

# DEANS' COUNCIL MINUTES

February 24, 2014– 1:00-3:30 pm – Charles Hunter Room, HCC

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**Present:** Julie Taylor, John Allred, Bailey Bowthorpe, Thomas McFarland, Carl Templin, Bill Byrnes, Deb Hill, Mark Atkinson, Shauna Mendini, Raymond Grant, Jim McDonald, Patrick Clarke, Eric Freden, Bruce Tebbs, Vik Brown, Brad Cook, Grant Corser, Camille Thomas

**Excused:** Robert Eves, John Eye

## I. Review of Minutes

*Motion to approve minutes from the 2/10/14 meeting. Seconded. **Approved***

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

### Work Force Services Overview & Representatives (Patrick Clarke)

SUU's Executive Retention Team has been discussing how SUU can work with community partners to help our students find employment, or connect them with resources that can help pay for school. Patrick Clarke introduced Stephen Lisonbee, Shelley Esplin, and David Busk from the Utah Department of Workforce Services (DWS). DWS, in partnership with SUUSA, will host an event on campus to raise student's awareness about the resources DWS has to offer them. DWS' primary goal is to connect job seekers with employers in the labor marketplace. Their website, <http://jobs.utah.gov/> links to labor market tools, workforce prep tools, training and support services, and the Utah Cluster Acceleration Program grant. Utah Cluster Acceleration Program grants and Workforce Investment Act funds are unique to DWS, and not available through SUU. The SUU/DWS partnership would enable us to have a representative from DWS on campus up to 4 hours a week.

***Provost Cook requested that the DWS visit Deans Council in October or November of 2014, to find out what kind progress we have made.***

### II. Provost's Report (Brad Cook)

Provost reminded the Council that the second annual Festival of Excellence is coming up on April 8<sup>th</sup>. There is a search underway for a UGRASP director. The search, chaired by Robert Eves, closes on Friday. Julia Anderson has been selected as the new SPARC director, filling the position that Joan Fitton used to have. Julia will begin on March 17<sup>th</sup>. John Ault will serve as the Faculty Marshall for Commencement this year, in celebration of his many years of service to SUU and his upcoming retirement. Charles Schroeder will be on campus March 3-4<sup>th</sup>, 2014. Brad asked Patrick Clarke to follow up with advisors about the status of Degree Maps. Brad asked the Deans to get him an updated list of representatives for the USHE majors meeting by Friday, 2/28/14.

The public forum for EDGE 3.0 will be held before March 24<sup>th</sup>. Todd Peterson is working with SUUSA to set a date and location. All are invited to attend. The resulting information will go to the Board of Trustees as an information item.

### III. Associate Provost's Report

#### SUU Program Review Timetable (Bill Byrnes)

Bill posted the most current Program Review Timetable to Canvas. Programs that were approved in 2011 will need to submit follow up documents from the R401 in October 2014. The revised R 470 has also been posted to Canvas.

#### New Policy Website Development (Bill Byrnes)

Bill Byrnes has worked with Mike Plumb to develop a new, more intuitive website for SUU's policies. Bill showed the Council a working version of the new website, and asked that any feedback be sent to him. The new website is searchable, and is based on a relational database. The website will have two levels of access: 1) Administrative (for edits by Bonny Rayburn) and, 2) Public.

#### IV. Assistant Provost and Director of IR & Assessment Report

##### Principles for Leadership: Emotional Intelligence (Camille Thomas)

Camille Thomas presented the initial “Principles of Leadership” discussion, on the topic of Emotional Intelligence. Camille discussed the importance of using emotional intelligence to improve communication. Emotional Intelligence includes the ability to know what other people are feeling, determining the root cause of why they feel that way, and responding appropriately to solve the problem. Higher Education requires a high degree of emotional intelligence, and the ability to develop relational authority.

#### IV. Action Items

##### Policy 6.8.3: General Education (Bill Byrnes)

A minor change is proposed that would allow the Provost to appoint a representative to the General Education Committee, and would allow a representative from Academic Advising to be an ex officio member. Because these changes are minor textual edits, and do not alter the intent of the, they were voted on as a consent item.

*Motion to approve. Seconded. **Approved***

##### Academic Warning Language for 2014-15 catalog (Patrick Clark, John Allred, Carl Templin) Standards file)

The Academic Standards committee ran into a situation where a student had seven straight semesters of Unofficial Withdrawals. Because the students GPA stayed above 2.0, the situation didn't trigger standard alarms. For an unofficial withdrawal, a student doesn't get a refund.

The Academic Standards Committee wanted to put a mechanism in place that would allow advisors to get involved if a student is having a problem, and proposes an additional Academic Status called “Academic Warning.” Possible language to be included in catalog policy includes:

- *Students in Good Standing who fail to reach a 2.0 semester GPA, but have a cumulative GPA above 2.0 will be placed on Academic Warning.*
  - *If this student's semester and cumulative GPA improve to above 2.0 the following semester they will return to Good Standing.*
  - *If their semester GPA remains below 2.0 and their cumulative GPA remains above 2.0 they will remain on Academic Warning.*

*If both their semester and cumulative GPA fall below 2.0 they will progress to Academic Probation.*

- *Students in Good Standing who fail to reach a semester and cumulative GPA of 2.0 will progress to Academic Probation.*
  - *If this student's semester and cumulative GPA improve to above 2.0 the following semester they will return to Good Standing.*
  - *If their semester GPA remains below 2.0 and their cumulative GPA remains above 2.0 their standing will change to Progressing Probation.*
  - *If both their semester and cumulative GPA fall below 2.0 they will be Required to Withdraw.*

This language would also need to be added to *Policy 6.31- Academic Standards*.

*Motion to approve this change to Catalog Policy. Seconded. **Approved.***

**Provost requested that this be placed on the Agenda for our March 17<sup>th</sup> meeting, including how this language would be incorporated into Policy 6.31- Academic Standards.**

#### V. Information/Discussion Items

##### Summer School (Bruce Tebbs)

This year, we have allowed early registration for Summer school. As soon as courses were put into the system, student could register for them. Bills won't be processed until after April. Thus far, enrollment is at around 375 FTE. A formal campaign for summer will roll out closer to the end of spring semester.

Compensation will be the same as last year, and classes with 1-9 students will be pro-rated. The target class size is 20-22 students. Bruce is working to get a list of guaranteed courses- classes that will be held no matter the enrollment size. Bruce will include a course suggestion form on the summer school website that would allow students to submit a comment about courses they would like to take during the summer that SUU doesn't currently offer.

### **International Students & Walking at Graduation (Carl Templin)**

Periodically, international students complete their coursework in the summer, but exceed, by just a few credits, the 12 hours or less to degree completion that would allow a student to walk at graduation in May. Several International students are here on a student visa, and must return to their country when they complete their degree. Because we don't have a fall commencement, these students would have to renew their Visa specifically to come back and walk at May commencement.

Carl Templin proposed that these students be allowed to "walk" in a specific convocation, where they would get their diploma cover and have photo opportunities similar to commencement. Commencement has tremendous symbolic meaning for students.

Discussion:

- If we offer this to international students, we need to offer it to non-resident students.
- Allowing students to walk at a fall convocation could be a good temporary solution to not having a fall commencement.
- We would need to strictly define how close a student must be to graduating to 'walk' in a convocation.

Julie Taylor (Faculty Senate) and Bailey Bowthorpe (SUUSA) both recommended approving this option for students on a case-by-case basis. ***Carl Templin will work with John Allred and Dean O'Driscoll to draft specific requirements and language.***

### **BYU Idaho (Mark Atkinson)**

BYU Idaho approached SUU proposing a partnership that would allow BYU Idaho students that have finished their General Education requirements, and most of the requirements for their major, to attend SUU as graduate students and work towards completing both their undergraduate and graduate degrees. Credits would be transferred back to BYU Idaho and figured into the undergraduate degree total, and once undergraduate degree requirements were met, any additional credits would go towards a Master's Degree, and students would automatically be accepted into SUU's graduate program.

Discussion:

- Would there be some kind of certificate of completion saying that they've completed a specific amount of credit hours before they transfer?
- How would we determine how many credits a student would need to obtain before transferring to SUU? Would we allow students to come during their junior year?

***Mark Atkinson will invite representatives from BYU Idaho to the March 17<sup>th</sup> Deans Council meeting, to further discuss their proposal.***

### **College Calling Nights (Stephen Allen)**

At this time of the year, students are narrowing down their college choices, and determining where they want to go to school. It's an opportune time for Faculty that have a passion for their field of study to reach out to students interested in their areas and highlight their programs. Last year, Presidents Council participated in a calling night, and it was a great success. Student Services would like to designate March 4<sup>th</sup> and 5<sup>th</sup> as calling nights. They have reserved the Alumni House for this purpose. Colleges that are not able to participate in these calling nights can get lists of students that have applied and expressed an interest in their program, and call as they are able.

Admissions are up for SUU. We are exercising some flexibility with deadlines. Last spring, legislature passed a bill giving University presidents the ability to issue a four-year award to cover out-of-state tuition for exceptional students. This could reduce their tuition cost by up to 66%.

## VI. Reports (2 minutes per report)

**Julie Taylor:** Faculty Senate will meet on Thursday, 2/27, and will be voting on several policies. One of Faculty Senate's upcoming areas of focusing will be increasing the pay for overloads and adjuncts. Faculty Senate will have a written proposal for the next Deans Council meeting.

**Vik Brown:** In March, the copy center in the library will be remodeled. A window will be installed between the copy center and the computer lab. Most of the construction will take place during spring break.

**John Allred:** A few faculty members have requested that students that have not attended be administratively dropped from a course, opening a seat up for students that are waiting to get in to the course. SUU currently does not have a policy about this. Some students assume that Deans have the power to drop them from the course, but Deans do not have this ability. While SANS does help monitor this, if a drop doesn't happen by the second week of class, we end up losing the seat. The Provost's Office will search policies of other USHE institutions to see how they handle this, and report back.

**Bailey Bowthorpe:** SUUSA has partnered with the career center to host the Department of Workforce Services (DWS) on campus, in order to raise awareness about the resources they have for students.

**Carl Templin:** Barney Roseburg will be the inaugural School of Business Ethics Speaker, on February 25<sup>th</sup> in the Starlight Room. His presentation is entitled "Director for a Day: Life in the Corporate Fast Lane." A donor will finance this series, which will bring a speaker to SUU each year to discuss ethics, for three years.

**Deb Hill:** The College of Education is undergoing the R401 process to split the B.S. in Physical Education with an emphasis in Teaching/Coaching or Exercise Science into two separate degrees. New software has been purchased for Athletic Training that tracks injuries to athletes. The placement of athletic trainers in high schools continues to progress. On his visit to campus, Alfie Kahn will present two sessions: a 9:30 am session titled "Many Children Left Behind: How Testing-Based School Reform Undermines Learning" and a noon lecture titled "Overhauling the Transmission Model: Creating a Learning Centered Classroom and Campus."

**Mark Atkinson:** The ESL (English as a Second Language) program will hold a series of workshops for students that have matriculated to undergraduate, but still want further assistance. The first workshop will begin on March 17<sup>th</sup>. Mark wanted to know if SUU has any interest in creating a 'flat-fee' structure for active duty military that would enable active soldiers to take as many credits as they can. SUU has not yet done this because these are non-resident students, and finance is very specific about how non-resident students impact our budget. Mark Atkinson, Bruce Tebbs, and Brad Cook will meet to further discuss this.

**Grant Corser:** Julia Combs and Rosalyn Eves presented about the Writing Fellow program at the last LunchBytes. Writing quality is increasing substantially in courses that use Writing Fellows.

**Shauna Mendini:** CPVA continues to have a busy season. The "Fine Arts Events" link on the SUU homepage takes users directly to a schedule of performances. On 2/28, the Woodwind symphony will perform at the Heritage Center. Other upcoming events include the Faculty Dance Concert and the Ririe-Woodbury Dance Company.

**Raymond Grant:** March 6<sup>th</sup> Convocation will be presented by the Ririe Woodbury Dance Company. The company will also present a creative workshop for dance students. On March 4, Alfie Kohn will present the 2014 Tanner Center Lecture, speaking about creating a learning-centered campus. Former Senator Robert Bennett will be this year's featured Driggs Lecture. He will discuss "Conflict Resolution and the New American West," on March 25<sup>th</sup>.

**Jim McDonald:** The MPA Accreditors will be on campus 2/25-2/27. HSS will hold its annual Leadership Luncheon in 2/27, with Thurl Bailey as the keynote. The Latinos in Action conference will take place in early March, featuring America Ferrera as the Keynote.

**Christian Reiner:** The Faculty Survey has open for the past 1 ½ weeks. Please remind faculty to participate. The data obtained is more meaningful when there are more participants.

*Motion for Executive Session, Seconded. **Approved.***

***General Session concluded at 3:45pm.***