

## DEANS' COUNCIL MINUTES

December 8, 2014– 1:00-3:30 pm – Charles Hunter Room, HCC

**Present:** James Sage, Carl Templin, Mark Atkinson, Julia Anderson, John Allred, Bailey Bowthorpe, Richard Saunders, Robert Eves, James Johnson, John Taylor, Christian Reiner, Jessica Young, Jim McDonald, Bruce Tebbs, Grant Corser, Shauna Mendini, Emily Dean

**Excused:** Thom McFarland, Brad Cook, Patrick Clarke

James Sage conducted the meeting in the absence of Provost Cook.

### Review of Minutes

*Carl Templin made a motion to approve minutes from the Motion to approve minutes from the October 27<sup>th</sup> meeting. Motion was seconded by Carl Templin. APPROVED*

### Visitors/Guests- Information & Discussion Items

#### Experts Directory (Jessica Young)

Last year Jessica worked with the Provost's Office to update our existing Experts Directory. (<http://www.suu.edu/experts/>) The directory is searchable, and students can use it to identify faculty that can assist with projects. Jessica would like to share our directory with area schools and broaden the reach of our faculty, allowing the community and students to connect with SUU faculty.

A formal vote was not taken, but Deans Council expressed support for sharing this information with area schools and community members. Beginning spring semester, 2015, Jessica will share the Experts Directory with area schools and teach them how to utilize it as a tool.

### Associate Provost's Report

#### HERI Follow-up

James asked the Deans if there was any follow up or feedback from department chairs about the HERI reports presented in the last meeting. Robert Eves received feedback from his department chairs, and will forward it to James.

### Curriculum Forms and Process

The UUCC and UGCC met the week of December 1. We have purchased Curriculog software, made by DigiArc, the same company that created the software for our E-catalog. The existing PDF forms have been updated and are posted to the Provost's Office website.

Discussion:

- Could we create a catalog form specific to GE courses, or something in the form that designates the form is about a GE course?

### General Education

#### Status of GE Assessment (Christian Reiner, John Taylor)

John Taylor recently participated the state GE taskforce videoconference meeting. USHE institutions have core requirements and knowledge areas, but no description of learning outcomes about what qualifies a course to meet GE requirements. This will likely be a topic at the "What is an Educated Person" Conference in 2015.

Christian Reiner has created a spreadsheet that is populated by raw data is Canvas for GE courses. The spreadsheet shows a variety of data, including how many students have been assessed for a GE course, and their proficiency ranking. According to data pulled on December 5<sup>th</sup>, almost 50% of assessment scores are for Digital Literacy. The information can be filtered to many levels, include the number of distinct students and individual learning outcomes. Christian and John are working with faculty to design ways to more accurately assess learning outcomes.

Grant Corser informed the council that the Faculty Development Center will hold workshops, beginning Spring 2015, to help define what the ELO's are, and what each level of proficiency looks like.

John Taylor commended faculty on the progress that has been made. The goal is to have faculty assess two learning outcomes in Spring and by Fall 2015, assess a total of three learning outcomes.

***This topic will be placed on the agenda for the January 12, 2015 Deans Council Meeting.***

### **Student Success**

#### **'Graduates by Major' & 'University X Report' Follow-up**

James Sage asked if there was any follow up or feedback from the Deans about the "Graduates by Major" report or the "University X" Report.

### **Action Items**

#### **Changes to Policy 6.31 and Academic Standing Procedures (Patrick Clarke, Carl Templin, John Allred)**

The Retention Task Force and Academic Standards Committee created recommended changes to Policy 6.31, to include the addition of the word "Undergraduate" to III-C (Academic Probation and Suspension Progression) and an additional status of "Warning" in Academic Standings that would allow students who are in Academic Probation an additional semester to recover before they would be required to withdraw from SUU.

*Motion by Robert Eves to approve proposed changes to Policy 6.31. Seconded by Mark Atkinson.*

**APPROVED.**

*Policy will move on to Faculty Senate*

### **V. Information/Discussion Items**

#### **Changes to FSSF Applications (Aimee Uchman)**

A minor textual edit has been made to both FSSF applications asking faculty to indicate the date they submitted the required report from any previous FSSF funds, and the date they presented about their FSSF experience on campus. These changes will help admins close the loop on any previous scholarly support funds, and increase faculty accountability.

#### **2015-16 E Catalog & Deadlines (Aimee Uchman)**

It is time to begin making edits to the text of the catalog for 2015-16. Aimee sent out an email asking for catalog points of contact, and will have draft catalog data posted to the Catalog Canvas course by December 19<sup>th</sup>. The next deadline for curriculum is January 30<sup>th</sup>. The final version of catalog content must be uploaded to Canvas by February 27<sup>th</sup> at noon.

#### **Reports (2 minutes per report)**

**Richard Saunders:** The Library instituted a hands-on engineering experiment by dumping a box of Legos in the Library lobby. Students have been gathering and piecing together the Legos. The Library will be using Suma software (<http://www.lib.ncsu.edu/reports/suma>) to gather and store information about the usage of space in the Library. This will be particularly helpful as the library looks at resetting the structure of the 3<sup>rd</sup> Floor.

**James Johnson:** On December 5<sup>th</sup>, 35 principals came to SUU to see what we are doing for STEM education and to learning more about our STEM Endorsement. The principals also visited North Elementary and learning about their partnership with SUU. A K-16 Alliance meeting will be held on December 10<sup>th</sup> in St. George, and STEM will be a topic of discussion.

**Emily Dean:** Topics of concern with Faculty Senate include summer compensation and paying out-of-pocket for meals associated with job candidates when they come to campus to be interviewed. Kevin Stine will contact Bruce Tebbs about summer compensation. Aimee told Emily about the Faculty

Recruitment Fund (FREC) which may provide up to \$1500 in reimbursement for expenses associated with each open job position; including meals that faculty takes the candidate to while on campus. Faculty Senate is working with Student Services on the Academic Affairs/Grade Appeal policy.

**John Allred:** John thanked the faculty and staff that assisted at the pancake study break for students on 12/7. Grading has been turned on for courses. Everyone that has an active class will get email reminders to submit grades by 5pm on December 17<sup>th</sup>.

**Bruce Tebbs:** As a follow-up to the recent budget retreat for Deans Council, Bruce reminded the council that final requests are due by December 31<sup>st</sup>. He asked the deans to work with their department chairs about one-time funding requests, and to submit their requests by December 19<sup>th</sup> so Brad will have time to follow-up with any questions or concerns. Budget requests will need to include one-time and on-going funding. The Course Program Fee committee met on December 5<sup>th</sup>. The committee is working through requests and will meet again to discuss which will move forward.

***Motion for Executive Session by Carl Templin. Second by Mark Atkinson. APPROVED***

Meeting adjourned at 2:20 pm.