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## Faculty Senate Executive Committee Meeting Minutes for August 18th, 2003

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## **Faculty Senate Executive Committee Meeting Minutes for August 18<sup>th</sup>, 2003**

### **Attendance:**

Senators:	Kevin Kesler (0930)	Chris Coray (2861)	Janis Boettinger (4026)
	Kevin Doyle (4025)	Dean Miner (801-370-8469)	Bruce Miller (2232)
	Carol Kochan (2676)	Tom Kent (1189)	Marv Halling (3179)
	Dale Blahna (2544)	Ed Heath (3306)	
Presenters:	Joyce Kinkead (1706)	David Cowley (1141)	Clark England (1810)
Administration:	Stan Albrecht (1167)	Kermit Hall (1157)	
Excused:	Vance Grange (2702)		

### **Call to Order**

Kevin Kesler called the meeting to order at 3:04 pm.

### **Minutes:**

Carol Kochan moved to accept the minutes of April 14th. The motion, seconded by Dean Miner, was passed.

### **Committee Reports:**

#### UPRPC/Space Management Report

Dave Cowley presented the highlights of the UPRPC Committee meetings, who deal with major physical changes on USU campus. He reviewed the Capital Improvement list which was approved for funding in the legislative session of 2003, and the Capital Development list, which will come forward in the legislative session of 2004. He then explained some of the challenges the Space Management Committee is dealing with, one of which is the relocation of the faculty and staff from the library and neighboring computer center. Bruce Miller moved to place the UPRPC/Space Management Report to the Consent Agenda. The motion, seconded by Carol Kochan, was passed.

#### EPC Business

Joyce Kinkead presented the two agenda items for EPC Business conducted at the end of the previous school year. She also reviewed the proceedings of the Academic Standards Subcommittee. Janis Boettinger moved to place EPC Business on the Consent Agenda. Then motion, seconded by Dale Blahna, was passed.

#### EPC Annual Report

Joyce Kinkead then presented the EPC Annual Report. She briefly introduced and explained the EPC organization. A few of the proceedings of last years EPC meetings were covered, including the Engineering programs suspension, the moratorium, academic standards, and student probation and suspension policies. The Curriculum Subcommittee is in the process of creating a curriculum handbook. Janis Boettinger moved to place EPC Annual Report on the Consent Agenda. Discussion continued on whether parts of the report should actually be presented in the Senate Meeting. Janis amended her motion to place a part of the report, in the Announcements segment. The motion, seconded by Carol Kochan, was passed.

#### Graduate Council Report

Tom Kent presented the Graduate Council report. He reviewed some of the initiatives of the Graduate School, such as doctoral enrollment enhancing recruitment efforts on the doctorate level, and not cutting student aid. He discussed the ongoing problem with stipends, and one consideration is to try to help with tuition remission on the masters level. One major concern is our low position in relation to peer institutions. Dale Blahna moved to place the Graduate Council Report on the Consent Agenda. After some discussion the motion was amended to include a brief report on the Graduate Program to be presented after Joyce Kinkead's report on the Undergraduate Program. The motion, seconded by Janis Boettinger, was passed.

### **Key Issues and Action Items:**

#### Hiring Policy

Clark England discussed the recent changes to the Hiring Policy, the process of making changes and how the changes will effect the hiring procedure. One change will be instead of using an advertising request to open a position, there will be a formal request to open a position. The AAEO office is recommending a new form that must be approved by the Provost Office called the request to extend a preliminary offer. Open positions that are academically funded must also be approved by the Provost. Bruce Miller moved to place the Hiring Policy Changes on the Agenda as an Action Item. The motion, seconded by Dale Blahna, was passed. Sue Guenter-Schlesinger will present in Faculty Senate.

### Faculty Senate Policy Changes

Janis Boettinger reviewed the changes that need to take place in the policy manual regarding the Faculty Senate Executive Committee membership. It was decided that action on these changes had already been made, but not that they had not reached the policy manual. Reviewing last years minutes will reveal when action last happened, so it was decided that a review of last years minutes, followed with a renewed push of the changes through the proper channels to see the changes through to completion would need to take place.

### Honorary Degrees and Awards Resolution

Marv Halling explained that there are still two positions open on the Honorary Degrees and Awards Committee. This committee is not simply assigned members, they are nominated by the senate, narrowed down by a vote by the senate, then forwarded to the President for final selection. It was decided that an email nomination would take place before the senate meeting on September 8th, at which time, a vote for the three selected nominees would be forwarded to the President.

### Term Appointments

Kevin Kesler reviewed the issue with the non-renewal of term appointments for temporary faculty. Some faculty are hired to work on a specific project for a year, but based on the code they are entitled to work an additional year, even though funding may no longer exist for their position. Bruce Miller explained the difference between Term and Temporary, and that the problem maybe resolved by changing those effected from Term to Temporary. Kevin suggested creating an ad hoc committee to make final recommendations in policy changes regarding term vs. temporary appointments to be send to the Executive Committee. Janis Boettinger moved to create an ad hoc committee to look at the term vs. temporary appointment, and the need for change. The motion, seconded by Carol Kochan, was passed.

### Banner Committee

Kevin Kesler then talked about the need for three or four faculty members that need to serve on the Banner Committee. He then took suggestions. Tom Kent explained that a proposal exists among the department heads regarding these changes. The majority of the Executive Committee was not aware of this proposal, and Chris Coray proposed that any changes made in the Department Heads meeting, needs to be revealed to the faculty as soon as possible. Carol Kochan seconded, and the motion passed.

### **University Business**

President Kermit Hall gave the current University Business. Items covered include the budget proposal, and the aim of administration to generate salary increases. Administration is also working with ASUSU on tuition issues, financial dealings with the Library, and athletic issues. The search for the Vice President for Administrative Services is underway. Joyce Kinkad reported on the incoming student body, particularly the 2600 Freshmen. She also discussed the results of the purge. Stan Albrecht then discussed the newly hired faculty, and their upcoming orientation. Also, he discussed the plans for hiring several more from Tier II tuition funds. Administration is planning on implementing changes in the Department Head system, and working on the course fee issue. As a final note, President Hall stressed the importance to understand that the students are critical to USU's future. We need to keep delivering to their needs.

### **Adjourn:**

Dean Miner moved to adjourn, which was seconded by Tom Kent. The meeting adjourned at 4:56 pm.