DEANS’ COUNCIL MINUTES
Monday, October 14, 2019– 1:00-3:30 pm – Charles Hunter Room, HCC

Present: John Allred, Stephen Allen, Steve Barney, Sylvia Bradshaw, Jean Boreen, Shawn Christiansen, Patrick Clarke, Grant Corser, Kim Craft, Robert Eves, Frank Hall, Bill Heyborn, Katya Konkle, Johnny Maclean, Shauna Mendini, Matt Nickerson, Heather Ogden, Brandon Payne, Mary Pearson, James Sage, Aimee Uchman, Matt Weeg,

I. Review of Minutes
Mary Pearson motioned to approve minutes from the 9.23.19 Deans Council meeting. The motion was seconded by Shauna Mendini and APPROVED unanimously.

II. Visitors/Guests- Information & Discussion Items- NONE

III. Academic Affairs Report

The Council welcomed Heather Ogden as the new Dean of Students.

Provost’s Report
Summer Internships
A draft document outlining guidelines for Summer Internships has been posted to the shared drive. To be eligible for internships, students must take a minimum of 12 credits, and only 3 of these credits need to be from a face-to-face, on-campus course. Students could include internship credits toward the total 12 credit load for summer, but taking an internship, on its own, will not provide sufficient credit to meet the minimum.

Bookstore Software
Tracey Brodrick, Bookstore Director, has software that is going to automate textbook requesting. The software will automatically show faculty the textbook they used last time they taught the course and will give faculty the option to select the textbook for use again.

Draft of Funding Model for Summer Compensation
A draft funding model for summer compensation has been posted to the shared drive. Please review the model. Information about the funding model will be pushed out as soon as possible.

UGRAPSP
UGRASP has been decentralized, and Deans will now be responsible for managing these funds. Once Lisa Swanson has the FOPALS for where the funds need to go for each college/school, they will be distributed. Students with UGRASP proposals should submit them to the Dean of the College/School that their faculty mentor belongs to.

Risk Management
Nearly 30% of SUU employees still need to complete updated Title IX Training. Please remind your employees to complete this training. Faculty should also study Policy 6.28: Professional Responsibility, and make themselves aware of common practices such as leaving office doors open during meetings with students. Mike Humes invites members of the Council that have questions about Policy 5.64: Minors on Campus, to reach out to him.

Retention
Our Year 1 retention rate for new first-time full-time bachelor’s degree seeking students is at 73.5%. Thank you to all involved, and the Student Affairs team in particular, for making this possible.
**Associate Provost’s Report**
Please see the report posted to the Team Drive, including
- Update to Syllabus Statements from SUUSA
- Program Planning & Approval
- Curriculum Updates

Please send updates to the Programs Under Consideration list to James.

**Assistant Provost’s Report**
- Please see the report posted to the Team Drive, including
- Updates on the CETL and APEX
- Fall 2019 General Education Curriculum Review
- End of Course Study Feedback Survey
- Anonymous Feedback Survey

Two new policies, required by NIH and NSF are being proposed by SPARC. Both policies have been reviewed by Deans Council and Faculty Senate, however, edits have been made to the policy since then.

Please review these policies and be prepared to vote on them at the next Deans Council meeting.

**SUUSA (Brandon Payne)**
To accommodate the three-year degree plan and the expanded offering of courses for summer term, SUUSA plans to operate with a skeleton crew in the summer, and a full group during fall and spring semesters. An amendment to the SUUSA Constitution was approved which indicates this change. Brandon is working with James Sage on a statement for course syllabai advising students about the resources available to them through SUUSA. SUUSA is formulating a Legal Council series, where students could seek advice from attorneys without hiring them as representation. Homecoming was incredibly successful this year. Student Programing spent less budget, and attendance was increased by nearly 3000 guests (over last year).

**Faculty Senate**
The Senate is working with the CETL to conduct hour-long Mentor Training workshops in preparation for full transition to the new Promotion and Tenure policy in 2020. Please ask your faculty to RSVP.

The Summer Course Survey, which asks students about what kind of courses they’d be interested in attending during summer term, closes today. Steve will send results of the survey out to academic deans.

The Teaching Feedback Survey is live, and student response rates are fairly high. Comments about the structure of the survey has been generally positive.

At their next meeting, Senate will discuss parking policies and strategies. Several faculty have commented that parking is becoming an issue. Senate will also talk about the interplay between Policy 6.22– Faculty Due Process, and Policy 6.28 – Faculty Professional Responsibilities, to confirm that the policies support each other. The Faculty Leave Policy (6.15) will also be a topic of discussion. James Sage clarified that this policy was last updated around 1995, when SUU transitioned from a State College to a University. As a State College, we had faculty that were non-tenure-track and didn’t have a terminal degree. One of the original intents of Policy 6.15 was to allow non-tenure-track faculty to request a Sabbatical leave to complete a terminal degree. At this point, we need to decide how widespread the resources for Faculty Leave should be, and if a leave can be requested by a non-tenure track faculty to complete a terminal degree. Robert Eves noted that SUU doesn’t hire faculty as tenure-track unless they have a terminal degree, and that we need to determine what the purpose of a Sabbatical Leave is.
IV. Action Items- NONE

V. Information/Discussion Items

Curriculog (Katya Konkle)
Curriculog launched last week. A link to Curriculog will be posted in the mySUU Portal, or the user, if logged into their google account with dual authentication, can navigate to https://suu.curriculog.com The direct link to Curriculog will not work unless employees are logged into their SUU account through dual authentication Katya provided a quick overview of general functions, including settings, user rights, initiation of proposals, and approval/rejection of proposals. Curriculog will be used for November and January curriculum meetings. Please contact Katya to set up a training for your department.

Centralized Prerequisite Checking (John Allred)
We have not, to date, as a campus, been able to check prerequisites centrally. Some students have been allowed to enroll in a course without meeting the prerequisites. The Registrar's office is willing to run a prerequisite check for all courses, and then drop students that don't meet the requirements from courses. Student exceptions could be requested by filling out a form in Banner. This form would need to be filled out before the prerequisite check is run, to prevent students with exceptions from being dropped. The Registrar's office would continue to notify students after they have been dropped, and could recommend that students re-enroll in the course or request an exception from the Department Chair. This central check for prerequisites would have to apply for all colleges/schools, it couldn't be run on a piecemeal basis.

A Councilmember recommended providing a grace period after students are notified to allow them to create a plan to meet prerequisite. John Allred explained that the university would be counting and paying for those students for that grace period. Provost Eves asked each college/school to provide feedback about this proposal:

Shawn Christiansen: No issues with the process. It would help make sure students meeting licensing requirements.

Shauna Mendini: Many CPVA courses have placements made through auditions. Students progression along pathways varies tremendously through the college. Centralized prerequisite checking would pose issues for CPVA courses.

Jean Boreen: No issues with this process.

Mary Pearson: No issues with this process.

Patrick Clarke: No issues with this process.

Frank Hall: What about pre-requisite courses in other departments? For instance, a Calculus course is required for the Engineering program. If a student does well in their Engineering courses but not in their Calculus course, it could potentially set them back almost a year because of the scheduling of the Calculus course.

Robert Eves explained that the Department Chair would still be able to override prerequisites.

Katya Konkle recommended that departments check their prerequisite minimum grades to make sure they are accurate, and that they are consistent. Katya is happy to pull information about prerequisites if needed.
John Allred told the Council that this process doesn’t have to be put into place immediately. It could launch at the end of Fall, or after. Please pass this information along to your department chairs, and send any feedback to John. He is willing to provide training about how to submit overrides if we decide to use a centralized system. Anyone with specific concerns should contact John to explore options. **Please be prepared to discuss input from your department chairs at the November 4 meeting.**

**VI. Council Reports (2 minutes per report)**

**Frank Hall:** SUU’s Nursing Program continues to receive accolades on and off campus. A St. George publication recently noted that SUU is ranked #1 in the state for professional nursing programs. Representatives for ABET will be on campus over the next two weeks.

**John Allred:** Mid-term grades information for Lecture, Lab, and Lecture/Lab courses is accessible to Faculty beginning today. The Registrar’s Office will work with IT to pull information into midterm grades for canvas users and notify non-canvas that they must submit grades by October 18.

**Shauna Mendini:** NAST will be onsite the first week in November for accreditation.

**Stephen Allen:** International student retention was 90.7%

**Steve Barney:** A Mentorship Training Workshop will take place on October 24 at 2pm in the Vermillion Cliffs room of the Hunter Conference Center.

**Matt Weeg:** The CETL program has had 110 participants in various events so far, 92 of which are first time attendees. This is an estimated 30% increase over where we were at this point last year.

**Patrick Clarke:** The FAA has approved the curriculum for the Aircraft Maintenance Tech program. We also received approval of curriculum through FAA. The degree program will move to NWCCU for approval (was already approved by BOT)

**Mary Pearson:** The is the first year rolling out the M.S. in Business Analytics Program. There are currently 14 students enrolled in the program. The M.B.A. Program used to have nearly a year’s worth of pre-requisite courses, which have now been replaced with a single on-line prerequisite course. Enrollment has grown in the program.

**Sylvia Bradshaw:** Both policies for SPARC are regulations from NIH and NSF. SUU must have these policies in place to submit grants for these organizations. Sylvia is happy to answer any questions by email.

**James Sage:** James will invite Jackie Grant to be a part of the November 4th meeting, to update the Council and University of the Parks.

*Meeting adjourned at 2:07 p.m.*