

DEANS' COUNCIL Minutes

April 28, 2014 - 1:00-3:30 pm – Charles Hunter Room, HCC

Present: Julie Taylor, Thom McFarland, Carl Templin, Deb Hill, Mark Atkinson, Bill Byrnes, John Taylor, Raymond Grant, Grant Corser, John Eye, Eric Freuden, Jim McDonald, John Allred, Shauna Mendini, Christian Reiner, Patrick Clarke

Excused: Emily Dean, Brad Cook, Robert Eves

In the absence of Provost Brad Cook, Bill Byrnes conducted the April 28, 2014 Deans Council meeting.

I. Review of Minutes

Motion to approve minutes from 4/14/14 Deans' Council. Seconded. **APPROVED.**

II. Associate Provost's Report

SUU Program Review & NWCCU Time Table

Bill Byrnes provided an overview of times lines for SUU's Northwest Accreditation Cycle, Cyclical Program Reviews, and New Program Review 3 year reports, as shown in the graphics below. The Cyclical program Review/7 year review schedule has been modified to include internal deadlines, including when the program review process should begin. It is anticipated that this timeline will go into effect next fall. For the three year follow up report on the BA/BS in General Studies, SCPS and University College will need to work together because the degree has been housed in both places.

SUU's NWCCU Timetable				
	Comprehensive Review	Year-One Report	Mid-Cycle Evaluation (MCE) & Spring Visit*	Comprehensive Review & Spring Visit
Standards	2/1/2014	3/1/2015	2/1/2017	2/1/2021
<i>One - Mission, Core Themes, and Expectations</i>				
<i>Two - Resources & Capacity</i>				
<i>Three - Planning and Implementation</i>				
<i>Four - Effectiveness & Improvement</i>				
<i>Five - Mission Fulfillment, Adaptation, and Sustainability</i>				

Annual reports Due June 1 each AY

Special follow up reports TBD

* MCE covers specific two-part question template based on information from Standards 1, 3 and 5.

SUU CYCLICAL PROGRAM REVIEWS (SUU Policy 6.41 & Regents Policy R411)

PROGRAM REVIEWS (5/7 year cycle)* <i>Program reviews focus on the academic departments within a college or school.</i>	Program Review Process STARTS	Program Review Report DUE	External Reviewers Reports Completed	APRC Reports COMPLETED	R411 Cyclical Program Review Document Complete BY PROVOST'S OFFICE	Due to SUU Trustees	Due to Regents Office
College of Performing & Visual Arts	9/3/2013	2/14/2014	3/24/2014	4/25/2014	5/16/2014	6/2/2014	6/30/2014
College of Humanities & Social Sciences	9/2/2014	2/13/2015	3/23/2015	4/24/2015	6/12/2015	8/3/2015	8/31/2015
School of Business **	9/1/2015	2/12/2016	3/21/2016	4/29/2016	6/15/2016	8/1/2016	8/31/2016
University College	9/1/2016	2/15/2017	3/24/2017	4/28/2017	6/14/2017	8/1/2017	8/31/2017
Continuing & Professional Studies	9/1/2017	2/15/2018	3/23/2018	4/27/2017	6/13/2018	8/1/2018	8/31/2018
College of Science and Engineering	9/4/2018	2/15/2019	3/22/2019	4/26/2019	6/12/2019	8/1/2019	8/30/2019
College of Education & Human Development	9/3/2019	2/14/2020	3/23/2020	4/24/2020	6/12/2020	8/3/2020	8/31/2020
College of Performing & Visual Arts	9/1/2020	2/12/2021	3/26/2021	4/23/2021	6/14/2021	8/2/2021	8/31/2021
School of Business **	9/1/2021	2/14/2022	3/28/2022	4/22/2022	6/14/2022	8/1/2022	8/31/2022
College of Humanities & Social Sciences	9/1/2021	2/14/2022	3/28/2022	4/29/2022	6/14/2022	8/1/2022	8/31/2022
University College	9/1/2022	2/13/2023	3/27/2023	4/28/2023	6/14/2023	8/1/2023	8/31/2023
Continuing & Professional Studies	9/5/2023	2/12/2024	3/25/2024	4/46/24	6/13/2024	8/1/2024	8/30/2024
College of Science and Engineering	9/2/2024	2/10/2025	3/24/2025	4/25/2025	6/13/2025	8/1/2025	8/29/2025

** School of Business program review is every 5 years to align with AACSB accreditation

NOTE: Annual report to USHE is required on upcoming program reviews.

* Specialized accredited programs will do an abbreviated review process.

SUU NEW PROGRAM 3YR FOLLOW UP REPORTS (Policy R401-5.6.1)

SUU New Program Follow Up Reports (1, 2 or 3 years)	Regents Approved	Effective Start Date	Follow up Review DUE to Provost's Office	Due to SUU Trustees	Due to Regents Office	Regents Agenda (Estimated)
AAS - Professional Pilot*	May 2013	Fall 2013	10/1/2014	NA	10/28/2014	NA

SUU NEW PROGRAM 3YR FOLLOW UP REPORTS (Policy R401-5.6.1)

SUU New Program Follow Up Reports (1, 2 or 3 years)	Regents Approved	Effective Start Date	Follow up Review DUE to Provost's Office	Due to SUU Trustees	Due to Regents Office	Regents Agenda (Estimated)
BA/BS in Philosophy (HSS)	Spring 2011	Fall 2011	10/1/2014	11/14/2014	12/30/2014	3/30/2015
Sustainability Studies Minor (HSS)	Spring 2011	Fall 2011	10/1/2014	11/14/2014	12/30/2014	3/30/2015
Museum Studies Minor (Art & Design)	Spring 2011	Fall 2011	10/1/2014	11/14/2014	12/30/2014	3/30/2015
BA/BS in General Studies (C&PS)	Summer 2011	Fall 2011	10/1/2014	11/14/2014	12/30/2014	3/30/2015
AAS - Professional Pilot *	May 2013	Fall 2013	10/2/2015	NA	12/30/2015	NA
Women and Gender Studies Minor (HSS)	Summer 2011	Spring 2012	10/2/2015	11/13/2015	12/30/2015	3/30/2016
Shakespeare Studies Minor (HSS & CPVA)	Summer 2011	Fall 2012	10/2/2015	11/13/2015	12/30/2015	3/30/2016
MPA Program Added 4 New Emphasis Areas	Spring 2012	Fall 2012	10/2/2015	11/13/2015	12/30/2015	3/30/2016
Communication - New Emphasis Areas	Winter 2012	Fall 2012	10/2/2015	11/13/2015	12/30/2015	3/30/2016
AAS - Professional Pilot	May 2013	Fall 2013	10/2/2016	NA	10/27/2015	NA
MA in Arts Administration (online)	March-13	Fall 2013	10/3/2016	11/11/2016	12/30/2016	3/30/2017
Film and Screen Studies Minor	January-14	Fall 2014	10/2/2017	11/10/2017	12/30/2017	3/30/2018

* AAS Prof. Pilot program approved with stipulation of annual reports for first three years

Curriculum Committee Guidelines

Bill also presented the following deadlines (draft version) for Curriculum Committees and Catalog Copy, and encouraged Deans to share this information with their department chairs, program directors, and faculty.

Fall 2014 – Curriculum Proposals & R401s

Friday, Oct 3, @ Noon	Consent, Substantive & Degree Change Forms DUE to Provost's Office
Thursday, Oct 9, @3pm	University Undergraduate Curriculum Committee Meeting
Friday, Oct 10 @ 3pm	University Graduate Curriculum Committee Meeting
Friday, Nov 21, @ Noon	Consent, Substantive & Degree Change Forms DUE to Provost's Office
Thursday, Dec 4 @ 3pm	University Undergraduate Curriculum Committee Meeting
Friday, Dec 5 @ 3pm	University Graduate Curriculum Committee Meeting

Spring 2015 - Curriculum Proposals & R401s

Friday, Jan 30, @ Noon	Consent, Substantive & Degree Change Forms DUE to Provost's Office
Thursday, Feb 5, @3pm	University Undergraduate Curriculum Committee Meeting
Friday, Feb 6 @ 3pm	University Graduate Curriculum Committee Meeting
Friday, April 10 @ Noon	Consent, Substantive & Degree Change Forms DUE to Provost's Office
Thursday, April 16 @ 3pm	University Undergraduate Curriculum Committee Meeting
Friday, April 17 @ 3pm	University Graduate Curriculum Committee Meeting

2015-16 CATALOG COPY DEADLINES

Friday, Dec. 19 th , 2014	E-Catalog content posted to Canvas for download by College/School Admin. Assist designated as the point of contact for distribution to deans, chairs, or program directors
Tuesday, Jan 20 th , 2015	Chairs, Directors, Faculty, Staff complete review of catalog
Monday, Feb 9 th , 2015	Deans complete review of catalog copy
Friday, Feb. 27 th , 2015	E-Catalog content upload to Canvas by college/school point of contact
Friday, March 20 th , 2015	Catalog for 2015-16 Goes Live!

NWCCU Report- Confidential

The NWCCU released a draft report with commendations and recommendations to SUU. The document was posted to canvas. It is requested that the document remain confidential. If Deans have any feedback or faculty corrections, please get them to Bill by Wednesday, April 30th. Bill Byrnes and Christian Reiner will present an overview of this report at the May 12 Presidents Council meeting.

Academic Program Review Committee

New representatives for the Academic Program Review Committee are needed from the following colleges/schools: HSS (to replace Lindsay Harvell), EDUC (to replace Jim McCoy), and LIB (to replace Vik Brown.) Membership on this committee is typically a three-year term. Bill Byrnes will send an email summary of the responsibilities involved with this committee to the deans.

Assistant Provost and Director of IR & Assessment Report

Leadership Principles: How People Learn (Deb Hill)

Deb Hill ran the council through an object lesson/exercise, challenging them to research a specific subject (Apples) and answer a series of questions. Throughout the exercise, Deb pointed out how the council used the following principals of learning:

- 1) Learning Centered- we learn best when we are actively engaged in the process.
- 2) Social Practice- we learn when we talk about things.
- 3) Motivation, Cognitions, and Emotions make learning more powerful.
- 4) There are different kinds of learners
- 5) Learning should stretch, but not too much. We want people to think and figure things out, but not be overwhelmed.
- 6) Assessment: how we check what we've learned: Assessment for learning, Assessment as Learning, Assessment of Learning.
- 7) Learning needs to make connections across disciplines.

Job responsibilities of Provost Faculty Fellow (Christian Reiner)

Christian Reiner provided an outline of the responsibilities for the Provost Faculty Fellow, John Taylor. John will chair the General Education Committee, act as the Liaison between academic units and the Registrar's office for Focused Interest Groups (FIGS.) John will also teach 1 course per semester.

Provost Faculty Fellow

“What is an Educated Person?” Conference (John Taylor)

This year's "What is an Education Person?" conference will take place on October 30-31st, 2014 at the Zermatt Resort in Midway. Randall Bass, of Georgetown University, will be the keynote. There may be a pre-conference session on October 29th specifically for Presidents, Vice-Presidents, Provosts, and those involved in Student Affairs.

General Education

The GE Committee will meet on May 9th at 9 a.m. and will focus on how to implement ELO assessment using Canvas.

IV. Action Items

Policy 6.19: Grade Appeal (Julie Taylor)

Faculty Senate proposed modifications to Policy 6.19, including a reference to Policy 6.33, the addition of the graduate student senator to the membership of the College Grade Committee in the case of the graduate appeal; the requirement of a simple majority vote in the Committee; and the establishment of recording keeping of proceedings to be available to the Dean.

Proposed Amendments:

- Recommendation to add language to II. H. referring to II A, Items 1.4.
- Recommended updating the title for Policy 6.33 in H to the most current name.

*Motion to approve the policy, with amendments as listed above. Seconded. **Approved***

Policy will move to Presidents Council.

Policy 6.33: Academic Integrity (Julie Taylor)

Faculty Senate proposed modification to Policy 6.33, including a reference to Policy 6.19, removing the Office of Vice President for Student Affairs from the appeal process, adding a graduate student senator to the appeal committee in the case of graduate appeals, adding a burden of proof statement, putting the onus of proof on the student.

Proposed Amendments:

- Recommendation to add “preferably the graduate student senator” to V. Section C, Item A.
- Change all instance of the term “Committee” to read “College Grade Committee.”
- In V. Section C, Item 2, remove redundant language about the appeal process, and instead refer to the appeal process in Policy 6.19

*Motion to approve, with proposed amendments: **Approved***

Policy will move to Presidents Council.

V. Information/Discussion Items

Policy 13.26: SUU Lectures/Convocations Committee (Raymond Grant)

Raymond discussed proposed revisions to Policy 13.26- SUU Lecture/Convocation. Proposed updates include establishes Convocations under the Office of the Provost; broadening the definition of what the committee is supposed to do to include seeking out funding and assisting with marketing and scheduling.

The council recommended the following changes:

- Remove specific language about the time and day of week of University hour. Keeping the specific day/time out of the policy will make it so we don't have to update it if the University hour changes.

- Change “Director of Information Technology” to “Chief Information Officer” in the committee membership.
- Change “Director of Sponsored Research & Grants” to “Director of Sponsored Program, Agreements, Contracts, and Research” in the committee membership.

This policy will be an action item for the May 12, Deans Council meeting.

Curriculum Committee Actions: UUC & UGCC (Bill Byrnes)

The UUC and UGCC both met the week of April 21st to approve curriculum. There were R-401s to add emphases to the Master of Accountancy Degree, to change the name of the Foreign Languages & Philosophy Department, and to restructure the BS Degrees in Physical Education. Meeting minutes are included at the end of this document.

VI. Reports (2 minutes per report)

John Eye: Matt Nickerson will be the interim Dean of Library. Richard Eissinger will reduce his load to 3/5's time. Vick Brown is taking early retirement, but will return to campus to assist after he takes the mandatory 300 hours of retirement time. Verlene Schafer is having health issues- any questions should be directed to Mikki Shakespeare.

Thom McFarland: Thom emailed all the Deans a confidential links that will allow them to track Canvas shell publishing for their areas. The page will be updated daily. If you'd like to drill down to a further level, please contact Thom.

Deb Hill: Deb Hill welcomed three new faculty members to the College of Education and Human Development. Mark Atkinson, Christian Reiner, and Patrick Clarke have been granted faculty status in the college, at the rank of Associate Professor. This does not have any impact on load.

Mark Atkinson: SUU online is excited to announce that it will become a subscriber of Quality Matters, an quality assurance program for online education. (www.qualitymatters.org)

Bill Byrnes: The Board of Trustees will have a brief meeting the afternoon of May 1st and will participate in the commencement activities on May 2nd. Agenda items will be pushed to the June 12 meeting.

John Taylor: At the last General Education Task Force meeting, U of U approved a journalism course to fulfill the American Institutions General Education requirements. SUU's current options for fulfilling this requirement include courses in Economics, American History, or Political Science. USHE institutions may be re-examining which courses and skill sets they use to meet General Education requirements.

Grant Corser: The first tenure-recognition banquet will be held the evening of April 29th, 2014. The gathering will be semi-formal.

Shauna Mendini: PVA is in the midst of 5 searches to fill faculty positions. Lynne Vartan, Shauna Mendini, Keith Bradshaw, Xun Sun and a few graduate students leave on May 3 to perform original pieces.

Julie Taylor: Faculty Senate elections for 2014 are complete. Kevin Stein is the new president-elect, and there are 18 new faculty senators.

Jim McDonald: The College radio station has been cutting in and out, primarily due to weather and moisture. HSS will be making repairs to the antennae.

Raymond Grant: Raymond reminded the council that we need to establish a deadline to discuss proposals for the 2014 Eccles Visiting Scholars program. This will likely be discussed at a summer retreat for Deans Council.

Motion for executive session. Seconded. **Approved**
Meeting adjourned at 3pm.

UNDERGRADUATE CURRICULUM COMMITTEE MEETING

April 24, 2014
3:00 pm, AD 304H
MINUTES

CONSENT ITEMS

BUS

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/ Action
HRHM 4400	Hospitality Management Systems	3	Prerequisites: HRHM 3000, HRHM 3400, ACCT 2010, CSIS 1000	Fall 2014	Approved

COSE

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/ Action
ENGR 1030	Computer- Assisted Design Using SolidWorks	3	Title change to: Computer-assisted Design and Analysis Using SolidWorks Course description: In this course the student will be introduced to the most current 3D solid modeling concepts and principles of parametric design using the SolidWorks software. The student will be introduced to the process of creating and applying robust design principles to intermediate parametric solid models and assemblies. The process of developing and applying formulas as well as spreadsheets to these parametric designs will be presented and applied. The process of generating production drawings from the parametric solids and assemblies will also be presented and applied. An introductory level of analysis, animation and simulation will be presented and applied. The most current solid	Fall 2015	Approved

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
			modeling concepts will be introduced and experienced by the students through lecture, training videos, tutorials and real design projects. (Fall, Spring)		
GEO 3410	Sedimentology & Stratigraphy	3	Prerequisites: GEO 1220/GEO 1225 and advanced standing in program	Fall 2014	Approved
GEO 3510	Structural Geology	3	Prerequisites: A minimum grade of C (2.0 or above) in MATH 1050, MATH 1060, PHYS 2210/PHYS 2215, GEO 1110/GEO 1115, GEO 1220/GEO 1225, and advanced standing in program	Fall 2014	Approved
NFS 4950	Senior Seminar in Nutrition	1	Course prefix & number: NFS 4990 Prerequisites: NFS 3020, and one of the following: NFS 4030, NFS 4040, or NFS 4480 Course Sequencing: Fall Annually, Spring Annually	Fall 2014	Approved

HSS

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
COMM 3140	Writing for Media Audiences	3	Course sequencing: Spring annually	Spring 2015	Did they want to change the course description? Approved <i>No course description change per Tammi Miller 5/1/14</i>
COMM 4020	Applied Communication Ethics	3	Course sequencing: Spring Annually	Spring 2015	Did they want to change the course description? Approved <i>No course description change per Tammi Miller 5/1/14</i>
HIST 4770	American Journalism: Past and Present	3	Title: History of American Journalism	Spring 2015	Did they want to change the effective date to Fall 2014? Approved <i>Implementation date changed to Fall 2014 per Michelle Orihel 5/1/14</i>

SUBSTANTIVE ITEMS

COSE

Prefix	Course Title	Credits	Change Requested		Notes/Action
NURS 2120	Service Learning	1	New course: This course will allow students to obtain university credit for participating in formalized service leaning activities that have been traditionally done within the nursing department	Fall 2014	<ul style="list-style-type: none"> • Learning outcomes need work • Schedule type – "Other" should not be an option. • Jim will check and see if they want to choose "Supervision" or "Lecture" Approved <i>Course schedule is "Lecture" per Alan Pearson 4/30/14)</i>
SCI 2830	Reading & Conferences	1	New course: As part of the NSF S-STEM scholarship grant, Dr. Jana Lunt has been directing students enrolled in the mandatory MATH 4830 course. She will continue to handle this responsibility when these same students enroll in SCI 2830 instead of MATH 4830. No additional faculty resources will be needed.	Fall 2014	Change contact hours to "1" Approved

DEGREE/PROGRAM ITEMS

BUS

Degree/Program	Change Requested		Notes/Action
BA/BS ACCT, FIN, MGMT, MKTG	The College of Business desires to change the Pre-business Core (Foundation core and additional core) Requirements by changing BA 1000 Intro to Business Careers from a required course to an elective option. The change is in response to negative feedback from faculty, students, and	Fall 2014	Approved

	advisers regarding the effectiveness of the course as a requirement for the degree. No impact of faculty, staff, facilities, equipment and library holdings is anticipated.		
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HSS

Degree/Program	Change Requested		Notes/Action
History Major B.A., History Major B.S., History Minor	Propose adding two existing courses to the Diversity Requirement section for the degree requirements for the History Degree: HIST 3700, Latin American Civilization and HIST 3880 History of the American Southwest.	Spring 2015	Approved

R-401s

Foreign Languages & Philosophy – Name change to: **Department of Languages & Philosophy – Approved – FLPH prefix will remain**

COEHD – Wants to do away with take current BS in PE with emphasis in Teaching/Coaching and in Exercise Science and create a separate BS in Exercise Science and a BS in PE – Teaching/Coaching

1. BS in Exercise Science (New degree) – Approved

2. Name Change & Restructure – BS on Physical Education – Teaching/Coaching - Approved

GRADUATE CURRICULUM COMMITTEE MEETING

April 25, 2014 - 3:00 pm, AD 304H

Minutes

CONSENT ITEMS

BUS

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
ACCT 6100	Advanced Management Accounting	3	Prerequisites: Acceptance into MAcc or MBA (Fall, Spring) Course sequencing: Fall annually, Spring annually	Fall 2014	Approved

DEGREE/PROGRAM ITEMS

BUS

Degree/Program	Change Requested		Notes/Action
R-401 – Master of Accountancy	Add emphases in three areas: public accounting, managerial accounting, and taxation.		Approved