

DEANS' COUNCIL MINUTES

March 31, 2013– 1:00-3:30 pm – Charles Hunter Room, HCC

Present: Andrea Stiefvater (proxy for Mark Atkinson), Katy Herbold, Shobha Gurung, Dean O'Driscoll, David McGuire, Jake Johnson, Grant Corser, Julie Taylor, John Allred, Bailey Bowthorpe, Thom McFarland, Carl Templin, Shauna Mendini, Deb Hill, Patrick Clarke, Robert Eves, Jim McDonald, Christian Reiner, Bruce Tebbs, Julia Anderson, John Taylor, Travis Rosenberg, David McGuire, John Eye.

Excused: Mark Atkinson, Brad Cook, Raymond Grant

In the absence of Provost Cook, Associate Provost Bill Byrnes convened the Deans Council meeting.

I. Review of Minutes

Motion to approve minutes from 3/17/14 Deans Council. Seconded. APPROVED

II. Visitors/Guests- Information & Discussion Items

Gender Leadership Conference (Katy Herbold & Shobha Gurung)

The Leadership Engagement Center and the Women & Gender Student program have partnered with the community to present "Leadership and Empowerment Across Generations," a Leadership conference taking place April 10th-11th on campus. The conference will feature CNN hero Pushpa Basnet, of the Butterfly Home, and will include a screening of "Waiting for Mamu," at the historic Cedar Theatre. There are still several sponsorship opportunities for the conference. Interested parties should contact Shobha Gurung or Katy Herbold.

Commencement (Dean O'Driscoll)

Dean O'Driscoll provided a brief update about 2014 Commencement. This year marks the first time commencement events have been limited to a single day. To help the day run smoothly, colleges/schools are encouraged to use their banquets or dinners to present awards. This year, a few non-academic groups have requested permission from University Relations to allow graduates to wear a decoration symbolizing their group when they walk at commencement. Dean asked the council if a limit should be placed on what a student can wear with their regalia when they walk at commencement. The council stated that it didn't think a formal policy was necessary at this point, but that non-academic organizations should be encouraged to work with University Relations if they'd liked like to offer students a decoration or token to wear at commencement.

Policy 5.32: Part-Time and Temporary Employment (David McGuire)

This policy is a carry-over item from the March 17th meeting. David McGuire met with Shauna Mendini and representatives of the Shakespeare Festival to create additional language under Section III- "Definitions" for Shakespeare Hourly Employees, which can be either student or non-student, and clarifying which USF limited, seasonal, and/or temporary positions are eligible for overtime compensation. Unless we want to track Adjunct hours, one of the best methods for SUU to comply with federal law is to limit Adjunct Faculty to less than 75% of a lecturer ICH workload, depending on the department.

Motion to Approve. Seconded. APPROVED

III. Associate Provost's Report

Review of Academic Deadlines for 2014-15

John Allred presented a document with a series of checkpoints and deadlines to implement Focused Interest Groups (FIGS) for summer, fall, and spring semesters. Putting together FIGS is an extensive process, involving 49 Banner forms. Courses can no longer be rolled-over in banner, and FIGS will need to be submitted every year.

Discussion:

- How could we incentivize students to put together an E-portfolio?
- Is there a way we could integrate another ELO into TracDat, rather than getting an entirely new system?
- Can we find a way to export data from Canvas and import it into TrakDat?

This discussion item will be added to the working agenda for the Deans Council Retreat.

Update about AAC&U General Education Conference

John Taylor had the opportunity to attend the AAC&U General Education Conference at the end of March with three other faculty. The conference gave him the opportunity to see what other institutions are doing with their general education programs. John hopes to take a few members of the GE committee to this conference each year.

IV. Action Items

Policy 6.5: Undergraduate Admission – Senate Revisions

Senate was concerned that “English language proficiency” wasn't specifically defined in this policy. Senate proposed language to add minimum scores that must be achieved for TOEFL and IELTS, along with a statement that “minimum score can be raised without policy change per administrative approval.” Because these tests have a one year ‘lifespan’ Faculty Senate also added the term “current” to the statement “Applicants must provide current verification of English Language Proficiency...”

Motion to Policy 6.5, as amended. Seconded. APPROVED

V. Information/Discussion Items

Festival of Excellence: 4/8/14 (Aimee Uchman)

Aimee Uchman reminded the council of the upcoming Festival of Excellence on April 8th. She requested that Deans remind faculty that classes have been suspended on that day, and to encourage students, faculty, and staff to attend the Festival. The Festival will begin with a plenary session in the Centrum Arena at 9 a.m.

Policy 6.51: Graduate Policies (Bill Byrnes)

Bill notified the council that Policy 6.51-Graduate Policies, which was submitted for approval at the March 27th Trustees meeting, was not approved. Trustees said the policy needs further consideration. **Mark Atkinson will revise the policy and it will be resubmitted to the BOT for the May 1 meeting.**

VI. Reports (2 minutes per report)

Julie Taylor: At its last meeting, Faculty Senate approved changes to Policy 6.31. Senate is working on Policy 6.33 (Academic Integrity) and 6.19 (Grade Appeal) trying to keep some of those processes within the academic units instead of in student services. Academic Committee is working to keep academic appeals on the academic side of things.

John Eye: John has been working on a revised definition of Digital Literacy, and has draft language, if anyone is interested.

Patrick Clarke: Patrick reminded the council to RSVP to Deb Pool if they'll be attending the EDGE Reception, on March 2nd.

Andrea Stiefvater: Andrea read a letter from Lelani Nautu that thanked Academics for providing online and concurrent enrollment opportunities to rural students. Students more likely to attend universities that have doors open to them before University.

Motion for executive session- seconded. Approved

Meeting adjourned at 2:55 pm.