

# DEANS' COUNCIL MINUTES

September 12, 2016– 1:00-3:30 pm – Charles Hunter Room, HCC

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**Present:** James Drury, Eric Freden, Bruce Tebbs, Shauna Mendini, Garrett Strosser, Mark Atkinson, Christian Reiner, Ann Marie Allen, Matt Zufelt, Carl Templin, Richard Saunders, Jason Ramirez, Patrick Clarke, John Allred, Brad Cook, James Sage, Bruce Howard, Jim McDonald, John Taylor, Julia Anderson

**Excused:** Robert Eves, Stephen Allen

## I. Review of Minutes

*Mark Atkinson motioned to approve the minutes from the August 29<sup>th</sup> meeting. The motion was seconded by Shauna Mendini, and APPROVED by all.*

## II. Visitors/Guests- Information & Discussion Items

### **Ann Marie Allen: Title IX Presentation (20 mins)**

Ann Marie Allen distributed a Title IX handout and resource cards to the Council. She reminded the Council that Title IX issues are relevant to faculty and staff, as well as students. SUU employees are mandated, by law, to report Title IX incidents. This includes incidents that students may share with faculty and staff. Any situations should be reported immediately to the Title IX office. The Title IX office will respond and counsel those involved in a situation, and the complainant will have a say in the level of response to any reported incident. Ann Marie and the Title IX office will work to educate campus about reporting incidents and available resources, and to encourage pro-active behavior to help prevent Title IX incidents. "Safe Colleges" training is available via the MySUU Portal, and all employees are required to complete training. Ann Marie is willing to speak at college/school or department meetings about Title IX, and is working with David McGuire in Human Resources to bring policies for faculty and staff up to date. Renee Ballinger will send out monthly reminders to complete training.

### **Garrett Strosser: Revisions to SUU Policy #6.20 – Human Subjects Review (IRB)**

Garret Strosser, IRB Chair at SUU, proposed changes to Policy 6.20 to align SUU's regulations more closely with federal regulations, increase the efficiency of the review process, update the policy to match current practices, and correct outdated information. Existing language in the policy requires a more stringent level of review than federal policy dictates. Recommended changes would remove language restricting Exempt reviews to involve only SUU participants and not be published, and would remove references to college-specific IRBs (because they have been consolidated into a University IRB)

*Richard Saunders motioned to approve the revised policy. The motion was seconded by Carl Templin, and APPROVED by the Council.*

**The Policy will progress to Presidents Council, and, if approved, 30 day campus review.**

## III. Reports

### **Provost**

Provost Cook reported the week of September 12 is Suicide Awareness and Prevention week at SUU. CAST, CAPS, and other on campus organization have set up encouraging events for the week. CAST will be writing encouraging messages on whiteboards across campus and chalking them on sidewalks, with permission from Administration. Provost sent out an email on September 12<sup>th</sup> with a list of events. Jason Ramirez reported that there is not wait list for appointments at CAPS right now, and requested that faculty and staff share this information with their students.

Provost Cook will attend a Veterans Education Summit, sponsored by USHE and UCAT, on September 14<sup>th</sup> at the Salt Lake Community College south campus. The CAO and Board of Regents meeting will take place on September 15-16 at Utah State University.

### **Undeclared/Exploratory Students**

As a follow-up from the last Deans Council meeting, Provost Cook spoke with John Allred and Patrick Clarke to set up a way to reclassify students in the Banner system that have not declared a major. Formerly, students that have not declared a major are classified as General Studies BA/BS by default, which resides in the SGPS. Students that have not declared a major will now be designated as Exploratory Studies students, with SIEL acting as the touchpoint in Academic Affairs for these students. Patrick will work closely with the academic deans and leadership to help meet the needs of these students.

### **Open Carry Workshop**

Faculty and staff at SUU have expressed concern about students that open carry firearms in classes and/or on campus. Provost Cook asked the Council if faculty and staff feel that they have adequate training to know how to respond to open carry situations on campus. Patrick Clarke suggested that the Emergency Response Team be reconstituted to help develop training and awareness for these kinds of situations. Jason Ramirez reported that in an educational setting, a student is required to have a concealed carry permit in order to open carry on campus. Jason encouraged any faculty or staff that has a situation with a student open-carrying student to reach out him (Jason), and his office will help resolve the situation with tact. Members of the Council requested that a workshop be assembled to educate SUU employees about open-carry, and that poster campaign be launched on campus reminding students about requirements for open-carrying on campus.

### **Associate Provost**

**Updates on the "Internship Agreement" – amendments suggested by Dean's Council in March 2016; revisions to document received from Mike Humes in August**

Associate Provost James Sage reminded the Council that it commented on language for an Internship Agreement from Mike Humes in March. The document posted to Canvas is the most current, and includes implemented text with intellectual copyright information. Richard Saunders requested clarification on the last sentence in Section 2.6: *"Unless mutually agreed upon by the Employer and the SUU Departmental internship coordinator, duties performed by an Intern are not performed as an employee of Employer or SUU."* Richard questioned how this could impact intellectual property. Work done by an employee, by policy, usually belongs to the employer, but work done by an intern, as a contractor, would belong to the intern. James will seek clarification about this statement.

### **Joint Retreat – Final Wrap-Up Notes – Action Plans to support student Retention**

James pointed out that the summary of notes from the joint retreat with Academic Affairs and Student Affairs can be viewed on Canvas. Provost Cook asked for feedback about how the Student Induction Ceremony and orientation could be improved moving forward. Feedback from the Council included:

- Involving more academic elements, as done in previous years
- Having a reception for each College/School rather than lunch with Faculty
- Having intentional conversations about EDGE requirements
- Communicating to Faculty what their role is for orientation and Induction, where they need to be, and when.
- Allowing more transition time after Induction so Faculty can change out of regalia before the carillon tradition.
- Clearly communicating to students what a 120 credit degree program is, and the three parts of education at SUU: General Education, Content (Major) Courses, and EDGE.

### **Updates on General Education Committee:**

James reminded the Council that curriculum change form for the next UUCC and UGCC meetings are due on October 7<sup>th</sup> by noon, and a hard copy as well as an electronic copy of each form will need to be submitted. The forms will be used for the October and December curriculum meetings, with the possibility of shifting to Curriculog, the online system, sometime in 2017. The GE Committee will send out

a message to Departments discussing GE curriculum and oversight. The GE committee is looking to review 12 course this fall.

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

With concerns about “undeclared” (now “exploratory”) students resolved, *Patrick Clark motioned to approve the name change for the School of Graduate and Continuing Studies to Graduate and Online School. The motion was seconded by Jim McDonald, and APPROVED.*

#### **Institutional Certificates of Completion (James will work with Patrick, Mark, and John Allred to craft a new section for SUU’s Catalog)**

This topic was discussed at the Academic Affairs/Student Affairs joint retreat. James will work with Patrick Clarke, Mark Atkinson, and John Allred to develop basic language about these certificates for our catalog. The certificates are a way of providing credit for some on-the-job experience or training, which could count as elective credits toward a degree.

#### **Updates- Assessment and CIG**

James is working with the CETL to develop language and structure for Curriculum Innovation Grants (CIGs). James and Christian Reiner are creating a write up for Deans Council and Faculty Senate to re-energize efforts for program assessment/reporting. Assessment is happening, but it's not yet connected to TracDat. Carl Templin explained that there was a miscommunication in the School of Business. Department Chairs thought they didn't need to put information in TracDat because they have specialized accreditation. James reminded the Council that all program needs to submit assessment data to TracDat for our Northwest accreditation.

#### **Director of IR & Assessment**

##### **Follow up on HERI Faculty Survey: Should we continue to do it?**

Provost Cook displayed the HERI Faculty Survey for 2014. He reminded the Council that, up to this point, we have participated in this survey every three years. The Council needs to determine if SUU should continue to do the survey, and if the survey provides us with any information we don't already know or can't obtain through other means. The long term cost is not high. Christian Reiner recommended that SUU do the HERI survey every six years, and conduct an internal survey every two years focusing on issues that are hotspots.

#### **CUPA & Salary**

It was pointed out in Faculty Senate that the goal of getting faculty to 100% CUPA has been included in previous strategic plans, but is not in the current plan. The Council recommended that a Human Resources representative come to a faculty senate meeting to discuss what CUPA is. Bruce Howard said faculty would like more transparency in how salary is distributed, e.g. – the percent of money that went towards equity based on a specific criteria. James Sage suggested that after salary adjustments are made, each faculty might get a letter about where they stand in relation to CUPA, what CUPA is, and the amount of funding, if there was any, that was used for equity, how much.

#### **Student Success**

Jason Ramirez reminded the Council about the SUU App, available for mobile electronic devices. SUU Student have been working with Parker Grimes to improve the app. It is called “SUU” and so far, has 1900 downloads. Jason encouraged the Council to download the app. LINK (the EAB system) is up and running. LINK is the new SANS, and it's live. If you are running into student problems/concerns, LINK is a good tool to use to make sure that issues get to the right people.

## SUUSA

James Drury reported that SUUSA is trying to encourage students to use the meeting room on the eastern side of the Student Involvement and Leadership office for academic student meetings. If Colleges/School have a need for a smaller space for these types of meetings, they should contact SUUSA. The Student Involvement office is working to make marketing on-campus events easier. There are no longer fees charged to advertise events on the digital board. The SUU App is another way that events can be advertised.

## Faculty Senate

Faculty Senate continues to try and fill spaces on its standing committees. The president-elect of the Senate in conjunction with the Dean of each College is responsible for appointing representatives for each college to each of these committees. Bruce Howard will email the Deans and request representatives for each of the 12 committees. Nathan or Bruce will email deans and ask for suggestions for representatives for committees. Dean Templin recommended that the committees become "Ad Hoc" so they could meet as needed. Bruce asked SGCS and SIEL if they would like to have representatives on the committees. Both Patrick Clarke and Mark Atkinson reported that they would like to have ex-officio roles. The potential campus Ombuds candidate, Dr. Hugh Rode, will present and open forum on September 21 at noon in the Starlight Room. All employees are invited to attend. Faculty Senate is continuing to discuss the best way to provide parking for adjuncts, including the possibility of giving them parking vouchers when they attend Adjunct Training Day.

## IV. Action Items

### New York Times Subscription

As a follow-up to the last Council meeting, Provost Cook asked that a decision be made about if SUU would purchase a subscription to the electronic version of the New York Times. The general sense was that not enough faculty use the New York Times to justify the cost of the yearly subscription. The New York Times is available via the Library, with about a three day lag. James Sage recommended that faculty interested in using the New York Time for their courses, consider applying for a Curriculum Innovation Grant to find an individual subscription. *The council voted not to purchase a university-wide subscription to the New York Times for 2016-17.*

## V. Information/Discussion Items

### SUU Press & Design (Richard Saunders)

Jay Merryweather is working with the Library to bring the SUU Press and Design Center into existence. Beginning the week of September 4<sup>th</sup>, the Center will have a designer on staff that can create brochures, pamphlets, etc. Turn-around time for projects is 1-2 weeks, and the Center can work with customers and Ellen Treanor for anything that goes off-campus. Once a design is received, the customer will only need to send it to a printer.

### Faculty Acknowledgements (Aimee Uchman)

The Provost is continuing the tradition of honoring faculty members during half time at our home football games. A schedule of honorees has been posted to Canvas.

### Fall Forums with President & Provost (Aimee Uchman)

President and Provost will begin their Listening Tour department meetings the week of September 26<sup>th</sup>. A schedule of each department meeting date, time, and location is posted in Canvas.

### Town Hall Meeting- New Business Building (Carl Templin)

Carl notified the Council of a Town Hall Open House meeting on September 22, from 3-5pm in the Brian head Room, to discuss the new business building and to answer any questions. The meeting is open to the public.

## VI. Reports (2 minutes per report)

**Bruce Tebbs:** Bruce asked the Council to remind Faculty that Adjunct & Overload forms for Fall Semester need to be completed as soon as possible. Bruce has only received one teaching-reassignment form. Those forms also need to be turned in immediately. Bruce will send out a summary of Course/Program Fees to those involved. Please respond with a report of your Course/Program Fees by October 14<sup>th</sup>, providing a summary of your program fee account, your proposed expense plan, and any proposed changes to your fees.

**Patrick Clarke:** The Faculty Director of Convocation position is open, and the job has been posted. Danielle Dubrasky will assume the role of the Tanner Center Director.

**Jim McDonald:** The Tanner Center is now housed under HSS, and Danielle Dubrasky is the Director. The Jumpstart trip to Yellowstone was successful, and students shared some powerful reflections on the final evening of the trip. Jim thanked John Taylor for his work planning and overseeing the trip.

**Carl Templin:** The School of Business will hold the Entrepreneurship Speak series every Tuesday at 11:40 in BU 104. The event is open to all.

*A motion for executive session was made by Carl Templin, and seconded by Jim McDonald. The motion was APPROVED.*

*Meeting adjourned at 4:10 pm.*