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## Faculty Senate Executive Committee Minutes September 23, 2024

Utah State University

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September 23, 2024  
3:00 – 4:00 pm  
Old Main-Champ Hall

## MINUTES

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**Present:** Maureen Hearn, Caine College of the Arts (Past-President)  
Matt Bunnell, College of Agriculture and Applied Sciences  
Sandra Weingart, University Libraries  
Michele Hillard, Executive Secretary  
Don Busenbark, Statewide Campuses  
Mair Murray, Extension  
Grant Cardon, College of Agriculture and Applied Sciences (President)  
Yoon Lee, Emma Eccles Jones College of Education and Human Services  
Danielle Ross, College of Humanities and Social Sciences  
Sunshine Brosi, S.J. & Jessie E. Quinney College of Natural Resources  
Mirella for Alexi Sweat, College of Veterinary Medicine  
Larry Smith, Provost  
Todd Griffith, Jon M. Huntsman School of Business (President-Elect)  
John O’Neil, Operational Strategy  
Shelly Halling for Yu Huang, College of Engineering

**Absent:** Elizabeth Cantwell, President

**Guests:** Paul Barr  
Doug Bullock  
Kristine Miller

**Call to Order** - Grant Cardon  
Approval of Minutes – [August 26, 2024](#)  
*Minutes approved as distributed.*

**University Business** – Larry Smith, Provost | John O’Neil  
Provost Smith – The fall enrollment looks positive. The day 15 numbers will come out from the state in a couple of weeks. USU is very pleased with where we are right now. Would like to report the numbers to the faculty senate but we may not have the numbers in time for the next Faculty Senate meeting. Continuing work on the reorganization and working on how everything fits together. We are rethinking the online enterprise and recruitment, all to achieve greater enrollment goals. Tomorrow at 2:00 pm the admissions office will host a recruitment kick-off at the Eccles Conference Center. Executive Vice Provost, Paul Barr is leading the new faculty academy. The provost is meeting with nine new department heads on Wednesday. He will provide coaching, answer questions and help them get established. Janet Anderson and Andi McCabe are leading the 2025 Commencement, and they are beginning the process now. The main USU commencement will be held on Wednesday, April 30 and will be a nighttime event. Today is the first day for the new dean of the College of Engineering David Jones. We are very excited to have him at USU.

John O'Neil – Adopting more enterprise systems that are more effective. CRM solution adopting for sales force. Customer relations management software. Moving to a single solution. Ability to see stakeholders and students from all aspects. Aligning graduate student pay dates. Aligning with other USHE institutions. In approximately 18 months we will be looking at Banner. It is outdated and needs to be replaced. Transition to a modern business system. In preparation for that we need to make sure we are in line with best practices. Standing up a tiger team to look at Business Services. How do we go from where we are today and how do we move forward with a new system. This will help with saving money and becoming more efficient.

### **Faculty Senate Business** – Grant Cardon | Maureen Hearn | Todd Griffith

There is no longer a towel option in the faculty HPER building. Grant Cardon has asked Todd Griffith to check into a solution for this issue. He will also check on times that faculty can access the facility. Discussions are being held to talk about trainings for tenure and promotion committee chairs. This is important and Paul Barr will check into this training. Grant provided an update on the 400 code updates. Section 405: tenure and promotion code were broken apart to make it easier for faculty to follow. The old 405 was broken out into 406-407-408-409-410. There are additional things that need to be looked at to address legislative HB438 and we should be moving forward on some of these policies soon. Want to have all of these resolved before the accreditation in April. There is a policy officer, Crystal Giordano and a committee that is looking at all policy to make them internally consistent and up to date. Section 202 outlines the procedure for faculty code. This is not written for the president to initiate certain changes. PRPC has in the past codified authority to arrest the process if changes were not agreed upon. By law HB438 states that the President can now make the changes. President Cantwell would like this to be a more collaborative effort. The new shared governance committee will be helpful with this collaboration.

### **Information**

EPC Report – [September 5, 2024](#) – Paul Barr | Harrison Kleiner

*Motion to move the September 5, 2024, EPC Report to the Faculty Senate agenda made by Yoon Lee. Seconded by Mair Murray. Moved to agenda.*

General Education Subcommittee – R470 was discussed including updates and related tasks for USU. General Education Conference “What is an Educated Person” will take place in October. Provide guidance and clarity on General Education designations.

Academic Standards Subcommittee – Updated the list of countries that Graduate School English Proficiency exam would be waived. Remove the Academic Residency Requirement language and replace it with ew language. Elected Fran Hopkin as the new chair for this committee.

Curriculum Subcommittee – Approved 121 course approvals and five R401 proposals. Worked on and posted the Curriculum/EPC handbook. It was proposed that we have a policy related to the request of a new course prefixes. Discussed R475 changes. Providing language that is prescriptive regarding students being allowed to use 6XXX course levels for graduate courses. The School of Graduate Studies is working on a handbook.

Human Resources [Policies 330 & 392](#) - Doug Bullock

*Motion to move the HR policies 330 & 392 to the Faculty Senate agenda made by Matt Bunnell. Seconded by Todd Griffith. Moved to agenda.*

392 – Romantic Relationships and Employment of Relatives and Household Members. Reformatted and retitled the policy. Reformatted and retitled the policy as well as providing a general overview. Clarified limits on supervising romantic partners, relatives, or romantic relationships. Updated disclosures of covered relationships

330 – Telework. Clarified types of telework and the eligibility committee makeup. Simplified eligibility and clarified out of state fee payments and supervisor and Human Resource responsibilities.

### **Report**

[Educational Policies Committee Annual Report](#) - Paul Barr | Harrison Kleiner

*Motion to move the Educational Policies Committee Annual Report to the Faculty Senate agenda made by Yoon Lee. Seconded by Mair Murray. Moved to agenda.*

Reviewed and approved 1067 course approvals and 108 R401 approvals. There were also 21 General Education designations awarded. Provided policy updates on Academic Grievances, Excused Absence, Graduate School English Proficiency requirements and others. Adopting and implementing changes in the USHE policies R401, 402, 403, 411, 470, 472, 475 and 315. Looking at General Education reform. Some problems last year were the volume of proposals and the speed of approvals.

[Honors Annual Report](#) - Kristine Miller

*Motion to move the Honors Annual Report to the Faculty Senate agenda made by Maureen Hearn. Seconded by Matt Bunnell. Moved to agenda.*

Completed detailed self-study. They are looking at establishing an Honors College. Partnering with USU admissions to integrate Honors within USU's application process. Aim to increase the number of Honors applications to support USU admissions yield. Looking for more space that would provide community-building, experiential learning and student support.

### **Old Business**

N/A

### **New Business**

N/A

**Adjourn: 4:11**