



Thursday, March 13, 2025  
**2 pm, MA 319**

**EXECUTIVE COMMITTEE AGENDA SETTING MEETING**

*Click on links to review items*

Present: Jason Francis, Isabel Asensio, Jennifer Anderson, Ryan Cain, Michele Culumber, Mary Foss, Sarah Herrmann, Christie O'Neil, Mary Beth Willard, Ravi Krovi, Brad Mortensen, Belinda McElheny, Marc Gangwer

Guest: Carrie Jeffrey, Brad Peterson, Mellisa Neville, Jim Turner, Alice Mulder, Cori Horne, Shandel Hadlock

Excused:

1. Approval of [Feb. 6, 2025 meeting minutes](#)

Motion to approve: Christie O'Neil

Second: Mary Beth Willard

Outcome: Passed

2. SAC agenda items-Belinda McElheny ~~Marc Gangwer~~

Nothing to share at this time.

**Action Items**

3. Curriculum - Carrie Jeffrey (see bottom of page)

Curriculum Agenda [EC Feb. 6, 2025](#) or the [UCC agenda/minutes Feb. 25, 2025](#).

Shared UCC agenda had a total of 19 courses, and an attribute discontinuance CDEV is being discontinued. The CPPM language has been approved by UCC and will move forward to FS next month. Spoke on the Bachelor of Applied Science (BAS) and the guidelines that will be added. Did not add language about the Bachelor of Applied Studies (BAP). Decided not to add at this time.

Motion to approve: Christie O'Neil

Second: Isabel Asensio

Outcome: Unanimous

Still developing guidelines for the gen ed changes and syllabus guidance.

4. The SSA (formerly ASSA) on Faculty Senate [charge #8 regarding faculty advising](#)- Brad Peterson

This is charge #8 about the faculty advising. Did some benchmarking around campus and decided that it needed to be addressed.



There is not any formal process for training faculty for advising. Shared framework for the faculty advisors. The initial training would be with the staff advisors. Came up with a list of 21 items to be included. The registrar's office will be the ones that will give permissions for the cattracks and advisor dashboard after completion of the training. Email will be the preferred method of communication. Will be using google drive. It will be a document storage area. This would not be college or department level. Currently in process for a position to oversee the advising of faculty and the advisors. Training can be done in increments of smaller information.

May add the training from the registrars to the process.

Motion to approve to move forward: Michele Culumber

Second: Christie O'Neal

Outcome: Unanimous

5. [SSA - PPM 4-19, 3.2.1](#) - Grading Policies: Reporting and Changing of Grades- Mary Foss

This charge is related to final grade reporting for 1st block. The language is asking instructors to enter the grades in the 3 days following the end of the course. This change would allow for sequences of courses and would help to alleviate the problems of prereqs not being met before the second block.

Discussion on making sure that faculty are aware of this change in grading and how the process will work. Registrars will send out an automated email for 1st block courses

Motion to approve: Sarah Herrmann

Second: Michele Culumber

Outcome: Unanimous

6. [Graduate Council/Office of Graduate Studies - Graduate PPM 11-1](#)- Melissa Neville

This is talking about accelerated grad maps and the way it is processed. It will allow programs to have a clear process for students and departments. The 4+1 and 3+2 programs. The policy is rigorous and it will follow the process. It will include undergrad and 5000 level courses. It will have to have buy in from UG and graduate buy in. The 3+2 is more difficult, it would require a minimum of 45 credits to be a part of it.

Some of the language is just being moved around so it fits better in the PPM. As part of the pathways will have to have conditional acceptance, they have to have a min of 90 credit hours, will be conditionally accepted to the grad program, and will have to apply after they have gotten the BS/ BA. Then they will apply for the graduate program.

Course level numbering and a max of 12 credit hours at the 5000 level credits. All of these programs are five year time frames. If they choose not to continue into the grad program the language is added to the PPM. Has to be aligned with the degree. Would there be an option to



come back later and complete the program. If it aligns exceptions can be made by the program and the registrar.

Clear stops and clear pathways and help to retain students.

You have to have an approved graduate program before you can do a 4+1 or a 3+2. Will be a substantive program change not a new program.

Motion to approve: Ryan Cain

Second: Isabel Asensio

Outcome: Unanimous

7. Vote on SBBFP third member for the Salary negotiation team-Jason Francis

- a. Tressa Quayle has been nominated to join the salary negotiation team consisting of Jason Francis and Valerie Herzog.

Motion to approve: Christie O'Neal

Second: Sarah Herrmann

Outcome: Unanimous

8. [Add Finance to School of Accounting & Taxation Name - 2026-2027](#)- Jim Turner

There has been some reorganization in the college and would like to change it so that finance is added to the name of the department. Registrar will see if this change can be made this year.

Motion to approve: Jennifer Anderson

Second: Mary Foss

Outcome: Passes

9. College tenure documents ([DCHP](#), [MCOE](#), & [COS](#)) - Jason Francis

Discussion on the DCHP college tenure document removed the existing DEI statement and added anew statement that was approved by legal, updated all name changes, adjusted language to align with the law change last year, established a timeline for the college, established criteria for HP, and clarified what is required for post tenure review and language was added to clarify what can and can not be used.

Motion to approve: Sarah Herrmann

Second: Jennifer Anderson

Outcome: Unanimous

Discussion on what will happen with the changes in the colleges.

Discussion on the MCOE and the word satisfactory and ppm 9-14 and about the post tenure language. Jaylynn (APAFT chair) added that there will be a document that will be created for guidance.



Motion to approve MCOE and COS: Christie O'Neal  
Second: Michele Culumber  
Outcome: Unanimous

10. Faculty Governance Award selection

Will send out a google form for the vote and the nomination letters.

**Discussion items:**

11. Discussion on the EIC and HD - Alice Mulder

Bylaws will be changed in March and implemented in the fall 2025.  
Honorary degree will not be a committee it will be dissolved.

The environmental initiative Committee will become a standing administrative committee because they need more members from the community. The administrator would be determined by the provost's office.

12. Syllabi USHE updates- Cori Horne

This is about the syllabus requirement for the USHE. The university purchased a program named Concourse. The database has to be publicly searchable and accessible. The needs have changed from USHE.

The listing of courses and assignments and will use Simple Syllabus as the software.

13. How syllabi will be pulled using the software in canvas-Shandel Hadlock

The process is in purchasing and will be implemented. You will access the side and will have a template. The course description, learning objectives, and assignments, assignment descriptions and grading and you can mark what goes into the public facing repository and what the students can see the full syllabus. It allows for customization in different levels. There are different options for the customization.

One of the things USHE wants is faculty names and the institution is pushing back on it. The faculty would have to copy and paste into the template and then it can be moved from semester to semester. then it can be downloaded as a PDF. They want it to be the official syllabus Registrar will share documents with the EC. Need to be shared 2 weeks prior to the semester.

How will this impact the ability to change the syllabus, you can make changes as needed. USHE says they adjust depending on student learning. This is a shift to make canvas mandatory. It will be for the syllabus.



It does have a rich text editor and I'm unsure if it will work with tables. Later stated that it will work with tables.

A concern about compliance with the two weeks and semester breaks.

It will be the same requirement for adjunct faculty. Suggestion to add language to adjunct contract templates.

Meet with the vendor on the 17th and will ask about early access to the pilot test.  
Would we want this to be informational for the senate, will share in the senate next week.

Motion to move to senate as informational: Christie O'Neal  
Second: Mary Foss  
Outcome: Unanimous

The PPM 4-9a syllabus will need to be reworked.

14. Program discontinuance Political Science Teaching BA/BS- Jason Francis

Discussed that no one has requested a review and will be moving it forward to the PC level.

**Informational:**

15. New Executive committee 2025-26 Academic Year

Abdulmalek Al-Ghami  
Vincent Bates  
Randall Boyle  
Brandon Burnett  
Jason Francis

María del Mar González-González  
Michael Hernandez  
Sarah Herrmann  
Jordan West

16. FS Chair and Vice Chair election: Vote opens 7:00 am March 17, 2025 and closes March 19, 2025 at 5:30 pm.

17. FS committee selection March 27, 2025.

18. Adjunct Nominations will be available March 10-17, 2025.

19. Administrative Update – Mark Halverson

**Curriculum:**

Proposal	Form	Originator
CDEV	Attribute Discontinuance	Sara Seefried



**EAST**

ECE - 5430 - Computer Networks

New course

Fon Brown

**College of Education**

ECED - 2670 Early Childhood Integrated Curriculum & Assessment Course Revision  
Sheila Anderson

**College of Social and Behavioral Sciences**

APPE - 1010 - Introduction to Applied Philosophy, Politics & Economics	New course	Leah Murray
APPE - 4900 - Capstone in Philosophy, Politics, and Economics	New course	Leah Murray
Applied Philosophy, Politics, and Economics (B.A.S)	New Program	Mary Beth Willard

**College of Arts & Humanities**

MUSC - 3420 - Introduction to Immersive Audio	New course	Carey Campbell
MUSC - 3421 - Sound Design for Film	New course	Carey Campbell
MUSC - 3770 - Special Topics in Sound Production/Recording	New course	Carey Campbell
MUSC - 3780 - Coding Environments in Sound	New course	Carey Campbell
MUSC - 3825 - Pro Tools 201 Production I	New course	Carey Campbell
MUSC - 3826 - Pro Tools 210M Production II Music	New course	Carey Campbell
MUSC - 3827 - Pro Tools 210P Production II Post Production	New course	Carey Campbell
MUSC - 4720 - Live Sound: System Design	New course	Carey Campbell
MUSC - 4721 - Live Sound: Advanced Sound Reinforcement	New course	Carey Campbell
MUSC - 4824 - Advanced Mixing	New course	Carey Campbell
MUSC - 4851 - Practicum/Internship	New course	Carey Campbell
MUSC - 4901 - BAS Capstone Project	New course	Carey Campbell
Sound Production/Recording (BAS)	New Program	Carey Campbell

**As May Arise:**

Motion to adjourn: Ryan Cain  
Second: Mary Beth Willard  
Outcome: Unanimous

**Adjourned at 4:45**