

Deans Council Minutes

April 24, 2017 – 1:00-3:30 pm – Charles Hunter Room, HCC

Present: Shane Flanigan (guest), Karl Stevens (guest), Eric Kirby (guest), Kim Craft, Patrick Clarke, Johnny MacLean, Matt Nickerson, Jim McDonald, Shauna Mendini, Matt Zufelt, Rick Brown (guest), Brad Cook, Nathan Barker, Stephen Allen, Robert Eves, James Sage, Jason Ramirez, Shawn Christiansen, Bruce Tebbs, Christian Reiner, Suzette Bulloch (proxy for Julia Anderson), Steve Meredith, Mark Atkinson, Aimee Uchman

Excused: James Drury, Richard Saunders

I. Review of Minutes

Motion to approve minutes from Jim McDonald, seconded by Shauna Mendini. APPROVED

II. Visitors/Guests- Information & Discussion Items

After Hours Lab Access (Rick Brown)

Chief Brown distributed handouts to the Council with current building hours listed. He has received numerous requests for after-hours access for some buildings with lab spaces. Chief Brown met with the Risk Management committee and scheduling. Both proposed that either the students leave the buildings when they are scheduled to close, or that students requesting access have approval from their Dean, have access on their student card, and submit their name, T# and room access request to the SUU Police. Chief Brown created an after-hours pass request form, which requires a signature from the Department Chair or Dean. Shauna Mendini explained that many students requesting after-hours access are from CPVA, for students that need access to large instruments or to rehearsal space. Shauna said the current system works well for her students. Anyone with comments or concerns on this topic can email them to Chief Rick Brown.

Full Classes for Freshman-Fall 2017 (Eric Kirby)

Eric passed out a document with enrollment and registration data. More students are returning fall semester than in previous years. He reported that 411 more students have paid their commitment fees than this time last year. He summarized the registration process for incoming students, and distributed a handout with this information. Eric would be glad to attend any department or faculty meeting to discuss this process. If a student has 29 concurrent enrollment credits or less, or fewer than 12 transfer credits, a student success advisor will help them register for the first semester the student attends. This will not take place every semester. The students are provided with training so they can register in future semesters. Any students with 30 or more concurrent credits or 13 or more transfer credits are responsible for registering themselves.

Eric shared a list of almost full courses that need more sections. These are courses freshman need so student success advisors can continue with registration this summer. Many of the listed courses can count toward one or more requirements, or can be carried over into multiple majors. Bruce Tebbs said some of these courses have really small sections, and can only accommodate 25 students per-class. Eric and Academic Advising will continue to update the Council on the status of full or almost full courses.

Graduate & Online School Faculty Video Support (Karl Stevens & Shane Flanigan)

To optimize learning experiences for online students, the Graduate & Online School (GOS) is offering faculty the opportunity to come to a small recording studio to make 5-7 minute video vignettes that could be posted to Canvas. These could include a formalized introduction to a course or modules of the course. The recording space will be in the Hunter Conference Center. The space will include access to a high quality camera and professional lighting and sound. GOS hopes to have the space up and running by the beginning of July. Shane Flanigan requested the Council tell their faculty about this opportunity. Provost Cook requested GOS work with the Faculty Center/CETL to get this information out to faculty. Karl Stevens will also include a notice in the campus bulletin. Bruce Tebbs recommended allowing students to

use this tool for their EDGE projects. Jason Ramirez recommended working with SUUSA to ensure that students are aware of the program, and willing to allow the use of technology student fees for this project.

CAST Progress Report (Johnny MacLean)

CAST is an organization of Faculty and Staff that provide a support network for student's mental health. CAST offered seven (7) different types of trainings multiple times throughout the year. All trainings will be offered again the week of May 8-12. All of the CAST programs are in partnership with CAPS. CAST is also building a partnership with the ACES.

2017 Festival of Excellence (Johnny MacLean)

Festival of Excellence went well in 2017. There were 319 presentations this year, which was equal to last year. The Festival hopes to increase the level of excellence in presentations, which may decrease the number of shorter term, class project presentations. Most presentations were oral. The same post-event survey used last year was used again this year. The Committee has implemented changes based on that feedback. This year, the Festival Advisory Committee asked the ACES to go to each department and encourage them to include Festival of Excellence in their courses. Working to create faculty buy-in is a continuous process for the Festival.

Fall 2017 Semester in the Parks (Johnny MacLean)

Johnny reported on Semester in the Parks for fall semester 2017. The program provides students with the opportunity to receive 18 credits total, 17 of which are GE. There are 11 students enrolled, with the hope to increase enrollment to 15 or 16 students. The Semester will be based out of Bryce Canyon/Ruby's Inn, with courses taking place at the High Plateau Institute. Students will engage in three (3) service-learning projects, and each course will include various parts of service-learning projects.

CETL- Spring Professional Development Week (Johnny MacLean)

Professional Development Week, through the CETL, will take place May 8-11 for faculty that weren't able to attend previous sessions. This training will close the loop to the Pedagogies of Belonging Initiative, which included the Whistling Vivaldi reading group and creation of the Award of Excellence for Diversity and Inclusion. The week will include trainings that have been provided throughout the year. The SPARC grant writing workshop will begin on May 5, and an RSVP is required. Around 22 faculty have applied for Curriculum Innovation Grants (CIGS.) The Provost's office will distribute a copy of the week's event to all faculty. Provost Cook will gather the Deans and Department Chairs in May to discuss Unit Effectiveness Plans.

III. Reports

Provost

SUU is hosting the NWCCU Evaluators on campus April 24-25. Provost Cook thanked the planning committee for preparing documentation for the mid-cycle review. This is a formative evaluation to help SUU prepare for the next full evaluation/seven-year review. Shauna Mendini will serve as the Academic Committee Chair, replacing Carl Templin, who is retiring. An executive search firm will be used to procure candidates for the Dean of Business and the Dean of Humanities and Social Sciences. The firms will come to campus and meet with various constituents to craft a job description, and will then procure candidates. The Jumpstart Program is moving from the Provost's Office to SIEL. It aligns well with SIEL interdisciplinarity.

SUU has committees on three levels that deal with compensation: a staff committee, a faculty committee, and a university committee. The President and Marvin Dodge congregated these committees to discuss the 2% for compensation allocated to SUU by the state, and how it should be distributed. These committees determined that 1% should be distributed across the board for cost of living, and the other 1% should be used for retention and equity. Decisions about equity and retention must be made by May 15th. Deans will work with department chairs to determine how compensation moves forward. The faculty

committee emphasized the importance of communication about compensation, and would like to know how compensation funds are going to be used, e.g., if they are to meet equity challenges or to address CUPA gaps. The University is carving out an additional 1% to address “hotspots” such as areas with high turnover rates, smaller applicant pools because of compensation, and gender imbalances. Compensation letters will be distributed to SUU Employees by May 31. SUU is looking at a broader campus strategy for long-term compensation management, and trying to determine if CUPA continues to be the best benchmark.

Associate Provost

Associate Provost James Sage notified the Council that minutes from the UUCS and UGCC curriculum committee meetings are posted to Canvas. The SUU/SWATC Articulation Agreement has been updated, and includes an AAS in Technology with a specialization in Integrated Health Sciences. This agreement will allow students to get their AAS at SUU and then partner with Utah State University and SWATC. SUU did not commit to holding special seats for students that participate in this program. Students will compete for seats like other SUU students. James updated the Council on the status of four R-401s that are underway. The Aviation B.S., modifications to the Early Childhood Development A.A.S (Name change and creation of 2 emphasis), the Mechanical Engineering B.S., and the Global Studies Minor will all appear on the Trustees agenda for the April 27th meeting. Changes to the Early Childhood Development A.A.S. and the Global Studies minor have been submitted to the Commissioner's Office. The transition of authority for approval of programs from the Regents to the Board of Trustees will take place this summer. James will be in contact with Deans and other relevant people for Curriculum and GE Committee members to replace those that are cycling off.

General Education (James Sage)

It's been a productive year for general education. GE workgroups were formulated to explore assessment, curriculum, and the development of resources. Two semesters of curriculum review for GE were completed, and a new GE course, ORPT 2040, was approved. Assessment data is still being collected through Canvas, and the dashboards developed by Christian Reiner have been very helpful for the committee to consider participation rates for faculty as well as student achievement of learning outcomes. Web resources for GE have also been updated. The second annual GE Academy will be held in fall, likely the week of August 14. James will release a draft copy of welcome week events in the next few weeks. Faculty Welcome Week will occur August 21-25.

Faculty Senate

Nathan Barker, president of Faculty Senate for academic year 2017-18, told the Council that various faculty have approached him with questions about what it means to have Tenure at SUU, and if faculty employment could still be terminated after tenure is awarded. Provost Cook explained that tenured faculty are held to the same rules as all employees, particularly as they pertain to Title IX, fraud, and falsification of information. Tenure is intended to allow faculty to have academic freedom to work toward the social good. Tenured faculty are entitled to a review from a committee of their peers for any misconduct issues.

V. Action Items

PP5.22 Disclosure of Financial Interests Related to Federally Sponsored Projects (New Policy--James Sage, Julia Anderson)

SUU's faculty have been successful in receiving National Science Foundation (NSF) sub-awards and recent feedback has indicated that SUU faculty are ready to apply for NSF grants directly. To be eligible to apply for NSF grants as the primary institution, SUU must have a robust Conflict of Interest policy that includes a regular disclosure of financial interests, so this new policy has been developed by SPARC in order to comply with NSF requirements.

With no objections from Deans Council, James will forward this policy along to President's Cabinet.

Eccles Student Scholarships: Awarding Surplus Funds from Previous Years (Aimee Uchman)

Daniel Bishoff (Advancement) contacted Aimee and requested that the Dean's Council award \$21,500 in surplus funds from the Eccles Student Scholarships that have accumulated over the past few years. The Council could decide to add these funds to scholarship amounts allocated for this year (bringing those scholarships up to \$8312.50), or split the surplus funds equally into 8 new scholarships of \$2687.50. Carl Templin expressed concern that this might be considered splitting a larger scholarship up into smaller amounts. Aimee said that this was a one-time situation that would likely not happen again, and that advancement would report the distribution of these surplus funds to the donor.

Robert Eves proposed that 8 additional scholarships be offered at \$2687.50, to be distributed by the same model that the annual Eccles Student Scholarships are awarded. The motion was seconded by Jim McDonald, and was approved, with one opposing vote.

VI. Information/Discussion Items

President's Leadership Academy (Shauna Mendini)

The President's Leadership Academy concept originated with President's Cabinet. The academy will accommodate up to 30 people, and will focus on personal leadership development, leadership of groups and teams, and institutional knowledge and context. All members of the Cabinet will present as part of this academy, as well as faculty and staff. Nominations & applications are due by July 1st. Further information about the academy is available on the President's office website.

First Year Seminar (Patrick Clarke)

Patrick held a conception/vision meeting for the first year seminar, including Jim McDonald, Grant Corser, Jeb Branin, and Johnny MacLean. Anne Diekema and Todd Petersen also participated. The group will begin working in June and hopes to have information ready to present by fall 2018. If the Council has recommendations for others that should be included, please contact Patrick.

Concurrent Enrollment Leadership Changes (Patrick Clarke)

Leilani Nautu, who previously oversaw Concurrent Enrollment, will be shifting to the College of Education. SIEL has hired a young professional, Brodee Nelson, to handle the day-to-day of concurrent enrollment. Lindsay Fullerton will provide oversight for the program and interact with departments and school districts.

Faculty for Community Education Courses (Patrick Clarke)

SIEL met with Alumni & Community Relations, and has decided to put out a call for teachers for community education courses. There is no credit given for these courses. Courses will be in the evenings, after work hours, and will not be for academic credit. Bruce Tebbs explained that faculty teaching these courses would still be subject to the overload policy. Bruce and Patrick will meet with HR to work out further details.

VII. Reports (2 minutes per report)

Carl Templin: The ground-breaking for the new business building will take place on April 27 at 11 a.m.

Patrick Clarke: SIEL is working through the program review process, and had external reviewers on campus a few weeks ago.

Jim McDonald: The new HSS leadership team, with Britt Mace as Interim Dean and Angela Pool-Funai as Interim Associate Dean are actively stepping into their new roles now that spring semester is over.

Shauna Mendini: SUU received the Utah Division of Arts and Museum's Governor Leadership in the Arts Award for organization of the year. CPVA just completed their NASM site evaluation.

Bruce Tebbs: Budget requests are due by May 5th. Bruce has base budgets that will be loaded into the new fiscal year, and he'll send those out to each Dean. Any base budget adjustment requests must be submitted to Bruce by May 10. This is a good time to do any needed reallocations between departments,

and reminded the Council that hourly wages from the E&G funds do not roll forward into the new fiscal year.

Matt Zufelt: A “phish” hit campus on April 26th as part of an IT training exercise. It included a USHE email credential and a thunderbird logo, and mimicked the MySUU portal page. Once users entered their credentials, the phish re-directed them to the MySUU page as if their log in had failed. IT blocked the phishing site so on-campus computers couldn't access it.

Steve Meredith: The Master of Interdisciplinary Studies degree has been approved by the Board of Regents, and awaits NWCCU approval.

Brad Cook: Bill Byrnes will be on campus Thursday and Friday of graduation week. He is officially retiring. Council members will receive an email invitation (from Aimee Uchman) to a dinner honoring Bill, to take place on April 28th at 8:30 p.m. in the Tradition Room.

Motion for executive session by Carl Templin, second by Jim McDonald.

Meeting adjourned at 4:10 pm.