



Thursday, April 2, 2020  
2 pm, Zoom

***Approved Minutes***

**EXECUTIVE COMMITTEE AGENDA SETTING MEETING**  
**Minutes**

*Click on links to review items*

Present: Aaron Ashley, Doris Geide-Stevenson, Ed Hahn, Tim Herzog, Casey Neville, Blake Nielson, Sheryl Rushton, Barb Wachocki, Catherine Zublin, Ravi Krovi, Brad Mortensen, Patti Glover

Guests: Brent Horn, Melissa NeVille-Norton, John Cavitt, Shannon McGillivray, Alice Mulder, Valerie Herzog, Stephanie Hollist, Michelle Paustenbaugh

1. Approval of [February 27, 2020](#) meeting minutes
2. SERTS Update - Brent Horn, Chair  
The first half of the year committee members went to committees to gather information, so only about half of the year was really spent doing the SERTS committee work. SBS & A&H have generated advising plans. The advising PPM hasn't been completed because SERTS is still awaiting input. This will probably need to remain a charge for next year. Faculty have been involved in most SSSC subcommittees and SERTS is trying to determine just how involved faculty have been in those subcommittees. They are hoping for additional information regarding STARFISH to share with Senate to inform actions that need to be taken.
3. ARCC Update - Shannon McGillivray, Chair  
Grants will be reviewed and awarded next Thursday. It looks like there may be enough money to fund most if not all of the requests. Technology needs have changed very quickly in the last couple months. IT met to try to assess the needs of faculty, Shannon feels like they are doing a good job, especially in light of all the changes of the past couple weeks. Other goals haven't been as successful as she would like. She had difficulty getting the necessary information from committee members regarding faculty technology needs within their college. The ARCC update to Senate will be done in September.
4. EIC Update - Alice Mulder, Co- Chair  
This is the first year of the SUS attribute being assigned to classes. There were 24 classes in 6 colleges that offered courses in fall (3 of them had all sections with SUS). The committee continues to receive new requests for the SUS attribute. Work has been started on a procurement policy, the state seems to be working on this as well so they are awaiting what is happening on state level before moving forward. The green department has spearheaded mailings going out electronically instead of on paper. There have been a variety of events that

EIC has supported throughout the year having to do with sustainability. There is work being done on the following projects: 1) teaching sustainability on a Canvas platform, 2) making a sustainability track through Gen Ed, 3) trying to get additional connections to the transit line which is coming to campus, 4) looking at waste and recycling options with Ogden City.

5. [Graduate Admissions](#) PPM 11-1, XIV - Valerie Herzog, Chair

PPM changes to PPM 11-1, XIV, This section of the PPM does not reflect current or past practice regarding how Graduate Council has handled admissions exceptions. They propose updating the PPM to reflect how Graduate Council has been handling admissions exceptions for 5+ years. Graduate Council still desires to have exceptions to admissions allowed, but they reserve the right to respond to any individual programs who, for more than three consecutive semesters, admit greater than five percent of candidates who do not meet the common graduate admissions standards.

6. Release Time for APAFT Chair – Executive Committee recommended and the Provost's Office agreed that the APAFT chair should have have a 3 credit release for 20-21. This is due to the heavy load that was carried in 19-20 and is expected to go forward into 20-21.

7. APAFT - Melissa Neville-Norton, Chair

a. Publication of Newly Approved [Autobiographical Form](#) and Dated Guidelines on the Provost's website

- i. APAFT desires mass communication to the tenured faculty of the newly approved Autobiographical Form and Dated Guidelines. They would like to get it out to deans and faculty as quickly as possible and would like it posted on the provost website and in the academic affairs and faculty senate newsletters. Catherine & Valerie will plan to include this in the workshop that they each give regarding the tenure process. Tenure and promotion guidance was given at the new faculty retreat in the past but has not been included in recent years.
- ii. Need a clarifying statement that people can use the old document if they are already using it, but all new tenure and promotion submissions should be made using their new form.
- iii. Would like dated guidelines to be put along with the autobiographical on the provost's website so it is more easily located.
- iv. Dated guidelines are going through normal approvals

- b. APAFT will be working with RC Callahan to make a template in Canvas based on the new autobiographical form. Ravi suggested that there be one format for all colleges with all things that have to be submitted regarding tenure and promotion so that there is a familiar feel to every submission.

8. Dean's Survey Discussion

APAFT agreed with updating the language in the PPM to allow an ad hoc committee to revise

the dean's survey. An APAFT subcommittee will be addressing this next year.

9. Instructor Career Ladder and accompanying salary increase

There is a need to look at the evaluation process for instructors. APAFT is looking at formatting it similar to T&P. The budget portion of this needs to be addressed by SBBFP. No salary bump amount has been approved at this point. Ravi mentioned there are many moving parts in this, Faculty Senate, President's Council and deans need to be looking at this holistically. How APAFT should proceed can be looked at when charges are considered.

10. [COVID-19 Tenure & Promotion Guidelines](#)

The APAFT committee recommends that the Ranking Tenure Evaluation Committees and administration take into consideration how COVID-19 may have impacted faculty in teaching, scholarship, and service. They also acknowledge that faculty end-of-semester student evaluations may be deleteriously affected. With this in mind, the APAFT committee recommends that Ranking Tenure Evaluation Committees and administrators apply the guidelines for Spring and Summer Semesters, 2020 as proposed. APAFT will reconvene fall semester 2020 to review and consider extending these guidelines for future semesters if needed.

APAFT recommends allowing faculty to choose whether or not to include student evaluations for spring and summer 2020. Faculty can choose to request extension of their tenure review period. It is believed that this allowance can help dispel faculty concerns over tenure and promotion. This will be voted on at Senate. Melissa will coordinate the dissemination to faculty.

11. Student Evaluation Instrument is being postponed until fall because of the COVID issues

12. Curriculum – John Cavitt – see full list on last page, all items will proceed to senate

13. [Policy on Policies](#) - Stephanie Hollist [Overview Chart](#)

Many other schools already have a policy on policies, this is new for Weber. We are already doing much of what others are doing, now we need to make it a bit more clear, organized, and accessible. An executive summary and routing sheet are being formulated for policies. The legal office is working on an RFP to have a cleaner, more uniform format for all to use.

The Policy Review Process chart was reviewed. Anyone can propose or change a policy through a policy sponsor (president or vice-president). Faculty Senate, Staff Advisory and WSUSA are provided notice of every policy proposal and have opportunity to provide feedback for 45 days. Then faculty, staff and student have 7 calendar days to review. After that it goes to President/PC and then to Board of Trustees. Emergency guidelines are also spelled out. Exceptions to the 45 day review are addressed in section 4.5.4. The time frame will be suspended last day of spring and restarted first day of fall.

Stephanie would like EC look at this policy again in fall and then bring it to Senate. The correct numbering format is still being determined. They are doing benchmarking of this currently, please send any ideas.

14. ASSA [PPM 6-22,IV](#) Classroom Recording - Michelle Paustenbaugh, Chair

This policy clarifies how students must seek permission to make still and video/audio recordings of WSU nonpublic events such as classes. It also clarifies that if permission is granted, how the recordings may be used and disseminated by the student. Recordings are only for personal use unless declared in writing by faculty that they can be used in a different manner. If a violation of this section happens students may be subject to disciplinary action. Stephanie will share the language regarding disciplinary action with Michelle and Patti to update the policy. The task force that worked on this proposal had membership from every college on campus.

15. [Credit/No Credit Options](#) - Doris Geide-Stevenson  
Presented CR/NC Dean's Council Discussion and Decision

Students are nervous because of multiple COVID issues. There is an overwhelming desire to make classes pass/fail from students, and some faculty as well. There is currently a credit/no credit option available to students. To make a credit grade count toward a major, minor or Gen Ed a policy change has to be made. This would be a change to PPM 4-19. A credit grade is equivalent of a C-. There is a way to make a credit grade equal something different according to the registrar's office, but it is done on a college basis, there is some concern with fairness with this manner. The Regent's policy shows an ability to transfer credit grades within the state. Per the registrar the grade may be transferrable, but it is difficult to apply. Also, letter grades are extremely important to some majors. If a student chooses CR/NC the letter grade that it replaced will be kept by the registrar's office. If this policy is adopted it would change the number of CR/NC that are allowed by the current policy. It should be noted that currently CR/NC can be changed back to a letter grade by petition. CR/NC will not apply automatically in cat tracks, it will have to be manually overridden. SC grades are another option, these do automatically meet requirements in Cat Tracks. This document will be taken to Senate.

16. Administrative Update for Senate - Brad Mortensen

17. Faculty Senate items

- a. Certificates
- b. Faculty Governance Award
- c. [20-21 Committee Approval](#)
- d. Vote for FBR committee members
- e. Program Discontinuance [Health Administration Services](#)

### **Curriculum Proposals Reviewed in #11 above**

Botany

Course Deletion BTNY - 3403 - Environment Appreciation Bridget Hilbig

## Zoology

New Course ZOO - 3820 - Biology of Cancer Ronald Meyers  
z Course Revision ZOO - 1110 - Principles of Zoology Ronald Meyers  
z Course Revision ZOO - 2220 - Diversity of Animals Ronald Meyers  
z Program Changes Zoology (BS) Ronald Meyers

## Math

New Course MATH - 2925 - Mathematics Monday Sandra Fital-Akelbek  
New Course MATH - 4925 - Problems, Journals, and Research in Mathematics Sandra Fital-Akelbek

## Social & Behavioral Science

### Sociology and Anthropology

New Course ANTH - 3150 - Archaeology of the Great Basin David Yoder  
New Course ANTH - 4150 - Technical Skills in Anthropology David Yoder

### Criminal Justice

New Course CJ - 4400 - Sex Crimes Monica Williams

## Education

### Child and Family Studies

New Course CHF - 3700 - Family Life Education and Sexuality Mark Adams  
New Course CHF - 3810 - Organization and Leadership of Non-profit Family Services Mark Adams  
New Course CHF - 4275 - Family Life Education Coaching Mark Adams  
New Course CHF - 4350 - Religiosity and Family Life Education Paul Schvaneveldt

### Health, Physical Education, and Recreation

New Program Outdoor Leadership Cass Morgan  
New Course OCRE - 2860 - Outdoor Leadership Practicum Cass Morgan  
New Course REC - 1307 - Avalanche I Cass Morgan  
New Course REC - 1313 - Swiftwater Rescue Cass Morgan  
New Course REC - 1535 - Leave No Trace Trainer Cass Morgan

## Health Professions

### Health Administrative Services

New Program Master's of Physician Assistant Studies Sandy Stennett  
New Course MPAS - 6001 - Professional Development I Sandy Stennett  
New Course MPAS - 6002 - Professional Development 2 Sandy Stennett  
New Course MPAS - 6003 - Professional Development 3 Sandy Stennett  
New Course MPAS - 6010 - Mechanisms of Health and Disease Sandy Stennett  
New Course MPAS - 6020 - Introduction to History and Physical Sandy Stennett  
New Course MPAS - 6030 - Introduction to Clinical Pharmacology Sandy Stennett  
New Course MPAS - 6040 - Introduction to Medical Diagnostics Sandy Stennett  
New Course MPAS - 6050 - Evidence-Based Practice 1 Sandy Stennett  
New Course MPAS - 6051 - Evidence-Based Practice 2 Sandy Stennett

New Course MPAS - 6060 - Eyes, Ears, Nose, and Throat Sandy Stennett  
New Course MPAS - 6070 - Dermatology Sandy Stennett  
New Course MPAS - 6080 - Infectious Disease Sandy Stennett  
New Course MPAS - 6100 - Hematology/Oncology Sandy Stennett  
New Course MPAS - 6101 - Clinical Integration 1 Sandy Stennett  
New Course MPAS - 6102 - Clinical Integration 2 Sandy Stennett  
New Course MPAS - 6103 - Clinical Integration 3 Sandy Stennett  
New Course MPAS - 6110 - Pulmonology Sandy Stennett  
New Course MPAS - 6120 - Genitourinary (Nephrology/Urology) Sandy Stennett  
New Course MPAS - 6130 - Endocrinology Sandy Stennett  
New Course MPAS - 6140 - Obstetrics and Gynecology Sandy Stennett  
New Course MPAS - 6150 - Musculoskeletal Disorders 1 Sandy Stennett  
New Course MPAS - 6170 - Neurology Sandy Stennett  
New Course MPAS - 6180 - Cardiovascular Medicine Sandy Stennett  
New Course MPAS - 6190 - Gastroenterology Sandy Stennett  
New Course MPAS - 6200 - Musculoskeletal Disorders 2 Sandy Stennett  
New Course MPAS - 6210 - Psychiatry Sandy Stennett  
New Course MPAS - 6500 - Preceptorship 1 Sandy Stennett  
New Course MPAS - 6510 - Preceptorship 2 Sandy Stennett  
New Course MPAS - 6520 - Preceptorship 3 Sandy Stennett

#### Program Attributes

Program Attribute Request Internship - INT Robert Ameling

Program Attribute Request Proposal for Course-based Research Attribute – CRE Bridget Hilbig

### **THE PROPOSALS BELOW ARE INFORMATION ITEMS NOT REQUIRING SENATE APPROVAL**

#### Subcommittee Proposals

PPM Changes [CPPM 4.7 - Substantive Course Proposal Form](#) Darcy Carter

PPM Changes [CPPM 5.9 - Approval Process for Curriculum Proposals](#) Darcy Carter

PPM Changes [CPPM 6.6 - Course Numbering System](#) Darcy Carter

PPM Changes [CPPM 8 - Experimental Courses](#) Darcy Carter

PPM Changes [CPPM Section 2, New 1.2 - Non-course Requirements](#) Darcy Carter

PPM Changes [CPPM 5.10 Bachelor of Integrated Studies \(BIS\) Emphasis Approval](#) Cora Neal

Meeting Adjourned 4:40pm