

Thursday, 7 April 2016

**2 pm, MA211K**

**MINUTES - AGENDA SETTING MEETING - DRAFT**

**\*\*\*All the items to be discussed at this meeting are available on the Faculty Senate Webpage** [**http://www.weber.edu/facultysenate/default.html**](http://www.weber.edu/facultysenate/default.html) **click on 7 April 2016 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, Pam Payne for Jenn Ostrowski, Doris Geide-Stevenson, Chuck Wight and Brenda Stockberger

Excused: Jenn Ostrowski

GUESTS: Sally Cantwell, Melina Alexander, Drew Weidman, Colleen Packer, Leigh Shaw, Stephen Francis, Eric Amsel, Becky Marchant, and Kathryn MacKay

1. Executive Committee members approved the minutes from the 3 March 2016 meeting.

**Information Items**

2. ARCC Report of Awards for Fall 2015 – Drew Weidman, Chair

Three projects were awarded funding from the Colleges of EAST, Education and Arts & Humanities. Two were given full funding and one was partial funding. The total amount funded was $21,115.00.

3. Teaching and Learning Forum - Survey Findings -Colleen Packer, TLA Chair

Survey on Faculty Evaluations Summary – See Faculty Senate Website date 7 April 16 for Charts.

Survey was sent to 55 program directors and Department Chairs.

33 Responded. 28 finished. Four Departments indicated that they never evaluate teacher effort and effectiveness for annual review of faculty.

Half of respondents are not happy with the evaluation form – it is not meaningful.

A lot of different methods to evaluate teaching. There are departments who count student evaluations between 90 – 100% to measure teaching effectiveness. The department that counts student evaluations at 100% doesn’t use peer review at all. Colleen suggested to explore whether a better definition on how teaching evaluations are weighted in the tenure & promotion process is needed.

ACTION – Forward to Faculty Senate as Information Item.

4. General Education, Improvement and Assessment Committee – Leigh Shaw, Chair

Present the General Education Assessment Study for 2014-15.

Assessment is looking better this year across Gen Ed. There are still some pockets that need attention. Physical and Life Science Courses are up for renewal next fall. The proposals are live in Curriculog and ready to go. Diversity needs attention – there are issues surrounding diversity at various levels. There are Learning Outcomes, but not much assessment is happening. This will likely change this coming year as Creative Arts and Humanities courses will be up for renewal in the Fall of 2018 and many of them have the Diversity designation. The Social Sciences area has improved because of the new Learning Outcomes. Better assessment is coming from the American Institutions area.

ACTION - Forward to Faculty Senate as Information Item.

WSU Course Designation Amendment  
*"Students may take as many WSU courses as they wish, but only the non-overlapping GE attributes from subsequent WSU courses will count toward GE requirements. For example, a student who passes WSU 1560 (SS/HU) completes SS and HU attributes in her GE requirements. If she then passes WSU 1680 (SS/PS), she will complete only the non-overlapping PS attributes in her GE requirements."*

Clarification on the language on the WSU Course Designation friendly amendment from Spring 2015.

ACTION - Forward to Faculty Senate as Information Item.

**Action Items**

5. Appointment, Promotion, Academic Freedom and Tenure – Stephen Francis, Chair, Faculty Senate

**A.** The committee made the following recommendations for PPM 8-11 Evaluation of Faculty Members to complete Charge 4.

**Charge 4** – Review PPM 8-11 (Evaluation of Faculty Members) with respect to community engaged teaching, scholarship and service once the findings of the study are provided.

Section III. Tenure Review

Subsection D – Criteria for Granting Tenure

Added (in red): Acknowledging that some faculty members take an integrated approach to teaching, scholarship and service, it may be appropriate to recognize contributions in more than one category (teaching, scholarship, and/or service) for a particular activity if evidence in a candidate’s professional file demonstrates how the activity applies to multiple categories.

Minimum criteria include:

Added (in red): 1. A rating consistent with college standards in teaching. Teaching activities may include, but are not limited to: classroom instruction, on-line instruction, laboratory activities, field work or field trips, supervising projects, preparation of course materials, and a variety of advisory, supervisory, or sponsorship roles including community engaged learning, undergraduate research, student clubs and organizations, events, and programs as well as other types of teaching activities.

Section IV. Evaluative Criteria for Academic Rank

Subsection E. Teaching

Added (in red): Teaching activities may include, but are not limited to: classroom instruction, on-line instruction, laboratory activities, field work or field trips, supervising projects, preparation of course materials, and a variety of advisory, supervisory, or sponsorship roles including community engaged learning, undergraduate research, student clubs and organizations, events, and programs as well as other types of teaching activities.

c. Assessment of Student Learning:

Added (in red): Recommendation from employers, cooperating teachers, supervisors, community partners, or other individuals in the position to competently comment on the preparation of the candidate’s students.

F. Scholarship

Added (in red):

10. Projects such as undergraduate, graduate, community-engaged, and action research.

11. ~~10.~~ Other evidence that indicates that the candidate is recognized for scholarly contributions.

End of PPM 8-11 policy recommendations.

Summary: Appointment, Promotion, Academic Freedom and Tenure recommendations to complete Charge 4 on PPM 8-11 Evaluation of Faculty Members was discussed and a motion to approve the recommendations was made. No other discussion took place.

A motion to approve the recommendations made to PPM 8-11 made by Kirk Hagen.  
SECOND Marek Matyjasik  
OUTCOME Unanimous

**B.** Arts & Humanities Tenure and Post-Tenure Review Policy and Recommended changes.

A vote was taken in the College of Arts and Humanities to approve the recommended changes to the policy.

Added Terminal degree MFA for the area of Digital media in Communication.

In Section Student Evaluations - Changed Student Evaluation to Peer Evaluation.

Section added - The Post-Tenure Review (from PPM 8-11)

**C.** Arts & Humanities recommended changes to PPM 8-11 Evaluation of Faculty Members (areas specific to Arts & Humanities). See the following for the changes:

Change to PPM 8-11, Section III TENURE REVIEW, Sub-Section B Minimum Degree Requirements, paragraph 2. For the school of Business and Economics and the college of Arts & Humanities…Performing Arts - … scene design, lighting and sound design…

Added under English - Communication – A recognized and accepted terminal degree is the M.F.A. for the area of digital media.

Added to Section IV. EVALUATIVE CRITERIA FOR ACADEMIC RANK, Sub-section C. Definition of Channels, a and d.

College of Arts and Humanities

Master of Fine Arts for the disciplines of ceramics, creative writing, digital media, drawing, jewelry and metals, painting, photography, printmaking, sculpture, weaving and textiles, graphic design, costume design, scene design, lighting and sound design, technical directing and dance.

A motion was made to accept the recommendations to the A&H Tenure and Post-Tenure Review policy and PPM8-11 Evaluation of Faculty Members (areas specific to Arts & Humanities) by Carey Campbell.

MOTION Carey Campbell  
SECOND Kathy Newton  
OUTCOME Unanimous

6. University Curriculum Committee – Sally Cantwell, Chair

One item on the agenda - Curriculum PPM was left off the agenda for Executive Committee.

Most of the update was to change the procedure from sending paper copies to using Curriculog to create proposals. And to follow the same format and combine~~d~~ a couple of sections for better flow using the document. Gen Ed Committee suggested a change to the policy that New Gen Ed Course Proposals would go to the General Education Committee for review and approval before they come to the University Curriculum Committee. Suggestion was made for University Curriculum Committee to meet twice a month in October, November, January and February because of the number of curriculum that is being reviewed.

A motion was made to move the Curriculum Policy & Procedures document forward to Faculty Senate as an Action Item.

MOTION Nicole Beatty   
SECOND Kathy Newton  
OUTCOME Unanimous

A recommendation was made to remove the deletion of Computer Literacy from General Education. The courses will not be deleted and the testing will continue. Only the Computer Literacy requirement of General Education would be removed. This was discussed earlier in the year that the School of Computing will be implementing a Computer Literacy Center for students as a place for students to gain the knowledge they need.

MOTION Nicole Beatty  
SECOND Carey Campbell  
OUTCOME Unanimous

**See 7 April 16 Executive Comm Agenda in Curriculog for Curriculum to be reviewed. If you need instructions on how to access Curriculog, please contact Brenda, 6233**

ARTS & HUMANITIES

English Literature – Sian Griffith

Program Proposal Changes- Substantive

Creative Writing Emphasis, English (BA)

**New Course Proposals**

ENGL3240 Writing Creative Nonfiction

ENGL3355 CW: Creative Nonfiction Forms and Craft

ENGL3360 CW: Short Story Forms and Craft

ENGL3365 CW: Novel Forms and Craft

ENGL3370 CW: Poetic Forms and Craft

ENGL3375 CW: Forms and Craft Notebooks and Journals

ENGL3380 CW: Screenwriting Forms and Craft

ENGL3610 American Literature I

ENGL3620 American Literature II

ENGL3650 British Literature I

ENGL3660 British Literature II

ENGL4560 Contemporary Lit for Creative Writers

ENGL4930 Visiting Writing Master Class

Foreign Language – Tom Matthews

New Course Proposal

FL 3116 Pop Culture: Film, Media & Entertainment

EAST

School of Computing – Kyle Feuz

**Course Deletions**

NTM 2610 NetWare Administration

NTM 4990 Senior Project

EDUCATION

Athletic Training and Nutrition – Jenn Turley

New Course Proposal

NUTR 4440 Advanced Human Nutrition

NUTR 4990 Senior Seminar

New Program Proposal

Nutrition Education Bachelors of Science

SOCIAL & BEHAVIORAL SCIENCES

Social Work – Kristina Moleni and Cori Tadehara

General Education **Social Sciences** Proposal

SW2100 Human Behavior and the Social Environment

Course Revision Proposal

SW2100 Human Behavior and the Social Environment I

General Education **Social Sciences** Proposal

SW2200 Issues in Diversity

General Education **Diversity** Proposal

SW2200 Issues in Diversity

Course Revision Proposal

SW2200 Issues in Diversity

25 Course Proposals

<<End of Proposals >>

ACTION Move curriculum as a package forward to Faculty Senate as an Action Item.

MOTION Gary Johnson

SECOND Marek Matyjasik

OUTCOME Unanimous One Abstention was noted.

7. Salary, Benefits, Budget & Fiscal Planning Committee - Laine Berghout, Chair

CUPA Comparisons Report – See PowerPoint presentation on Faculty Senate Webpage.

ACTION Move CUPA Comparisons Report of Faculty Senate as an Information Item.

MOTION Kathy Newton

SECOND Doris Stevenson

OUTCOME Unanimous

8. Constitution Review, Apportionment and Organization (CRAO) – Melina Alexander, Chair

A second review by Department Chairs on PPM 1-18 Department Chairs to better reflect the current duties and responsibilities. See the Faculty Senate Webpage for a summary of the responses.

There were less responses on this second round of review on this policy. See Faculty Senate Webpage for a summary of the responses. It was suggested to take the comments received and incorporate them into the policy and make sure the revisions are agreed upon before taking this policy to Faculty Senate for a vote. There was a concern that the suggestions for revision were counted as a yes response. They were not counted as a yes or a no. They were taken as a revision only.

ACTION Continue this charge for next year and take the responses into consideration to include into the policy.

9. Admissions, Standards and Student Affairs Committee – Becky Marchant, Chair and Eric Amsel, Assistant Provost

See the Faculty Senate Webpage for the files on PPM 6-22 Student Code and the Overview and Summary.

This is the result of a Charge in the Fall of 2014 to update this policy to remove the procedural part from the policy. A committee was created that included Eric Amsel, Jeff Hurst, Bruce Bowen, Stephanie Hollist, Sandi Weber State University, and Patrick Thomas. They did an amazing job and put a lot of time into this effort.

This revision was approved by WSU Student Senate.

ACTION Move PPM 6-22 Student Code forward to the Faculty Senate.

MOTION Nicole Beatty

SECOND Pamela Payne

OUTCOME Unanimous

10. Ombuds Report for 2015-16 from Kathryn MacKay

This report will not go forward to the Faculty Senate. Kathryn MacKay is in the First year of a Second Term as Ombuds. Recommended that a replacement be made next spring in order to maintain continuity in the position. It will take a full year to get the training needed for this position. The Ombuds reported on the activity during the year. There were 9 issues brought to the Ombuds for discussion. One important concern is having an Ombuds office so that faculty can meet in a neutral setting.

Goals of the Ombuds going forward are:

1. Working with the Teaching & Learning Forum to hold a campus-wide discussion about student evaluation of teaching and the role they should play in tenure and promotion.

2. Working with Adrienne Andrews and Colleen Packer to hold a Mindful Leadership workshop for faculty; develop faculty mentoring program.

3. Working to make the services of the Ombuds better known on campus – attend new faculty retreat, opening of school college meetings, adjunct retreat, etc.

4. Working with Adrienne Andrews and Eric Amsel regarding the creation of Ombuds Office (to serve faculty, staff, and students)

5. Evaluate the Ombuds – this hasn’t been done. The Charter states this should be done annually.

11. Other Items –

~~PPM 4-16 Textbook Policy Ad Hoc Committee – Russell Burrows, Chair~~ Pulled 4-6-16

To be reviewed by Legal Counsel during the summer and continue with this next year.

Faculty Athletic Representative Report – Craig Oberg, Chair

Information Item, See the Faculty Senate Webpage for the report.

Faculty Governance Award - Two Presentations at Faculty Senate by Ed Hahn.

Sally Cantwell and Craig Oberg are the recipients this year.

Certificates to Outgoing Senators, Executive Committee and Committee Chairs 15-16 at Faculty Senate

Faculty Senate Standing Committees and Chairs for 2016-17 (to be voted on at Senate)

Action Item, See the Faculty Senate Webpage for the committee list.

Faculty Board of Review 2016-17 to be voted on at Faculty Senate 14 April 16

Rick Ford (S), Thom Kuehls (B&BS), Scott Rogers (A&H), Mike Cena (ED), and Rick Orr (EAST)

Three will be elected to serve a two year term and the other two will serve as alternates.

ACTION: Move these items forward to Faculty Senate.

**Faculty Senate Meeting: Thursday, 14 April 2016,**

**3pm, Smith Lecture Hall, WB206-207**

**Have a great Summer – Watch your email for information for the Fall.**