

DEANS COUNCIL MINUTES

Aug. 28, 2017– 1:00-3:30 pm – Charles Hunter Room, HCC

Present: Brad Cook, Britt Mace, Bruce Tebbs, Chris Proctor (guest), Eric Kirby (guest), James Sage, Jamie Orton (guest), John Allred, Johnny MacLean, Keith Bradshaw, Kim Craft, Lynn Vartan (guest), Mark Atkinson, Mary Pearson, Matt Zufelt, Nathan Barker, Parker Hess, Patrick Clarke, Richard Saunders, Robert Eves, Shauna Mendini, Shawn Christiansen, Stephen Allen, Steve Barney (guest), Aimee Uchman

Excused: Jason Ramirez

I. Review of Minutes

Motion to approve minutes from the April 24, 2017 meeting by Shauna Mendini. Seconded by Richard Saunders. APPROVED.

II. Visitors/Guests- Information & Discussion Items

Convocations/APEX, Eccles Speaker Approval, Eccles Scholars Selection (Lynn Vartan)

Lynn Vartan notified the Council that Convocations went through a re-brand this summer, and is now APEX Events. APEX stands for Ask, Ponder, and Educate, and "X" represents the variable, which changes from week to week. Speakers have been booked through April 2018. APEX will collaborate with a variety of campus groups throughout the year, including the Hispanic Center, the Tanner Center, the Helen Foster Snow scholar program, and Festival of Excellence. APEX will take place every week on Thursday, and will include local talent. A schedule of events is available <https://www.suuapex.com/>

Lynn would like to remodel the Eccles Visiting Scholar program to include more input from the Deans. Beginning in 2018, Lynn will approach a 2-3 of the colleges/schools to request who they would like to bring to campus as an Eccles Visiting Scholar, and how they would like to be involved in the process.

Proposed changes to Policy 6.31- Academic Standards (Chris Proctor)

Chris Proctor presented proposed changes to the Academic Standards policy. Text has been eliminated that specifies terms and how committee members are appointed and has been replaced with general language noting that a minimum of eight representatives, to come from Admissions, Registrar's Office, Academic Advising, Faculty, and students should comprise the committee.

Richard Saunders recommended changing Section III- A. 1. from "the committee membership should include" to "the committee membership includes."

Proposed changes to Policy 6.5 - Undergraduate Admissions (Chris Proctor)

Chris summarized proposed changes to Policy 6.5. Text specific to international students or graduate admissions has been removed. Language has been added about Early Admissions Students and Home School students, because SUU is seeing an increase in both. Phrasing has been included to specify that transfer students are those who have attended another college or university after high school graduation, and that high school seniors can take classes on campus as Early College concurrent enrollment students. High School Equivalency Test/HiSET (a College Board GE equivalency accepted in most states) scores have been added to policy language.

Proposed new policy: Policy 6.16 - International Admissions (Jamie Orton)

Jamie Orton presented Policy 6.16- International Admissions. The policy follows the structure of 6.5- Undergraduate Admissions, but is specific to international students, and includes information required by immigration and the federal government for international students. The policy explains that graduate students will still need to meet admissions requirements for specific programs. Includes what immigration and the federal government requires of international students.

Update on First Year Seminar Development (Patrick Clarke, Eric Kirby, Shauna Mendini, Nathan Barker)

Patrick Clarke distributed a one-page handout with update on the status of the First Year Seminar. One of the seminar goals is to create an experience that integrates student success initiatives and existing graduation requirements into a common learning experience for students. The program would repackage existing credits to present information at strategic times for students rather than trying to fit all the information into a single semester. The seminar is a cooperative project between Student Affairs and Academic Affairs. A proposed model for the seminar includes a four-part process: onboarding (pre-semester events), first semester, sophomore year experience, and project-based learning completion. When the seminar structure is solidified, a curriculum design team will assemble course details.

James Sage asked if the seminar structure and content would be altered if SUU faced expanding enrollments and tight faculty resources. Patrick explained that much of the content could be delivered digitally, with face-to-face touchpoints throughout the semester. TAVI groups and advisors could also assist with the program and courses. Patrick invited any Councilmembers interested in attend the next seminar development committee meeting, taking place on September 8, to contact him. Provost Cook thanked the seminar development committee for their work assembling this information

LRT Revision Work Group (Johnny MacLean, Steve Barney)

Provost Cook explained that SUU is in the third year of examining our LRT process and outlining how we can better align it with our institutional values and mission. He asked Johnny MacLean and Steve Barney to co-chair the committee for this initiative. Steve Barney said the committee would work to realign the LRT policy with the role of the University and solidify the values that espouse us. The taskforce will meet weekly. An initial goal for the work group is to obtain as much input from as many different advisory bodies on campus as possible. The group aims to present a finalized version of the policy to faculty by the end of the year. Johnny and Steve will meet weekly and task force will meet weekly.

Provost Cook thanked James Sage for being an architect of this idea and for his organizational skills in helping to determine which parts of this process need to be revised first.

III. Updates

Provost's Report

Provost Brad Cook welcomed Britt Mace and Mary Pearson as Interim Deans, Kim Craft as Associate Dean, and Parker Hess as SUUSA's academic senator. He notified the Council that Chris Nicholson, a consultant from Ruffalo Noel Levitz, would be on campus September 12-13 to help us examine our graduate admissions process. He will meet with the academic deans on September 12 at 11:15 a.m. in OM 305.

Myers McRae, an executive search firm, has been hired to conduct the searches for the Dean of the School of Business and the Dean of the College of Humanities and Social Sciences. Kenny Daugherty, a representative of Myers McRae, will be on campus September 6 to meet with both search committees and map out timelines and perimeters for the searches.

President Wyatt asked Brad to convey his gratitude to Deans Council for helping to get the academic year started on such a good note. Provost Cook thanked those that played a role in coordinating and presenting events for Academic Affairs.

Associate Provost's Report

Programs Under Development or Consideration

Associate Provost James Sage presented the current list of programs under development or consideration, included below. James asked the Council to send updates, additions, or changes to the list

to him. Those considering a new program proposal should consult with James and Brad, particularly for programs that may require new resources or a change in direction for a department.

Programs Under Development or Consideration Southern Utah University Fall 2017 <i>(last updated: August 2017)</i>			
Program Name	Degree Type	Current Status	Projected for Regents'
Mechanical Engineering	BSE	Planning Spring 2017. Preparation of R401 Spring/Summer 2017	<i>Fall 2017</i>
Aviation	BS	Planning phase Spring 2017. Preparation of R401 Spring/Summer 2017	<i>Fall 2017</i>
Hospitality Management	BA/BS	Discussion phase Fall 2016 - Spring 2017. Preparation of R401 Fall 2017.	<i>Winter 2018</i>
Business Analytics	MS BA/ BS	Discussion phase Summer 2017. Preparation of R401 Summer 2018.	<i>Winter 2018</i>
Entrepreneurial Studies	AAS		
Aircraft Maintenance	AAS		
Rural Health Nursing	MS	Planning phase Spring 2018. Preparation of R401 Summer 2018.	<i>Fall 2018</i>
Innovation & Creativity	Minor	Discussion phase Fall 2018. Preparation of R401 Spring 2019.	<i>Summer 2019</i>
Dance	BFA	Discussion phase Fall 2019. Preparation of R401 Fall/Spring 2019.	<i>Summer 2019</i>

Comprehensive Program Planning Strategy

James explained the importance of having a sense of what direction we want to go with each of our units. The goal is to strike a balance among what students need, where we want to go as an institution, and performance-based funding awards.

James recommended the following be implemented in our program planning process:

- 1) Provide a program array that shows what we care about
- 2) Think about what students need, and providing milestone of motivation for students
- 3) Think about programs in terms of performance-based funding. Would this program be hard to market or promote?
- 4) Unit Effectiveness Plans include a retroactive monitoring of existing programs.

James will assemble a cohesive document that sketches out basic strategies and further examines these four touchpoints.

Bruce Tebbs recommended an additional item:

- 5) Include an environmental scan of other institutions program arrays to determine what programs are needed and what is oversaturated

LRT Updates – Reminders, expectations, best practices

James Sage reminded the Council that the annual LRT cycle includes multiple deadlines and events throughout the year. The timing on each piece is imperative to make sure the cycle runs smoothly. In April, the Provost's office sends out a list of who we anticipate as LRT applicants (not FAARS), ask you to verify the list and check it against your records, and ask you to return the list, confirmed or with any edits, to our office by May 30th. The Provost's office also asks for a list of LRT Committee members, to be submitted to our office also by May 30. We ask for this information no later than May 30 so we can use summer to crosscheck applicant lists with personnel files and contracts, making sure the lists are complete. We also crosscheck committees with people that are applying for LRT actions so we can anticipate needed recusals.

Submitted LRT information needs to be accurate. Please make sure that the correct application form is used, that application materials are complete, and that evaluation forms are complete and signed. Please ask the chair of the committee at each level to check evaluations at previous levels. At this point, electronic submissions are aspirational, but not required. Evaluation materials must not be submitted electronically. They can be submitted via a physical folder or a flash drive.

For tenure-track faculty, when evaluations are completed, according to policy, the department chair should sit down with each candidate for FAARS and three year reviews and go over the evaluations. Evaluations for tenure/rank advancement are not returned, but deans or department chairs may, at their judgement, verbally share a general summary of main points from the evaluation process, in the context of providing practical and developmental advice. James asked the deans to remind those who participate in all levels of the LRT evaluation process that evaluations for tenure/rank advancement are confidential.

Richard Saunders suggested that an appeal for tenure/rank advancement processes be considered, to include an additional external reviewer, as the LRT policy/process is reworked. Shawn Christiansen suggested a blind review, having each level evaluate without access to previous level evaluations.

James suggested that training may need to be provided in the future for committee members as there is an increase in their responsibility to provide insightful and meaningful feedback at each step.

General Education (Johnny MacLean)

Johnny emailed department chairs overseeing courses in the Life Sciences knowledge area, providing them with curriculum management review details. The General Education committee for this year is still being assembled.

Student Success (John Allred)

Thunder U has been a great success. Student Services thanks faculty and staff that participated in this year's events. Drop for non-payment has significantly decreased this year.

Faculty Senate (Nathan Barker)

Faculty Senate will meet in September. Senate needs three replacements to represent Humanities. Major agenda items for this year's senate session include compensation, the LRT process, and benefits for married faculty that both work at the University.

SUUSA (Parker Hess)

Parker has met with several of the Dean to distribute folders with contact information for SUUSA, committee lists, and details about how SUUSA has been re-organized. He will meet with the remainder of the Deans in the coming weeks. One of Senate's big initiatives for the year is how to improve and clarify communication across the University.

VI. Reports (2 minutes per report)

Bruce Tebbs: Budget requests are due to the budget office by November 1st. Program/course fees are also up for review/renewal. Please submit your budget requests and program/course fees as a package to Bruce no later than October 2 so that he can review and assemble information before the November 1 deadline. Bruce will be putting together some Risk Assessment plans for academics, and would like a point of contact from each college/school to help gather information and assemble the report.

Brad Cook: Please check your LRT Committees for accuracy and submit names for positions that have not yet been filled. Please ask your Associate Deans to serve as the point-of-contact for Risk Assessment plans for academics.

Robert Eves: COSE continues to work through classroom congestion issues.

Stephen Allen: Phase II of the International Affairs renovation in the Sharwan Smith Student Center is underway. Rainbow Sign & Banner is working on the aesthetics of the space. Sept 15th is the deadline for applying to lead a study abroad program for 2018. Ten international student have enrolled in graduate programs, and ESL enrollment is steady.

Mary Pearson: Tyler Stillman will present an Entrepreneurship Program focused on preparing students to have a second form of income by starting their own business. Watch for further information about this program around campus.

Britt Mace: The Tanner Center is now housed under the College of Humanities and Social Sciences.

Shawn Christiansen: Faculty/Staff need more parking.

Matt Zufelt: Beginning February 2018, China will block VPN access. We have a significant number of faculty that have used VPN while in China. Matt ask the Council to notify their Faculty of this change.

Patrick Clarke: Melinda Thorpe has been hired as Director of Community and Academic Enrichment. If colleges/schools have groups coming to campus that could benefit from centralized services or assistance with logistics, please have them contact Melinda to attend an upcoming meeting about Community and Academic Enrichment services.

Richard Saunders: There are eight new study space for students on the second floor of the library. Rosalyn Liljenquist will be working with faculty on OER.

James Sage: The Veterans Education Summit will be held at SUU on September 13. There is no cost to register. For more information, contact Caleb Vadnis.

Motion for executive session by Mary Pearson, second by Mark Atkinson. Approved.

Meeting adjourned at 3:50pm.