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## Faculty Senate Executive Committee Agenda, December 13, 2004

Utah State University

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**Faculty Senate Executive Committee  
13 December 2004  
3:00 - 4:30 p.m.  
Champ Hall Conference Room**

AGENDA

3:00 Call to Order

Approval of minutes of [15 November 2004](#)

Announcements

The next FSEC Brown Bag Lunch with Provost Albrecht is scheduled for December 13 at 12:00 pm in Champ Hall Conference.

Faculty Library Endowment

3:05 Information Items for Consent Agenda

[EPC Business](#)

[Research Council](#)

[Council on Teacher Education \(full report\)](#)

[Summary Council on Teacher Education](#)

[Scholarship Advisory Board](#)

[Summary of Scholarship Expenditures for 00-04](#)

Joyce Kinkead

Brent Miller

Francine Johnson

Joyce Kinkead

3:25 Key Issues & Action Items

PRPC Business

Ombudsperson on Tenure/Promotion Advisory Com.

[Establ. Promotion Advisory Com. 3 yrs After Tenure](#)

[No Third Year](#)

[Special Development Leave for Lecturers](#)

[Dean's Committees for Promotion](#)

Other

Jeff Johnson/

Ronda Callister

Presentation on New Student Initiative

Student Activity Fee - Utah Legislature

Les Essig

[Network Data Port Fee](#)

Kim Marshall

FSEC Meeting Format and Content Concerns

Janis Boettinger

4:30 Adjournment

## **Faculty Senate Executive Committee Meeting for November 15, 2004**

### **Attendance:**

Senators: Derek Mason (1288) David Luthy (2429) Stephen Bialkowski (1907) John Kras (3881)  
Bruce Miller (2232) Rob Morrison (1477) Shawn Olsen (451-3412) Gilberto Urroz (3379)  
Janis Boettinger (4026) Doug Ramsey (3783) Paul Barr (8249)

Guests: Richard Mueller, Melissa Miller Kincart, Lisa Leishman, Gary Kiger, Jeff Johnson

Excused: Kermit Hall (1157) Stan Albrecht (1167) Brent Miller (1180) Kevin Doyle (3022)

### **Call to Order**

Janis Boettinger called the meeting to order at 3:04 pm.

### **Minutes**

Bruce Miller moved to accept the minutes of October 18th. The motion, seconded by Rob Morrison, passed.

### **Announcements**

The next FSEC Brown Bag lunch with President Hall, will be held on November 23rd at noon in Champ Hall.

### **Information Items for Consent Agenda**

#### EPC Business

Richard Mueller presented EPC business. The Mathematics and Statistics Department requests the following composite major: Composite Mathematics/Statistics, Composite Statistics/Mathematics. College of Agriculture requests the following composite major: Composite Agricultural Systems Technology/Agribusiness, composite Agribusiness/Agricultural Systems Technology. The Department of Languages, Philosophy, and Speech Communication is requesting permission to award 16 lower-division foreign language credits to students who have two-year proficiency in languages not taught at USU. The proposal that an additional sentence be added to the Dual Major definition in the Academic Policies and Procedures Manual was approved. Bruce Miller moved to add EPC business to the Consent Agenda. The motion, seconded by John Kras, passed. A motion was moved to forward the proposal for Physical Science composite teaching to the Budget and Faculty Welfare committee for review. The motion, seconded by Rob Morrison, passed.

#### Retention Survey

Melissa Miller Kincart presented the Retention Survey. President Hall's efforts to decrease the student-to-faculty ratio with the hiring of 100 new faculty members, and improve advising and the first year experience by advancing initiatives that place emphasis on "personalized attention" have greatly impacted USU's retention rate which in 2003 rose to 75 percent compared with 61 percent just three years ago. The following strategies have been employed to insure that the institutional goal of increasing the average incoming ACT score and enrolling the best-prepared freshman: active recruitment, integrated Marketing and Communications plan, and finding the right fit between students and Utah State University. The first year cohort is now marked on the database. The 2004 cohort is finally reporting on the right students. Some of the things still left to do include becoming part of the national clearing house, focus on students who leave because of low academic standing, and working with the undeclared advising center in working with undeclared students to retain this group. Stephen Bialkowski moved to place the Retention Survey on the Consent Agenda. The motion, seconded by David Luthy, passed.

#### Parking Report

Lisa Leishman presented the Parking Report. Some of the major accomplishments include the ground breaking construction of the New Living Learning Center which includes 600 new parking stalls. The Parking and Transportation department undertook a research project to find out where they are as a department. There were 6 key findings 1) Parking is a much needed division, 2) Parking and Transportation is doing things right, 3) Parking and Transportation can improve in some areas, 4)

Customer service representatives are flexible with rules but inconsistent in attitude, 5) Customers are willing to pay more for convenience, and 6) Parking should increase and diversify communication mediums. Another accomplishment was the development of a software system to use in conjunction with Palm Pilots to count riders on the shuttle. Last academic year there was just under 1 million riders. To help save on costs to students they initiated bus advertising by installing panels on the buses which generated \$30,000 revenue. Expanded bus shelter to incorporate a slow fill compressed natural gas system. Some of the future goals include the continuation of the construction for the new parking structure, develop a department logo, develop comprehensive marketing plan, and designate department representatives. Stephen Bialkowski moved to place the Parking Report on the Consent Agenda. The motion, seconded by Bruce Miller, passed.

#### Cultural Activities Report

Gary Kiger presented the Cultural Activities Report. The Cultural Activities Council has three purposes 1) serves as a clearing house for advertising events, 2) helps the university fulfill the new land grant mission, and 3) build arts related programs into the curriculum. David Luthy moved to place the Cultural Activities Report on the Consent Agenda. The motion, seconded by Derek Mason, passed.

#### **Key Issues & Action Items**

##### PRPC Updates

Jeff Johnson gave an update on PRPC agenda items. They include a proposal to require the presence of an ombudsman at Promotion and Tenure meetings. The proposal was sent back to PRPC to revise. PRPC will forward it to the December FSEC. According to code, lecturers have been left out of special leave with pay for development purposes. PRPC recommends adding "lectures" to the code. PRPC will be sending the recommendation to the December FSEC meeting. The Provost office has asked that specific language be added to the criteria for Tenure and Promotion regarding patents and patent applications. This item will also be forwarded to FSEC. Terry Hodges has requested clarification the term of temporary employees and whether the university has an obligation to retain employees who are hired on soft money for one year. Bruce Miller suggested checking the code for verification. There is a need for a central list of ad hoc committees. The Provost office is supposed to have a list of university committees. The committee suggested that the PRPC look at the code. The PRPC is also looking at standardized/interpretation of work assignment within the academic unit. Bruce Miller suggested looking at the Board of Regents website. PRPC has approved a proposal to require promotion advisory committee meeting convened in the third year after tenure. The proposal will be forwarded to the FSEC. The PRPC is looking at the Promotion and Tenure policies that are being enforced, but are not in the code, i.e., outside review letters from colleagues at "peer" institutions.

##### FSEC Substitutes

Stephen Bialkowski moved that Janis Boettinger draft the language allowing the Faculty Senate Executive Committee to have substitutes from their unit. The draft will go to PRPC for review. The motion, seconded by John Kras, passed.

##### Social Security Number Email

Bruce Miller moved that the social security memo be linked from the webpage as an information item. The motion, 2nd by Shawn Olsen, passed.

##### Faculty Evaluation Committee

Stephen Bialkowski moved that the FEC look at posting teacher evaluation on the quad with password protection. The motion, 2nd by Shawn Olsen, passed.

##### Salary Increase Distribution

Janis Boettinger suggested having two draft resolutions in regards to the salary increase. The 1st would be the general support of President Hall and Provost Albrecht's tuition increase to generate funding through Tier II tuition. The 2nd would be a resolution including faculty, through BFW, to have consultation with the administration regarding the distribution of salary and benefits of faculty. Bruce Miller moved that the two resolutions be put as a key issue and action item on the FS agenda. The motion, seconded by Derek Mason, passed.

##### Committees

Bruce Miller moved approval and placement the following names and committees as a key issue and action item, Honorary Awards and Degrees – Kim Openshaw, Bookstore Committee – Chuck Johnson,

Handbook Committee – Janice Hall, Department Teaching Excellence Award – Tom Schroeder. The motion, seconded by Stephen Bialkowski, passed.

**New Business Items**

Stephen Bialkowski raised some concerns regarding the network services policy/fine regarding computer hackers. There needs to be a better way/process in handling this problem. Derek Mason moved to place the Network “Policy” as a key issue and action item. The motion, seconded by Rob Morrison, passed.

Resolution to Work with Students

Doug Ramsey moved to put the resolution that the Faculty Senate be responsive to student ideas and concerns, and to constructively collaborate with ASUSU. The motion, seconded by Derek Mason, passed.

Library Endowment

Janis Boettinger will work with the Libraries and the Development office in sending out a letter encouraging faculty to donate to the Library Endowment fund.

**Adjourn:**

Stephen Bialowski called for adjournment. The meeting adjourned at 5:10 pm.

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FSEC Lunch Schedule with Provost Albrecht

Fall Semester, 2004

Monday, December 13th



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**Introduction: Educational Policies Committee  
Report for Faculty Senate 12/13/04**

Joyce Kinkead-Chair, Stanley Allen-Agriculture, Scot Allgood-Education and Human Services, Todd Crawl-Natural Resources, Richard Culter-Science, Jennifer Duncan-Libraries, Les Essig, ASUSU President, Heidi Evans, ASUSU Academic VP, Kathy Fitzgerald-HASS, David Luthy-DEED chair, Rhonda Menlove-Extension, David Olsen-Business, A.J. Rounds-GSS President, Jeff Walters-ASC Chair, Paul Wheeler-Engineering

**Meeting Dates:**

January 13, 2005, February 3, 2005, March 3, 2005, April 7, 2005

**Curriculum Subcommittee**

In November meetings, the Curriculum Subcommittee provided the following information:

**Information Items**

Pass/fail grades to be standardized on thesis and dissertation credit has been referred to the Graduate Council for further input regarding the use of incomplete grades and timing.

A recommendation has come forward to dissolve the Distance Education and Electronic Delivery (DEED) Sub-Committee of EPC; the memo is being circulated among colleges and will be an action item in January.

Curriculum Subcommittee requested that graduate level courses currently numbered at 6000 level be evaluated for 7000 numbering for budgetary reasons.

Academic Standards is in the process of reviewing simultaneous awarding of multiple bachelor's degrees.

Deadline for submission of items for January 13th meeting (rescheduled from 1-6-04) is December 13.

### **Recommendations**

EPC recommends approval of above changes by Faculty Senate.

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[Research Council Report](#) - (PDF Format)

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### **Scholarship Advisory Board**

[Scholarship Report](#) - (PDF Format)

[Summary of Scholarship Expenditures](#) - (PDF Format)

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**Revised 11-20-04**

**Annual Report to the Faculty Senate  
From The University Council on Teacher Education  
(One Page Summary)**

**Academic Year  
September 1, 2003 - August 31, 2004**

**College of Education and Human Services  
Utah State University**

### **Activities of the Council**

Program Changes: Several curriculum changes were approved through various departmental course approvals involving the following programs:

Administrative/Supervisory Certification; Communicative Disorders & Deaf Education; Elementary Education; Health, Physical Education, & Recreation; Instructional Technology; Secondary Education; and Special Education.

Secondary teacher education majors from the Departments of Agriculture, Engineering & Technology Education, and Music were approved to have INST 5200 waived because of technology competence documented throughout their individual programs.

The Department of Secondary Education was involved in two changes. The first

change approved was the inclusion of MATH 1030, Quantitative Reasoning, as one of the options to be admitted into the Secondary Teacher Education Program. The second change approved was the modification of their Level III student teaching block.

R-401's were approved to remove programs no longer offered from the following departments: Communicative Disorders & Deaf Education; Elementary Education; and Health, Physical Education & Recreation.

Secondary teacher education majors from the Departments of Business, Mathematics, and Music were approved to have INST 3500 waived because of technology competence documented throughout their individual programs.

Program Approvals: The Council approved the Departments of Elementary to offer English as Second Language (ESL) as a possible area of emphasis for their teacher training programs that they offer.

CEHS Writing Exam: The CEHS Writing Exam will now be administered one additional week each semester during the last week of classes.

No Child Left Behind: Requirements to obtain "highly qualified" status include passing the ETS PRAXIS II content test(s) OR complete a major in NCLB subjects.

### **Student Profile**

There was an increase of 18.6 % in total number of students admitted into Teacher Education programs during the 2003-04 year. The mean ACT scores (23.87) and mean Cumulative GPA (3.41) of new admissions continue to remain above the University's averages for mean ACT scores and Cumulative GPA. There was a 3.8% decrease in the number of graduates recommended for educator licensure this year. The placement rate for those seeking a teaching position was 85% which is higher than last year's placement rate.

[Council on Teacher Education Full Report](#) (PDF Format)

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### **PRPC Business**

[Establish Promotion Advisory Committee 3 years After Tenure Proposal  
No Third Year Proposal](#)  
[Special Development Leave for Lecturers](#)  
[Dean's Committees for Promotion](#)