



Thursday, February 29, 2024  
2 pm, MA 211K

**EXECUTIVE COMMITTEE AGENDA SETTING MEETING**

*Click on links to review items*

Present: Jason Francis, Christie O'Neil, Jennifer Anderson, Ryan Cain, Michele Culumber, Dustin Birch (substitute), Marjukka Ollilainen, Ryan Ridge, Mary Beth Willard, Ravi Krovi, Brad Mortensen, Belinda McElheny

Excused: Mary Foss (sabbatical), Amy Buckway,

Guest: Carrie Jeffrey, Ray Ruiz, Jaylynn Gold, Melissa Neville-Norton & Cori Horne

1. Approval of [February 1, 2024](#) meeting minutes

Motion to approve: Ryan Ridge

Second: Justin Burr

Outcome: Unanimous

2. Curriculum -Carrie Jeffrey (see bottom of page)

Curriculog Agenda [EC Feb 29, 2024](#)

Removed AS in Education due to was not completed. No real issues with Curriculum. Context on the Exercise and Sports science minor. It went all the way through on substantive form but should have been on form 2.1. It is currently in an email vote from UCC for a review.

Motion to rely on previous approval: Marjukka Ollianen

Second: Ryan Cain

Outcome: Unanimous

Motion to approve curriculum: Jennifer Anderson

Second: Mary Beth Willard

Outcome: Unanimous

3. SAC agenda items - Ray Ruiz

Nothing to share

**Action Items:**

4. APAFT updates and proposals- Jaylynn Gold

- a. [APAFT 8-13](#) - Maintenance of Professional File

This was reviewed and changed to clarify that people may use digital or paper. Towards the end changed the signature piece to only be available on paper. Discussion on the campus course management system.

Motion to approve: Marjukka Ollilainen  
Second: Mary Beth Willard  
Outcome: Unanimous

b. [APAFT 9-11](#) - PPM 9-11 Informal Procedures and the Informal

The current ppm states that the accuser has to take it to administration and if nothing is being done then the accuser would have to take it to FBR. This revision will put it back on the administrator to move forward with the complaint. Took out due process officers on 9-11 because it belongs on 9-12. Explains differences between formal and informal. Discussion on what has been done, such as changing labels of accuser to complainant. Changed the title to a process, created a path, made wording changes and added language that states that it can result in disciplinary actions, refers to where OEO is responsible. Faculty can still request a formal review if the faculty does not agree. The department chair remains a responsible administrator, but if it is disciplinary then it will move up to the dean level.

Recommended to make a flowchart to share with the Faculty Senate.

Motion to approve 9-11: Ryan ridge  
Second: Marjukka Ollilainen  
Outcome: Unanimous

c. [APAFT 9-14](#) - Standards for Review and Disciplinary Actions

The addition of adding all of the policies to the top of the policy. Added Disciplinary section to clarify it. Added more information about interim leave without pay. Removed resignation becomes it does not fit in this section, resignation is voluntary. Discussion on how the policy was reformatted.

Motion to approve: Marjukka Ollilainen  
Second: Mary Beth Willard  
Outcome: Unanimous

d. [Qualtrics Survey Results on Canvas](#)

This was a charge to survey the faculty to determine the satisfaction of faculty with Canvas use of tenure and promotion needs. Discussion on the results. Discussion on the template request that can help with how the documents are viewed. Discussion on the comments from the survey. Privacy was a concern.

Motion to approve: Chistine O'Neal  
Second: Mary Beth Willard  
Outcome: Unanimous

e. [APAFT charge 7 summary](#)

Charge 7 is to review ppm 8-11 in regards to movement to promotion to full professor. Recommendation from APAFT was to make no changes. Discussion on the service component. Subcommittee did some benchmarking with peer institutions and they were different at each university.

Motion to approve: Ryan Ridge  
Second: Justin Burr  
Outcome: Unanimous

5. SBBFP third member for the Salary negotiation team-Jason Francis
  - a. Fon Brown has been nominated

Discussion needs to approve the subcommittee that goes for the salary discussion.

Motion to approve: Jennifer Anderson  
Second: Justin Burr  
Outcome: Unanimous

6. Office of Graduate Studies - Melissa Neville-Norton & Cori Horne

- a. [PPM 11-1](#)

As we go through the PPM and some changes are made to align with USHE/Regents. There is additional information that shows requirements and shows minimum standards, GPA, adding requirements for certificates, and minimum credits at WSU. There is some course leveling language that was just wordsmithing. Aligns the 5000 level with Regents. Will revisit this once the legislature makes changes. Clarifies the different levels between post bacc and post masters degrees. Qualifications for faculty teaching graduate work have been clarified. Once this gets approved the process will be looked at again after about a year.

Motion to approve pending legals approval: Christine O'Neal  
Second: Ryan Ridge  
Outcome: Unanimous

- b. new curriculum cycle and academic catalog processes

There is a new endorsement process for the new graduate programs. This will be prior to the regular review process. This will bring graduate curriculum review processes to align with the curriculum process. All processes will be at the end of January. Would like to start raising the visibility of graduate programs and it will be added as its own section in the catalog.

Motion to approve: Marjukka Ollilainen  
Second: Michele Culumber  
Outcome: Unanimous

**Informational:**

7. Adjunct FS voting- Belinda McElheny

- a. Changing start date to align better with the FS voting for regular faculty

Would like to move the adjunct voting closer to the faculty election. Will do it in smaller steps.

8. Equity Self Study- Jason Francis

Discussion on if the Faculty Senate is not a unit or college. Went through the document and looked at what the definition is for the policy section. It is not related to the Executive Committee.

9. New Executive Committee

Announced names of new Executive Committee members.

10. Faculty Governance Award

Will make a box folder available for the executive committee to review the nominations and then vote on in the March 21 meeting.

11. Program discontinuances are moving forward with no request for a review.

**Curriculum:**

<b>Proposal Type</b>	<b>Proposal Name</b>	<b>Presenter</b>	<b>Comments</b>
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**Social & Behavioral Science**

**Sociology & Anthropology**

New Course	SOC - 2660 - Data Visualization	Rob Reynolds	
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**Education**

**Department of Teacher Education**

<del>Program Changes</del>	<del>Education (AS)</del>	<del>Angie Collinwood</del>	
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**General Education**

**School of Performing Arts**

Gen Ed Attribute	MUSC - 1036 - Experiencing Latin American Music	Deborah Uman	
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**Arts & Humanities**

**School of Performing Arts**

New Course	MUSC - 1036 - Experiencing Latin American Music	Deborah Uman	
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**Department of World Languages & Cultures**

New Program	Certificate of Proficiency in Korean	Youn Soo Kim Goldstein	
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**Science**

**Department of Botany and Plant Ecology**

New Course	BTNY - 3224 - Plant Morphology	Bridget Hilbig	
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New Course	BTNY - 3420 - Wildland Fire Ecology	Heather Root	
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Program Changes	Botany (BS)		
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**Department of Earth and Environmental Sciences**

Course Revision	GEO - 3150 - Geomorphology	Nicolas Perez Consuegra	
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**Developmental Mathematics Program**

New Course	MATH - 0940 - Math Foundations	Kathryn Van Wagoner	
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### **Department of Microbiology**

Program Changes      Microbiology (BIS)      Daniel Clark  
Program Changes      Microbiology (BS), Industrial Microbiology and Biotechnology Emphasis  
  
Program Changes      Microbiology (BS), Medical Microbiology Emphasis  
Program Changes      Microbiology (BS), Microbiology Major Emphasis  
Program Changes      Microbiology Minor

### **College of Science Interdisciplinary Programs**

New Course              ENVS - 4890 - Environmental Science Internship      Carie Frantz  
Program Changes      Environmental Science (BS)

### **Education**

New program              Exercise and Sport Science (Minor)              Saori Hanaki  
(proposal was approved on wrong form and is being moved through the steps on the right form)

As May arise:

Ravi Krovi explained that while reviewing 8-7 there were some comments from stakeholders, one request to change the length of contract for senior instructors, made the change to max of 5 years, this will give more stability to the senior instructors, there were comments about the process was tedious, removed constraints on the review process, there were some questions on rank for instructors, and decided it was beyond the scope of the charge. Discussion on the length of time in position of six years and if it's consecutive. Also discussed the changes to applicable policies. Double checked policies that were removed from reference.

Motion to approve bringing back to senate: Mary Beth Willard  
Second: Christine O'Neil  
Outcome: One abstention

Proposal was to move fall break in 2026 to allow for Homecoming on October 16. Suggestion to check when the school districts will have their fall break. Also check with the student senate.

General education question when the change happens everyone will have to reapply for the attribute. Will probably stick to the 1000-2000 level. Fall of 2025 it will be live. If you qualify now you will probably qualify again.

The textbook people came to EC last month and decided they were not coming to the senate they would go to ASSA. Email from the chair was sent that it would need to come to the senate in the April meeting. Feels that it needs to come to the senate.

Administrative Update for FS- Mark Halverson

Adjourned at 4:40 pm