



**EXECUTIVE COMMITTEE AGENDA SETTING MINUTES**

Thursday, February 27, 2020

**2 pm, MA Boardroom**

*Click on links to review items*

Present: Aaron Ashley, Wendy Fox-Kirk for Doris Geide-Stevenson, Ed Hahn, Tim Herzog, Casey Neville, Blake Nielson, Sheryl Rushton, Barb Wachocki, Catherine Zublin, Madonne Miner, Brad Mortensen, Patti Glover

1. Approval of [February 6, 2020](#) meeting minutes as circulated.
2. Curriculum - John Cavitt  
Curriculum [Justifications](#) for Curriculum Agenda [EC Feb 27, 2020](#)

**Gen Ed**

Gen Ed ART - 1110 - Drawing I Dianna Huxhold  
Gen Ed ART - 2450 - Foundations of Photography: Color/Digital Josh Winegar  
Gen Ed Att. Del. FL - 2851 - Study Abroad John Trimble  
Gen Ed Att. Del. THEA - 1053 - Introduction to Technical Production Jenny Kokai  
Gen Ed Att. Del. THEA - 3323 - History and Literature of Contemporary Theatre Jenny Kokai

**Education**

New Course MED - 6370 - International and Comparative Education: Case Studies Sheryl Rushton

**Health Professions**

**Nursing**

Course Deletion NRSNG - 6900 - Social Epidemiology, Global Health Issues and Cultural Competency Deborah Judd  
New Course NRSNG - 6270 - Mental Health for Primary Care Deborah Judd  
Program Changes- Doctor of Nursing Practice-Family Nurse Practitioner (DNP-FNP) Deborah Judd  
Course Deletion NRSNG - 6920 - Evidence Based Practice II Deborah Judd

**PA Program**

New course and program will be brought back to UCC next month with suggested additions.

Next month UCC should be completing charges and bringing them to Senate as information items.

3. Gen Ed [WSU Courses](#) & [Program Data](#) - Molly Sween  
Multiple measures from a variety of stakeholders, students and faculty were gathered and examined. The cost benefit of the program was reviewed. The students' enrollment in WSU courses reflect the WSU student body overall and show a broad engagement. Students enroll in Gen Ed WSU courses proportionally from all colleges. Course enrollments are increasing, showing greater student interest. The program was designed to be small with only 6-8 course sections per year. This program makes innovative courses available to all students. The committee agreed that GEIAC should undertake a proposal to make this a permanent program.

DISCUSSION: The costs are covered by the Provost's office. Microbes Rule has been allowed to go up to 115 students as a hybrid. The committee voiced concerns with the large numbers of

students allowed in this class as it does not go according to the proposed guidelines. This was allowed because this is an experimental program. The committee emphasized that they want quality to be maintained and SCH's not to be impacted by the WSU courses.

4. [Acceptable Use Policy Changes](#) – Florian Stellet  
Clarifying language was added to PPM 10-2. A Personal Use Parameters section was added to addresses personal use of university resources. Generally users are authorized to use University IT Resources if their personal use is reasonable, responsible, aligned with good judgment, and subordinate to the primary purpose of the University
5. [Amazon Email Registrations](#) – Nancy Emenger  
Purchasing will be sending a letter out to inform all employees of the appropriate way to make work related Amazon purchases.
6. [Internship Program Attribute](#) - Robert Ameling  
A new internship attribute is being sought, (INT). The committee voiced concern that there is not a review process to keep the attribute. It was related to the committee that these are internship courses where that is the entire intent of the course. A list of courses that have been approved for the attribute needs to be attached to the Curriculog proposal before it continues in the approval process. This proposal will be routed to UCC before proceeding to Senate.
7. APAFT – Melissa NeVille-Norton
  - a. Charge 10 Dean's Survey (Info Item)  
APAFT was asked to evaluate the current dean's survey and see if changes need to be made. The survey seems quite long, questions doesn't seem to be targeting the right groups (asking faculty to respond about questions regarding donors) and the phrasing of questions seems to cover multiple areas with only one answer. APAFT believes the survey needs to be changed. Current PPM language requires a task force to change the survey. This item is going back to APAFT to address the language in PPM requiring a task force, it seems that an ad hoc committee may work just as well.
  - b. Charge 13 [Stewart Library PPM 8-11](#)  
The change to the PPM says that the Library doesn't have enough eligible faculty to have both department and college level committees so there will not be a department-level evaluation for tenure review.
  - c. Charge 2,3,4,7 [Autobiographical Form Changes](#) & [PPM 8-11](#),  
Qualitative and numerical data language were removed from the form. Changes were made to the autobiographical form to refer faculty to their college document for the type of data that needs to be included in the Student Evaluation section of the form. Also a question regarding how evaluations are used to improve teaching was added
  - d. Autobiographical Review Process [PPM 8-12](#)  
The Dated Guidelines have been edited to reflect the proposed changes to the Autobiographical Form. Letters will be in the Dean's office, they don't have to be added to the electronic file. APAFT feels Canvas is a decent instrument to use for these files at this time. There was discussion on EC regarding the fact that Canvas is paid for based on the number of full-time equivalent students.

The admins that are managing these files feel somewhat burdened by this new responsibility. The fact that they don't use Canvas regularly could lead to errors like having

teacher access instead of view access.

- e. Charge 12 Autobiographical Review Frequency [PPM 8-13](#)  
Added to the PPM that the autobiographical form be reviewed at least every three years.
- f. Charge 11 [Digital Workflow Processes & Dated Guidelines](#) (addressed in d. above)
- g. Charge 6 [Student Evaluation of Faculty Instrument](#)
  - i. The focus of this instrument is on student accountability, student learning experience and faculty professionalism. The tool was forwarded to APAFT, deans and chairs who forwarded to additional faculty. All these have been supportive of this instrument. This evaluation is the minimum number of questions, colleges are allowed to add more.
  - ii. How this instrument impacts instructors and adjuncts regarding potential raises and promotions needs to be addressed in the future by APAFT
  - iii. The task force needs another year to finish this, which they are willing to do. This new evaluation and process will bring culture shift with how evaluations are used for tenure and promotion. It was recommended by EC that this information be disseminated in Senate and Academic Affairs newsletters, Catherine Zublin's tenure training, college meetings, and at Dean's Council. This will go to senate as an information item about the summer pilot.

8. [Ad hoc assessment committee](#) - Gail Niklason

This is a request for the establishment of an ad-hoc assessment committee for the 2020/21 academic year. The structure for Gen Ed reviews and Program Reviews have been positive and well received by those being reviewed. This was a part of the TLA program review and would separate TL from A. There was discussion on the potential ways to form the committee. This coming year the biennial program reports would be reviewed by this committee and program review would continue to be done by EC. Formulating the committee like SERTS was with 12 members, 8 with two year terms and 4 with a one-year term. The thought that only programs that have large problems be reviewed by EC. This will go to Senate to approve the forming of an ad hoc committee.

9. Ombuds Report – Gary Johnson

A review of the past academic year was given. Gary has addressed a variety of cases and referred others to various agencies for help. The Ombuds has been representing adjuncts. Two adjunct issues arose, only about 10% of time was spent on the adjunct issues. Funding was promised for the Ombuds certification by the president.

10. FGA Award - Patti Glover

The awardee has been selected and the award will be presented at the April Senate meeting.

11. [Board of Trustees Presentation](#) updates – In March Stewart Library representatives, Shaun Adamson & Wendy Holiday will be presenting on Student Learning and Academic Success. May's presentation from Stephanie Wolfe of SBS will be on her Rwanda Research. Education needs to finalize their May presentation.

12. 20-21 Executive Committee Members

<u>Name</u>	<u>College</u>	<u>Department</u>
Call, Christy Ann	Arts & Humanities	English
Fox Kirk, Wendy	Business & Economics	Business Administration
Rushton, Sheryl	Education	Teacher Education

Valle, Hugo  
Neville, Casey W  
Hahn, Edward  
Herzog, Timothy  
Wachocki, Barbara  
Ollilainen, Marjukka

Engineer Appld Sci Tech  
Health Professions  
Library  
Science  
Science  
Social & Behavioral Science

School of Computing  
Radiologic Sciences  
Library  
Chemistry and Biochemistry  
Botany  
Sociology & Anthropology

Adjourned at 4:55 pm