MEMBERS - Alphabetically
David Aguilar-Alvarez
Aaron Ashley
Brody Bailey
Jason Barrett-Fox
Tracy Callahan
Minsum Choi
Vikki Deakin
Bruce Davis
Mark Denniston
Veronica Doumit
Andrea Easter-Pilcher
Chis Eisenbarth
David Ferro
Wendy Fox-Kirk – David Malone sub.
Doris Geide-Stevenson
Scott Hadzik.
Frank Harrold
Ed Hahn
Sue Harley
Tim Herzog
Wendy Holliday
Rieneke Holman
Brent Horn
Dan Hubler/Teri Henke – Wei Qiu sub.
Justin Jackson
Adam Johnston
Mark LeTourneau
Marek Matyjasik
Madonne Miner
Cory Moss
Cora Neal
Casey Neville – Laurie Coburn sub.
Blake Nielson
Kacy Peckenaugh
Brett Perozzi
Travis Price
Clay Rasmussen
Jack Rasmussen – Chloe Merrill
David Read
Rob Reynolds – Pepper Glass sub.
Bill Robertson
Ann Rocha
Yas Simonian
Mo Sondossi/Barb Wachocki

Scott Sprenger
Jeff Steagall
Amy Stegen
Sarah Steimel
John Trimble
Hugo Valle
Glen West
Mary Beth Willard
Stephen Wolochowicz
Catherine Zublin – Jess Greenberg sub.

Guests: Melissa NeVille, Kaycee Paskins, Kristin Hadley, John Cavitt, Leah Murray

Administrative Associate: Patti Glover
1. ROLL CALL

2. Approval of minutes from [January 17, 2019](#) meeting as circulated.

**Information Items**

3. Administrative Update – Brad Mortensen, President
Revisions to the WSU scholarship program are still in work, the main considerations are total percent of tuition and fees that will be awarded and GPA requirements. Also an overview of the Utah Legislative Session was given, with the highlight that the committee that prioritizes building projects recommended money be allocated toward the Noorda Engineering Building.

4. Remote Proctoring PPT – Kaycee Paskins
Proctoring for online students needs to be accessible, convenient and low cost with no devices being used by students. This has been a challenge to find. Libraries have been a good option but the proctor supervisor is not sure these are meeting the necessary requirements. A new policy has been drafted and there are plans to implement the proposed policy summer 2019 to help ensure the safety of tests at remote locations.

5. APAFT – Melissa NeVille, Chair
   a. Charge 6 - Dean Term Limits
      (1) Term Limits - Polices regarding appointment and retention of deans at all USHE institutions and at WSU peer institutions as defined by the Board of Regents were researched. None of these institutions have term limits for deans. Also, a comprehensive search of the scholarly literature in higher education yielded nothing on best practices related to term limits for deans. Based on this information and the concerns forwarded to APAFT from Dean's Council and from one WSU dean, the subcommittee recommends that the idea of term limits for deans not be pursued at WSU. No changes in the PPM are required to implement this recommendation.
      (2) Dean Reappointment/Evaluation - The subcommittee does not recommend any changes at this time to any part of PPM 1-7.V regarding Evaluation of Academic Deans. Betty will add information on the anonymity settings (screenshots of settings) to the survey to explain how it works and to address faculty fears that it is not anonymous.

6. Charge 5 - Non-Tenure Track Faculty Career Opportunities
Melissa Neville presented on charge 5 for APAFT. Every peer institution has at least a second, higher rank for Instructors. The research showed that peer institutions have extended contracts from one year to 3 or 5 year contracts. 11.2% of courses at WSU are taught by instructors. There are professional development funds available through university programs like RSPG. Funds and fellowships are available for Instructors in at least the colleges of Business & Economics, and Arts and Humanities, the other colleges represented were unaware if the funds in their colleges are available to instructors. At WSU the instructor concerns seem to revolve around:
   a. Length of contract
   b. Review process for contract faculty
   c. Pay increases
   d. Professional development

Professional development and funding at the University level could be very helpful to Instructors. There is currently a review process for contract faculty, they are to be reviewed every 3 years. Availability of a 3 year contract could be an easy addition to the PPM by the current APAFT committee. Coming up with a new policy regarding new titles and requirements could be assigned to an ad hoc committee.

7. SBBFP Salary Inversion – Kristin Hadley
The committee did not look at reasons for inversions, this report is simply providing data regarding inversions. This information is passed on to the deans for them to evaluate and address specific situations that are of concern. The committee realizes that not all inversions are of concern and can be explained.
8. Ombuds Gary Johnson - Doris Geide-Stevenson
Starting July 1, 2019 Gary Johnson will be appointed Faculty Ombuds after a screening process by the Executive Committee that solicited input from all individuals tasked with Ombuds review in the Ombuds charter.

9. Utah Conference on Undergraduate Research – John Cavitt
This February 22, 2019 conference welcomes undergraduate presenters from all corners of the state, and across the academic curriculum to disseminate the results of their research, scholarly and creative activity. An overview of the conference was given. Stacy Palen will present the Plenary Session. Faculty are encouraged to come to the conference No registration is required.

Action Items

10. University Curriculum Committee – John Cavitt, Chair

   Faculty Senate Feb 14, 2019

   General Education
   New Gen Ed WSU Course   WSU - 1580 - The Story and The Cell   Michele Culumber
   New Course   THEA - 2821 - Period Styles in Design   Jess Greenberg

   Business & Economics
   Finance
   New Program   Finance Minor   James Turner

   Economics
   Program Changes - Business and Economics (AS)   James Turner

   Supply Chain
   Program Changes - Supply Chain Management Minor   Francois Giraud-Carrier

   Health Professions
   Health Administrative Services
   New Course   HAS - 3980 - IPE - Privacy & Security   Pat Shaw
   Program Changes - Health Information Management Emphasis, Health Administrative Services
   (BS)   Pat Shaw

   Radiologic Science
   Program Changes - Associate of Science in Health Sciences - Radiologic Sciences Track   Jim Hutchins

   Health Science
   New Course   HTHS - 3997 - Digital EEG Concepts   Jim Hutchins
   New Course   HTHS - 3998 - Normal Adult EEG   Jim Hutchins
   New Course   HTHS - 3999 - Artifacts in EEG   Jim Hutchins

   Nursing
   Program Changes - Nursing (AS)   Rieneke Holman
   Program Changes - Nursing PN-to-RN [RN Completion] (AS)   Rieneke Holman
   Program Changes - Nursing, PN-to-RN [RN Completion] (AAS)   Rieneke Holman
   Course Deletion   NRSG - 2250 - Nursing Foundations Clinical   Rieneke Holman
   Course Deletion   NRSG - 2350 - Patient Centered Nursing Care Clinical I   Rieneke Holman
   Course Deletion   NRSG - 2550 - Patient Centered Nursing Care Clinical 3   Rieneke Holman
   Course Revision - NRSG - 2251 - Foundations of Nursing Lab and Clinical   Rieneke Holman
   Course Revision - NRSG - 2351 - Patient Centered Nursing Care Experience I   Rieneke Holman
   Course Revision - NRSG - 2551 - Patient Centered Nursing Care Experience II   Rieneke Holman

   Education
   Child and Family Studies
   Program Changes - Child and Family Studies (BIS)   Wei Qiu

   Teacher Education
   Program Changes - Special Education (BS)   Dan Pyle
   New Course   EDUC - 3371 - Assistive Technology   Sheryl Rushton
   New Course   EDUC - 3535 - IEP and Instructional Planning   Sheryl Rushton
   New Course   EDUC - 4535 - Strategic Plan for Disability   Sheryl Rushton
   Course Revision - EDUC - 4521 - EDUC 4521 - Practicum in Special Education   Sheryl Rushton
   Course Revision - EDUC - 4580 - EDUC 4580 - Learning Strategies and Transition for Special Education Students   Sheryl Rushton

MOTION: To pull from package Finance Minor by Mary Beth Willard
SECOND: Hugo Valle
OUTCOME: One opposed all other yea

MOTION: To approve all other proposals Mark Denniston
SECOND: Amy Stegen
OUTCOME: Unanimous Approval

MOTION To bring finance minor to the floor by Minsum Choi
SECOND Mary Beth Willard
DISCUSSION: If student has business major then takes finance minor they only have to take 3 courses, this is only 9 credits. Other schools have a similar number of classes required, one school even has only 1 additional course to get the minor.
OUTCOME: Unanimous Approval

**Arts & Humanities**

**Foreign Language**
- New Program Localization (AA) John Trimble

**Communication**
- New Course COMM - 4740 - Adv. Writing for Screen & TV Sarah Steimel
- New Course COMM - 4751 - Advanced Narrative Filmmaking A Sarah Steimel
- Course Revision - MPC - 5500G - Topics in Communication Sarah Steimel

**English** (proposals removed from consideration because there was no representation for the proposals)

**Music**
- Program Changes - Music Education Teaching (BME) Daniel Jonas
- New Course MUSC - 3804 - Jazz Pedagogy Daniel Jonas
- New Course MUSC - 6681 - Private Instruction - 1 Credit Daniel Jonas
- New Course MUSC - 6682 - Private Instruction - 2 Credit Daniel Jonas
- New Program Minor in Music Studies Daniel Jonas

**Visual Art & Design**
- Program Changes - Graphic Design Emphasis, Art (BFA) Stephen Wolochowicz
- Program Changes - Design for Digital Media Minor Stephen Wolochowicz
- New Course ART - 2435 - Graphic Design Practice Stephen Wolochowicz
- Course Revision - ART - 2430 - Introduction to Graphic Design Stephen Wolochowicz
- Course Revision - ARTH - 3451 - Design History and Theory Stephen Wolochowicz
- Course Deletion ART - 3455 - Design Theory and Practice Stephen Wolochowicz

**Dance**
- Program Changes - Dance (BA) Amanda Sowerby
- Program Changes - Dance Education Major K-12 (BA or BS) Amanda Sowerby
- Course Deletion DANC - 3010 - Dance History 1 Amanda Sowerby
- Course Deletion DANC - 3020 - Dance History 2; Dance History II: 20th Century Art and Education Amanda Sowerby
- New Course DANC - 3015 - Dance History Amanda Sowerby

**Theatre**
- Program Changes - Musical Theatre (BA) Jess Greenberg
- Program Changes - Theatre Arts Major and Theatre Arts Teaching Major (BA) Jess Greenberg
- Program Changes - Theatre Arts Teaching (BA) Jess Greenberg
- Program Changes - Theatre Arts Teaching Minor Jess Greenberg
- New Course THEA - 1220 - THEA 1220 Acting 1 Tracy Callahan
- New Program Associate of Art in Technical Theater Jess Greenberg

**Science**

**Microbiology**
- Program Changes - Associate of Science Degree in Biology (AS) Sue Harley

**Earth and Environmental Science**
MOTION: To bring all proposals presented to the floor Adam Johnson
SECOND: Brent Horn
OUTCOME: Unanimous Approval

EAST

Computer Science
Program Changes -  Computer Science (BS)    Linda DuHadway
New Course   CS - 1400 - Programming I:    Linda DuHadway
Program Changes -  Master of Science in Computer Engineering (MSCE)    Justin Jackson
Program Changes -  Master of Science in Computer Science (MSCS)    Robert Ball
Course Revision -   CS - 5500 - Artificial Intelligence and Neural Networks    Robert Ball
Course Revision -   CS - 5820 - Compiler Design    Robert Ball
Course Revision -   CS - 6010 - Design Project    Robert Ball
Course Revision -   CS - 6011 - Thesis Research    Robert Ball
Course Revision -   CS - 6500 - Artificial Intelligence and Neural Networks    Robert Ball
Course Revision -   CS - 6820 - Compiler Design    Robert Ball

Building Design
New Program   Building Design & Construction Essentials Certificate of Proficiency  Jeremy Farner

Interior Design
New Program   Interior Design   Kristen Arnold
New Program   Interior Design Minor   Kristen Arnold
New Program   Interior Design (AAS)   Kristen Arnold

Professional Sales
New Course   PS - 3703 - Professional Sales Simulations   Blake Nielson

Automotive Technology
Course Revision -   AUSV - 1400 - Automotive Fundamentals    Scott Hadzik

Social & Behavioral Science

Psychology
Program Changes -  Psychology Major (BS)    Aaron Ashley
New Course   PSY - 2400 - Positive Psychology    Aaron Ashley
New Course   PSY - 2020 - Mental Health Awareness    Aaron Ashley
New Course   PSY - 4140 - Theories of Development    Aaron Ashley
Course Revision -   PSY - 4905 - Capstone Selected Topics in Psychology    Aaron Ashley
Course Revision -   PSY - 4835 - Capstone Directed Readings    Aaron Ashley
Course Revision -   PSY - 4050 - Evolutionary Psychology    Aaron Ashley

Geography
New Program Geospatial Technology Certificate of Proficiency    Eric Ewert
New Course   GEOG - 1890 - Explor World Thru Geospat Tech    Eric Ewert
New Course   GEOG - 2400 - Cartography and Map Design    Eric Ewert
New Course   GEOG - 2840 - Geospatial Internship    Eric Ewert
New Course   GEOG - 2850 - Geospatial Capstone    Eric Ewert
New Course   GEOG - 4600 - Geo Programing/Online Methods    Eric Ewert
Course Revision   GEOG - 4400 - Cartography and Map Design (course name & # change)    Eric Ewert
Criminal Justice
New Course  CJ - 3900 - Intelligence & Nat'l Security  Brent Horn
New Course  CJ - 4167 - State Criminal Justice Rights  Brent Horn

Sociology
Program Change  Sociology (BS) Capstone change  Pepper Glass
New Course  SOC - 4930 Community Engaged Capstone  Pepper Glass

Arts & Humanities Interdisciplinary (course had been inadvertently lumped with English proposals)
New Program  Film Studies  Scott Sprenger

MOTION was made, and seconded to amend the process to allow interdisciplinary Film Studies program to be discussed at this meeting because Scott Sprenger is here to represent the proposal, it was lumped with the English proposals in the agenda.

MOTION: To bring Film Studies to the floor for consideration by Jason Barrett-Fox
SECOND: Blake Nielson
OUTCOME: Unanimous approval of bring Film Studies to the floor, it will be approved with the group of proposals.

MOTION: To pull Computer Science Bachelors for further information by Adam Johnston
SECOND: Mary Beth Willard
OUTCOME: Unanimous Approval

MOTION: To bring proposals that have been presented to the floor by Justin Jackson (without BS Computer Science or English, but including Film Studies)
SECOND: Tracy Callahan
OUTCOME: Unanimous approval of proposals

MOTION: To bring Bachelors of Computer Science to the floor by David Aguilar
SECOND: Adam Johnson
DISCUSSION: Want clarification on reduction of the number of physics and math courses. This comes from ABET, the accrediting body. The calculus course is still being encouraged for those pursuing graduate degrees. This change allows more flexibility to meet today’s needs as the field of computer science has changed over the years.
OUTCOME: Unanimous Approval

10. ASSA Charges – Brent Horn
   a. PPM 4-19B - Grade Changes
      The changes include updating language in the policy, updating the policy to reflect current grade change procedures, and change the requirement for reporting grade changes to department chairs.
      MOTION: To bring PPM 4-19B to the floor by Aaron Ashley
      SECOND: Mark Denniston
      OUTCOME: Unanimous Approval

   b. PPM 4-21 - Transfer Credit and Credit by Exam
      The executive summary at the beginning of the proposal was removed. References to transfer of graduate credit now refers to PPM 11 where all graduate information is located. The major substantive change to the PPM is making it so lower division credits transfer to WSU as lower division and upper division transfer as upper division. It appears that this correction brings WSU in line with standard practice across USHE.
      MOTION: To bring PPM 4-21 proposed changes to the floor by Aaron Ashley
      SECOND: Tim Herzog
      DISCUSSION: There was much conversation surrounding the transfer credits of upper division for upper division and lower division for lower division. Not having this is a concern for other USHE schools as well
      OUTCOME: Unanimous Approval

   c. ASSA/Starfish Ad Hoc/Student Success Structure
      The proposal is to replace the expiring ad hoc Starfish committee with a new ad hoc committee. This committee would take the retention portion of the ASSA mission. It is proposed that ASSA maintain the rest of its mission. They will deal with policy and procedure generation, revision and review and will have oversight of student affairs related issues. The ad hoc committee (SERTS) focus is faculty support, representation and advisement on student success issues. They will deal with student
engagement, retention and transitions (HS to college, to alumni), and will interface with Career Services and Development.

MOTION: To bring the ASSA/Starfish Proposal to the floor to approve the new ad hoc committee SERTS by Brodie Bailey
SECOND: Mary Beth Willard
DISCUSSION: Student Affairs and Academic Affairs have been working together increasingly over the last few years, the SERTS committee helps to put this into a committee form that supports this end. This proposal is arranged in a manner that after the two year ad hoc committee it could become a permanent standing committee of Faculty Senate.
OUTCOME: Unanimous Approval

11. SBBFP Negotiating Committee - Doris Geide-Stevenson, Liaison
Leah Murray, SBBFP Chair, Doris Geide-Stevenson, Faculty Senate Chair and Kristin Hadley SBBFP representative
MOTION: To bring negotiating committee to the floor by Aaron Ashley
SECOND: Adam Johnston
OUTCOME: Unanimous approval

New Senators
Ryan Dunn        Education
Sheryl Rushton   Education
Tanya Nolan      Health Professions
Kenton Cummins   Health Professions
Dustin Birch     EAST
Chris Trampel    EAST
None             Business & Economics
None             Library
Barb Wachocki    Science
Rebecka Brasso  Science
Nicola Corbin    Arts & Humanities
Dianna Huxhold   Arts & Humanities
Joshua Winegar   Arts & Humanities
Mark Denniston   Social and Behavioral
Marjukka Ollilainen Social and Behavioral

Upcoming Events:
- Remove name from Executive Committee ballot February 15-18 (Google form was sent)
- Vote for Executive Committee February 25-27 (through Weber portal app)
- March Faculty Senate meeting vote for chair and vice chair for 19-20 (new senators attend)

Adjourned 4:50 pm

Next Meeting: Faculty Senate, March 14, 2019 at 3:00 pm WB206-207