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**FACULTY SENATE EXECUTIVE COMMITTEE
MINUTES
DECEMBER 7, 2009
Champ Hall Conference Room**

Present: Ed Heath (Chair), Steve Burr, Maria Cordero, Nat Frazer (for Byron Burnham), Renee Galliher, Jerry Goodspeed, Kelly Kopp, Glenn McEvoy, Mike Parent, Flora Shrode, Darwin Sorensen, Nathan Straight, Dave Wallace, Vincent Wickwar, President Stand Albrecht (Ex-Officio), Provost Ray Coward (Ex-Officio), Joan Kleinke (Exec. Sec.), Marilyn Bloxham (Assistant) **Guests:** Chelise Elwood, Francine Johnson, Sydney Peterson, Larry Smith, Jill Thorngren.

Ed Heath called the meeting to order at 3:05 p.m.

Approval of Minutes

Vince Wickwar moved to approve the minutes of November 16, 2009. Motion was seconded by Steve Burr and passed unanimously.

University Business

President Albrecht began by asking if there were any follow-up questions from the Faculty Senate discussion last Monday. Regarding administrative reviews Provost Coward presented tables detailing when department heads were reviewed and/or will be reviewed. The information also included the number of faculty surveyed in relation to the reviews and how many faculty responded. He also presented a summary of current dean's reviews. For dean's reviews faculty participation is by random sample. In spring of 2010, the IDEA electronic form that is designed for evaluation of deans will probably be used here at USU. This form will allow for increased sampling since it is electronic.

The Governor's budget will be released December 11th, and indications are that it is education friendly, holding both public and higher education harmless from additional cuts. Whether this can be accomplished without raising taxes remains to be seen.

The President and Provost will be meeting with the Budget and Faculty Welfare Committee and will discuss planned strategies that can be considered if we are facing something other than what is in the Governor's budget.

The USU/CEU Memorandum of Understanding is out and can be seen at <http://www.usu.edu/ust/index.cfm?article=40996>.

Sydney Peterson asked that the Executive Committee and Senators remind faculty about Fall Commencement.

Announcements

The next Brown Bag Lunch with the President is Friday, January 22nd at noon in Champ Hall.

Information Items

Council on Teacher Education Report – Francine Johnson. The English as a Second Language Endorsement/Minor Program changes were approved. These changes help students differentiate between courses that are for elementary education and secondary education.

The History Teaching Major made changes to better enhance the success rate of their graduates on the practice content test, so they aligned courses with the content test.

The Department of Health, Physical Education and Recreation asked for the approval of their degree in Physical Education to be changed to Human Movement Sciences, this was approved.

The School of Teacher Education and Leadership added a specialization in Instructional Leadership to their Masters Degree. All teacher education programs will now require background checks as part of the admissions process.

Teacher Education programs will be going through their national review in November of 2011. The US Office of Education is now offering a financial aid opportunity in the TEACH Grant for students going into teaching areas that are considered high need, stipulations do apply to students receiving the grant. Student profiles show a decrease in the number of students admitted in Teacher Education program 2008-09. There was also a decrease in the number of students getting licensure. The pass rate for the Praxis Test was 93.3%. The placement rate for those seeking a teaching position was 88%.

Darwin Sorenson moved to place the report on the consent agenda, seconded by Jerry Goodspeed. Motion carried.

Scholarship Advisory Board Report – Chelise Elwood. Chelise is the new Scholarship Coordinator in the Financial Aid Office. The report is for the 2008-09 school year. There was a 1.18% increase in the number of recipients awarded and a 6.43% increase in the money awarded from the 2007-08 year.

Vince Wickwar moved to put the report on the consent agenda, seconded by Jerry Goodspeed. Motion carried.

New Business

EPC Items – Larry Smith. The EPC report was provided to the Executive Committee at the beginning of the meeting. Because of calendar conflicts there will be short turnaround times in January and March. Larry made a request to either skip the January EPC report to get back on the reporting cycle, or bring the reports late. After some discussion it was decided that waiting may disadvantage departments with degree program changes who need to get things through the Senate and the Board of Trustees in a timely manner. The Committee agreed to accept the late reports rather than miss the January meeting.

Curriculum Subcommittee – There were 80 requests for course actions. A request from the department of Family, Consumer and Human Development to offer a Master Degree in Marriage and Family Therapy was approved. Registrar John Mortensen made the committee aware that departments wanted some courses listed as inactive but do not delete from the catalog. These courses are currently published in the catalog with an imbedded note saying the course is inactive. Many students do not notice this comment. There was a recommendation to create a new section in the catalog called “inactive courses” where these would be listed so that there would be less confusion for students. The departments let the registrar know which courses need to be listed as inactive courses.

Academic Standards Subcommittee – They had a discussion on how to report repeated course grades, and there was no change in the policy. USU uses the most recent course grade rather than using the best course grade. There was a long discussion on how to calculate the current academic standing, go to the subcommittee website to look at their work. The outcome was to allow attempted credit hours in the calculation of academic standing rather than earned hours. The number of attempted hours that a student can use will be more than the earned hours. So students will have a greater opportunity to be in good standing and an opportunity to get greater warning if they are in trouble. The student will be allowed up to 36 attempted hours, and that includes withdrawals, rather than 30 earned hours.

General Education Subcommittee – Three general education courses were approved. There was a discussion about enrollment next year and the impact of budget and personnel reductions on seats in general education courses. The results of the faculty survey about the CIL exam are in, over 200 faculty responded. The Ad Hoc Committee will report a summary at the next General Education Subcommittee meeting.

Mike Parent moved to place this report on the consent agenda, seconded, motion carried.

Administrative Reviews – There was a question from Steve Burr to the Provost; was the information given on the evaluation of administrators intended to be shared at the next Faculty Senate Meeting? The Provost said he would be glad to present it or FSEC could share it, whatever is deemed appropriate is fine. It was suggested that Ed present the Provost's administrative review information.

There was some discussion of what was currently happening in the review process and clarification that the Kansas State University IDEA form was being used in the evaluation of department heads. It was suggested that Ed clarify with the Provost the intervals of evaluation of department heads. He was also asked to find out what the context/content would be for the comprehensive evaluations of the deans.

A motion was made by Renee Galliher to have Ed present the administrative review materials as an information item, seconded by Vince Wickwar. Motion carried.

Ad Hoc Committee Proposal. This committee is to be formed to deal with issues of non-adherence to the Faculty Code. The intent of such a review committee is to deal with issues of non-adherence prior to such issues needing to go to the grievance process since many of the violations are due to lack of knowledge or misinterpretation of the Code. A question was raised by Ed about whether or not establishing an ad hoc committee required codification. Mike Parent said that the Faculty Senate President has both the authority and responsibility to appoint an ad hoc committee as needed. The question was raised about codifying the committee, however, this would be a lengthy process. If the Senate wants it in place quickly, forming the Ad Hoc Committee would be the most expedient action. Mike Parent clarified that both processes could be done at the same time. Ed passed out a possible draft proposal for an ad hoc committee. Maria Cordero moved to accept the proposal as an action item, seconded by Steve Burr. The Executive Committee began a lengthy discussion, word-smithing the document, and clarifying issues related to the proposal. Numerous suggestions were made and it was decided to have Ed take the suggestions and email a new draft before it is placed on the agenda.

A motion was made and seconded to vote to include this proposal on the agenda after suggested changes from the email have been included. Motion carried.

Report from the Budget Advisory Committee. There have been questions about how to get the information from the Budget Advisory Committee out more widely. The most expeditious way would probably be to have Vince Wickwar and John Kras present a report to the Faculty Senate to discuss the procedures that were involved in the committee's process.

A motion was made and seconded to have John Kras and Vince Wickwar present a report as an information item. Motion carried.

Adjournment

The meeting adjourned at 4:48 p.m.

Minutes submitted by: Joan Kleinke, Faculty Senate Executive Secretary, 797-1776