DEANS COUNCIL MINUTES
February 9, 2015   1:00-3:30 pm – Charles Hunter Room, HCC

Present: Christian Reiner, John Allred, Mindy Benson, Terri Day, Robert Eves, Shauna Mendini, Richard Saunders, Emily Dean, Jim McDonald, Bailey Bowthorpe, Brad Cook, James Sage, James Johnson, Kim Craft, John Taylor, Julia Taylor, Mark Atkinson, Patrick Clarke, Thom McFarland

Excused: Jared Tippets, Bruce Tebbs, Carl Templin, Grant Corser

Utah Cluster Acceleration Partnership (Brad)
Brad reminded the council about Utah Cluster Acceleration Partnership funding, and asked the Deans if they have any proposal ideas. The proposal process is competitive, and is aimed at projects to foster economic development. Robert Eves said that CSIS has a proposal, and is working with SPARC to move forward. Shauna Mendini reported that PVA's Creative Economy proposal, connecting the Center for the Arts with local businesses, is ready to submit

Visitors/Guests- Information & Discussion Items
Introduction & Welcome of Mindy Benson
Mindy Benson introduced herself as the Vice President of Alumni and Community Relations. One of her primary goals will be figuring out what the community needs from SUU and how we can strengthen the relationships between us. All community services have been consolidated under one roof, including Summer Games, Athletic Tournaments, Summer Conferences, president's events, alumni relations, and community outreach. SUU will now have a Community Council, to be chaired by Gale Pollock. Mindy will also re-implement Community Relations Luncheons, and work to help SUU create a stronger outreach program for K-12 Schools.

Introduction & Welcome of Terri Day
Terri Day introduced herself as the Assistant to the President for Planning and Institutional Effectiveness. She has over 13 year of experience in the institutional research field. Some of her responsibilities include strategic planning, institutional research, general education, core themes, and recommendation on the budget process. Terri is working on the Year 1 report for NWCCU, which is due by March 2nd. If you need assistance or data from Terri for accreditation, please give her plenty of notice, and provide a copy of what your accreditor requests.

Review of Minutes
Motion by Jim McDonald to approve minutes from the January 26th meeting. Seconded by Shauna Mendini. **APPROVED**

Provost's Report
The Provost congratulated all that participated in the Student Engagement Open House on February 4, which highlighted the kinds of services that Engagement Centers offer. More than 100 students attended this event.

Deb Hill is SUU's new Title IX Coordinator. She will work to create policies and processes so we can appropriately respond to possible sexual harassment or sexual violence situations. There are multiple levels of involvement in the process. The Provost will contact deans and other supervisors to identify those that will serve on various levels, and get them the necessary training. Emily Dean recommended we incorporate training about Title IX into freshman orientation. Patrick Clarke reminded the council that the Violence Against Women Act was reauthorized last year, which make it's clear that institutions are responsible for acting quickly and thoroughly in Title IX situations.

The Cyber Security/Critical Infrastructure Degree was discussed and approved by the USHE system CAOs. It will move on to the Program Review Committee and then to the Regents for approval.

COPLAC is seeking presentation proposals for its 2015 meeting: Public Places, Digital Spaces. COPLAC is also looking for nominations for the Charles Dunn COPLAC Award (faculty) and David J. Prior Award (student.) Nominations for both awards can be submitted to the Provost's Office.

Dr. Kathleen Kolhoff, the Provost of American Samoa Community College, was on campus February 2nd. The Provost thanked those who took time to meet with her while she was here.

Associate Provost's Report
IDEA/Course Evaluations
James Sage updated the council on progress toward adopting the IDEA course evaluation system. He has visited with BUS, and will meet with CPVA and EDUC in the coming weeks looking for feedback about using this system. If this system is implemented, we'll need to update several SUU policies, including 6.1. James will also get input from Faculty Senate.

Festival of Excellence applications are due by February 20th. Please encourage your faculty and students to participate. James met with John Allred, Brandon Wright, and Chris Proctor to discuss the Common Application Portal, and will send information out to the Deans.

The UUCC approved the new CSIS courses (1100, 1200, 1310, 1320, and 1330) and the UGCC approved courses to populate the Masters of Music degree.

Assistant Provost and Director of IR & Assessment Report
Time to graduation for Graduate Students
Christian Reiner presented information from 2006-2012 cohorts about how long it took Graduate Students to graduate from each SUU Program. For all graduate programs, around 50% Graduated within 2 or 3 years of beginning their program.

Students Satisfaction Inventory
The survey begins on 2/12. SUU last participated in this survey 4 year ago. The typical response rate is around 30%. Students will be asked to indicate their college and major on this year's survey, which will allow us to gather more specific data. The survey will be available until the end of February.

General Education
USHE R-470 (John Taylor)
At recent USHE General Education meetings, a topic of discussion has been the need to better clarify the R-470 policy. The current policy focuses on listing specific courses that will count towards specific knowledge areas. John Taylor is chairing the committee to rewrite the R-470. Nationwide, a shift is taking place, moving towards competency-based or outcome-based learning, where students will be able to achieve specific learning outcomes and competencies through a larger group of courses. Once a draft is completed, John and the committee will pitch the revised form to the rest of the USHE institutions.

Canvas/ELOs (John Taylor)
Canvas Assessments of ELO are going well. It was proposed in last GE meeting to change the wording on the levels of assessment to better help guide faculty, and to better align the rankings with the Degree Qualification Profile.

Knowledge Areas (John Taylor)
The General Education Committee approved the creation of a new knowledge area: Integrated Learning. In the future, LM 1010 and CSIS 1000 (or the approved new CSIS courses) will be under this knowledge area. The General Education Committee has not yet determined if CSIS 1000 will be kept as a possible elective course when CSIS 1100, 1200, 1310, 1320, and 1330 are integrated into SUU's new knowledge area. The Deans expressed approval to replace the existing CSIS 1000 course with 3 one-credit courses to be selected from CSIS 1100, 1200, 1310, 1330.

Student Success
Associate Degrees (Patrick Clarke)
Patrick updated the council on the two-year degree discussion from the January 26th Deans Council meeting. The University Undergraduate Curriculum Committee approved a proposal at the February 5th meeting to remove the additional Math or Science Course requirement from the Associate of Science Degree. Patrick has been working with John Allred on a process to post an Associate Degree to eligible student's transcripts, without requiring an additional fee or separate application. Patrick will meet with advisors to get more information about what students may be eligible for this. If a student graduates from SUU with any level of degree within six years of enrollment, our completion rates will increase. Patrick will formulate a campaign to publicize this program for a variety of students, including those who intend to finish a four year degree.

Faculty Senate
Faculty Senate's next meeting is February 12th. An item of discussion at this meeting will be adding, dropping, and waitlisted students at the beginning of each semester. Some composition courses on campus have express frustration about not being able to drop students that don't show up for a few weeks into the semester, and at that point, waitlisted students can't be added. SUU doesn't currently have a policy or system that would allow faculty to drop students for not attending class. If such a policy was established, we'd also need to create a mandatory attendance policy.

V. Information/Discussion Items
Student Technology Survey (Mark Atkinson)
Mark provided an overview of results from the Student Technology survey, which was launch fall of 2014 for online classes. 224 online students responded to the survey. Overall, 77% of students surveyed said it was easy to distinguish between online and face-to-face courses during registration. Students said they would like the option to see the syllabus for a course before registering. Students indicated that Grades, Instructor Feedback, and Discussion were tools used most often on a weekly basis, and that ease of communication with an online professor was primarily equal to communication with a face-to-face course. Communication with peers was ranked as more difficult for online courses than face-to-face courses. Library catalogs were not often utilized, according to students, but other Library services were used by 60% of the students surveyed.

Current State of State Authorizations (Mark Atkinson)
Mark shared a spreadsheet with the council listing the states that SUU has "exemption" for, allowing us to offer online classes to students in that state. These states are: CA, KY, LA, MD, NB, NV, NC, SC, TN, TX, and WI. To offer online courses to students in other states, SUU has to either gain exemption from the state, or go through the state authorization process. Exemption can often be gained by writing a letter of intention to the department of Commerce for each state and finding out what constitutes a physical presence in the state. The council recommended exploring "exemption" for Samoa, Washington, D.C., and other U.S. territories.

Scholar of the Year- Thunderbird Awards (Aimee Uchman)
The Thunderbird Awards Committee has requested that Dean's Council submit the names of 5 scholars (one from each academic college) by February 23. The Thunderbird Awards will be held on April 18.

Reports (2 minutes per report)
John Allred: Summer Registration begins on February 16th, and Fall Registration begins on March 30.

Thom McFarland: By the end of spring semester, we'll need to determine if SUU is ready to migrate everyone to the IDEA system.

Jim McDonald: Dave Paul, of Unmanned Experts, provided a demonstration of drones around the centrum. They may partner with SUU's Criminal Justice program. There are currently around 50 students getting their Spanish Language GEDs through a partnership between SUU and the public school districts.

Jim Johnson: Jim asked for guidance on the procedure for how IT priorities are determined on campus. Education need to purchase some items, and wants to make sure they are in the appropriate framework. Thom McFarland recommended anyone purchasing IT infrastructure, connectivity, wireless, etc., consult with IT.

Mark Atkinson: Mark asked the council for feedback about setting a flat tuition rate of $250 for active military to take courses at SUU. It is anticipated that most would take online courses. John Allred explained that each branch of the military has its own portal and requirements, and SUU would have to abide by auditing policies and schedules of each military branch. The registrar's office would need additional staff allocations report the information required by each branch.

Robert Eves: Eccles Scholar Neil Shubin is on campus this week. His first presentation will take place on Feb. 9th at 4pm in the Sterling Church Auditorium. He'll give the convocations address the following day at 11:30 in the Great Hall.

John Taylor: There are now 125 applicants for the 'Complete Package" General Education program.

Motion for Executive Session by Jim McDonald. Seconded by Robert Eves. **APPROVED**

Meeting adjourned at 3:30 pm.

BOT Award of Excellence nominations are due to the Provost's Office by February 20.