

DEANS' COUNCIL MINUTES

Aug 29, 2016– 1:00-4:30 pm – Charles Hunter Room, HCC

Present: Brad Cook, Brandon Street (guest), Bruce Howard, Bruce Tebbs, Carl Templin, Christian Reiner, James Drury, James Sage, Jason Ramirez, Jim McDonald, John Allred, John Taylor, Julia Anderson, Karl Stevens (guest), Matt Zufelt, Patrick Clarke, Richard Saunders, Robert Eves, Roger LaMarca (guest), Shauna Mendini, Shawn Christiansen, Stephen Allen, Todd Halvorsen (guest)

Provost Cook welcomed all to the meeting, and gave a special welcome to visitors Todd Halvorsen, Brandon Street, Roger LaMarca, and Karl Stevens.

I. Review of Minutes

Mark Atkinson motioned to approve the minutes from the April 11, 2016 meeting. The motion was seconded by Carl Templin, and APPROVED by the Council.

II. Visitors/Guests- Information & Discussion Items

New York Time Subscription & Distribution (Todd Halvorsen)

Todd Halvorsen, an Education Manager with the New York Times (NYT), introduced himself to the Council. He reported that in March 2016, Media One, the location distribution arm for the New York Times, notified the New York Times that they would no longer distribute printed copies of the paper. Todd encouraged the Council to consider an all-digital access program. The all-digital program has a variety of options that could provide students and faculty digital access to the New York Times on various mobile devices, and allow them to set alerts for specific topics, share articles, and access to an education-specific website with turnkey curriculum resources for 16 different subject areas. Todd said the cost for the digital version is almost equivalent with the print version. Todd requested that the Council consider all-digital subscriptions and contact him if SUU is interested in purchasing a subscription.

Career Center: Jobs for T-Birds, Posting Internships (Brandon Street)

Brandon Street reported that one of the significant reason students leave SUU is because of financial hardship, and the inability to find jobs to support them. The Career Center has work with Human Resources to create "Jobs for T-Birds" an easily-accessible listing of both on and off-campus jobs, at www.suu.edu/employment. On-campus jobs are vetted by Human Resources, and off-campus jobs are vetted by the Career center. Job listings can be search by keywords, and will eventually have direct links to applications. Brandon encouraged faculty and staff to have student jobs posted to this website, including internships. Doing so helps fulfill legal and equal-opportunity employment requirements. Internships should be submitted through Human Resources.

The third annual student job fair will take place on August 31 from 10am-2pm in the Sharwan Smith living room. There will be 21 businesses present, and students should come dressed to impress and prepared to interview.

Each person that was nominated for the Influencer Award will be presented with a certificate. Brandon asked that the Deans reach out to him about the best and most meaningful way to present these.

Patrick Clark reminded the Council that the Provost's office provides some funds specifically to develop student positions such as lab assistants and teaching aides. There are still funds available, and anyone interested in utilizing them should submit requests to Deb Pool.

Prior Learning Assessment (Karl Stevens & Roger LaMarca)

Karl Stevens explained that as he's recruited students for the general studies degree, he has been questioned about how students can use their career experience toward a degree. The Prior Learning Assessment program was approved last year, which allows students to enroll in SGCS 3920 and go through a process to obtain upper-division elective credits for their work experience. Students pay an

initial fee to enroll in the course, and then a fee for each additional credit. Students can apply for up to 9 credits the first time they enroll in the course, and an additional 6 credits after that. The course is used primarily by non-traditional students. Students can receive credit by submitting certificates that they have already earned, and by writing an essay over the course of the session discussing literature about their topic area, methodologies, terminologies, their individual experience, and what they have learned by working in their field. Essays are evaluated by Faculty. The course uses national standards established by the American Council of Education and the Council for Adult and Experiential Learning. The course is completely online, and runs for 6 weeks. This course is most popular with students that pursue a General Studies degree.

Online Learning & Policy 6.48 Revision: SUU Online Learning Standards (Shawn Christiansen & Mark Atkinson)

Shawn Christiansen discussed the importance of supporting quality online instruction, and establishing policies and consistent expectations for online learning. Factors that need to be addressed include: workload equivalents for online courses vs. face-to-face courses, if contact hours for online courses should be the same as face-to-face courses, what a standard workload is for online classes, best practices for online learning, how collegiality is measured for faculty teaching online, and baseline standards for time spent engaging with students online. Draft language will be established and placed into policy 6.27- Faculty Workload, and new language will be crafted for policy 6.48-Distance Education.

Shawn presented a sample of canvas log-in information for online courses in the College of Education. Time spent by students and faculty in Canvas per course varies, with faculty spending a median of 18 hours on Canvas per course. Patrick Clarke noted that hours spent on Canvas may not be the best benchmark for time faculty spend working on their course, because preparation hours, individual student meetings, and other factors are not monitored or included in Canvas time.

Mark Atkinson explained how SGCS and SUU Online are addressing these concerns. SGCS offers professional learning communicates, faculty workshops, and roundtable discussions about how to engage students in our online classes. The goal is for students to have an equivalent experience in online classes that they do in face-to-face classes. Most faculty that teach online courses at SUU have the terminal degree in their field, and all are required to take SUU's online course design class and to have online course experience. When faculty agree to teach an online course, they sign a contract stating that they'll respond to student inquiries within one business day, and post grades for assignments within 4 business days. Mark has created a list of topics to be address in Policy 6.27 and 6.48, and will discuss them at the next Graduate Council meeting. John Taylor recommended taking the Degree Qualification Profile into account, and remembering the overarching goal of making learning visible. Jim McDonald requested that custom questions be included in the IDEA survey for online courses, to get a more accurate reflection of student feedback for online classes.

III. Reports

Provost

The Aviation program previously provided through a partnership between SUU and Upper Limit Aviation, will now be operated by SUU. SUU will continue to lease aircraft from on a short-term basis. The program, while being establish, will report to Provost Cook and CFO Dodge. Mike Mower is the Executive Director of Aviation for SUU. In the future, there may be more emphasis on fixed-wing training, with the possibility of establishing job-placement partnership with Skywest.

Legislative Funding requests will be similar to last year. The Commissioner's office will propose a fiscal note for the system, include requests for growth-based funding and market-demand funding. SUU will request funding for up to 10 new full-time faculty lines, and will focus on getting base funding for one-year positions.

The President and Provost will visit with each Department during fall semester, on a continuation of the Listening Tour. Meetings will be informal, with the primary objective of obtaining faculty feedback. Aimee Uchman will be reaching out to Deans and Department Chairs to schedule these meetings.

As a follow up to changes made in policy 6.2 – Evaluation of Academic Administrators, Provost will meet with representatives from HR, IT, and Assessment to talk about how the electronic evaluations, administered by a third-party, will take place.

Associate Provost

USHE Program Proposals (updated list);

The most current version of the USHE program proposals is posted in Canvas. Any updates to the list should be sent to James Sage. Carl Templin requested that Sports Management be added to the list, as discussed in the Strategic Enrollment Plan. Brad recommended the Projected Regents Agenda date for the BS in Aviation be shifted to 2018. Mark Atkinson reported that the Master of Interdisciplinary Studies will be discussed at the September 22nd graduate council meeting.

Programs Under Development or Consideration Southern Utah University Fall 2016

(last updated: August 4, 2016)

Program Name	Degree Type	Current Status	Projected for Regents' Agenda
Sports Communication	Certificate	Planning in Fall 2015. R401 approved on campus Spring 2016. In process (OCHE).	Fall 2016
Global Studies	Minor	Planning in Spring/Summer 2016. R401 development Fall 2016.	Spring 2017
Athletic Training	MS	Planning Fall 2016. Preparation of R401 late Fall 2016.	Spring 2017
Interdisciplinary Studies	MS	Planning Fall 2016. Preparation of R401 in late Fall 2016.	Spring 2017
Hospitality Management	BA/BS	Discussion phase Summer/Fall 2016. Preparation of R401 Spring 2017.	Summer 2017
Aviation	BS	Planning Fall 2016 / Spring 2017. Preparation of R401 in Summer 2017.	Fall 2017
Rural Health Nursing	MS	Planning Fall 2016 / Spring 2017. Preparation of R401 in Summer 2017.	Fall 2017
Innovation & Creativity	Minor	Discussion phase Fall 2017. Preparation of R401 Spring 2018.	Summer 2018
Dance	BFA	Discussion phase Fall 2017. Preparation of R401 Spring 2018.	Summer 2018
Certificates and Endorsements		Current Status	Projected for Regents' Agenda
Online Teaching Certificate	Graduate Certificate (Institutional Certificate)	In process	Summer 2016
School and Workplace Safety	Graduate Certificate, Endorsement (Institutional Certificate)	Fall 2016	Fall 2016 or Spring 2017
Leadership (Franklin Covey)	Institutional Certificate	Fall 2017	Spring 2018
Online Training	Institutional Certificate	Fall 2017	Spring 2018
Theme Park Management	Institutional Certificate	Fall 2017 / Spring 2018	Summer 2018

R401 - Administrative Name Change: Institute of Policy Analysis → W. Edwards Deming Incubator for Public Affairs (Action Item)

This R-401 was prepared by Ravi Roy, a Deming Fellow. The name change is a repackaging of existing services. The Incubator of Public Affairs will be largely student driven.

Provost Cook motioned to approve the name change.

*The change was **APPROVED** unanimously*

R401 – Administrative Name Change: School of Graduate and Continuing Studies → Graduate and Online School (Action Item)

This R-401, led by Mark Atkinson, requests a market-focused, audience-based title that could be easier to remember, decipher, and promote. The Council expressed concern that the name change to include “Online School” could confuse students. Student that have not selected a major are automatically classified as Bachelor of General Studies (BGS). “Undeclared” is no longer a classification option in SUU’s systems. The BGS, though promoted as an online degree, is also available face-to-face. A significant number of student could be impacted by this name change.

Provost Cook recommended **TABLING** the proposal for a few weeks. Jason Ramirez, Roger LaMarca, and Mark Atkinson will meet and come back to the Council with a more articulated pathway for the students that are non-declared and end up classified as BGS.

*The proposal was **TABLED**, to be discussed and voted on at another Dean Council (Large Group) meeting.*

Status of Assessment Reporting (w/Christian Reiner)

James and Christian pulled up the Assessment Status Report Dashboard, via the mySUU Portal. Over time, SUU is using and reporting with TracDat less and less. Training about how to use the assessment system has been provided. It is essential that we increase reporting activity, so we can meet accreditation requirements. Information put into Canvas does not automatically flow into TracDat. It needs to be manually entered. TracDat is set up so that a representative from each Department can input their plan and data. James explained that the assessment goal is to assess two learning outcomes per year for each program. James and Christian will assemble samples for each of the six components of the assessment plans, and will be available to meet with department chairs and program coordinators to provide additional assistance.

AP of International Affairs

Stephen Allen reported that most of International Affairs operations have moved to the Student Center. The Intensive ESL program is in the GC building. The Global Engagement Center has been renamed Learning Abroad, in an effort to make services clearer to students. Learning Abroad will continue to service EDGE projects. Enrollment of International students has increased, and there are around 500 international students currently enrolled at SUU.

Director of IR & Assessment

NSSE 2016 Results

Christian informed the Council that results from the latest NSSE survey are available through SUU’s assessment sight. The IR office has been working to make NSSE results more accessible, and is filtering through the past four year of information to help make sense of the data provided. They are posted at: <https://www.suu.edu/general/ir/reports/nssesurvey.html>

Provost Cook requested that an executive summary of the 2016 NSSE Survey be placed on the agenda for the next meeting.

Future of HERI Faculty Survey

Christian asked the Council to consider if the return on investment justifies the continued use of the HERI Faculty Survey. The survey can take up to 50 minutes to complete. An alternative to the HERI is the BESI survey, which focuses more on student engagement, but does not address issues like workload. Bruce Howard will discuss the continued use of HERI with Faculty Senate, and report back to Christian.

General Education

John Taylor reported that the CAO's pushed back approval of the revised R-470 document, and want to further examine how the System numbers courses. The Regents GE Task Force will recommend that the CAO's approve the current version and then examine course numbering at a later date.

Faculty Senate

Bruce Howard reported that Faculty Senate held their first meeting of the academic year. The Senate is working to fill all positions, and would like to consider reapportioning senators for each college, and including senators from CIEL and SGCS. Patrick Clark and Mark Atkinson affirmed that CIEL and SGCS have faculty that are willing and interested in serving on the Senate. James Sage requested the Senate take into consideration the parameters in policy 6.10, and to determine if these changes can take place within the scope of the current policy.

Bruce reported that the Senate is mapping out key issues for the year. Leave, Rank, and Tenure will continue to be an area of focus for the 2016-17 senate session. The Senate hopes to have a draft version of amended text for Policy 6.1 completed soon, and will circulate it for feedback. Senate is considering an Ombudsman position, and has received an offer from a professor at UVSC (now UVU) that would be willing to serve, pro-bono, in the position. Senate is drafting a salary letter to administration, requesting that salary be listed as a percentile instead of CUPA. Provost Cook recommended that the Senate speak with Marvin Dodge, Mitch Bealer, or another member of the finance office to address concerns and to make sure the data being provided and distributed is accurate. Senate will also continue to work on a policy for faculty-authored materials, to determine what a fair marketing price for materials is, and if there should be any benefits for faculty authoring. Senate will continue to explore tuition benefits for dependents and parking permits for adjuncts, and would like to create a policy to identify a process for class-coverage for Faculty that take Maternity/Family Medical leave.

V. Information/Discussion Items

Relationship with Nevada Recruitment Company (Mark Atkinson)

Mark Atkinson reported that SUU Online's relationship with a profit-based sales and marketing firm in Nevada to recruit online students has been terminated.

VI. Reports (2 minutes per report)

John Allred: September 4th is the final drop for non-payment. John asked Faculty to remind students of this date.

Bruce Tebbs: Summer Course Evaluations are still being processed by IDEA, and may not be returned to SUU in time for this year's FAARs.

Roger LaMarca: SUU Online is actively recruiting. If faculty need online courses filled, please reach out to Roger.

Brad Cook: Dean Carl Templin is stepping down from his position at the end of the academic year. The Provost will create a search committee, and will be looking for someone to begin on June 1, 2017. The Council thanks Dean Templin for his many years of service.

Mark Atkinson: Mark distributed a handout with updates about courses to be developed online from the Shark Tank Project.

Richard Saunders: The Library recently acquired 2800 books from a single donor, and requests assistance from faculty to determine which ones to add to SUU's collection. Richard will travel to Salt Lake to pick up a collection of archeology documents from a donor that gathered them over 35 years

James Sage: James will send an email to department chairs about the curriculum review process for general education courses. EAB is replacing the SANS system. Some faculty have utilized an EAB link in Banner to communicate with students. The link will be removed from Banner. James recommended the Registrar explore ways to identify students who have not declared a major (by assigning a unique attribute in Banner), so we can better ensure their needs are being met.

Jim McDonald motioned for an Executive Session. The motion was seconded by Richard Saunders and APPROVED by the council.

Meeting adjourned at 4:25pm.