

## DEANS' COUNCIL MINUTES

July 21, 2014 1:00 pm – Charles Hunter Room, HCC

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**Present:** Karl Stephens (proxy for Mark Atkinson), Patrick Clarke, Robert Eves, John Allred, Thom McFarland, Carl Templin, Deb Hill, Christian Reiner, Jake Johnson, Julia Anderson, Danielle Dubrasky, Jim McDonald, Shauna Mendini, Matt Nickerson, John Taylor, Bruce Tebbs, Rob Robertson, Brad Cook, Aimee Uchman.

**Excused:** Stephen Allen, Emily Dean, Mark Atkinson, Grant Corser

### Review of Minutes

*Motion to approve minutes from May 12, 2014 meeting. Seconded. **Approved***

### Provost's Report

Brad congratulated the MPA program on its recent accreditation. James Sage, the new Associate Provost, will begin on August 11. Richard Saunders, the new Dean of Library, will begin on September 1.

In June, Brad attended the NWCCU Board of Commissioners meeting, in Kirkland, WA, to formally receive the board's recommendations. As previously state, SUU needs to work on assessment and General Education. It is likely that SUU will need to produce an interim report addressing what we are doing about Assessment and General Education. General Education will be a primary theme in Academics for the next few years. Dr. Paul Gaston, Trustees Professor at Kent State University, will be our keynote for Fall Opening. He is one of the leaders of discourse in General Education.

The President's Cabinet discussed the possibility of establishing a process for how SUU responds to community requests for funding or solicitation for charitable events. Forming a committee for this purpose would allow us to be more sophisticated about our community participation. If established, the committee would have its own budget, and could establish processes about responding to solicits for participation in charitable events, or funding. A committee would also allow us to be more systematic about our participation in outside events. The Deans responded favorably to this concept. *This item will be placed on the agenda for the August 11<sup>th</sup> Deans Council meeting, and a draft plan will be presented.*

### Guest Information Items

#### Convocations & Eccles Visiting Scholars (Danielle Dubrasky)

Brad welcomed Danielle Dubrasky to the meeting. Danielle will be in charge of the Convocations program this year. She is working on a schedule for fall. Bryce Christianson will be the Distinguished Faculty Honor Lecture presenter in September.

Eccles Visiting Scholar proposals will be due at the August 11 Deans Council meeting. Proposals should be emailed to Danielle, and will be posted to Canvas. The Council will select three proposals for funding at the August 11 meeting. Convocations are part of a larger series of lecture programs at SUU.

#### Provosts Faculty Fellow: GE (General Education) Assessment (John Taylor)

Most general education courses have been designated at least 2 ELOs. Some GE courses may be asked to incorporate a third ELO. John Taylor walked the council through how to access ELO's in Canvas, and connect them to courses. A shell for all GE courses will be set up in Canvas. Faculty can import outcomes from the SUU ELO's by dragging and dropping into Canvas, and use them to create rubrics. John will walk Faculty through how to turn their paper rubric into an electronic rubric.

Faculty should be encouraged to incorporate Canvas into their courses. Students like having access to the syllabus and assignments, and the option to communicate with Faculty digitally. John Taylor, Jennifer Hunter, and Ean Harker can offer training on Canvas during college/school workshops and retreats, or in smaller groups.

## Information/Discussion Items

### Digital Literacy- ELO's (Thom McFarland, Rob Robertson, John Taylor)

Three groups of stakeholders have been identified as key in defining and measuring digital literacy: students, academic departments, and professions of practice/community/employer. Students want something that is relevant to them as individuals and can be customized to their area of study. Academic departments want student to have competency and basic digital skills going in to their classes, and want to be able to integrate more advanced digital literacy into their courses. Professions-of-practice/employers want students that are engaged in life-long learning, and expert at the use of technology in a specific discipline.

SUU's draft ELO for Digital Literacy is: "Students strategically and responsibly employ appropriate technology to explore, create, collaborate, and organize in a digital context." Further subgroups of digital literacy, as defined by SUU, include: "media production, digital collaboration, digital organization, digital Adaptability, and digital citizenship. "

The proposal to incorporate digital literacy into degrees would involve using the 3 credits from CSIS 1000 (a course removed from core credits), breaking them up into 1 credit intervals, and appending them in duos or trios to specific general education courses and student knowledge areas. For example- students taking BIOL 1610/1615 need skills in Excel to report their data. A specific course that teaches database skills could be appended to the course, where students use their data to create spreadsheet. Students already fluent in the necessary software could submit an assignment to the instructor proving their competency, and get credit for the course. Next steps in the process include coming up with a specific program and a way to assess its value. ***This item will be placed on the agenda for the August 11th meeting***

### LM 1010/Info Literacy, General Education and ELOs (Matt Nickerson)

Matt Nickerson outlined the proposed direction of Information Literacy/LM1010. All SUU students would be required to enroll in LM 1010, an online course. The first week of class, student will take the Information Literacy Assessment. Those who score less than 70% will continue with the LM1010 course online. Those who score 70% or better can either accept the grade they received on the test as their grade for the course, or continue with the course to receive a higher grade.

Discussion:

- Could we take one of the 3 credits and develop a course called "How to think like a \_\_\_\_\_" tailoring it to a specific discipline (i.e. Biologist, Writer, Educator)?
- Could we build Info Literacy into some of the GE courses?

### CSI Data (Jake Johnson)

SUU implemented the College Student Inventory (CSI) survey last fall, and now has comparison data. The survey is given to first-time students that have attended orientation and have declared a major. Areas of concern include an increase in drop out proneness, and a decrease in student's sense of financial security. Student intent to work 11-20 hours a week while attending school has increased. The reputation of a student's major at SUU strongly influences whether they remain at the university or transfer. About 16% of women and 13% of men plan to stop-out of SUU to service a church mission.

### Open Registration Policy/Timing (Robert Eves, John Allred)

The Registrar's office would like to change the last date a student can add a class without faculty signature, so that class waitlists end the first day of class. Faculty will have more control over the sizes of their class, and get a better idea of how many seats are available. This would not impact the E-catalog.

### Course Articulation (John Allred)

There has been difficulty with some departments responding to the Registrar's office about course transfer equivalencies. The Registrar's office would like to assist in course articulation for transfer students. John Allred proposed that the Registrar's office be allowed to evaluate and articulate transfer courses. This information will then be passed along to the departments or dean, who would have one week to respond with any concerns and a "yes" or "no" to the recommended articulation.

**Fall Opening (Aimee Uchman)**

A draft fall opening calendar has been posted to Canvas, and will follow roughly the same order of events as 2013. There will be two break-out sessions after the Academic Convocation, on August 18th. The keynote speaker will be Paul Gaston.

**Summer Pay for Resigned Full time Tenure/tenure track Faculty (Jim McDonald)**

Jim wants to know what the protocol is for faculty that have resigned, and will not be teaching fall semester, but are teaching classes in the summer. Because they are no longer contracted faculty, will they be paid as an Adjunct, or is their summer pay based off a percentage of the salary.

**V. Reports (2 minutes per report)**

**Patrick Clarke:** The EDGE committee is reconstituting its members, and will be invited additional faculty to participate.

**Robert Eves:** COSE received funding for their UCAP proposal, and will be working with Cyberjet to teach a course for specific software at SUU.

**Christian Reiner:** Christian sent an email to Deans requesting updated lists of committee membership. Please respond to his email as soon as possible, so the information can be passed along to James Sage, Associate Provost.

**Matt Nickerson:** Dr. Richard Saunders will begin serving as Dean of Library on September 1st.

**Shauna Mendini:** Things are progressing on the Beverley Taylor Sorenson Center for the Arts since the groundbreaking in March. By mid-august, existing structures will be razed.

**Jim McDonald:** Diversity and Inclusion workshops will be held on August 28 from 2-5pm and August 29 from 10am-1pm in the Charles Hunter room of the Hunter Conference Center. Jonathan Puente can be contacted for further details.

**Karl Stevens:** Adjunct appreciation & Training day will take place on August 14<sup>th</sup>, from 8am-3pm.

**Julia Anderson:** Julia just completed an assessment of our peer institutions, is putting together a working committee to craft mission and vision statements.

**Jake Johnson:** Program administrators in TracDat will get a report with feedback about their usage and the usage of program administrators. Jake notified the council that the Congress reauthorized the *Violence Against Women Act*. Campuses are expected to designate responsible employees that can respond to reports of violence against women, and training needs to be organized campus-wide.

**Bruce Tebbs:** Summer enrollments held at 6% going into the final session. Bruce reminded Deans to make sure that they get all their faculty contracts in. Academic expenses for summer are well under budget. Base budget for 2015 has been rolled forward. The Provost's office has adjunct and overload budget which will be distributed back to the Departments after Bruce reviews overload plans.

*Motion for executive session- seconded- approved.*

*Meeting adjourned at 4:13 pm.*