

DEANS' COUNCIL MINUTES

March 14, 2016 – 1:00-3:30 pm – Charles Hunter Room, HCC

Present: Stephen Allen, John Allred, Julia Anderson, Mark Atkinson, Shawn Christiansen, Patrick Clarke, AJ Cozzens, Kim Craft (for Carl Templin), Robert Eves, Jim McDonald, Shauna Mendini, James Sage Richard Saunders, Kevin Stein, John Taylor, Bruce Tebbs, Matt Zufelt.

Guests: Steve Barney, Rick Brown, Danielle Dubrasky, Mike Humes.

James called the meeting to order at 1:01 pm.

I. Visitors/Guests – Information, Discussion, and Action Items

a. *Internship Agreement (Steve Barney, Mike Humes)*

- Mike Humes and Steve Barney presented an overview of the proposed Internship Agreement. The proposed Internship Agreement is intended to fulfill requirements outlined in SUU Policy 6.3. The proposed Internship Agreement is provided for those situations where there is no current internship agreement in place (i.e., it functions as a generic template). In some cases, however, an internship agreement is already in place. These should be reviewed by Mike Humes and Mike Carter.
- Saunders presented feedback and suggested changes to the language via e-mail (regarding the scope of references to intellectual property). A question was asked regarding Intergovernmental Internship Cooperative IIC; yes, IIC's internships require an internship agreement, but many of IIC's programs already have an internship agreement. However, these should be reviewed by Mike and Mike (there was a recent BLM internship agreement that required some important changes). One suggestion was made to require the student to attach proof of health insurance (rather than simply stating that the student is responsible for their own health insurance). Another suggestion was to refer to the definition of "internship" as it appears in SUU Policy 6.3, Section III.
- These suggested edits will be incorporated into the proposed Internship Agreement and returned to Dean's Council in electronic format for another review. This will allow Mike to begin using the Internship Agreement form. Dean's Council will provide a final (formal) approval of the Internship Agreement at the next Dean's Council (large group) meeting (scheduled for April 11).

Motion to approve the proposed Internship Agreement with the amendments noted (Saunders/McDonald, 6-0-1) approved unanimously with one abstention.

b. *Earthquake Drill: The Great Utah Shakeout - April 21 (Mike Humes and Rick Brown)*

- Mike Humes and Rick Brown provided an overview of the Great Utah Shakeout scheduled for April 21 at 10:05 am. A limited evacuation drill will occur in the ADMIN Building and the Success Academy (the rest of the Multipurpose Building will not be evacuated). Two documents were provided in support of this: (i) a "faculty/instructor classroom guide cover letter" and (ii) a 4-slide PPT presentation that faculty/instructors can use in class on April 21. Mike requested that Deans forward these two documents to all faculty in their College/School.

c. *Convocations & Eccles Visiting Scholar Proposal: Jeff Leiberman (Danielle Dubrasky)*

- Danielle presented an overview of the upcoming Eccles Visiting Scholar, including relevant dates, times, and locations of various meetings and presentations. A document with details is available in Canvas.
- During the same week, Convocations will be hosting Randy Bass (part of a USHE-sponsored speaker series). Randy will be in Utah for several days and will present four separate times

(the fourth presentation will be at SUU on April 7 @ 11:30 am as a typical Convocations presentation). All four presentations will be recorded and live-streamed throughout the state.

d. *SPARC – Grants Writing Academy, May 2-6, 2016 (Julia Anderson)*

- Julia provided an overview of the upcoming Grants Writing Academy scheduled for May 2-6, 2016. A flyer was distributed and will be shared electronically in the near future.

II. Review of Minutes

- **Meeting minutes from February 8, 2016 (large group) and February 22, 2016 (small group) were approved as prepared by consensus.**

III. Reports

Associate Provost

a. First Year Experience & UNIV 1020 Course

Thunder U: James provided a 4-page handout and one-page calendar of events related to both Thunder U and UNIV 1020.

- Thunder U: In reference to the calendar, James provided updates and explanation of changes related to "Thunder U" and Welcome Week (first two pages of the 4-page handout). James discussed the key changes being planned for Thursday and Friday and explained the key events taking place within Student Affairs that would provide faculty with multiple opportunities to engage students. A revised Welcome Week schedule (for Academic Affairs) will need to be developed and will probably include shifting all College retreats from Thursday to Wednesday (James would appreciate feedback on this shift from the Deans to ensure this would be possible; University College may elect to schedule their retreat for Wednesday afternoon?). Other changes will need to be made to IT Security Training, HR Orientation/Benefits, HR Sexual Harassment Prevention, etc. James will provide copies of these Welcome Week revisions to the Dean's Council soon.
- UNIV 1020: James discussed the second two pages of the 4-page handout on the topic of UNIV 1020. Specifically, the Dean's Council discussed the fourth page, including the "what we know" section (outlining of the facts of the situation) and the "opportunities for faculty to contribute / be involved" section (exploring the ways that faculty could be included). A lively discussion took place. Main questions, themes, suggestions:
 - *Q: This initiative involves curriculum, so doesn't this require university-level curriculum approvals? Have those approvals been sought and granted?*
 - A: Because UNIV 1020 is an existing, 2-credit, variable topics course, offering UNIV 1020 (with a dedicated subtitle) falls within the parameters of existing curriculum approvals. By working in conjunction with University College, offering UNIV 1020 in this way complies with a curriculum processes. No additional university-level approvals are required. (In the future, if a different (dedicated) course number is sought, then yes, approval from UGCC would be required.)
 - *Q: Is this UNIV 1020 course required?*
 - A: No. Technically speaking, this version of UNIV 1020 is not required (it is not a GE requirement; it is not a university requirement; it is not a graduation requirement). However, it will be promoted as "expected" and will be built into student course schedules for Fall 2016 (it will serve as a "default" for most/many students).
 - Follow-up concern: this subtle difference between "required" and "expected" will need to be communicated VERY CLEARLY to students (and parents). The worry is that if this is not communicated clearly to students, and if the

course is characterized as required (when it is not), then when students find out that the course is not required, there will likely be considerable outcry expressed by students.

- Note: other “versions” of UNIV 1020 may be developed in support of other specific initiatives (e.g., for College Connections – for students with an Admission Index score of 90-95) and may be required for those students in those programs.
- *Q: Does this course come out of some documented need at SUU? What national research and/or local evidence provides the basis for this initiative? How confident are we in projecting that this initiative will address SUU’s student retention challenge? This initiative applies the same intervention to all students? Is that in alignment with the trend to deliver targeted interventions?*
 - A: In general, UNIV 1020 functions like a First-Year Seminar (FYS). It is generally accepted as a “best practice” that First-Year Seminars (as part of a more comprehensive First-Year Experience) make a positive difference in student retention. The specific components that will be included in UNIV 1020 are not untested (each “module” is discussed widely in the national literature as effective components of FYS courses). Moreover, UNIV 1020 serves as a continuation of the newly redesigned Summer Orientation and the new Thunder U programming. In this respect, UNIV 1020 is part of a larger First-Year Experience that is being developed at SUU.
 - Follow-up request: it would be beneficial to share the overall “rationale” for this programming with Academic Affairs (deans, chairs, faculty, etc.) so that the national literature and SUU-specific evidence is presented and can be seen as providing the basis for this programming.
- *Q: Is the “instructor of record” model using undergraduate peer instructors an acceptable model? Is this consistent with other USHE institutions? Is this in compliance with NWCCU standards? What kind of training will the peer instructors receive? If this model of instruction (using undergraduate peer instructors) is valid for 57 sections of UNIV 1020, then can this model of instruction be used in science-based labs?*
 - A: This will have to be researched.
 - However: James noted that peer instructors may serve as recitation leaders and that the bulk of the instruction (and the instructional materials) would be developed by credentialed faculty/staff and be delivered online. In this sense, the academic “core” of the course is grounded in the online modules (lessons) that students complete. The undergraduate peer instructors are just there to facilitate conversation. This is just some speculation, but it might be worth considering this model. It might alleviate some (but perhaps not all) of the worries/concerns.
- *Q: What is the plan for evaluation of this initiative? What are the various ways that it will be studied to learn if it is effective? What, exactly, are the indicators of success? How will results of this evaluation process be used to make changes to the model in the future?*
 - A: This will have to be provided.
- *Q: How can faculty be involved? How can faculty contribute?*
 - A: Page 4 of the handout provided outlines the various ways that faculty can be part of this initiative (designing/presenting individual modules, adopting other modules in their courses, serving as mentors to the peer instructors, etc.)

- *Q: Aren't some majors incompatible with this 2-credit course, especially those that are high-credit, accredited, constrained by licensure, and/or based on audition?*
 - A: Yes. There are several majors on campus that are very "prescribed" and students proceed through a very carefully-designed series of courses.
- *Q: Would it be possible for a customized version of this UNIV 1020 course to be offered to a "cluster" of majors in a specific college? For example, might the College of Education and Human Development (COEHD) or the College of Performing and Visual Arts (CPVA) be able to customize this UNIV 1020 course by drawing on some of the modules (in the "master list") and then adding their own set of major-specific (or college-specific) modules? These colleges might also be able to provide faculty to serve as mentors for these undergraduate peer instructors. Likewise, the students in these sections could benefit from additional contact with faculty from the college who could serve as guest presenters for those modules (lessons) that are college-specific. Is customizing UNIV 1020 in this way a possibility? If this is a possibility, then that would ensure the colleges/departments are more intimately connected to these sections of UNIV 1020.*
 - A: Faculty will be invited to serve as "mentors" for small groups of undergraduate peer instructors (to provide support, guidance, advice, training, etc.). In this sense, having the faculty involved is consistent with the current plan.
 - Follow-up: James will confer with Eric and report back on this specific idea of customizing sections of UNIV 1020 for individual colleges and/or majors.
- Observation: James mentioned that a message from Provost Cook was being crafted that would be sent to all of Academic Affairs. This message will include details about the UNIV 1020 initiative, address key issues that have been raised, and invite faculty to get involved.
 - Feedback: Dean's Council recommended that the message be a *joint* message from both Provost Cook and VP Tippets.

James will share these questions, concerns, and follow-up requests with Eric and Jared.

- b. Revised: 2016-2017 Academic Calendar (action item: seeking formal approval)

Motion to approve the proposed revisions to the 2016-2017 Academic Calendar (Atkinson/McDonald, 7-0-1) approved unanimously with one abstention.

- c. Proposed: 2017-2020 Academic Calendars (action item: seeking formal approval) Note: additional 10-page "table view" of academic calendar (with details) also provided as a separate document)

Motion to approve the proposed 2017-2020 Academic Calendar (Atkinson/McDonald, 7-0-1) approved unanimously with one abstention.

- d. Draft preview: 2016-2017 University Curriculum meetings and Catalog dates (for information)
 - James provided a draft copy of the upcoming 2016-2017 University Curriculum meetings and Catalog dates. Final approval of these dates by UUCC and UGCC will occur in mid-April, then returned to Dean's Council as a final set of dates.
- e. GE Changes (information and discussion)
 - James explained that a revised set of Knowledge Area Learning Outcomes (based on feedback from CPVA) were approved by GE Committee Feb 29.

- James also explained that two Catalog entries related to GE were approved by the GE Committee on Feb 29, including: (i) replace four broad ELOs with 15 detailed ELOs; (ii) migration of LM 1010 and CSIS 1000 (approved by GE Committee Feb 29)
- Finally, James provided a brief update on the status of the Curriculum Management proposal, specifically "Appendix B" that outlines the renewal and approval process for GE Courses. At the bottom on the first page, a paragraph was included referring to credit counts. Based on feedback from Deans and the Dean's Council, a modified version of the paragraph was presented to the GE Committee. The GE Committee postponed a vote on the matter and will take up the issue on March 21. If the GE Committee is still unwilling to approve the paragraph, James will recommend that the paragraph as a whole be removed so that the GE curriculum renewal and approval process can move forward. The paragraph in question (which refers to credit counts) can be addressed next year.

AP of International Affairs

- A 3rd Tier Tuition rate proposal is being developed to ensure cost of attendance is both inclusive and transparent for International Students. A formal presentation has already been made to President's Council. Will require additional formal presentations and approvals.
- With the exception of ESL and the Confucius Institution, International Affairs will be moving to the Sharwan Smith Student Center.
- The Betty McDonald Pre-Med Institute will be phased-out (current students will complete the program). A shift will be made to collaborate with Rural Health Scholars program.
- International student enrollment last fall was 406 (representing 35 countries) and currently, international student enrollment is at 426 (representing 39 countries).

General Education

- Some issues related to Canvas assessment reporting have been resolved (some faculty had been reporting assessment data but it wasn't appearing in our reports). With the technical fix completed, assessment numbers are higher than earlier reported.

Faculty Senate

- LRT update: the Faculty Senate workgroup is still drafting language; the plan is to continue gathering feedback and hold an open forum when a more complete draft is ready. However, editing is expected to continue on into the 2016-2017 academic year. In response to a question, Kevin suggested that if revisions to Departmental Criteria need to be made for next year, it is safe to proceed with those changes (i.e., revisions to 6.1 won't be in effect until the following year).
- Tuition Benefits: Kevin reported that the Faculty Senate is currently researching what other institutions (in Utah and beyond, including COPLAC peer institutions) offer in terms of tuition benefits (for employees, spouses, and children/dependents). Faculty Senate has been discussing proposing a change to SUU's tuition benefits (i.e., extending benefits to married children/dependents).
- Adjunct Parking: Faculty Senate is developing a proposal to extend parking privileges to adjunct faculty.
- Faculty Authored Materials: Kevin reported that a favorable solution has been found with respect to the specific instance that called attention to this policy. Kevin will work with others to develop a revised policy soon.

SUUSA

- SUUSA will be organizing numerous Founders Day events next week.
- Elections were completed and a new SUUSA leadership team (the Hello Party) has been identified. James Drury will be the new SUUSA Vice President of Academics and will be introduced by AJ at the next Dean's Council meeting.

IV. Information/Discussion Items

- a. SUU Policy 5.52 – Intellectual Property (Richard Saunders)
 - Richard reported that he has started looking into SUU’s intellectual property policy. Dean Eves mentioned that the policy was reviewed (and possibly revised) in the last couple of years (note: the policy itself that it was last modified in 2000 with no other amendments or reviews). Richard will work with Julia Anderson and a representative from SUU Online to study these issues, consult with others, and propose revisions to the policy.
 - Also: Richard and James raised a general question about including “appendices” in official policies. In some cases, Appendices are actually “forms.”

V. Reports (2 minutes per report)

Jim McDonald: reported that several (5-7) courses from HSS were returned without being able to find suitable rooms for the day/times requested. This may require the development of a deliberate strategy to be adopted to ensure room availability and it is recommended that this be a discussion topic for the next Dean’s Council (small group) meeting.

Patrick Clarke: reported that the Festival of Excellence is coming up soon. Over 300 submissions (from faculty, staff, and students) were received. This year, the Festival of Excellence will start with a recognition ceremony at 4:30 pm on Monday (April 4), followed by a presentation Monday evening by Eccles Visiting Scholar Jeff Leiberman at 6:00 pm. Then, all-day on Tuesday (April 5) the Festival of Excellence will take place. The final program is still taking shape but will be available soon.

Mark Atkinson: reported that during the most recent legislative session, HB 379 was passed which allows the State of Utah to participate in the national system of State Authorization Reciprocity Agreements (SARA). The bill will transfer oversight of SARA from the Department of Commerce to the Utah System of Higher Education (USHE) State Board of Regents. By joining SARA, Utah institutions of higher education will be authorized to deliver online courses and degree programs to each of the other states (as of last November, 36 states were participating in SARA). This will greatly simplify management of compliance regulations for those 36 (or more) states. At present, SUU is authorized to delivery online coursework and degree programs in 42 states.

John Allred: reported that registration for Fall 2016 will begin at the end of March.

James Sage: reported that the 30-day campus-wide comment period for policies 6.1, 6.2, and 6.62 closes on March 15 (tomorrow). Based on feedback received, James will consult with Faculty Senate (on 6.1 and 6.2) and incorporate the textual changes recommended. James will consult with Mark Atkinson regarding the feedback received on 6.62.

Motion for executive session was made by Kim Craft. Approved unanimously.

Meeting adjourned at 2:39 pm.

Minutes prepared by: J. Sage