Thursday, February 3, 2022
2 pm, MA 319 & Zoom

EXECUTIVE COMMITTEE AGENDA SETTING MEETING
Click on links to review items

Present: Laine Berghout, Jason Francis, Eric Gibbons, Dianna Huxhold, Cora Neal, Marjukka Ollilainen, Ryan Ridge, Sheryl Rushton, Ravi Krovi, Patti Glover

Guest: James Hansen

Excused: Amy Buckway, Brad Mortensen

1) Approval of January 13, 2021 meeting minutes as circulated

2) Curriculum - John Cavitt (see bottom of page)
   Curriculog Justifications for Curriculum or Curriculog Agenda EC Feb 3, 2022
   John highlighted curriculum that was contentious at the UCC meeting.

   MOTION: To move all curriculum to senate except MICRO 1683 by Marjukka Ollilainen
   SECOND: Eric Gibbons
   OUTCOME: Unanimous approval

   MOTION: To have a letter from history attached to the MICRO 1683 proposal before it is
   forwarded to Senate by Marjukka Ollilainen.
   SECOND: Cora Neal
   OUTCOME: Unanimous approval (this item can go forward to Senate if the letter is obtained by
   next week’s meeting)

3) SBBFP Updates – Loisanne Kattelman, Bob Fudge, Andrea Easter-Pilcher
   a) CUPA
      WSU percentages are being compared to 100% of CUPA for the second year. The CUPA
      comparisons with WSU were detailed. This information will be shared with the deans as they
      consider next year’s budget.
   b) Equity
      This is the third year that Gender Equity has been reviewed by SBBFP. Only male and female
      are identified because that is the information that is currently available. When salaries are
      compared by rank the percent of male to female salary is much closer than when the dollar
      amounts are looked at globally. One of the things that helps explain this is the number of years
      in rank for faculty. When looked at as an index number which adjusts for years in rank the
      percentage of salary between male and female is much closer. Some additional research into
      how many males and females are staying at the associate professor level showed
      approximately equal numbers of each. This information will be shared with the deans.
c) The race and ethnicity data used is self-reported. This is the second year this data has been examined. The comparison is between white and all other groups because to be more specific on ethnicity or race would be too revealing of personal data. White have 95% of actual/equitable salary and all other groups have 94% of actual/equitable salary.

d) Salary Inversions
Inversions are down from 62 faculty members in 2019-20 to 55 in 2020-21 to 54 in 2021-22. The number of colleges that have inversions have reduced over the years as has the amount that it would take to fix the inversions.
MOTION: To move the SBBFP presentation to Senate by Ryan Ridge
SECOND: Sheryl Rushton
OUTCOME: Unanimous approval

4) Salary Negotiating Team -
A salary survey will be sent to all faculty to get input on how faculty would like a salary increase to be prioritized by the administration. The committee of negotiators are: the chair of SBBFP, the chair of the Senate and one member nominated by SBBFP from the committee. This year the committee will be Doris Geide-Stevenson, Laine Berghout and Valerie Herzog. This was approved by the vote of SBBFP and will be sent to Senate for approval.

5) TLC – Francois Giraud-Carrier & Caitlyn Byrne

a) Vice-Chair Position
This position was modeled after the ASSA Vice-Chair position. The position is to help maintain continuity of the committee when the chair changes. The chair and vice-chair positions could both be multiple year positions, or could turn over yearly, allowing flexibility.
MOTION: To send to senate by Sheryl Rushton
SECOND: Dianna Huxhold
OUTCOME: Unanimous approval

b) Syllabus Web Page & PPM 4-9a
TLC was charged to evaluate the syllabi processes across campus to create a central site for syllabus language that will be common for all courses. They also are to develop a process for maintenance and faculty access to the material. The PPM wording is being worked on in conjunction with the Provost and Legal offices. The collected syllabi data was shared with the committee. It was found that PPM required syllabus elements are not always being included on syllabi. TLC is hoping to have assistance from the Provost's office to maintain a web site for syllabus information and a Canvas Commons template. When the Canvas Commons is updated it will prompt the faculty member to update their content. The advantage of the Canvas Commons is that there is not a need to go to a link to access the policies, they are on one page in accordion style. This frees the syllabus to be for course specific policies, and makes the university policies consistent. TLC hopes to have a finished product this semester.

6) EIC Update – Mark Stevenson
EIC works with SPARC to facilitate integration of environmental and sustainability initiatives in Academic Affairs, Student Affairs, and Facilities Management. Many other community projects are also supported by EIC. They have student and faculty sustainability research awards each year and a scholarship has been added as well. This is the second year SUS program attributes which are applied to courses have been available. They are hoping each department will have at least one SUS attribute course, and hope to eventually have one in each Gen Ed area.
MOTION: By Eric Gibbons to send the report to Senate
SECOND: Dianna Huxhold
OUTCOME: Unanimous Approval

7) **PPM 10-2 Acceptable use Policy of University Information Technology - Nancy Jarvis**
   The primary purpose of this proposed revision is to comply with the requirements described in the *Utah Board of Higher Education Policy R840* and Utah law regarding use of email for political purposes. This proposal requires that University employees only use their Weber State authorized email (weber.edu) to conduct University business. There was discussion about what qualifies as acceptable use; if it needs to be more restrictive there needs to be additional clarification.

8) **Program Review** – Sign Up for February 17 & March 31

9) For Senate
   a) CRAO - Shirley Dawson, CRAO Member
      i) PPM 1-13 Committee Minutes
      ii) PPM 1-13 Faculty Board of Review
   b) EET (AAS) Discontinuance
      Other EET programs are being deactivated. Eric Amsel is following up with Dave Ferro to see if a Program Discontinuance would be more appropriate.
   c) EET Course Transfer to Noorda Center to keep courses as a potential offering, though we don’t currently have faculty available to teach them.
   d) Administrative Update – Betsy Mennell

10) Policy Review
   a) **PPM 3-9** Alternative Work Location
   b) **PPM 3-15** Personnel Relations
   c) **PPM 3-31** Staff Grievances
   d) **PPM 3-68** Released Wellness Time Guidelines
   e) **PPM 3-40** Retirement Programs and deletion of PPM 3-12

11) New Senators

<table>
<thead>
<tr>
<th>Name</th>
<th>College</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrea Baltazar</td>
<td>Arts &amp; Humanities</td>
<td>Communications</td>
</tr>
<tr>
<td>Youn Soo Goldstein</td>
<td>Arts &amp; Humanities</td>
<td>Foreign Language</td>
</tr>
<tr>
<td>Alex Lancaster</td>
<td>Arts &amp; Humanities</td>
<td>Communications</td>
</tr>
<tr>
<td>Randy Hurd</td>
<td>EAST</td>
<td>Mechanical Engineering</td>
</tr>
<tr>
<td>Shirley Dawson</td>
<td>Education</td>
<td>Teacher Education</td>
</tr>
<tr>
<td>Ryan Cain</td>
<td>Education</td>
<td>Teacher Education</td>
</tr>
<tr>
<td>Kurt Ward</td>
<td>Education</td>
<td>Health Physical Educ Recreation</td>
</tr>
<tr>
<td>Christie O’Neil</td>
<td>Health Professions</td>
<td>Emergency Healthcare</td>
</tr>
<tr>
<td>Kendal Beazer</td>
<td>Health Professions</td>
<td>Medical Laboratory Sciences</td>
</tr>
<tr>
<td>Michele Culumber</td>
<td>Science</td>
<td>Microbiology</td>
</tr>
</tbody>
</table>
12) Other Items

a) Funding for Staff projects - There has to be a faculty originator for ARCC and RSPG funding, but at this point there is not something in place from these committees that would be available for staff projects that aren't part of a faculty project.

b) Sabbatical – Some sabbatical requests were rejected and faculty have reached out expressing concern about those denied requests.

Curriculum

General Education
Gen Ed Attribute Request HTHS - 2910 - Health Information Literacy, Healthcare Systems & Career Exploration Jason Francis
Gen Ed Attribute Request COMM - 2250 - Essentials of Digital Media Anne Bialowas
Gen Ed Attribute Request ENGL - 2280 CA CW - Introduction to Writing Creative Nonfiction Ryan Ridge
Gen Ed Attribute SOC - 2400 - Introduction to Ethnic Studies Pepper Glass

Arts & Humanities
Department of English Language and Literature
New Course ENGL - 2210 - HU/DV Introduction to Film Theory and Criticism Hal Crimmel
Program Changes English (BA) Hal Crimmel
Program Changes English Minor Hal Crimmel

Telitha E. Lindquist College of Arts & Humanities Interdisciplinary Programs
Program Changes Film Studies (BA) Ash Soltani Stone

Department of Foreign Languages
Program Changes French for Translation and Global Industry (BA) Aubrey Jones/Craig Bergeson

Department of Communication
New Course COMM - 3880 - Audience Analysis Li Chen
New Course COMM - 4880 - Social Media Metrics and Measurement Li Chen
New Program Social Media and Data Analytics Anne Bialowas
New Program Social Media and Data Analytics Anne Bialowas

Department of Performing Arts
Program Changes Music Major Performance and Pedagogy (BM), Keyboard Performance Emphasis Yu-Jane Yang
Program Changes Musical Theatre (BA) Andrew Lewis
New Course THEA - 1143 - Musical Theatre Musicianship I Andrew Lewis
New Course THEA - 2515 - Rendering and Modeling Andrew Lewis
New Course THEA - 2581 - Adobe Suite for Theatre Design Andrew Lewis
New Course THEA - 3143 - Musical Theatre Musicianship II Andrew Lewis
New Course THEA - 4250 - Music Direction Seminar Andrew Lewis
New Course THEA - 4652 - Individual Training in Music Direction Andrew Lewis
New Program Theatre Arts (BA) Andrew Lewis
Program Changes Theatre Arts Teaching (BA) Andrew Lewis

**Health Professions**  
Department of Health Sciences
Program Changes Health Sciences (AS) Miland Palmer

Department of Health Administrative Services
New Program Post Baccalaureate Certificate in Regulatory Affairs Darcy Carter  
New Course RGAF - 6000 - Introduction to Regulatory Affairs Darcy Carter  
New Course RGAF - 6100 - Biostatistics Applied to Research Darcy Carter  
New Course RGAF - 6200 - Regulatory Drugs & Biologics Darcy Carter  
New Course RGAF - 6230 - Regulatory Devices and Diagnostics Darcy Carter  
New Course RGAF - 6250 - Regulatory Clinical Evidence Darcy Carter  
New Course RGAF - 6300 - Compliance in Regulatory Affairs Darcy Carter  
New Course RGAF - 6500 - Internship Darcy Carter

Annie Taylor Dee School of Nursing
Program Changes Doctor of Nursing Practice (DNP), Family Nurse Practitioner Emphasis Melissa Neville-Norton  
Program Changes Doctor of Nursing Practice (DNP), Leadership Emphasis Melissa Neville-Norton  
Program Changes Master of Science in Nursing (MSN) Melissa Neville-Norton  
New Course NRSG – 6200 6190 - Professional Foundations for Graduate Nursing Students Melissa Neville-Norton  
Course Revision NRSG - 6802 - Integrating Scholarship into Practice Melissa Neville-Norton  
Course Revision NRSG - 7030 - Information Technology to Support Evidence-Based Practice Melissa Neville-Norton  
Course Revision NRSG - 7805 - DNP Project V Melissa Neville-Norton  
Course Revision NRSG - 7806 - DNP Project VI Melissa Neville-Norton  
Course Revision NRSG - 7903 - FNP Clinical II Melissa Neville-Norton  
Course Revision NRSG - 7904 - FNP Clinical Immersion Melissa Neville-Norton

**Business & Economics**  
Department of Economics
New Course ECON - 6550 - Econometrics Brandon Koford  
New Course ECON - 6900 - Special Topics in Economics Gavin Roberts

Department of Supply Chain & Management Information Systems
Program Changes John B. Goddard School of Business & Economics Requirements Shane Schvaneveldt  
Course Revision BSAD - 4780 - Strategic Management Shane Schvaneveldt  
New Course SCM - 2860 2890 Cooperative Work Experience Shane Schvaneveldt  
New Course SCM - 2920 - Short Courses, Workshops, Institutes, and Special Programs Shane Schvaneveldt  
Course Revision SCM - 4500 - Supply Chain Relational Skills Shane Schvaneveldt  
Course Revision SCM - 4550 - Strategic Supply Chain Management Shane Schvaneveldt  
New Course SCM - 4805 - Directed Study Shane Schvaneveldt  
New Course SCM - 4920 - Short Courses, Workshops, Institutes, and Special Programs Shane Schvaneveldt  

Master of Taxation (MTAX)
New Program  Taxation (graduate certificate)  James Hansen  
Program Changes  Master of Taxation (MTax)  James Hansen  
New Course  MTAX - 6801 - Individual Study  James Hansen  
New Course  MTAX - 6802 - Individual Study  James Hansen  
New Course  MTAX - 6803 - Individual Study  James Hansen  

Education  
Department of Teacher Education  
New Course  EDUC - 3130 - Curriculum, Instructional Planning, and Assessment  Vince Bates  
New Course  EDUC - 3145 - Educational Psychology, Child Development, and Classroom Management  Vince Bates  
Program Changes  Elementary Education (BS)  Vince Bates  

Department of Child and Family Studies  
New Course  ECED - 4220 - Observing and Assessing Children in Context  Wei Qiu  
Program Changes  Early Childhood (BS)  Wei Qiu  
Program Changes  Early Childhood Education (BS)  Wei Qiu  
New Course  ECED - 4721 - Student Teaching K-3  Carrie Ota  
Course Revision  ECED - 2600 - Introduction to Early Childhood Education & Care  Sheila Anderson  
Course Revision  ECED - 3640 - Collaborating with Families of Young Children  Sheila Anderson  
New Course  ECED - 2110 - Self-Compassion & Vitality for Sustaining Work with Children  Sheila Anderson  
New Course  ECED - 2640 - Collaborating with Families of Young Children  Sheila Anderson  
New Course  ECED - 4110 - Self-Compassion & Vitality for Sustaining Work with Children  Sheila Anderson  
New Course  ECED - 4630 - Young Children’s Play  Sheila Anderson  
Program Changes  Early Childhood (AAS)  Sheila Anderson  
New Course  ECED - 3145 - Educational Psychology, Child Development, and Classroom Management  Vince Bates  
New Course  ECED - 4220 - Understanding Children Beyond Behavior  Vince Bates  
New Course  ECED - 4620 - Inclusive Early Childhood Curriculum  Vince Bates  
New Course  ECED - 4820 - Child Observation Seminar  Vince Bates  

Department of Health, Physical Education, and Recreation  
Program Changes  Outdoor and Community Recreation Education (BS)  Jonathan Griffith  
Program Changes  Outdoor and Community Recreation Education (BS)  Jonathan Griffith  
Program Changes  Outdoor and Community Recreation Education (BS)  Jonathan Griffith  
Program Changes  Outdoor and Community Recreation Education (BS)  Jonathan Griffith  
Program Changes  Outdoor and Community Recreation Education (BS)  Jonathan Griffith  
Program Changes  Outdoor Leadership (AAS)  Jonathan Griffith  
New Course  REC - 1308 - Avalanche Rescue  Derek DeBruin  
New Course  REC - 1309 - Avalanche Level 2  Derek DeBruin  

Science  
Department of Botany and Plant Ecology  
New Course  BTNY - 1010 - Plants: Apocalypse Prevention  Bridget Hilbig  

Department of Microbiology  
New Course  MICR - 1683 - Microbes Rule: Effect of Disease on History  Craig Oberg
College of Science Interdisciplinary Programs

New Course ENVS - 4999 - Environmental Science ePortfolio Chris Hoagstrom

Department of Chemistry and Biochemistry

Course Revision CHEM - 1110 - Elementary Chemistry Brooke Jenkins
Course Revision CHEM - 1115 - Elementary Chemistry Lab Brooke Jenkins
Course Revision CHEM - 1120 - Elementary Organic Bio-Chemistry Brooke Jenkins
Course Revision CHEM - 1125 - Elementary Organic Bio-Chemistry Lab Brooke Jenkins
Course Revision CHEM - 1130 - Introduction to General, Organic & Biochemistry Brandon Burnett
Course Revision CHEM - 1135 - Introduction to General, Organic & Biochemistry Lab Brandon Burnett
Course Revision CHEM - 1220 - Principles of Chemistry II Brandon Burnett
Course Revision CHEM - 1225 - Principles of Chemistry II Lab Brandon Burnett
New Course CHEM - 1230 - Engineering Chemistry Brandon Burnett
New Course CHEM - 1235 - Engineering Chemistry Lab Brandon Burnett
Program Changes Chemistry (BIS) Brandon Burnett
Course Revision CHEM - 1210 - Principles of Chemistry I Tim Herzog
Course Revision CHEM - 1215 - Principles of Chemistry I Lab Tim Herzog

Social & Behavioral Science

Department of Criminal Justice

New Course CJ - 4710 - Race, Crime, and Justice Molly Sween

Neuroscience Minor Program

New Course NEUR - 4949 - The Neuroscience of Sex, Romance, and Sexual Orientation Elizabeth Sandquist

Department of Sociology and Anthropology

New Course SOC - 2400 - Introduction to Ethnic Studies Pepper Glass
Program Changes Sociology (BIS) Pepper Glass
Program Changes Sociology (BS) Pepper Glass
Program Changes Sociology Minor Pepper Glass
Program Changes Sociology Teaching (BS) Pepper Glass
Program Changes Sociology Teaching Minor Pepper Glass

Women & Gender Studies Minor Program

Program Changes Queer Studies Minor/BIS Richard Price
Program Changes Women & Gender Studies Minor Melina Alexander

Naval Science

New Program Naval Science Brent Horn
New Course NAVS - 1010 - Introduction to Naval Science Brent Horn
New Course NAVS - 1020 - Seapower and Maritime Affairs Brent Horn
New Course NAVS - 2000 - Leadership and Management Brent Horn
New Course NAVS - 2020 - Naval Ship Systems II: Naval Engineering Brent Horn
New Course NAVS - 2110 - Evolution of Warfare Brent Horn
New Course NAVS - 3010 - Navigation Brent Horn
New Course NAVS - 3020 - Naval Operations and Navigation II Brent Horn
New Course NAVS - 3110 - Fundamentals of Maneuver Warfare Brent Horn
New Course NAVS - 3210 - Marine Corps Bulldog Preparation Brent Horn
New Course NAVS - 4000 - Naval Ship Systems I: Weapons Brent Horn
New Course NAVS - 4020 - Leadership and Ethics Brent Horn
EAST
Department of Manufacturing and Systems Engineering
Program Changes Systems Engineering and Sustainable Engineering Post Baccalaureate Certificate
Nicole Batty

Department of Automotive Technology
New Program Advanced Hybrid and Electric Vehicle Certificate of Proficiency Jessica Slater
New Course ATTC - 4520 - EV3 - Hybrid & Electric Vehicle Safety Jessica Slater
Course Revision ATTC - 4530 - EV4 - Hybrid and Electric Vehicle Systems Jessica Slater
Course Revision ATTC - 4560 - EV5 - Hybrid & Electric Vehicle Service & Maintenance Jessica Slater
Program Changes Automotive Technology (BS) Jessica Slater
New Course AUSV - 1600 - EV1 - Intro to Hybrid & EV Safety Scott Hadzik
Course Revision AUSV - 2020 - Engine Control Systems Scott Hadzik
New Course AUSV - 2100 - Vehicle Communications Scott Hadzik
Course Revision AUSV - 2120 - Automotive Electrical and Body Control Systems Scott Hadzik
New Course AUSV - 2600 - EV2 - Intro to Hybrid & EV Systems Scott Hadzik
Program Changes Automotive Service Technology (AAS) Scott Hadzik
New Program Hybrid and Electric Vehicle Maintenance Certificate of Proficiency Scott Hadzik

School of Computing
New Course CS - 5700 - Deep Learning Theory Abdulmlalek Al-Gahmi
New Course CS - 6700 - Deep Learning Theory Abdulmlalek Al-Gahmi
New Course CS - 6550 - Advanced Database Management Systems Arpit Christi
New Course CS - 4750 4760 CS Capstone Hugo Valle
Program Changes Computer Science (AAS) Hugo Valle
Program Changes Computer Science (BS) Hugo Valle
New Course CS - 5705 - Applied Cloud Computing Robert Ball
New Course CS - 5830 - Special Topics in Computer Science Robert Ball
New Course CS - 6570 - Data Science Algorithms I Robert Ball
New Course CS - 6705 - Applied Cloud Computing Robert Ball
New Program Computational Data Science and Machine Learning Robert Ball
New Program Master of Science in Data Science Robert Ball

Department of Mechanical Engineering
Program Changes Mechanical Engineering Technology (AAS) Randy Hurd
Program Changes Mechanical Engineering Technology (BS) Randy Hurd
Course Revision MET - 1000 - Introduction to Mechanical Engineering Technology Randy Hurd
Course Revision MET - 1500 - Mechanical Design for Engineering Technology Randy Hurd
Course Revision MET - 3050 - Dynamics for Engineering Technology Randy Hurd
Course Revision MET - 3150 - Engineering Technology Materials Randy Hurd
Course Revision MET - 3300 - Computer Programming Applications of Mechanical Engineering Technology Randy Hurd
Course Revision MET - 3400 - Machine Design for Engineering Technology Randy Hurd
Course Revision MET - 3500 - Mechanical Measurements and Instrumentation Randy Hurd
Course Revision MET - 3700 - Testing and Failure Analysis Randy Hurd
Course Revision MET - 4200 - Mechanical Design with FEA Randy Hurd
Course Revision MET - 4500 - Senior Project I Randy Hurd

Department of Electrical & Computer Engineering
New Program  Biomedical Engineering (BS)  Avery Gardner
New Course  BME - 1000 - Introduction to Biomedical Engineering  Avery Gardner
New Course  BME - 2000 - BME Sophomore Seminar  Avery Gardner
New Course  BME - 2240 - Dynamic Systems Engineering  Avery Gardner
New Course  BME - 3000 - Engineering Seminar  Avery Gardner
New Course  BME - 3090 - Project Management  Avery Gardner
New Course  BME - 3130 - Microelectronics for Biomedical Engineers  Avery Gardner
New Course  BME - 3210 - Signals & Systems  Avery Gardner
New Course  BME - 3600 - Biomedical Design and Standards  Avery Gardner
New Course  BME - 4010 - Senior Project I  Avery Gardner
New Course  BME - 4020 - Senior Project II  Avery Gardner
Program Changes  Computer Engineering (BS)  Fon Brown
New Course  ECE - 6750 - Quantum Computer Engineering  Fon Brown
Program Changes  Electrical Engineering (BS)  Fon Brown
New Course  ECE - 3430 - Engineering Probability and Statistics  Eric Gibbons

Adjourned at 4:13 pm