EXECUTIVE COMMITTEE
AGENDA SETTING MEETING MINUTES
Thursday, February 8, 2018

Click on links to review items

Present: Nicole Beatty, Doris Geide-Stevenson, Marek Matyjasik, Casey Neville, Pamela Payne, Rob Reynolds, Mark LeTourneau for Sarah Steimel, Hugo Valle, Molly Morin for Catherine Zublin, Chuck Wight, Patti Glover

Excused: Madonna Miner

1. Approval of the minutes from the January 11, 2018 meeting. Approved as circulated

2. APAFT – Valerie Herzog

   • Amorous Relationships PPM 3-1a & 9-5. This revision is a clarification of two issues, conflict of interest and welcomeness. The amorous relationships are not prohibited, it is the conflict of interest that is. Also, the welcomeness piece was not well documented in the last set of revisions.

   • PPM 8-3 Deletion – This policy has to do with teaching to retain rank. Removal of this PPM will remove the requirement for Dean’s and administrators not associated with an academic unit to teach to retain rank. Assigning tenure is covered in the Board of Regents policy, it doesn’t need to be covered in WSU PPM. WSU has a policy to appoint rank for provost, vice president, dean, associate dean, assistant dean and faculty. The method we had for other administrators was PPM 8-3 but it is not written clearly as to who it covers and the process. Executive Committee suggested to remove teaching requirement to maintain rank but keep the rest of PPM 8-3. How administrators are ranked could be a charge for next year. The policy will proceed to Faculty Senate, not as a deletion of the PPM, but as deletion of teaching requirement to retain rank for Dean’s and administrators not associated with an academic unit.

3. University Curriculum Committee – John Cavitt, Chair
   EC Feb 8, 2018 (remember to log in once you get to Curriculog)

   SOCIAL & BEHAVIORAL SCIENCE
   Course Revision PSY - 4835 - Capstone Directed Readings – Cade Mansfield
   Program Change Sociology Minor – Marjukka Ollilainen
   Gen Ed Collaboration WSU - 2420 - Evil chemicals, drug scares, and big business – Pepper Glass, Tracy Covey

   BUSINESS & ECONOMICS
   Management Information Systems& Supply Chain – Grace Zhang – NOT APPROVED
   New Program Data Science Minor
   New Course IST - 2030 - Introduction to Business Analytics
   New Course IST - 3220 - Business Intelligence
   New Course IST - 3230 - Data Mining For Business
   New Course IST - 3740 - Business Machine Learning
   Business Administration
   New Program MBA Foundations Minor – Wendy Fox-Kirk
   Course Revision MGMT - 4300 - Leadership and Group Effectiveness – Bryant Thompson
   Course Revision MGMT - 4400 - Advanced Organizational Behavior– Bryant Thompson

EDUCATION
Athletic Training & Nutrition – Conrad Gabler
Program Change  Athletic Therapy (BS)
Course Revision  AT - 2175 - Introduction to Sports Medicine

Child & Family Studies  – Sheila Anderson
Course Deletion  CHF - 4711 - Advanced Guidance and Planning for Teacher Education

Health Promotion & Human Performance  – T. Lewis
New Course  REC - 1310 - Whitewater Paddling Level I
New Course  REC - 1311 - Whitewater Paddling Level II
New Course  REC - 1312 - Whitewater Paddling Level III
New Course  REC - 1404 - Mountaineering Level I
New Course  REC - 1405 - Mountaineering Level II
New Course  REC - 1406 - Mountaineering Level III

Master of Science in Athletic Training - Valerie Herzog
Program Change  Master of Science in Athletic Training (MS)
Course Revision  MSAT - 6431 - Orthopedic Taping, Casting, & Bracing

ARTS & HUMANITIES
Communications  – Sheree Josephson
Program Change  Associate in Communication
Program Change  Communication, emphasis in Organization Communication
New Course  COMM - 1140 - Writing for Workplace Communication
Course Revision  COMM - 2890 - Cooperative Work Experience for The Signpost
New Program  AA Degree in Workplace Communication and Writing
New Program  AS Degree in Workplace Communication and Writing
New Course  COMM - 2999 - Capstone in Workplace Communication and Writing
New Course  COMM - 2550 - Communication in Professional Settings
Course Revision  COMM - 2730 - Digital Radio Production and Broadcast
Program Change  Interpersonal & Family Communication

English  – Hal Crimmel
New Course  ENGL - 2120 - Introduction to Writing and Document Design
New Course  ENGL - 2130 - Media and Technology in Texts
New Course  ENGL - 2140 - Introduction to Technical Editing
New Course  ENGL - 2150 - Gender and Culture in Workplace Writing
New Course  ENGL - 2160 - Introduction to Web-Based Technical Writing
New Course  ENGL - 2999 - Capstone in Workplace Communication and Writing
New Course  ENGL - 3530 - The Literature of Business and Economics

Master of English  – Mali Subbiah
Program Change  Master of Arts in English (MA)
New Course  MENG - 6950 - Creative Writing Thesis: Fiction, Nonfiction, Poetry

Foreign Language
New Program  Spanish Translation (BA) – John Trimble
New Course  FL - 3116 - DLI Bridge Course I – Tom Matthews
New Course  FL - 3118 - DLI Bridge Course III – Tom Matthews

Performing Arts
Dance  – Amanda Sowerby
Program Change  Dance (BA)
Program Change  Dance Teaching Minor

Music  – Mark Maxon
New Program  Sound Production/Recording
New Course  MUSC - 3720 - Analog Audio
New Course  MUSC - 3721 - Live Sound in the 21st Century
New Course  MUSC - 3722 - History of Recording
New Course  MUSC - 3723 - Field Recording / Sound for Picture
New Course  MUSC - 3724 - Studio Construction
New Course  MUSC - 3725 - Alternative Digital Audio Workstations
New Course  MUSC - 3726 - Creative Lab
New Course  MUSC - 3820 - The Art and Science of Recording I

Page 2 of 5
New Course  MUSC - 3821 - The Art and Science of Recording II
Course Revision  MUSC - 4820 - Pro Tools 101
Course Revision  MUSC - 4821 - Pro Tools 110
New Course  MUSC - 4995 - Capstone Project

EAST
Automotive Technology  – Scott Hadzik
Program Change  Automotive Technology (BS)
New Course  ATTC - 4550 - Advanced Automotive Emissions
New Course  ATTC - 4710 - Capstone Research Methods
Course Revision  ATTC - 4720 - Capstone Research and Development

Building Design & Construction  – Jeremy Farner
Program Change  Building Design & Construction Minor
Course Revision  BDC - 1040 - Intro to Building Design & Construction  Non-Sub, went straight from UCC to Catalog
Course Revision  BDC - 1350 - Residential Design & Codes
Course Revision  BDC - 2000 - Commercial Design & Codes
New Course  BDC - 2830 - Directed Studies
Course Revision  BDC - 3000 - Sustainable Building Design & Construction
Course Revision  BDC - 3660 - Structural Design & Detailing
Course Revision  BDC - 4350 - BIM Management & Coordination
New Course  BDC - 4600 - Senior Project

Professional Sales  – Blake Nielson
Program Change  Professional Sales (BS)

Engineering Technology
MET  - Rick Orr
Program Change  Manufacturing Engineering Technology, Production Operations and Control Emphasis non-core
AAS Specific Requirements
Program Change  Manufacturing Engineering Technology; Plastics and Composites Emphasis BS
New Course  MSE - 3040 - Cost Estimating and Engineering Economic Analysis

MSE  - George Comber
New Program  Manufacturing Systems Engineering
New Course  MSE - 3360 - Manufacturing Process and Materials/Lab
New Course  MSE - 3460 - Product Design and Development
New Course  MSE - 3710 - Computer Aided Manufacturing and Additive Manufacturing/Lab
New Course  MSE - 4010 - Facility Design and Material Handling
New Course  MSE - 4600 - Production Systems Modeling and Analysis/Lab
New Course  MSE - 4610 - Project Management for Engineers
New Course  MSE - 4615 - Lab: Senior Project Design I
New Course  MSE - 4620 - Lab: Senior Project Design II
New Course  MSE - 4700 - Manufacturing Systems Engineering II
New Course  MSE - 4810 – Individual Research Problems
New Course  MSE - 4830 – Directed Readings for Manufacturing Systems Engineering
New Course  MSE - 4890 - Cooperative Work Experience
New Course  MSE - 4900 - Special Topics
New Course  MSE - 4920 - Short Courses, Workshop, Institute, and Special Projects

Engineering  – Justin Jackson
Program Change  Computer Engineering (BS)
Program Change  Electrical Engineering (BS)
New Course  ECE - 3090 - Project Management
New Course  ECE - 3510 - Power Systems
Course Revision  ECE - 3890 - Internship
Course Revision  ECE - 5510 - Advanced Power Systems

Mathematics  – Mike Cocos, Julian Chan  – NOT APPROVED

Page 3 of 5
Concern was brought up regarding two master’s programs that link to one student group and one program takes students from the other. When one program is already established, the college has funding based on enrollment levels. The new program gets funding based on their levels, is it right for them to get funding when they are taking students from the already established group? This is not a concern with the MSEE program since the other program is less than 5 years old and not locked in with the funding.

Need to have responsibility taken by departments to present curriculum at Faculty Senate, if someone cannot present approval of the proposal will be postponed until there is representation for the proposal.

4. SBBFP – Inversion Data & PPT, Kristin Hadley & Spencer Hilton – They 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.

5. ASSA – Casey Neville

   a. Awarding of Degrees PPM 4-1.G & 4-1.V. The purpose of the policy is to not allow a student to attempt to get a second degree in the same major after they have already earned the first degree. The main purpose of the policy is to ensure that we are not awarding multiple degrees with little or no variability of content. This reasoning helps the institution from becoming a degree mill. An AA/AS and BA/BS can be received in the same semester. Student can’t get an Associate of General Studies after Bachelor’s is awarded. This does not affect a specific associate degree. The definition of major is the primary area of study. A department may have multiple majors in their department, such as business, finance and accounting. A student would be allowed to earn a second bachelor degree if the majors are different. However, a department may have one major and multiple emphases, such as criminal justice or communication. A student may only earn this major once.

   b. Course Materials Policy update – Review processes are defined in the policy and flow chart. The committee considered many elements of review procedure not included in the policy, instead leaving them to the provost’s discretion. This document includes information from those considerations, analysis, and recommendations from faculty and committee discussions, as a guide for development of the review. If material is already peer reviewed and published that does not mean that it is appropriate for a classroom, this would be determined by the review committee. General criteria for textbook selection are already outlined in policy. There are a few more criteria added under the review committee. The Provost recommendation can be more specific and deal with specifics that policy is not the best place to try and address. Including disclosure of the selection of course materials and profits to students could be beneficial. This helps to avoid conflict of issue concerns, putting the university in a better position. Disclosure of the amount of personal benefit to the Provost could also be considered. The main issue that the committee continues to deal with is the ethical dilemma regarding gain from students. Now that there are options this should help remove the ethical dilemma.

6. Department of Radiologic Sciences name change – Doris Geide-Stevenson. This is a renaming, from Department of Radiologic Sciences to School of Radiologic Sciences. It is not a reorganization of the department. Nationally in Radiologic Science departments are known for offering a two-year degree and a School offers higher degrees, the name change also brings better publicity to the program. Radiologic Sciences graduates the second highest number of students at WSU.

7. Faculty Board of Review (FBR) – According to PPM 9-12, when parties and FBR have to meet an administrator that represents the university must be chosen to make sure that due process is followed. This person is to be confirmed
by the Executive Committee. The committee approved the recommended administrative officer for the Faculty Board of Review. Two additional students can also be included as part of the Board of Review, the students were presented to the committee. The vote for the students was majority yea, one nay. The FBR will make the determination at a later date if the students will be included on the review.

8. Ombuds Position – Doris Geide-Stevenson. No applications have been received for this position. Kathryn MacKay is willing to continue one more year. The committee voted to give Kathryn an extension of her term.

9. Trustees Presentation for March – Marek Matyjasik will find a project within the College of Science that will be presented.

10. Other Items:

c. Faculty Governance Award Nominations Deadline February 16, 2018

d. Committee Interest Google Docs Deadline February 23, 2018

e. Executive Committee Election February 26-28

f. Student Success Series Employer Panel – February 20, 2018

g. New Faculty Senate Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jason Barrett-Fox</td>
<td>Arts &amp; Humanities</td>
</tr>
<tr>
<td>Tracy Callahan</td>
<td>Arts &amp; Humanities</td>
</tr>
<tr>
<td>Kacy Peckenpaugh</td>
<td>Arts &amp; Humanities</td>
</tr>
<tr>
<td>Wendy Fox-Kirk</td>
<td>Business &amp; Economics</td>
</tr>
<tr>
<td>Glen West</td>
<td>EAST</td>
</tr>
<tr>
<td>Chris Eisenbarth</td>
<td>Education</td>
</tr>
<tr>
<td>Casey Neville</td>
<td>Health Professions</td>
</tr>
<tr>
<td>Ann Rocha</td>
<td>Health Professions</td>
</tr>
<tr>
<td>Ed Hahn</td>
<td>Library</td>
</tr>
<tr>
<td>Sue Harley</td>
<td>Science</td>
</tr>
<tr>
<td>Tim Herzog</td>
<td>Science</td>
</tr>
<tr>
<td>Adam Johnston</td>
<td>Science</td>
</tr>
<tr>
<td>Vikki Deakin</td>
<td>Social &amp; Behavioral Science</td>
</tr>
</tbody>
</table>

Meeting Adjourned 4:20 pm

**Next Faculty Senate Meeting**: Thursday, February 15, 2018, 3pm, Smith Lecture Hall, WB206-207

**Next Executive Committee Meeting**: Thursday, March 1, 2017, 2pm, MA211K