

Deans Council Minutes

April 13, 2015– 1:00-3:30 pm – Charles Hunter Room, HCC

Present: Robert Eves, Brad Cook, James Sage, Carl Templin, Jared Tippets, John Allred, Richard Saunders, Thom McFarland, Julia Anderson, AJ Cozzens (New Academic VP for SUUSA), Shauna Mendini, Jim McDonald, Christian Reiner, Mark Atkinson, Emily Dean, Scott Lanning, Lynn White, Patrick Clarke, Jim Johnson, Bailey Bowthorpe, Grant Corser

Review of Minutes

*Motion to approve minutes by Carl Templin, Second by Jim McDonald. **Approved.***

Visitors/Guests- Information & Discussion Items

Convocations Update (Danielle Dubrasky)

Danielle reported that SUU has received another round of funding for Eccles Visiting Scholars. Convocations have received one Eccles proposal already, and will be seeking out additional proposals. Because there are not enough Eccles funds to select a visiting scholar for each college, Danielle wanted to remind the council that Convocations can fund \$5000 towards a speaker, to cover lodging, honorarium, and other expenses. If college/schools have a wish list of speakers, they should provide them to Danielle. Convocations want to incorporate speakers as much as possible into SUU's curriculum. Convocations are also considering moving the Distinguished Faculty Lecture to September. The fall 2015 opening convocation will focus on a sense of place, and what it means to live in Southern Utah.

Danielle asked the Deans if they have a preference of Convocations taking place on Tuesdays or Thursdays. The council asked that convocations be scheduled as consistently as possible so meeting and other events can also be planned in advance.

Policy 6.2- Academic Officers (Lynn White, Emily Dean, Scott Lanning)

Emily Dean, Lynn White, and Scott Lanning presented changes from Faculty Senate to Policy 6.2 – Academic Officers. Faculty are concerned with the currently approved version of the policy because it requires 2/3 of faculty vote to trigger a formal evaluation that is not scheduled, and evaluations cannot be requested anonymously. Proposed adjustments to the policy would allow academic administrators to be reviewed every 3 years rather than every 5 years, and an off-cycle evaluation could be triggered by faculty response to an anonymous annual electronic survey. Language was added to be clearer about when an evaluation would be triggered, and the voting requirement was changed to 51%.

Comments/proposed edits by the Council:

- Could we add a clause to the policy saying that the results to the annual survey are intended to be used as feedback, and not a trigger for termination? We need to specify what the intent of this policy is and what the gathered information will be used for.
- Could we re-analyze who will be in the evaluation queue for each review? Could we change language to include all 'full-time, benefits-eligible employees,' or 'all non-hourly or wage-rated employees,' or 'all classified, professional staff on contract'?
- If we are going to have an annual survey for all administrators we'll need to take into account the logistics of creating, distributing, and administering the survey.
- Rather than say that we are going to keep permanent records of the evaluations, could we say records would be maintained to conform to the GRAMA act.
- Because records are covered by state and federal policy permanence cannot be mandated by action at the local level. Any University policy regarding assessments should conform to the Government Records and Management Act.

Reports

Provost's Report

Provost Cook thanked all involved in the Strategic Enrollment & Planning Process. He noted that because we have the Institutional Strategic Plan and the Strategic Enrollment plan going on at the same time,

there appears to be some confusion that the two are the same process. He clarified that the Strategic Enrollment Plan is a means to achieving our Institutional Strategic Plan, as is smart growth in general. We want our enrollment growth to be strategic, sustainable, and high-quality. The Provost asked the council for feedback about how we could better differentiate the two plans. Feedback included:

- Removing the term “Strategic” from the Enrollment Plan
- Creating a one page document conceptualizing the aim of the Strategic Plan, and how enrollment planning fits into it.

Provost reported that the Cyber security degree proposal has been delayed at the Commissioner’s office.

Associate Provost’s Report

The 2014-15 Fact Book has been posted online at: <http://suu.edu/general/ir/fact14/>

The final curriculum meetings before summer will take place the week of April 13th. James is still waiting to receive the spreadsheet of programs under review/consideration from the Commissioners. He will distribute it when he receives it. The Commissioners office is interested in getting a list of professional organizations that each college/school is affiliated, to update the list of accrediting organizations that would satisfy the R-411.

James has spoken to HR about using Inside Higher Education to advertise jobs. If multiple USHE institutions subscribe, we could receive a significant discount.

General Education

R470 General Education Document Rewrite (John Taylor)

Updates continue to be made to the R470 document. The most significant change is a shift away from referencing any specific courses by name to meet a requirement, and replacing it with learning outcomes. This would allow any course that fulfills the learning outcomes to satisfying the GE requirement, if the Institution determines as much. This could also include allowing courses outside of Math to meet the Quantitative Reasoning requirement. Adjustments could also include not allowing foreign languages to fulfill the Humanities requirement. Jim McDonald will write a position paper about this, and submit it to John to share with the document rewrite committee.

If the R470, as rewritten, is approved, SUU will still be responsible for approving the courses that will satisfy each requirement. For transfer students, we could accept non-math courses as fulfilling a GE requirement, but not fulfilling our Quantitative Reasoning requirement. The Commissioner signed an agreement with Western Interstate Commission for Higher Education (WICHE) that would commit USHE institutions to accepting general education credits from WICHE member institutions.

John requested that Deans provide him with specific feedback about the current draft of the document, so he can share it with the state-level rewrite committee. He requested that Deans share this information with Faculty and Faculty Senate. The state committee will meet again in three weeks.

Student Success (Jared Tippets)

Jared will reaching out to colleges/schools in the next 2 weeks, seeking input about how we can ensure success for our international students, and all under-represented students on campus. Jared will also work on a plan to make sure that we are communicating consistently to prospective students from the first time we approach them, using the same terminology and delivery method so they don’t get overwhelmed with information. Want to also find out how we are communicating with PROSPECTIVE students from the very beginning.

Faculty Senate

Policy 6.1.4. II.C. Faculty Evaluation, Promotion and Tenure: Faculty Tenure Process

Emily presented proposed changes to the policy that would allow faculty who are exceeding departmental tenure requirements to apply for tenure a year early. Some faculty would like to be able to count their administrative service toward tenure. Proposed changes would allow faculty to reduce the tenure process by 1 year, if they have a letter from their department chair and Dean. Faculty Senate believes this change to the policy would be a good way to incentivize faculty to stay at SUU.

The council provided the following feedback:

- Satisfactory Collegiality should also be a part of the requirement for early tenure application
- Early application should take place after the faculty's three year review. Text should be included in the policy revision to specify this.
- A clause should be added to specify that if years have been awarded toward tenure, the faculty will not be eligible for an additional shortening of the tenure review period
- How will rank factor into the process? Most rank advancements specify that a faculty has been at a level for a number of years before they are eligible to advance. Would a faculty member be able to apply for tenure without also achieving the rank of Associate Professor?
- Text needs to be added to specify when Faculty will notify their department chair and dean that they plan to apply for early tenure.

SUUSA

Bailey Bowthorpe introduced AJ Cozzens, the new SUUSA Academic Vice President.

Information/Discussion Items

Summer Enrollment (Bruce Tebbs)

Bruce reported that overall enrollment for summer semester is up between 4-5% than from this point last year. Undergraduate growth is up over 10%, and graduate program enrollment for summer has declined 11%.

Summer Internships (Bruce Tebbs)

Bruce reported that we have some hourly wage budget in reserve that will not roll forward when the fiscal year ends. He asked the deans to examine their budgets to make sure their expenses for hourly employees are being billed to the E&G fund. Bruce distributed a form that Deans can use to request some of these reserves. He recommended that the funds be used for students that are taking classes during the summer and actively engaging in academics at SUU. The reserve funds are to be used as a supplement to the existing hourly wage budget, and will not be enough to pay for a new hourly wage position. Funds will be awarded on a first come, first served basis.

Grant Writing Overview Debrief (Julia Anderson)

SPARC held a Grant Writing Overview on Saturday, April 11th. There were 17 participants. A Grant Writing Bootcamp will be held the first week in May, and can accommodate up to 12 participants. Please have anyone who is interested in attending training contact Julia.

Reports (2 minutes per report)

Thom McFarland: As we draw close to summer, it's time to consider changes to the configuration of campus computer labs. Departments should submit input about any needed software changes to IT as soon as possible. IT will determine the week of April 19th which labs will be impacted by software and hardware changes. Thom is working with Shauna on Centrum 217, currently a Mac Lab. IT is considering purchasing Mac CPU's and separate screens rather than iMacs. This would provide a longer life space for the equipment, and would allow the monitors to remain if the CPU's needed to be upgraded. In the future, IT may create a catalog of equipment and software on the MySUU Portal.

Carl Templin: On April 16th, Renee West, President and COO of Excalibur and Luxor Resorts will give a presentation entitled "The Blinders" at 11:30 a.m. in the Starlight Room. The School of Business Awards Banquet and induction of Beta Gamma Sigma student into the honor society will take place the evening of April 17th.

Patrick Clark: Patrick distributed a handout about the Experiential Learning Leadership Institute, taking place June 28th through July 1. Higher Education professionals nationwide have been invited to attend. The President of the National Society for Experiential Education (NSEE) will attend, and two workshops required for certification in experiential education will be offered. Patrick will send out a call for nominations to recognize people who are engaged educators on campus. Nominations will be deliberated on over the summer, with a celebration planned in fall 2015.

Bailey Bowthorpe: The Thunderbird Awards, a night to honor students, will take place on April 18th.

Mark Atkinson: Mark is working with the Provost from American Samoa Community College, a school of about 1500 students, to offer online degrees in general studies, business management, and accounting.

Brad Cook: Ambassadors from Samoa and Tonga visited campus on April 9th and 10th, and the opening of the Chinese Study center at SUU took place on April 10th. Brad congratulated all who were involved in the Festival of Excellence on April 7th.

Richard Saunders: Richard recently attended a two day meeting with Utah Library Consortium. Utah State, BYU, and U of U are looking at the idea of open-source text books. Would SUU consider using open-source textbooks and implementing an open source fee that could be used to train faculty and adjuncts in the use of open-source text? The library café is tentatively set to be up and running mid-spring of 2016.

Robert Eves: COSE will hold their Academic Awards event on April 15th. David and Alice Gibson will be on campus April 17th-18th. COSE is establishing relations with Matthew Leavitt to create research opportunities for SUU students. Dr. Rajan Dewar, a medical doctor from India, will present "Global Health Delivery of Cancer Screening Among Women in Low Middle Income Countries" on April 21 at 4pm.

Shauna Mendini: A Streetcar Named Desire opens on April 15th. There will be a choir performance on April 17th, and a Jazz Ensemble performance the week of April 20th.

John Taylor: John and Ellen Treanor conducted a focus group at Cedar High to come up with possible names for SUU's General Education Program. Suggestions included: Thoratorium, Jolt, and GE Jumpstart.

Motion for Executive Session by Carl Templin, seconded by Patrick Clarke.

Meeting adjourned at 3:50 pm.