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FACULTY SENATE EXECUTIVE COMMITTEE MINUTES
SEPTEMBER 17, 2012 3:00 P.M.
Champ Hall Conference Room

Present: Renee Galliher (Chair), Dale Barnard, David Cassidy, Richard Clement (excused), Todd Crawl, Jennifer Duncan, Curtis Dyreson, Nancy Hills, Lyle Holmgren, Doug Jackson-Smith, Yanghee Kim, Vincent Wickwar (excused), President Stan Albrecht (Ex-Officio) (excused), Provost Ray Coward (Ex-Officio), Glenn McEvoy (Past President), Joan Kleinke (Exec. Sec.), Marilyn Atkinson (Assistant) **Guests:** Larry Smith, James Nye

Renee Galliher called the meeting to order at 3:02 p.m.

Approval of Minutes

Doug Jackson-Smith made a motion to approve the minutes of August 27, 2012. The motion was seconded by Glenn McEvoy and passed unanimously.

Announcements

Brown Bag Lunch with the President & Provost. September 18, 12:00 noon in Champ Hall.
Parliamentarian Needed. Give any recommendations to Renee.

University Business - President Albrecht and Provost Coward.

Provost Coward briefed the committee on Day 14 enrollments. The Day 15 final enrollment information that is used as the basis for IPEDs reporting will take about two weeks to prepare. Enrollment on the Logan Main Campus as of Day 14 is 16,997. This represents less than a 1% increase from enrollment last year. For the first time in 17 consecutive semesters there is a decline in RCDE enrollment which is down approximately 4.5%. USU-Eastern enrollment is down about 20%. Overall the USU system enrollment is about 98.9% of last year.

There was a brief data access error last week. The Canvas system experienced an error for 105 minutes at 12:30 – 1:45 am and again from 11:00 to 11:30 am. Students who logged into the system were logged in as if they were instructors of the courses. During this time 278 students logged into the state-wide system, and 39 of them changed something, however, the system was able to find these changes and correct them. Of the 278 that logged in 73 were USU students and of the 33 students who changed something, 3 were USU students. All faculty who's courses had changes made to them were notified. It is important to understand that this was an internal error, not a hacker.

Information Items

Educational Policies Committee Annual Report – Larry Smith. The Educational Policies Committee has three sub-committees; Curriculum Sub-committee, Academic Standards Sub-committee, and the General Education Sub-committee, all of which will be represented in the EPC monthly reports. The General Education sub-committee deals with courses, syllabi and general education requirements. The Academic Standards Sub-committee deals with general catalog language regarding policy and program requirements. The Curriculum Sub-committee deals with course approval forms as well as proposals for new academic programs. Any unit putting forth a proposal for a new academic program or a revised academic program must use the R401 form, which is mandated by the State Commissioners Office. The R401 form originates with the academic units, and then is reviewed by the appropriate college curriculum committee before being passed on to the EPC committee. It is then brought before the Faculty Senate and then to the Trustees, Regents, and the Commissioners' Office. Next month they will begin beta-testing an electronic course approval form. The EPC monthly report will contain a separate section for each sub-committee's actions.

A motion to place the EPC Annual report on the consent agenda was made by Doug Jackson-Smith and seconded by Yanghee Kim. The motion passed unanimously.

Library Advisory Council Report - Joe Tainter. Jennifer Duncan presented the report to the FSEC in Joe Tainter's absence. She highlighted a few items from the report and discussed the transition to the new Discovery

System which will improve the ease of use in student access to the library's holdings. Also, the online catalog will be migrating this fall using the online Sierra System. This will not change the overall website, but only the system running behind it. The library will also be providing limited funds from their materials budget for faculty and students to publish Open Access. They will be able to fund 10-12 articles.

A motion to place the report on the consent agenda was made by Glenn McEvoy and seconded by Yanghee Kim. The motion passed unanimously.

Parking Committee Report – James Nye. The parking committee met four times over the last year and three resolutions were signed; parking rate increase, overnight parking restrictions, and extension of hours in yellow lots. Parking lot repair and replacement is becoming extremely expensive; the refurbishing of two lots in the last year cost almost \$915,000. The land swap with the LDS church will impact USU Parking. The LDS Institute is now allowed to park in the Terrace on Monday through Friday from 4:00 pm and all day on Saturday and Sunday. A question was raised about the sustainability of maintenance on the parking lots and structures. More increases in fees will be needed and the possibility of building a new structure on campus is being discussed. Currently the lowest cost parking permit at USU is \$30 for 2 semesters. The lowest parking permit at the U of U is \$75 and is located about 2 miles from campus.

A motion to place the report on the consent agenda was made by Glenn McEvoy and seconded by Todd Crowl. The motion passed unanimously.

New Business

EPC Items - Larry Smith. The General Education subcommittee met after the April EPC report was submitted. There were no R401 actions in the Curriculum sub-committee. The Academic sub-committee had not yet met when Larry submitted the September EPC Report.

Doug Jackson-Smith asked about the changes to some of the graduate and Ph.D programs. Larry referred him to a memo from last spring to help departments with a more efficient way of submitting the R401 Short Form proposals. There was also a short discussion about changes to Plan C Master of Science degrees and moving them towards professional degrees.

A motion to place the EPC monthly report on the agenda as an action item was made by Jennifer Duncan and seconded by Dale Barnard. The motion passed unanimously.

Code change needed for clarification of Section 402 dealing with committee membership – Renee Galliher. There is some confusion as to the membership on the EPC committee as written in Section 402. The intention of the code is that the EPC subcommittees' membership is comprised of a representative from each college, one from the library, one from RCDE, and one from USU-Eastern. However, we became aware of a misinterpretation that a representative from each RCDE unit was needed to fill these committees. Renee suggests that the FSEC forward Section 402.12 and its subsections dealing with this to PRPC to clarify the language.

A motion to send section 402.12 to PRPC for clarification and have them report back to the FSEC at the next meeting was made by Doug Jackson-Smith and seconded by Glenn McEvoy. The motion passed unanimously.

Adjournment

The meeting adjourned at 4:09 p.m.

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