

Dean's Council Minutes
September 16, 2013
Academy Room

Attendance: Sue Dalley, Dan Black, Sheryl Bodrero, Vance Larsen, Beckie Hermansen, Dr. Gary Smith

Minutes taken by Beckie Hermansen

1. Celebrations/Affirmations

- a. Sheryl (Humanities): Dr. Nawar has already given a lecture at Weber State and seems to be acclimating well. Her husband and younger son may be joining her this winter. Sheryl will welcome a new puppy and two students from Italy (for spring semester) in her home.
- b. Sue Dalley (Social Science): Richard Squire is preparing global initiatives for education with schools in North America and Mexico. He will take an exploratory trip this week to establish relationships with schools in Mexico. Jon and Ellie Cox are expecting both a child and two adopted children from Ethiopia in October (triplets).
- c. Dan (Natural Science): Very pleased with the two new science hires this year. Brandon is putting together a huge math and science fair on the Richfield campus to invite prospective students to the college in that locale.
- d. Mike (BAT): Four certificates of proficiency in CIS were approved by the Regents in July along with four certificates in business (including a CER in Business and Music Technology). The AAS and AS degrees in Outdoor Leadership and Entrepreneurship as well as an AAS and AS in Industrial Manufacturing were approved by the Regents on Friday, September 13, 2013. The Nursing program is running at full capacity with Amber Epling working on the accreditation piece. There are new hires in Nephi who are teaching the LPN coursework without travel—they are local. The previous person was traveling to Nephi from Ephraim.
- e. Vance (Fine Arts): Very appreciative of the business department faculty in accommodating the new bachelor's degree music students. With the new music program, we do have juniors and seniors at Snow College (approximately 60). These students even pay more tuition than freshman and sophomores. All are invited to the gallery and view the artwork that is produced by our Snow College art faculty. It is a great exhibit! Vance is very pleased with the new hires within the music department. Things have worked out for the best interest of the students.

Announcement by Dr. Smith: Exit strategy has been amended with Dr. Smith's physical presence ending this Friday, September 20th. All other items will be conducted via email and phone. He will be available to visit via distance through the transition. He will continue to handle the accreditation stuff as the ALO. This will be a work in progress. Dr. Smith is committed to working from a distance either via email, text, or phone.

2. **Convocation:** Steve Peterson is planning on retiring at the end of this school year. We need to think about a new Convocation director. This position comes with 4 CHE. The Humanities

division has suggested Celia Benson. As a faculty member, she does not fit in the literature track (tenured) for which there would be openings (due to retirements). If she were considered it would have to be a tenured position because Celia's current contract is non-tenure track.

- a. There is an issue as to the equity of the CHE associated with the work responsibilities. There is a work-to-learn student that helps with the course workload. Do we continue as it is or do we change it by converting it into an hourly paid position? There is some consideration for the fact that there is a summer requirement to plan fall convocations as well as establish/maintain outreach opportunities.
 - b. There was question as to an established job description. This position is a tenure track position. A job description needs to be produced.
 - c. This is a college-wide activity and does not need to be represented in leadership by someone from the Humanities.
 - d. Something should be decided by spring semester. There should be a designate that can shadow Steve Peterson during spring semester.
 - e. Further discussion tabled for the next Dean's meeting.
3. **Diversity Committee Membership:** There is some effort at the Regent's office to have more diversity/inclusiveness at Snow College, particular to race. There are dollars for this initiative.
- a. The committee consists of Fernando Montoya, Rosie Connor, Dr. Smith and Craig Mathie (chair).
 - b. It is recommended that at least one or perhaps two deans be affiliated with this committee.
 - c. With a larger committee established, it is proposed that two or three-person teams visit schools similar to Snow College that have dealt with diversity and inclusiveness. This should happen prior to conducting any internal survey or assessment in order to establish that the right questions are asked to our internal publics (e.g. visit to Fort Lewis College, etc).
 - d. This could be a very dynamic committee that reconsiders the role of the multi-cultural center and will become part of a larger conversation for Snow College.
 - e. Please recommend faculty from your division that might serve well on this committee and not just diverse faculty from your division.
 - f. Vance volunteered as a member of the committee. Kevin Holdsworth (Science), Rachel Kellor (Humanities) were also nominated.
 - g. Invitation was given to nominate faculty to participate on this committee by Wednesday, September 18th 2013.
4. **Dean's Council Meetings for fall 2013:** a proposed schedule was handed to the Deans which represented Dr. Smith's former two weeks on/off travel.
- a. The following amended schedule was proposed:
 - i. September 30, October 14, October 28, November 18, December 2
 - ii. This was approved
 - b. It was proposed that Beckie convene the meetings. This was approved.

- i. Future agenda items for the Deans' meeting should be sent to Beckie
- 5. **Academic Calendar 2014-2015:** To be considered with recommendations forwarded to Craig Mathie. There appeared to be no concerns but the calendar will be presented to faculty in each division.
- 6. **Rural Superintendent Association Plan (Doug Johnson):** This is a rural superintendent initiative that will be taken by the superintendents to the legislature. (See handouts)
 - a. Assuages existing sentiment that there needs to be equal access and quality of education state-wide, particular to rural areas.
 - b. Are the technology folks instructional designers? No—perhaps there needs to be.
 - c. Why do this? Recruiting tool because our presence will be more apparent in the high schools. This also skims off the top caliber of student as a potential recruit to Snow College.
 - d. Why not do this? The magnitude of the opportunity given the time frame for implementation
 - e. If approved, this would roll out fall 2014.
 - f. Beckie: This presents another workload issue that will need to be addressed immediately along with the CHE for the Convocations director.
 - i. Dr. Smith: not all of these courses will be taught by new faculty. The idea of workload is more complex with this issue and makes workload a key topic. There needs to be diversity among the work distribution for faculty to avoid burnout.
 - g. Doug has asked individuals to meet tomorrow to start discussing the problems that may be associated with rolling out this initiative by fall 2014.
 - h. Dr. Smith: these are still Snow College credit courses and the monitoring of quality is paramount.
 - i. Vance: All the problems aside, there is something to be said about the rural superintendents advocating for Snow College. This needs to be done well. And it gives us another way to be viable and have greater lobbying power with the legislature.
 - j. Dan: We do look like a glorified high school in the state. We have worked will beyond just being a two-year school. This needs to be avoided.
 - k. Dr. Smith: We really need to hold the line on the funding.
 - l. Sue: 11 faculty members may not be enough particularly with the diversity of the classes we are offering.
 - m. Mike: Advising is key so that students don't amass credits that preclude them from financial aid availability in the final years of their bachelor's degree.
- 7. **The 12:30 pm hour (Dan):** This hour is a good time for faculty meetings as well as students to meet for group work. However, most classes are full at 12:30 pm. Do we preserve the 12:30 pm hour for meetings or give up?
 - a. Dr. Smith: Having a common time for people to come together (like Convocations) really strengthens an institution. His recommendation is to preserve the common hour Monday through Friday for meetings.

- b. Sue: The hour was available but has since been used for instruction due to demands on instruction and classroom space.
 - c. Vance: Music would be the exception because classes run from 7:30 a.m. to 10:30 p.m. and it is difficult to carve out a time. Fine Arts has not made an effort to maintain this meeting time.
 - d. Sheryl: Why is it a concern for you outside of your division? For Dan it is a question of whether or not it is important or not. Dan holds the vision that many of the committees that meet would have an easier time meeting if there was a common hour (e.g. Curriculum Committee, GE Committee, etc.). If the hour is better used for instruction, then are alternative common meeting times appropriate?
 - e. Decision was made to take the question to preserve the 12:30 p.m. to faculty with the understanding that it does benefit the development of a unified culture at the College. For example, Faculty Senate is thinking of expanding membership and the preserved common hour would be beneficial to accommodate a variety of schedules. It also does not need to be 12:30 p.m. If 4:30 p.m. works as a common hour that benefits connectivity then efforts should be made to preserve that hour.
 - f. Please send bullet point summaries of faculty conversations to Dr. Smith electronically.
8. **Spring 2014 course offerings (Sue):** Discussion on enrollment projections for spring semester. We significantly changed class offerings for this fall; what is the direction or offering courses for spring? The first draft of available courses was due today.
- a. Dr. Smith: I would shrink it back a bit. Perhaps not as brutal as we were for fall 2013, but still conservative.
 - b. Beckie: Plan for a drop perhaps the same as last spring, but concrete projections (oxymoron) are not available.
 - c. Sheryl: Humanities will still have a need for an ESL instructor.
9. **Other**
- a. Dan: Transportation continues to be a huge headache in the Science Division. Could there be a way in which we can schedule vehicles that are not used, perhaps a web-site? This concerns vehicles that are booked but never used. Something transparent would allow for the scheduling to be more effective and efficient. This is the same concern with international student activities. The College has been looking to buy a bus that would help with the international program's transportation. What is the progress on this purchase? Should there be a hierarchy similar to scheduling space on campus?
 - b. Dan: Faculty request (UQI) for Jonathan Bodrero. Seconded by Vance Larsen. Approved.
 - c. Sheryl: FLAC. Did Macintosh support improve? Yes. It is so much easier for HR but chairs are still struggling to understand and run the program. Is this really the most effective way we can be doing things? The information in FLAC remains incomplete and incorrect.

- i. Vance: Our chairs tried for two weeks to get the data in FLAC correct. No one will return a phone call to get access to make changes. If we expect chairs to do this then we should expect HR to have data in the system correct.
 - ii. Sue: It is not migrating into BadgerWeb correctly.
 - iii. Sheryl: Spreadsheets are being sent to HR which are never looked at by HR and then the fault is put on the chairs.
 - iv. Vance: It is perceived by the faculty as one more thing for which we should have received institutional support but now we need to do it and then when it is wrong it is the fault of the faculty. This is the same with procurement and purchasing policies.

- d. Sheryl: Please host Dr. Nawar at department and other individual meetings, even in your home.

- e. Dr. Smith: Core Theme is Engagement. We have bits and pieces that are operating. I have a proposal on my desk to bring together the pieces to create a Center for Engagement and hire a director. We are the only institution in the state that does not have a Center for Engagement with a dedicated director. We are still applying for the Carnegie designation for engagement, projected 2015. This would be complimentary to the Center for Global Engagement.
 - i. Sue: Please consider faculty positions that need to be funded at a higher priority
 - ii. Beckie: There is discussion about a dedicated position for General Education and Assessment among members of the Strategic Planning Committee.

- f. Beckie: Innovation proposals are due September 30th! There is funding up to \$2000 internally. State funding via the Regent's office is also available.

Thanks from Dr. Smith for everything!