

DEANS' COUNCIL MINUTES

June 17, 2013– 1:00-3:30 pm – Zion A & B

Present: Dorian Page (guest), Tiger Funk (guest), Brad Cook, Bill Byrnes, Bruce Tebbs, Grant Corser, Julie Taylor, Raymond Grant, Bailey Bowthorpe, John Eye, Shauna Mendini, Carl Templin, Jim McDonald, Mark Davis (guest), Tom McFarland, Robert Eves, Deb Hill, Patrick Clarke

I. Review of Minutes

Motion to approve minutes from the April 15th Deans Council meeting. Motion seconded.

Approved.

II. Visitors/Guests- Information & Discussion Items

Capital Development Requests (Tiger Funk)

Tiger Funk distributed copies of the FY2015 Capital Development Project Request and Five-Year Plan. The project of highest priority is the New Business Building. This project has been on the list for 2-3 years. The former Business Building could be repurposed as a home for University College, and could also house the Honors Program.

Another project in the plan is a Utility Tunnel Expansion that would improve service-ability. If there is other Academic space that should be considered for the 5 year plan, please contact Tiger with details. Dean Mendini would like to know where the sculpting portion of PVA would take place if the old Plant building is demolished. Dean Eye suggested a Library expansion- the building was designed with the ability to be expanded on both sides, and study spaces are in high demand.

Eccles Scholarship Program & Eccles Visiting Scholar (Ray Grant, Mark Davis, Jim McDonald)

Mark Davis presented information about the Eccles Scholarship program. The scholarships can't be broken up or segmented. Mark would like to be able to use them more as merit than a retention/recruitment tool. Lori Blacker, who used to assist with Eccles Scholarship program, is retiring, and her work will be redistributed. We are trying to move the application deadline to an earlier date, and Mark may be contacting Dean's earlier for information about students.

Eccles Visiting Scholars Program total \$40K for this year. Mark will send an executive summary explaining how we used our funds at the end of the year. Visiting Scholars will spend 3 to 5 days on campus with students & faculty. We need to be able to tie in faculty, student and community involvement with the visiting scholar. Do we want to require each scholar to conduct an hour-long presentation during University hour, while they are on campus?

This year we will take stock of attendance at Convocations. Units that make the convocations a part of their curriculum and promote attendance at the event will continue to get funding for Visiting Scholars, while those with low attendance may not get funding for next year. At the end of the year, each college/school will report how they utilized their portion of the Visiting Scholar funds.

The Deans proposed funding the following scholars at \$8K each:

- Sylvia Earle, Oceanographer: Joint COSE and EDU presentation- Her work will be utilized in Biology seminars and weaved into senior level seminar courses. She fits well with the state's P12 curriculum.
- Jane Hirshfield, Poet: HSS request. The English department will integrate her work into curriculum, an try to attach her visit to the Creative Writing conference.

- Patrick Tucker, Director: PVA request. Patrick will help with the rehearsal process of Romeo and Juliet, and will also teach some theatre classes. Could he be integrated into the Thunderbard Project and Tempest?
- Christine Schewiger, Professor: BUS request- She is part of our sister school is Austria. Christine will present a convocation for the general populous and teach at least 3 classes over a 2 week period.
- Eric Liu, Speechwriter/author: UNIV request, in partnership with the Creativity Center and Community Engagement Center. University College would have a week-long event with Eric as a centerpiece to the week. His presentation would be integrated into UNIV 1010, and could be a speaker for the passport program.

Motion for approval, seconded- **APPROVED.**

New York Times Subscription (Jeffrey Hertig, SUUSA)

The Leadership program in SUUSA, with support from the Provost's Office, has previously provided copies of The New York Times and USA today for students in various places on campus. Because of a \$2 cut in fees from student payments, and a projected decrease in students, the former (2012) SUUSA executive committee recommended cutting the leadership program and the subscriptions. The program costs around \$22,000 and SUUSA believes that funds could be better used to help students connect to their colleges/schools.

Because the publications are academic in nature, SUUSA asked the Deans if they would be willing to contribute to the New York Times subscription. The USA today subscription would be discontinued. The Provost's office will provide \$5000, if SUUSA will provide and matching amount, and if \$12,000 in funds would be pooled by the Deans.

Jeff Hertig requested permission to send an email to the Deans to discover their level of interest in the program, and to find out who might be interested in contributing. The Deans Council granted permission. The council requested that Jeff get further information from the New York Times subscription provider about cost breakout, and the possibility of purchasing a small amount of papers or moving to an online subscription. Jeff will talk to the executive council of SUUSA to find out how much they would be willing to contribute. Deans will poll their faculty about their utilization of the New York Times in classes.

II. Provost's Report

Summer enrollment is even with last year. If faculty can submit curriculum earlier for Summer, we could begin registration earlier and make adjustments based on enrollment demands. Some of our most popular majors do not offer summer courses. For next summer's planning, we should look at our largest majors and make sure we offer courses that relate to them. Fall enrollment is down about 3.5%, versus the 10% decrease that we were projecting. The Board of Trustees will be having a retreat on the evening on July 17th.

III. Associate Provost's Report

Revisions to Strategic Plan- Update

The Core Themes in the Strategic Plan have been revised again, and strategies have been combined and condensed. The plan is intended to be at the institutional level. There are several new members on the Board of Trustees. There will be a retreat on the evening of July 17th to brief them on the strategies of this plan, what a liberal education is, who our peer sets are, etc.

IV. Action Items

Policy 6.1 & 6.27 as they pertain to Artist in Residence (Shauna Mendini)

Dean Mendini presented modified language for Policy 6.1 and 6.27 as they pertain to Artist in Resident/Non-tenure professional in the last Deans council meeting. Policy 6.1 would be modified to include Professional-in-Residence to what is expected of tenure & tenure track faculty. Policy 6.27 would be amended to include requirements for Professional in Residence under Section D:1- *Faculty Assignment and Instructional Delivery Guidelines per Semester and Course.*

Motion to approve proposed changed to Policy 6.1 and Policy 6.27.

Motion seconded. **APPROVED.**

V. Information/Discussion Items

Policy 6.5 – Undergraduate Admissions:

Christine Proctor asked for a status report concerning Policy 6.5- Admissions. The Policy was not approved by Faculty Senate, and Christine wanted to have draft language prepared for the first Faculty Senate Meeting in Fall 2013. Faculty Senate's concern centered on how English proficiency would be determined if specific language test & score requirements were struck from the policy in section IV: 5 Application Procedures: *"International applicants....must also submit evidence of English Proficiency: Applicants must provide verification of English Language Proficiency...."* Proposed language includes:

- *"...as recommended by president's council and approved by the Board of Trustees."*
- *"...through TOEFL, IESL"* (remove specific scores, but keep tests listed in the policy, and then include language about where specific score guidelines can be located (eg- SUU Admissions website.)
- *"...of an acceptable national standardized tests, "*

The Provost will take this policy to President Council to discuss recommended language.

Student representation on university committees (Bailey Bowthorpe)

Bailey Bowthorpe told the Council that student's want to be an active part of the conversation on education. She encouraged Deans to find out who their senators are, and to utilize them as a point-of reference. She will distribute a list of senators contact information to the Deans. Senators can assist college/schools in polling students. Please let Bailey know which committees in your college/school need student representation.

Fall Opening Week (Aimee Uchman)

Aimee asked the Deans for assistance in scheduling event for Fall Opening Week. Deans opted to hold their College/School retreats on the same days/times as last year, unless they tell Aimee otherwise.

The Deans/Chairs/Directors retreat will take place on Friday, August 16th in the Charles Hunter Room of the Conference Center. Please save this date. Aimee will provide details as they become available. The retreat will focus on Quality Metrics and preparation for our Northwest Accreditation visit.

The Fall Deans' Council retreat will take place on Thursday, August 1st in Room 1 at the Heritage Center from 9am -4pm. Please save the date.

Academic Calendar 2014-2017 (Bill Byrnes, Aimee Uchman)

Bill Byrnes asked the Deans to look at the proposed Academic Calendar for 2014-2017, which has been posted to canvas. The calendar is fairly straightforward until 2016, and then we need to determine if we want to begin classes for Spring Semester 2016 on Wednesday 1/6 and end on 4/21, or begin classes on Monday January 11 and end on April 25th. Commencement could either be at the end of April or the beginning of May. Dean Mendini recommended the beginning of May, because it would allow students to complete their production before commencement. Dean Templin recommended the end of April, noting that for students, earlier graduation is preferred. The Calendar Ad-hoc committee will meet in August to finalize dates, and the calendar will be presented to Trustees for approval in October 2013.

Grant Corser requested that departments leave Tuesdays during University Hour open, so he can provide new faculty training when other events are not taking place.

LRT Notification Process (Bill Byrnes, Aimee Uchman)

Aimee requested clarification about how faculty coming up for third year review, tenure, post-tenure, and rank advancement are notified, because the process is not spelled out in policy. Deans responded that either they notify the faculty, or the information trickles down from the Dean to the Department Chair to the Faculty. Aimee confirmed with the Deans that they were willing to take responsibility for this process,

and that from this point forward, they would be responsible for making sure Faculty are notified. The Provosts office will provide a list of Faculty up for review, tenure, and post-tenure every year. Once Deans confirm the information is correct, they will ensure that faculty is notified. The Provosts office will not be responsible for notifying faculty if they are up for review, tenure, or post-tenure. Deans agreed on this procedure, and state that they would abide by it.

Save the date: August 15, 9am-4pm: GE Committee Meeting (Bill Byrnes)

Associate Provost Byrnes asked Deans not to schedule meetings on August 15th, to allow faculty to attend the GE Committee Meeting.

VI. Reports (2 minutes per report)

Jim McDonald: Hired new director of Hispanic center- Jonathan Puente- current director of Latino's in Action.

Carl Templin: Two faculty are leaving the School of Business. Sophi Sukamala and Griffin Edwards have accepted positions at other universities. The new aviation AAS program is housed under School of Business. Fall 2013 will be Rotor Emphasis only. 85 students have enrolled in the program for Fall Semester.

Deb Hill: EDUC is assisting with two camps taking place at SUU: Cedar Mountain Science and Art Fusion taking place.

Patrick Clarke: University College has hired a new director of professional development, Brandon Street. He is an SUU graduate, and has been working for the Division of Workforce Services.

John Eye: This fall, the library won't have any budgets to split off and give to departments. If faculty and department have special requests, they need to work through their liaison. SUU is moving from the *LexusNexus* service to *WestLawNext*. Faculty and Staff are encouraged to visit the *DPLA* website: dp.la, an experimental portal representing all of the public domain resources that are on the web. *DPLA* harvests academic sites to create a collection of existing information.

Tom McFarland: IT staff is in the process of reconfiguring spaces and replacing computers on campus. If you have departments that need significant reconfiguration, please let IT know by the first of July. If you have summer campus with children on campus, IT is willing to help in any way that they can. IT is adding to the number of Apple TV linkages in mediated classrooms- Windows-based computers can also link into Apple TV. If Deans want to add this to their conference rooms, the total cost is about \$150. By this fall, 6 portable printing stations will be up and running. The stations will be positions in locations where there would typically be a long walk to a traditional printer. Deans, please let IT know if you have locations where these portable printers could be particularly useful.

Bailey Bowthorpe: Student Senate is reviewing and amending the SUUSA constitution and by-laws that go along with it.

Dean Templin made a motion for executive session. Motion seconded. Approved.

Meeting adjourned at 4:15 pm.