

Deans Council Minutes

November 23, 2015– 1:00-3:30 pm – Charles Hunter Room, HCC

Present: A.J. Cozzens, Brad Cook, Bruce Tebbs, Carl Templin, Christian Reiner, Debbie Staples, Ellen Treanor, Emily Dean, Eric Freden, Grant Corser, James Sage, Jason Ramirez, Jim McDonald, John Allred, John Taylor, Kevin Stein, Mark Atkinson, Marvin Dodge (guest); Mindy Benson (guest); Nichole Tippets (guest); Patrick Clarke, Richard Saunders, Shauna Mendini, Shawn Christiansen, Thom McFarland, Aimee Uchman

Excused: Roberts Eves

Visitors/Guests- Information & Discussion Items

Introduction of New Staff

Mark Atkinson introduced two new staff members to the Academic Council. Debbie Staples is the Parent and Family Services Coordinator. She sends a bi-monthly newsletter out of the parents of freshman, and keeps parents up to date on what is happening at SUU. Niki Tippets is the Non-Traditional Student Services Coordinator. Non-traditional students make up nearly 30% of our campus population. Niki provides resource referral and support services.

Strategic Plan (Marvin Dodge, Emily Dean)

When NWCCU visited SUU in Spring 2014, it recommended that we create a comprehensive Strategic Plan. The Strategic Planning Task Force is comprised of 29 colleagues across campus from a variety of backgrounds. After holding a series of open forums to explore ideas for SUU Mission and Vision, the committee conducted a SWOT analysis to explore the strengths, weaknesses, opportunities, and threats for SUU, and crafted the draft plan.

Emily and Marvin provided hard copy summaries of the SUU Strategic Plan, including the mission statement, vision statement, themes, strategies, and goals. For each goal, there are also objectives and action plans. The most current draft version of the plan is available at <https://www.suu.edu/future/pdf/strategic-plan-draft.pdf>

Open forums were held for campus and community members about the current draft of the Strategic Plan. There has been much positive feedback, and Mindy Benson has received many good recommendations about how we can better utilize our SUU Alumni. The Task Force will continue to streamline the plan and consolidate objectives and goals. Marvin reminded the Council that while there are parts of the Strategic Plan that intertwine with the Strategic Enrollment Plan, the two documents are separate and independent.

Any feedback on the draft Strategic Plan can be submitted to Emily or Marvin, or emailed to future@suu.edu. Comments should be submitted no later than the end of January. The plan will be put up for approval by the Board of Trustees in the spring of 2016, and then submitted to Northwest.

Budget Requests for FY 2017 and one-time FY16 Funds (Marvin Dodge)

Marvin sent out a request for budget proposals on November 16th. He reminded the Council that requests are due by December 9th, and that requests should focus on addressing challenges caused by enrollment growth.

Brad Cook explained that as we polish our enrollment management plan, we'll focus on moderate, sustainable growth that maintaining the high quality of our education.

A report from Marvin Dodge will be added as a "Standing" agenda item for future Academic Council Meetings.

2016 Tentative Commencement Schedule (Mindy Benson)

Mindy told the Council that commencement will follow the general schedule that it has in previous years. 2016 Commencement will happen on a Saturday, but Mindy is hoping the calendaring committee will consider holding future Commencements on Fridays, when campus is open and more active.



TENTATIVE
Commencement Exercises for Southern Utah University
Saturday, April 30, 2016



9:00 AM	Main Commencement Exercises	Centrum Arena
NOON	College of Humanities & Social Sciences	Centrum Arena
1:00 PM	College of Performing & Visual Arts	Randall Jones Theatre
2:00 PM	Beverley Taylor Sorenson College of Education & Human Development	Centrum Arena
4:30 PM	Walter Maxwell Gibson College of Science & Engineering	Centrum Arena
6:30 PM	School of Business	Centrum Arena

Major Decisions Playlist- YouTube (Ellen Treanor)

SUU Marketing Communication shot 39 videos over the course of 2 days in the summer, to launch the Major Decisions series, (<https://www.youtube.com/playlist?list=PL-RBt9k6QIL9ZO3IHS9TGqvk9tcOmO0JV>). The series features short videos interviewing Faculty from a variety of disciplines across campus, and is currently in rotation on the SUU Majors webpage. Marketing Communication would like to film another round of videos. Interested faculty should contact Ellen Treanor. Marketing Communication is working on sponsored content to sell the SUU brand through faculty's stories, and is developing an SUU blog to increase the visibility of our more personalized stories. SUU's YouTube channel is: [youtube.com/user/SUUTbirdsOfficial/](https://www.youtube.com/user/SUUTbirdsOfficial/)

Review of Minutes

Carl Templin made a motion to approve the minutes from the October 26th Deans Council meeting, and the November 9th Deans Council NWCCU retreat. The motion was seconded by Jim McDonald.

APPROVED.

Provost Report

Academic Council & Deans Council

Brad Cook announced that the new structure of Deans Councils meetings will go into effect in December. Meetings will alternate between the current full Deans Council (large group), and the smaller group of Deans only. All action items will be voted on by the Full Deans Council (large group), and the small group Deans meetings will focus on items of specific interest to the deans. Agendas (and minutes) for both meeting types will continue to be sent to the entire group. The December 7th meeting will be for the smaller group of Deans. The next full Deans Council (large group) meeting will be held on January 11th.

IDEA Surveys

Brad asked for feedback about implementing the IDEA survey system. Deans reported that the paper version of the survey is time intensive, but gets better results. IDEA will likely evolve to an online-only evaluation model in the next few years. Brad suggested that online responses might improve if we designated a specific group of iPad or Chromebooks that could be taken to classrooms so students could complete the surveys during class.

Associate Provost

James Sage notified the Council that his follow-up report from the Educated Persons Conference about next steps in the changing demography of students is posted in Canvas and available for review.

Three Year Program Reviews & R401's

Three Year Program Follow up reports for the following have also been posted to Canvas and are available for review:

- AAS Professional Pilot (second of three annual reports)
- Shakespeare Studies Minor
- MPA program (remove Non-Profit Management and Criminal Justice)
- Women & Gender Studies Minor
- Communication Major (reduced emphases)

Any questions about the program reviews can be directed to James Sage. R-401's to discontinue two emphases (Non-Profit Management and Criminal Justice) from the MPA program and rename the Student Services emphasis to Higher Education Administration emphasis have also been posted to Canvas. The Council has already approved these changes, and they will now move forward to the Trustees.

Administrative Evaluation (Comprehensive Review)

At a previous Council meeting, James volunteered to post a concrete example of what a possible Academic Administrator Evaluation could look like. The sample includes a one page job position description, 2-3 pages of general questions, a page of open-ended questions, and a list of people that would receive the evaluation. Kevin Stein explained that Faculty Senate, and Lynn White are still working on the draft language the Academic Administration Evaluation policy, and will notify the Council when the policy is ready to be presented.

Initiatives: Department Handbook & LRT Revision

James sent out an email to all points of contact for this Department Handbook revision initiative. Faculty Senate will host Dr. Cathy Trower on November 30th and December 1st to consult on SUU's LRT process and shared governance.

EAB/Predictive Analytics

Please Save the Date for the Education Advisory Boards demonstration of predictive analytics. The will be on campus December 15th. Deans are invited to attend all events, including a product demonstration in the afternoon.

Faculty Center/CETL

Grant Corser, on behalf of the CETL, anticipates sending out the Needs Assessment Survey to faculty in December about what kind of professional development programs faculty desire and what the preferred format and delivery methods are. Faculty will also receive a 'call for nominations' email for associate director positions for the Faculty Center.

Project Win-Win

Ellen Treanor is considering an effort (similar to the Institute for Higher Education Policy on the National Win-Win project: <http://www.ihep.org/research/initiatives/project-win-win>) to contact students that are no longer enrolled but who's records qualify them for a degree or show that they are within 9-12 credits of qualifying for a degree. The goal of the project is to help these students complete their degree. If we decide to pursue this effort, Christian Reiner is willing to assist with the effort, pulling data for students that fall into this category. Patrick Clarke noted that Lindsay Fullerton has also reached out to students that qualify for an Associate's degree in General Studies. The Council recommended that Ellen reach out to Karl Stevens and Lindsay Fullerton to incorporate outreach efforts for Project Win-Win for two and four-year degrees.

General Education (John Taylor)

Feedback from the survey associated with the *What is an Educated Person?* Conference was positive. 70% agreed that the conference was worth their time and plan to attend again. The survey revealed that information about Learning Outcomes needs to be more effectively spread to new Faculty.

The General Education Task Force is assembling a five-person focus group, to include representatives from Snow College and Dixie State University. A grant, funded by the Lumina Foundation, run by the AAC&U, will help finance the Task Force's effort to support general education efforts as USHE campuses.

Math signed off on a description of "Quantitative Literacy" in the current draft of the R-470, the definitive document for general education for USHE institution. Overall, the R-470 will shift toward using learning outcome as a measure, rather than specific courses. The revised R-470 should go out to the CAOs in two months.

John asked the Deans to encourage faculty to submit GE assessments in Canvas. Any faculty that need assistance can contact John. Jumpstart GE 2.0 teams are being created. Faculty interested in being a part of the Jumpstart program should contact John.

Student Success (Jason Ramirez)

Jason Ramirez will distribute a list of currently full, high-demanded classes for Spring Semester to the Deans. Some of these courses are pre-requisites, or are required for majors, and are causing bottlenecks. Some new sections have been opened, but we need a more sustainable solution. Possible solutions suggested by the council include offering night courses, and providing a mix of online and face-to-face sections for these courses.

Reports

Shawn Christiansen: The College of Education received its formal 7 year accreditation approval letter from CAEP.

Eric Freden: COSE hosted guests from Wuhan Polytech at SUU the week of November 16.

Bruce Tebbs: Budget requests need to be submitted immediately. They will be reviewed by Presidents Council. The Course Fee Committee will meet in December. If colleges have significant changes, they'll need to submit a new plan for approval.

John Allred: Grades will be due the Wednesday following Finals. If departments need grading turned on earlier than this, please have them contact John.

Mark Atkinson: There is currently a catalog policy/procedure stating that if students are within 15 credits of completing an established major at SUU they are not eligible to complete a Bachelor of Arts/Science in General Studies degree, but allows students to appeal with the Dean of Graduate and Continuing Studies. Mark would like to change this procedure to remove this restriction. The market for the BA/BS in General Studies has shifted toward long-distance/online students or students that stopped out for several years and would like to complete a degree.

Shauna Mendini: CPVA has lots of events on the calendar, including Toyland for Children, a Percussion Ensemble concert and several Christmas choral concerts.

Carl Templin: The chair of the AACSB Team will be visiting SUU on December 1. The full team will visit in February.

Patrick Clarke: Patrick met with Patricia Jones, a Regent and member of the Utah State Senate, to sign SUU on as a partner in the Womens Leadership Institute (<http://wliut.com>.) Patrick is working with Stan Parrish, President of the Sandy Area Chamber of Commerce, to create an economic development summit to discuss how higher education can prepare students to meet the needs of employers.

Jim McDonald: The MPA program has is working out the final details for the 4 + 1 articulation with Wuhan Polytech. Proposed changes to Policy 6.62, to create a Bridge Program for undergraduates, will be voted on by the Graduate Council at the December 4th meeting, and then if approved, move forward to Deans Council

Carl Templin made a motion for an Executive Session. The motion was seconded by Mark Atkinson.
APPROVED.

Meeting adjourned at 3:27 pm.