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FACULTY SENATE EXECUTIVE COMMITTEE

Champ Hall Conference Room

14 November 2005

3:00-4:30 p.m.

AGENDA

3:00 Call to Order

Approval of Minutes from [17 October 2005](#)

Announcements

3:10 University Business—Noelle Cockett

3:20 Consent Agenda

[EPC Business](#)—Richard Cutler

[Parking Committee](#)—Lisa Leishman

[Cultural Activities](#)—Gary Kiger

[Honors Program](#)—Christie Fox

3:30 Information Items

Convocations—Bruce Miller

P & T Committee Participation by Alternative Methods—Gary Straquadine

3:45 Key Issues and Action Items

[PRPC Report](#)—Jennifer MacAdam

[Attachment 1](#)

[Attachment 2](#)

Resolution thanking Noelle Cockett—Derek Mason

4:20 New Business

4:30 Adjournment

FACULTY SENATE EXECUTIVE COMMITTEE MINUTES

17 October 2005

Present: Stan Albrecht, Stephen Bialkowski, Noelle Cockett, Lynn Dudley, John Kras, Pat Lambert, David Luthy, Jennifer MacAdam, Derek Mason, Bruce Miller, Rob Morrison, Shawn Olsen, Doug Ramsey,

Excused: Gary Merkley

Presenters: Stacie Gomm, Joyce Kinkead, Mike Lyons, Quinn Millet, Dale Phillips, Spencer Watts

Derek Mason called the meeting to order at 3:02 pm.

John Kras moved to accept the 6 September 2005 and 19 September 2005 minutes as written, seconded by Shawn Olsen, passed unanimously.

Stacie Gomm presented information on the Academic Calendar. The Calendar Committee requested that a motion be placed on the consent agenda because they have proposed a new schedule for the 2006 summer semester. The proposal is to eliminate the workshop week and move the extra week immediately after the spring semester. Thus, allowing faculty a week to prepare before summer semester starts. Currently there is no break between spring semester and the first summer session. They also requested that the 2007-2008 and 2008-2009 academic calendars be approved without the workshop week. John Kras motioned that the Academic Calendar be placed on the Consent Agenda, seconded by David Luthy, carried unanimously.

University Business

Stan Albrecht presented University Business.

USTAR

Brent Miller gave an update on USTAR.

In January, the Senate Bill 192 appropriated \$7.35 million to start the Utah Science, Technology, and Research Initiative (USTAR). Three million dollars was designated to equipment for University of Utah, and \$4 million was targeted for recruiting new senior faculty who would contribute to economic development. The funding is split 60/40 between University of Utah and Utah State University; USU will receive \$1.6 million. Utah State University identified 6 senior faculty members in various departments, who then identified the top 10 micro researchers in the country and recommended to the President that the university recruit from this pool. USU has visited two faculty at their current institutions, and they are coming for an on-campus visit in November and December. Lab space for the new faculty will be established at the Innovation Campus. The other \$350,000 was designated for developing a detailed USTAR plan that will be presented at upcoming legislative session. That plan is complete, and will be presented tomorrow to legislatures by President Albrecht. The presentation focuses on how Utah State University and University of Utah are prepared to work toward research that has commercial value, creates new business opportunities, leads to economic development, and stimulates high-tech industry. On October 18, 2005, the executive committee of the state's Appropriations Committee will meet to hear a progress report on the initiative.

Higher Education Enrollments

Utah State University enrollment is down, and this has budget implications. When comparing third-week enrollments for Fall 2004 and Fall 2005, it is clear enrollments have declined across all institutions, and not just at Utah State University. Only two institutions show an increase, and this is modest; the University of Utah's enrollment is up 1.14%, and Southern Utah University's increased 1.83%. Utah State University is down 3.19%, Utah Valley State College 6.22%, and College of Eastern Utah 11.62%.

Roads Tour to Idaho

The Idaho effort went extremely well. We were received with open arms in every community. We had large groups of students at every evening event. We had some students who had driven 90 mile to be with us. In Idaho Falls, we had bus loads of students from Rigby, Rexburg, Shelley, and Mud Lake. The message clearly was that their preference would be to attend Utah State University if out of state tuition was waived. The waiver bill has already been filed. The President met with Craig Butters last week on this issue, and Rhonda Menlove will work closely with Craig as well. We are very optimistic that this will move forward. We would like this to move forward in the early stages of the session, so we have time to recruit some of these students. If it happens in the end of the session, many of the students will have already made decisions on where they are going. From the turnout of events, the President and Interim Provost believe they can each recruit 800 new Idaho students if we could get help from the legislature on the out of state portion of tuition.

Enrollment Territorial Manager

Joyce Kinkead gave an update on a new territorial manager who works out of Salt Lake, who has responsibility for the Wasatch Range.

Budget

The state is projecting \$310 million of one-time money, which will be a big help on the revenue side. Ongoing funding will be in the range of \$200 million, but requests for ongoing funding are already in the \$336 to \$371 million range. "Fixed" expenditures are about \$38 million for enrollment growth in public education and \$40-\$50 million for Medicaid. There is \$125 million for state employee compensation if the legislature gives 3.5% for salary and 1.5% in benefits. Other funding demands must also be considered: corrections, roads, retirement system, etc.

ASTE students

Robert Peterson has been released from the hospital on Friday October 14, showed up on Saturday, October 15 at the Ag Tech workday which was a wonderful event.

Jared Nelson's progress has been really slow. There has been some eye movement. He is from Oregon and his father wants to get him home as soon as possible. The university is going to work very hard to provide transportation for Jared to go to a hospital in Oregon near to his home.

Jared had only been married 36 days at the time of the accident.

New Executive Vice President and Provost

Dr. Raymond T. Coward from Penn State will join us at Utah State University on January 2, 2006. He will be a great addition. Stan spent a fair amount of time talking with his President and Provost before coming to a final decision on this. He has great experience with Land-Grant Universities and great experience with research ones. He will bring a lot of excitement and skill to the position. He will be here on November 7 - 8 and will be meeting with several groups and a small reception to introduce him to campus community.

Interim Provost

The President expressed his great appreciation to Noelle Cockett, Interim Provost, for doing a fantastic job. It has been a great working relationship and he cannot imagine anyone giving more or serving more effectively than Noelle.

Derek Mason also praised Provost Cockett.

Consent Agenda

EPC Business

Joyce Kinkead presented EPC business and update on the recent EPC Charge. David Luthy moved to accept the EPC business on the consent agenda, seconded by Pat Lambert, carried unanimously.

The action items include: 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.

Faculty Evaluations Report

Mike Lyons presented Faculty Evaluations Report and Survey. There was a discussion on how to disseminate the survey. The committee agreed to look into the use of Survey Monkey as an on-line mechanism for conducting the survey. The survey will be distributed next semester. Brent Miller moved to accept the Faculty Evaluations Report on the consent agenda, seconded by Stephen Bialkowski, carried unanimously.

Information Items

Student Code

Spencer Watts and Dale Phillips presented information on some desired amendments to the Student Code. They would like to co-ordinate the Student Code and Faculty Code in regards to appeals; their desire is that both are worded and written in the same format and have the same meaning. John Kras moved to charge the EPC's Academic Subcommittee to cooperate with Spencer on resolving the policy inconsistency, seconded by Brent Miller, passed unanimously.

One Semester Lag on Textbooks

Quinn Millet presented One Semester Lag on Textbooks. Quinn informed FSEC on legislation the Student Senate will soon be writing on textbooks to lessen the burden on students and would like input. The legislation would require faculty to wait one semester from the time a textbook is initially printed before requiring a student to purchase the textbook, thus allowing student to purchase textbooks online at 66%-70% off. Rob Morrison motioned to move place One Semester Lag on Textbooks as an action item, seconded by Shawn Olsen, passed unanimously.

Key Issues and Action Items

Petition

Barry Franklin petitioned Faculty Senate Executive to place Domestic Partner Benefits Discussion on the 5 December 2005 Faculty Senate Agenda as an action item.

Derek Mason ceded the chair to Lynn Dudley in order to present Barry's petition, which had been sent to him. A motion to discuss the DPB plan was placed on the Senate's agenda as an action item.

Charge to AFT Committee

Derek Mason presented the Charge to AFT. Kim Openshaw, AFT chair, is concerned about the under representation of ethnic minority faculty when there is a grievance herd that there be a better balance on the committee. Derek would like to charge the AFT Committee to work with the Provost Office and PRPC to resolve. Pat Lambert moved to accept the charge to AFT Committee, seconded by John Kras, carried unanimously.

Faculty Forum

Derek Mason presented the agenda ideas for the Faculty Forum for Monday, November 7, 2005. Agenda items include the following: introduction of the new Executive Vice President and Provost, Dr. Raymond T. Coward; presentation from Academic Rights and Responsibilities Committee;

presentation from the Budget and Faculty Welfare Committee and to ask for faculty input to report back to the Employee Benefits Advisory Board; have a Q & A with the President Stan Albrecht, Interim Provost Noelle Cockett, and Provost Ray Coward; possibility of satellite broadcast to all extension sites. John Kras motioned for Derek to proceed in this fashion, seconded by David Luthy, passed unanimously.

New Business

Committee on Committees

Derek Mason and Doug Ramsey presented the idea redirecting the Handbook Committee to also oversee the content of the Faculty Senate Website and Faculty Newsletter and rename it as a Communication Committee. The other idea was to change the Budget and Faculty Welfare Committee to Faculty Welfare Committee and also work on development issues and fundraising. Ideas are still under consideration.

Meeting adjourned at 4:35 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 November meetings, the Curriculum Subcommittee approved the following proposals, some pending approval from the Budget and Faculty Welfare Committee and Graduate Council:

Action Items

The suspension of enrollment in the Culinary Arts/Food Service Management Emphasis. An open forum was held on October 28, 2005. Joyce Kinkead presided over the forum. Joyce outlined the process for suspending the degree program. The reasons for suspending the program are these: the program relies on a single professional employee (not a faculty member) and a single classified employee. Accreditation for the program would require additional hires for which resources are not available.

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

A request for approval of a Master of Accounting Specialization in Personal Financial Planning

A request to change the name of Financial/Audit Specialization in the Master of Accounting to Professional Accountancy

A request to change the name of Management Accounting Specialization in the Master of Accounting to Finance

Graduate Council and Curriculum Subcommittee recommended 6970 and 7970 are to be pass/fail only.

Information Items

School of Graduate Studies approved degrees, specializations, and certificates.

The Board of Regents approved the new PhD in Geology proposal.

EPC received a progress report on the Faculty Senate charge regarding faculty oversight of curriculum: a draft of a new Curriculum Handbook was received and will be reviewed; the DEED Committee submitted a draft of its proposed process; a draft of Curriculum Principles document was received. EPC believes it can meet the deadline set forth by Faculty Senate for completion of its charge.

Recommendations

EPC recommends approval of above changes by Faculty Senate.

PARKING COMMITTEE REPORT

[Parking Report](#)

CULTURAL ACTIVITIES REPORT

Cultural Activities Council Report To Faculty Senate November 2005

Gary Kiger, Chair;

The Cultural Activities Council has engaged in three broad kinds of activities this past year. First, the council serves as a “clearinghouse” for cultural activities at USU and in the community. This summer the Utah Board of Regents recognized the new Caine School of the Arts; the USU Board of Trustees approved the appointment of Tom Peterson as the new director of the Caine School of the Arts. The Cultural Activities Council suggests ways that the university and the College of Humanities, Arts, & Social Sciences’ Caine School of the Arts can most effectively market and publicize arts and cultural activities programming. For example, the Caine School of the Arts calendar is distributed broadly and covers a two-month period at a time. The College works with Patrick Williams in university PR/Marketing to coordinate Caine School of the Arts and university master calendars.

Second, the council suggests ways that the university can fulfill its “land-grant mission” by working collaboratively with community arts and cultural groups. The university, largely through the Caine School of the Arts, works with community organizations such as Cache Valley Arts Council, Utah Festival Opera Company, and the Chamber Music Society of Logan. We want to enhance cultural activities that bring together the university and ethnic cultural groups in the community.

Third, and relatedly, the council suggests ways that arts and cultural programming on the university campus and in the community can enhance students’ educational experiences. We have been successful in partnering with Ellen Eccles Presents, for example, where visiting artists give master classes and guest lectures in our creative arts courses.

The College of Humanities, Arts, & Social Sciences signed a compact plan codicil with the ASUSU arts and lectures program to work cooperatively to bring arts and cultural programming to USU. The College cosponsors productions with ASUSU like the Utah Symphony, “Black Boy,” and the holocaust-survivor speaker, Marion Blumenthal Lazan.

The council explored future directions we might take. To the extent that “The Cultural Activities Council is responsible for the establishment of general policies concerning the cultural activities available to the university,” we discussed how the council could more effectively fulfill this role. This responsibility was established when the university administered a performing arts series. The series no longer exists. Another role of the council is to help “coordinate the range of activities that support and enhance the cultural climate of the university.” Regarding this role we discussed the possibility of conducting a focused survey among faculty about their perceptions of the cultural climate of the university and we discussed how to advocate for programming and facilities that would “enhance the cultural climate of the university.”

HONORS PROGRAM REPORT

[Honors Report](#)

PRPC

Professional Responsibilities and Procedures Committee (PRPC) Report to Faculty Senate Executive Committee (FSEC) November 14, 2005

At the September 2005 PRPC meeting, members considered three items:

1. A senator proposed changing Code 402.10.3 to allow nominations for senate president-elect to be solicited by email prior to the formal process during the April meeting. The PRPC saw nothing in the code to limit informal solicitation of nominations prior to the formal process. We did wish to recommend that senators be notified well in advance of the April meeting of the eligibility requirements for election to president-elect (402.7.3) and the procedure for election (402.10.3) so they will be well-prepared for the nomination process at the April Senate meeting.

2. A faculty member proposed codification of an exclusion from external review for lecturers going up for promotion, and offered draft language. Such exclusions were felt to be appropriate when teaching constitutes the majority of the appointment, and are apparently now routinely made on a case-by-case basis by the provost. After discussion regarding the percentage teaching that would trigger the exclusion, PRPC proposed language that could be added to the code.

[See PRPC Attachment 1.](#)

3. A faculty member proposed codifying repercussions for members of the Senate who violate standards of conduct that are noted in Code 403.3. After discussion, PRPC concluded a problem existed (i.e., senators currently may be dismissed only for failing to attend meetings), and proposed considering draft code at the next PRPC meeting.

At the October 2005 meeting, PRPC considered the following items:

1. To address Item 3 above, PRPC proposed changes that could be made to two sections of the code. One change (Code 403.3) would highlight the current standards of conduct for all university faculty, and the other would codify repercussions for serious infractions (Code 402.3). PRPC member did, however, feel the bar should be high, and recommended a two-thirds majority agree before any action is taken. [See PRPC Attachment 2.](#)

2. After reviewing the charge to AFT from FSEC dated October 5, 2005, PRPC chose to provide informal input to Kim Oppenshaw (AFT Chair), suggesting that the concern expressed by his committee might be addressed adequately by working with the Committee on Committees. The following was emailed to the chair of AFT from the chair of PRPC, and copied to the Senate chair: "We are concerned that making committee appointments based on gender or ethnicity could lead to over-utilization of some individuals on committees. We suggest the Committee on Committees remain sensitive to issues of diversity."

3. A faculty member expressed concern to PRPC that tenure advisory committees are continuing to be used by deans to review the files of candidates for tenure, although these committees are not specified as part of the tenure and promotion process. The sense of the PRPC was that in large colleges, deans may need assistance in reviewing candidates' files, but that such a committee should report their recommendations in a letter signed by all members with a copy provided to the candidate, as is the case with other such reports [Code 405.7.1(2) and 405.7.2(2)]. PRPC drafted language that could be added to Code 405.7.2(4), and will discuss it at the next PRPC meeting.

4. A faculty member expressed concern to PRPC with language in Code 407.7.2 (Reasons for Non-Renewal) that reads: "There are only three reasons for nonrenewal: cessation of extramural funding, unsatisfactory performance of the faculty member's assigned role (policies 405.6.1 and 11.1) or failure to satisfy the criteria for the award of tenure." The concern was that "cessation of extramural funding" could be read very strictly to mean the loss of an insignificant amount of funding was grounds for nonrenewal. PRPC agreed some further definition of the phrase "cessation of extramural funding" was desirable, and drafted language that will be discussed at the next PRPC meeting.

5. A senator proposed codifying a requirement that all committees of the Faculty Senate meet regularly. The sense of PRPC members was that committee meetings should be required to meet the duties of a particular committee, or be called by written request of the chair, committee members or the FSEC. Such language exists to some extent with reference to AFT, BFW, and PRPC, but could be moved to apply to all Senate committees. Draft changes will be circulated and discussed at the next PRPC meeting.

6. A faculty member expressed concern to the PRPC that language regarding the annual meeting of tenure advisory committees needed further definition, specifically to clarify if the meeting be strictly physical, or may members (e.g., on sabbatical) participate in other ways. Here is a sample of the language that is currently used:

405.7.1 (2) Evaluation and recommendation by the tenure advisory committee.

After the initial meeting, the tenure advisory committee shall **meet** with the candidate at least annually and review the candidate's file and supplementary material to evaluate progress toward tenure.

The question is, what is the definition of "meet"? The sense of the PRPC committee was that all tenure advisory committee members should be required to participate in the meeting, but that electronic participation was already in common use and should be allowed. Draft language to address this issue will be circulated and discussed at the next PRPC meeting.

7. The members of PRPC discussed the timetable for the 3rd year meeting and other events for tenure-track faculty. Although there is an earlier timetable in that year, the procedure specified by the code (essentially to vote on whether the candidate is recommended for renewal) is the same in the third as in other years. References to a third-year

timetable seems to be a vestige of earlier procedures or a reflection of procedures at other universities, where candidates do not have a unique committee that meets with them each year. This is a case where the code is apparently not consistent with practice; however, no action was taken.

8. A senator expressed concern to the PRPC that the code related to a request for an extension of the pre-tenure probationary period due to the birth of a child contains confusing terminology. Draft language to clarify Code 405.1.4 was provided to PRPC members for discussion at the next PRPC meeting.