



**FACULTY SENATE MINUTES**

November 9, 2017

MEMBERS - Alphabetically

David Aguilar-Alvarez  
 Aaron Ashley – Cade Mansfield sub  
 Nicole Beatty  
 Fred Chiou – Christian Hearn sub.  
 Bruce Davis – Brian Steckline sub.  
 Mark Denniston  
 David Ferro  
 Electra Fielding  
 Robert Fudge  
 Doris Geide-Stevenson  
 Afshin Ghoreishi -  
 Pepper Glass/Carla Trentelman sabbatical sub  
 Scott Hadzik – William Spiegel sub.  
 Frank Harrold  
 Michael Hernandez  
 Tim Herzog/Barb Wachocki – Sue Harley  
 Wendy Holliday -  
 Rieneke Holman  
 Parker Hughes - Absent  
 Justin Jackson  
 Samantha Kivalu - Absent  
 Brandon Koford  
 Mark LeTourneau  
 David Matty – Absent  
 Marek Matyjasik  
 Madonne Miner  
 Lola Moli - Absent  
 Cass Morgan  
 Molly Morin  
 Cory Moss  
 Cora Neal  
 Casey Neville – Brian Cottle sub.  
 Blake Nielson  
 Julio Otay - Absent  
 Julia Panko

Pamela Payne  
 Brett Perozzi – Jeff Hurst sub.  
 Travis Price  
 Clay Rasmussen - Absent  
 Jack Rasmussen  
 David Read – Ryan Pace sub.  
 Rob Reynolds  
 Bill Robertson  
 Yas Simonian  
 Mohammad Sondossi  
 Scott Sprenger - Absent  
 Jeff Steagall  
 Amy Stegen  
 Sarah Steimel  
 Norm Tarbox - Absent  
 John Trimble  
 Hugo Valle  
 President Wight - Excused  
 Mary Beth Willard  
 Stephen Wolochowicz  
 Catherine Zublin

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 Guests: Alice Mulder, John Cavitt, Valerie Herzog, Rick Orr, Kirk Hagen,

Administrative Associate: Patti Glover

1. ROLL CALL
2. Approval of minutes from [October 12, 2017](#) meeting.

### Information Items

3. Administration Report – Madonne Miner, Provost
  - a. The Student Success Steering Committee (SSSC) has linked a Box folder at [www.weber.edu/weberthrives/transitionsopportunities.html](http://www.weber.edu/weberthrives/transitionsopportunities.html). Meeting agendas, minutes and documents can be accessed through the link at the bottom of the page. There is also a [Tuesday Tips](#) email newsletter that one can sign up to receive to keep linked with the progress of this committee.
  - b. Starfish – The first semester 4,893 students were involved, 48% of faculty sent messages to students raising 3345 flags, the flags either being positive or need for improvement. Almost 2000 students received flags. Currently the team is looking at data and making adjustments as they prepare for the second progress survey going out. Concerns regarding data security have risen, more information is forthcoming regarding how Weber State is insuring that student and faculty data is only shared with authorized personnel.
  - c. Academic Master planning task force – Over the course of the last year Madonne has been meeting with 24 individuals to look at what Weber’s academic future should be. Spring semester they split into five teams to interview faculty, students, staff, community, employers and stewards (legislators, trustees, those with an investment in the university). They asked a variety of questions about where Weber is, and where they think we should be in the future. They have now discussed those materials and will be continuing discussion on them. The task force as a group are determined that Weber is not just making job ready candidates but helping to educate students for life that changes over time, fiercely holding on to the liberal arts while being in tune to the fact that universities are changing. They hope to have open meetings with faculty and staff about items seen as most important and those that need development or maintenance.
4. [EIC/SPARC](#) update – Alice Mulder, EIC Chair - Weber has made a big commitment to sustainability, WSU is to be carbon neutral by 2050. Sustainability Practices and Research Center (SPARC) was born in January 2015 and is a hub connecting campus activities, programs, departments, and community partners to advance a commitment to sustainability in the region. Environmental Issues Committee (EIC) is the advisory board of faculty fellows that helps with activities and making policy. The definition of what EIC has been needs to be changed to reflect the collaboration between EIC and SPARC.
5. CRAO– Mary Beth Willard, Chair – Readings and Information Item
  - a. Charge 2b EIC/SPARC proposed bylaw changes - The EIC PPM needs to be changed as a way for the director of SPARC to be co-chair on EIC, also there is a desire to change the EIC name to Environmental *Initiatives* Committee. Reading of proposed amendment to the Bylaws [PPM 1-13, B-V-4.6](#) regarding change of name and mission (per PPM 1-13 Article B-XIII).
  - b. Charge 2d Executive Committee election bylaw change - Executive Committee voting procedure language is being changed to reflect current practice of a formal, documented vote of the general faculty. “Reading” proposed amendment to the Bylaws [PPM 1-13, B-II-7](#) regarding voting procedure (per PPM 1-13 Article B-XIII).
  - c. Information item of proposed changes to [PPM 1-18](#) Duties of Department Chairs – The proposed changes identify what the department chair’s academic leadership responsibilities are, responsibilities to the dean and to the department. Several statements needed an elastic clause, the verbiage ‘to perform other duties as agreed upon by dean and department chair’ was used for this purpose. Will bring PPM 1-18 in December for a vote. The proposed changes are currently being circulated to department chairs.

### Action Items

6. CRAO Apportionment – Mary Beth Willard, Chair

- a. [Apportionment calculation for 2017-2018](#) & adjunct worksheet  
 MOTION: To bring apportionment to the floor by Amy Stegen  
 SECOND: David Aguilar-Alvarez  
 OUTCOME: Unanimous approval  
 Health Professions gains one seat and Social & Behavioral Science will lose one seat  
 VOTE: To approve apportionment. Unanimous approval
- b. Looking at adjuncts and the possibility of representation on faculty senate. More complete data will be received from Institutional Research and additional analysis will be done. There is a national conversation on adjuncts, are they being exploited, do they have a voice in faculty governments? WSU doesn't want to be caught behind the curve on this.

7. APAFT – Valerie Herzog

- a. [PPM 8-12](#) Dated Guidelines - Changes are being made because dates falling on a holiday or weekend were being dealt with differently in different colleges, sometimes causing confusion. For consistency a standardized campus policy was desired  
 MOTION to bring the dated guideline to the floor - Mary Beth Willard  
 SECOND: Julia Panko.  
 OUTCOME: Unanimous approval
- a. [PPM 9-5,II,B,4](#) Faculty Office Hours – The changes are to detail more clearly that faculty should have office hours that are posted and they should be at times that are available to students for the purpose of promoting student success. Also it notes that the department chair will approve those hours. The other piece of the charge was about regular meeting of classes. Some language was added to show that if changing how course delivery is given during a semester it must be approved by program director or department chair.  
 MOTION TO bring proposal to floor by Michael Hernandez  
 SECOND: Mary Beth Willard  
 DISCUSSION: This PPM change is not dealing with a campus closure, but a permanent change of delivery method for the class, not a temporary sick or conference situation. There is currently no number of office hours specified in the PPM. Concern was voiced regarding the phrase 'business hours' and how this can be worked out with the department chair. If classes are offered weekends or evenings that might count as 'business hours', but would not be allowed per proposed policy draft. Concern was voiced that in its current form the policy allows department chairs to dictate the scheduling of office hours. A question arose whether office hours and delivery method changes are correctly placed in the same policy.  
 AMMENDMENT: by Mark Denniston in last paragraph where it reads 'any alteration of course schedules' insert 'in excess of 10% of the course materials'.  
 SECOND: Julia Panko  
 DISCUSSION: Additional concerns regarding office hours being required on weekends. Concern that perhaps a rewriting of the policy is needed.  
 OUTCOME: on amendment to policy: 4 yeah, majority nay, 2 abstentions, motion fails  
 Back to original proposal. The bulk of the charge was to explain what the sentence in the PPM means that reads, 'The faculty and the administration are obliged to fill commitment to students in terms of class offerings'. It seems that there are two issues, a permanent change of course delivery method, and a temporary change of course delivery method. Putting them both in one sentence seems to be causing confusion. If you vote against the proposal you send it back to committee.  
 VOTE: all in favor of approving language proposed for 9-5,II,B,4  
 OUTCOME yeah 0, nay majority, abstentions 2, motion fails.

8. University curriculum Committee – John Cavitt, Chair

**The following curriculum was approved at Curriculum Committee Meeting October 18, 2017**  
[Faculty Senate Nov 9, 2017](#) – Curriculog agenda

First regular curriculum meeting of the academic year. 40 curricular items, one program revision, two course revisions and 36 new courses. Also considered modifying Curriculum PPM 5, those revisions will be discussed at the next Faculty Senate meeting.

**Business & Economics**

Ryan Pace:

MTAX - 6455 - Gifts, Estates, Trusts & Real Estate Taxation	New Course
MTAX - 6485 - Retirement Plans & Exempt Organizations	New Course

MOTION: to bring course proposals for the Goddard School to the floor Amy Stegen

SECOND: Nicole Beatty

OUTCOME: Unanimous approval

## Education

David Aguilar-Alvarez

Nutrition Education (BS) Program Proposal Changes

~~Chad Smith~~: presented by John Cavitt

PE - 1245 - Ultimate Frisbee Level I New Course

PE - 1246 - Ultimate Frisbee Level II New Course

PE - 1247 - Ultimate Frisbee Level III New Course

PE - 1440 - Mixed Martial Arts Level I New Course

PE - 1441 - Mixed Martial Arts Level II New Course

PE - 1442 - Mixed Martial Arts Level III New Course

OCRE - 2300 - Wilderness First Responder (WFR) New Course

REC - 1241 - Mountain Biking Level I New Course

REC - 1242 - Mountain Biking Level II New Course

REC - 1243 - Mountain Biking Level III New Course

MOTION: to approve all proposals for the College of Education

OUTCOME: Unanimous approval

## EAST

Rick Orr:

MFET - 6050 - Gateway to Technology Course Revision

MSE - 1210 - Metal Processes and Joining for Engineers New Course

Kirk Hagen:

Mechanical Engineering New Program

ENGR - 2160 - Materials Science and Engineering Course Revision

ME - 3040 - Dynamic System Modeling New Course

ME - 3050 - Machine Design New Course

ME - 3060 - Sensors, Instrumentation and Control Systems New Course

ME - 3300 - Fluid Mechanics New Course

ME - 3350 - Engineering Computing New Course

ME - 3500 - Numerical Methods for Engineering New Course

ME - 4000 - Heat Transfer New Course

ME - 4100 - Senior Project I New Course

ME - 4150 - Vibrations New Course

ME - 4200 - Senior Project II New Course

ME - 4250 - Finite Element Analysis New Course

ME - 4300 - Material Failure Analysis New Course

ME - 4350 - Advanced Mechanics of Materials New Course

ME - 4400 - Aerodynamics New Course

ME - 4450 - Aerospace Propulsion New Course

ME - 4500 - Heating, Ventilating and Air-Conditioning New Course

ME - 4550 - Robotics New Course

ME - 4800 - Individual Research Problems New Course

ME - 4830 - Readings in Mechanical Engineering New Course

ME - 4890 - Cooperative Work Experience New Course

ME - 4900 - Special Topics New Course

ME - 4920 - Short courses, workshops, institutes and special programs New Course

ME - 4990 - Seminar in Mechanical Engineering New Course

MOTION: to bring all EAST proposals to the floor Pamela Payne

SECOND: Dave Ferro

OUTCOME: Unanimous approval

>>End of Proposals<<

9. Other Items

- a. November 15, 2017 2:30 – 4 pm in WB 206/207. ASSA will be considering the textbook policy. There are 5 proposals that will be considered that are already drafted. Please come or send a representative from your college.

Meeting adjourned 4:36 pm

**Next Meeting: Faculty Senate, DECEMBER 7, 2017 at 3:00 pm WB206-207**