Snow College Dean's Council Meeting Minutes
August 27, 2012

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

- Welcome, Celebrations, Affirmations
- Minutes from Dean's Retreat -
  - Approved- post on Dean's Council page
- Changes in IT
  - <u>Rogue Wireless Access Points</u> --- Campus is now completely wireless. Over 100 unofficial points that can become a security concern. Only worried about devices on campus facilities. Would like them turned off by next May before next audit.
    - <u>Action Needed</u>: Find out where the dead zones are and turn off rogue points for security. Talk to the faculty and identify where rogue points are in their building.
  - <u>Open Lab</u> --- How do we want to manage that? Map of all the labs? More computers? Word out about wireless printing. Printing in the dorms?
    - <u>Action Needed</u>: Create culture of courtesy, printing stations?
- **Mission Fulfillment Team & Meetings:** Build into culture and happening before accreditation visit as proof. Tie entire assessment to budget. Two point of contact – Have a discussion in September to separate budget request to legislature, next meeting about Feb. 15 to influence budget for next upcoming year. For mission fulfillment conversations to set priorities. Enter into TracDat, etc.
    - <u>Action Needed:</u> Tweak schedule to set 2nd meeting to Feb. 15th? About budget priorities. September meeting – big picture meeting. Feedback.
- TracDat
  - Review of Division home pages and summary results with past due assignments. Review of course pages. Can be linked to curriculum mapping, related goals tab can be linked to core themes and program learning outcomes.
    - <u>Action Needed:</u> Link Courses to program – program to core themes. Core theme KPI's not visible to faculty. Dean's will enter in KPI info, more indirect. Courses to programs. Deans: Programs – CT objectives – KPI
    - Prog. Action Plans: Budget requests. Then reviewed by VP's. Have programs review then Deans take the Dean's council to review. For special requests.
    - Document Tab: General Information for internal information. We can make summary reports available here.

- **Action Needed:** Update list of ASB, APE, AAS. Add new bachelor degree.
    - External Information: Hand out. Snow in 90% or above Sense & CSSE. Least favorite – students not completing assignments or turning in late. What can we do for our entering students? Link to core themes and KPI's.
        - **Action Needed:** Share with faculty and ask what we can do to help our students.
- Student Travel
    - How can we lower our costs on buses, etc.? School bus, get our own buses, make procedures, budget, talk to risk management about students taking motor pool cars.
- Student Engagement
    - About $40,000 a year look at a process to set priorities for these requests. Not 100% covered.
        - **Action Needed:** Draft policy and set dates of applications. Need a process. We want to encourage this!
- Special topics
    - Courses by programs across the board. Go to Curriculum Committee to create a process. Support of Dean's? Make a consistent process. Clarify assumptions.
- Redesign of Courses
    - Compensation – Where is the line between this is something faculty normally does and when it is a collaboration and goes above and beyond. Make a procedure/practice so this happens for the right reasons.
        - **Actions Needed:** Revisit at next meeting.
- Student Interest Survey
    - Beckie – was part of registration where students indicate majors. Information available from fall for Dean's. If you want to track that information we can do that too, if interested. Margie will enter in majors after 3rd week report.
        - **Action Needed:** Need a policy for entrance pre-requisite of when they need to be taken. CC action?
        - **Action Needed:** Online Testing – need to standardize what is compatible for online testing in our center to speed the process up. What committee to talk about this? Do we want to restrict software or programs for faculty? Ask faculty about this. Probably for math, look for solutions. Talk to IT people? Look for tech solutions first or stage testing for students. Assign 2 hour blocks.
- Graduation Assessment
    - Need help from Dean's discussion for another entry
- Non-Profits
    - Would like to get Faculty involved with helping Non-Profits.