DEANS’ COUNCIL MINUTES
Sept 23, 2019– 1:00-3:30 pm – Charles Hunter Room, HCC

Present: Stephen Allen, John Allred, Jean Boreen, Isabella Borisova, Sylvia Bradshaw, Shawn Christiansen, Grant Corser, Kim Craft, Robert Eves, Frank Hall, Sean Heiner, Bill Heyborn, Katya Konkle, Shauna Mendini, Johnny MacLean, Matt Nickerson, Brandon Payne, Mary Pearson, Schvalla Rivera, James Sage, Lisa Swanson, Aimee Uchman, Lynn Vartan (guest), Matt Weeg, Matt Zufelt

I. Review of Minutes
Dean Shauna Mendini motioned to approve the minutes from the 4.22.19 Deans Council meeting. The motion was seconded by Dean Jean Boreen and Approved unanimously.

II. Visitors/Guests- Information & Discussion Items
APEX Events
Lynn Vartan distributed post-cards and bookmarks for the Fall 2019 APEX events series. APEX has had an overall higher attendance rate so far, with around 300 people attending events.

III. Academic Affairs Report
Provost Eves asked everyone around the table to introduce themselves.

Provost’s Report
President and Provost will meet with the Deans this week to discuss possible summer compensation models. Provost Eves is drafting a document to remind faculty about the new mid-term grade policy. Please remind your faculty of this requirement.

Associate Provost’s Report
James, Johnny, and Steve Barney have drafted up a charge for how to integrate experience education into majors.

Board of Trustees
Three administrative unit changes, an emphasis in Educational Leadership and Policy (M.Ed.) and an emphasis in Agricultural Education (BIS, Ag. Science) will be on the Board of Trustees agenda for the September 27 meeting. Program reviews for the College of Science and Engineering and the Anthropology Department will also be on the agenda. The Board of Trustees has opted to move all program reviews to the Consent agenda.

Regents Transfer Council
The Regents Transfer Council, a group to help ensure consistency for transfer credits and credit-based test scores across USHE institutions, is pulling a representative from each campus to create a Transfer Guide. Our representative is John Allred. The Guide will be a software program to help map pathways for higher education institutions across the state. The Regents will also assemble a Prior Learning Assessment Task Force.

Strategic Plan- Annual Report
James and Steve Meredith crafted an annual report which provides updates on our progress towards our Strategic Plan. These smaller annual reports will be assembled into the larger final report, and will help document that we are tracking our process. James will be working with Career Services to make sure the graduation survey is asking questions that provide meaningful information about how Academics can improve academic programs.
**Assistant Provost’s Report**
Johnny continues to provide responses to concerns submitted through the anonymous feedback survey for faculty. The end-of-course student feedback survey continues to move forward. Alison Adams will distribute instructions for submitting section-specific questions and department questions. A listing of University Committees is available at https://www.suu.edu/academics/provost/committees/
Johnny’s update for other areas has been posted to the shared drive.

**SUUSA**
Brandon Payton, SUUSA Academic Vice President gave a short update on SUUSA’s vision for this year. Two areas for focus for SUUSA this year are Reputation and Representation. SUUSA is working to raise awareness about it functions, build a positive brand, and make sure that students know how to contact the various members. SUUSA held a Senators Poll the first week of classes, and will host several “meet your senator” events. Student listserv email lists will be utilized to distribute a monthly newsletter, and students will have the option to opt-out. SUUSA is working to amend their constitution to align with the Three-Year Degree plan, and to have SUUSA representatives on campus during summer semester. With the diBrandon would like guidance about what to do with the SIEL senator position.

James Sage noted that during the last SUUSA/Academics/Student Affairs Luncheon it was suggested that the pdf document that has required syllabus statements be updated to include a statement about SUUSA Leadership representation and a link to the listing of the SUUSA Executive Council and SUUSA Senators.

**Faculty Senate**

**Summer Compensation & 3-year degree**
Bill Heyborn and Dave Berry put together a committee that, with feedback from the President’s Office, drafted the “Faculty Recommendation for Summer Compensation & 3-year Degree Budget Request” document. The Committee provided a recommended list of Budget Requests, suggested that the Overload Range Compensation model be utilized, and recommended increasing participating department chair contracts from 10 months to 11 months.

The Faculty Senate wrote a resolution responding the Summer Compensation Committee’s recommendations. The resolution recommends that Departments offer up to 60% more courses during summer than they offer during fall and spring. Senate further recommended that in addition to increasing summer compensation, an equitable solution be found for overload and adjunct salaries for Fall and Spring. The resolution also proposed that Department Chairs be offered flexibility in how they are compensated, including overload contracts for Chairs and/or increased contractual time for Associate Chairs. Senate requested additional funding during the summer for the Testing Center, Library, Tutoring Center, CETL, and Canvas support.

Robert Eves said the Deans will meet later this week to discuss the committee’s recommendation, and then will pass recommendations along to Presidents Council.

**Student Summer Survey**
Steve is working with Jeff Carr (SUUSA President) and Stuart Jones to create and distribute a student survey about Summer courses. Steve distributed printed copies of the questions. John Allred requested that a question be added asking students if they would be willing to take two to three summer courses in order to qualify for financial aid. If anyone has feedback on the questions, please contact Steve.

**Student Feedback Form (previously “Course Evaluations”)**
In the past, feedback from students about courses was submitting through the IDEA evaluation tool. A subgroup of the Student Evaluation Committee was commissioned to put together an RFP for feedback submission solutions that allowed development-based feedback. SUU selected EvaluationKit, which allows creation of customized questions. At this point, the committee was charged to begin writing possible
questions for the feedback form. The committee created a bank of 29 questions based around five core themes. Questions were pilot-tested over summer semester, with a response rate around 70%, and the committee was able to narrow the form down to 12 questions. The intention of the feedback form is to allow students to provide input about teaching behavior instead of asking them to evaluate their professor. This is part of a shift in our campus culture to move away from evaluation and towards developmental and formative feedback, as demonstrated in the Promotion and Tenure policy. Training for EvaluationKit will be available for faculty and administrators, and faculty mentors and other evaluative entities will be able to utilize information from the form for the Promotion and Tenure evaluation process. EvaluationKit is mobile-compatible, and allows the creation of questions that are college, department, and course specific. Please submit any minor edits to Steve.

V. Information/Discussion Items

BGS/BIS: Where will they be housed? (Grant Corser & Jean Boreen)
When the School of Integrative and Engaged Learning dissolved, the Master of Interdisciplinary Studies, Bachelor of Interdisciplinary Studies (BIS), and Bachelor of General Studies (BGS) degrees moved to the College of Humanities and Social Sciences (HSS). HSS will oversee the BIS/BGS program for one year. Provost Eves asked Jean to streamline the curriculum for these programs so that advisors can take more active role working with students in these programs. Advisors will work with students to help customize their BIS/BGS program. Jean asked the Council if there are integrative courses that colleges/school are using that could cause problems for veteran students and athletics students if they were eliminated. The Council provided the follow feedback:

- If we want BIS/BGS students to have a capstone, could we have the department where a majority of the student’s courses are housed self-select a capstone, using an already existing course?
- Do we have any research about how many students planned to do a BIS?
- Could the Honors Program house the BIS/BGS program?

VI. Council Reports (2 minutes per report)

Matt Zufelt: Revisions to University Email Policy will be approved by Trustees this Friday. The policy dictates that university email is to be used only for university Business. University emails are considered public records for GRAMA requests. Please notify everyone is your areas about the updated policy. Use of university email for personal purposes could result in termination.

Shauna Mendini: The Shakespeare Highschool Competition Festival will take place from October 4th through October 6th.

Stephen Allen: The annual Confucius Institute celebration will take place September 24 at the Heritage Center Theatre. There will be a tasting area for food and a performance at 7 p.m.

Lisa Swanson: An email about course/program fees requests and meetings will be going out soon. The submission deadline is October 15th. Lisa will check the current committee lists and notify deans if anyone is rotating off.

Shawn Christiansen: Shawn will step down as Dean of the College of Education and Human Development to return to teaching, effective June 30, 2019. This is his last year as Dean.

John Allred: Thank you for your work on the commenced attendance process. The deadline for midterm grades is Oct 18th. Only full-session courses are required to submit mid-term grades. John recommended we make the grading system available for faculty use on October 13. Is there concern about when we make the grading system available to faculty Only full session courses are required to submit midterms.
Mary Pearson: SUU hosted a rural summit and an entrepreneurship pitch competition. Mary will be reaching out to each Dean requesting a Faculty Fellow to serve on the Entrepreneurship Council.

Frank Hall: Thank you for all of the help that has been provided during his first semester at SUU.

Sylvia Bradshaw: Sylvia is excited to engage with Deans, Department Chairs, and Faculty about SPARC, and would be happy to come present at any college or department meetings.

Katya Konkle: Work continues on the integration and implementation of Curriculog.

James Sage: Curriculog training is anticipated to occur in October, with implementation taking place after November.

Meeting adjourned at 2:37 p.m.