

Thursday, 8 September 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 8 September 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, Marek Matyjasik, Carol Naylor for Kathy Newton, Pamela Payne, Rob Reynolds, Doris Geide-Stevenson, Madonne Miner and Brenda Stockberger

Excused: Chuck Wight

Guests: Gail Niklason, Stephen Francis, Tony Asay, and Stephanie Hollist.

1. Approval of the minutes from the 7 April 2016 meeting.

The minutes are approved as read.

Information Items

2. Program Review Information - Gail Niklason, Exec. Director, Cntr Instructional & Institutional Effectiveness

The first Program Review for this year is English on September 22. The second one is Health Science and is tentatively scheduled for 27 October if all the key players are available. The process will be slightly different, a summary letter will be sent to the Executive Committee prior to the Program Review meeting. This will give you an idea on what areas of concern there are in the program and what areas you can ask questions about. Read more in depth the program documents. There are only two this year. Next year there will be about 18 or 19 to review. You can also send questions directly to the Chair or Dean of the program. Who formally chairs the Program Review meeting? Is it the Faculty Senate Chair? According to the Program Review webpage at: http://www.weber.edu/oie/PR_standing_committee.html it is the Provost. Has the WSUSA Academic VP ever been involved in these meetings? They haven't been involved in the meetings. Let's meet 10 minutes prior to meeting with the program to recap with the committee.

Action Items

3. Course Materials Policy Review (PPM4-16) – Madonne Miner, Provost; Stephanie Hollist, Legal Counsel

Committee members Stephen Francis and Toni Asay also joined the meeting. Summary of what was changed in the policy.

Issue: The previous version of the policy only covered print material. Most of the changes were updating language to digital and other technology changes. Make sure that the bookstore was still in the loop.

One of the main issues in why legal was involved was dealing with the issue of faculty financially benefitting by selling their own materials to WSU student and the ethically issues involved with that. The ad hoc textbook committee wanted to create a clear policy. The committee wasn't unanimous with the changes, but the majority did support it. It was sent over to legal because the language need to be crafted by them.

Discussion: Policy New Section J. – Three options to avoid conflicts of interest – faculty not able to benefit financially from the sale of a book to WSU students by any means – through the bookstore, internet or any other venue. Any benefit would be directed to a charitable cause. It was recommended that Legal Counsel review the policy again.

Additional item on Textbooks -

Open Educational Resources – There isn't a policy on this area. We should have one. Other Utah institutions are being very proactive in recruiting faculty members to look into the use of Open Educational Resources. These are resources that are vetted, refereed, and are free and available to students and can bring down the cost of a student's education. This will need a different PPM and consider how to move into this direction. At other institutions the Library have taken the lead on this. Nicole Beatty to talk to collection management to see where this can go. Also get the policies from the other institutions have so that the Executive Committee can review them.

4. Faculty Senate Committee Charges 2016-17 – Doris Geide-Stevenson, Chair, Faculty Senate
See the Faculty Senate Web Site for the specific links to Committee Charges.

Academic Resources and Computing, ARCC

Admissions, Standards and Student Affairs, ASSA

Appointment, Promotion, Academic Freedom, and Tenure, APAFT

Constitutional Review, Apportionment, and Organization, CRAO

University Curriculum Committee, UCC

Some of the charges have been completed and they will be updated to reflect that and the General Education Charge

Environmental Issues Committee, EIC

General Education, Improvement and Assessment, GEIAC

Honorary Degree, HD

Research, Scholarship, and Professional Growth, RSPG

Salary, Benefits, Budget, and Fiscal Planning, SBBFP

Teaching, Learning, and Assessment, TLA

Discussion on Charges – The Adjunct representation was split between CRAO and Salary committees. RSPG and ARCC will be meeting to consider main page for the funding resources.

5. Committee Changes/Replacements – Doris Geide-Stevenson, Chair, Faculty Senate
APAFT – Pamela Anderson, S HP, Replaces Ryan Rowe, HP, Three-Year Term

CRAO – Kristin Robosky, S, replaces Bonnie Hofland, ED, two-year Term

RSPG – Hailey Gillen-Hoke, A&H – on Leave Fall 16, Robin Haislett, A&H will fill Fall 16

University Curr Committee – Grace (Lixuan) Zhang, B&E two-year term
Sally Cantwell, Ex Officio (Curriculum Support Role)

Discussion - Committees are staffed with a few pending on Sabbatical replacements.

6. Faculty Board of Review, Chair –
Nominations by the Executive Committee - Mick Cena, ED, Kirk Hagen, EAST, Wynn Harrison, HP and Thom Kuehls, S&BS. Nominations were closed. Email to see if they are willing.
Motion to close the nominations by Rob Reynolds
Second by Carol Naylor.

7. Other Items

>>Board of Trustees – Schedule and Assignments for the year.

A request was made that each member of the Executive Committee could take a date and showcase an interesting topic from each college. Marek Matyjasik recommended that the Executive Committee determine what topics to present to the Trustees. There is only about a 5 minute timeframe for a presentation. It has to be a summary. Some ideas for presentations – Julie McCulley – New Associate Degree, Stephanie Wolfe and Lisa Trujillo, Undergraduate Research, Ed Hahn.

>>Executive Committee Hiring

Establish the hiring process going to replace Brenda Stockberger, Administrative Specialist for the Faculty Senate, who will be retiring June 30, 2016. Decide what the job description is and what the position involves. Thinking about a subcommittee as a hiring committee.

>>Also the Chair for the Teaching, Learning Assessment Committee will be coming up for replacement next Spring.

>>Ombuds, Kathryn MacKay is in her second year of a three year term. It would be proactive to start the process to find a replacement for her and get them trained so that they can take over for Kathryn when she steps down.

Schedule a meeting on Thursday, 29 September to discuss this other items and get them organized.

Who would be available to take President's Council meeting on Wednesday, 14 Sept. Gary Johnson will attend for Doris Geide-Stevenson.

Faculty Development Working Group – Led By Brenda Kowalewski
Eric Amsel, Gail Niklason, Andrea Jensen, Colleen Packer, Tim Herzog

>>Wider Persist – Marek Matyjasik

Are we ready for implementation? What is the next step? What department chairs are interested? Hal Crimmel suggested that the Chairs get together and have a discussion group on different topics. Marek to contact Hal to find out if a meeting has been scheduled. Put this topic on the Faculty Senate meeting for 15 September. Give a short presentation at senate.

>>University Curriculum Canvas Course now available for faculty

Training Tutorials on Curriculog, Curriculum Policy and Procedures and Board of Regents Information and Templates. The link to the Canvas Course will be sent out to the Executive Committee.

>>Madonne would like to share the Academic Affairs Goals 2016-17 at the Faculty Senate meeting on 13 October.

>> Another possibility to present to the Faculty Senate would be to explain how the Provost's Office is organized

Meeting adjourned at 4:05pm

Next Executive Committee Meetings:

**Thursday, 22 September 16, 2 pm, Miller Building Board Room
(third floor, south side, Next to the President's Office)**

Thursday, 29 September 16, 2 pm MA211K

Thursday, 6 October 16, 2 pm MA211K

Thursday, 13 OCTOBER 2016, 3pm, Smith Lecture Hall, WB206-207