



Thursday, November 2, 2020  
2 pm, via Zoom

## **EXECUTIVE COMMITTEE AGENDA SETTING MEETING**

*Click on links to review items*

Present: Christy Call, Wendy Fox-Kirk, Ed Hahn, Tim Herzog, Marjukka Ollilainen, Sheryl Rushton, Hugo Valle, Barb Wachocki, Ravi Krovi, Brad Mortensen, Patti Glover

1. Unanimous approval of [April 2, 2020 meeting minutes](#) as circulated
2. [ARCC Annual Update](#) - Shannon McGillivray, ARCC past Chair  
ARCC was able to fund most all Dee Grants with some money left over. There doesn't seem to be a trend in what is being requested for Dee or ARCC grants. A survey was sent to determine if the Microsoft license could be released. Faculty and staff indicated they could use Google for service-related duties, but also indicated that those products wouldn't be sufficient for teaching, research, and administrative-type duties. ARCC also surveyed to assess faculty needs, thoughts and preferences regarding remote/online teaching. The biggest challenge seems to be a lack of interactions with students and co-workers and hands on instruction. In consultation with Information Technology it was revealed that they would like faculty to not use their personal devices for work, but many are because of the convenience (screen size, multiple screens).
3. [ASSA PPM 6-22 Recording](#) Policy Update - Michelle Paustenbaugh, ASSA Chair  
Michelle is proceeding with presentations to the necessary groups to move this policy forward. University community meetings regarding the recording policy will be taking place soon, hopefully one in the morning and one in the evening.
4. [Policy Governing Policies](#) - Stephanie Hollist  
This policy was presented to EC in April, it remains largely the same. It was made to mirror the current flow for policies that WSU has been using. The goal is more efficiency in regard to policy, transparency of policy changes, and everyone receiving comments that have been made about the policy. Stephanie reviewed details of the policy review process. A [website is up](#) with a policy template and style guide.
5. CPPM Proposals from April (These passed with no discussion from the floor at Senate. Some senators requested more information in a post senate conversation) - John Cavitt
  - a. PPM Changes [CPPM 8 - Experimental Courses](#)  
The policy information on experimental courses needed to be changed in order to resolve a records issue. The university has the responsibility to ensure that all courses being taught are listed on the catalog appropriately. This was not occurring with the current process. Experimental courses will now be offered for two catalog years instead of two semesters. It is very problematic to have a course go on a transcript that the university has no record of on the catalog. This updated policy will solve this problem.
  - b. PPM Changes [CPPM Section 2, New 1.2 - Non-course Requirements](#)  
A new CPPM section was needed in order to address the addition of non-course requirements to the catalog and the degree evaluation system. This would include things such as a Cat-Tracks check box for non-course requirements.
  - c. PPM Changes [CPPM 5.10 Bachelor of Integrated Studies \(BIS\) Emphasis Approval](#)

BIS emphasis programs of study can be developed in two formats. 1) Department predetermined BIS emphasis program of study, which is a fixed program of study as outlined by the department or 2) Contractual emphasis program design which is a BIS emphasis program of study that is co-developed with the relevant department chair and the BIS Program Director. #1 will be generated and changed via Curriculog proposals.

6. Approve [Committee Changes](#) - these changes will go on to Senate
7. Approve COVID task force members - There is an Executive Committee member on the task force, Doris was on, but is on sabbatical. The committee recommended Tim to replace Doris, Tim will forward that recommendation to the task force.
8. [Committee Charges](#)  
ASSA was concerned with #4 & 6 because they don't involve students, both will be removed from their charges. Bryce Barker will be invited to come to EC and explain how the 'red flag' system works. Stephanie Hollist will come to explain how faculty can have legal representation paid by WSU for University matters such as when faculty are harassed by students, faculty, or staff.
9. Discussion points - Tim Herzog
  - a. Senate Meeting Recordings – Administrative Updates will continue to be posted, but the entire meeting will not be posted. Stephanie will check into the timeframe in which the audio recordings can be destroyed.
  - b. Voting - Patti and Tim will look into a good way to vote at senate meetings
  - c. Roll Call – Have senators send a chat to Patti, she will announce any substitutes and who they are there for, then ask if there are any others.
  - d. [Review EC Committee Charge Ideas](#) –
    - i. Controlled substance, should Tim bring to Dean's council or elsewhere? Perhaps we need to move #1 to the correct group for revision, Tim will reach out to HR on this.
    - ii. #2 is a general charge, we need to continue to be vigilant in this endeavor.
    - iii. #3, do we need additional regarding this, or is this something that department chairs can address? Seems this should be addressed in annual review. Is this in faculty code of conduct?
    - iv. Think about what we could do about faculty being rude/mean to staff. (A policy was received from HR after the meeting which addressed some of this concern)
    - v. #5 regarding free speech, APAFT is addressing this.
    - vi. #6 have the government relations person come to EC to discuss faculty representation on the team representing WSU at the Utah legislature.
    - vii. #7, think about this as we go through the year, how can we staff our committees in an equitable and diverse manner.
10. SERTS Ex-Officio member - Leslie Park was suggested by Ravi Krovi & Bruce Bowen, she will be added to the committee as ex-officio.
11. Administrative Update - Brad Mortensen will do the update
12. [Board of Trustees Meeting](#) assignments - please sign up for a monthly meeting
13. [Data Analytics Minor Transfer to SC/MIS Department](#)
14. Adjourned at 4:30