



## Snow College Dean's Retreat Meeting Minutes August 13, 2012

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**IN ATTENDANCE:** Dan Black, Sheryl Bodrero, Sue Dalley, Michael Medley, Vance Larsen, Dr. Gary Smith, Dr. Richard White, Beckie Hermansen,

**ALSO IN ATTENDANCE:** Alan Christensen, Chase Mitchell, Jon Ostler, Susan Crook, David Allred, Sam Heikinen, Elaine Compton, Doug Johnson, David Dyches, Christie Allred, Heather Boren

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- Welcome, Celebrations, Affirmations
- Roundtables for Academic Affairs
  - **SBDC/STIT**—Alan; <http://ruralutahbusiness.com> is up and running, SBDC newly accredited by the state and no longer on probation. Received funding from UCAT and have assisted 150 companies and 973 people in small business training, counseled 111 clients, and 75 jobs created. Also receive \$100,000 for research and assistance.
  - **TTC**—Chase; Migration to Canvas complete. 58% of the faculty and 80% of the students are using Canvas. Now have 14 video conference rooms and state of the art facilities. There are 129 two way courses, 70 hybrid and 59 online.
  - **Library**—Jon; Creating a Discovery tool that will be a single search engine on the library website and also an instruction module called Tilt for instructors. Working with Richfield on getting the year book and other oral histories digitalized.
  - **IR**—Beckie; Working on a new interactive Tableau dashboard that houses lots of info on courses, enrollment, HS profiles etc. Can be shared as an email link, uploaded to the web, or saved as a PDF as is available on the IR website.
  - **TBSI/MPHI**—Susan; Located on West Campus. Looking to collaborate with the Divisions and broaden the scope of the program. Working with the Library and the City of Ephraim and also revising the curriculum to bring the program back.
  - **Honors Program**—David; Huge enrollment jump! 190 for fall term. Instituted an Honors Contract that turns a regular class into an honors class. Established an Honors Leadership Team for recruiting and mentoring. Would like to have honors courses offered in every division.
  - **Center for Global Engagement**—Sam; Looking to increase international population and diversity to 10% over the next 5 years. Looking to maintain and create new partnerships this year in Asia, Middle East, and Latin America. SLCC looking to model their program after us.

- **Center for New Media**—Elaine, Has a physical space in the lower level of the library with lots of high end software. 204A is the PC lab, 204B is the Mac lab. Looking to have specific tracks by spring.
  - **CEED** (economic development and community education—Doug) Great support from the 6 counties, very interested in OLE and how they can use it to utilize their resources. Also very interested in the new Industrial Mechanics program and stated Snow grads will have priority when hiring.
- **Concurrent Education Program/ADP: Update and Dialogue** (Doug) Handouts provided. 60% come to Snow College after graduation, doubled in credit hours and head count for this upcoming year. 4 EDNET courses per semester since UVU pulled out and we are filling the void. Snow services more areas than any other institution. For ADP the idea is to complete an AAS degree in one year. Working with HS Counselors to streamline the process. Trying to make it attractive with some classes over the summer with a camp like feel and activities with financial aid available.
  - **Action Needed:** Add logo or create short video to add to EDNET courses.
- **Miscellaneous academic affairs business items:**
  - **New academic programs**, New Music and Natural Resource degrees added with Nursing and Industrial Mechanics up for review. Others in the pipeline are OLE, Ag Mechanics, Historic Preservation, AFA.
  - **New Academic Affairs administrative structure**—Can Dean's sort this out on the Division level? Also looking to revisit changes to Schools.
    - **Action Needed:** Sort out admin structure at the divisions level.
  - **GNST**; Only dept. that doesn't have a home. Have a conversation of where it could be, Humanities? Always an afterthought, we need to streamline them.
    - **Action Needed:** Find home for GNST
  - **Department Chair workload policy**; Come to Dr. Smith with equitable workload recommendations, we want to treat our chairs fairly. Do we have levels, compensation, etc.? Short term solution: new hires on 12 month contracts?
    - **Action Needed:** Recommendations from Deans on workloads, dept. expectations, list of responsibilities, etc.
  - **College Council Update** (Dan); Concept is to help the President make inform decisions and have Trustee actions go through this council. Trying to determine what the governing body is, how it works, and how policy gets made at Snow. Lots of different groups making decisions not approved by the Trustees and the next meeting is to see if this council is of use or not.
  - **Annual Faculty evaluation tied to Core Themes**; Address and identify how their work ties into the mission and core themes for their review.
    - **Action Needed:** Have a conversation with your faculty about this.
- **Deans Roundtable**
  - **Mike-** Will have 5 programs: Industrial Technology, Transportation Technology, Services, Information Technology, Allied Health Services. Working on an Industrial Mechanics degree, an Industrial Manufacturing degree, an Ag Mechanics degree, and a Web Development degree. Changes were made to the

CT calendar to match the academic calendar so there is minimal or no instruction in May. Pending approval of the ASN degree with enrollment slated for fall 2013.

- **Sheryl-** Working on a grant for the Global Scholars program that would support courses centered on global engagement issues. Working on Fulbright Scholars initiative with the invite to other Deans to think ahead a few years for possible Fulbright Scholars for their area. TSFL has a name change to TESL. Chinese 1020 will be taught in the spring.
- **Dan -** Working on the Natural Resources program being offered on both campuses. The Introduction to Natural Resources class has 32 students which is a good indicator of student interest in the program. There is a need for chemistry classes on the Richfield campus, especially with lab experience. Worked on a home-based chemistry kit that allows the student to conduct 60% of all lab experiments at home with the rest on campus under instructor guidance.
- **Vance-** Working on the reorganization of Music to match the 4 year degree. Working on a summer dance intensive experience with Julliard for summer 2013 and renaming Julliard Jazz festival in order to garner corporate funding and sponsorships. Looking to launch a capital campaign to raise funds in support of internships. Theater program is looking forward to NAST accreditation and the Art program will seek the AFA degree approval prior to national art accreditation.
- **Sue:** Hired 3 new employees: Whitney (OLE), Larsen (Early Child Development), Jeff Wallace (Family Life). New initiatives such as collaborating with Math and Psychology to create a Math 2050 Statistics course which provides research based refresher and information for students, community, non-profits and other individuals.
- **HR Update and Dialogue** – Looking to implement FLAC and faculty Load and Compensation module. Will cut down on paper, extra steps, and streamline the payroll process. Would like Dean's feedback and suggestions as they work to implement this new process.
- **Accreditation** – Handouts provided, Self-study finished and over 150 pages long and at the printers. The Accreditation visit will be Oct 1-3<sup>rd</sup> and the Academy Room will be the team's private workroom. Welcome breakfast on 10/1 with team members divided between tables by themes and surrounded by Snow people to answer questions. Be available for meetings if requested.
- **Assessment**–Looking to create a committee to review KPI's, scorecards, and to discuss what we want to change or keep for 2012-2013. Also looking to link budget decisions to assessment and get a more routine schedule. This will lead to budgets being entered into TracDat in March.  
**Action Needed:** Remind faculty to enter their analysis into TracDat.
- **Other: Madsen Award**-Kim Cragen was chosen as this year's award recipient.  
**Lab Fee for PHSC 2105:** \$30 fee approved