

# DEANS' COUNCIL MINUTES

February 10, 2014– 1:00-3:30 pm – Charles Hunter Room, HCC

---

**Present:** Bill Byrnes, Bruce Tebbs, Christian Reiner, John Allred, Thom McFarland, Carl Templin, Robert Eves, Jennifer Hunter, Karl Stephens, John Eye, Shauna Mendini, Mark Atkinson, Christian Reiner, Jim McDonald, Patrick Clarke, Raymond Grant, Danielle Dubrasky, John Taylor, Deb Hill, Julie Taylor, Bailey Bowthorpe, Kim Roeder, Don Weingust.

**Excused:** Grant Corser, Brad Cook

## I Review of Minutes

*Motion to approve minutes for 1.27.14. Seconded. Approved*

## II. Visitors/Guests- Information & Discussion Items

### Introduction: SUU's new Instructional Designer- Jennifer Hunter

Mark Atkinson introduced Jennifer Hunter as one of SUU's new Instructional Designer. Jennifer has been working as a course designer and online faculty for BYU Idaho, and is working to obtain her Ph.D. in Online Learning.

### The Passport Program (Patrick Clarke)

Patrick introduced guests Kim Roeder and Don Weingust, to discuss their involvement in SUU's current Passport program. Don Weingust heads up the ThunderBard program, and Kim Roeder coordinates all logistics for the Passport program.

University College wants to know if Academic Leadership is interested in making the Passport Program a requirement for freshman with less than 30 credits. The course could utilize the 1 credit available under experiential education, now that the EDGE requirement has been dropped to 2 credits. Students aren't currently required to take the class, and can opt-out of it. Students that participate in the passport program get information (via a newsletter) about upcoming deadlines, and are also assigned a mentor.

### Discussion:

- Are there other ways we can communicate this information without requiring a 1 credit class?
- Consultant Charles Schroeder has consistently told us that one of the best retention tools for institutions is a common first year experience.
- Do we want to add more mandatory experiences for students? If we make this mandatory, are we taking away some part of students learning?
- We need to consider budget when talking about adding or removing a credit.

Because we are under the constraints of a catalog deadline, and decision needs to be made about what to do with the 1 credit that is being dropped from EDGE. The council recommended continuing this discussion on Canvas, to arrive at a decision before the Catalog content deadline of Feb 22.

### SUU Online (Karl Stephens)

Karl Stevens presented the 2014 Comprehensive Quality Model for SUU Online. Some of SUU Online's core services include course design and development, learner assessment design, and design and development of learner activities, all of which link to measureable learning outcomes. SUU Online also assists with Syllabus creation, and training/support for teaching tool such as Canvas, and mobile applications. SUU Online has identified five components of Quality: Institutional Support, Course Development & Structure, Faculty Support, Program Evaluation, and Technology. SUU online is working to get a General Studies major online for students that can't come to campus to finish up. SUU online has implemented a quality review for all courses online, using Quality Matters, a national benchmark for online course design. (<https://www.qualitymatters.org/>) Students will have the opportunity to answer a survey about their online learning experience and technology.

SUU Online is exploring the possibility of having proctors for online exams. The council expressed interest in this, and asked SUU Online to keep them apprised of its progress. Mark Atkinson recommended having a 10 minute remote presentation from a vendor about online proctoring.

### **III. Associate Provost's Report**

Bill Byrnes summarized the latest enrollment report. Budget FTE is slightly down, and headcount is slightly up. Overall, figures are close to what we projected.

#### **SUU Programs Under Development (Bill Byrnes)**

Bill showed the Deans the most current version of *SUU Programs Under Development*. This is a document that we must submit to the Regents Office. If any updates are needed to the list, please get them to Bill Byrnes by Thursday, February 13<sup>th</sup>, 2014.

#### **Assistant Provost/ Director of IR & Assessment Report & Budget Report**

Christian Reiner reminded the council that Faculty surveys will go online this Thursday. All instructors received an email earlier this week about the surveys. Christian asked the council to encourage faculty to participate.

The SPARC director search is still underway. Three candidates were brought to campus for interviews and presentations.

In the coming meetings, Christian will head up an effort called "Sharpen our Saws" in which an individual with expertise would have 15 minutes to present 5 principals of leaderships as they related to their specialty.

#### **Cost-Study Revision Report (Bruce Tebbs)**

Bruce Tebbs presented a cost-study revision report comparing data from this year to data from last year. The report is reflective, rather than forecasting, and looks back at strategic planning that's already been done. Bruce has a similar document that measures a 5 year span- he will email it to the Deans.

#### **Provost Faculty Fellow (John Taylor)**

##### **Update on General Education Program (John Taylor)**

John Taylor and the General Education (GE) Committee are considering the question, "what will General Education look like at SUU in the future?" As an institution, we are trying to move from a selection of over 100 GE course options for incoming freshman to a more focused and intentional grouping of courses. Freshman Interest Groups (FIGS) have worked well for incoming freshman, and the GE committee would like to build off that, redefining them as Focused Interest Groups. The committee would also like to get all GE courses set up in Canvas, to make it easier to link them to learning outcomes.

The GE Committee would like to use FIGS as a way to reduce confusion when students come to SUU. New students would have 2 ways to register for GE courses: 1) Ala Carte or 2) Drop down menu for FIGS, based on student area of interest. Patrick Clarke has created some open-option FIGS based on common themes.

#### **Discussion:**

- When present to outside institutions- SUU need to be able to distinguish "focus interest groups" from "freshman interest groups." For most of the state, FIG is "freshman Interest group."

### **IV. Action Items**

#### **Policy 6.9.1- Consultation for External Employment (Bruce Tebbs)**

This policy was discussed at the January 27<sup>th</sup> Deans Council meeting, and deans wanted time to obtain feedback from their departments. Faculty Senate is looking at the policy, but will not have the opportunity to vote on it until February 27<sup>th</sup>.

***Policy 6.9.1 will be placed on the March 17<sup>th</sup> Deans Council agenda as an action item.***

## V. Information/Discussion Item

### CSIS 1000 (Bill Byrnes)

At the last council meeting, the deans discussed dropping CSIS 1000 as a GE requirement, and using the resources for the Master's Degree (online) in Cyber Security and Information Assurance (MS-CSIA). SUU has not received the support that it anticipated for the MS-CSIA. CSIS 1000 will continue to be a GE requirement, while SUU formulates a plan to meet the state's mandated digital literacy requirements. A survey will go out to campus asking what they think digital literacy means. Information from the survey will be used to overhaul CSIS 1000. Students will continue to have the option to test out of the course.

### UUCG/UGCC Proposals

The University Undergraduate and Graduate Curriculum Committees met last week. There were over 85 different curricular actions. The minor in Shakespeare studies is being reformulated. Changes to the EDGE program to drop it from 3 credits to 2 credits were approved. This change will impact every degree in every program. The council needs to determine how we will deal with the 1 credit drop from this change. Suggestions included listing the EDGE requirement with a variable range of credits, or adding a single elective credit to the degree. The EDGE degree change will be posted to Canvas, and the council has until February 19<sup>th</sup> to provide input about what should be done with this credit.

## VI. Reports (2 minutes per report)

**Bruce Tebbs:** Bruce reminded the council that Policy 6.27 caps instructional overload at 6 credits. Many faculty are exceeding this cap. At the Deans request, Bruce will include them as an FYI in the queue for EPAFS that go over the limit.

**Jim McDonald:** In March, SUU will host its first *Latinos In Action* conference. The conference is for high school students in the region. Attendance is anticipated to be 600. America Ferrera will be the keynote.

**Deb Hill:** Sylvia Earl will be on campus March 18<sup>th</sup>. She'll work with the elementary block students in the morning, speak at the convocation in the afternoon, and then have a session at the STEAM program at north elementary.

**Danielle Dubrasky:** The Faculty Center continues to hold workshops based on Ken Bain's book- *What the Best College Teachers Do*. Attendance has been good. The Faculty Center is continuing to deal with pedagogy at Lunchbytes.

**Bill Byrnes:** The latest version (54B) of the report for Northwest has been uploaded to the Intranet. By February 14<sup>th</sup>, the report will be finalized, and will then be uploaded as an I-folio and printed. Bill suggested making the final report of the Accreditation team, planned for April 11 at 8am, a public meeting that all of campus could attend.

**Patrick Clarke:** University College received 30 nominations for the Achievement in Experiential Learning Award. Eight faculty, 4 staff, and one academic department will be honored on April 2 at 6pm in the Great Hall.

**Carl Templin:** SUU's Center for Executive development has its first paying customer: Questar will be holding their training using our Center. The School of Business has negotiated a 2 year extension of our existing double degree program in France.

**Julie Taylor:** Faculty Senate elections are coming up in March. Julie expressed her appreciation for the council's support of policies relating to release time for Faculty Senate President and President-Elect. Faculty Senate is discussing modifications of the pay scale for overloads and adjuncts

*Motion for executive session. Seconded. **Approved.***

***Meeting adjourned at 3:25 pm.***