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Faculty Senate Executive Committee Agenda, October 17, 2005

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FACULTY SENATE EXECUTIVE COMMITTEE

Champ Hall Conference Room

17 October 2005

3:00-4:30 p.m.

AGENDA

3:00 Call to Order

Approval of Minutes from [6 September 2005](#) and [19 September 2005](#)

Announcements

Academic Calendar—Stacie Gomm

3:10 University Business—Stan Albrecht

3:20 Consent Agenda

[EPC Business](#)—Joyce Kinhead

[Faculty Evaluation Report](#)—Mike Lyons

3:30 Information Items

Student Code—Spencer Watts

One Semester Lag on Textbooks—Quinn Millet

EPC Charge Update—Derek Mason

3:45 Key Issues and Action Items

[Petition](#) and [Code](#)—Barry Franklin

[Charge to AFT](#)—Derek Mason

Faculty Forum—Derek Mason

4:20 New Business

4:30 Adjournment

MINUTES (1)

Faculty Senate Executive Committee Minutes

Specially Called Meeting

6 September 2005

Present: Jan Alm (for Rob Morrison), Stephen Bialkowski, Noelle Cockett, Lynn Dudley, John Kras, Pat Lambert, David Luthy, Derek Mason, Jennifer MacAdam (for Bruce Miller), Gary Merkley, Rob Morrison, Shawn Olsen

Excused: Stan Albrecht, Brent Miller, Bruce Miller, Doug Ramsey

Guests: Todd Crowl, Chair EPC

Derek Mason called the meeting to order at 3:03 pm.

Purpose of Meeting:

The purpose of the meeting is to talk about the how to ensure the faculty's authority over the curriculum in light of Continuing Education's offering USU courses in Palmyra, N.Y.

Background:

Background was presented by Lynn Dudley. He showed the Palmyra Inn's original website before any changes had been made. He highlighted areas he thought were in violation of curriculum code: automatic enrollment in Utah State University, the ability to take classes without first taking pre-requisites or meeting standards. Some of these jeopardize accreditation of many programs (e.g., Business and Education).

Interim Provost Noelle Cockett would like to see the development of "best practices" on curriculum, program, and course approval. This would dovetail with the President's Blue Ribbon Committee.

A motion was made to create a task force/ad hoc committee to focus on updating and clarifying curriculum policies and practice. The committee will choose its own chair and report periodically to FSEC. The task force/ad hoc committee is charged to develop protocols which shall allow faculty to maintain control of all aspects of University curriculum. Motion seconded by Lynn Dudley, motioned carried.

Meeting adjourned at 4:18 pm.

MINUTES (2)

Faculty Senate Executive Committee Minutes 19 September 2005

Present: Stephen Bialkowski, Rob Gillies (for Doug Ramsey), John Kras, Pat Lambert, Derek Mason, Gary Merkley, Bruce Miller, Rob Morrison, Shawn Olsen, David Paper (for David Luthy)

Excused: Stan Albrecht, Noelle Cockett, Lynn Dudley, Brent Miller, Doug Ramsey

Presenters: Joyce Kinkead, Lindsey Lovell, Gary Straquadine

Guests: Jennifer MacAdam

Derek Mason called the meeting to order at 3:05 pm.

John Kras moved to accept the 15 August 2005 minutes as written. The motion seconded by Bruce Miller, passed unanimously.

Lindsey Lovell presented information about the Wellness Center at Utah State University. This is a health service for faculty and staff located in the HPER. For employees, it costs \$130 per year, and Human Resources will pay \$65 dollars of this. Rob Morrison moved to put this on the Faculty Senate agenda as an announcement, John Kras seconded, passed unanimously.

University Business

Joyce Kinkead presented University Business.

Provost Candidates

Ray Coward, the second of three provost candidates, is on campus today. Please encourage all faculty to attend the open forum.

Enrollment

Today is “day fifteen” and the official enrollment count will be taken tonight. The university will know on Friday what the official enrollment is for the fall term.

Regents

The Board of Regents was on campus last Thursday and Friday. The Religious Studies/Interdisciplinary Program was approved. Approval of the proposed PhD in Business is was not forthcoming at this time.

Legislative Request

University was asked to develop mission-based initiatives to be submitted to the Board of Regents as part of its legislative request. One or two initiatives from each college were forwarded to the Provost’s office totaling \$1.7 million.

The second initiative the University was asked to address was access, retention, diversity, and financial aid. Utah State University chose to focus on advising because we continue to have such a high student to advisor ratio. Our request was for 10 or 11 advisors to be added to the University. This is about \$.5 million.

All Majors Meeting

On September 23, there will be an all majors meeting in Salt Lake City. Every Department is sending a representative, often a faculty decision maker and an advisor. They are finishing up common course numbering which has to be in place by Fall 2006. They will also discuss quality factors on concurrent enrollment and how the current system ensures that quality instructors and curriculum are offered.

Recruitment and Retention of Multicultural Students

This morning Vice-Provost Kinhead saw a rehearsal of the recruitment and retention of multicultural students done by the Admissions and Multicultural Student Services. It will be presented to the Deans on October 10. It is an important topic given the growth in Hispanic student population.

Information Items for Consent Agenda

EPC Business

Joyce Kinhead presented two action items for EPC Business. One is a new major in International Business in Business Administration and a proposal to offer an Agriculture Communications and Journalism Major in the Agriculture Systems Technology and Education Department leading to a BS. Bruce Miller moved to place EPC Business on the agenda, John Kras seconded, Stephen Bialkowski abstained because the BFW committee has not had the chance to look at the second action item totally, motioned carried, 11 in favor, and 1 abstention.

EPC Calendar: The deadline for Fall 2006 items is January 12, 2006. All items for the Curriculum Subcommittee must be submitted by that date or they will not be included in the Fall 2006 Course Bulletin.

Placing New Degrees on Regents Calendar: The Regents have two matrices, one is “I am going to put this degree forward in the next year” and the other is “I will put this degree forward within a three year time frame.” The regent’s process is very complex, with a CAO comment period, followed by a program review period. Programs can go back and forth. Then a 401 is required, and then the proposal is sent back to the CAOs for comment, and then back to Regents through the Council of Presidents and Commissioners’ Office. It then gets placed on the agenda. This means that something decided at Utah State University a year ago could be on the Regents agenda in December.

Faculty Evaluation Committee

Mike Lyons compiled the Faculty Evaluations Report and Survey. Bruce Miller motioned to withdraw from the consent agenda, seconded by Shawn Olsen, passed unanimously. Derek Mason encourages all to look at the survey and he will work with Mike and his committee before it comes before FSEC again.

Library Advisory Council

Lisa Berreau compiled the Library Advisory Council Report. Rob Morrison moved to place it on the consent agenda, seconded by John Kras, passed unanimously.

ASUSU

Spencer Watts compiled the ASUSU Report. Bruce Miller moved to place it on the consent agenda so long as Spencer Watts or ASUSU is at Faculty Senate to answer questions, seconded by Pat Lambert, passed unanimously.

Graduate Council

Larry Smith compiled the Graduate Council Report. John Kras moved to place it on the consent agenda, seconded by Gary Merkley, passed unanimously.

Honorary Degrees and Commencement Speaker

Dr. Gary Straquadine presented Honorary Degrees and Commencement Speaker. Dr. Straquadine distributed a letter explaining the Honorary Degree and Commencement Speaker processes. Kim Openshaw chairs this committee. Dr. Straquadine is the Provost's Office representative. The committee will select Honorary Degree recipients for the Spring 2006 Commencement and a Commencement Speaker for the Spring 2007 Commencement. Names stay on the lists for three years. Stephen Bialkowski moved to place it as an information item, seconded by John Kras, passed unanimously.

Key Issues and Action Items

Derek Mason turns the chair to Rob Morrison, because Faculty Senate's President-Elect is not in attendance.

Resolution Supporting Inauguration

Derek Mason presented two resolutions. One recognizes the president and congratulates him on his inauguration. The second one offers Faculty Senate's support of the inauguration as a celebration of the University. Stephen Bialkowski moved to place the resolution on the key issues and action items agenda and combine the two resolutions and word-smithing, seconded by Shawn Olsen, passed unanimously.

Faculty Senate Curriculum Task Force

Derek Mason proposed that FSEC charge the Faculty Senate's EPC with reviewing all curriculum policy and policy practices at USU. John Kras moved to charge EPC and all of its subcommittees to evaluate and review these processes with a specific charge and timeline, seconded by Shawn Olsen, motioned carried. Derek Mason will formulate the charge and timeline with the help of Faculty Senate Executive Committee.

Faculty Senate input on Provost Search

Derek Mason withdrew Faculty Senate input on Provost Search from the agenda.

Rob Morrison turned the chair to Derek Mason.

New Business

Derek Mason requests caucus leaders to submit an email summary of the themes/topics raised in the caucus. He will distribute them at the October 17 meeting.

John Kras noted that he has 4 out of 9 senators. Others also noted low representation of senators. Derek will send out a letter reminding all senators of the importance of attending Faculty Senate.

Meeting adjourned at 4:34 pm.

EPC BUSINESS

Introduction: Educational Policies Committee

Report for Faculty Senate 12/5/05

Joyce Kinkead-Chair, Stanley Allen-Agriculture, Scot Allgood-Education and Human Services, Todd Crowl-Natural Resources, Richard Cutler-Science, Jennifer Duncan-Libraries, Quinn Millet, ASUSU President, Spencer Watts,

ASUSU Academic VP, Kathy Fitzgerald-HASS, David Luthy-DEED chair, Ronda Menlove-Extension, David Olsen-Business, Jason Pickup-GSS President, Jeff Walters-ASC Chair, Darwin Sorensen-Engineering

Meeting Dates:

September 1, 2005, October 6, 2005, November 3, 2005, December 1, 2005, January 5, 2006, February 2, 2006, March 2, 2006, April 6, 2006—all at 3:00 p.m. in Champ Hall, following Curriculum Subcommittee, which commences at 2:00 p.m.

Curriculum Subcommittee

In August meetings, the Curriculum Subcommittee approved the following proposals pending approval from the Budget and Faculty Welfare Committee:

Action Items

Approval of the BS/BA in International Business within the Department of Business Administration.

Approval of the Agricultural Communication and Journalism Major in the Agricultural Systems Technology and Education Department and the Journalism and Communication Department leading to a Bachelor of Science degree.

A proposal to offer a General Studies Major (BA or BS) degree.

A proposal to restructure the PhD Program in Disability Disciplines in the Department of Special Education and Rehabilitation.

A proposal to move the Training and Development Emphasis from the Business Information Technology and Education Major and the marketing Education Major to the Business Information Systems Major.

A proposal to change the GPA admission standards for pre-nursing students at Utah State University.

A proposal to merge the current emphases of "Painting and Drawing" into a single emphasis area titled "Drawing and Painting" with the Art Department.

A proposal to offer an interdisciplinary Undergraduate Minor in Latin American Studies housed in the College of Humanities, Arts, and Social Sciences.

Information Items

EPC will hold open meetings concerning the proposed suspension of the Culinary Arts degree as outlined in Policy 406.3.

The School of Graduate Studies and the Office of the Registrar are coordinating their lists of approved degrees, specializations, and certificates.

EPC received a charge from Faculty Senate President Derek Mason to review our curricular practices and policies. Curriculum sub-committee and EPC discussed approaches and made assignments.

Recommendations

EPC recommends approval of above changes by Faculty Senate.

FACULTY EVALUATION REPORT

[Faculty Evaluation Report](#)

PETITION AND CODE

[Petition](#)

Code

4.2 Agenda and Minutes

(1) Senate agenda.

The Executive Committee shall meet at least 14 days in advance of regularly scheduled Senate meetings to prepare the agenda and make assignments to those who are to report to the Senate. A copy of the agenda must be sent to each senator at least five days before regularly scheduled meetings.

(2) Faculty petition to place matter on the agenda.

Any 25 faculty members may petition the Senate to obtain consideration of any matter within the Senate's authority. The petition shall be presented in writing to any Senate member, who shall then give notice of the petition to the Senate or to its Executive Committee. The Executive Committee shall place the matter raised in the petition on the agenda of the next regularly scheduled Senate meeting or, at the discretion of the Senate President, on the agenda of a special meeting called in accordance with the provisions of policy 402.6.2.

6.2 Special Meetings

Special meetings shall be held at the call of the Senate President or upon petition of any 10 senators. The petition must be written, must state the purpose of the special meeting, and must be submitted to the Senate President. Upon receipt of the petition, the Senate President must call a special meeting within 12 working days. Senators shall receive at least five days notice of the special meeting and its agenda unless a majority of them waives that notice prior to or at the meeting.

CHARGE TO AFT

[AFT Charge Letter](#)