EXECUTIVE COMMITTEE AGENDA SETTING MEETING
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Present: Aaron Ashley, Doris Geide-Stevenson, Ed Hahn, Tim Herzog, Casey Neville, Blake Nielson, Sheryl Rushton, Barb Wachocki, Catherine Zublin, Madame Miner, Brad Mortensen, Patti Glover

Guests: John Cavitt, Brenda Kowalewski, Molly Sween, Brent Horn, Colleen Packer, Michelle Paustenbaugh, Casey Bullock

1. Approval of the minutes from the November 7, 2019 meeting as circulated
2. Curriculum – John Cavitt
   Science
   Chemistry & Biochemistry (no representatives, moved to December)
   WSU Gen Ed—WSU 1470—Integrating Chemistry and Visual Art—Brandon Burnett
   Program Change—Chemistry Teaching (BS)—Michelle Paustenbaugh

   Social & Behavioral Science
   Sociology and Anthropology
   Course Revision—SOC - 2370—Sociology of Gender—Marjukka Ollilainen
   Course Revision—SOC - 2600—Sociology of Family—Marjukka Ollilainen

   Program Change—Anthropology—Mark Stevenson
   New Course—ANTH - 4900—Senior Capstone Seminar—Mark Stevenson

   Women & Gender Studies
   New Program—Queer Studies—Theresa Kay returned to originator for changes

   Geography
   New Course—GEOG - 3990—Research Methods in Geography—Eric Ewert returned to originator for changes
   New Course—GEOG - 4840—Geospatial Internship—Eric Ewert

   History
   Program Change—Public History Minor—Matt Romaniello
   New Course—HIST - 3530—History Editing—Matt Romaniello
   New Course—HIST - 4440—History of Eastern Europe to 1815—Matt Romaniello

   Political Science and Philosophy
   Course Deletion—POLS - 3630—Identity Politics—Richard Price
   New Course—POLS - 3640—Media and Politics—Richard Price

   Arts & Humanities
   New Program—AA Dance—Amanda Sowerby
Program Change  Master of Professional Communication (MPC)  Sarah Steimel

Program Change  European Studies Minor  Tom Mathews

**EAST**

Construction & Building Sciences
Program Change  Building Design & Construction Architectural Design Minor  Jeremy Farner
New Program  Building Design & Construction BS  Jeremy Farner
New Course  BDC - 3500 - Architectural Rendering & Animation Studio  Jeremy Farner
New Program  Facilities Management Minor  Pete Van Der Have

Electrical & Computer Engineering
Course Revision  ECE - 3710 - Embedded Systems  Fon Brown
Course Revision  EET - 3050 - Microprocessor Systems  Fon Brown
Course Revision  EET - 4030 - Controls & Systems  Fon Brown
Program Change  Electrical Engineering (BS)  Fon Brown (Move to Dec with AAS)
Program Change  Electronics Engineering Technology (BS)  Fon Brown (not on Curriculog agenda, waiting for return from custom routing)
New Course  ECE - 1400 - Fundamentals of Engineering Computing  Fon Brown

Manufacturing and Systems Engineering
Program Change  Product Design and Development (formerly DET): An Engineering Technology (AAS)  Glen West
Program Change  Product Design and Development: An Engineering Technology (BS)  Glen West
New Course  PDD - 1020 - Introduction to 2D CAD Software  Glen West
New Course  PDD - 4200 - Advanced Mechanical Design  Glen West

Health Professions
New Program  Health Administration (BS)  Pat Shaw
New Program  Health Information Management (BS)  Pat Shaw

Masters - Athletic Training Program
Program Change  Master of Science in Athletic Training (MS)  Matt Donahue
Course Revision  MSAT - 6200 - Mental and Behavioral Health Injury and Rehabilitation  Conrad Gabler
Course Revision  MSAT - 6300 - Orthopedic Assessment and Diagnosis I  Conrad Gabler
Course Revision  MSAT - 6301 - Orthopedic Assessment and Diagnosis II  Conrad Gabler
Course Revision  MSAT - 6350 - Assessment and Care of General Medical Conditions  Conrad Gabler
Course Revision  MSAT - 6400 - Therapeutic Modalities for Musculoskeletal Injuries  Conrad Gabler
Course Revision  MSAT - 6401 - Innovations in Therapeutic Modalities  Conrad Gabler
Course Revision  MSAT - 6431 - Orthopedic Taping and Durable Medical Equipment  Conrad Gabler
Course Revision  MSAT - 6450 - Therapeutic Rehabilitation I  Conrad Gabler
Course Revision  MSAT - 6451 - Therapeutic Rehabilitation II  Conrad Gabler
Course Revision  MSAT - 6500 - Foundations of Athletic Training  Conrad Gabler
Course Revision  MSAT - 6501 - Graduate Practicum I  Conrad Gabler
Course Revision  MSAT - 6502 - Graduate Practicum II  Conrad Gabler
Course Revision  MSAT - 6503 - Graduate Practicum III  Conrad Gabler
Course Revision  MSAT - 6504 - Graduate Practicum IV  Conrad Gabler
Course Revision  MSAT - 6999 - Special Topics in Athletic Training  Conrad Gabler
New Course  MSAT - 6390 - Foundations of Therapeutic Interventions  Conrad Gabler
New Course  MSAT - 6432 - Casting and Orthotic Fabrication  Conrad Gabler
New Course  MSAT - 6452 - Advanced Manual Therapy Techniques  Conrad Gabler
New Course  MSAT - 6480 - Advanced Principles of Evidence-Based Practice  Conrad Gabler
All proposals passed by UCC will be forwarded to Faculty Senate. After discussion with the library, starting next year new programs will need a notification from the library attached to their proposal indicating that library resources are available.

3. GEIAC – Molly Sween, Chair
   a. **Area Committee Policy**
      These changes came as a result of GEIAC charges. It is proposed that GEIAC committee members that teach in an area will serve as Area Committee Chairs and form committees to review proposals on an ad hoc basis. The EC recommends that every department that carries a given attribute (e.g. CA, HU, SS) be invited to serve on the area ad hoc committee. They may not come, but they have been given the chance to weigh in.

   b. **CPPM 1-3 - Gen Ed Renewal Process**
      The renewal process is labor intensive for departments and GEIAC believes that the renewal is reviewed by the wrong body. GEIAC is hoping to streamline the process to make it less cumbersome for departments and UCC. Only courses that GEIAC determines have issues will go to UCC. Departments will provide Gen Ed data biennially (at the same time as they submit program assessment data). Hopefully this minimizes the confusion of different assessment cycles. GEIAC will review the Gen Ed data and provide formative feedback to departments. UCC will no longer review every Gen Ed course and will be called upon only for disciplinary action regarding problematic Gen Ed courses. There is currently disagreement on how often courses need to be taught to have a Gen Ed attribute. This proposal will go to UCC for vote and then to Faculty Senate as an information item.

4. **E-Portfolio** – Brenda Kowalewski
   Employers are requesting e-portfolios because resumes don't show the employer the evidence of experiences and skills that students have developed. This also gives an opportunity to showcase above and beyond work. There is no intention that these portfolios be mandatory but an available option for students. This can be taken with the students after they graduate. Students can also see employer information and upload their information to the employer

   a. Instructure (Canvas parent company) purchased a platform called Portfolium to replace their poor e-portfolio feature currently in Canvas. It has three features in total – an e-Portfolio, an assessment module, and a badging component that various areas of campus have expressed an interest in using. While the e-portfolio is a feature offered by our current Canvas contract, the assessment and badge features are not; therefore, institutions would need to purchase these features. Statewide contracts reduce the costs, and others in the state are looking at these products.

   b. The next step that needs to be taken involves pulling a group of faculty and staff together to explore the use of e-Portfolios and Portfolium in particular.

5. **SERTS Update – Brent Horn, Chair**
   a. The Transitions and Opportunity subcommittee of SSSC has been talking of freshman friendly courses. Curriculum may need to consider a new course designation for these courses. The current gateway courses are taken by many students and create many DFIW's.

   b. The Office of Institutional Effectiveness is ramping up Starfish and starting to measure success using the course analytics. The concern which was expressed is that this information could be used against faculty members/departments, or lead to reduction of academic freedom. Rolling
this out won’t happen for at least 10 months. APAFT may need to look at how to ensure that academic freedom is protected in this data driven environment. With the results of the data faculty need assurance that they are getting help with a difficult course, not disciplinary action. Also chairs and deans need to learn how to support these type of assurances.

DISCUSSION: We keep hearing what faculty need to do, but it doesn’t seem to be communicated to students what their responsibilities are to gain a good education. Course analytics can help look at the student individually, this helps give a student retention score. There are concerns with retention score, that it would be a self-fulfilling negative prophesy. If collecting data on students it seems they should have access to that data, but is that positive? The EC would like to see a pilot done on a small scale before this happens on a university wide level. A negative outcome on the data which could be used ‘against’ faculty could lead to faculty not wanting to teach difficult classes, or faculty leaving.

f. The Department of Education is more strictly enforcing the rules regarding federal financial aid dollars being used only to cover courses that are included in a student's program of study. Steps are being taken by Financial Aid and the Office of the Registrar to make sure that a student’s program of study is correct. This may affect GEIAC and Curriculum in terms of how courses are defined in terms of the students program of study. According to Financial Aid we are still months away from having the software ready to verify programs of study.

g. Advising plans have gone through in two colleges, SERTS is monitoring advising in colleges to see if the advising plans are being worked on.

6. TLA Strategic Planning Update – Colleen Packer, Chair

Mission, vision structure and organization were examined at the TLF retreat. The areas of concern that were received from reviewers about the TLF included building capacity in terms of personnel and physical space The current Teaching Learning and Assessment committee (TLA), proposes to separate into TL and A committees with separate chairs over TL and A with director ex-officio on both committees. TLF would also like to be re-named as a center. Colleen would like to take the proposal to faculty senate to get feedback.

DISCUSSION: This proposal may have to go up to Board of Regents if TLA becomes a center. The feasibility of the proposal would need to be looked at in regard to space issues. Any PPM changes would need to be proposed by TLA, Associate Provost, or EC.

7. ASSA PPM Changes – Michelle Paustenbaugh & Casey Neville

Curriculog Justification for Non-Curriculum (orange section at bottom of document)

a. PPM 4-1 Graduation Standards

This proposal clarifies GPA wording to match what appears on the transcript. The language tracking ‘D’ grades was removed. It clarifies that institutional GPA can be improved, but the degree GPA will not change once it is issued. New policy regarding a Post-Baccalaureate Associate Degree or Certificate was added.

b. PPM 4-21a.11.E Awarding of Transfer Credits

This brings WSU into compliance with the state law which requires a class in American Institutions for all graduates. This will be effective for the 20-21 catalog and programs of study declared that catalog year.

All APAFT proposals will proceed to senate.

8. APAFT Updates - Melissa NeVille-Norton, Chair
a. Faculty Workload (Charge 14-info item for senate) Work Benchmarking
   Information regarding workload, parental leave and sabbatical were given. APAFT believes
   that WSU is adequate in these areas.

b. PPM 8-13 Maintenance of Professional File (Charge 12)
   This change removes the option of a paper tenure file, they must be digital for 3rd and 6th
   year reviews. Need to edit first sentence of document to clarify before senate. Digital files
   are currently being maintained by associate deans.

c. Career Pathways for Instructors (Charge 8-info item) Rank Advancement Study, Peer
   Institutions, Other Institutions
   Most institutions say 3-6 year for promotion, EC believe that 6 year seems correct with the
   name of the rank as Senior Instructor. Benchmarking shows that a salary increase should
   be included with the title change. Need additional information on how many are eligible for
   this raise. SBBFP could move forward on this with a charge for next year.

Due to time constraints number 9-11 will move to January's agenda and the Department Name
change and sabbaticals will move to senate.

9. Dean's Evaluation Survey – Madonne Miner, Melissa Neville-Norton
10. Emeritus Committee Update – Doris Geide-Stevenson
11. Utah Council of Faculty Senate Leaders Update – Doris Geide-Stevenson

12. Department of Botany name change
   Curriculog Justification for Non-Curriculum (orange section at bottom of document)

13. Sabbatical Replacement
   a. Senate - Russ Butler for Hugo Valle (EAST)
   b. SBBFP – Ryan Ridge for Sarah Steimel (A&H)
   c. GEIAC – Colin Inglefield for Kiley Spirito (Science)

Adjourned at 4:30pm