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USU FACULTY SENATE EXECUTIVE COMMITTEE

MINUTES

November 19, 2007, 3:00 p.m.

Champ Hall Conference Room

Present: Doug Ramsey, Brian Atwater, Byron Burnham, Steve Burr, Daren Cornforth, Jake Gunther, Ed Heath, Pat Lambert, Flora Shrode, Vincent Wickwar, and Andi McCabe

Invited Guest: Lisa Berreau, Britt Fagerheim, Christie Fox, Gary Kiger, Steven Hanks, Will Popendorf, Sylvia Read

Doug Ramsey called the meeting to order at 3:00 p.m.

Approval of Minutes of October 22, 2007

Steve Burr motioned to approve the October 22, 2007 minutes. Brian Atwater seconded the motion; motion carried unanimously.

Announcements - Doug Ramsey

1. The Brown Bag Lunch with the President on December 5th is canceled.
2. Faculty Code Review Committee- John Kras is chair of this ad hoc committee and is committed to accomplish this task as fast as possible.
3. Attendance at the Faculty Forum was poor and less than last year. Doug Ramsey would like to discuss this further at the next Faculty Senate Executive Committee meeting.

University Business

1. Sydney Peterson announced the commencement ceremonies. The Graduate Commencement and Hooding Ceremony for master's and doctoral degree candidates is Friday, December 14, 1:30-3:30 p.m. in the Dee Glen Smith Spectrum. Assembly of candidates takes place at 12:30 p.m. in the Nelson Fieldhouse for the procession, which begins at 1:00 p.m.

The Undergraduate Commencement Ceremony is Saturday morning, December 15, 10:30 a.m. in the Dee Glen Smith Spectrum. Undergraduate students assemble in the Nelson Fieldhouse with their colleges no later than 9:30 a.m. Procession begins at 10:00 a.m.

Information Items

1. **Cultural Activities Report** – Dean Gary Kiger presented the Cultural Activities Council responsibilities as: 1) a clearing house for the arts at USU and in the community. The council suggests ways that the university and the Caine School of the Arts can most effectively market and publicize arts and cultural activities programming; 2) the council suggests ways that the university can fulfill its “land-grant mission” by working collaboratively with community arts and cultural groups. The university, largely through the Caine School of the Arts, works with community organizations such as Cache Valley Arts Council, the Utah Festival Opera Company, and the Chamber Music Society of Logan; and 3) the council suggests ways that arts and cultural programming on the university campus and in the community can enhance students’ educational experiences. They have been successful in collaborating with Ellen Eccles Presents and with the Chamber Music Society of Logan, for example, where visiting artists give master classes and guest lectures in public schools and in the college’s creative arts courses. The College of Humanities, Arts, & Social Sciences signed a compact plan codicil with the ASUSU arts and lectures program to work cooperatively to bring arts and cultural programming to USU.

One recommendation was for Dean Kiger to bring copies of the *Visiting Artists* brochure to the next Faculty Senate meeting and to make them available across campus.

Pat Lambert motioned to place the Cultural Activities Report on the Consent Agenda of the December 3, 2007 Faculty Senate meeting. Vince Wickwar seconded the motion; motion carried unanimously.

2. **Libraries Advisory Council Report** – Lisa Berreau explained that the role of the council is to advise the Vice Provost of Libraries on: 1) meeting the learning, instruction, and research needs of students, faculty and staff; 2) formulating library policies in relation to circulation, services, and the collection development of resources for instruction and research; and 3) interpreting the needs and policies of the libraries to the University. They also inform colleagues about changes in the library and give presentations to make those on campus aware of new resources that are available. They also provide feedback to members of the library staff on the strategic plan for the library and the outcome of the LibQUAL survey. They were involved in final discussions of the Library Dean search. Going into the new year, Lisa Berreau is stepping off the committee. The best success story is that librarians are going out to departments and meeting with other groups as part of committees. Each department has a library liaison, which can be found on their website.

Jake Gunther motioned to place the Libraries Advisory Council Report on the Consent agenda of the December 3, 2007 Faculty Senate meeting. Vince Wickwar seconded the motion, motion carried unanimously.

3. **Honors Program Annual Report** – Christie Fox reported that they have hired a new staff assistant in the office, which helps allow them time to get to know all of the students. The number of contracts have decreased in the report but that is due to a change in the accounting method. Another change is that they are awarding more scholarship dollars and they now have a study abroad scholarship, which will be an endowed scholarship. There are 155 faculty participating in the Honors program, which is 20% of all faculty on campus. Doug Ramsey asked what designates an honor course. Christie responded that the class must offer some sort of a bonus to the students.

Brian Atwater motioned to place the Honors Program Annual Report on the Consent agenda of the December 3, 2007 Faculty Senate meeting. Vince Wickwar seconded the motion, motion carried unanimously.

4. **EPC Annual Report** – Steven Hanks reported the major activities accomplished in the last year and some of the items they are currently involved in. The Board of Regents is in the process of rewriting the R401 policy that defines the manner in which proposals go forward. They will modify it so that the full proposal is submitted along with a 2-page executive summary for the Regent's review. ASUSU has had discussions with the Academic Standards committee on the cheating policy. A task force has been formed to look at the code, which may result in some recommendations for change. Bob Heal, chair of the DEED subcommittee, has suggested that, with the realignment of the Regional Campuses and Distance Education, it may not be necessary to maintain this subcommittee. They are deliberating on this and may come forward with a recommendation to dissolve the DEED subcommittee.

Pat Lambert motioned to place the EPC Report on the Consent Agenda item of the December 3, 2007 Faculty Senate meeting. Flora Shrode seconded the motion; motion carried unanimously.

5. **Committee on Committees Report** – Will Popendorf proposed Senate approval of the three Senate appointments to the new Faculty Diversity, Development and Equity Committee.

Brian Atwater motioned to place the Committee on Committees Report on the Consent Agenda item of the December 3, 2007 Faculty Senate meeting. Vince Wickwar seconded the motion; motion carried unanimously.

Key Issues and Action Items

1. **PRPC Items** – Britt Fagerheim
 - a. **Representation of Extension and RCDE on Faculty Senate (2nd reading)**
Britt stated that PRPC went through and changed all the representation with a blanket change of terminology. There were issues (stated at the end of PRPC's proposed changes document) that bring up some questions. The committee suggested that Provost Coward be at the Faculty Senate meeting to answer some of these questions. Doug Ramsey motioned to place this item on the Key Issues and Action Items of the December 3, 2007 Faculty Senate meeting. Pat Lambert seconded the motion; motion carried unanimously.
 - b. **Reasons for Non-Renewal (1st reading)**
Although Provost Coward was unable to attend today's meeting, he submitted some proposed changes for consideration. The committee wanted further clarification. Pat Lambert motioned to place this item on the Key Issues and Action Items agenda of the December 3, 2007 Faculty Senate meeting and to allow for clarification there. Jake Gunther seconded the motion; motion carried unanimously.

New Business

1. **Old Versions of the Faculty Code** – Doug Ramsey led discussion on who should maintain old versions of the Faculty Code. It was noted that the faculty code is part of university policies and no longer a document on its own and the policies are maintained by Human Resources. Byron Burnham motioned that Doug Ramsey talk to BrandE Faupell or the Provost about this. Steve Burr seconded the motion; motion passed unanimously. It was also suggested that the Faculty Senate Handbook be provided to special collections archives every year.
2. **Course Evaluation Form** – Sylvia Read was present to ask for consideration to change the Course Evaluation Form. A major issue with the current form is that the idea of what students have learned is not really addressed. One suggestion was for a committee to look at how other universities have incorporated how students evaluate their own learning experience and to revise the questions on our form. Doug Ramsey will talk to Chuck Hawkins before moving this to a full Senate discussion to find out if the Faculty Evaluation Committee is already addressing this.

Adjournment

Byron Burnham motioned to adjourn the meeting. Pat Lambert seconded the motion. The meeting adjourned at 4:30 p.m.