

Deans' Council Minutes

February 13, 2017 – 1:00-3:30 pm – Charles Hunter Room, HCC

Present: Faye Bordbar (guest), Ellen Treanor (guest), Amanda Utzman (guest), Matt Zufelt, Mary Pearson (proxy for Carl Templin), Shauna Mendini, Jim McDonald, Mike Mower (guest), Eric Freden (proxy for Robert Eves), James Drury, Bruce Howard, Brad Cook, Stephen Allen, James Sage, Mark Atkinson, Matt Nickerson (proxy for Richard Saunders), Shawn Christiansen, Bruce Tebbs, John Allred, Johnny MacLean, Patrick Clarke, Ben Johnson (guest), Kelly Stephens (guest), Julia Anderson, Aimee Uchman.

Absent: John Taylor, Jason Ramirez

Excused: Richard Saunders, Robert Eves

Provost Cook welcomed guests to the meeting. He reported a failed search for a new Dean for the School of Business, and notified the Council that Mary Pearson will be the Interim Dean and Kim Craft will be the Associate Dean.

I. Review of Minutes

Motion to approve minutes from Shauna Mendini. Second by Mark Atkinson. Approved.

II. Visitors/Guests- Information & Discussion Items

Summer Marketing Strategy (Ellen Treanor, Faye Bordbar, Amanda Utzman, Kelly Stephens)

Amanda Utzman reported that the summer strategy group has been working with the Marketing Communication department to come up with new branding and a central message for summer school. Ellen Treanor told the Deans that the summer promotion plan is available to them via Canvas, which includes areas targeted for expansion and ideas to increase growth over last summer. The group surveyed students, and out of 1300 responses, 80% of students indicated that they attend summer semester so they can graduate faster. Marketing Communication is creating summer promotional videos, will post in the MySUU portal, and launch a social media campaign. Concerns remain about guaranteed courses. Amanda can notify departments of summer enrollment at the department's request. Kelly Stephens told the Council that if Advising has a core set of classes they know will be guaranteed for each summer, they'll advise more student to enroll.

Space Decisions (Ben Johnson)

Ben Johnson shared some of the upcoming projects for SUU, the largest being the new business building. Schematic designs are complete and the next step will be design development. A groundbreaking will be in on April 27 in the parking lot in front of the Sharwan Smith building. Demolition of the parking lot will begin after the groundbreaking. The anticipated completion for the new building is December 2018. After the new business building is complete, renovation will begin on the existing business building. Other planned projects include installing the climbing wall in the outdoor recreation center, remodeling a space in the Hunter Conference Center to host convocations staff, and a parking project where Juniper Hall was.

III. Reports

Provost

At the last President's Cabinet meeting, President updated the Cabinet about the current legislative session. Revenues are coming in shorter than projected, and it may be a lean year.

The Deans Retreat will be held on February 22nd at 1pm in the Tradition Room. The Retreat will focus on two objectives: the Academic Strategic Plan and Unit Effectiveness Plans. For the Academic Strategic Plan, there will be follow up on previous assignments, assigning goal owners, and accumulating evidence for goal achievement. The Unit Effectiveness planning will focus on getting information through to deans and chairs about things that relate to student success and efficiencies such as enrollment, retention, and graduation data.

At the last faculty senate meeting, faculty shared concerns about the new scheduling software, Ad Astra, and that they fear their courses planned for fall may not have a space. John Allred explained that the new system kicks out anomalies, so if a faculty member wants to schedule a space for 75 students when the space can only fit 60, the systems will kick back the request. The registrar's office is reaching out to other schools that have implemented Ad

Astra, to find out how they deal with issues or concerns. John Allred is putting together a list of classes that shows how many seats are in each one. If there is other information that would be helpful for him to distribute, please let him know. John Allred said he would be happy to present information about the new system at the next faculty senate meeting. Brad asked the Deans to share this information with department chairs, and have them direct any questions to John Allred.

Associate Provost

Proposal to create "Institutional Certificates" (action item; see memo/posted to Canvas)

This proposal has been approved by all university curriculum committees, and is up for formal approval by the Deans Council. Regent policy R401 allows us to create our own institutional certificates, and NWCCU said if the certificates are under one year or 30 credits hours, we can implement them without their approval. The certificates will allow colleges/schools to offer a credential in response to needs, partnerships, and new ideas. All deans can make use of this model, and could partner with different community agencies. Deans will have the approval authority for certificates in their college/schools. SUU's institutional certificates are distinct from Certificates of Proficiency or Certificates of Completion, and are not eligible for financial aid. James Sage would like to get a report from deans at least once each year with the Institutional certifications that they have created or plan to create.

On request from the Council, James will insert a statement in the "Approval" section of guidelines saying ""if the certificate relies on curriculum that is outside of the dean's college/school, written approval from the other Dean is required."

James will send revised language to the entire council.

University Curriculum & Three Year Program Reviews

James turned the Council's attention to the UJCC and UGCC minutes from February 2nd and 3rd posted to Canvas. Three Year Programs for the following will be submitted to the Board of Trustees, and if approved, will move forward to the Commissioner's office:

- AAS-Professional Pilot (third of three annual reviews)
- Ethnic Studies Minor (recommendation to discontinue program)
- MA in Arts Administration

Jim McDonald and Mark Miller want to discontinue the Ethnic Studies minor. This is an interdisciplinary minor. Provost Cook asked Patrick Clarke if he would be willing to move the minor under SIEL, to see if more interest can be generated. Patrick agreed, and noted that he has several people that would be willing to champion the minor. A request for Discontinuance will not be submitted at this time.

New Administrative Unit: Department of Aviation Sciences (R401)- Mike Mower

SUU's Aviation Science Department is a result of terminating relations with Upper Limit Aviation. The department will reside under the Provost's Office, and Mike Mower, as the executive director of aviation, will report to both Provost Cook and CFO Marvin Dodge. Moving the aviation program to a stand-alone department will provide more room for growth. The department will need to create bylaws, an LRT committee, and a curriculum committee.

SUU is trying to streamline program costs. By this fall 2017, the program will be at capacity, with a 50/50 split between fixed-wing and rotor-wing. We've also partnered with Skywest, and they will help provide incentives to offset the program cost. Skywest wants SUU to provide 200 pilots per year to their company.

The focus of the aviation program is not solely vets anymore, but has expanded to international students and private pay students. SUU will own our 10 aircraft, instead of leasing them from another country. This will help decrease overhead cost.

The R401 was unanimously approved.

AP of International Affairs (Stephen Allen)

Changes to the American Language and Culture Center/ESL- curriculum have been approved by all university levels. Historically, courses were leveled 1-9, but are now 1-6. Fewer international students are coming in with no English skills. For students that don't have any English skills, foundation classes will be available. Most students that come in at level 1 can finish all 6 levels in a calendar year. Many students come in at level 4 or above.

On February 3, SUU issued a press release about the travel ban and inclusivity. The travel ban will not impact any of our students, faculty, or staff, and we don't have students from any of the seven countries that a temporarily banned. SUU will also promote the hashtag #youarewelcomehere.

General Education (James Sage)

The curriculum review process for fall 2016 is complete. The GE workgroup met and considered 26 of the 30 courses for spring 2017 review, and is developing a written report with recommendations. The remaining 4 courses will be examined at the next workgroup meeting. Assessment data is still being collected in Canvas. James will provide a written update on General Education as part of SUU's Mid-Cycle Review report to NWCCU, outlining what we have done in General Education since 2016.

Faculty Senate (Bruce Howard)

The Senate committee continues to work through the LRT policy. Possible changes to policy may include changing "collegiality" to "engagement" to better integrate engaged/interdisciplinary teaching and learning into our LRT policy.

Faculty continue to be concerned with salaries. Provost Cook told the Council that an institutional committee has been established, with members from faculty senate, the staff association, and HR to evaluate salary options, and if CUPA is the right measuring tool for SUU. The Human Resources Strategic Plan will include information about salaries and our approaches to them over time.

IV. Information/Discussion Items

Policy 5.52: Intellectual Property (Richard Saunders)

Eric Freden shared the following comments and concerns from faculty in the College of Science and Engineering:

- Clarification on copyright section: "Or developed with significant use or developed with the significant use of the University's facilities, services, or equipment shall be considered the University's intellectual property". The previous policy defined what minimal support meant, and what substantial support meant. This policy doesn't seem to include that distinction.
- Faculty in the science department expressed concerns about the section that reads: "Unless otherwise stated in the award contract, any grant will be regarded as belonging to the University and not to a specific Creator, and will generally constitute "substantial sponsorship."
- The draft policy strikes out the old forms, but doesn't not supply new ones. The template for an agreement should be an integral part of the new policy

The Council shared the following comments:

- The proposed policy dictates that you must sign an agreement before you begin a project. Sometimes you don't know what the parameters of a project are until you begin.
- The proposed policy states "*Faculty and staff are responsible to know the various limitations involved in using copyrighted material in an instructional setting, without first obtaining proper permission to do so, under the "Fair Use Doctrine"* If this is the case, shouldn't training be provided for all faculty and staff about liability and fair use?"

Matt Nickerson requested that these comments and concerns be sent to Richard Saunders for further clarification.

Time Conflict Form (Robert Eves, John Allred)

Because Robert Eves was not able to attend this meeting, this agenda item will be held for the next Deans Council (Large Group) meeting.

Dean's List Letters (John Allred)

In the past few years, there has been confusion about how student on the Dean's list will receive notification. Initially, the Registrar's office would send out printed letters to students. Then the process changed to the Registrar's office sending a list to each Dean, with the Dean having to option to print and send letters. The

Registrar's office is now willing to send an electronic letter to students telling them they made the Dean's list. If Deans would like to have their student's notified in this manner, they should let John Allred know. Otherwise, Deans can still access the list of Dean's List students in their college/school through Argos, and can print and mail letters. Jayci Bash asked the Dean to notify students on the list that the wall of honor in the student center is under construction, and Jayci is looking for a more inclusive way to honor students.

EAB Presentations: February 23-24, 2017 (see Jared's memo, the attached "white paper," and a complete schedule of events / all 3 are posted to Canvas)

Please invite your Associate Deans and Department Chairs to attend these two specific sessions
Brad asked deans to free up their schedule and also include their department chairs.

Commencement Awards

BOT Award of Excellence: Complete applications are due Feb 17th. They must include nomination letter, CV, and letter of support from the nominees VP.

Inclusion and Diversity Awards: The Provost established these awards this year. Three will be given:

- Outstanding Educator for Inclusion & Diversity
- Distinguished Staff for Inclusion & Diversity
- Distinguished Educator for Inclusion & Diversity

University Valedictorian: This will be selected at 2/22 Deans retreat. Bruce Tebbs will provide a spreadsheet with selection information before 2/22.

College/School Valedictorians & Scholar of the Year Nominations: The Thunderbird Awards Committee wants the name of your valedictorians and their contact information by 2/24. College/School valedictorians will, by default, be nominees for the Thunderbird Scholar of the year award.

March Deans Council Meetings

The small group Deans Meeting will take place on March 13th, and the Large Group/Full Council meeting will take place on March 26th. This is a switch from the originally proposed dates.

VI. Reports (2 minutes per report)

James Sage: James reminded the Council that submissions for the CETL Curriculum Innovation Grants are due by February 17th. Catalog updates for the 2017-18 E-catalog are due to James by February 24th. Eric Kirby and Chelsea Buck are making changes to Thunder U for fall 2017, including alterations to the induction ceremony and the bell tower ceremony. Drafts will be distributed in a few months.

Bruce Tebbs: Bruce called the IDEA survey company, and they have not yet set a firm date for when the survey will be offered online only. Those that want to do paper evaluations this year can do so.

Matt Nickerson: The Library is ready to advertise the Open Educational Resources Initiative Librarian Position and will begin doing so the week of February 13th.

Shauna Mendini: The Music department is presenting "All You Need is Love" at the Heritage Center on February 14th.

Motion for Executive session by Dean McDonald, seconded by Mary Pearson. Approved.

Meeting adjourned at 3:42pm