DEANS' COUNCIL MINUTES
April 15th, 2013– 1:00-3:30 pm – Charles Hunter Room, HCC

Present: John Eye, Patrick Clark, John Allred, Shauna Mendini, Carl Templin, Mark Atkinson, Bailey Bowthorpe, Brad Cook, Bill Byrnes, Bob Eves, Jim McDonald, Kyle Bishop, Steve Barney, Christian Reiner, Ray Grant, Carmen Alldredge

Excused: Thomas McFarland, Deb Hill

I. Review of Minutes
Motion to approve minutes from April 1st meeting Motion seconded. **APPROVED**

II. Provost's Report
- Provost Cook thanked those that participated in the Festival of Excellence
- President Benson has accepted the Presidency at Eastern Kentucky University. An Interim President will be selected to fill the position from the time that the President leaves until a new President is selected. The search committee will be comprised of a mix of Regents and Trustees.

III. Associate Provost's Report
Curriculum Committee Deadlines
- Presented curriculum committee deadlines for 2013-2014. October submission date has been pushed back to October 17th so it doesn't coincide with our Accreditation visit.
- As presented, the deadlines have no December 2013 meeting. Deans' Council recommends that we keep a December Curriculum Meeting to accommodate proposals that don't make it to the October meeting. Bill will distribute a revised version with two fall curriculum deadlines.
- R401's must be submitted to Bill before September 13, to get on the Agenda for the Oct 11th Trustee meeting. Committees would vote on the proposals electronically. These could be included in the 2014-2015 E-catalog.
- If the September deadline is missed, R401's with significant changes may have to wait for the 2015-2016 E-catalog.

2013 Employer Survey forum power point and AACU 2013 Employer Survey
Both documents were posted to canvas for the council to view and share as needed.
- Key Finding: Innovation is a priority for employers. How can SUU foster innovation & creativity?
- More than half of employers surveyed wanted emphasis on Statistics/Quantitative skills in college.
- Employers say colleges should focus on: Critical Thinking & Analytics; Effective Oral and Written communication

IV. Action Items
a. **Policy 6.5: Undergraduate Admissions Policy** (Chris Proctor)
    Policy hadn't been updated for several years. Revision removes reference to tiers, and adds language about high school concurrent enrollment.
- Council recommended minor grammatical corrections to the document

MOTION TO APPROVE, AS CORRECTED. SECONDED. **APPROVED.**
Policy will move to Faculty Senate

b. **Policy 6.51: Graduate Graduation Policy** (John Allred)
- Adds text under IV B (Capstone Supervisory committee) defining what conditions must be met before a master's degree is conferred.
- Adds text under IV C -1 (Award of Degree: Graduation Procedure) indicating that students must complete the online graduation process by the given deadlines.
MOTION TO APPROVE, SECONDED- **APPROVED**
Policy will move to Faculty Senate

c. **Policy 6.8.3: Gen Ed Committee** (Bill Byrnes)
- Revised text under III-B (Membership) to indicate that Faculty representatives are selected rather than Elected. Members would be selected jointly by Provost and Faculty Senate President, in consultation with the Dean. Could craft committee around those interested in General Education
- Adds a representative from the Library; 2 from COSE, 2 from HSS – to balance out membership based on how GE courses are distributed across college.
- Adds reference to SUU Essential Learning Outcomes

Discussion:
- Can we add language to the policy explaining that we are trying to garner support from Faculty members that are involved in general education to clarify why there are a specific number of reps for each college and why there is a selection process?

Deans will get feedback from Department chairs. Bill will repost the policy (with additional wording) to canvas for an electronic vote.

Policy **APPROVED** via electronic vote,
Policy will move to Faculty Senate

d. **Policy 13.8: Career and Tech Ed Committee** (Bill Byrnes)
SUU must maintain Career and Technical Education (CTE) advisory boards in order to be eligible for funding through the Perkins Act. This document includes changes that came back through faculty senate. An annual reporting requirement has been added to promote accountability.

Discussion:
- Intent is to govern the individual program advisory board
- Anyone who gets Perkins funds should have an external advisory board.
- Deans' want to add text to policy stating the CTE boards must make minutes/annual report available to the Deans' Council.

Because this is a non-Academic policy, Council does not take a formal vote. Council has been notified of the policy and **CONSENTS.**

e. **SUU Programs Planned-Under Construction** (Bill Byrnes)
Bill Byrnes asked committee members to review the list or programs planned/under construction and make sure the list is accurate.

Under Consideration – 13 to 36 months (Not Ranked)	Type	Status	Contact
Film Studies, Social Theory, Classics, Global Studies (HSS)	Minor		Dean Jim McDonald
Innovation and Creativity (UC)	Minor		Dean Patrick Clarke
Anthropology – (HSS)	BA/BS	R401-4.1.5 complete – hold for funding of faculty line	Dean Jim McDonald & Dr. Emily Dean
Geography (COSE)	BA/BS		Dean Robert Eves
Dietetics (COSE)	BS		Dean Robert Eves & Cindy Wright
Rural Health Nursing (COSE)	MS		Dean Robert Eves & Donna Lister
Master's Degree - Music Education (CPVA)	MM (summers & online)	R401-4 in progress – approval will be sought Fall 2014 for Spring 2015 impl.	Dean Shauna Mendini, Dr. Thomas Herb
Photography (CPVA)	BFA	Change from emphasis w/in BFA in Studio Arts to a standalone BFA degree	Dean Shauna Mendini & Jeremy S. Paul

Mark Atkinson will work to update our internal portion of the document, Online Degree projects/SUU Online.

UCAP Listening Process/ Talent & Workforce Needs (Wes Curtis)
Wes Curtis presented a summary of findings from the UCAP survey of workforce needs. Data was gathered under direction of Kim Craft & Greg Powell in the school of Business. Over 12 formal meetings were held, with more than 150 Business participants.
- Major Themes (what businesses need): Communication skills, Customer Service/People skills, Real-world experience, Broad/General Management skills, Employee Management/Leadership skills, Web Design & Marking skills

Discussion:
- EDGE projects could help students develop these skills. UNIV 3925 requires that students create a plan, and identify learning outcomes.
- Could we have more external input about how modules are set up for each of the engagement centers?
- Could SUU create more courses about integrated marketing campaigns/ broad based marking?
- Could Continuing Ed create a specific web-marketing course that would include topics such as social media and search engine optimization?

IT Accessibility/Technology on Campus for Students with Disability (Jennifer Hunter, Ean Harker, Brandon Terry, Carmine Alldredge)
Training was held at the beginning of the year about Information Technology and accommodating student with disabilities. We are mandated by law to accommodate students with special needs. Up to this point, student with disabilities have self-identified and worked with Carmen Alldredge for accommodations within her office. Once students leave her office, they don't have the same level of accessibility. Faculty need to be aware what extra steps they can take to help students with special needs. The Center for Students with disabilities is working towards creating "cheat sheets" about how Faculty/Staff can make content more ADA compliant. Carmine Alldredge will assemble a committee to assist with this process, and keep Deans' Council notified of their progress.

Discussion:
- Implementing this training in the Faculty orientation or in breakout sessions during the Faculty Convocation may help increase awareness.
- Could we enable a popup in Canvas that would ask "Is this content ADA compliant?"
- IT has a state appropriated account that is used for software. Jennifer Hunter will be working on communication, education, and training, and will create a "cheat-sheet" for word, excel, access, and power point.

Aligning Students with their Community of Practice (Patrick Clarke) Student hourly funding was among the first to be restored when the mission-based and equity funding came from the state. To prevent oversaturation, and to provide greater opportunities for students to continue to pursue their educational plan and pay for schooling, Presidents Council decided to set aside a portion of hourly student budget for mission-based funding. This would allow students to intern for small businesses that might not otherwise be able to pay them, or provide them more 'in-lab' or 'in-research time, and would also reward them in a way that would apply directly towards their cost of education.
- Awarding process would be similar to Scholarships, and would apply directly towards the students cost of education (credit towards their account or reimbursement check.)
- Students would be awarded funds for their project as a whole, not as hourly work.
- Resources should align to directly support academic and engaged experiences for students.
- We want to recognize as many students as we can for a variety of topics & projects
- We need to create a common mechanism: Could we utilize proposal writing part of EDGE/ UNIV 3925? The EDGE tracker would allow students to upload their proposal, where it could be reviewed.
- Awards could be distributed after projects are complete, when a student registers for EDGE/ UNIV 4925.
- We would need to create an evaluation rubric that considers factors such as project expense; what compensation would look like if the student was being paid; level of engagement; impact of project, passion, autonomy.
- Award amounts could vary from $300 to $750.

<u>Discussion</u>
- Could we leverage these funds by providing a portion of a student's wage and having businesses match it?
- Would an award impact student's financial aid?

Non-Tenure Track Workload and expectation for Scholarly/Creative contributions (Steve Barney) It has been the standard to alleviate Non Tenure Track (NTT) Faculty from scholarly and creative activities in order to facilitate their additional teaching load. However, this is not being applied consistently across campus. Policy 6.1, Section VI, A.2 states that NTT faculty are not required to fulfill the scholarly/creative portion unless required by the "department." However, later, Section II, B, the policy, expands this to include "unless required by the department or school/college.

<u>Discussion</u>**:**
- Can we negotiate workload for professionals in residence?
- There are instances where NTT have 15 ICH and also have scholarly expectations; however, the type and amount are determined by the department.
- How do we define "scholarship"? If it requires dissemination or presentation at a conference, that may prove to be a time changes for Faculty with ICH. We do want faculty to stay up to date in their fields.
- Many NTT work with students, supervise undergraduate research, mentor, etc.- but those do not count as "scholarship" unless they are presented at a conference. Presenting at a conference, for some Faculty with 15 ICH, would take away from their student contact hours.

Council recommends the following changes to the Policy:

In 6.1, VI, A, 2 (Evaluation Criteria; Scholarly/Creative Contribution:)
As approved by the department chair and the dean of the college/school, the faculty of each department develop or adopt models such as the Boyer model or other guidelines stipulating the required amount and kind of scholarly/creative contributions and/or dissemination
(publication, performance, presentation, etc.) expected for tenured and tenuretrack faculty members.
Non-tenure track faculty members should demonstrate currency in their field as determined by the department and approved the by dean of the college/school ~~are not required to fulfill this criterion, unless required by the department.~~

In 6.1.1, II, A (Faculty Annual Review Process, FAAR Procedure for Non-Tenure Track Faculty:
All non-tenure track faculty members except those submitting three-year reviews or applying for rank advancement are responsible for documenting accomplishments and activities in a FAAR. ~~on their performance on each criterion except Scholarly/Creative Contribution in Policy 6.1, VI above.~~

In 6.1.1, II, B (Faculty Annual Review Process, FAAR Procedure for Non-Tenure Track Faculty:
An example of the content and format of the FAAR is contained in Appendix B. ~~Nontenure track faculty are not required to fulfill the Scholarly/Creative Contribution portion unless required by the department or school/college.~~

General Education (Bill Byrnes, Brad Cook)
Provost Cook and Associate Provost Byrnes have hosted a series of Forum with each School/College on campus to discuss our current General Education Program and how we can improve it in in the future. Our current GE program takes a 'buffet' approach, giving students a large variety of options to choose from. One method of refining our GE's and making them more intentional is a pathway approach.
- Every student, depending on their major, would have a pathway to follow that would align with what they chose to study and the essential learning outcomes. Sample pathways include: Global Engagement; The Natural World; Science & Technology; Skills for the 21st century, Culture & Society; Great Book & Ideas.
- Pathways would constrict choice to a more manageable approach, and would enable courses to build on each other.

- Pathways approach might include an upper-division course, leading to a higher level of engagement with General Education.
- Our Core Requirements must align with USHE. SUU currently requires computer literacy and information literacy, 4 additional credits. Should we change this?
- Earliest implementation date would be Fall 2014 (Program would need to be approved by December 2013 to get into the 2014 E-catalog.)

Discussion:
- We need better assessment methods for our GE program- would a Portfolio exercise assist?
- Pathways model would require faculty to get together to discuss what the learning outcomes would be for a student that took each pathway, across disciplines.
- Could a student of any major choose any track? How do other schools that are implementing this deal with students that change their major or their mind? How will we deal with students that want to change paths mid-way?

Flexible Workload Policy- *Second Draft* (Jim McDonald & Steve Barney)
A new iteration of the flex load policy with EDGE language nested in, and additional language about engaged learning activities. Added text about calculating workload credit as established through SUU policy. This policy would apply to tenured faculty.

Discussion
- Every time we reference 4/4 workload we should include 24 ICH and 5/5 workload should include 30 ICH
- Under teaching emphasis- could we add a third option that would be 5/4 workload, or could we add language that says "up to a 5/5 workload"

Policy will be presented to Faculty Senate, and then policy language will be created to integrate into PP 6.27.

Curriculum (Post to Canvas)
- 48 course changes and 8 degree changes
- Change requested for second education licensure that increase credits for SCED 3720 to 3, thereby increasing the total for licensure from 37-40 to 38-41 credits. Because some degree totals include the licensure, the total credits for these degrees will need to be adjusted to reflect this change.
- In UGCC, the Master of Science Forensic Science is taking the first step towards restructuring their degree by eliminating the Biology and Chemistry Emphasis, and deleting the courses that related to these emphases.

University Lecture Series Committee (Brad Cook)
- Committee will be formed for greater efficiency across Driggs, Eccles, Tanner, and Convocation series, to help coordinate calendaring & scheduling
- Planning would happen enough in advance that Faculty could infuse materials/content from the series into their curriculum
- Committee members will include: Jim McDonald (chair), Ray Grant, Kirk Fitzpatrick, Kim Roeder, Laurie Garfield, Joan Fitton (staff rep), Bailey Bowthorpe (student rep) and Steve Barney (faculty rep.)
- Students will largely oversee and organize the events.
- SUU will record these events with the possibility of broadcasting them to ITunes University.
- Series will take place during University hour- every Tues and Thurs

Discussion:
- Committee would like these events to take place at 11:30. However, University hour is from noon to 1pm. If we wish to adjust the policy for University Hour, we are a year out from implementing a time change. Four day (M-Th) classes run until 11:50, while Tues/Thurs classes are finished by 11:30. We will need to figure out how to accommodate this in the future.

VI. Reports (2 minutes per report)

Shauna Mendini: A delegation from China will visit campus next week. An Wei, President of the Chinese Translation Association, will be speaking, and a video about his life will be screened. This visit is part of the Helen Foster Snow celebration

Carl Templin: Business students attended a state competition, and 7 students took first place, 6 took second place, 3 took third place. All students qualified for the national competition. Connie Lathrop passed away. Condolences were expressed.

Mark Atkinson: Do we want to create a policy concerning when Grad students can walk at commencement? Mark will draft a policy and present it at the next meeting.

Jim McDonald: SUU may be bringing Jim Pollard, a researcher from the Harry Reid center in Las Vegas, to SUU. He aligns well with our mission and could be a great resource for students in undergraduate research.

Kyle Bishop: ITunes U training took place on Friday 4/12/13. Ipad experiment phase one is almost complete- results will be at discussed Lunch bytes on Thursday. Kyle took 12 honors students to present at a regional conference.

Brad Cook: Ken Bain will be our Faculty Convocation Speaker in August 2013. We may purchase his book "What the best college teachers do?" for faculty to read over the summer.

Faculty Senate: Grant Coarser won the Early Career Award at the Rocky Mountain Psych Association award. 25 students also attended the conference, and most of them presented their work.

Ray Grant: Dr. Mark Kyle, Tuesday 11:30, the final convocation speaker- will be talking about info tech and transformation of healthcare.

<div align="center">Motion for executive session. Seconded. Approved.</div>

Meeting adjourned at 4:52 pm.