

DEANS' COUNCIL AGENDA

September 9, 2013 1:00-3:30 pm – Charles Hunter Room, HCC

Present: Eric Freden (Proxy for Robert Eves), Dean O'Driscoll (guest), Greg Powell (guest), John Allred, Carl Templin, Bill Byrnes, Bruce Tebbs, Grant Corser, Shauna Mendini, Ben Johnson, Emily Dean (proxy for Julie Taylor), Jim McDonald, John Eye, Patrick Clarke, Thom McFarland, Mark Atkinson, Ray Grant, Tiger Funk, Ben Johnson, Nicole Wangsgard

Excused: Robert Eves, Julie Taylor

I. Review of Minutes

Motioned for approval of minutes from the June 17th Deans Council and the August 1st Fall Deans Retreat. Seconded. **APPROVED**

II. Visitors/Guests- Information & Discussion Items

Dean O' Driscoll: Commencement Follow-Up

Dean O' Driscoll provided the Council with an overview of 2013's Commencement. The timing goal of Commencement is 90 minutes total. In 2013, the program ran long, and caused timing issues for Colleges/Schools that had convocations following commencement. The commencement committee has put guidelines in place to condense the program. Closing campus for commencement posed a problem last year, and people had concerns about not being able to reach Security or Motorpool. President Kendell is working on obtaining a speaker for next year's Commencement Convocation.

About 45% of qualified candidates processed, and we'd like to work to increase that figure. Members of the Council asked if it was viable to fit commencement and college convocations in to a single day. This might be accomplished by having the President's dinner on the Thursday evening before convocation, as well as the Board of Trustees events. Commencement could begin on Friday morning at 10am. College convocations could take place at 1pm, 3pm, 5pm, and 7pm. Dean O' Driscoll will take this suggestion back to the Commencement Committee. University Relations is drafting a schedule for 2014 Commencement and will post it on the internet. Commencement Committee meetings will begin in December 2013.

The council recommended that there be consistency in the order that degrees are awarded at college convocations, and that each begin with the lowest awarded degree/Associates Degree, and work their way up.

Capital Improvement List (Tiger Funk, Ben Johnson)

Tiger Fund presented the Capital Improvement list for this year, and requested feedback from the Council. Each year the University submits a list of specific projects to the state and requests funding. Before the project list goes to the state, it is vetting by various campus committees, working to get the best value for the funding request. It is anticipated that the first 13-15 projects on the list may be funded. Utah is one of the few states that by statutory requirement may fund universities up to 1.1% of the replacement cost of their campuses. If this holds true for us, this could equal between \$2.5 and \$2.6 million. Life Safety and Safety & Security projects are at the beginning of the list, and take top priority. *(Draft list is attached at end of minutes)*

Motion to approve list. Seconded. APPROVED.

III. Provost's Report

Northwest Accreditation Visit: April 9-11, 2014

Because of the many changes taking place at SUU and its Board of Trustees, we asked Northwest for additional time to work on our self-study. The revised date is April 9, 2014. This will give us more time to get the new members of our Board of Trustees acclimated to our mission, vision, and goals.

Smart Growth Task Force

President Kendall has charged the campus community to strategically explore how we can grow our student population by 2,000 students by the year 2018. Provost Brad Cook and Vice President Stuart Jones are co-chairing the "Smart Growth Task Force" to design a method of growth that makes sense for the needs and infrastructure of our campus, surrounding community, and student population. The full committee will meet on September 16th.

One-Time Requests

Given that the decline in about half of what we thought it would be, there is the possibility of one-time funding for some projects. Bruce Tebbs will reach out to the Deans about one-time requests for things such as equipment, facilities modifications, and unfunded projects that have been postponed.

IV. Associate Provost's Report & Assistant Provost and Director of IR & Assessment Report

Policy 6.42- Program Review Policy:

Bill and Christian introduced two draft documents (posted on canvas) that pertain to *Policy 6.42- Program Review*: 1) Draft KPI's for Program Review, 2) Draft of Program Review Criteria. Deans should have a received a copy of the book "*Using Quality Benchmarks for Assessing and Developing Undergraduate Programs*" via campus mail. The Program review process will borrow some of the concepts from this book, with adjustments to wording. For "Draft KPI's for Program Review" we want to make sure that we are connecting back to the University KPI's, and also resonating with Northwest standards. The "Draft Program Review Criteria" document acts as a revised table of contents for the Program Review Process. If Deans have feedback or suggestions for this document, they must email them to Bill Byrnes by September 30, 2013. Policy 6.42, with edits, will be revisited at the October 7th Deans Council meeting.

Revised Programs Under Development/Consideration for the Regents (Bill Byrnes)

Bill Byrnes notified the council that the latest iteration of this document has been posted to Canvas. It has been updated to include a Master of Science in Cyber Security, Center for Exec Development, and Film & Screen studies minor.

Policy 5.52: Intellectual Property

Bill asked the Council if they recalled discussing this policy. It was last noted in 2007 minutes of Deans Council, and was approved by the Deans, and forwarded to Faculty Senate, but got stuck somewhere. This will be placed on the agenda for a future meeting.

VI. Information/Discussion Items

Center for Executive Development (Carl Templin)

Greg Powell addressed the council about the R401 for the proposed Center for Executive Development. The idea of the Center arose from the Questar leadership development program that SUU conducted a year ago. The Center will be self-supporting, and would provide trainings for mid-level executives. One of the goals of the Center is to establish relationships with corporate donors and find out how we can better meet their needs. If you have comments about the R401, they must be submitted by Sept 13, 2013.

Flexible Workload (Jim McDonald, Julie Taylor)

Jim McDonald and Julie Taylor have worked on text for Flexible Workload policy. Deans council will revisit the language when Faculty Senate had had the opportunity to discuss it Senate.

ESL Standards and Policies (Mark Atkinson)

<http://suu.edu/scps/esl/handbooks/ESLStudentHandbookSummerTerm1-2013.pdf>

The ESL program is submitting its application to CEA for full accreditation this month. Dean Atkinson asked for support in following the standards written in the ESL student handbook, and upholding our strict academic standards. A curriculum grid for the ESL program has been posted on the SCPS website at: suu.edu/scps/esl/curriculum.html

Draft Academic Calendar, 2014-2017 (Bill Byrnes)

They calendar committee met to discuss the 2014-2017 Academic Calendar, and recommended that some changes to the original draft be made. For Spring Semester 2016, it was recommended that

classes begin on Monday, January 11th, rather than midweek. A similar recommendation was made for Fall Semester 2016, so classes would begin on Monday, August 22, rather than midweek. For Fall Semester 2016, Welcome Week would consist of 4 days rather than 5.

Dean Templin pointed out that the deadline to submit grades for Summer Semester is tight- with some finals ending on Monday evenings and grades being due on Wednesday. Other council members agreed that this has posed a problem for many of their Faculty. Dean Templin requested that the deadline for summer grades be pushed to the Thursday after finals, to give Faculty an additional day. Members of the council concurred. John Allred expressed that there may be a trickle down impact for financial aid, licensures, and degree postings for athletics SAP. The summer grade deadlines will be moved to Thursday on the Draft Academic Calendar.

VII. Reports (2 minutes per report)

John Eye (LIB): Please email your annual report links to Paula Mitchell in Archives. Paula received a grant to undertake further Shakespeare Archival work. John reminded the Council of the *Foundation Directory*, a searchable database of funding and grants that can be access in the Library. Matt Nickerson is the point-of-contact for this directory.

John Allred (Registrar): Regents are kicking off Majors meetings this Monday. Last year we had several meetings with no SUU presence. Teddi Safman sent an email out details about the location/time of each meeting.

Patrick Clarke (UNIV): There will be a career fair on the 18th of this month, and a grad fair on the 27th.

Carl Templin (BUS): School of Business has two faculty leave unexpectedly at the end of the summer, and many faculty are working overloads to cover these positions. The Professional Pilot program is up and running, and there are about 58 student enrolled.

Thom McFarland (IT): There are now nearly 40 classrooms that have the ability to wirelessly connect to AppleTV. IT also has an app that allows non-Apple devices to work with AppleTV. IT has reconfigured its helpdesk & staff to have "all hands on deck" with the goal of dispatching an IT member in less than 5 minutes to resolve issues on campus. In October, IT will release a prediction of lab configurations for class offerings in spring, and will ask the Deans for feedback about its accuracy.

Nichole Wangsgard (EDUC): When Joe Baker had a medical emergency in the PE building, the three students that responded within 5 seconds were all from College of Education. The college has now put in place an initiative to update Faculty training in CPR.

Bailey Bowthorpe (SUUSA): The SUUSA Constitution has passed SUUSA senate and executive councils, and will proceed to Presidents Council, followed by a student vote, and then to Board of Trustees. To better advocate for student, SUUSA will be conducting a series of weekly surveys. If council members have any areas in which they would like student feedback, please contact Bailey. MHDN has provided a draft master plan for the Sharwan Smith building. The plan has been released to students for feedback.

Mark Atkinson (SCPS): ESL has just over 100 students- first semester of online registration for concurrent enrollment. Camp Kesam had 20 attendees this year. Community education is running more courses than it has for the past 5-6 years. Deans may see a notification in their EPAF que about course reviews- this will keep Deans in the loop about what is going on. Mark suggested that there be a ½ day training for Adjunct Faculty during Fall Opening. Mark with discuss the idea with Grant Corser, and see if this can be integrated into our existing schedule for Fall Opening.

Ray Grant (Convocations): The Convocations series will begin on September 10, 2013, and will launch with our Distinguished Faculty Lecture presented by Earl Mulderink. This year, Convocations will be using a new 3-camera view that will integrate all presentation material into the recording of the presentation itself.

Grant Corser (COETL): The Faculty Center welcomed 15 new faculty to campus this semester, and has a successful new faculty orientation. There will be continued trainings throughout the year, which will be open to both new and existing faculty.

Shauna Mendini (PVA): Please encourage your colleagues to sign up for TAD/Masterworks tickets. ThunderBard is alive and well, took place during the summer season, and was connected to the opening of flight school. Faculty in Theatre met all incoming freshman in "Fresh-meet," where students that designated PVA as a major got a chance to talk to Faculty one-on-one.

Emily Dean (Fac Sen): Faculty senate needs new representatives from BUS, PVA, and COSE. Faculty senate will meet on September 19th.

Jim McDonald (HSS): HSS has a new mandarin instructor, and may work to convert this to a center. This Hispanic Center has a new director- Jonathan Puente. He is undertaking the Latino's in Action class. Jim will be going on Fulbright in October to Morocco. Elise Leahy will be acting dean. Julia Combs has stepped in as director of English Composition- she is spear-heading a Writing Fellows program. The University Journal will now publish once a week. Faculty, Staff, and Students will be getting an email from Lindsey Harvell with a link to a survey about the University Journal.

Eric Freden (COSE): COSE had a follow-up conversation with ABET, in which they were urged to repetition for consideration.

Bruce Tebbs: Bruce Tebbs noted that the process for overloads seems to be different for each college, and we want to make sure that everyone gets paid for their overload work. Bruce asked the deans to please make sure that all the overloads for their college/school are put in the system and processed, and to make sure that coding for instructional type matches what is in the system. If you have any faculty for whom release-time forms are relevant, make sure Bruce sees them. Annual faculty load plans are due to the Provost's Office in April. If you are planning to make a One-Time budget request, those are due to Bruce Tebbs on September 23, 2013.

Motion for executive session- Seconded. **APPROVED**

Meeting adjourned at 4:10 pm.

FY 2015 Capital Improvement Requests
Southern Utah University
 Revised 8/19/2013

DRAFT

Priority	Project Name	Cost Estimate	Condition Assessment	Description/Justification
1	Electronic Access Control Phase II	180,000	Safety and Security	Phase II of project. Install electronic access control points to the main entrance of buildings. Install position indicator switches at all other exterior access points. To increase the security of our buildings and provide auditable information. With this system if credentials are lost or owner terminated the credential can be immediately disabled without any rekey cost. Key system will utilize student cards, Prox cards, and safety override keys.
2	Fire lane approaches campus wide	100,000	Life Safety	SUU has multiple fire lane approaches which are inaccessible to the fire department due to the depth of the gutter.
3	Elevator Modernization - Bennion Building	95,000	Life/Safety	Passenger elevator in this building is aging and the safety risk of running with a single bottom jack is high and no longer meets safety code. Project includes modernization of car and replacing the single bottom jack and the current control valve on the elevator which is now obsolete. Extended downtime will be required to replace this valve when it fails.
4	Mountain Center Life Safety Issues	80,000	Safety	Repair failed retaining wall. Move propane tank to a safe location away from building.
5	Elevator Modernization-Hunter Conference Center	84,000	End of life	Recommendation to fully modernize the elevator as soon as possible in order to ensure unexpected downtime due to control board obsolescence. The current controller is obsolete and difficult to source
6	Multi-purpose Center Reroof	350,000	End of life	MPC roof has reached its useful life. It is failing and in need of constant repair
7	Concrete Replacement	180,000	Infrastructure	Replacement of deteriorated concrete at various locations campus wide. Identified by ADA path of travel study and State Risk.
8	General Classroom Chiller replacement	185,000	Infrastructure	This high-use facility does not have any redundant system. End of useful life, replacement will ensure continued reliability

9	Auditorium Stage Lift Repair	118,000	End of life	Installation of piston breaks for safety replacement of obsolete valve and replacement of power unit.
10	Exterior Walkway and Parking Lot Lighting Improvements: Parking lot south of soccer field, Sharwan Smith south parking lot, Technology parking lot	180,000	Safety/security	Installation of exterior lighting for added student security. Install energy efficient lighting to include low cutoff energy efficient lights with controls for various parking lots and exterior walkways throughout campus. This project will also relocate many lights out from tree canopies.
11	Tennis and Pickle ball Court Replacement PE building	250,000	End of life	Tennis and pickleball courts are in need of repair/replacement. Install a post tension concrete system to increase the longevity of the courts.
12	Chiller Replacement: Hunter Conference Center	182,000	End of life/ Infrastructure	This chiller replacement needs to take place in order to ensure minimal unexpected downtime due to failure. This project will include replacement of obsolete parts which may require long lead times. This project includes two chillers, both serve the same space.
13	Elevator Modernization - Science Building	98,000	End of life/ ADA	The modernization of the elevator includes the replacement of the US MP1230 Controls are now obsolete. The project will also include upgrades and modernizations of key safety features.
14	Medium Voltage Switching System Upgrade - Randall Jones Theater, Motor Pool	95,000	Infrastructure	Install medium voltage switching at sectionalizer locations that will provide opening and closing capability of all three phases of power for circuit isolation and configuration. Existing equipment is outdated and unsafe for campus personnel and requires handling of potentially live 12,470 Volt connections.
15	Medium Voltage Cabling Replacement - Phase II	200,000	End of Life/ Infrastructure	Replacement of aged medium voltage cabling installed in 1985 serving the west section of campus. Expected life of cable is 20-25 years. Failure at the Library sectionalizer in the winter of 2010 illustrated the emerging need to replace before additional failures occur.
16	Boiler #3 Replacement: Heat Plant	1,200,000	End of Life/ Energy Saving	Replace 1973 vintage boiler with new unit of like capacity (35,000 pounds-per-hour). Parts for existing boiler are unavailable. Remove existing boiler #3, install replacement boiler and associated equipment to provide needed redundancy. Tie into existing steam distribution, pumping, and monitoring systems. Includes asbestos abatement, updated electronic controls, variable frequency motor drives, and other energy saving features that will reduce annual fuel consumption and increase reliability of critical campus heating systems. END OF EQUIPMENT LIFE UPGRADE.

17	Storm Water Drainage Improvements - 1150 West	85,000	ISUUS135/ Infrastructure	Install additional drainage capacity to remove excess storm water from 1150 West to eliminate flood damage to the stadium. Existing City and Campus surface drainage systems direct surface water along 1150 West to Center Street for dispersion into the major collection system, but gutters are not adequate. This project includes a design for replacement of gutters, catch basins, and piping.
18	Medium Voltage Extension	185,000	Infrastructure improvement	Add extended electrical infrastructure west of the Centrum toward the Harris Center, an area of campus that is not currently served with power. This will facilitate future installations and solve challenges with providing power for athletics, Summer Games, and other events.
19	Water Conservation: Connect Irrigation to Cedar City Pressurized System	225,000	Water Conservation Project	Cedar City has completed their secondary irrigation system. This project includes design, piping, valves, and additional adjustments necessary to disconnect from the potable water system and connect to the new non-potable water conservation system.
20	Hunter Conference Center Landscape	410,000		Landscape hillside on North and West side of Hunter Conference Center. Increase width of sidewalk along University Blvd.
21	Mountain Center Well	150,000	Infrastructure	Install well and well house to improve dependability of water supply for Mountain Center
22	Upgrade Women's and Men's Locker Room Area: Multi-purpose Building	600,000	PL1A, AC3C, HV3A, EL3B, EL4B, AC3E - AC3D, IS4A, PL1G, IS2B, IS3B, FS2A, FS1A	Multipurpose Building - Upgrade/remodel locker room area, restrooms, meeting room, locker & dressing area, including deteriorated finishes, ADA accommodations, plumbing, HVAC and electrical improvements for approximately 4,000 square feet.
23	Extend Loading Dock at Receiving	200,000	Departmental Request	Enlarge loading dock at Receiving and add dock levelers to increase receiving space. Dock levelers will allow access to various height trailer decks.
24	Press Box and Locker Room Improvements: Coliseum	350,000	Athletic Request	Improve space utilization, ventilation, roofing, insulation deck sealant and energy efficiency.
25	Replace Steam System: Multipurpose	215,000	Iplan	Replace steam system that has reached it useful life.

26	Xeriscaping Projects: Various Sites	50,000	(Energy Project) Campus	Expand xeriscaping to beautify Campus and help with water conservation in accordance with State guidelines, achieve continued resource management, and save money and valuable resources.
27	Replace Switch boards Business, Bennion & Technology	175,000	End of life/Iplan	Business - Replace MCC Switchboard, Replace MDP Switchboard; Bennion - Replace MDP and MCC switchboard; Technology - Replace LDP switch board