DEANS’ COUNCIL MINUTES
September 10, 2018–1:00-3:30 pm – Charles Hunter Room, HCC

Present: James Sage, Bruce Tebbs, Robert Eves, Aimee Uchman, Stephen Allen, Lynn Vartan (guest), John Allred, Jason Ramirez, Matt Nickerson, Robb McCollum (guest), Matt Zufelt, Katya Konkle, Shauna Mendini, Mary Pearson, Johnny MacLean, Steve Barney (for David Berri), Shawn Christiansen, Jean Boreen, Patrick Clarke, Kim Craft, Julia Anderson, Johnny Zillgitt

Excused: Brad Cook

James Sage opened the meeting on behalf of Brad Cook.

I. Review of Minutes
Minutes from the April 24th meeting were APPROVED by Consensus.

II. Visitors/Guests- Information & Discussion Items
Introduction of New ALCC Director (Stephen Allen)
Stephen Allen introduced Robb McCollum, the new director of the ALCC. Rob explained that the ALCC maintains contact with students after they have completed their English language studies. If Faculty have concerns about a student’s progression, please have them submit a report in LINK. ALCC is creating a friendship program to pair ALCC students with fluent English-speakers. This will allow the students to practice their skill in a less formal environment. ALCC has created a Learning Community, “English for Academics: Strategies to Support International (and US) Students’ Academic Language Development.” A signup form is available on the CETL website: https://www.suu.edu/cetl/learning-communities.html

APEX Season (Lynn Vartan)
Lynn Vartan distributed postcards and bookmarks listing APEX’s scheduled events for fall 2018. A complete listing is available at: https://www.suu.edu/apex/ Lynn is connecting with departments and organizations on campus to continue collaborating on future events. Every event scheduled for fall 2018 is a result of collaboration with a campus entity. Eccles Visiting Scholars for 2018-19 will come from recommendations by the School of Integrative and Engaged Studies, the School of Business, and the College of Humanities and Social Sciences. For 2019-20, speaker recommendations will come from the Walter Maxwell Gibson College of Science and Engineering, the College of Performing and Visual Arts, and the College of Education. Lynn will be reaching out to these colleges for recommendations.

III. Academic Affairs Report

Associate Provost’s Report
2018-2019 Curriculum Updates (Katya Konkle)
Katya reported that the Associate Provost’s Office had hoped to launch Curriculog, the new online curriculum management software, last fall, but has run into issues with integrating the curriculum software, the online catalog, and Banner. Curriculog software is managed by Digital Architecture, the same company that manages our online catalog software. A calendar of curriculum and catalog deadlines for 2018-19 has been posted to Canvas. Deadlines are from the Provost’s Office perspective, meaning that colleges/schools and departments will need to set up internal curriculum deadlines before the listed calendar deadlines. There will be five curriculum meetings in 2018-19. New pdf forms for curriculum have been posted at https://www.suu.edu/academics/provost/curriculum.html. These forms mirror the workflow that will occur once Curriculog is implemented. Katya asked deans to remind their faculty and department chairs to use the new forms and to read the instructions for each form.

STECH partnership (course-by-course articulations for September UUCC meeting)
James is assisting with the course-by-course articulation between SUU and STECH. Documents for this process will be presented at the September 27th UUCC meeting. The course-by-course articulation is
phase 1 of the STECH partnership. Phase 2 involves creating intentional ways to bring existing programs at STECH to SUU, and creating receiving places for STECH programs such as AAS Degrees and certificates that could be expanded to an AAS degree. Phase 3 will consider how SUU's current programs could benefit from having students taking courses at STECH, such as having theatre tech majors take welding or cosmetology classes. James asked councilmembers to think about more robust ways to show our collaborative relationship with STECH beyond course-by-course articulation.

Legislative Audit
SUU's Faculty Evaluation system was audited this summer by the Office of the Legislative Auditor General. We were one of six USHE schools audited. Shauna Mendini, Shawn Christiansen, and Robert Eves met with the auditors. Shauna said the auditors were impressed with how robust and thorough our process is. Robert Eves noted the auditors told him the primary purpose of the visit was to make sure SUU has a faculty evaluation system, and that we follow our system.

UGRASP (Chris Monson – Chemistry) & IRB (Michelle Grimes – Psychology)
SUU's new UGRASP coordinator is Chris Monson (replacing McKay Steffensen, who is now department chair) and the new IRB director is Michelle Grimes, who will take over for Garret Strosser, who also became a department chair. This year SUU will experiment with tying UGRASP more closely with SPARC and the grants process, to establish synergies between the two.

Board of Trustees meeting-October 12, 2018
The next Board of Trustees meeting will take place on October 12. Please submit items for the Academic Affairs written report to Aimee Uchman by September 14. The FY18 SPARC Annual Report will be on the agenda for the October meeting, and has also been posted to canvas. Incoming funds, through SPARC's efforts, increased nearly 40% from last year. The R401 – AAS in Aviation Maintenance Technician (AMT) will be presented to the Trustees for final approval.

Budget & Planning- (Bruce Tebbs)
Budget requests can be submitted through a form posted on the Budget Office website. Marvin Dodge sent a memo to campus about the budget process on August 30. Budget requests can be submitted by any employee through the google form posted on the budget office website. Bruce Tebbs reminded deans to notify Zach Murray in the budget office about internal budget request deadlines they have set for their area.

Bruce asked if there were any questions about the budget request process for this year. Members of the Council noted that there was some confusion whether requests should be submitted by individuals directly to the budget office or if requests should be filtered through the department and dean and then submitted by the dean's office. Bruce explained that, in the spirit of transparency and inclusivity, all budget requests should be submitted by individuals through the online form to ensure that all requests are received. Requests from the online form will be collected by the budget office and distributed to each dean/division head according to the internal deadline they set, as long as they notify the budget office about this internal deadline. The budget office will not filter or prioritize requests before they are sent to the dean/division head- the budget office acts as a collection point for requests in this initial stage. All requests will be sent to deans/division heads by their internal deadline. At this point, deans/division heads should filter and prioritize each request for their area, and provide context/reasoning for each request. Each request should be prioritized using a letter followed by a number (e.g. A1, A2, A3, B1, B2, B3). If submitting a consolidated request, please use the same letter/number combination to indicate such. Any requests submitted past the internal deadline provided to Zachary will likely not be able to be reviewed by the Dean. Academic Affairs budget submission deadline is November 1, and October 1st is the deadline to submit budget requests to the Provost's Office. Bruce recommended shifting the October 1st deadline to October 5th for this year. Brad will meet with each Dean during October to clarify and prioritize budget requests.
Assistant Provost’s Report
Updates on faculty ad-hoc committees
Multiple changes have taken place in faculty ad-hoc committees for both the Provost’s Office and Faculty Senate, but the charges of each committee are different enough that none are duplicating efforts. The information gathered from each ad-hoc committee will be shared with relevant standing committees. Steve Barney and Johnny MacLean are working to consolidate the committee process in the future, with the goal of identifying necessary committee work for the following academic year in April so that representatives can be solicited before faculty contracts end.

The Online Presence Committee, chaired by James Sage and Roger LaMarca, met for the first time the week of September 3. The P&T Transition Committee, chaired by Anne Diekema, also met last week. Chairs of departments that opted in to the new P&T policy will provide feedback about their experiences in December. The Course Evaluation RFP Committee, chaired by Brian Ludlow, held its first meeting on September 10. The committee is preparing a survey for faculty and students to gather info about what our next course evaluation platform should look like. The Academic Integrity Committee will meet for the first time the week of September 10th.

General Education
The GE Committee has three workgroups: 1) Assessment; 2) Curriculum Management (fall: Social & Behavioral Sciences; spring: Fine Arts), and 3) Resources (trainings, web resources, etc.). The Committee will meet on September 10 at 4pm. They are continuing the review cycle of existing GE courses. Johnny has contacted department chairs that have courses in knowledge areas that are coming up for review. The Fine Arts knowledge area will be reviewed in spring 2019. The Committee will also assess review cycle strategy in spring.

SUUSA (Johnny Zillgitt)
Johnny Zillgitt, the SUUSA VP of Academics, introduced himself to the Council. Johnny will continue to bring information about the My SUU Voice to meetings in order to keep the Council up-to-date about student feedback and concerns. An ad hoc committee has been formed in SUUSA to discuss the smoking policy. Shawn Christiansen requested that if SUUSA has proposed changes to SUU policies, they need to be shared with the Council at an early stage.

Faculty Senate (Steve Barney for David Berri)
Senate is in the process of staffing various committees. At the last meeting, Senate discussed the mid-term grade policy, which will go into effect in 2019. Senate is working to figure out implementation strategies. Senate is open to collaboration with Deans Council and SUUSA on any policy. If SUUSA is working on policies that affect academics, please also bring them to Faculty Senate.

IV. Council Reports (2 minutes per report)

Jason Ramirez: USHE has made the SafeUT app available to all member institution. The application gives students direct access to a licensed clinical social worker, and also acts as a reporting mechanism. Mental health continues to be a significant issue in higher education.

John Allred: SUU used to drop students for non-payment the Wednesday before classes began. This will no longer occur. Drops for non-payment will take place in the second week of classes.

Shauna Mendini: The high school Shakespeare Competition will take place on September 27th and 28th. An estimated 3400 students are expected to attend this year.

Jean Boreen: Jean is working with The National Endowment for the Humanities (NEH) to bring a grant workshop to SUU in spring 2019. The workshop will provide training for our community that is specific to NEH grants.
**Mary Pearson:** The School of Business is getting settled into the new building. The new emphasis in Business Analytics for graduate degrees started this fall. The Entrepreneurship Speaker Series has begun, and will take place every Tuesday of the semester at 11:30 a.m. in BU 126.

**Matt Nickerson:** The Friends of the Library, will host an author group on campus in October, to include Lee Modesitt, a science fiction author.

**Julia Anderson:** Last year SPARC submitted 86 proposal and about 55 were funded. SPARC had around 127 modifications where sponsors for existing grants/contracts gave more money. SPARC is getting more opportunities with organizations such as the NIH, NSF, and BLM.

**James Sage:** This past spring Jared Tippets took a group to Salt Lake for the Beyond Financial Aid Retreat. The retreat helped put in perspective how students struggle to pay for college. James asked Julie to include in this year's SPARC report what grants are available to assist the underserved or most vulnerable student. About 90% of our grant funds are going to underserved students.

**Katya Konkle:** The first round of curriculum changes are due September 20th by 5pm. Please submit your curriculum changes via email to Katya. Printed copies are no longer required.

**Patrick Clarke:** The Professional Development branch of the Department of Integrative & Engaged Studies landed two new contracts. SIEL will manage certification for the Utah Municipal Clerks Association, and may also get a contract to manage certificates for the International Institute of Municipal Clerks. SIEL also manages certifications for the Experience Education Academy for the National Society for Experiential Education.

**Matt Zufelt:** IT has been busy updating technology around campus. They installed 160 computers on campus, moved around 10 computer labs, and re-imaged several computers with new software. Over the summer, they updated cabling in the Science Center. Next summer they will re-cable the Engineering and Technology Building.

**Robert Eves:** WMGCOSE is excited to utilize the former business building for Geoscience.

> James Sage requested that Ben Johnson be invited to a future Council meeting to provide an update on campus space. He also requested that a member of the Staff Association be invited to attend future Deans Council meetings.

**Johnny MacLean:** There are several professional development opportunities for faculty right now. The CETL is holding 5 Learning Communities. Further information is available at https://www.suu.edu/cetl/learning-communities.html. Reading circles for the "Modeling a Learning Mindset" by Carol Dweck will begin September 17th. CAST and Allies training will take place the week of September 17th. The Provost’s Office is hosting a writing retreat in Loa from October 12-14th.

> Shauna Mendini motioned for an executive session. The motion was seconded by Robert Eves, and APPROVED by the Council.

> The Meeting adjourned at 3:17 p.m.