

DEANS' COUNCIL MINUTES

November 11, 2013– 1:00-3:30 pm – Charles Hunter Room, HCC

Present: Vik Brown (proxy for John Eye), Jake Johnson (guest), Johnny MacLean (guest), Julie Taylor, Raymond Grant, John Allred, Thomas McFarland, Carl Templin, Bailey Bowthorpe, Bill Byrnes, Brad Cook, Deb Hills, Grant Corser, Shauna Mendini, Patrick Clarke, Robert Eves, Christian Reiner, Elise Leahy, Bruce Tebbs

Excused: John Eye

I. Review of Minutes

*Motion to approve minutes from 10.28.13 Meeting. Seconded. **APPROVED.***

II. Visitors/Guests- Information & Discussion Items

a. College Student Inventory (Jake Johnson)

Jake Johnson presented summary information from the latest College Student Inventory (CSI) Report. University College will be bringing a Noel-Levitz trainer to campus to help Advisors understand how to best use this tool. CSI evaluates a student's academic motivation, general coping skills, and receptivity to receiving help from the University. All the information for CSI is self-reported. At this point, only advisors have access to this information. The information will be utilized to improve our ability to intervene with students that might be struggling. In the future, this survey may become a requirement for students that use the online registration process.

Information from the report emphasizes the importance of effective advising, particularly for students that may be the first to pursue a college degree in their immediate family. Many incoming students feel that they are academically 'above average' which may impact the level of effort they are willing to put forth for college studies. According to the CSI report, 25% of respondents indicated that they intend to transfer to another institution to complete their degree.

Discussion:

- Is there a way to determine the majors of the students that indicated they intend to transfer to another institution to complete their degree?
- Are there specific questions that we could include in future surveys that would give us a better idea of why students want to transfer?
- We have a large number of students earning Associates degrees. Do we want to embrace that identity?
- Do we want to actively recruit students for Associates Program?

b. CETL Peer Mentoring Program (Johnny MacLean)

Johnny MacLean presented an overview of the Peer Mentoring Program, which the CETL hopes to introduce this year, with the intention of improving teaching effectiveness. Professors would be observed by a group of their peers and a student a total of four times, using a prescribed set of criteria. At the conclusion of observations, the professor would receive a compilation of anonymous results. CETL is hoping to launch this program in Spring 2014, and will send out invitations to Faculty in the next few weeks. **Provost Cook asked Deans to pass this information along to their Departments and Faculty.**

II. Provost's Report

Smart Growth

Brad distributed a two page draft summary of the Smart Growth plan for SUU. The Smart Growth Committee will present this information to President's Council on November 12th

Retention

Brad asked John Allred to speak about what SUU is doing to get better access to our retention numbers. John explained that in previous years, SUU has been able to crosscheck it's information against information provided by the LDS Church about students that are no longer attending SUU because they are serving missions. This information was used to provide exemptions to our retention numbers. The LDS Church has changed it privacy policies, and will now only provide aggregate information about the number of people serving missions from each area, rather than individual information about who is going to serve a mission. This change in policy has made it challenging to pinpoint exemptions to our retention numbers. Student workers in the Registrar's office have been making phone calls to students that did not return to SUU, to find out why. Students that have indicated they are going on missions or joining the military are offered instructions about how to defer enrollment. Students that indicate they are transferring are for information about where they are transferring to, and why.

Open Forums

At the last campus Open Forum, the Provost and President promised students that they would hold an Open Forum specifically about the EDGE Program. Plans are to hold this forum before Thanksgiving.

Evaluations

Policy 6.1 requires the Provost to conduct a periodic evaluation of Deans. The Dean of HSS is undergoing evaluation, and other Deans may be due for evaluation in the coming months.

NBC Learn

Provost asked the Deans if their department and faculty utilize the NBC Learn service. If this resource isn't be used, we should reallocate the budget resources used to pay for it. The Provost asked Deans to get feedback from their Faculty about if this service is used. Julie Taylor will also request feedback from Faculty Senate about this service. If the service is being utilized, we need to better promote it, and select a primary point-of-contact at SUU.

Sharon Weiner Visit

Sharon Weiner, the first endowed chair of Information Literacy at Purdue, came to SUU to evaluate Information Literacy at SUU Nov 4-6. She will send us a formal report in the next few weeks. She expressed the importance of integrating information technology skills into upper-division courses.

III. Associate Provost's Report

Academic Deadlines

The Regents Office has updated the schedule of Academic Deadlines. They've added a new category called "Last day to add items to General Consent Calendar." Items that SUU submits for the General Consent agenda need to be to the Regents Office at least a week before the listed deadline. Bill Byrnes reminded the Council to be mindful of when curriculum proposals are submitted, as they related to deadlines for the Deans Council, Presidents Council, Trustees, and Regents.

Catalog Policy & Credits for a Minor

Last Deans Council we discussed the possibility of changing text in the E-catalog, to allow courses that count towards a minor to also count towards a major. Bill Byrnes posted the catalog text to Canvas for review. The Council recommended seeking input from Advisors about this change. Bill asked Deans to share this information with their department chairs, and examine how this might impact the minors that each college/school offers.

IV. Information/Discussion Items

a. Family Medical Leave Policy (Robert Eves)

Robert Eves recently participated in a webinar titled "Flexible Policies for Retaining Women in STEM." The webinar spoke about the Family Medical leave and recommended ways that institutions might be more accommodating to those who take leave to care for family. Dean Eves asked the Council if our current policies address stopping the clock on tenure, and if we have a dual-career accommodation policy. The Council recommended that Dean Eves work with Human resources to add language, where appropriate, to address these topics in policy.

b. Policies 11.9 & 11.11 (Deb Hill)

Deb had the Faculty that teach special education law review these policies for language, and make sure that the language used in the policy is consistent with language used in federal law. Recommended changes for Policy 11.9 & 11 include changing “adjustments” to “modification” to match federal language; Added the Coordinator of Services for Student Disabilities to the list of officers that provide ADA/Section 504 Coordinator duties; making sure that timeframes and dates in Policy 11.9 and 11.11 match. Because this is not an academic policy, Deans Council does not need to approve it. Deb will provide a copy of the revised policy to Stephen Allen in Student Services, so it can be presented at Presidents Council.

c. Policy 5.32- Adjunct Revision Language (Bruce Tebbs)

Bruce conveyed to Travis in HR the Deans preference for how adjunct load should be determined. Draft policy language is posted to Canvas. A formal vote is not yet being requested because HR anticipates that further changes will need to be made to the policy.

d. Upper Division Credits for a Second Bachelor’s Degree (John Allred)

John Allred noted that there are more students coming back to SUU to earn a second bachelor’s degree. We don’t current have a set policy about upper-division components required for a second degree. Bill Byrnes said that Northwest doesn’t specify requirements for upper division in a second degree. The Council recommended that John find out what our peer institutions are doing, and report back.

e. Faculty Senate Updates: Policies (Julie Taylor)

Julie Taylor provided updates to the policies that Faculty Senate will be considering at its November 21st Meeting. At the last Deans Council meeting Policy 6.10 and 13.12 were discussed as they relate to reassigned time for Faculty Senate President and Vice President. Julie recommended placing the language about reassigned time in Policy 6.27 (Workload) and having Policy 6.10 and 13.12 refer to Policy 6.27. Language in Policy 6.1 was changed to be consistent regarding expectations of non-tenure track faculty, and expectations of what should be included in three year review portfolios.

f. Policy 5.52- Intellectual Property (John Eye, Vik Brown)

John Eye met with Karl Stephens and Robert Eves to update and modify Policy 5.52. An item of concern was who has intellectual property rights for online courses when a faculty member is paid to develop those courses. If the faculty member develops the online course without receiving any additional compensation, the faculty member owns the intellectual property rights. If the University pays the faculty member specifically to develop and online course, the University owns the intellectual property rights. .Language has been added to the policy (borrowed from Duke University) about the permission and use of recorded lectures. **This policy will be an ACTION item for next meeting.**

g. Sterling Scholars Judging 2014 (Aimee Uchman)

Aimee sent out an email requesting volunteer judges for the 2014 Sterling Scholars of Central Utah event. She asked the Deans to share this information with their departments.

h. Summer Strategy (Bruce Tebbs)

Bruce asked the Deans for input about curriculum submission for summer semester. The due date for submission to the Registrar’s office is November 15th. Bruce volunteered to create a draft of curriculum based on what was submitted for last year and feedback from advisors. Bruce requested that Deans include him in any communication to the Registrar about Summer School. Bruce also asked Deans to differentiate course that will be guaranteed for summer semester. Advisors recommended that colleges/schools not offer GE courses in Maymester unless they also offer them for the first and second session of Summer Semester. This would allow concurrent enrollment students to take advantage of these courses. Advisors also stated that there while there is a good selection of online courses, the selection of face-to-face classes could be more diverse. Further recommendations from Advisors include the possibility of offer a summer research stipend to reduce financial barrier for students.

VI. Reports (2 minutes per report)

Julie Taylor: Julie needs representation from PVA, LIB, and BUS on the Ad hoc committee for Flexible Workload Policy. Please let her know if you have recommendations or volunteers.

Ray Grant: The Repertory Dance Company panel event and performance was a success. Convocations is establishing a committee for next year's speakers and topics.

John Allred: John noted that we need to examine other university's graduation credit requirements.

Mark Atkinson: Mark has noticed a push for a nationalized policy toward online degree programs; bypassing the need for state-specific programs. The General Education degree; which has a 90-credit limit; is higher than other state institutions - Mark wants to see a 70-credit change. Council seems to agree with a 60-credit threshold.

Bailey Bowthorpe: Deans might be hearing from student senators regarding the spending of discretionary funds for academic initiatives. Bailey has concerns over the space utilization for the new student center; the fear of unused space with the relocation of spaces to the old Business Building.

Bruce Tebbs: Bruce reminded Deans to submit their request for merit awards.

Grant Corser: Grant recently returned from a conference about faculty support, and after returning from a conference on faculty support, Grant feels our university is doing very well. He will have some recommendations to make about increasing the effectiveness of the CETL.

Patrick Clarke: The EDGE Ceremony awards will take place on 11/14 at 6pm in the Garden level of the library.

Robert Eves: Robert would like to know if Deans are holding to the caps on Faculty Scholarly Support Funds for Faculty, or if they are exercising more flexibility. Deans reported that they are being frugal with their funds and holding to the caps.

Meeting adjourned at 3:30pm.