DEANS’ COUNCIL MINUTES
November 5, 2018– 1:00-3:30 pm – Charles Hunter Room, HCC

Present: Brad Cook, Bruce Tebbs, Christian Reiner, David Berri, James Sage, Jason Ramirez, Jean Boreen, Jennifer Hunter (guest), Jill Malley (guest), John Allred, Johnny MacLean, Kim Craft, Matt Nickerson, Matt Zufelt, Michelle Miller (guest), Nichole Wangsgard (on behalf of Shawn Christiansen), Patrick Clarke, Richard Saunders, Robert Eves, Katya Konkle, Shauna Mendini, Stephen Allen, Steve Barney, Suzette Bulloch, Aimee Uchman

Excused: Shawn Christiansen

Absent: Johnny Zillgitt

00. Review of Minutes
   a. Approval of minutes from 10.15.18 meeting
Shauna Mendini made a motion to approve the minutes from the October 15, 2018 meeting. The motion was seconded by Robert Eves and APPROVED unanimously.

01. Visitors/Guests- Information & Discussion Items
   a. OTL (Online Teaching & Learning) Update- Implementation of Accessibility Tool (Ally) and New Canvas Function (Johnny MacLean & Michelle Miller)
Johnny MacLean thanked Michelle Miller, Jen Hunter, and Jill Malley from OTL for being present at the meeting. Starting spring semester 2019, a new tool to improve accessibility, Ally (http://ally.ac/), will be implemented in Canvas. Ally will slightly change the look of Canvas for faculty and students, but will provide more resources for everyone, including alternate formats (such as audio for document) for files that are uploaded to Canvas. Ally will only be available for documents uploaded to Canvas.

Michelle Miller played an introductory video from Ally that included an overview of its capabilities. When documents are added to Canvas, Ally checks the accessibility level for each document and provides tips about how to make the content more accessible. It can convert uploaded content to audio, electronic braille, and html, and can utilize OCR and tagged pdfs. If the original file has issues, like not having alternate text for uploaded images or having hand written notes in margins, the converted document will also have issues. 100% accessibility may not be possible for all documents. OTL staff will meet with departments and is happy to meet with individual faculty to help roll this change out. OTL is not mandating accessibility (because Canvas is not a “public facing” resource), but is providing a tool to make it easier. The tool will roll out automatically. Michelle and her team are putting together a plan to communication this change to students.

Jason Ramirez volunteered to help market this roll-out to students. He advised that we let students know what to expect from Ally, and inform them that not all documents may be accessible in every form and that converted documents may contain errors. He noted that Ally could be an incredibly helpful tool if SUU employees had the option to create courses in Canvas for recurring events like orientation.

02. Provost’s Report (Brad Cook)
   Educated Person’s Conference
The 2018 Educated Person Conference, USHE’s annual meeting to discuss General Education (GE), took place on November 1-2. Brad encouraged academic leadership and faculty attendance at this conference in the coming years. Having a fresh perspective on the conversation about GE would be advantageous to all involved. The conference includes speakers and panels, and the theme changes yearly. Furthermore, the conference provides attendees with the opportunity to engage in informal conversation between sessions. This year’s theme was about diversity & inclusion, with the keynote provided by Tia Brown McNair, Vice President of the Office of Diversity, Equity, and Student success for the Association of American Colleges and Universities (AC&U.) James Sage is putting together a panel of SUU students for
next year’s conference to discuss how USHE institutions can develop peer-to-peer mentoring for students. Anyone with topic ideas pertaining to GE should contact James or Johnny MacLean and they’ll submit them for next year’s conference. Johnny noted that the initiatives SUU is pushing forward for GE are in direct alignment with AAC&U. Encouraging faculty to add the conference and allowing them to hear these GE discussions off campus could help them realize they are part of a national conversation and raise their level of understanding outside the context of SUU.

**Three Year Degree Update**

Brad thanked Katya Konkle for creating the document listing our current programs and the level of difficulty to convert each program from a four-year degree to a three-year degree. The document categorizes degree transition into Easy, Moderate, and Difficult transition. Over the next three months Brad will work closely with deans and department chairs to create degree maps that translate four year programs to three year programs. Brad noted that many of the difficult transition degrees are for Education because of licensure. He asked Nichole Wangsgard if any conversations have taken place at the state to get the credits for education degrees down closer to 100 credit hours, and Nichole explained that the state is interested in integrated courses to bring the required credits down, and in implementing more competency-based courses. Shauna Mendini remarked that internship courses could be integrated into summer for CPVA degrees, helping ease the transition from a four-year to a three-year degree. Robert Eves explained that the rate at which students are able to progress through the nursing program depends on where students are with their pre-requisite courses. Brad brought up the possibility of converting more courses to online. Councilmembers indicated that it faculty are expected to teach during summer, we'll need to be very clear about their scholarly expectations and how they can balance teaching and scholarly research during the summer. Jason Ramirez recommended a complimentary program be established to help students navigate the three-year degree experience. It's a very rigorous program, and creating peer groups could provide much-needed support.

*Brad asked deans to work with their department chairs to create degree maps by February 1, 2019, for the programs in their college/school that are indicated on the list as "easy transition." He also asked Deans to work with their faculty to find out if degrees classified as "moderate transition" or "difficult transition" might be easier to convert, based on real-life experience.*

**Spring Registration**

Almost 15% of our freshman students don’t return for Spring Semester. Brad asked the Council to urge faculty to reach out to students and encourage them to. Our faculty have a significant impact on our student’s decisions, and words of support from faculty go a long way.

**03. Associate Provost’s Report (James Sage)**

a. **UCC & UGCC Meeting Minutes**

Minutes from the October UCC and UGCC meetings were provided for informational purposes. Because there were no R-401’s, formal approval by the Council was not necessary.

b. **Update on 6-Credit Integrated GE Course**

James Sage updated the Council about the progress of the 6-Credit Integrated GE Courses. At the last meeting, Councilmembers expressed concern about departments getting credit for the ICH/SCH of faculty that participate in the integrated GE courses.

James provided background information on the initiative. In September 2017, the President convened a group to discuss options, beyond Jumpstart, for integrated GE courses. The group researched what other institutions were doing, came up with the 6-credit integrated GE courses idea, met with the Registrar to make sure that credits would be transferrable, and consulted with advisors, the Provost, and President Wyatt. A “Call for Proposals” was released in February 2018. Faculty that proposed the accepted courses paired up, went through training, and submitted course plans in fall 2018. The aim of the initiative is to integrate 2 different GE areas into a course and present it in a scalable (35-40 students per class)
manner to allow more students to participate. Advantages of a 6-credit integrated course include teaching students to think across disciplines, and the need to only schedule a single space for each course, rather than trying to schedule the same space for two back-to-back courses.

Christian Reiner explained that every course is coded by Course College, Course Department, and Course Subject. Faculty/Instructors are also coded by Faculty College and Faculty Department. In the Dashboard, the SCH per ICH report (Under KPIs) allows users to tailor a report showing SCH/ICH faculty from each college generated for GE courses. John Allred added that program fees are added manually to each section of a course, and could be added to two courses instead of one, ensuring that each colleges is getting its share of the fee.

Shauna Mendini emphasized the need to find a way for the workload of faculty participating in these courses to be compensated, perhaps at a 4 or 4.5 workload rather than half of a 6 course workload.

c. **SPARC UPDATE**

Matt Zufelt & James Loveland graciously assisted with providing access Julia Anderson’s SPARC information. The Council expressed its grief at her passing. Work with the SPARC office continues to move forward. In order to work more effectively with SPARC, James recommended the following:

- Work *with* SPARC. They have a significant amount of knowledge about navigating various application processes in the most efficient way. They can also provide information about who has signatory authority on campus.
- Work with SPARC *early* in the process. If there is a grant you’d like to pursue, contact Karen Wilson.
- Work with the *deadlines* established by SPARC. They set these deadlines to make sure your proposals get the attention they deserve. If proposals are submitted without adequate notice, they may not be accommodated.

04. **Assistant Provost for Faculty Affairs Report (Johnny MacLean)**

a. **General Education Update - Status of GE Assessment Strategy**

The new GE Assessment Strategy which removes the assignment of ELOs to particular knowledge areas was unanimously approved by Faculty Senate. Faculty will still be required to assess 2 ELOs through Canvas, but they will be able to self-select. Faculty appreciate the autonomy and trust of being able to select their own ELO’s for their courses. Please notify your department chairs and ask them to inform their faculty about this change. James advised the Council that he has a phone call with Pam Goad, associate commissioner of NWCCU, and she expressed her support for the new assessment strategy, noting that it is a well thought out idea and an intentional and well planned change. She provided advice about how to best include this update in our seven-year update. This new Assessment model will go into effect January 1 2019.

b. **Ad Hoc Committees Update - Online Presence; RFP for Course Evaluation Platform; P&T Transition; Academic Integrity Policy**

The next Online Presence Committee meeting is on November 30th. The committee has assembled a draft set of recommendations for how online courses should be designed and where quality assurance authority should reside. The committee will discuss where, in our program array, we could prioritize programs and courses for online delivery. The RFP for Course Evaluation Committee submitted the RFP to Brad Brown. Proposals are due by November 7. The committee will then prioritize the FRP responses, and present the top 3 proposals at an open forum, allow each proposer to demonstrate their product. The selected option will be implemented in spring 2019. An in-house solution is still being considered. The P&T Transition Team continues to work with departments to collect feedback and resources for assembling mentoring teams. James notified the Council that the Academic Integrity Policy Committee will meet on November 29th. The committee is working to normalize the process of reporting and processing academic integrity violations, and will propose a points-based model that would allow
collective action and make sure there is a paper trail. Our current structure doesn't encourage faculty to track violations in a consistent way. Dan Swanson will update Faculty Senate after the November 29th meeting, and Johnny will present a more completed draft to Council when it is ready.

c. Chairs' Reading Circle Announcement- November 15, 4pm, Escalante Room.
The next Chair's Reading Circle, which centers on The Department Chair's Primer by Don Chu, will take place on November 15th. This meeting will focus on course scheduling. Johnny and Bruce Tebbs are working on training resources for Department Chairs that will help them manage the different aspects of their jobs. When this information is complete, it will be published to Canvas.

05. Standing Reports
a. Faculty Senate: Senate continues to work on the Mid-Term Grade policy. Some faculty have requested guidance about how to enter grades into Canvas for a course with large section numbers. The Office of Online Teaching & Learning said that there is a method to import excel sheet with grades into Canvas, but some faculty are receiving error message when they try to do this. At the next Senate meeting, the President will discuss diversity, VP Dodge will talk about compensation, and Richard Saunders will discuss intellectual copyright.

06. Action Items
a. Policy 6.31 (Shauna Mendini)
This policy was presented to the Council for final discussion before a vote. Councilmembers expressed concern about the confidentiality of student issues that are discussed by the Academic Standards and Admission Committee, and recommended that language in Section III, A, 2 be amended to remove reference to a student representative.

Shauna Mendini motioned to approve the policy, as amended. Richard Saunders seconded the motion, and it was APPROVED unanimously.

07. Information/Discussion Items
a. Proposed Academic Affairs Budget (Brad Cook & Bruce Tebbs)
Brad and Bruce will discuss the proposed academic budget after Council Reports have been given. Any members who do not wish to participate in the discussion are excused after reports.

08. Council Reports (2 minutes per report)

Jean Borean: HSS has assembled and approved a college-wide Writing Intensive definition policy. If deans are interested in the content of this policy, please notify Jean.

Shauna Mendini: CPVA occasionally puts together a production focused on social-consciousness. This year’s production, which explores LGTBQ issues, is “Fun Home.” APEX will present “Marisa Michelson, Bringing Naamah’s Ark to Life” on November 8th at 11:30 a.m. This event is part of a larger collaboration between CPVA and Michelson, a Jewish composer.

Stephen: The US State Department designates a week each year as “International Education Week.” For 2018, this will be the week of November 11th. A schedule of events is available at https://www.ssu.edu/internationalaffairs/pdf/2018-iew-flier.pdf Last week President Wyatt was in China with our partner-university at Wuhan, celebrating their 80th anniversary. An estimated 10,000 people were in attendance, and President Wyatt provided a keynote speech at the President’s Forum.

Steve Barney: Steve and Johnny MacLean are assisting Earl Mulderink with our 2020 Application and Self-Study for the Carnegie Community Engaged Institution Classification. Please submit examples of
Department or College initiatives that demonstrate community engagement and SUU’s connection with the community to Earl.

**Dave Berri:** Faculty Senate has been working to clarify the perception of the relationship between faculty and administration, reminding all involved that it is a partnership working towards common goals. Dave is encouraging faculty to speak up when they have concerns, so change can be facilitated.

**Nichole Wangsgard:** A bi-annual meeting for all faculty that teach content courses for the Teaching-Track licensure will be held on November 14th at 9 a.m. Nichole sent information about this meeting and a call for agenda items to each dean. Attendees will discuss state licensure changes, competency-based degrees, and other current topics pertaining to teaching licensure.

**Richard Saunders:** On November 1, SUU rolled out, on Campus Commons, a federally-funded grant program for to provide training for school Library aids. The year-long online self-paced training course will be offered statewide and potentially nationally. This effort was chaired by Cait Gerrity and Matt Nickerson.

**Mary Pearson:** The School of Business had a successful Entrepreneurship business pitch competition. The winner was an international student from Spain majoring in computer science, who created an app which uses GPS that shows students were the classrooms are at in each building on campus. The Master of Accounting Program was just ranked 4th in the nation for affordability and quality by US News and Report.

**Robert Eves:** The College of Science and Engineering will hold its annual Research Symposium on November 12th at 5pm in the Great Hall. The keynote speaker will be Amy Gifford, of Casino Game Maker, Inc.

**James Sage:** The Master of Music Education was recently recognized by OnlineMasters.com as one of the best online Master’s in Music Program for 2019. Further details are available at: [https://www.prweb.com/releases/onlinemasters_com_names_top_master_s_in_music_programs_for_2019/prweb15924762.htm](https://www.prweb.com/releases/onlinemasters_com_names_top_master_s_in_music_programs_for_2019/prweb15924762.htm)

At 3:05 p.m., Provost Cook excused members of the Council that did not wish to participate in the Budget discussion.