

Deans Council Minutes

September 14, 2015– 1:00-3:30 pm – Charles Hunter Room, HCC

Present: James Sage, Jason Ramirez, Jim McDonald, Thom McFarland, Christian Reiner, John Taylor, Grant Corser, Carl Templin, Robert Eves, Bruce Tebbs, Shawn Christiansen, Richard Saunders, Brad Cook, Kevin Stein, Stephen Allen, Patrick Clarke, Shauna Mendini, Mark Atkinson, A.J. Cozzens.

Review of Minutes

Motion by Carl Templin to approve minutes from August 31st meeting. Seconded by Richard Saunders.

APPROVED

Reports

Provost's Report

Brad thanked everyone who participated in the interview and presentations for the COEHD Dean search. The next CAO and Board of Regents meetings will take place at Utah State University on September 17 and 18. SUU is on the agenda seeking approval for the Masters of Music Technology degree and to pitch the new Business building.

At the September 14 meeting, President's Cabinet discussed making August 25th, 2016, a campus-wide "Day in the Parks" to celebrate the centennial anniversary of the National Park Service. The day could be a celebration similar to the Festival of Excellence, with classes suspended for the day so students, faculty, and staff could participate in activities relating to the outdoors. There could be forums, excursions, lectures, etc. Brad and James Sage will meet with the calendaring committee to find out if another day of suspended classes could be accommodated and allow faculty to have enough class instruction time.

Terri Day has requested that any information that has to do with SUU data planned for publication be fact-check by Institutional Research for accuracy. Any data shared across campus should be labeled for use as "internal" or 'external.' Christian Reiner is creating a document listing who is responsible for what kind of data at SUU. Jason Ramirez requested that web-liaisons for each part of the SUU website check to make sure data is being pulled from and routed to the correct areas. Faculty/Staff can also contact Jill Whitaker, director of web service, to have data corrected. To keep with branding standards, anyone publishing information about SUU should also work with Marketing Communications.

Associate Provost's Report

James reminded the council that, as discussed at the last Chairs Retreat, LRT Criteria/Policies and Department Handbooks are areas of focus for the current year. James has requested delegates from each department to participate in this process. Those who have not submitted names should do so immediately. James will send another email requesting these names. Brad Cook, James Sage, and Kevin Stein are crafting a charter for the Joint Task Force to Develop SUU's Faculty Expectation Philosophy. The Provosts office needs LRT committee membership names for the coming year immediately. The first LRT Deadline at the department level in Monday, September 21. James reminded the Council that because LRT is one of the university's legal processes, and deliberations about faculty during this process must remain within the committees.

AP of International Affairs

Stephen Allen reminded the council of the celebration of SUU being designating as a Confucius Institute. The celebration will take place on September 28th. The ribbon-typing ceremony will take place at 1pm in the Great Hall, and will include a performance by student from North Elementary. Invitations have been distributed for the 2:30pm luncheon for Deans and guests from Hunan Normal University at the Heritage Center. At 7:30pm, a cultural celebration will take place at the Heritage Center featuring performances by SUU and Hunan Normal University students. On September 29, SUU will host the Confucius Institute annual meeting at Bryce Canyon, chaired by President Wyatt.

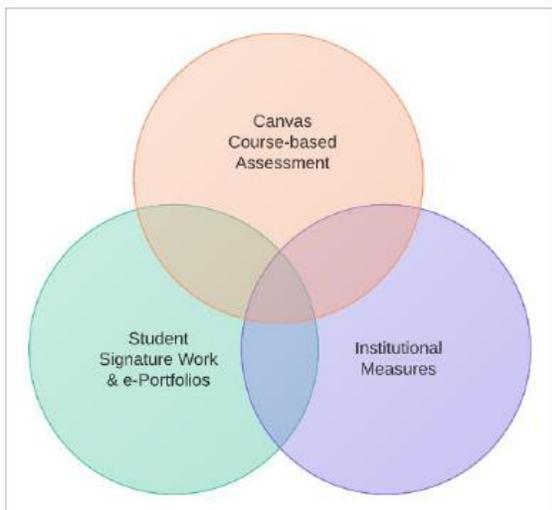
Stephen is trying to connect international students with campus employers. Many of these students' visas specify that the students can only work on campus.

General Education

Recommendation 4: Draft Report to NWCCU regarding GE Assessment (17 pages)

As a follow-up to the August 31st, Deans Council meeting, the Draft Report to NWCCU regarding GE

Diagram 1: Relationship of Three Levels of GE Assessment



Assessment has been posted to Canvas. This document summarizes the GE work that has taken place since the NWCCU visit in 2014. A draft version of the full report has also been posted. Terri Day will edit and combine all aspects of the report and submit it to NWCCU.

The report explains what we understood NWCCU's concerns to be, and how we are addressing them. The report provides an overview of our GE program and our approach to assessment. SUU's three levels of assessment are 1) Canvas Course-based assessment; 2) Student Signature Work & e-Portfolios, and 3) Institutional Measures. Canvas course-based assessment are already underway. The other two levels of assessment are still being built-out. Student signature work & e-portfolios will need to be developed in the coming year.

James explained that the GE Committee is broken into three groups:

- 1) Assessment Plan Group: Responsible for changes to policy, and for creating the 'blueprint for what the GE committee does.
- 2) Curriculum Work Group: Responsible for coming up with plans about how to we review existing GE courses on a regular cycle, how to petition for a new course to be designated as a GE, and how to respond to GE courses that aren't teaching students the ELOs or don't comply with assessment.
- 3) Gen Ed Resources Group: Responsible for assembling General Education resources on the web, to create handouts and tutorials, and to identify what different GE audiences (faculty, students, staff, administrators) need to know.

Members of the Council expressed interest in finding a way to integrate assessment information from College or degree-specific national-norm tests with SUU's ELO assessment tools, and a way to get Banner, Canvas, and TracDat to share information. Faculty want to make sure they are not duplicating efforts by entering information into TracDat and Canvas. Christian Reiner clarified that Canvas is used to track actual student performance, and TracDat is a reporting mechanism. Both systems are needed.

Software used for assessment is managed by three different groups on campus.

Thom McFarland recommended that Mark Atkinson, Christian Reiner, John Allred, and himself get together to discuss how they can integrate their respective software.

GE Assessment: Participation and Results 2014-15

The GE Assessment document discussed at the August 31st meeting was posted to Canvas. John Taylor continues to work with faculty that are not assessing ELOs. A large portion of chunk of non-assessments are Concurrent Enrollment/High School students. From a national point-of-view, the fact that we are able to assess 40% of GE course ELO's is remarkable.

Professional Development workshops specific to ELO's will take place on September 15, September 29th, and November 3rd in Centrum 219 at 11:45 a.m. The General Education Committee is considering development of a GE Academy, where faculty could receive in-depth training for each ELO, and explore what the ELO's mean and how they manifest.

Visitors/Guests- Information & Discussion Items

Festival of Excellence (Johnny MacLean)

The Council welcomed Johnny MacLean, the new director for the Festival of Excellence. The Festival will open with an evening gala on April 4th, with presentations, performances, and poster sessions taking place on April 5. This year, the Festival will encourage presenters to tailor their presentations for a general audience, to help foster interdisciplinary dialogue, and to further creative relationships across campus. Faculty mentors are encouraged to monitor the quality of student presentations, with a focus on high quality, signature processes that have taken a least one semester to complete. A new category, “The Scholarship of Teaching and Learning” has been added. Each academic college has a faculty representative on the Festival committee. The committee is looking for ways to increase buy-in for all audiences.

Members of the Council explained that faculty want to understand how participation in the Festival factors into faculty advancement or LRT. If presentation at the Festival factors into LRT, it would best fit in the “Service” and “Teaching” categories, rather than “Scholarly.”

Student Success

Jason Ramirez reported that the Committee for Inclusion and Equity, chaired by Jonathan Puente, has met and planning is well-underway. If the Council has any questions or insights, they can contact Jason or Jonathan

Faculty Senate

Summer Semester Compensation

Kevin Stein presented a proposal for Summer Semester Faculty compensation. SUU has worked to expand our summer school offerings, but enticing students to enroll is proving challenging because of limited student housing, no summer scholarships, and the risk of courses being dropped because of low enrollment. Faculty senate proposes that 25% of summer semester revenue be put toward summer school scholarships, that on-campus housing be available for summer semester, and that courses with 10 students enrolled 2 weeks before the start date be guaranteed. To encourage faculty participation, Senate recommends that a 9 ICH be considered a full load for summer, and that faculty compensation be protected by having two data points- the first at two weeks before the course begins, and the second at one week into the semester, with faculty being compensated for the higher enrollment of the two data points.

Bruce Tebbs (participating in the “Price and Place” enrollment subcommittee) and Kevin Stein will work together to create a plan for summer semester.

Evaluation of Academic Officers (SUU Policy #6.2)

This topic was introduced to Deans Council in spring, but no action was taken before summer break. Proposed changes by the Senate would call for an anonymous and informal evaluation of academic officers on an annual basis. Deans Council expressed a preference to shift evaluations for academic officers from five years to three years, rather than from five years to annually.

Faculty Senate will draft a revised version of the policy and present it to Deans Council.

Merit Pay Transparency

Faculty Senate is considering crafting a proposal to request more transparency regarding Merit Pay. Faculty would like to know how merit is distributed, to whom, and for what reason. Councilmembers said that, in the past, merit has been distributed according to college or department policy and/or the recommendation of department chair, or has been equally parceled out to exemplary faculty. Provost Cook clarified that merit pay no longer exists, and any increases in salary are based on equity and retention. Provost Cook asked the deans to pass this information along to their department chairs and faculty. James Sage will also distribute this information to those involved in the LRT process.

Formal changes to remove merit from LRT policy and forms will take place at a future meeting.

V. Information/Discussion Items

Summer Course Evaluations (Mark Atkinson)

Mark Atkinson launched this discussion with Faculty Senate and Deans Council before summer break. There are over 200 students taking courses in the summer and, at this point, no course evaluations are being conducted. Mark would like the opportunity to formally evaluate all courses with more than five students during summer semester. Faculty with five or fewer students can petition to have a course evaluation. Deans Council expressed support for summer course evaluations.

Mark Atkinson will work with Mark Walton to begin course evaluations for summer.

Online-Only Student Recruitment (Mark Atkinson)

Mark confirmed with the Council that they support the document presented at the August 31st meeting outlining procedures for online course development. The Council recommended that this be a standard operation procedure instead of a formalized policy, to allow more flexibility.

Mark reported that SUU's online admission department is up and running. For fall semester, 146 online-only students are enrolled. The department's goal is 304 online-only students enrolled for spring semester. Mark offered to assist the deans with adjunct recruiting for online-only courses, working from criteria provided by each dean.

VII. Reports (2 minutes per report)

Jim McDonald: Political Science is launching an MPA 2+2 program.

Bruce Tebbs: Please send POs pertaining to accreditation to Bruce. He is the key point-of-contact and a specific budget index has been established to pay for accreditations. Bruce reminded deans to use their E&G funds in the fiscal year they are given, even though some funds will roll over into the next year.

Richard Saunders: Richard displayed a portable box of 24 Chromebook computers, which can be checked out for class use through the library. Feedback from faculty has been extremely positive.

John Taylor: The Jumpstart GE program is underway. Class takes place from 9am-noon in BC 301.

Brad Cook: SUU is participating in Outdoor Nation Campus Challenge (<http://www.oncampuschallenge.org/>) to be named the most outdoorsy School in the Nation. Up to 5 activities can be logged per day. The competition runs until October 17th. (outdoornation.org) On behalf of Patrick Clarke, Provost Cook reminded the council that "Your Mountain is Waiting," a celebration of engaged learning at SUU, will take place on September 16th from 12:30-2:30pm in the Sharwan Smith ballroom.

Mark Atkinson: Currently, we don't have an established criteria to determine who can teach graduate courses. This topic will be discussed at the next Graduate Council meeting. Common criteria include teaching proficiency, a degree above the level of the course being taught and/or equivalent professional experience.

Carl Templin: COSE has 2+2 agreement with a University in China, and Business is creating a 2+2+1 agreement that would allow students to get a 5th year Master's degree.

John Allred: SUU has seen a 12% increase in enrollment over last year.

Thom McFarland: One of the most popular pages on SUU's website is: labuse.suu.edu which shows student the availability of computer labs on campus. IT is working to have this displayed on the large screen in the Sharwan Smith rotunda.

The motion for an Executive Session was made by Carl Templin, and seconded by Jim McDonald.

Meeting adjourned at 4:13 pm