

# DEANS' COUNCIL MINUTES

Oct 27, 2014– 1:00-3:30 pm – Charles Hunter Room, HCC

**Present:** John Allred, Carl Templin, Thom McFarland, Bailey Bowthorpe, Mark Atkinson, James Sage, John Taylor, Grant Corser, Rachel Bishop, Christian Reiner, Jim McDonald, Eric Freden, Bruce Tebbs, Richard Saunders, Emily Dean, Patrick Clarke.

**Excused:** Brad Cook, Shauna Mendini,

In the absence of Brad Cook, James Sage conducted the meeting.

## Review of Minutes

James Sage proposed a modification to the minutes from the October 6<sup>th</sup> meeting, to include the full name “Mitch Bealer” under the Budget and Process Guest Information Item.

*Motion to approve, as amended, by Jim Johnson. Seconded by Richard Saunders. **Approved.**  
Three abstentions.*

## Provost's Report

### Budget Retreat

Provost Cook would like to hold a fall budget retreat on November 10th, at 1pm. This meeting will take the place of the planned Deans Council for that date. Brad will send out further details.

### University X Report

The Retention Auditor report for 2011-2013 was posted to Canvas for Deans Council to review. The report is based on a template created by Charles Schroeder. The report breaks out retention by college and department, and data is 'raw' with no exclusions. If Deans would like the information filtered in a different way, they can contact Christian Reiner or James Sage.

## Associate Provost's Report

The Anthropology R-401 was approved by the UUCC, and will move forward to the Trustees for approval. UUCC & UGCC curriculum minutes have been posted to canvas, and are included at the end of this document.

## Assistant Provost and Director of IR & Assessment Report

### 2013-2014 HERI Faculty Survey (Summary Report + Theme Report)

Christian posted a summary report and theme report of the 2013-14 Higher Education Research Institute (HERI) Faculty Survey. Both documents were created by HERI, and compare information about SUU with peer groups, in areas including Teaching, Scholarship, Services, Support & Resources, Interaction with Students, Institutional Priorities, and Diversity. Christian asked the Deans to review this information. The overarching goal is to make meaningful changes based on the information given to SUU.

***This agenda item will be further discussed at the next Deans Council meeting.***

## General Education

### Addressing Redundancy in Learning Outcomes (John Taylor)

John encouraged the use of learning outcomes on Canvas that specifically indicate which department they belong to in their description. If colleges/schools and departments need specific ELOs for accreditation purposes, John will help set them up in Canvas. Please ask your Faculty to work with John on establishing a numbering system for ELOs that will allow the most accurate data to be pulled from Canvas. John also reminded the group that Deans, Department Chairs, and Faculty are responsible for determining what level of work is required for each number (0-4) in the ranking system.

## Student Success

### **Graduation by Major Report** (graduated in 2009-2013)

Christian Reiner presented Graduation information, by major for the cohort of 2003-2007. President Wyatt requested this report, and wanted to find out if students were graduating from SUU with the majors they began with. The report contains only information on students first selected majors, and excludes student that did not graduate within 150% of time (6 years.) Many students graduate from a major different than the one declared when they registered at SUU. Christian asked Deans to discuss this report with their faculty.

#### Discussion:

- Could we build an "Intro to the Major" course into Gen Ed or within the majors?
- University College is working proactively with students that haven't selected a major, and will be implementing a structured approach to declaring a major.

## Faculty Senate Report

Policies 6.9 & 6.38 were passed by Faculty Senate, and will move on to President's Council for further approval. Two new ad hoc committees have been formed to discuss proposed changes to Policy 6.1 (LRT) and policy 6.2 (Evaluation of Academic Administrators.) David Berri is joining the campus Healthcare committee, and will voice faculty concerns about healthcare. Faculty Senate would like to consider incentives for faculty that teach summer classes.

## Information/Discussion Items

### **Student Technology Survey (Mark Atkinson)**

Along with course evaluations, some online students complete a post-course survey related to use of technology. The survey was originally created for the MPA online program, and Mark wanted to gauge interest in using it for other online courses. The survey would be distributed 3-4 weeks before the semester ends. Information gathered from the surveys could be shared on SUU online, and would be presented generally, not by specific area or specific course.

### **Graduate Studies Expansion and Restructure (Mark Atkinson)**

Mark Atkinson presented a proposal for the direction of SUU's Graduate Studies program. Proposed concepts included giving in-state tuition rates for online-only, non-resident learners, to remain competitive. A percentage of tuition shares would go to departments, and also the graduate studies program. Students could participate in cohort groups, with a schedule laid out for the entire program, to include robust summer offerings. Cohort groups would have three entry points a year. The degree path could be streamlined, and quality review would be conducted for all courses. Full-time faculty would have the first right to courses beyond their load, with chair approval, and then qualified adjuncts could be used, drawn from a national pool. Student support could be increased for online learners, including the use of web-conference for tutoring, advising, and career services. Students could complete a 3 credit Action/Research project to act as a capstone, which would not require faculty committee work. The proposal would require a director, full-time admissions counselors for 2 years, and an aggressive online recruiting campaign.

#### Discussion:

- Would SUU be willing to keep graduate student projects in an online portfolio? And would we want such portfolios / projects to be stored for public retrieval within the Library collections?
- Could we train call center staff to help provide 24/7 tech support for online students?
- Online students still pay student fees- and should have access to the services they support.
- Online students struggle more with finding employment, and we need to link them to career services.

## VI. Reports (2 minutes per report)

**John Allred:** Registration for spring semester begins Monday.

**John Taylor:** John requested that the Deans tell their department chairs to contact him if they would like assistance getting program goals on Canvas.

**Eric Freden:** COSE will host a Focused Interest Group (FIG) open house on November 5 and a Research Symposium on November 17.

**Bruce Tebbs:** Thursday merit/retention/salary allocations are due. Course fee proposals are due by Friday.

**Aimee Uchman:** The NASCE survey is now open. Please encourage your undergraduate students to participate. Each student will receive a link to the survey in their email.

*Motion for Executive Session made by Carl Templin. Seconded by Mark Atkinson. **Approved.***

***Meeting adjourned at 3:45.***

UUCG Minutes from 10/9 and UGCC Minutes from 10/10 are included below.

**UNDERGRADUATE CURRICULUM COMMITTEE MEETING MINUTES**

October 9, 2014  
3:00 pm, AD 304H

**Present:** David Berri, Bailey Bowthorpe, Jim Brandt, Jeb Branin, Paula Mitchell, James Sage, Kelly Stephens, Brian Swanson, Kristin Wiggins, Emily Dean, and Bonny Rayburn.

**Not present:** John Allred, Shobha Gurung, Brian Ludlow, David Lund, Rosa Perez, and Christian Reiner.

**CONSENT ITEMS**

- **Motion to approve all consent items** – Jeb Branin. 2<sup>nd</sup> – Dave Berri. **Approved** - Unanimously

**COSE**

<b>Prefix</b>	<b>Course Title</b>	<b>Credits</b>	<b>Change Requested</b>	<b>Implementation Date</b>	<b>Notes/Action</b>
NFS 2020, 2140, 3020, 3030, 4020, 4200, 4205, 4030, 4040, 4480, 4860, & 4950	Nutrition in the Life Cycle, Nutrition of the Infant & Child, Nutrition as Related to Fitness & Sports, Nutrition and Diet Therapy, Advanced Human Nutrition, Food Science, Food Science Lab, Nutrition Assessment, Nutrition Communication & Counseling, Community Nutrition, Nutrition Practicum, Senior Seminar in Nutrition		Add the phrase, <b>A minimum grade of "C (2.0 or above)"</b> to the prerequisites of all of these classes	Fall 2015	Approved
CSIS 2600	Data Communications & Networking	3	Course Sequencing – <b>Will be offered: Fall, annually &amp; Spring, annually</b>	Fall 2015	Approved

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
CSIS 4300	Mobile Application Development	3	Change title to: <b>Mobile Application Development for iOS</b> Change prerequisite to: <b>CSIS 2420</b> Change course description to: <b>This course provides an in-depth look at programming mobile iOS devices such as the iPhone, and iPad. The course includes the Objective-C programming language and programming topics specifically related to mobile iOS devices. Students use current software development environments such as Xcode when creating applications.</b>	Fall 2015	Approved
CSIS 4900	Methods in CS & IS Education	3	Change prerequisites to: <b>CSIS 1410</b> Course Sequencing: <b>Will be offered: As Needed</b>	Fall 2015	Approved
NR 1010	Introduction to Natural Resources	3	Change title to: <b>Introduction to Natural Resources Management</b> Change Title for Transcripts to: <b>Intro to Natural Resources Mgt.</b>	Fall 2015	Approved
RANG 4400	Wildland Restoration	3	Change prerequisites to: <b>RANG 3600 and RANG 3800</b>	Fall 2015	Approved

**EDU**

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
PE 3085	Athletic Training/Sports Medicine Lab	1	<b>Remove prerequisites (Co-requisite remains.)</b>	Spring 2015	Approved

**HSS**

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
ENGL 0990	Academic Writing Workshop	2	Enrollment Consideration: <b>Cap at 25 students</b> (Add verbiage to course description)	Spring 2015	Approved <b>There is no need to go through the curriculum committee to cap a class. This can be done through the Registrar's office when you submit your course proposals.</b>
ENGL 1120	Introduction to Grammar	3	Course Description: <b>An introduction to descriptive and prescriptive approaches to studying English grammar.</b>	Fall 2015	Approved
ENGL 2130	Introduction to Imaginative Literature	3	Title & Prefix: <b>Change to Imaginative Literature</b>	Spring 2016	Approved
ENGL 2200	Introduction to Literature & Culture	3	Title & Prefix: <b>Change to Literature &amp; Culture</b>	Fall 2015	Approved

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
ENGL 2230	Introduction to Mythology	3	Title & Prefix: <b>Change to Mythology</b> Course Description: <b>An introduction to the nature and function of myth through the reading of Asian, Greek, Native American, Hebrew, Christian, African, and other world mythologies. Emphasis on comparative mythology and the structure of myth.</b>	Fall 2015	Approved
ENGL 3110	Literature & Film	3	Prerequisites: <b>No prerequisites</b> Enrollment Considerations: <b>Increase cap</b> <b>(Add verbiage to course description)</b> <b>Based on feedback from UCC, ENGL 2010 will <u>remain</u> a prerequisite.</b>	Spring 2015	Approved <b>Friendly amendment:</b> <b>As a 3000 level class, we recommend a prerequisite of at least English 1010 or its equivalent.</b> <b>Keep 2010 as prereq.</b>
FREN 4921	Study Abroad: French Language	3	Title & Prefix: <b>Create an upper (3921) and lower division (2921) course</b> so study abroad students can be given credit on both levels if they go twice. Method of Grading: <b>Change to Pass/Fail</b> <b>Repeatable up to 6 credits for each course number. None of the courses can be repeated in the same semester.</b>	Spring 2015	Approved <b>FREN 4921 will need to be deleted – James will follow up with Elise to create a paper trail</b> <b>(Please see table inserted below for detailed plan of action)</b>

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
FREN 4923	Study Abroad: French Culture	3	Title & Prefix: <b>Change to FREN 3923</b> to line up better with our course sequencing	Spring 2015	Approved <b>FREN 4923 will need to be deleted – James will follow up with Elise to create a paper trail</b> <i>(Please see table inserted below for detailed plan of action)</i>

Original (existing) Course	New Courses	Course Title	Course Description	Method of Grading	Credits	Contact Hours	Repeatable for Credit?	Maximum Credits	Repeatable same semester?
FREN 4921  (to be deleted)	FREN 2921	Study Abroad: French Language I	During study abroad, students take intensive French classes at language schools. This course allows for credit to be given to both upper and lower division students for this course work abroad.	Pass/Fail	3	3	Yes	6	No
	FREN 3921	Study Abroad: French Language II	During study abroad, students take intensive French classes at language schools. This course allows for credit to be given to both upper and lower division students for this course work abroad.	Pass/Fail	3	3	Yes	6	No
FREN 4923  (to be deleted)	FREN 3923	Study Abroad: French Culture	During study abroad, students study both high, low and popular culture. The course, depending on the location and year, may target French or Francophone art, architecture, literature, music, cuisine and history. Students are immersed in another culture and learn that culture's mores.	Graded	3	3	Yes	6	No



**SUBSTANTIVE ITEMS**

- **Motion to approve all substantive items – Jeb Branin. 2<sup>nd</sup> – Dave Berri. Approved – Unanimous**

**BUS**

<b>Prefix</b>	<b>Course Title</b>	<b>Credits</b>	<b>Change Requested</b>	<b>Implementation Date</b>	<b>Notes/Action</b>
HRHM 3400	Hotel Operations	3	Change title to: <b>Front Office and Hotel Analytics</b> Change Title for Transcripts to: <b>Front Office and Hotel Analytics</b> Significant Content changes: <b>This course has been taught with a focus on front office &amp; housekeeping operations and there was insufficient time spent on revenue management. Addition of CHIA to HRHM 3400.</b> Change description to: <b>Students evaluate the extent of front office operations from reservations to check-out. Students also integrate Smith Travel Research hotel analytics concepts to enhance revenue management skills. Industry certifications are available and encouraged.</b>	Spring 2015	Approved <b>Should the course description for HRHM 3300 be changed to include housekeeping operations? James will follow up with Emmett. December meeting.</b>
HRHM 3610	Guest Service	3	<b>New Course</b> <b>Course will be used in place of HRHM 4601 Strategic Guest Service</b>	Spring 2015	Approved <b>Does HRHM 4601 need to be deleted? James will follow up with Emmett. Not now.</b> <b>Recommend date be changed to Spring 2016 – Degree Works will not catch up, will show a course deficit, and will have to</b>

					<p>be corrected manually.  <b>No..3610 will be offered in place of 4601 in Spring 2015. Manual substitutions will be made Spring 2015.</b></p>
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**COSE**

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
CSIS 3300	Mobile Application Development for Android	3	New course Course description: <b>This course provides an in-depth look at programming mobile devices running the Android operating system, such as mobile phones and tablets. Java, XML and other programming topics specifically related to programming mobile devices are included. Students use current software development environments such as Eclipse and the Android SDK when creating applications.</b>	Spring 2015	Approved

**EDU**

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
EDUC <del>2010</del> <b>2030</b>	Engaging Paraprofessionals in Education	3	New Course: <b>There is a high degree of need for trained paraprofessionals in the local school district and throughout the state. This course meets an identified need.</b>	Spring 2015	Approved <b>Please note course number change.</b>

**HSS**

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
ENGL 3890	Writing Tutor Practicum	1 or 3	New Course: This class is needed to train Writing Center tutors and Writing Fellows in all aspects of peer tutoring, including writing in the disciplines	Fall 2015	Approved

**DEGREE/PROGRAM ITEMS**

- **Motion to accept all** – Brian Swanson. **2<sup>nd</sup>** – Jim Brandt. **Approved** – Unanimous.

**BUS**

Degree/Program	Change Requested	Implementation Date	Notes/Action
Hotel, Resort, and Hospitality Management	<b>Change guest service course &amp; corresponding degree requirement from 4601 to 3610.</b> The new HRHM 3610 course, Guest Service, allows students from any major to take the course, which was one of the core objectives of the HRHM major when it was approved by the Regents.	Spring 2015	Approved
Management	<b>Propose that starting in Fall 2015, all students majoring in Management will be required to complete MGMT 2900 as part of their degree requirement.</b> They will not be given the choice to choose between the two courses (MGMT 2900 and CSIS 2010)	Fall 2015	Approved

**COSE**

Degree/Program	Change Requested	Implementation Date	Notes/Action
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Degree/Program	Change Requested	Implementation Date	Notes/Action
Computer Science Minor (Non Teaching)	<p>CSIS Dept Curriculum Committee would like to update/ improve degree requirements for the Computer Science Minor (Non-Teaching) and the Computer Science - Teacher Ed Emphasis Minor.</p> <p><u>Justification:</u> Over the past several years we have not seen as much interest in our minors from students as we anticipated. The proposed changes will give students a more flexible approach to which courses they can take, while still making sure they cover what would be expected of a student with a CS minor.</p>	Fall 2015	<p>Approved</p> <p>Replaced wording in the note at the end of the proposal with correct wording. Done</p>
Computer Science Minor Teacher Education Emphasis	<p>CSIS Dept Curriculum Committee would like to update/ improve degree requirements for the Computer Science Minor (Non-Teaching) and the Computer Science - Teacher Ed Emphasis Minor.</p> <p><u>Justification:</u> Over the past several years we have not seen as much interest in our minors from students as we anticipated.</p> <p><u>Justification:</u> We compared our minors to other minors in the state. The major difference was that our minors offered students very little flexibility in what courses they could select and required 3 extra credits. The proposed changes will give students a more flexible approach to which courses they can take, while still making sure that they cover what would be expected of a student with a CS minor.</p>	Fall 2015	<p>Approved</p> <p>Replaced wording in the note at the end of the proposal with correct wording. Done</p>

**R401s**

**Anthropology Major – BA/BS** – The proposed undergraduate major in Anthropology at Southern Utah University expands upon the successful minor in Anthropology that is currently offered. Students pursuing the Anthropology major at SUU will study in a program with a four-field approach that emphasizes Anthropology's dominant sub-disciplines: Archaeology, Biological Anthropology, Cultural Anthropology, and Anthropological Linguistics. Students will master research, critical thinking and reasoning, scientific and quantitative literacy, and oral and written communication skills designed to prepare them for life and work in an increasingly multicultural world.

- **Motion to approve** – Jeb Branin
- **2<sup>nd</sup>** – Brian Swanson
- **Approved** - Unanimous

**Adjourn:** Meeting was adjourned at 3:53 p.m.

**GRADUATE CURRICULUM COMMITTEE MEETING**

October 10, 2014

3:00 pm, Continuing Education Building

**Present:** Mark Atkinson, Bruce Barker, Matt Barton, Rachel Bishop, David Christensen, Kim Craft, Mark DeBeliso, Chris Proctor, Steven Irving, James Sage, MK Wollebo, Karl Stevens, Rob Robertson, Ravi Roy, Jennifer Sorenson, Sheila Johnson, and Bonny Rayburn.

**Not present:** John Allred and Patricia Keehley

**CONSENT ITEMS**

- **Motion to approve all consent items** – Mark Debeliso
- **2<sup>nd</sup>** – Kim Craft
- **Approved** – unanimously

**HSS**

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
COMM 6900	Masters Capstone	6	Title & Prefix: <b>Masters Capstone Thesis</b> Course Description: <b>A capstone experience demonstrating the ability to complete a professional thesis in consultation with a graduate committee. Students conceive, research, and produce a thesis in a relevant area of communication.</b>	Spring 2015	Approved
COMM 6999	Capstone Continuance	6	Title: <b>Masters Capstone Thesis Continuance</b> Course Description: <b>Students who have completed all course work, including required capstone hours, but have not yet defended the capstone thesis must be continuously enrolled in fall and spring semesters until they pass.</b>	Spring 2015	Approved
MSFS 6000	Overview of Forensic Law	2	Delete	Summer 2014	Approved
MSFS 6010	Overview of Forensic Criminal Justice	2	Delete	Summer 2014	Approved
MSFS 6020	Overview of Forensic Psychology	2	Delete	Summer 2014	Approved

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
MSFS 6030	Overview of Forensic Biology	2	Delete	Summer 2014	Approved
MSFS 6040	Overview of Forensic Chemistry	2	Delete	Summer 2014	Approved
MSFS 6050	Overview of Forensic Computer Analysis	2	Delete	Summer 2014	Approved
MSFS 6070	Overview of Forensic Accounting	2	Delete	Summer 2014	Approved
MSFS 6120	Legal Psychology	3	Delete	Summer 2014	Approved
MSFS 6140	Forensic Firearms Examination	2	Delete	Summer 2014	Approved
MSFS 6145	Forensic Firearms Exam Lab	1	Delete	Summer 2014	Approved
MSFS 6220	Psychology of Criminal Behavior	3	Delete	Summer 2014	Approved
MSFS 6890	MSFS Internship	3	Delete	Summer 2014	Approved
MSFS 6892	MSFS Professional Project	3	Delete	Summer 2014	Approved
MSFS 6900	MSFS Thesis	3	Delete	Summer 2014	Approved
MSFS 6910	The Forensic Expert in the Courtroom	2	Delete	Spring 2015	Approved
MSFS 6915	The Forensic Expert in the Courtroom Lab	1	Delete	Spring 2015	Approved
PADM 6900	MPA Thesis	1-6	Method of Grading: <b>Letter grading</b>	Fall 2014	Approved

**PVA**

<b>Prefix</b>	<b>Course Title</b>	<b>Credits</b>	<b>Change Requested</b>	<b>Implementation Date</b>	<b>Notes/Action</b>
AA 6220	Fundraising Event Planning		Course Description: <b>This course engages students in the theory and practice of project management, developing in them the skills to create and host successful projects, including fundraising events. The course will culminate in the production of a fundraising event from initial research, through planning, execution and evaluation.</b>	Fall 2015	Approved
AA 6890	Professional Arts Internship		Course Description: <b>Student will play an administrative role in one of our professional affiliate organizations: The College of Performing &amp; Visual Arts, The Frehner Museum of Natural History, the Southern Utah Museum of Art, or The Utah Shakespeare Festival. Students will participate in arts administration in action, preparatory to their Capstone Internship and Degree Defense.</b>	Fall 2015	Approved

**SUBSTANTIVE ITEMS**

- **Motion to approve all Substantive items** – Mark DeBeliso
- **2<sup>nd</sup>** – Rachel Bishop
- **Approved** - unanimous

**HSS**

<b>Prefix</b>	<b>Course Title</b>	<b>Credits</b>	<b>Change Requested</b>	<b>Implementation Date</b>	<b>Notes/Action</b>
COMM 6910	Masters Capstone Internship/Project	6	New Course: <b>To allow SUU to more accurately account for faculty workload.</b>	Spring 2015	Approved



Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
COMM 6998	Masters Capstone Internship/Project Continuance	1	New Course: <b>To allow SUU to more accurately account for faculty workload.</b>	Spring 2015	Approved
PADM 6540	Higher Education Law & Policy	3	New Course: <b>This course will add to a collection of our electives in the student services emphasis track as well as general MPA electives. The emphasis has been offered for two years and faculty now recognize a need to build competencies in law and policy in higher education. This will allow for students to understand higher education law within the United States and Utah, and prepare to be a successful administrator in the 21<sup>st</sup> century.</b>	Spring 2015	Approved
PADM 6890	MPA Internship	3-6	Credit Hours: <b>Change to 1-6</b>	Spring 2015	Approved
PADM 6950	Professional Project	3	Credit Hours: <b>Change to 1-6</b> <b>Change to letter grade</b>	Fall 2015	Approved

### DEGREE/PROGRAM ITEMS

- **Motion to approve** – Mark Debeliso
- **2<sup>nd</sup>** – Matt Barton
- **Approved** - Unanimously

#### PVA

Degree/Program	Change Requested		Notes/Action
Arts Administration – MA	<b>-Delete AA6950 from Degree Requirements</b> <b>-Replacement of AA 6080 with AA 6220 in Degree Requirements</b>	Fall 2015	Approved

**Curriculum committee meeting concluded:** 3:21 p.m. Graduate Council meeting to follow.