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## Faculty Senate Executive Committee Minutes, April 11, 2011

Utah State University

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## **FACULTY SENATE EXECUTIVE COMMITTEE MINUTES**

**APRIL 11, 2011 3:00 P.M.**

**Champ Hall Conference Room**

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**Present:** Vincent Wickwar (Chair), Scott Bates (excused), Byron Burnham, Steve Burr, Lyle Holmgren, Doug Jackson-Smith, Glenn McEvoy (President-elect), Nick Morrison, Mike Parent, Flora Shrode, Nathan Straight (excused), Blake Tullis (excused), Dave Wallace, Ralph Whitesides, President Stan Albrecht (Ex-Officio), Provost Ray Coward (Ex-Officio), Ed Heath (Past President), Joan Kleinke (Exec. Sec.), Marilyn Bloxham (Assistant) **Guests:** Jennifer Duncan, Yolanda Flores-Neiman, Christopher Neale, Jordan Olsen, David Ottley.

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Vincent Wickwar called the meeting to order at 3:04 p.m.

### **Approval of Minutes**

Steve Burr made a motion to approve the minutes of March 21, 2011. Motion was seconded by Doug Jackson-Smith and passed unanimously.

### **University Business –President Albrecht and Provost Coward.**

President Albrecht updated the Executive Committee on the budget process. There will be no across the board raises. Salary increases will target extreme inequity, retention problems or exceptional merit. Deans will identify the individuals to receive increases and then the President will review the selections. This process must be completed by April 18, 2011.

The Presidents' office will be sending out the fourth in a series of emails to the campus community in the next couple of days. This email will contain a brief summary of issues that will be covered in the college presentations as well as an announcement of a health benefit dividend to be paid to all employees that were enrolled in the health insurance plan since July 1, 2010. A special payroll will be run before the end of April and payments of \$600 less appropriate IRS withholding will be paid to all eligible employees. This is possible because of lower than expected claims on our health insurance fund.

The search for the VP for Research and Dean of Graduate Studies continues. The final four candidates will be brought to campus beginning next week. All are external candidates.

### **Announcements**

The next Brown Bag Lunch will be Monday April 18, 2011. President Albrecht will not be able to attend that day, but Provost Coward will be there.

### **Information Items**

**AA/EO Code Change in Policy 300 – David Ottley.** David informed the FSEC committee that there are new laws in effect that affect policy 303, most changes are wording only. Glenn McEvoy noted several inconsistencies in the changes from the old to new codes and will discuss this with David at a later date. All mention of timetables have been removed from the code since all of these timetable dates are now included in the goal statements.

Ed Heath made a motion to place this item on the agenda as an information item and Nick Morrison seconded. The motion passed unanimously.

**Common Hour implementation – Jordan Olsen.** Options for implementation were previously discussed in prior meetings. Department heads and advisors were particularly concerned that the Common Hour would be too disruptive to the scheduling system. The new proposal is to implement the Common Hour on Wednesdays from 11:30 am to 1:00 pm. Classes currently taught on MWF from 11:30 am to 12:30 pm would be offered on MF from 11:30 am to 12:45 pm (100 classes' total). Afternoon classes on MWF would start on the hour, rather than the half-hour (400 classes' total, each to roll forward by 30 minutes). Classes that are over 90 minutes in length and use a specialty room (labs, studios, etc) or any class that is over 3 hours in length would be exempted from the Common Hour (54 classes total). Fewer than 20 classes would not be accommodated by the above implementation plan. These would be reviewed and individually relocated. These are primarily classes not currently on standard bell times. Glenn McEvoy congratulated the students on this recommendation saying it is far superior to the previous proposal and much better received. Dave Wallace indicated that two of his classes would be affected by this change and he would have to completely rework his lecture schedule to accommodate it. Provost Coward suggested that this would possibly be one of the courses exempted from the plan.

Mike Parent moved to place this item on the agenda as an information item and Ed Heath seconded. The motion passed unanimously.

**FDDE Annual Report – Jennifer Duncan.** Jennifer Duncan presented the FDDE Annual Report. The previously presented proposal has been withdrawn and the FDDE committee will work to refine it in the fall. Vince Wickwar suggested that the section of the report containing the proposal draft in progress be removed and only pages 1-28 and the hand out given out at the meeting be approved by the FSEC. A typical report to the committee report would consist of a summary and minutes of their meetings. The FSEC offered FDDE substantial feedback on what should be included.

Ed Heath moved to place the report on the consent agenda including the handout from the meeting with clarifications that was added and exclude the section in draft form. Glenn McEvoy seconded and the motion passed.

**Committee on Committees Annual Report – Glenn McEvoy.** Glenn presented an updated on the progress of senate elections and senate committee assignments. The College of Education is still looking to fill the FDDE position, CHaSS is looking for an FEC member and CNR is looking for a PRPC representative. RCDE needs a replacement for Nathan Straight and CEU needs 6 committee appointments.

Mike Parent moved to include the report on the consent agenda, Ed Heath seconded and the motion passed.

**Calendar Committee Report – Yolanda Flores-Niemann.** The Calendar Committee presented their final report. The recommendation brought forward for 2014-15 is to maintain the status quo, however it is recommended that the discussion that began this year be continued in the fall and the faculty and staff be surveyed regarding calendar changes in the future.

Glenn McEvoy moved to place this item on the consent agenda and Mike Parent seconded. The motion passed.

**Faculty Senate Motion Tracking – Joan Kleinke.** Motion tracking is up to date and posted on the Faculty Senate web site, <http://usu.edu/fsenate/>.

**Final Report of Ad Hoc USU-CEU Code Committee – Vince Wickwar.** It was decided that this item will be handled along with the second reading of the code changes.

## **New Business**

**EPC Items – Larry Smith.** Larry Smith reported EPC actions and activities for the months of March and April. The Curriculum subcommittee had 136 course actions taken. The Academic Standards sub-committee had 4 actions, including an increase in the minimum credits required for an Associates of Applied Science degree; this change was made to align with the current CEU policy. The General Education Sub-committee was engaged in lengthy discussions on the implementation of the General Education system at CEU. The College of Agriculture presented a proposal for a new School of Applied Sciences and Education to be created in their college. The proposed school will have three academic units attached to it including the ASTE Department, a professional/technical division and a workforce technical division. The School will have an associate dean or director who will also serve as head of ASTE.

Mike Parent moved to place the report on the consent agenda, Glenn McEvoy seconded and the motion passed.

**USU-CEU Code Changes (Second Reading) – Vince Wickwar.** There was no further discussion. A motion to place it on the agenda as an action item was made by Glenn McEvoy and seconded by Ed Heath. The motion passed unanimously.

## **Adjournment**

Vince Wickwar thanked everyone for their help in making the Executive Committee run smoothly during the year, He then asked for a motion to adjourn the meeting. The meeting adjourned at 4:40 p.m.

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