

DEANS' COUNCIL MINUTES

November 25 2013– 1:00-3:30 pm – Charles Hunter Room, HCC

Present: Julie Taylor, John Eye, Jeb Branin, Carl Stevens, Deb Hill, Thom McFarland, Bailey Bowthorpe, Mark Atkinson, Brad Cook, Bill Byrnes, Grant Corser, Ray Grant, Robert Eves, Bruce Tebbs, Christian Reiner, Elise Leahy, Shauna Mendini, Karl Stephen, John Allred.

I. Review of Minutes

Motion to approve minutes for 11.11.13 Deans Council Meeting. Seconded.

APPROVED

II. Visitors/Guests- Information & Discussion Items

Cranium Café demo (Tracy Diven & Greg Diven) via Karl Stevens

Tracey Diven, CEO of Cranium Café, and Greg Diven, COO of Cranium Café presented a demonstration of their product. Cranium Café is a cloud-based communications platform which integrates with Canvas and allows multiple users to communicate real-time via web chat and instant message. The software has been out for 4 months under a pilot launch. Cranium Cafe is course specific- Students can launch a micro meeting that is FERPA compliant with any student in their course (professor, tutor, advisors). Users can share screens, upload documents, and record the 'Café' for archives.

II. Provost's Report

Provost Cook noted that the quality of applicants that continue to apply for positions at SUU is amazing. Provost Cook will hold an EDGE SWOT evaluation/forum for Faculty on December 3rd in the Charles Hunter room, at noon. A similar forum for Staff will be held on December 12th in the Sterling Church auditorium at noon.

III. Associate Provost's Report

Possible Table of Content for Faculty Evaluations (Bill Byrnes)

Bill Byrnes uploaded a document, "Supporting Materials Typically Found in Portfolios Used for Faculty Evaluations" to Canvas, and asked the Deans to share the information with their department chairs and bring and feedback from them to the next Deans Council meeting. It would be helpful in the LRT process to have information submitted in a consistent, more uniform format. This document could also help stimulate conversation about what we are looking at in the Faculty Review Process, and what kind of evidence we collect and examine in a faculty binder.

SUU has access to iwebfolio, which would allow faculty to build their portfolios online, and could help move us towards an electronic LRT process. Possible implementation could include requiring all new Faculty coming into SUU to use electronic resources, and allowing current employees to opt-in.

Discussion:

- Is having an outline helpful in giving direction to applicant?
- Some colleges/schools already have outlines about what is expected from faculty in the LRT process. A single outline might not be appropriate for all colleges/schools because the requirements for each college/school are different.
- We need to add text about student engagement to the evaluation forms.
- An online process is more environmentally friendly, would help decrease duplication of efforts, and could be searchable.
- Electronic portfolios would allow faculty and deans to access the information from a computer anywhere in the world.
- We may need to 'grandfather' people that are tenured and don't want to make the shift to electronic.
- Phased implementation of electronic portfolios could start with FAARs.
- Could Optimal Resume assist in this process? Do we have unlimited licenses to this software?

Faculty participation in Curriculum Committees (Bill Byrnes)

Bill Byrnes reminded the council that another round of curriculum committee meetings will be coming up the first week of December. He requested that the Deans speak with their Faculty representatives and remind them that they are expected to view proposals before the meeting, show up for the meeting, and post any questions they have about proposals to Canvas. Faculty representation on the Committees need to be able to explain and answer questions pertaining to the proposals from their College/School.

Discussion:

- How much time are Deans spending with the curriculum that passes through their college/school?
- Are Deans making sure that the courses have learning outcomes, syllabus, etc.?
- If we train faculty about how learning outcomes work effectively, then they'll have a better idea of what they are assessing in the learning outcomes they list for their courses.

The Provost has met with several new faculty, some of which, as we draw to the end of the semester, have not yet had a department meeting. Please make sure that information is flowing to all levels of your colleges/schools, and particularly to new faculty, who might feel isolated.

IV. Assistant Provost and Director of IR & Assessment Report

NSSE 2013 Results for Writing-Related Questions (Christian Reiner)

Christian Reiner presented information about SUU's results, writing-related questions specifically, in the National Survey of Student Engagement. SUU ranks around average for writing expectations of first-year students, and falls about 18 pages under the average for senior students. SUU may consider focusing on writing as an Essential Learning Outcome.

2007-08 Average GPA in ENGL 1010 & 1020 based on Student's Department (Christian Reiner)

Christian Reiner presented a report of average Grade Point Average for Students, by Department, for 2007 and 2008. The intent of the report is to show Students strengths and weaknesses in written communication. Highest GPA's for ENGL 1010 appeared in Continuing Education (Concurrent Enrollment) and Accounting. Highest GPA's for ENGL 2010 appeared in Continuing Education (Concurrent Enrollment) and Physical Science. The report shows that students from different departments perform writing differently. Provost Cook asked Deans to share with information with Department Chairs.

Discussion:

- Some students don't see the need to be able to write papers as an essential part of their major.
- Some faculty have integrated writing into their courses and then taken severe hits in student evaluations.
- Could we set precedence in General Education Courses? That might be a good area to emphasize this requirement. This would help student prepare for their upper-division courses.

V. Action Items

Catalog Policy text change (posted to Canvas) Credit for Minors

Last Deans Council included a discussion about if credits for majors should also be allowed to count toward a minor. Current catalog policy says that major and minors cannot have duplicated courses. Advisors were consulted about the possibility of allowing this. There were two schools of thought: 1) If the student has completed the coursework for the minor, regardless of how they've done it, then they deserve to be awarded that minor. 2) A minor is designed to show that a student has added something to their education.

For some minors, not allowing 'double-dipping' makes it difficult for students to graduate, because of course pre-requisites. USU and U of U allow duplications in minors and majors, and Weber allows duplication in most cases, except for Psychology Major.

Discussion:

- We need to make this decision as soon as possible. Colleges/schools can't move forward on curriculum changes until we determine this.

- General studies: Students could claim a variety of majors based on the courses they have put together for their BGS.
- Could a Composite Degree receive a minor if it was outside the composite field of study?

Motion to remove text from Catalog that prohibits double dipping in majors and minors. Seconded.
APPROVED.

Text in the E-catalog will appear as follows, with struck out language removed.

Academic Major

All baccalaureate degrees must be awarded with a major. Minimum requirements are 30 credit hours in the major. Major requirements are listed under department headings which should be consulted for detailed guidelines. Students seeking an emphasis within a degree will be required to complete all coursework appropriate to the emphasis, as directed by the department head. Composite majors require a minimum of 52 credit hours. A student seeking a dual major will be required to meet all the course work requirements and meet the total cumulative number of hours in terms of upper division, total number of hours for residency, total number of hours for graduation, and possess a minimum of 60 unduplicated credit hours in the dual major. ~~Required hours for the major and minor requirements must also be unduplicated.~~

Academic Minor

Many degree-granting programs authorized by the University offer a formal minor. A minimum of 16 credits is required. Minor requirements are listed under department headings which should be consulted for detailed guidelines. ~~Major and minor credit hour requirements must not be duplicated.~~

V. Information/Discussion Items

Degree Mapping (Brad Cook, Bill Byrnes)

The Board of Regents passed a resolution requiring institutions to provide a degree map for all 4-year degrees. At SUU, most of our degrees have a listing of requirements, but don't provide a semester-to-semester outline of when courses need to be taken to complete the degree in 4 years. Registered student can use DegreeWorks for this purpose, but we need a tool that prospective students can use. When creating this document, we need to have a consistent format.

Discussion:

- Could we break out by 1st year, 2nd year, 3rd year, 4th year- rather than breaking out by Semester (Spring, Fall, Summer, etc.)?
- Creating a breakout will be challenging for some majors: e.g.- HSS students will still need to meet with an advisor to figure out which set of upper division electives make sense.
- A student's level of math proficiency when they begin a program can significantly change their degree map.
- Any time there is a static document, it is outdated quickly.

Deans responded that they are willing to assist with this effort, if a template is provided and if they are instructed about where the information should be posted. There may need to be a separate template for students seeking licensure. *Kelly Lid-Stephens and Jeb Branin will develop language and format a template.*

2014-17 Academic Calendar showing Summer (Bill Byrnes)

The proposed 2014-17 Academic Calendar has been updated to show when summer session begins and ends. If approved by the Board of Trustees at the December 4th meeting, the Calendar will go live.

Training for New Faculty

The CETL currently holds workshops based on each chapter of Ken Bain's book, "What the Best College Teachers Do" on Wednesday at 3pm. These workshops are mandatory for new faculty, but not all new faculty are showing up. What is SUU's posture on New Faculty and Pedagogy? What statement do we want to make about learning, understanding the connection between expectation and experience?

Discussion:

- Could we develop an online class about Pedagogy, areas of assessment, etc.? Faculty could include the successful completion of this course on their FAARs. The class could be self-paced. Faculty that have a teaching certificate or that can demonstrate they've received pedagogical training in graduate school could be exempt from the class.
- Could we ask for a deliverable at the end of the online course?
- Are we willing to make this a significant part of Evaluations?
- Would we consider a hybrid course, with online instruction and face-to-face meetings, to help foster the social component of faculty meeting together?

Grant Corser will work with Deb Hill and Mark Atkinson to come back with an outline of what this course might look like.

VI. Reports (2 minutes per report)

Julie Taylor: Faculty Senate has not yet met, but will be meeting on December 5th.

John Eye: John received Sharon Weiner's report about Information Literacy at SUU. He will email it to the members of Deans Council.

Carl Templin: Bill Childs, the concluding speaker for this year's Wells Fargo Business Executive speaker series, will present "Forty years of Building RC Willey" on December 5th in the Starlight Room.

Deb Hill: The College of Education is working with ICSD to expand a partnership for athletic training. These partnerships will allow EDU to expand its programs into local high schools, and will provide students with practicum experience.

Bailey Bowthorpe: The Academic Senate helped sponsor the EDGE SWOT analysis/student forum on November 20th, where students were given the opportunity to provide feedback about the EDGE program. SUUSA would like to be kept in the loop about the EDGE program, and any decisions that are made pertaining to it. Academic Senate is working with Convocations to cosponsor a speaker.

Mark Atkinson: SCPS has obtained a license for Adobe Connect Pro. The software may be available as soon as Spring Semester.

Bill Byrnes: Had a GE workshop this morning- John Taylor and Kurt Harris talked about innovate ways to work on our General Education program in a workshop on November 25th.

Grant Corser: There is a great relationship between CETL and other entities on campus. CETL will be moving into the College of Education.

Raymond Grant: There have been 4-5 cameras capturing footage at the most recent Convocation presentations. Convocations is working with this footage to create a highlight reel for each presentation.

Bruce Tebbs: Today (November 25) is the deadline to submit Course-Program Fee proposals. Bruce has not received feedback from anyone about changes.

Elise Leahy: Elise held a meeting with HSS chairs. Several chairs expressed disappointment about the lack of transparency and faculty/staff involvement in the process of selecting a new President for SUU.

Motion for executive session. Seconded.

Approved.

Meeting adjourned at 3:25pm.