

Dean Council
Meeting Minutes

October 14, 2013

I. Call to order

Beckie Hermansen called to order the regular meeting of the **Dean's Council** at **2:35pm** on **October 14, 2013** in the **Academy Room**.

II. Roll call

The following persons were present:

Allen Riggs, Craig Mathie, Beckie Hermansen, Dan Black, Sue Dalley, Sheryl Bodrero, Vance Larsen, President Wyatt. *(Mike Medley not in attendance but available by Skype if needed)*

III. Approval of minutes from last meeting

Amended minutes were motioned by Sue Dalley, seconded by Vance Larsen, and approved.

IV. Suicide Prevention Month

- a) Craig: The College has received a grant from Substance & Mental Health Administration. Among the main purpose of the grant is to provide suicide prevention education to at least 85% of the campus community (as defined as faculty and staff.). The training informs participants how to recognize suicide ideation among students and the best approach to help students considering suicide. At issue is the best approach by which Allen and his staff can reach the 85% training. Best practices at other colleges has involved division and/or departments with training sessions. The training takes approximately 40 minutes to an hour. The training must be completed by the end of spring term.
- b) In addition, the Wellness Office has established a crisis line for students to use. Craig indicated that this semester we have had a large number of students who have given suicidal ideation cues. Because we are small with more personal class sizes, faculty become those that know students best and can help best in crisis situations.
- c) Vance offered to hold his training on October 25th at 3:30pm. Three other divisions have their meetings at the same time so they will be in contact with Allan to set those up. Allan will email Mike Medley to bring him up to speed and get his appointment set on the Richfield campus.
- d) Sheryl recommended an additional training meeting for the rest of Snow College staff to attend. This would apply to staff who do not necessarily belong to an academic department or division.
- e) Craig and Allen mentioned possible future training for faculty and staff for dealing with students with Autism and/or Asperger's and other spectrum disorder issues.
- f) Allen: On November 2nd, Keven Hines, a well-known speaker on suicide prevention, will be speaking at the College. He is one of the few survivors of jumping off the Gold Gate Bridge. The address will

be given in the evening (7:00 p.m.) and open to the public. Counselors at area public schools will be encouraged to attend and Allen would like to encourage Snow College students to attend as well. The address is scheduled for the concert hall in the Eccles Performing Arts Center. If the attendance merits a larger venue, it will be moved to the AC.

- g) The Deans thanked Craig and Allen for work they do with the students and the services they provide to get them the help they need as well as their efforts in getting the faculty and staff trained to better understand how to assist these students.

V. Rural Superintendents Initiative

- a) President Wyatt presented the press release regarding 3rd week enrollment. In the press release Snow College is up in FTE by .74% and 8 year enrollment by 40%. By looking at our 3rd Week numbers in detail, our enrollment is up largely by an increase in high school students. Without and 128 headcount increase in high school concurrent enrollment students coupled by new juniors and seniors for the Bachelors of Music degree and new students associated with the inaugural Rodeo Team, our enrollment is really less than last year. Ambitious recruiting also helped support our enrollment.
- b) President Wyatt presented a DRAFT of the Rural High School Superintendents' Initiative. This legislation would place Snow College as the lead provider of IVC concurrent enrollment courses in high schools of all 26 rural districts. The effort improves the concurrent enrollment offerings for students attending these high schools. The proposal has a \$1.5 million dollar on-going budget note and will fund 5 staff members and 11 full-time faculty members. The draft also includes the course that may be represented starting fall semester 2014, if the legislation is passed. Other points of the draft document are as follows:
- The 5 staff members represent a Director, two full-time technicians, and two full time advisors who will travel to each high school to help students participate successfully in the system.
 - The 11 instructors are full-time faculty members, not adjuncts. The success of this initiative is in the quality of the courses at college level and incorporating best practices associated with distance delivery pedagogy and technology.
 - The courses in the draft represent courses that might be offered. The selection of courses and the assignment of faculty will be a function of the Deans and department chairs. It will remain with faculty and under Office of Academic Affairs with the Director of the initiative reporting to the Vice President for Academic Affairs. This will not become another division or department of the College. It is intended to be an extension of the instruction currently offered.
 - The program attempts to serve several types of students:
 - A student who wants an Associate's degree by the end of high school. This is a difficult task and the advisors would most likely talk most of these students out of this option.

- A student who would get the same as the SLCC's CER in General Education which could be transferred anywhere. This would not be necessarily considered a degree.
- A student who wants to receive the Regent's scholarship.
- A students who just wants a few classes to strengthen their senior year. 90% of the students in the program will fit in this category. The goals is to make a college program make sense to them and help prepare them for the future.
- Students who are determined to obtain a specific major like Engineering or Music for which the program (with the help of the advisors) can assist them in streamlining their degree achievement with select classes that specifically fit that degree.

c) Advantages to the College include

- A solid Snow College presence in high schools across the state.
- A boost to Snow College's lobbying power through the rural superintendent's organization.
- An opportunity to expand full-time faculty in divisions and departments needing additional faculty.

d) Concerns expressed and/or feedback expressed by the Deans include the following:

- Sheryl talked about how training would be required to get the faculty ready to teach these classes. Especially if they haven't taught a concurrent class before. There is concern among the faculty that the courses need to remain within the division. The division should be the ones who will do the hiring. They should also be in charge of who teaches what and do all the assessments. Sheryl wants to make sure that they own the courses. They do not want people telling them what to do within their division. It is important to have a director who will communicate well with each division.
 - President Wyatt clarified that the director of the program will report to the VPAA (Dr. Hood) and no one else. Any concerns about the potential director should be directed to Dr. Hood. This is an academic program not distinct from the academic offerings already delivered in different formats by the division. The hiring of faculty will the same for any other full-time faculty hiring perhaps with an emphasis on distance education pedagogy and a specific skill set. Deans will need to look at their faculty as well as the class offerings on the list to determine the best possible solution for their Division. This may include extending the opportunity to current faculty to teach some classes on the list (e.g. professional development) as the new hires help expand on campus offerings—a mix.
 - Beckie mentioned an effort to provide immediate training to current faculty in distance education pedagogy and technology. A group is being formulated to research best

practices and pilot a two-day training session for faculty in December (right after finals) and a more extended four-day program immediate after graduation. The goal of the effort is to establish and maintain the academic quality of each course and the instruction of that course.

- Sheryl asked where we would house the new faculty members that would be joining Snow College because of this. She also asked if these hires would be over a time frame of a couple years and wanted to clarify the start time of when these classes would start. (*they would start fall semester*) She asked if it would be possible to do a pilot year to get things going.
 - President Wyatt indicated that a pilot year is not an option. The College either does this initiative or we do not. We cannot ask the legislature for half now and then the other half next year, it won't work. He presented the possibility of advertising for the new faculty positions now with language in the ad that hires would be pending legislative monies with a start date associated when the funds are available. This way faculty would be in place to start implementation immediately. President Wyatt mentioned that Doug Johnson (the current director) will be the director of this new program given that fact that the task is too daunting for someone new to get this program up and running successfully.
 - President Wyatt indicated that office space for the new hires might be best facilitated by the Richfield campus. The space is already available in the Sevier Valley Center. This is simply an idea (not a decision) with additional advantages to the Richfield campus: it gives a niche to Richfield; provides a boost to the General Education offerings; and will allow current students an opportunity to participate by sitting in on the classes being broadcast from Richfield.
 - In addition, the program does not replace the successful on-site concurrent enrollment classes being taught at high schools by acclaimed high school teachers. This program adds to what is being offered.
- Dan brought up the issues of materials that would be required of each class. For example minerals being used for science labs would need to be shipped out to the schools for students to use. This needs to be addressed by all classes that are offered and may include having a high school teacher serve as a TA for lab experiments or similar activities.
 - The Deans will need to consider the courses on the list and present them to the faculty in their division. The courses are a draft. Vance indicated that all of the music courses suggested are not required for fulfill the music fine arts requirement. His department can flush out the courses with fewer and perhaps better offerings. For the Social Science Division, there are 9 different courses on the list that would be taught by her department. That represents 2.3 new full-time faculty members and the idea of having that faculty at the Richfield campus is exciting.

- Faculty teaching the courses will need to be specific about the on-site resources that will need to be in place for students to be successful. These resources and the support should be a required negotiation with participating high schools.
- e) President Wyatt encourage the Deans to take the initiative to their divisions. He welcomes the opportunity to personally discuss the initiative with each division and answer questions.
- f) Vance said that he would hate to see us argue our way out of something that will be good for the school. We will resolve the issues as they come. We have the opportunity right now, if we don't take it someone else will.

VI. Other

- a) President Wyatt brought salaries. Last year the legislature provided a 1% salary and the College found money to make that a 2% increase by December. This year the budget decision is to wait to see what happens spring semester to make any decisions. The current plan is by January/February use whatever money remaining available to be applied and used for a salary increase. The College has increased salaries in the last year more than the legislature has want the College to increase. President Wyatt encourage the Deans to pass this information onto the faculty as future discussions will occur.
- b) Website Tuition and Fees (Sue): Sue related an experience with a mother trying to find an affordable college for her son. This mother mentioned that Snow College's tuition was twice as much as UVU or SUU. This misinformation was due to the fact that on Snow College's website reports its tuition and fees are reported by year. Other institutions report them by semester. This makes Snow College look quite unaffordable. The recommendation was to change this on the website and report tuition and fees by semester.

VII. Organization of CAO Issues (i.e. workload)

- a) The Deans will meet on October 21st to discuss workload issues.
- b) President Wyatt and Beckie will attend the Regent's meeting in November. It is on the Snow College campus.
- c) The Deans need to start looking at summer offerings. They need to be presented with spring semester. President Wyatt advised the deans to make summer offerings core classes.
- d) President Wyatt delegated authority to approve early final exams to faculty members. Beckie will amend the form and send it to the Deans. The new form will be made available at the Advisement Office as well as Academic Affairs Office. Changes to the form include
 - a. Changing the signature line to be the faculty member.

- b. There will be one form per class with a cashier's receipt for the \$30 fee being paid being returned to the instructor. The fee will no longer be waived. All fees collected will be directed to the general scholarship fund.
- c. This will be a temporary form that will be evaluated and recommended for final approval under the direction of Dr. Hood.

VIII. Adjournment

Meeting adjourned at 4:45pm, next meeting is scheduled for October 21, 2013

IX. Attachments to the Minutes

- High School Superintendents' Initiative Draft Proposal
- USHE Press Release on 3rd Week Enrollment