

DEANS' COUNCIL MINUTES

August 31, 2015– 1:00-3:30 pm – Charles Hunter Room, HCC

Present: Brad Cook, James Sage, Mike Humes (guest), Rick Brown (guest), Laurie Mauger (guest), Danielle Dubrasky, Jason Ramirez, Jim McDonald, Karl Stevens, Christian Reiner, Shawn Christiansen, Carl Templin, Robert Eves, Richard Saunders, Lauri Garfield, Grant Corser, Kevin Stein, Shauna Mendini, AJ Cozzens, Thom McFarland, Julia Anderson, Bruce Tebbs, Patrick Clarke, Stephen Allen, James Sage, Marvin Dodge (guest), Shannon Parker (guest), Tim Roy (guest), Aimee Uchman

Provost Cook welcomed additions to the Deans Council group with the start of the new academic year, including Shawn Christiansen- Interim Dean for the College of Education and Human Development; Jason Ramirez – Dean of Students; A.J. Cozzens – SUUSA Academic Vice President; and Kevin Stein – Faculty Senate President.

I. Review of Minutes

Jim McDonald motioned to approve the minutes from the April 27th meeting. The motion was seconded by Shauna Mendini, and approved by the Council.

II. Visitors/Guests- Information & Discussion Items

Marvin Dodge

Marvin provided a quick overview of what is going on with Budget. Administration has agreed to carry forward non-personnel funds for the Academic Year. Negative budget balances will also roll forward. Administration has agreed to provide \$2000 in ongoing funds for each new faculty line/position, and will also provide the Faculty members first computer, and will cover the cost of creating a new office space. Any questions about this should be directed to Marvin. This year's budget book includes a narrative, written by Marvin, that summarizes the budget, changes in healthcare benefits or funding, and highlights from the legislative session. The document is available online on the budget office website.

Administration continues to work with the staff association on a teaching/overload policy for staff. Marvin is crafting new, more precise language. The policy will be presented to Deans Council at a later date.

Postal services are not being eliminated. The retail portion of the postal operation will move to the Copy Center in the Library. All copying, shipping, and postage services will be at that location. Mail processing will move to motor pool/receiving building. PO boxes will be preserved in the student center.

The Strategic Planning Taskforce will meet once a week for the rest of the year, and anticipate presenting the Strategic Plan to the Board of Trustees at the December meeting. The taskforce is reviewing a draft of the plan. Campus forums will be held to provide updates to the process and gather feedback.

BIOL 1610/1615 Supplemental Instruction Initiative (Robert Eves, Patrick Clarke, Laurie Mauger, Fred Govedich)

Before adjourning for summer, Deans Council has reviewed courses with a high incident of students receiving D, F, UW, or W. The council decided to select 2 groups of courses to see if we could increase student success for passing this course. BIOL 1610/1615 and the Math 10X0 (1050, 1060, etc) were the courses selected. The biology department created a recitation course, to be taught by upper-level students and T/A's who successfully passed the class, that would provide new students with mentoring and the tools they need to be a successful student in biology. This semester marks the test launch for this program. 5% of a student's grade in BIOL 1610/15 will be comprised from signing up and participating in the recitation course. Students must attend 10 of the possible 13 sections to receive the full 5%. Students who are taking the course to fulfill a GE requirement will be advised to take BIOL 1010/1015, which is more of a survey course. Feedback will be solicited from the student course instructors as well as the students. At the request of the Council, Laurie Mauger will provide a copy of week by week lesson plan for this course.

Eccles Visiting Scholar & Convocations (Danielle Dubrasky)

Dr. Manfred B. Steger and Cynthia Cooper would visit SUU as Eccles Visiting Scholars. There is some remaining funding for Spring Semester. Nominations should be send to Danielle. The Convocations schedule has been posted online at: <https://www.suu.edu/convocations/> and Danielle has distributed flyers at various meetings and retreats. Convocations will have the Library place

Thom McFarland gave overview of where convocation archives are located. Faculty can now link to specific presentations in the archive. There will be pdf document that highlights what each speaker discussion at what point in their presentation. A master Index feature will be added. The archive is available at suu.edu/convocations/catalog

Building Security (Mike Humes)

The Council welcomed Mike Humes (Safety & Risk management), Shannon Parker (locksmith), Tim Roy (Lock & sign shop supervisor) and Lauri Garfield (Campus scheduler). Mike distributed handouts with proposed open/close (lock) times for each building. Many buildings on campus run on an automated access system. Exceptions can be made to building close times for special events. These events need to be coordinated through Lauri Garfield. If changes need to be made to the proposed open/close times, please contact Mike. If special access to buildings using automated systems is needed, this can be requested at <http://www.suu.edu/ad/facilities/forms/key-request.php>

Youthlinc (Jim McDonald)

Jim McDonald provided an overview of Youthlinc, a non-profit humanitarian organization based out of Salt Lake City. (www.youthlinc.org) Jim has participated with Youthlinc on trips to Guatemala and is now a team leader for the Southern Utah Youthlinc group. The organization requires that students do 80 hours of domestic service before they can go to their out-of-country location, and then students spend 2 weeks in the country of service. The program could be a great fit for EDGE projects. Patrick Clarke requested that this information be displayed at SUU's Study Abroad fair in September, and Shauna Mendini requested that Jim share this information with Denise Purvis, who also takes students on trips to Guatemala.

III. Reports

Provost's Report

The four finalists for the Dean of Education position will be on campus September 10th and 11th.

SUU has an MPA student that is connected to the Governor's office, and is responsible for the "Best of State" awards in Utah. She has encouraged SUU to apply in many categories, including "Best Volunteer Organization." Brad and Patrick Clarke will meet to discuss categories that are the best fit for SUU.

Enrollment number are up over last year. It is anticipated that SUU will raise its admission index for scholarship allocations next year. We will focus on pursuing a higher quality of students, with the goal of becoming, academically, the best place for students to obtain an undergraduate degree.

Administration will examine how student hourly wage utilization can be integrated with enrollment management, to provide jobs for students in a way that can promote their advancement in their chosen field.

Associate Provost's Report

James reminded the Council of upcoming curriculum deadlines on October 2 and November 20. For these submissions, the process will remain and it has been, using the forms currently posted online. Migration to the electronic system is expected in spring 2016.

HSS recently completed its 7-year review. Business is up for its 5-year review. James and Christian Reiner will reach out to the programs that have upcoming 3-year reviews.

James needs a point-of-contact for each department to discuss revising LRT criteria and department handbooks. Chairs have been asked to select a point-of-contact and submit it to James. Faculty Senate is still working on a revised policy for early tenure application and for administrator evaluations.

AP of International Affairs

SUU received a grant and is now a designated Confucius Institute. The opening ceremony for the Institute, which will be temporarily housed in the Global Engagement Center, will occur on September 28th, and will include a reception and performances by SUU and Hunan Normal University. A Japanese delegation was on campus September 1, to discuss the possibility of having SUU provide an ESL program for their University.

This year's incoming class is the most diverse so far, with 161 new international students from 17 different countries. The largest group of international students are from Nepal. Stephen distributed a document, "Guidelines for Assisting International Students in Degree Seeking Classes" which lists resources available for these students.

Director of IR & Assessment Report

Christian reminded the Council that the NSSE survey is coming up in spring 2016. This will be our second time running the new version of NSSE. IR is working on a follow up GE report for NWCCU. For fall (2014) and spring (2015) semesters combined, 60% of GE courses presented usable assessments. The two most problematic ELOs for students thus far are Problem Solving and Quantitative Literacy.

SUUSA

A.J. Cozzens told the Council that SUUSA continues to work on the "#MySUUVoice" effort from last year. Students can talk about their experience at SUU using #MySUUVoice to talk about their experience here. This year, students will be given the opportunity to decide if they'd like to provide anonymous feedback or if they'd be willing to share which college they are from and who their SUUSA senator is. If students are willing to identify, the SUUSA senate can follow up on feedback or questions, and filter information to department chair or deans.

V. Information/Discussion Items

Summer Compensation (Kevin Stein)

This item has been postponed until the next meeting.

The Design Center (Shauna Mendini)

Work on the Design Center is progressing. The temporary location in the lobby of the student theater in the Sharwan Smith Center. The guiding concept is to have a one-stop shop for anyone that needs graphic design work, where requests can be submitted and matched with a group of students that will work on it.

Reminder to include Academic Advisors in Curricular Conversations & Redirection Conduct Issues to the Dean of Students (Jason Ramirez)

Jason reminded the Council to include advisors in any college or department meetings that deal with curriculum, so everyone will be on the same page. As a best practice, any situations pertaining to student violation of the on-campus conduct code should be referred to Jason. Jason will work to update the Student Conduct Code this year.

Open Education Resources (Richard Saunders)

The Utah Academic Library Consortium voted to move forward with a legislation request for \$500,000 to support a statewide Open Education Recourse (OER) process. Richard has been asked to chair this effort. Funds could also be used to provide training for USHE institution libraries. The Consortium will also ask for \$500,000 to fund databases and resources to be shared across the state.

UGRASP Recognition (Richard Saunders/Patrick Clarke)

Richard and Patrick would like to create a wall of recognition in the New Book Area of the library to honor outstanding UGRASP projects and feature undergraduate research at our campus. An estimated 5 posters could be featured on the wall, and the posters would be alternated out each semester.

This item will be placed on the agenda for further discussion at a future Deans Council meeting.

VI. Reports (2 minutes per report)

Shawn Christiansen: Shawn asked for clarification about how a “contact hour” is defined for online faculty. Many faculty in the graduate education program are teaching primarily online. There aren’t any existing policies that provide a definition of “faculty” or “contact hour” for online courses. Karl Stevens will follow up with Shawn about this.

Bruce Tebbs: Budget for the new year has been rolled out, and Bruce is working to distribute the Adjunct budget.

Jason Ramirez: Jason told the council that it is highly unusual for the parts of Academic Integrity Process to fall under Student Affairs, and he would like to pursue getting faculty more involved with the process. Conduct Officers in Student Affairs don’t have access to the necessary information for these violations.

Jim McDonald: The College of HSS has experienced some restructure. The administrative assistant position has been replaced with a Business Manager position, and Elise Leahy will be a part-time Associate Dean for the college. HSS is working on a Global Studies minor. Jim McDonald has been elected the section President for Phi Kappa Phi at SUU.

Karl Stevens: Karl would like to formalize the online course development process. He distributed a copies of a draft Online Course Development procedure document and requested that the Council direct any feedback to him.

Shauna Mendini: Faculty and staff will receive a brochure announcing the upcoming CPVA season. Shauna reminded the Council that all faculty and staff receive 2 complimentary tickets to Mainstage and Master performances. Upcoming productions include “Next to Normal” and “Rent.”

Patrick Clarke: University College has been working to Improve SUU's visibility, and hosted an Experiential Education Institute over the summer. SUU has been nominated for the National Society for Experiential Education (NSEE) Experiential Education program of the year. Patrick and Richard Saunders have been working together on a white paper to propose that SUU Press become the home press for NSEE's Academic Journal. The EDGE program is shifting towards a centralized administrative area, with Center directors serving in a more advisory capacity. The Leadership Engagement Center has been dissolved, with many of its functions being integrated into the Leavitt Center. Donna Law is the new director of the Leavitt Center.

James Sage: James reminded Faculty and Staff to ask themselves "Is there a policy for that?" when proposing any kind of change. James also requested that we work to communicate changes in structures, methods, procedures, policies, curriculum, etc., to anyone that may be impacted by them.

John Allred: The new academic year has started smoothly.

Carl Templin: There are currently 10 private-pay students enrolled in the Aviation program. The School of Business is working on AACSB accreditation, with a campus visit planned for January.

Robert Eves: COSE had some late faculty resignations, and started the school year down five positions in the college. COSE faculty have risen to the occasion- department chairs have covered vacancies and

faculty continue to add new sections to accommodate the large incoming class. Success Academy has been recognized by Newsweek as the number one, low-income high school in the country. Over 70% of students from Success Academy end up attending SUU.

Richard Saunders: All computers in the Library were replaced over the summer, and 10 new large Mac computers, suitable for graphic design, have been added. Post office operations will be slowly integrated into the Copy Shop in the library.

Thomas McFarland: The IT help desk, located in the Sharwan Smith center, is up and running, and is open to students, faculty, and staff from 7am to 6pm on week days. Thom is working with Terri Day to purchase a license for Survey Gizmo, a surveying software. Thom requested that each department select a liaison for the software that would be willing to undergo training.

Motion for executive session by Carl Templin, second by James McDonald. APPROVED

Meeting adjourned