Deans Council Minutes
January 28, 2019.  1:00-3:30 pm – Charles Hunter Room, HCC

Present: Stephen Allen, John Allred, Steve Barney, Jean Boreen, Suzette Bulloch, Shawn Christiansen, Patrick Clarke, Brad Cook, Elizabeth Cox, Robert Eves, Grant Corser, Kim Craft, Eric Kirby, Scott Knowles, Katya Konkle, Johnny MacLean, Shauna Mendini, Matt Nickerson, Mary Pearson, Todd Peterson, Jason Ramirez, James Sage, Bruce Tebbs, Aimee Uchman, Jacob Ward, Matt Weeg, Johnny Zillgitt,

00. Review of Minutes
Motion to approve minutes from the December 3, 2018 meeting by Mary Pearson. Seconded by Jean Boreen, and APPROVED unanimously.

01. Visitors/Guests- Information & Discussion Items
   a. Canvas Survey (Johnny Zillgitt- SUUSA)
      Johnny Zillgitt, of SUUSA, notified the Council that questions for the Canvas Survey for students have been finalized and the survey has been posted. The idea for this survey originated with Jason Ramirez, and the intent of the survey is to discover how students use Canvas. Johnny consulted with Deans and Faculty to come up with the wording for each question. A link for the survey will appear in student’s mySUU Portal, and the survey form will be up for a month. At the conclusion of the survey, Johnny will compile information and share it with the Council.

   b. Update on FYE/ SUU 1000 Pilot (Todd Petersen, Elizabeth Cox, Eric Kirby)
      Todd Petersen summarized the First Year Experience (FYE)/SUU 1000 pilot course. The process began in 2017, with a partnership between Student Affairs and Academic Affairs to help get students “up and running” for General Education courses. Curriculum was formulated based on “just in time” learning, shaped by information from Eric Kirby about which points of information were most critical for a student’s first year. As part of the course, students forecast their behavior, participated in activities, and then reflected on them. SUU is participating in a USHE group with other intuitions to create a FYE. One of the main goals is to help students understand the purpose of higher education and general education. Students took surveys at the conclusion of the course, and the response rate was between 85-90%. Some of the most surprising information, according to survey results, was students lack of awareness of cyber security and phishing. Students were very open in the reflection portion of the course, and acknowledged the value of learning about different ideas even if they disagreed with them. Many admitted that a lack of electronic wellness practices can impede learning.

      Elizabeth Cox is SUU’s first FYE lecturer, and SIEL hopes to hire four additional faculty for this program. Elizabeth explained the concept of “push pull” information, namely that key information is pushed out to FYE students in a hybrid model (face to face and online) and that SUU is able to pull information from students about their experience with the course, and their sense of preparedness, purpose, and wellness. SUU is in the process of creating an SUU 3000 course, which would be tailored to transfer students. The FYE group will issue regular reports to the Council.

   c. Festival of Excellence (Scott Knowles & Jacob Ward)
      Scott Knowles reminded the Council that registration for Festival of Excellence ends February 1. The Festival will be held on April 2nd. Information is available at https://www.suu.edu/excellence/
      Jacob Ward distributed a personalized handout to each dean with information about nominees for Distinguished Mentor awards for each of their colleges/schools from last year’s Festival. The handouts include comments from students about their mentors, showing the impact that faculty have on students through mentorship. Please encourage your faculty, staff, and students to apply to present at the 2019 Festival.
d. **Paperless registration add/drop process (John Allred)**

Following the president’s mandate to go paperless, the registrar’s office has created an electronic add/drop process. It will roll out for summer semester. Students will access the online form through the portal they use for registration. For each course, they will need to provide the term, crn, and reason why they are asking to add/drop the course. Faculty teaching the course will get an email with information for the course the student wants to add, and a link which directs them to a course information page. The page shows how many seats are designated for the course, if there is a waitlist, etc. From this page, they can approve or deny the students request. If they deny, they must provide a reason for denial, and a notification will go back to the student saying the request has been denied. If approved, the registrar’s office will get notification and will register the student for the course. If further approval is required (e.g. Department Chair approval), the additional level will get an email from the registrar's office. They'll be able to see the approval queue and who has approved the request up to that point.

Councilmembers recommended incorporating a drop down menu into the form with standardized language about reasons for denial and an area with “open” text to provide further details. John requested recommendations for language for the drop down menu. He asked Deans to remind faculty to discard the add/drop paper forms, and begin using the new system. John will be meeting with Departments and administrative units to share this information.

**02. Provost’s Report**

**Budget**

The Utah Legislative session has begun. Brad thanked all who participated in the budget process and attending the on-campus budget hearings. He reminded the Council that the budget will continue to be an iterative process that is polished each year to reduce duplication of effort, increase succinctness of information, and ensure availability of information.

Councilmembers provided the following feedback about this year’s budget process:

- It was helpful to have specific steps: requests, presentations, and then discussion.
- Deans would like to be able to see any rankings and context added by the Budget Office if it impacts the likelihood of the request getting funded.
- Budget presentations are difficult for Faculty to attend, as many teach or have office hours during that time. Would we consider streaming the budget hearings internally?
- Could we limit the presentation time based on the amount of the request?

**Transition**

President Wyatt will send out a message in the next few days detailing the transition plan for the Provost position. It is anticipated that a national search will be conducted, and that an interim may be selected to serve, starting May 1, until the search process is complete. Brad’s transition to President of Snow College will officially being May 17.

**COSE Dean Search**

The Council thanked Dean Robert Eves for his exceptional service to the University. Robert will step down as Dean, take a sabbatical for Fall 2019, and then return to teaching full time in Spring 2020. The search process for a Dean of COSE is progressing well. A search committee has been selected and open forums were held for COSE faculty/staff/students to get feedback about the job description for this position. The search firm, Myers McRae (MM), will be assisting with the process. The final job description has been sent to MM and will be published as a digital brochure on various job sites. After six weeks of advertising, the search committee will begin going through resumes, set up Skype interviews, and have finalists come to campus mid to late April for face-to-face interviews.

**CAO Meeting (Johnny MacLean)**

Johnny MacLean attended the January CAO meeting on behalf of SUU. Degree pathways were a significant topic of discussion. Students that begin in a major with prescribed introductory GE courses and specific course sequencing who decide to change majors within the university or transfer to different
university often have to take different introductory prescribed GE courses for their new major. Each CAO was tasked by USHE to talk with their Faculty Senate and determine ways to more clearly communicate with students about program requirements (pre-requisites, general education courses, etc.), and to examine program curriculum to create a better experience for introductory level students. John Allred said the registrar’s office is writing an RFP for a system to help students track the way their courses would articulate into a new major.

03. Associate Provost’s Report

Task Force for Meta Majors (Commissioners office)

Last Thursday the task force, created by the Commissioner’s office, discovered its focus and purpose for working on meta majors. Clustering majors could help students identify a path earlier, and establishing meta majors would help students not have to do as much back-tracking within their college. The task force will continue to explore how to assign advising loads for meta majors, and how to make sure there is a clear handoff when students change majors. Meta majors would be more applicable to specific majors and their prescribed general education (GE) courses, with a goal of being transparent to students about the possibility of needing to take an additional GE course to fulfill requirements for their major if their previous major had a prescribed GE. Johnny MacLean discussed the need to talk with faculty about the issue of prescribed GE course and if altering our curriculum could correct this.

Curriculum and Catalog (Katya Konkle)

The fourth round of curriculum meetings will take place on January 31 and February 1. Two more rounds of curriculum meetings will take place for this catalog cycle. The late February/early March meeting will be the last opportunity to get changes into the new catalog. The meeting towards the end of March will be for new R401s and catalog cleanup issues. Finalized versions of edited catalog pages are due to Katya by February 22.

SPARC

Policies created by the SPARC office to comply will federal changes will be coming before the Council and Faculty Senate in the next few weeks. Bill O’ Neil is working on the search for a new SPARC director, and has identified the search committee. SPARC continues to get positive feedback from several campus entities.

STEC Partnership

The first phase of our articulation agreement with STEC was approved by NWCCU. Phase two includes developing new Associate degrees to receive credits from STECH students, allowing their hands-on work to be integrated into a degree. Phase three consists of modifying existing SUU four year degrees to integrate hands-on classes at STECH.

Three-Year Degrees

James and Katya will convene the Academic Calendar Committee soon, and the Committee will discuss alternative ways of scheduling to integrate summer session and online courses. Daniel Bishoff is taking a leadership role in the Three-Year degree initiative. Options to choose which degrees to convert from four to three years include selecting degrees that could most easily adjusted to a three-year schedule, asking students which programs they’d like to have as a three-year degree, or increasing our online and summer offerings with the hope students will take these courses and graduate from SUU faster. Funding is still being determined as we move through the budget cycle. Degree maps for programs selected by Deans as priority are due to the Provost’s Office by mid-February.

Summer School

Some college business managers have reached out requesting information about summer session planning and who will oversee it, now that the position is vacant. Brad reported that Jonathan Roberts is taking the lead on summer session planning. Bruce Tebbs met with Jonathan, and Jonathon will follow up with him once he has a better idea of the criteria will be to have courses placed on the guaranteed course list.
Online Course Plan
James Sage provided background information about where the Online Course Plan originated, and what steps have been taken up to this point. SUU now needs to determine if we want to expand our online presence, and if so, if we’d like to create our own management system or contract with a third party Online Program Management (OPM) company to help. SUU issued a Request for Proposals (RFP), and met with a variety of OPM companies. James distributed a handout summarizing the three proposals we selected from the respondents. A smaller group from the Online Course Plan committee is analyzing the three proposals, and will provide a recommendation to President Wyatt from a faculty perspective. Feedback and recommendations will be requested from other campus areas, such an enrollment. Once President Wyatt has received recommendations from each area, he’ll make a recommendation, based on how to best get resources to academic affairs and enrollment management in the most efficient way. SUU may decide not to select any of the vendors that submitted, and to open another RFP. If an outside vendor is selected, the next step will be drafting up a proposed contract. Academic Affairs will help determine which programs will grow rapidly or more slowly in the online environment.

Council members provided the following feedback:
- As we disseminate information about this process, could we remind campus that the SUU experience and the quality of our programs will not be lost if we increase our online offerings?
- Our online programs should focus more on the quality of the content and less on the need for revenue. Quality must be the driving force behind online programs, not increasing our number of online enrollments.
- We should look at OPMs that will allow us to define what we want, rather than telling us what they are willing to provide. If we contract with a provider, we need to make sure we communicate that SUU is "driving the bus."
- Not having a platform is a real challenge. Faculty members don’t have the space in their workload to build a degree in multiple programs.
- Some faculty didn’t feel like they received enough specific information to ask informed questions.
- We need to create a policies governing online courses and workload.
- Some faculty are concerned that OPM "course facilitators" will take over, instead of having online faculty teach courses.
- Who will have intellectual copyright on faculty content included in online courses? Will the OPM own the content?

Bruce Tebbs noted that SUU has some programs that have only two or three faculty. Our programs could become stronger if we had more faculty, but we need more students to support more faculty. James Sage said that use of an OPM could help us achieve the quality of online programs we want, with the OPM bringing years of marketing experiences to the table. Because most OPM’s receive a revenue-share, their success depends on our success. Brad Cook explained that there has been a challenge in messaging to the campus community. We’ve been presenting successful examples of programs that were floundering and are now excelling. He will speak with President’s Cabinet to find out if we can present more applicable examples, such as campuses that are doing well and simply looking to expand their online presence. SUU won't settle for offering lower quality programs for the sake of growth.

Johnny MacLean told the Council that a Faculty Committee meeting to discuss online expansion will happen at 4pm on January 28. Johnny is offering a weekly open forum at 4pm every Tuesday in BB 304H for any faculty that want to express concerns. He distributed a handout with responses to an anonymous feedback survey about the online course plan, and he will continue to update this document for each Council and Faculty Senate meeting.

04. Assistant Provost’s Report
   a. Online Teaching & Learning (OTL): 3 position searches; Canvas data analysis
      Jen Hunter has moved to a new position in SIEL. Her previous position in OTL is open. Johnny has begun a search to fill this position, and two additional positions: an entry level Instructional Designer and a Learning Management Administrative Assistant. OTL is starting to analyze canvas
data to more intentionally provide data to faculty. OTL can collect significant information regarding course quality and cross check it with resources outside Canvas.

b. **CETL: RFP for Curriculum Innovation Grants**
   Applications for Curriculum Innovation Grants (CIG) will be accepted through February 22. Any questions should be directed to Matt Weeg or Liz Olson in the CETL.

c. **GE Updates: ENGR 1010, CSIS 1000, ENGL 1010E**
   The Engineering & Technology Department has requested that ENGR 1010 be removed from the Humanities knowledge area. CSIS 1000 will remain in the catalog for 2019-2020, to help with the transition from CSIS 1000 to SUU 1000. SUU 1000 is already approved, but SUU 3000 has not yet been approved. Johnny will encourage advisors to place students in CSIS 1000 only if they are on a previous catalog. It is anticipated that CSIS 1000 will be removed from the GE program in 2020-21. ENGL 1010E has been approved as a GE course.

d. **Ad Hoc Committee Updates: Online Presence, Academic Integrity Policy, New Faculty Senate committees on EvaluationKIT and OPM Question**
   The Online Presence Committee will meet on February 1. The Academic Integrity Policy Committee will meet later in the semester. Faculty Senate has created a committee for EvaluationKit and a committee for Online Program Management. Steve Barney informed the Council that the new evaluation tool to replace IDEA, EvaluationKit, will have a student feedback tool. The Committee anticipates that there will be core questions for campus-wide use, and colleges/school will be able to customize some of the questions.

e. **Prioritized Online Programs Discussion**
   A list of prioritized online programs for each college/school was posted to the Deans Council shared drive. Johnny would like to work with Deans, Program Directors, and/or Department Chairs on the programs listed for their area. The OTL will work with these groups to create a one-to-three-year implementation map of when each program and course will be developed for online delivery.

f. **Institutional Review Board (IRB):** The current IRB Director will be departing from SUU after this semester. Most of our previous Directors have come from HSS. Johnny has reached out to Dean Boreen for recommendations, and if other deans have faculty recommendations, please contact Johnny before February 8.

05. **Standing Reports**
   **Budget (Bruce Tebbs)**
   Bruce distributed a handout of student fee proposals. The fees must be approved by President’s Cabinet and the Board of Trustees. The Student Fee committee is drafting a letter to the President. The Committee hopes to have Trustees vote on these fees at the March meeting.

**Faculty Senate**
Provost Cook informed the Council that Faculty Senate wants to delegate organization of Faculty Awards to the Center for Excellence in Teaching and Learning (CETL). Brad will talk with CETL about the possible shift of responsibility and when a shift may take place.

06. **Information/Discussion Items**
   a. **Qualtrics License Discussion (Shawn Christiansen)**
      The College of Education and Human Development is wondering if any other colleges would like to partner to share the cost of Qualtrics licenses. Any Deans that are interested should notify Shawn in the next two weeks.
b. Dependent Education Benefits (Mary Pearson)
This topic has been discussed in Faculty Senate and Staff Association and has arisen during faculty searches. Mary researched education/tuition benefits for other USHE institutions, and discovered that SUU’s current Dependent Education/Tuition benefit is one of the lowest for an institution of our size. For the School of Business, this has been a competitive problem for new hires, and increasing the benefit could be a good negotiating tool for future employees.

Brad asked Mary to put together a white paper and be prepared to present it after the budget cycle, when salaries are being considered.

Convene Executive Session to discuss selection of University Valedictorian.
(Please note, this session will be closed to protect student identification information utilized as part of the selection process.)