

DEANS' COUNCIL MINUTES

March 27, 2017 – 1:00-3:30 pm – Charles Hunter Room, HCC

Present: Toni Sage, Jason Ramirez, John Allred, Jim McDonald, Richard Saunders, Christian Reiner, Matt Zufelt, Stephen Allen, Leilani Nautu, Amanda Utzman, Mark Atkinson, Carl Templin, Mary Pearson, Julia Anderson, Robert Eves, Bruce Howard, James Sage, Shauna Mendini, Patrick Clarke, Brad Cook, Carl Templin, James Drury, Bruce Tebbs, Patricia Keehley, Johnny MacLean, Nathan Barker

I. Review of Minutes

*Richard Saunders motioned to approve the minutes from the February 13th Deans Council. Jim McDonald seconded the motion. **Approved***

Provost Cook reminded the Council about NWCCU visit on April 24-25th. He thanked the NWCCU Planning team for getting the report completed.

II. Visitors/Guests- Information & Discussion Items

Strategic Plan Data Collection (Toni Sage)

Toni Sage informed the Council that the report for NWCCU is complete. During the April visit, the NWCCU will meet with select groups of people- there will not be any open forums. EDGE and Student Affairs Career Center will both be highlighted as exemplar programs. One of the recommendations from our last NWCCU visit was to provide a threshold of achievements for each of our goals. A document for the report has been posted in Canvas, available to the whole Council, and Toni requested that data be filled in for 2016-17 threshold of achievements and any past information. Toni sent an email out a month ago requesting information. Brad encouraged goal owners to submit information to Toni or put it directly into the spreadsheet.

Office of Community and Academic Enrichment Update (Leilani Nautu, Pat Keehley)

Leilani notified the Council about the new office of Community and Academic Enrichment. Community Education programs are primarily for external community members, and allow SUU to create partnerships and build relationship. Community professional programs allow businesses to come to SUU with a plan for professional development, propose a series of courses, and, working with SUU, students can receive credit for taking those courses. The Golden Thunderbirds program will create summer day excursions geared toward a mature, retirement-age population. The Community on the Go program will create affordable travel adventures led by SUU faculty to build relationships with alumni and our community and raise scholarship money. President Wyatt will lead an excursion to London and Paris in November. Faculty interested in leading an excursion should contact Pat Keehley.

Fall 2017 Thunder U (Chelsea Buck, new student orientation)

Chelsea Buck notified the Council about programming for fall 2017 Thunder U. Move in day will be separate from Thunder U this year, so students have the chance to get settled. Thunder U will run from August 24-26. Chelsea will share a detailed schedule of events with the Deans via email. This year, a new program, Campus-Connect, will be launched. It will provide a way for faculty to connect with students that have similar hobbies. Students will be able to select from 64 different interests. Chelsea will send a list of these interests to the Deans, to be shared with faculty if they'd like to sign up to lead one of the groups.

Summer Proposal (Amanda Utzman)

Amanda told the Council that comprehensive information about the Summer Proposal has been posted to Canvas. According to the survey about summer school, the top two reasons students participate is to graduate early and to have access to more flexible class times. Top reasons student don't attend include cost, inability to use scholarships for tuition, uncertainty about if the course they want to take is available, and lack of housing options. Students would be more likely to enroll if they could use their financial aid in summer, and if more classes were available online. The marketing tagline for summer is

"Accelerate Your Degree." The key strategy includes building a successful catalog of summer courses, to include pledged sections, guaranteed by each department for a four-year period. Provost Cook recommended the following actions:

- complete a formal analysis of extending scholarships to summer semester
- arrange meetings between financial aid, the summer school coordinator, & budget administration to find ways to extend scholarships to summer and how it would impact revenue

III. Reports

Provost

The Board of Regents will meet on March 31st in St. George. SB 238 will be a topic of discussion, which could move approval of new programs and degrees to the Trustees level rather than the Regents level. Given that SUU is a Carnegie Masters II institution, this could open the door to offering some Ph.D. degrees. Concurrent Enrollment participation and the possible rollout of a Common Participation Form for UHSE institutions that offer concurrent enrollment will also be discussed. Matt Zufelt said that data can currently be collected from the form, but there is not an automated way to get it into our systems.

In this session, the Legislature provided \$807,000 in on-going enrollment growth money, \$307,000 in performance-based funding, and funds for a 2% compensation adjustments. SUU compensation committees will meet to determine how we can best use these funds. Compensation decisions will have to be made before the end of April. Brad will ask Marvin Dodge to speak to the Council about this year's budgeting process in a future meeting. Capital requests will be run during the budget period.

We need to decide to what we are going to do with the Testing Center. Brad has been contacted by several math faculty that are concerned about closing the testing center and using the space for something else. If we are going to keep the testing center, we'll need to grow it to make it a better experience for users, and find a sustainable source of budget to keep it running. If the testing center is shut down, summer will be used as a transition period, and the center will not be available for use. Some Councilmembers recommended purchasing Chromebooks or laptops that faculty could checkout and use as a mobile testing lab.

At the Board of Trustees Meeting on 3/24, the R401 to create the new Department of Aviation Sciences, a proposal to create Institutional Certificates, three-year program reviews, and tenure and rank advancements were all approved.

Associate Provost

The draft University Curriculum Committee meetings & catalog dates have been posted to Canvas. The Program Review Schedule has also been posted. If anyone has accreditation deadlines that it would make sense to sync up with the program review cycle, let James know.

The GE Curriculum review for spring 2017 is complete, and a report has been posted to Canvas. James asked the Council to remind faculty to make sure that ELOs and Course Objective are listed separately, so they don't become blended, and that any statements about plagiarism refer to Policy 6.33. As part of the curriculum review, James sent emails to department chairs with a list of suggested questions to engage faculty in conversation.

The CAO IP Video will take place on March 28th. James has contacted those who have items on the Agenda.

AP of International Affairs (Stephen Allen)

International Affairs has created learning abroad services for faculty. Two faculty-led trips were offered during spring break, to London and to Mexico, and both reached capacity. SUU will host the Utah Board of International Educators Conference in April, and many of the presenters will be from SUU/international affairs.

Student Success (Jason Ramirez)

Jason is making headway on Policy 6.33 – Academic Integrity, and is now focusing on creating an Extended Absence Accommodations policy and creating a process. Important upcoming events include: SUUSA Inauguration: 4/14 at 6pm; Thunderbird Awards: 4/15 at 5:30pm; SUU Outdoor Retail Location Grand Opening: April 7th.

Faculty Senate (Bruce Howard)

Bruce reported that because the 4th pillar of evaluation (engagement) he has proposed for the LRT policy was denied, the next step for the policy is to incorporate language from that pillar into the existing pillars. The primary reasons for not approving “engagement” as a pillar included the fear that it might increase workload and that evaluation of it would be too subjective. Senate continues to work on the policy governing Family Medical Leave. Proposed language has been added that would make the department chair responsible for covering the schedule of any faculty member on extended medical leave.

Faculty Senate will need to replace several senators, including 1 from Business, 3 from Humanities and Social Sciences, and 1 from Performing and Visual Arts. Senate is still working to finalize the Ombudsman position. Bruce told the Council that this is his last official Deans Council meeting, and that the Faculty Senate gavel will be passed to Nathan Barker at the April Senate meeting.

IV. Action Items

Eccles Student Scholarships: Posted to Canvas (Aimee Uchman)

Aimee told the Deans that the Eccles Foundation notified Janet Borg that they will donate \$45,000 in funds for Eccles Student Scholarships, as they did last year. She reminded the Council of the guidelines for awarding scholarships, and asked the Deans to email Janet Borg the information for the student(s) each college/school selected as scholarship recipient.

In previous years, the scholarship funds have been divided into 8 equal scholarships, to be awarded as follows:

- College of Science & Engineering: 2 scholarships
- College of Humanities & Social Sciences: 2 scholarships
- College of Education: 1 scholarship
- College of Performing & Visual Arts: 1 scholarship
- School of Business: 1 scholarship
- Honors Program: 1 scholarship

The Council has the option to split the total amount into 8 equal scholarship, with each scholarship at \$5625, or to award each scholarship at \$4,500 and have a total of 10 scholarships to be distributed among colleges/schools.

Dean Templin motioned to create 2 additional scholarships, for a total of 10 scholarships at \$4500 each. The motion died for lack of a second.

*Dean Eves motioned that the scholarship funds be divided into 8 equal scholarships, at \$5625 each. The motion was seconded by Dean Templin. **Approved.***

Funds will be awarded into 8 scholarship, as written above, for \$5625 per scholarship.

V. Information/Discussion Items

Graduate Online Profit Share Model (Mark Atkinson/Bruce Tebbs)

The Graduate Online Profit Share model, has been approved by President’s Cabinet and President’s Council, would provide an opportunity for budget-related graduate program to get tuition dollars fed back into their programs. The Model, which was posted to Canvas, has three tiers. The intent is to incentivize

departments for greater online growth in the graduate department. Programs could earn up to 7% of online tuition. Data collection will begin July 1, 2017, with funds first awarded in FY 2019.

VI. Reports (2 minutes per report)

Richard Saunders: A Draft of Policy 5.52- Intellectual Property, was reviewed by President's Cabinet and will go to Faculty Senate and the Staff Association for further review. A more substantial version of the policy will be distributed later this summer or in early fall.

Julia Anderson: SPARC is putting together an S-STEM proposal. They hope to run another Bootcamp for Grants on May 5th. Julia will send a notice about the Bootcamp once it is confirmed.

Patrick Clarke: All council members are invited to attend the EDGE Showcase recognition event. If you'd like to attend, please RSVP to Tasha Seegmiller. SIEL is undergoing a program review, and will have an external team of evaluators on campus April 10th-11th. If you'd like to participate in any way, please contact Patrick.

Mark Atkinson: The Graduate & Online School and School of Integrated and Engaged Learning are having a combined graduation convocation. It will take place at 3pm in the Randall Theatre on Friday, April 28.

Matt Zufelt: Our Aviation department hangars are now linked in to campus high-speed internet. SUU has moved our Banner system into the Cloud. We are the first system in the state to do so. Dual-Factor Authentication has been successfully rolled out to employees, and is now being extended to student workers that have access to sensitive data.

Robert Eves: Robert asked the Council to notify faculty in their colleges/schools to make themselves familiar with our scheduling policy. Now that we have scheduling software, it is important that we are all following the same guidelines. If the policy no longer fits our needs, we should update it.

Shawn Christiansen: The College of Education has banners placed on campus and has distributed T-shirts to try and recruit students to become Education majors. The Utah Council of Deans has paid for a billboard. The College of Education is fundraising for the Sorenson Legacy Foundation for the Arts Center. Donations can be made through the Advancement website.

Bruce Howard: Bruce told the Council that this will be his last meeting as Faculty Senate, and that Nathan Barker will attend any additional meetings before the semester ends. He thanked the Council for all that he has learned.

Aimee Uchman: The Festival of Excellence is on April 4th, and will begin with a keynote at 4pm on April 3rd.

Motion for executive session by Carl Templin, seconded by Richard Saunders. Approved.

Meeting adjourned at 4:11 pm.

UNDERGRADUATE CURRICULUM COMMITTEE MEETING

April 20, 2017

3:00 pm, OM 106 Conference Room

AGENDA

Present: John Allred, David Berri, Nathan Barker, Jeb Branin, D’Mia Lamar, Brian Ludlow, Paula Mitchell, David Phillips, James Sage, Kelly Stephens, Brian Swanson, Ravi Roy, Matt Roberts, John Taylor, and Bonny Rayburn.

Minutes: Meeting minutes from February 2, 2017 UCC meeting. Approved unanimously.

CONSENT ITEMS

COSE

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
MUSC 3350	Opus	1	Title – Opus Chamber Choir Course Description	Fall 2017	Approved Unanimously

COEHD

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
EDRG 3520	Foundations of Teaching Reading in Elementary Schools	3	Enrollment Considerations – None??? Prerequisites - None	Fall 2017	Double-check that they want to remove all prerequisites and that they want to remove all enrollment considerations. Approved Unanimously
ORPT 1355	Scuba 2	1	Title & Prefix – Change to ORPT 1351	Fall 2017	Approved Unanimously
PE 1090	Circuit Weight Training	1	Title & Prefix – PE 1088 Fitness Center	Fall 2017	Approved Unanimously
PE 1401	Self-Defense	1	Title & Prefix – PE 1400	Fall 2017	PE 1400 is a number that was used a long time ago. If they don’t mind, it can be used again now. It just won’t map specifically to Self-Defense. Approved Unanimously
SCED	Practicum/Induction	2	Title & Prefix – SCED 4880 Student	Fall 2017	Clarification needed on the

4520	Seminar		Teaching Induction/Seminar Course Description Co-requisites – SCED 4980 or SPED 4981 Consolidations (with course below)		consolidation. Approved Unanimously
SPED 4185	Practicum/Induction Seminar	2	Title & Prefix – Change to ELED 4880 or SCED 4880 Student Teaching Induction/Seminar Course Description Consolidations (with course above)	Fall 2017	Approved Unanimously

HSS

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
ENGL 2010	Intermediate Writing	3	Prerequisites – At least a C- in ENGL 1010. (Students with ACT English scores below 29 are required to take ENGL 1010 before enrolling in ENGL 2010)	Spring 2018	Approved Unanimously
ENGL 2200	Literature and Culture	3	Course Description	Fall 2017 (okay)	Approved Unanimously
ENGL 4970	Literary Journal Editing	2 Fall 1 Spring	Prerequisites – ENGL 3010, ENGL 3030, and ENGL 3040, or instructor's permission Enrollment Considerations – Include English/Creative Writing, English Education/Creative Writing Composite majors Course Descriptions Method of Grading – change to Graded	Fall 2017	Approved Unanimously
FREN 3512	History & Culture of Modern France	3	Prerequisites – FREN 2020 or the equivalent	Fall 2017 (okay)	Approved Unanimously
GERM 3520	History of Languages	3	Delete	Fall 2017 (okay)	Approved Unanimously
SPAN 4512	Language Acquisition	3	Delete	Fall 2017 (okay)	Approved Unanimously

LIB

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
LM 3170	Technology for Library Media Teachers	3	Prerequisites – LM 3100 (can be concurrent)	Fall 2017	Approved Unanimously
LM 4160	Library Computer & Reference Skills	3	Prerequisites – LM 3100 (can be concurrent)	Fall 2017	Approved Unanimously
LM 4190	Managing a Media Center	3	Prerequisites – LM 3100 (can be concurrent)	Fall 2017	Approved Unanimously
LM 4200	Library Technical Services	3	Prerequisites – LM 3100 (can be concurrent)	Fall 2017	Approved Unanimously

SUBSTANTIVE ITEMS**HSS**

Prefix	Course Title	Credits	Change Requested		Notes/Action	
ENGL 4150	Topics in Cinema: [Topic]	3	New Course	Spring 2018	Approved Unanimously	
FREN 3100	Conversation through Film	3	New Course	Same sample syllabus provided for all three new courses (3100)	Spring 2018	Approved Unanimously
GERM 3100	Conversation through Film	3	New Course		Spring 2018	Approved Unanimously
SPAN 3100	Conversation through Film	3	New Course		Spring 2018	Approved Unanimously
PSY 2370	Intro Psychology of Gender	3	Course Level – Change to PSY 3250	Fall 2017	Note: the German Minor paperwork stapled to the back of PSY 2370 paperwork. Approved Unanimously	

PVA

Prefix	Course Title	Credits	Change Requested		Notes/Action
MUSC 3340	SUU Women's Choir	1	Title Change – Luminosa Women's Choir Description Contact Hours – Change to 2 1	Fall 2017	Clarify the Contact hours. Approved Unanimously

SIEL

Prefix	Course Title	Credits	Change Requested		Notes/Action
INTG 1000	Integrated Workflow Solutions	4	New Course	Fall 2017	Clarify: Lecture / Lab Graded 4 Credit Hours Not approved as Gen Ed Course Approved – 3 yes, 2 no, 0 abstentions
UNIV 1057	Student-Athlete College Success	1	New Course	Fall 2017	This course claims that “Faculty and staff are the primary resource that will drive the success of this course” but NO faculty are listed on the schedule. Also, on the form it is claimed that six (6) ELOs will be taught and assessed. At least two key problems with this: A – These ELOs are listed using the same TITLES as the official ELOs, but none of these are the actual ELOs (they are all abbreviated versions of the official ELOs). This is incredibly confusing and should be corrected. B – Attempting to teach six ELOs (even at an introductory level) in a single 1-credit class is completely unrealistic (especially since absolutely no faculty will be involved with this course). Revise ELO section. Approved Unanimously

DEGREE/PROGRAM ITEMS

COSE

Degree/Program	Change Requested		Notes/Action
Engineering Technology Composite – CAD/CAM Architectural/Civil Design, B.A.	Remove HSS 1120 as a required General Education course for all six (6) degree programs. Note: same Memo for all six (6) degree program changes.	Fall 2017	Approved Unanimously
Engineering Technology Composite – CAD/CAM Architectural/Civil Design, B.S.		Fall 2017	Approved Unanimously
Engineering Technology Composite – CAD/CAM Emphasis, B.A.		Fall 2017	Approved Unanimously
Engineering Technology Composite – CAD/CAM Emphasis, B.S.		Fall 2017	Approved Unanimously
Engineering Technology Composite – Electronics Emphasis, B.A.		Fall 2017	Approved Unanimously
Engineering Technology Composite – Electronics Emphasis, B.S.		Fall 2017	Approved Unanimously
R401- Mechanical Engineering BS		Fall 2018	Approved Unanimously

COEHD

Degree/Program	Change Requested		Notes/Action
EESL Endorsement (currently: English as a Second Language Specialization)	Name change to “EESL Endorsement” Remove EESL 4300 Add ELED 3400/4300 or SCED 4300	Fall 2017	Catalog mark-up includes new text as being crossed-out (this is confusing). Also, the Memo indicates that ELED 4300 or SCED 3400 are to be added. But the confusing Catalog mark-up language indicates that ELED 3400 or SCED 3400 are to be added. This is inconsistent – the Memo says one thing (4300) and the Catalog mark-up says

			something different (3400). Clarification needed. Approved Unanimously
R401 – Name Change and Program Re-structure: AAS Early Childhood Development	Name change to: “AAS in Child and Family Services” Create two emphases: Early Childhood Development and Family Services	Fall 2017	Re-submission from February 2017. Approved Unanimously

HSS

Degree/Program	Change Requested		Notes/Action
French Minor	Revisions: <u>include</u> FREN 2010+2020 in the Minor (8 credits); re-structure remaining requirements (4 upper-division FREN courses (12 credits) in two additional areas (Culture, Literature).	Fall 2017	Approved Unanimously
German Minor	Revisions: <u>include</u> GERM 2010+2020 in the Minor (8 credits); re-structure remaining requirements (4 upper-division GERM courses).		Approved Unanimously
R401 Abbreviated Template – Global Studies Minor	Creation of new Global Studies Minor	Spring 2018	Edge course is a lower division course. Approved Unanimously

PVA

Degree/Program	Change Requested		Notes/Action
Music - BM, BMed, BA (3 degree programs)	Eliminate Women’s Choir (MUSC 3340) as a major ensemble and replace it with Opus (MUSC 3350)	Fall 2017	Approved Unanimously

AVIATION

Degree/Program	Change Requested		Notes/Action
R401 – BA/BS in Aviation	New bachelors of science degree in Aviation (building on existing AAS in Aviation)	Spring 2018	MATH 1010 is not a Gen Ed course. Approved Unanimously

Other

- Memo – BIOL 4920 XCON Type – **Noted and approved.**
- Memo – SWATC Articulation Agreements (new AAS in General Studies with specialty in Integrated Health Sciences) **Approved Unanimously**

Adjourn – Meeting was adjourned at 5:00 p.m.

GRADUATE CURRICULUM COMMITTEE MEETING

April 21, 2017

3:00 pm, Charles Hunter Room, Hunter Conference Center

MINUTES

CONSENT ITEMS

LIB

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
LM 6160	Library Computer & Reference Skills	3	Prerequisites – LM 6100 (can be concurrent)	Fall 2017	Approved.
LM 6170	Technology for Library Media Teachers	3	Prerequisites – LM 6100 (can be concurrent)	Fall 2017	Approved.
LM 6190	Managing a Media Center	3	Prerequisites – LM 6100 (can be concurrent)	Fall 2017	Approved.
LM 6200	Library Technical Services	3	Prerequisites – LM 6100 (can be concurrent)	Fall 2017	Approved.

GOS

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
GOSC 6303	Methods & Materials for Teaching Biological Science	3	Title – Methods & Materials for Teaching Secondary Science Course Description	Fall 2017	Approved.
SGCS GOSC 6660	Nevada School Law	1	Method of Grading – Pass / Fail	Summer 2017	Approved. Contact hours should be 1 instead of 15
SGCS GOSC 6661	Nevada Constitution	1	Method of Grading – Pass / Fail	Summer 2017	Approved. Contact hours should be 1 instead of 15
SGCS GOSC 6662	U.S. Constitution	1	Method of Grading – Pass / Fail	Summer 2017	Approved. Contact hours should be 1 instead of 15

SUBSTANTIVE ITEMS

GOS

Prefix	Course Title	Credits	Change Requested		Notes/Action
GOSC 5660	Nevada School Law	1	New Course	Summer 2017	Approved. Contact hours should be 1 instead of 3
GOSC 5661	Nevada Constitution	1	New Course	Summer 2017	Approved. Contact hours should be 1 instead of 3
GOSC 5662	U.S. Constitution	1	New Course	Summer 2017	Approved.
GOSC 6400	CHARCS & Needs of GATE Pupils	3	New Course	Summer 2017	Approved. Contact Hours should be 3 instead of 45
GOSC 6401	ASMT of GATE & PGM for Such Pupils	3	New Course	Summer 2017	Approved. Contact Hours should be 3 instead of 45
GOSC 6402	Curriculum in Content Areas for GATE Pupils	3	New Course	Summer 2017	Approved. Contact Hours should be 3 instead of 45
GOSC 6403	Methodology & Strategies for Teaching GATE Pupils	3	New Course	Summer 2017	Approved. Contact Hours should be 3 instead of 45