MEMBERS - Alphabetically
David Aguilar-Alvarez
Aaron Ashley – Cade Mansfield sub
Nicole Beatty
Fred Chiu – Christian Hearn sub.
Bruce Davis – Brian Steckline sub.
Mark Denniston
David Ferro
Electra Fielding
Robert Fudge
Doris Geide-Stevenson
Afshin Ghoreishi - Pepper Glass/Carla Trentelman sabbatical sub
Scott Hadzik – William Spiegel sub.
Frank Harrold
Michael Hernandez
Tim Herzig/Barb Wachocki – Sue Harley
Wendy Holliday -
Rieneke Holman
Parker Hughes - Absent
Justin Jackson
Samantha Kivalu - Absent
Brandon Koford
Mark LeTourneau
David Matty – Absent
Marek Matyjasik
Madonne Miner
Lola Moli - Absent
Cass Morgan
Molly Morin
Cory Moss
Cora Neal
Casey Neville – Brian Cottle sub.
Blake Nielson
Julio Otay - Absent
Julia Panko
Pamela Payne
Brett Perozzi – Jeff Hurst sub.
Travis Price
Clay Rasmussen - Absent
Jack Rasmussen
David Read – Ryan Pace sub.
Rob Reynolds
Bill Robertson
Yas Simonian
Mohammad Sondossi
Scott Sprenger - Absent
Jeff Steagall
Amy Stegen
Sarah Steimel
Norm Tarbox - Absent
John Trimble
Hugo Valle
President Wight - Excused
Mary Beth Willard
Stephen Wolochowicz
Catherine Zublin

Guests: Alice Mulder, John Cavitt, Valerie Herzig, Rick Orr, Kirk Hagen,
Administrative Associate: Patti Glover
1. ROLL CALL

2. Approval of minutes from October 12, 2017 meeting.

Information Items

3. Administration Report – Madonne Miner, Provost
   a. The Student Success Steering Committee (SSSC) has linked a Box folder at www.weber.edu/weberthrives/transitionsopportunities.html. Meeting agendas, minutes and documents can be accessed through the link at the bottom of the page. There is also a Tuesday Tips email newsletter that one can sign up to receive to keep linked with the progress of this committee.
   b. Starfish – The first semester 4,893 students were involved, 48% of faculty sent messages to students raising 3345 flags, the flags either being positive or need for improvement. Almost 2000 students received flags. Currently the team is looking at data and making adjustments as they prepare for the second progress survey going out. Concerns regarding data security have risen, more information is forthcoming regarding how Weber State is insuring that student and faculty data is only shared with authorized personnel.
   c. Academic Master planning task force – Over the course of the last year Madonne has been meeting with 24 individuals to look at what Weber’s academic future should be. Spring semester they split into five teams to interview faculty, students, staff, community, employers and stewards (legislators, trustees, those with an investment in the university). They asked a variety of questions about where Weber is, and where they think we should be in the future. They have now discussed those materials and will be continuing discussion on them. The task force as a group are determined that Weber is not just making job ready candidates but helping to educate students for life that changes over time, fiercely holding on to the liberal arts while being in tune to the fact that universities are changing. They hope to have open meetings with faculty and staff about items seen as most important and those that need development or maintenance.

4. EIC/SPARC update – Alice Mulder, EIC Chair - Weber has made a big commitment to sustainability, WSU is to be carbon neutral by 2050. Sustainability Practices and Research Center (SPARC) was born in January 2015 and is a hub connecting campus activities, programs, departments, and community partners to advance a commitment to sustainability in the region. Environmental Issues Committee (EIC) is the advisory board of faculty fellows that helps with activities and making policy. The definition of what EIC has been needs to be changed to reflect the collaboration between EIC and SPARC.

5. CRAO– Mary Beth Willard, Chair – Readings and Information Item
   a. Charge 2b EIC/SPARC proposed bylaw changes - The EIC PPM needs to be changed as a way for the director of SPARC to be co-chair on EIC, also there is a desire to change the EIC name to Environmental Initiatives Committee. Reading of proposed amendment to the Bylaws PPM 1-13, B-V-4.6 regarding change of name and mission (per PPM 1-13 Article B-XIII).
   b. Charge 2d Executive Committee election bylaw change - Executive Committee voting procedure language is being changed to reflect current practice of a formal, documented vote of the general faculty. “Reading” proposed amendment to the Bylaws PPM 1-13, B-II-7 regarding voting procedure (per PPM 1-13 Article B-XIII).
   c. Information item of proposed changes to PPM 1-18 Duties of Department Chairs – The proposed changes identify what the department chair’s academic leadership responsibilities are, responsibilities to the dean and to the department. Several statements needed an elastic clause, the verbiage ‘to perform other duties as agreed upon by dean and department chair’ was used for this purpose. Will bring PPM 1-18 in December for a vote. The proposed changes are currently being circulated to department chairs.

Action Items

6. CRAO Apportionment – Mary Beth Willard, Chair
a. Apportionment calculation for 2017-2018 & adjunct worksheet
   MOTION: To bring apportionment to the floor by Amy Stegen
   SECOND: David Aguilar-Alvarez
   OUTCOME: Unanimous approval
   Health Professions gains one seat and Social & Behavioral Science will lose one seat
   VOTE: To approve apportionment. Unanimous approval

b. Looking at adjuncts and the possibility of representation on faculty senate. More complete data will be received from Institutional Research and additional analysis will be done. There is a national conversation on adjuncts, are they being exploited, do they have a voice in faculty governments? WSU doesn’t want to be caught behind the curve on this.

7. APAFT – Valerie Herzog

   a. PPM 8-12 Dated Guidelines - Changes are being made because dates falling on a holiday or weekend were being dealt with differently in different colleges, sometimes causing confusion. For consistency a standardized campus policy was desired
   MOTION to bring the dated guideline to the floor - Mary Beth Willard
   SECOND: Julia Panko.
   OUTCOME: Unanimous approval

   a. PPM 9-5,II,B,4 Faculty Office Hours – The changes are to detail more clearly that faculty should have office hours that are posted and should be at times that are available to students for the purpose of promoting student success. Also it notes that the department chair will approve those hours. The other piece of the charge was about regular meeting of classes. Some language was added to show that if changing how course delivery is given during a semester it must be approved by program director or department chair.
   MOTION TO bring proposal to floor by Michael Hernandez
   SECOND: Mary Beth Willard
   DISCUSSION: This PPM change is not dealing with a campus closure, but a permanent change of delivery method for the class, not a temporary sick or conference situation. There is currently no number of office hours specified in the PPM. Concern was voiced regarding the phrase ‘business hours’ and how this can be worked out with the department chair. If classes are offered weekends or evenings that might count as ‘business hours’, but would not be allowed per proposed policy draft. Concern was voiced that in its current form the policy allows department chairs to dictate the scheduling of office hours. A question arose whether office hours and delivery method changes are correctly placed in the same policy.
   AMMENDMENT: by Mark Denniston in last paragraph where it reads ‘any alteration of course schedules’ insert ‘in excess of 10% of the course materials’.
   SECOND: Julia Panko
   DISCUSSION: Additional concerns regarding office hours being required on weekends. Concern that perhaps a rewriting of the policy is needed.
   OUTCOME: on amendment to policy: 4 yeah, majority nay, 2 abstentions, motion fails
   Back to original proposal. The bulk of the charge was to explain what the sentence in the PPM means that reads, ‘The faculty and the administration are obliged to fill commitment to students in terms of class offerings’. It seems that there are two issues, a permanent change of course delivery method, and a temporary change of course delivery method. Putting them both in one sentence seems to be causing confusion. If you vote against the proposal you send it back to committee.
   VOTE: all in favor of approving language proposed for 9-5,II,B,4
   OUTCOME yeah 0, nay majority, abstentions 2, motion fails.

8. University curriculum Committee – John Cavitt, Chair
The following curriculum was approved at Curriculum Committee Meeting October 18, 2017
Faculty Senate Nov 9, 2017 – Curriculog agenda

First regular curriculum meeting of the academic year. 40 curricular items, one program revision, two course revisions and 36 new courses. Also considered modifying Curriculum PPM 5, those revisions will be discussed at the next Faculty Senate meeting.

Business & Economics
Ryan Pace:
MTAX - 6455 - Gifts, Estates, Trusts & Real Estate Taxation New Course
MTAX - 6485 - Retirement Plans & Exempt Organizations New Course
MOTION: to bring course proposals for the Goddard School to the floor Amy Stegen
SECOND: Nicole Beatty
OUTCOME: Unanimous approval

**Education**

David Aguilar-Alvarez
Nutrition Education (BS) Program Proposal Changes

**Chad Smith**: presented by John Cavitt

- PE - 1245 - Ultimate Frisbee Level I New Course
- PE - 1246 - Ultimate Frisbee Level II New Course
- PE - 1247 - Ultimate Frisbee Level III New Course
- PE - 1440 - Mixed Martial Arts Level I New Course
- PE - 1441 - Mixed Martial Arts Level II New Course
- PE - 1442 - Mixed Martial Arts Level III New Course
- OCRE - 2300 - Wilderness First Responder (WFR) New Course
- REC - 1241 - Mountain Biking Level I New Course
- REC - 1242 - Mountain Biking Level II New Course
- REC - 1243 - Mountain Biking Level III New Course

MOTION: to approve all proposals for the College of Education
OUTCOME: Unanimous approval

**EAST**

Rick Orr:

- MFET - 6050 - Gateway to Technology Course Revision
- MSE - 1210 - Metal Processes and Joining for Engineers New Course

Kirk Hagen:

Mechanical Engineering New Program
- ENGR - 2160 - Materials Science and Engineering Course Revision
- ME - 3040 - Dynamic System Modeling New Course
- ME - 3050 - Machine Design New Course
- ME - 3060 - Sensors, Instrumentation and Control Systems New Course
- ME - 3300 - Fluid Mechanics New Course
- ME - 3350 - Engineering Computing New Course
- ME - 3500 - Numerical Methods for Engineering New Course
- ME - 4000 - Heat Transfer New Course
- ME - 4100 - Senior Project I New Course
- ME - 4150 - Vibrations New Course
- ME - 4200 - Senior Project II New Course
- ME - 4250 - Finite Element Analysis New Course
- ME - 4300 - Material Failure Analysis New Course
- ME - 4350 - Advanced Mechanics of Materials New Course
- ME - 4400 - Aerodynamics New Course
- ME - 4450 - Aerospace Propulsion New Course
- ME - 4500 - Heating, Ventilating and Air-Conditioning New Course
- ME - 4550 - Robotics New Course
- ME - 4800 - Individual Research Problems New Course
- ME - 4830 - Readings in Mechanical Engineering New Course
- ME - 4890 - Cooperative Work Experience New Course
- ME - 4900 - Special Topics New Course
- ME - 4920 - Short courses, workshops, institutes and special programs New Course
- ME - 4990 - Seminar in Mechanical Engineering New Course
MOTION: to bring all EAST proposals to the floor Pamela Payne
SECOND: Dave Ferro
OUTCOME: Unanimous approval
>>End of Proposals<<

9. Other Items

   a. November 15, 2017 2:30 – 4 pm in WB 206/207. ASSA will be considering the textbook policy. There
      are 5 proposals that will be considered that are already drafted. Please come or send a representative
      from your college.

Meeting adjourned 4:36 pm

   Next Meeting: Faculty Senate, DECEMBER 7, 2017 at 3:00 pm WB206-207