

Deans Council Minutes

Sept. 11, 2017- 1:30-3:30 pm – Charles Hunter Room, HCC

Present: Stephen Allen, John Allred, Mark Atkinson, Nathan Barker, Keith Bradshaw, Shawn Christiansen, Patrick Clarke, Brad Cook, Eric Freden, Parker Hess, Britt Mace, Johnny MacLean, Shauna Mendini, Jamie Orton, Mary Pearson, Chris Proctor, Jason Ramirez, Christian Reiner, James Sage, Richard Saunders, Karl Stevens, Bruce Tebbs, Aimee Uchman, Matt Zufelt

I. Review of Minutes

Mary Pearson motioned to approve the minutes from the August 28 meeting. Britt Mace seconded the motion. APPROVED.

II. Visitors/Guests- Information, Discussion, & Action Items

Modifications to Policy 6.31 – Academic Standards (Chris Proctor) ACTION

After discussion, the Council proposed the following amendments: under Section III: A. 2. Add language stating that the committee will meet in a closed session, that other advisors may be asked to attend or provide information as needed, and that voting committee membership will include members from the following campus groups/offices: Admissions, Student Affairs, International Affairs, Faculty, and Students.

Chris Proctor will implement the changes suggested by the Council and present the policy for vote at the next Deans Council Meeting.

Modifications to Policy 6.5 – Undergraduate Admissions (Chris Proctor) ACTION

The council proposed the following amendments: Eric Freden recommended that policy 6.61 – Graduate Studies: Admissions be included under roman number II – References. Richard Saunders recommended that the Definitions section (IV) come before the General Policy Statement (III)

Eric Freden motioned to approve the policy, with the proposed amendments. Mark Atkinson seconded the motion. APPROVED

Policy will move forward to Faculty Senate.

Policy 6.16 – International Student Admissions (Jamie Orton) ACTION

Richard Saunders proposed an amendment that the Definitions section (IV) come before the General Policy Statement (III)

Mark Atkinson motioned to approve the policy as amended. Shauna Mendini seconded the motion. APPROVED.

Policy will move forward to Faculty Senate.

LRT Revision Work Group (Johnny MacLean, Steve Barney)

Johnny Maclean informed the Council that a new folder devoted to LRT policy revision has been created on the Faculty Senate canvas page. The workgroup has a blueprint for the process timeline and approach, and has created a confidential feedback form for faculty to provide input about strengths and weaknesses of the current policy. The workgroup will create additional feedback mechanisms for each section as it is updated. All tenure track and non-tenure track should have access to the faculty senate page. Please encourage your chairs and faculty to participation in the feedback opportunities. The work group aims to have the revised policy prepared for Trustees vote in June. There will be a transition plan for implementing the new policy, and faculty that are progressing toward tenure on the current system will still be able to use it once the new policy is approved.

James Sage explained that more than half of the faculty have faculty's vocalized frustrations that do not have anything to do with the policy itself but how faculty experience the tenure process. He has found several department LRT criteria that have not been updated in many years. He reminded the Council that

the process for establishing and obtaining approval for department LRT criteria is as follows: the department develops a set of criteria and approves it. The criteria is submitted to the Dean for approval, and then, if approved, forwarded to the Provost for his final approval. Once approved by the Provost, the criteria are posted on the Provost's Office website.

SARA (State Authorization Reciprocity Agreement) Update (Karl Stevens)

The Federal Department of Education requires that we have permission to deliver courses outside of our state. Last year, the State Authorization Reciprocity Agreement (SARA) was established. With this agreement, any state that recognizes any other state as a member of SARA does not have to fill out a separate authorization to deliver courses in that state. At this point, all states except for California are members of SARA. SUU already has approval to work in California. Public Universities do not require authorization to teach in other states, as long as the university does not have a physical presence there. SUU will use SARA for online courses. This application has to be renewed every year.

II. Updates

Provost's Report

Chris Nicholson, a consultant from Ruffalo Noel Levitz will be on campus September 12-13 to examine our graduate enrollment and recruitment structure. Meeting will take place in OM 305. Brad sent a schedule of meetings to the deans and requested that they invite faculty and staff to attend applicable meetings.

The Veterans Education Summit will take place on September 13 from 8:30am-3pm in the in the Great Hall. Please encourage your faculty to attend.

SUU's incoming class (admissions application & total enrollment) has increased by over 300 students. SUU currently leads the system in budget-related FTE. The CAO and Board of Regents meeting will take place September 14-15 at Weber State.

President Wyatt wants to replace the written signature process with electronic signatures. SPARC has already implemented electronic signature documents. Human Resources is also working to make their processes electronic.

The Aviation Degree R401 has gone through the peer review process and will be voted on at the October Board of Trustees meeting. The R401 for Mechanical Engineering is being revised. It will be sent to the Commissioner's office, and if edits are complete, submitted to the Trustees at the October meeting.

Brad asked Bruce Tebbs to put together a meeting with the HSS Dean's office, the English Department, the Jumpstart Program, and members from facilities to help put together a master plan for the Writing Center remodel in the Braithwaite Building.

At the open forum breakout session during faculty welcome week, faculty asked if SUU could provide more classes in the afternoon and evening. Several employers are frustrated that SUU offers classes primarily during work hours. Faculty and students may receive a survey in the next few months about this topic.

The Borrower Defense Rule is a topic of significant interest for the higher education community right now. It allows the Department of Education to forgive federal student loans if there has been substantial misrepresentation by the program, including omissions of fact, a breach of contract (enrollment agreements or catalog statements), or a contested judgement of the university. Under the rule, the financial burden falls on the college/university if the loan is forgiven. The rule opens up a liability that wasn't there before.

Richard Saunders noted that the University website is an official state publication, and it is captured by the State Archive Department each year. The State Library also collects this information.

Associate Provost's Report Program Planning

At the last Council meeting, James discussed factors to consider when planning our academic programs. The document is available on Canvas. If you have any feedback, please send it to James.

Revised Program Under Development/Consideration

This document, which has been posted to canvas, has been reorganized from a chronological list to list of programs by college/school. Please continue to send updates to the document to James.

Inventory of Credentials at SUU

James created this document, which outlines the peer review and approval process for various levels of programs at SUU. It outlines the steps a program proposal must take before it can become an academic credential.

Curriculum Process

All colleges/schools should continue to use current curriculum forms. James will reach out to each college/school to implement the new curriculum system, Curriculog. By December, he will have an implementation schedule for each college/school.

LRT Evaluation Forms

James is assembling a document outlining which evaluation forms can be returned to faculty and when, and in what situations Deans might consider synthesizing and summarizing developmental feedback for faculty. As an institution, we want to be consistent and balance our need to provide feedback while remaining within legal restrictions. If there are questions about any part of the LRT process, please contact James.

Director of IR & Assessment Report Introduce New Grades Dashboard

Christian Reiner showed the Council how to navigate to the Grades Dashboard through the mySUU Portal. Results on each tab can be filtered in a variety of ways, including college, department, subject, course, and delivery method. He asked the Council to be cautious interpreting the data, and to take into account that it includes some courses that migrates from pass/fail to graded. Professional development courses are also included in the assessment. All information presented is based on end-of-term data.

Provost Cook noted that the point of sharing this information is to show departments where students are struggling. Departments are not being asked to decrease the rigor of their courses.

Associate Provost of International Affairs (Stephen Allen)

The Helen Foster Snow celebration will take place on September 21, with a variety of lectures, seminars, and performances throughout the day.

General Education

There are new GE committee members from several colleges. The committee is putting together its schedule of meetings.

Student Success

John Allred reported that retention is up 1% over previous years, and SUU is almost at 70%. Only 30 students were dropped for non-payment. This is a significant decrease from previous years, where up to 150 students were dropped. ACES have been working very hard. Because we have so many individual contacts with the students, they are making more informed decisions.

Faculty Senate

Senate will meet on September 14. Leave, Rank, and Tenure continues to be most significant topic of discussion.

SUUSA

Parker Hess distributed paper copies of current MySUU Voice responses. This year, when students respond, they have to identify which college their major is in. If a student provides contact information, they receive a follow-up.

III. Action Items

See Visitor/Guests Information, Discuss & Action Items

IV. Reports (2 minutes per report)

Shawn Christensen: The SUU Childcare center still needs donations. SUU Advancement will assist in further fundraising efforts.

Shauna Mendini: This year, CPVA will focus on NASAD and NASD reaccreditation. The Birch Mann house has been remodeled. CPVA is in the processing of hiring a replacement for Bill Byrnes, to act as a second administrator for the Arts Administration program.

Mary Pearson: The School of Business is working on an R401 to propose a new master's degree in Business Analytics.

Parker Hess: SUUSA will hold its first meeting on September 12.

Richard Saunders: Over 800 students attended the dance party at the Library on the evening of September 8.

Bruce Tebbs: Please submit your program/fee proposals and spending plans for the remaining E&G balances from last year to Bruce by October 2. Bruce is setting up appointments with administrative assistants in each department to work on budget.

Eric Freden: Could SUU look into leasing the dirt lot near the corner of 300 West and Thunderbird Way, where a church building used to stand? Parking continues to be an issue for the entire campus.

Aimee Uchman: The Provost will honor award-winning faculty during half time of SUU Football home games again this year. Deans have received an email inviting them to games at which their faculty will be honored.

Motion for executive session by Mary Pearson- seconded by Shawn Christiansen.

Meeting adjourned at 3:26.