



EXECUTIVE COMMITTEE AGENDA SETTING MEETING MINUTES

Thursday, February 8, 2018

Click on links to review items

Present: Nicole Beatty, Doris Geide-Stevenson, Marek Matyjasik, Casey Neville, Pamela Payne, Rob Reynolds, Mark LeTourneau for Sarah Steimel, Hugo Valle, Molly Morin for Catherine Zublin, Chuck Wight, Patti Glover

Excused: Madonne Miner

1. Approval of the minutes from the [January 11, 2018](#) meeting. Approved as circulated
2. APAFT – Valerie Herzog
 - Amorous Relationships [PPM 3-1a & 9-5](#). This revision is a clarification of two issues, conflict of interest and welcomeness. The amorous relationships are not prohibited, it is the conflict of interest that is. Also, the welcomeness piece was not well documented in the last set of revisions.
 - [PPM 8-3](#) Deletion – This policy has to do with teaching to retain rank. Removal of this PPM will remove the requirement for Dean's and administrators not associated with an academic unit to teach to retain rank. Assigning tenure is covered in the Board of Regents policy, it doesn't need to be covered in WSU PPM. WSU has a policy to appoint rank for provost, vice president, dean, associate dean, assistant dean and faculty. The method we had for other administrators was PPM 8-3 but it is not written clearly as to who it covers and the process. Executive Committee suggested to remove teaching requirement to maintain rank but keep the rest of PPM 8-3. How administrators are ranked could be a charge for next year. The policy will proceed to Faculty Senate, not as a deletion of the PPM, but as deletion of teaching requirement to retain rank for Dean's and administrators not associated with an academic unit.
3. University Curriculum Committee – John Cavitt, Chair
[EC Feb 8, 2018](#) (remember to log in once you get to Curriculog)

SOCIAL & BEHAVIORAL SCIENCE

Course Revision PSY - 4835 - Capstone Directed Readings – Cade Mansfield
Program Change Sociology Minor – Marjukka Ollilainen
Gen Ed Collaboration WSU - 2420 - Evil chemicals, drug scares, and big business – Pepper Glass, Tracy Covey

BUSINESS & ECONOMICS

Management Information Systems & Supply Chain – Grace Zhang – NOT APPROVED

~~New Program – Data Science Minor~~
~~New Course – IST - 2030 - Introduction to Business Analytics~~
~~New Course – IST - 3220 - Business Intelligence~~
~~New Course – IST - 3230 - Data Mining For Business~~
~~New Course – IST - 3740 - Business Machine Learning~~

Business Administration

New Program MBA Foundations Minor – Wendy Fox-Kirk
Course Revision MGMT - 4300 - Leadership and Group Effectiveness – Bryant Thompson
Course Revision MGMT - 4400 - Advanced Organizational Behavior – Bryant Thompson

EDUCATION

Athletic Training & Nutrition – Conrad Gabler

Program Change Athletic Therapy (BS)
Course Revision AT - 2175 - Introduction to Sports Medicine

Child & Family Studies -- Sheila Anderson

Course Deletion CHF - 4711 - Advanced Guidance and Planning for Teacher Education

Health Promotion & Human Performance – T. Lewis

New Course REC - 1310 - Whitewater Paddling Level I
New Course REC - 1311 - Whitewater Paddling Level II
New Course REC - 1312 - Whitewater Paddling Level III
New Course REC - 1404 - Mountaineering Level I
New Course REC - 1405 - Mountaineering Level II
New Course REC - 1406 - Mountaineering Level III

Master of Science in Athletic Training - Valerie Herzog

Program Change Master of Science in Athletic Training (MS)
Course Revision MSAT - 6431 - Orthopedic Taping, Casting, & Bracing

ARTS & HUMANITIES

Communications – Sheree Josephson

Program Change Associate in Communication
Program Change Communication, emphasis in Organization Communication
New Course COMM - 1140 - Writing for Workplace Communication
Course Revision COMM - 2890 - Cooperative Work Experience for The Signpost
New Program AA Degree in Workplace Communication and Writing
New Program AS Degree in Workplace Communication and Writing

New Course COMM - 2999 - Capstone in Workplace Communication and Writing
New Course COMM - 2550 - Communication in Professional Settings
Course Revision COMM - 2730 - Digital Radio Production and Broadcast
Program Change Interpersonal & Family Communication

English – Hal Crimmel

New Course ENGL - 2120 - Introduction to Writing and Document Design
New Course ENGL - 2130 - Media and Technology in Texts
New Course ENGL - 2140 - Introduction to Technical Editing
New Course ENGL - 2150 - Gender and Culture in Workplace Writing
New Course ENGL - 2160 - Introduction to Web-Based Technical Writing
New Course ENGL - 2999 - Capstone in Workplace Communication and Writing
New Course ENGL - 3530 - The Literature of Business and Economics

Master of English – Mali Subbiah

Program Change Master of Arts in English (MA)
New Course MENG - 6950 - Creative Writing Thesis: Fiction, Nonfiction, Poetry

Foreign Language

New Program Spanish Translation (BA) – John Trimble
New Course FL - 3116 - DLI Bridge Course I – Tom Matthews
New Course FL - 3118 - DLI Bridge Course III – Tom Matthews

Performing Arts

Dance – Amanda Sowerby

Program Change Dance (BA) -
Program Change Dance Teaching Minor

Music – Mark Maxon

New Program Sound Production/Recording
New Course MUSC - 3720 - Analog Audio
New Course MUSC - 3721 - Live Sound in the 21st Century
New Course MUSC - 3722 - History of Recording
New Course MUSC - 3723 - Field Recording / Sound for Picture
New Course MUSC - 3724 - Studio Construction
New Course MUSC - 3725 - Alternative Digital Audio Workstations
New Course MUSC - 3726 - Creative Lab
New Course MUSC - 3820 - The Art and Science of Recording I

New Course MUSC - 3821 - The Art and Science of Recording II
Course Revision MUSC - 4820 - Pro Tools 101
Course Revision MUSC - 4821 - Pro Tools 110
New Course MUSC - 4995 - Capstone Project

EAST

Automotive Technology – Scott Hadzik

Program Change Automotive Technology (BS)
New Course ATTC - 4550 - Advanced Automotive Emissions
New Course ATTC - 4710 - Capstone Research Methods
Course Revision ATTC - 4720 - Capstone Research and Development

Building Design & Construction – Jeremy Farnar

Program Change Building Design & Construction Minor
~~Course Revision BDC - 1040 - Intro to Building Design & Construction Non-Sub, went straight from UCC to~~
Catalog
Course Revision BDC - 1350 - Residential Design & Codes
Course Revision BDC - 2000 - Commercial Design & Codes
New Course BDC - 2830 - Directed Studies
Course Revision BDC - 3000 - Sustainable Building Design & Construction
Course Revision BDC - 3660 - Structural Design & Detailing
Course Revision BDC - 4350 - BIM Management & Coordination
New Course BDC - 4600 - Senior Project

Professional Sales – Blake Nielson

Program Change Professional Sales (BS)

Engineering Technology

MET - Rick Orr

Program Change Manufacturing Engineering Technology, Production Operations and Control Emphasis non-core
AAS Specific Requirements
Program Change Manufacturing Engineering Technology; Plastics and Composites Emphasis BS
New Course MSE - 3040 - Cost Estimating and Engineering Economic Analysis

MSE - George Comber

New Program Manufacturing Systems Engineering
New Course MSE - 3360 - Manufacturing Process and Materials/Lab
New Course MSE - 3460 - Product Design and Development
New Course MSE - 3710 - Computer Aided Manufacturing and Additive Manufacturing/Lab
New Course MSE - 4010 - Facility Design and Material Handling
New Course MSE - 4600 - Production Systems Modeling and Analysis/Lab
New Course MSE - 4610 - Project Management for Engineers
New Course MSE - 4615 - Lab: Senior Project Design I
New Course MSE - 4620 - Lab: Senior Project Design II
New Course MSE - 4700 - Manufacturing Systems Engineering II
New Course MSE - 4810 – Individual Research Problems
New Course MSE - 4830 – Directed Readings for Manufacturing Systems Engineering
New Course MSE - 4890 - Cooperative Work Experience
New Course MSE - 4900 - Special Topics
New Course MSE - 4920 - Short Courses, Workshop, Institute, and Special Projects

Engineering – Justin Jackson

Program Change Computer Engineering (BS)
Program Change Electrical Engineering (BS)
New Course ECE - 3090 - Project Management
New Course ECE - 3510 - Power Systems
Course Revision ECE - 3890 - Internship
Course Revision ECE - 5510 - Advanced Power Systems

Mathematics – Mike Cocos, Julian Chan – NOT APPROVED

~~New Program – Computational Statistics and Data Science~~
~~New Course – MATH - 3450 – Advanced Statistical Methods~~
~~New Course – MATH - 4400 – Statistical Analysis of Big and Small Data~~

Computing – Richard Fry

Program Change User Experience Design Minor
Program Change Web and User Experience (AAS)
Program Change Web and User Experience (BS)
New Course WEB - 1430 - Client Side Programming

Master of Science in Engineering – Fon Brown

New Program Master of Science in Electrical Engineering
New Course ECE - 6020 - Thesis
New Course ECE - 6310 - Electromagnetics II
New Course ECE - 6620 - Digital System Testing

Concern was brought up regarding two master's programs that link to one student group and one program takes students from the other. When one program is already established, the college has funding based on enrollment levels. The new program gets funding based on their levels, is it right for them to get funding when they are taking students from the already established group? This is not a concern with the MSEE program since the other program is less than 5 years old and not locked in with the funding.

Need to have responsibility taken by departments to present curriculum at Faculty Senate, if someone cannot present approval of the proposal will be postponed until there is representation for the proposal.

4. SBBFP – [Inversion Data](#) & [PPT](#)- Kristin Hadley & Spencer Hilton – They did not look at reasons for inversions, this report is simply providing data regarding inversions. This information is passed on to the deans for them to evaluate and address specific situations that are of concern.
5. ASSA – Casey Neville
 - a. Awarding of Degrees [PPM 4-1.G](#) & [4-1.V](#). The purpose of the policy is to not allow a student to attempt to get a second degree in the same major after they have already earned the first degree. The main purpose of the policy is to ensure that we are not awarding multiple degrees with little or no variability of content. This reasoning helps the institution from becoming a degree mill. An AA/AS and BA/BS can be received in the same semester. Student can't get an Associate of General Studies after Bachelor's is awarded. This does not affect a specific associate degree. The definition of major is the primary area of study. A department may have multiple majors in their department, such as business, finance and accounting. A student would be allowed to earn a second bachelor degree if the majors are different. However, a department may have one major and multiple emphases, such as criminal justice or communication. A student may only earn this major once.
 - b. [Course Materials](#) Policy update – Review processes are defined in the policy and flow chart. The committee considered many elements of review procedure not included in the policy, instead leaving them to the provost's discretion. This document includes information from those considerations, analysis, and recommendations from faculty and committee discussions, as a guide for development of the review. If material is already peer reviewed and published that does not mean that it is appropriate for a classroom, this would be determined by the review committee. General criteria for textbook selection are already outlined in policy. There are a few more criteria added under the review committee. The Provost recommendation can be more specific and deal with specifics that policy is not the best place to try and address. Including disclosure of the selection of course materials and profits to students could be beneficial. This helps to avoid conflict of issue concerns, putting the university in a better position. Disclosure of the amount of personal benefit to the Provost could also be considered. The main issue that the committee continues to deal with is the ethical dilemma regarding gain from students. Now that there are options this should help remove the ethical dilemma.
6. [Department of Radiologic Sciences](#) name change – Doris Geide-Stevenson. This is a renaming, from Department of Radiologic Sciences to School of Radiologic Sciences. It is not a reorganization of the department. Nationally in Radiologic Science departments are known for offering a two-year degree and a School offers higher degrees, the name change also brings better publicity to the program. Radiologic Sciences graduates the second highest number of students at WSU.
7. Faculty Board of Review (FBR) – According to PPM 9-12, when parties and FBR have to meet an administrator that represents the university must be chosen to make sure that due process is followed. This person is to be confirmed

by the Executive Committee. The committee approved the recommended administrative officer for the Faculty Board of Review. Two additional students can also be included as part of the Board of Review, the students were presented to the committee. The vote for the students was majority yea, one nay. The FBR will make the determination at a later date if the students will be included on the review.

8. Ombuds Position – Doris Geide-Stevenson. No applications have been received for this position. Kathryn MacKay is willing to continue one more year. The committee voted to give Kathryn an extension of her term.
9. Trustees Presentation for March – Marek Matyjasik will find a project within the College of Science that will be presented.
10. Other Items:
 - c. Faculty Governance Award Nominations Deadline February 16, 2018
 - d. Committee Interest Google Docs Deadline February 23, 2018
 - e. Executive Committee Election February 26-28
 - f. Student Success Series Employer Panel – February 20, 2018
 - g. New Faculty Senate Members

Jason Barrett-Fox	Arts & Humanities
Tracy Callahan	Arts & Humanities
Kacy Peckenpaugh	Arts & Humanities
Wendy Fox-Kirk	Business & Economics
Glen West	EAST
Chris Eisenbarth	Education
Casey Neville	Health Professions
Ann Rocha	Health Professions
Ed Hahn	Library
Sue Harley	Science
Tim Herzog	Science
Adam Johnston	Science
Vikki Deakin	Social & Behavioral Science

Meeting Adjourned 4:20 pm

Next Faculty Senate Meeting: Thursday, February 15, 2018, 3pm, Smith Lecture Hall, WB206-207
Next Executive Committee Meeting: Thursday, March 1, 2017, 2pm, MA211K