

DEANS' COUNCIL MINUTES

March 26, 2018, 1:00-3:30 pm – Charles Hunter Room, HCC

Present: John Allred, Stephen Allen, Steve Barney (guest), Nathan Barker, Brad Cook, Shawn Christiansen, Kim Craft, Cynthia Kimball Davis (for Mark Atkinson), Eric Freden (for Robert Eves), Scott Knowles (guest), Katya Konkle, Johnny MacLean, Britt Mace, Shauna Mendini, Jeremy Osborne (guest), Mary Pearson, Jason Ramirez, James Sage, Richard Saunders, John Taylor (for Patrick Clarke), Bruce Tebbs, Aimee Uchman, Jacob Ward (guest), Matt Zufelt

Excused: Parker Hess, Mark Atkinson, Patrick Clarke, Robert Eves

I. Review of Minutes

Motion to approve minutes from Shauna Mendini. The motion was seconded by Mary Pearson and APPROVED unanimously.

II. Visitors/Guests- Information & Discussion Items

Festival of Excellence (Scott Knowles & Jacob Ward)

The Festival will take place on Tuesday, April 3rd. Scott and Jacob distributed Festival of Excellence t-shirts and asked the Council to wear them on March 28 to raise awareness about the Festival.

SUUSA Proposal to Dean with Secondhand Smoke (Jeremy Osborne: Upper Division Senator-SUUSA)

Students brought concerns about the current smoking policy to SUUSA Senate in January 2018. SUUSA created an Ad-Hoc committee to investigate the issue and propose a solution. The committee came up with two possible solutions: make SUU a smoke-free campus, or create designed smoking areas around campus. The majority of SUUSA senators voted in favor of creating designed, immovable smoking areas with a shelter structure, in the spirit of being a more inclusive campus. Campus currently has smoking poles, but they are mobile. Smoking area structures could potentially be funded by budget in the Student Involvement Center. Proposed changes to policy 5.28 would limit smoking to designated smoking areas. Specific details about smoking area locations will be developed if the proposed changes receive position support.

Deans Council provided the following comments:

- Smokers should have the opportunity to provide input on this policy
- Will having designated smoking areas draw more attention to smokers on campus?
- Could we make the current smoking poles immovable? Would that adequately resolve current concerns about second-hand smoke?
- Is it our job to make and enforce policies about student's health choices?
- Could we launch a campaign educating smokers about where and how to discard cigarettes on campus, so our risk of fires is decreased?

Jeremy asked that Deans send any feedback about the proposed policy revisions to him. If criticism is provided to the proposed amendment, please be willing to recommend an alternate solution.

II. Academic Affairs Reports

Provost's Report

Program Advertising/NWCCU Approvals

As SUU transitions some of our face-to-face programs to online program, we must be mindful of getting necessary approval from NWCCU. Anything that has a 50% online delivery needs to have approval from NWCCU. If a student can complete 50% or more of the course work for a 4-year program without stepping foot on campus, the program must be approved (or reapproved) by NWCCU. If a program approved as face-to-face moves to online, the program will need to get approval as an online program

from NWCCU. Any programs approved prior to 2017 will be grandfathered in, but any face-to-face programs shifting to online from 2017 forward must be submitted to and approved by NWCCU.

Enrollment Report- Online & Graduate Admissions

Roger LaMarca is helping with marketing and recruitment for online and graduate admissions. Brad distributed an enrollment report. Some areas are seeing a decrease in total applications. If deans need assistance, please contact Roger LaMarca. Shawn Christiansen and Shauna Mendini reported that some of the numbers listed on the report don't match up with actual enrollments, because the report only reflects student that go online to the GOS site and submit through there.

Associate Provost's Report

Jane Friend Campus Visit

Jane Fried will be on campus April 10 and will give a University hour presentation from 11:30-12:30 entitled "Creating Inclusive Environments across Campus." She is the author "Of Education, Fishbowls, and Rabbit Holes." Those who have participated in this year's reading circles of that book can sign up for a morning or afternoon session with Jane. James Sage will distribute an email with further details.

Curriculum and Catalog

Items for the next curriculum committee meeting are due on April 6. The 2018-19 catalog was launched last week. Many thanks to Katya Konkle for her tireless efforts in preparing it for launch. The online catalog, beginning with the 2018-19 catalog, pulls course data directly from banner. As a result of this, the catalog has more than 2000 active courses, and there are more fields that are visible in each course description. If there are minor editorial changes that need to be made, please have the dean's office for each college/school send a spreadsheet with those changes to James Sage. James will crosscheck the requested changes against approved curriculum forms from previous meetings, and if the requested changes have a record of approval, they will be updated in the catalog. Any requested changes that do not have a record of approval should be submitted for the April curriculum meeting. If courses submitted for deactivation are currently required for any program/degree, each college/school will need to request that the course be removed from the program/degree requirements, through the curriculum process, before it can be deactivated. Please save program/degree change curriculum requests for the fall 2018 meeting. Any of these submitted for the April meeting will be returned.

Curriculog, the new curriculum management software, will be implemented in fall 2018. Going forward, curriculum changes approved by all levels will go into the unpublished future catalog for the following academic year.

Brad reminded the Council that new courses, unless they are replacing a course that has been dropped/deleted, are not revenue neutral. He requested that dean consider fiscal implications for each course.

Program Conversion to Online/Distance Delivery

SUU doesn't currently have a formalized process for converting a degree/program that is currently offered face-to-face to an online/distance delivery course. James proposed the following possible steps for this process: 1) If a department wants to make a course or degree available for online delivery they would have their department chair reach out to SUU Online and have them review some of the online courses for the program. SUU Online could provide feedback about if the courses are adequately interactive online. 2) If the department chair supports the conversion, they would write a memo confirming their support and submit it to their dean, along with the request from the department and the feedback from SUU Online. 3) If the dean supports the conversion, they would write a memo to the provost's office indicating their support, and attached the memo from the department chair and the feedback from SUU Online.

Provost Faculty Fellow Report

LRT Policy Revision Process (Johnny MacLean and Steve Barney)

The most recent draft of the policy was distributed on March 2. The workgroup has received over 60 pages of feedback, which has been compiled into a single document and posted to Canvas. The March 2 version of the policy and a summary of the process so far have also been posted to Canvas. The following changes have been made to the policy since March 2:

- A faculty member can request a new mentorship team (this is added since the March 2nd draft)
- If a faculty member doesn't want their mentorship team to provide the three-year review and tenure review, they can request an Ad-Hoc Dept LRT committee be formed for three-year review and tenure review.
- Text has been added that mentions the Boyer model.

Johnny handed out a document with highlights of the proposed revisions for Policy 6.1. Some faculty have expressed concern that mentoring could increase the workload for department chairs and faculty. Johnny explained that to open up workload space, the policy would decrease the size of annual report/FAARS for Lecturers and assistant professors to a 3-page template, and remove FAAR requirements for Associate and Full professors. They would be shifted to a 5-year review process (post tenure review). Other faculty have expressed concern about being assigned a mentor they don't work well with. Brad reminded the Council that policy language allows departments to choose how mentorship teams are selected. CETL has offered to provide training for mentors. Kim Craft asked if colleges/school would be free to evaluate full professors on an annual basis in order to meet accreditation requirements. Johnny said this is not specified in the University policy, but departments could incorporate this into their own policies and procedures. Shauna Mendini requested that deadlines for notification of non-renewable be crosschecked with Regents policy.

If the Council has any concerns or further feedback, please contact Johnny or Steve so it can be integrated into the policy. Johnny and Steve have been meeting with each senator from Faculty Senate to gather feedback. Faculty forums will be held on April 5 at 11:30 a.m. and 4:00 p.m. The proposed final policy draft will be distributed on April 6, and will be placed on the agenda for the April 23 Deans Council meeting.

Merit Pay Policy (discussion)

The proposed LRT Policy does not include language about merit pay. Sabbaticals and merit are excluded from the newly proposed LRT policy. Faculty leave is addressed in Policy 6.15, but we do not have a stand-alone policy for merit. If we do need a policy for merit, it will need to be created. James recommended the Council wait to hear what the Compensation Committee recommends.

Chairs' Reading Circle - Update and Training Proposal (information)

Johnny has started a reading circle for department chairs, based on the text "The Department Chair Primer" by Don Chu. The reading circle met on March 2 and will meet again on May 8 at 1pm in the Charles Hunter Room. We want to help chairs develop a sense of community and define areas where we need more training, resources, and support for department chairs. A special budget training session for department chairs, in consultation with the budget office, may also be organized

CETL - Post-Commencement Professional Development Week: May 7-11 (information)

CETL will hold a series of trainings the week after commencement. A schedule will be distributed soon. Please encourage your department chairs and faculty attend. Trainings topics will include Curriculum Innovation Grants, documenting/evaluating teaching effectiveness, FAARs, and Diversity. A series of CAST trainings will also be held.

Writing Retreat: October 12-14 (information)

A Faculty Writing Retreat will take place October 12-14, 2018, at the Loa field station. A "Save the Date" will be sent out soon. This event could accommodate around 12 faculty. The Provost's Office will provide transportation and catering.

General Education

GE Science Curriculum Review was completed this semester. The GE Committee is working with the SUU 1000/First Year Seminar to secure GE designation.

Faculty Senate

There's just one more Faculty Senate meeting this year. Senate is currently seeking nominations for President-Elect. The mid-term grade policy is still being discussed by Senate. Several central concerns regarding the proposed revision were discussed, as well as possible ways of moving ahead to address the root of the problem. There is basic agreement that it is reasonable for faculty to communicate with students about their academic performance at mid-term.

III. Action Items

FY 2019 Eccles Scholarship Fund Distribution- \$45,000 (Aimee Uchman)

The Eccles Foundation generously awarded us \$45,000 in funds for student scholarships for 2018-19. Proposed Scholarship Distribution based on Enrollment (\$5625 per Scholarship) is as follows:

- College of Education (1)
- Humanities and Social Sciences (2)
- College of Science and Engineering (2)
- School of Business (1)
- College of Performing and Visual Arts (1)
- Honors (Provost selected)

Deans should email the name(s) of their scholarship recipients to Janet Borg, and cc Aimee Uchman. The Council inquired if it would be possible to select students based on need, rather than by the 3.9 GPA requirement, as many of those students may have already received another scholarship. Shauna Mendini will ask Janet Borg if there is any flexibility in this requirement.

*Eric Freden motioned to approve the proposed distribution. The motion was seconded by Britt Mace, and **APPROVED** unanimously.*

IV. Information/Discussion Items

President's Leadership Academy Update & Invitation (Shauna Mendini)

Final presentation by cohorts of the President's Leadership Academy will take place on April 26 starting at 2:30 pm in Charles Hunter Room. Each cohort has identified an institutional project based on key themes ranging from leadership, teamwork, goal setting, employee well-being, strategic planning, etc. All are invited to attend some or all of these presentations. Next year's PLA is currently being planned based on this year's experience.

Open Carry/Concealed Weapons Policy & Communication Strategy (Jason Ramirez/Brad Cook)

Concerns have been raised (by faculty and staff) about the Open Carry / Concealed Weapons Policy and its impact on campus climate -- especially within the classroom/lab/studio environment. There is some confusion about the web resources regarding firearms on campus (the FAQ is a bit confusing). Given that the laws in Utah are not likely to change, how might we address this?

Clarification is needed and needs to be shared with all faculty and staff. What are the best practices for faculty and staff to proceed when they have concerns about students who have weapons on campus?

Some faculty have included language in their syllabi prohibiting weapons in the classroom, but it is unclear that this prohibition is permitted. The work ahead: clarifying the FAQ and other information for faculty and staff; handouts and pamphlets to clarify concerns; recommendations for best practices (and training) to maintain a healthy learning environment.

Proposed changes to FSSF Process (Bruce Tebbs)

Postponed to next meeting.

Updates to Policy 6.25 – Academic Administrative Personnel Returning to Teaching (Bruce Tebbs)

Postponed to next meeting.

After a brief break, Deans are asked to stay to discuss budgetary issues related to the Legislative funds. The meeting will resume in open session, but those not directly related to making budget decisions are welcome to leave.

Budgetary Deliberations Regarding Legislative Funding

Provost Cook distributed a handout detailing the awarded Legislative Funding that SUU received (\$1,250,000 requested and only \$900,000 awarded). Provost Cook also provided a few framing remarks. Funding was organized into three categories: Workforce, Performance, and Growth & Capacity. We have growth funds from tuition revenue (specific amount is still tentative). Also, an increase in 1st Tier Tuition was approved (the majority of which will be devoted to salary/compensation). Finally, we also received one-time funds. The majority of funds for Academic Affairs will come from Legislative Funding. Provost Cook, the Director of Academic Budgets, and the Deans discussed the handout in order to determine the best way to proceed. Brad will present a summary of the discussion and budget asks to Presidents Cabinet on April 2.