English may be exempt from English-language proficiency testing.

- All exceptions to the minimum GPA requirement and TOEFL/IELTS scores in admissions decisions, along with a rationale for each, will be reported by all graduate programs annually to the Graduate Council.
- Appropriate admissions test scores if required. (Contact graduate program for specific admissions test requirements.)
- A completed application, along with the submission of all required supporting materials (contact graduate program office for specific requirements).
- All exceptions to the minimum GPA requirement and TOEFL/IELTS scores in admissions decisions, along with a rationale for each, will be reported by all graduate programs annually to the Graduate Council.

This is an area we were lacking in and in working with the Dean of International Studies and while reviewing some new Graduate courses, it was recommended to have a minimum TOEFL score. A subcommittee met with Debbie Sheridan, Leap Director, who created an ESL course for Graduate students and reviewed the TOEFL requirements. There is a need for a standard for someone to come here and be successful in a program. This language sets a bare minimum, especially for new programs that come on, to say this is the minimum standard where a student should be. Programs can set higher standards and many do, but this will give a minimum university standard. Will this exclude any students? It could, but there are other options that a student can do. They could come early and get their English skills up to speed and then enter the program. It doesn't do any good to take a student that is not prepared to be successful in the program. A bad transcript will follow the student, it affects the university's graduation and retention rates. Having a standard will help everyone involved. This information will be in the policy only and not on the admissions information. This shouldn't discourage students from applying to Weber's graduate programs.

ACTION Motion to move this recommendation to Faculty Senate was approved unanimously.

6. University Curriculum Committee – John Cavitt, Chair

See 1 December 2016, Executive Comm 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)

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

English – Hal Crimmel

General Education Course in Humanities (HU)

ENGL 2750 Topics & Ideas in Humanities

New Course Proposal

ENGL 2750 Topics & Ideas in Humanities

Master of Arts in English

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

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

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

Do not review the one with the red X in the bubbles"

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

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

EDUCATION

Health Promotion and Human Performance – Cass Morgan

OUTDOOR COMMUNITY RECREATION EDUCATION (OCRE)

NEW COURSE PROPOSALS

OCRE 3400 Outdoor Equipment Production & Sales

OCRE 3450 Adventure Travel and Sustainable Tourism

OCRE 3520 Risk Management & Legal Issues in Recreation Services

OCRE 4000 Recreation programming for Youth Development

OCRE 4500 Grant & Proposal Writing for Recreation

>>End of Proposals<<

DISCUSSION - AUSV 1325 Electrical Fundamentals 3 There was some concern with this course going from 7 credits to 3 credit hours. There was some discussion on how this would affect students that have taken the course before and want to repeat it for a better grade. The Department assured the committee that the course hadn't been taught for several years and this wouldn't likely happen. The course was approved. Another course that brought some concern was ENGL2750 Topics & Ideas in Humanities. The submitter wanted this course to be a Variable title course along with a General Ed Designation of HU. The concern was how to monitor the Learning Outcomes and assessment when the title consistently changes. In addition the English department already has a 3000 level gen ed course with variable title where assessment has room for improvement.

The General Ed Committee did approve the course, so the Curriculum Committee decided to also approve the course. All other proposals were approved. Is there any proposals that need to be pulled out? Since this is a new course with Gen Ed designation, the department will have to assess the course within the first year taught.

ACTION: Motion to send the ENG2750 Course proposal and Gen Ed Proposal to the English Department for further clarification on how they are going to assess the course giving it different titles by Pam Payne.

The committee would like to see more how assessment will happen and how to distinguish a lower level and a higher level variable title course within the same department that has the same type of Gen Ed Credit.

A concern was made on the OCRE3400 Proposal with having the word 'Sales' in the title. It was felt that a letter of support is needed from Professional Sales department that this title is acceptable. A recommendation was made to ask OCRE for a letter of support from Professional Sales Department by next Thursday, if they can work this out by then. The committee was in agreement with this request. John Cavitt to make this request.

MOTION Motion to approve the proposals (except those with concerns) brought forward to Faculty Senate.

NOTE Executive Committee was in agreement to have short summaries of each area of the curriculum given during Faculty Senate to promote discussion on the proposals.

7. Admissions, Standards, and Student Affairs – Kathy or 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.

This charge was brought forward from last year. Charlie Chandler, Veterans Affairs, helped with the language on this recommendation. This also had to go through Student Senate for approval since it is in PPM 6-22. The language was added in the same section as the Athlete's absence from campus. This would include the military absences. What would be the difference between first responders or law enforcement absences? Consequences are different for the military vs civilian. The timing of the absence could also be an issue.

Motion to move this recommendation to Faculty Senate by Executive Committee.

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

Brent Horn, Sub- Committee Chair on this Charge. This Charge reflects a change that the Board of Regents made to their policy regarding Institutional Certificates. Weber State's policy wasn't in compliance with Board of Regents. The Curriculum PPM changed their policy to be in compliance, the university policy also has reference to Institutional Certificates so this is the ASSA committee's recommendation to the policy.

Motion to move this recommendation to Faculty Senate by Executive Committee.

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).

Brent Horn introduced this recommendation. This request originally came from the Utah Legislature. The Board of Regents met with the Legislature and came up with an agreement called the USHE POST Credit Statement of Agreement. All USHE institutions will give individuals that have completed POST, 18 credits of lower division credit that will count towards a completion of a degree.

Have added a new Section VII, which is modeled after the Foreign Language requirement (Section 6). The idea is that the CJ department will have a procedure to give these officers credit that request it. The credit will be given in accordance with the statement of agreement and some other things (i.e. you must be a student, can transfer credits from another institution) And finally, WSU won't charge any tuition or fees for these credits. This change isn't favorable with the CJ department, but they must comply, as to meet the requirements set forth by Board of Regents.

Motion to move this recommendation to Faculty Senate by Executive Committee.

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.

Michelle Paustenbaugh, Sub-Committee Chair on this Charge – The motivation to this charge is to if a situation happened where classes couldn't meet, a plan would be in place to continue teaching classes. This would protect WSU from students requesting their tuition refunded because classes were not being taught during a closure for whatever reason. The Deans were in agreement that language in the policy is needed. Some colleges are already doing this.

Motion to accept this section to be added to PPM 4.9a by Sarah Steimel.

8. 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 to approve and move forward the structure of the Ad-Hoc Committee on Wider Persist, as listed above, to the Faculty Senate by Executive Committee.

9. Other Items

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

Parliamentarian for Senate - Prefer a faculty member not on Faculty Senate. No conflict of interest. Think about who could be recommended. John Armstrong and Kathryn MacKay were recommended.

Trustees Presentations for February and March meetings/gather ideas. Possibly coordinate to see if Education faculty can present for February at Trustees meeting.

Next Faculty Senate Meeting: Thursday, 8 December 2016, 3pm, Smith Lecture Hall, WB206-207

Next Executive Committee Meeting: Thursday, 12 January 2017, 2 pm, MA211K