

Deans' Council Minutes
Wednesday, October 4, 2023
2:00 pm–4:00 pm
via [Zoom](#) | Miller Administration Boardroom
Meeting ID:943 6761 0175 | Passcode: 764197

Attendees: Eric Amsel, Andrea Easter-Pilcher, David Ferro, Jason Francis, Ivana Fredotovic, Doris Geide Stevenson, Kristin Hadley, Mark Halverson, Wendy Holliday, Stephanie Hollist, Brenda Kowalewski, Ravi Krovi, Betsy Mennell, Brad Mortensen, Jessica Oyler, Ashley Potokar, Yas Simonian, Julie Snowball, Norm Tarbox, James Taylor, Deborah Uman

Guests: Brent Horn for Julie Rich, Tammy Nguyen

Excused: James Hedges,

1. Approval of Meeting Minutes, [September 9, 2023](#)
 - a. The minutes were approved as written.
2. Provost Updates - (Ravi Krovi)
 - a. EDI Leadership Change & Survey- Deans' Council reflected on the changes in EDI Leadership, expressing their thanks for Adrienne Andrews' work. The group expressed the shock across campus with former VP Andrews' departure, emphasized the need for ongoing EDI work, and strongly encouraged the need for examination of the impact EDI work takes on those involved. Provost Krovi and President Mortensen spoke about the University's ongoing commitment to the EDI goals and announced that an interim Vice President would be announced ASAP.
 - b. Provost Krovi noted the recent recognition of Professor Yu Jane Yang at the governor's mansion, highlighted the Wildcat Microfund celebration, and spoke about Professor James Zagrodnik's Lindquist Lecture. He also congratulated the Annie Taylor Dee School of Nursing on its 70-year anniversary celebration and spoke about the History Scholarship event.
 - c. Provost Krovi asked that deans invite him to any advisory board meetings as he hopes to speak with the boards about university academic priorities.
 - d. Provost Krovi and James Taylor congratulated faculty on the increased amount of research funding received this year.
 - e. Provost Krovi and Brenda Kovalewski spoke about international student enrollment, which has almost returned to pre-pandemic levels.
 - f. IT Security Training: Ravi shared that full-time faculty completion rates are at 75%, with adjunct completion rates at 30%. Deans' Council brainstormed ideas to help encourage adjunct faculty to complete the training. Mark will distribute lists of adjunct faculty who need to complete the training. The Deans' Council asked that language suggested by Legal Counsel be included in the offer letter template.
 - g. Educational Technology Committee: Ravi spoke about the committee and their purpose, which includes providing feedback when new instructional software is under review. Deans' Council discussed the intersection between this committee and ARC&C. Ravi, Jason, & James Hedges will continue the discussion.

- h. Strategic Planning: Ravi reminded the group about the survey distributed to attendees of the Deans' and Department Chair's Retreat to reconstruct the strategic planning groups. Aubrey will distribute participant lists to the chairs of each group.
 - i. Data Literacy, Data Summit & Data Governance:
 - i. Ivana spoke about the recent Financial Aid Dashboard training and future data literacy training. She also shared information about the upcoming Data Summit. Finally, Ivana spoke about ongoing efforts to assess and define data governance at the University.
 - j. Campaign Partners Meeting
 - i. Betsy thanked those who attended the meeting, and spoke about plans for the next steps. She shared that there will be three meetings scheduled per year, with individual college/unit meetings scheduled between.
 - k. Board of Trustees Meeting
 - i. Ravi reminded the Deans' Council of the next Board of Trustees meeting, which will be held on 10/24/23. He shared that DCHP will be highlighted.
3. Academic Agenda/Policy Discussions
- a. [Polytechnic Designation](#) (Brad Mortensen)
 - i. Brad presented information on the USHE Polytechnic designation, sharing the overlap with the Faculty Senate's ASSA committee's charge. He hopes that discussions and potential decisions made surrounding any wishes to seek polytechnic designation be made intentionally. Brad thanked Deans' Council for their feedback and stated that he expects conversations about the potential impacts to continue.
 - ii. Deans' Council briefly discussed a movement among USHE schools toward offering a 90-credit degree.
4. Academic Support Discussions
- a. Explorance Blue (Gail Niklason)
 - i. Gail offered an overview of Blue, demonstrating reports and dashboards and the data available through each. Deans' Council thanked Gail for the information and discussed ideas for increasing participation rates.
 - b. [Concurrent Enrollment](#) (Jessica Oyler & Tammy Nguyen)
 - i. This item was tabled for a later meeting.

COMMITTEE UPDATES

Please use this space to offer any updates from your committee and to review others' updates before the meeting. These items won't be discussed in depth in the Deans' Council, but questions will be addressed.

Faculty Senate Committees

Charges linked from committee titles

Committee and Liaison	Updates
ARCC - James Hedges	<ul style="list-style-type: none"> ● 10/4/23: We had our first meeting on 9.15.23 ● Agreed that we would only review proposals in the spring since there was very little budget to distribute in the Fall and The

Committee and Liaison	Updates
	<p>submission process last Fall was difficult to manage.</p> <ul style="list-style-type: none"> ● The Proposal deadline of April 1 worked well last year (2022-23) and it was agreed we would use this submission deadline ● Discussion about clarifying the proposal form and what to do when someone submits the same proposal year after year. We agreed we are not prioritizing any proposal based on previous funding and adding language to the proposal form indicating whether the proposal has received funding in the past. ● 9/6/23: First meeting is scheduled 9.15.23
ASSA - Jessica Oyler	<ul style="list-style-type: none"> ● 10/4/23: ● 9/6/23:
Assessment - Brenda Kowalewski	<ul style="list-style-type: none"> ● 10/4/23: ● 9/6/23: Have not met yet. ● 9/19/2023 Discussed charges and how to move them forward. Discussed possibility of adding personal questions to course eval through Explorance. Sending back charge 4a. Standardizing evaluation questions because this was accomplished a couple of years ago. Agreed to watch NWCCU Assessment webinar.
APAFT - Julie Rich	<ul style="list-style-type: none"> ● 10/4/23: APAFT divided into subgroups to work on the various charges shown below: <ol style="list-style-type: none"> 1. Ensure that language of new/updated docs are inclusive. 2. Finalize recommendations regarding PPM 9, including 9-9, 9-11, 9-14, and 9-15 for accuracy, clarity, and consistency. Add approved revisions to 1-13, 9-10, and 9-15 to these policies. 3. Review college-specific requirements in PPM 8-11 to assure names/requirements are current/consistent with college tenure/promotion documents. Policy 8-7 was returned from stakeholders with comments that need to be addressed. 4. Add lines in for service to clarify the way prior service (other institutions) will apply to tenure University wide 5. Review PPM 8 - 11 for possible inconsistencies with PPM 6 - 22 (Student Code of Conduct). Specifically, clarify that candidates undergoing review for Full Professor may not select 2 classes for evaluation, as all classes are already undergoing evaluation through the new system. 6. Review PPM 8 - 11 in regards to promotion to Full Professor. Recommended change is to make the process similar to tenure in that colleges develop separate guidelines that address the specific criteria of Teaching, Scholarship, Service (and Ethics) for promotion to full professor as there appears to be a gap with Ethics. Also review the current pathways for promotion to full professor. The recommendation is that a higher bar is needed. For example, a requirement of Excellent in at least one category and some form of an external review. 7. In consultation with WSU Online, benchmark how USHE schools are handling digital tenure files.

Committee and Liaison	Updates
	<ul style="list-style-type: none"> 8. Based on WSU Online addressing the question of if there are issues with Rank and Tenure Files in Canvas, a survey of Faculty and Associated Administrative staff and/or Associate Deans will be administered to determine overall satisfaction with the current system of administering Digital Rank/Tenure Files 9. Review PPM 8 - 13 for possible inconsistencies associated with PPM 8 -12 and the possibility of candidates utilizing a print Rank and Tenure file. Review language in 8-13 for other possible inconsistencies based on the possibility of digital and print Rank and Tenure files <ul style="list-style-type: none"> ● 9/6/23: First APAFT meeting 13 September
CRAO - Doris Geide-Stevenson	<ul style="list-style-type: none"> ● 10/4/23: ● 9/6/23:
EDI - Wendy Holliday	<ul style="list-style-type: none"> ● 10/4/23: Discussed charges. Committee had questions about the Search Advocate program and changes to the hiring process (removal of diversity points); questions about the equity audit framework (draft since sent to committee); questions about response to USHE EDI study; questions about committee structure for campus EDI initiatives and roles. Concerns brought forward from multiple faculty about students not being able to have chosen names on Wildcat IDs (to be taken to ASSA for possible discussion). Discussed preliminary results of survey on parental leave, which will be on the WALT meeting agenda in November. ● 9/6/23: Have not met yet.
Environmental Initiatives - Andrea Easter-Pilcher	<ul style="list-style-type: none"> ● 10/10/23: ● 9/19/23: Orientation and introductions for new members. Discussed charges. Scheduled future meetings. Reviewed calendar and timelines for different events, including the Intermountain Sustainability Summit. Meet again on Oct. 10.
GEIAC - Eric Amsel	<ul style="list-style-type: none"> ● 10/4/23: ● 9/6/23: First meeting, Sept. 13, 2023
RS&PG - David Ferro	<ul style="list-style-type: none"> ● 10/4/23: ● 9/6/23:
SBBFP - Yas Simonian	<p>10/4/23: Charges</p> <ul style="list-style-type: none"> ● 1. Examine salary options for compensation increases and prioritize recommendations. (Spring) (Ongoing) ● 2. Review the dollar amounts of equity and merit adjustments from the previous year. (Fall) (Ongoing) ● 3. Review campus salary levels using CUPA data,

Committee and Liaison	Updates
	<p>turnover data, and data from</p> <ul style="list-style-type: none"> ● regional peer institutions. (Spring) (Ongoing) ● 4. Review equity issues <ul style="list-style-type: none"> ● a. Review compression and inversion in salaries. ● b. Review gender equity in faculty salary ● c. Review race/ethnicity/other equity in faculty salary ● (Spring) (Ongoing) ● 5. Review faculty hiring process in conjunction with HR. (Fall) (Ongoing) ● 6. Work with VP Administrative Services Norm Tarbox to explore budgetary processes and trends. (Fall and Spring) (Ongoing) ● 7. Review the structure of online/adjunct/overload pay across all academic units and CE (in conjunction with Provost Ravi Krovi). <ul style="list-style-type: none"> ● a. Identify and address inequities in overload compensation. ● 8. Ensure that the language of new or updated documents are inclusive. Review those documents to see how they may inadvertently impact particular communities in an adverse manner. Consult with EDI taskforce for guidance (Ongoing) ● 9. Monitor how various colleges allocate merit pay and poll faculty to determine if decisions are fair and transparent. <ul style="list-style-type: none"> ● a. The committee made recommendations to the Provost and President to encourage colleges to review the Faculty Senate Resolution document related to allocation of merit pay. Deans were asked by the Provost to review their current process and refine it to ensure that it is more transparent and fair. This work is still ongoing in several colleges. ● This charge should continue in 2023-24 to determine if improvements have been made. ● b. If possible, the committee should request next year (as a charge) that each Dean share their merit pay process and rubrics for review by the committee so that we may provide feedback before the next merit pay cycle. ● 10. Based on the best practices for merit pay document available on the Faculty Senate resolutions web page, investigate the feasibility of sharing some best practices and the creation of an area to share the information. ● 11. Finalize and implement the process for promotion of instructors and ensure that the changes to PPM 8-7 regarding these promotions is implemented.

Committee and Liaison	Updates
	<ul style="list-style-type: none"> ● 12. Re-evaluate PPM 3-21a related to Sick and Family Leave, specifically explore the viability of ● changing the 12 weeks of paid leave to a full semester. ● 13. Prioritize a comprehensive one-year study to review adjunct compensation and equity ● issues. This review should address the full spectrum of the adjunct experience including the <p>following:</p> <ul style="list-style-type: none"> ● Regional practices for adjunct pay; in particular, review structures that separate adjunct pay from overload pay and align with NISS findings suggesting that WSU proceed with separating associate-seeking student activities (largely taught by instructor, adjunct representatives) from bachelor or higher seeking student activities (focused more on the tenure track, overload system) ● Equity issues in adjunct pay both in general and by subgroup populations (e.g. gender, race/ethnicity, etc) ● Approaches to institute a tiered compensation system that supports retention/promotion of high quality adjunct instructors. ● Options for timing of adjunct pay ● Trends in adjunct pay over time <p>First meeting Sep 11, 2023</p> <p><i>Assigned subcommittees:</i></p> <p>Overload committee - Tressa Quayle, Valerie Herzog, Fon Brown</p> <p>CUPA Salary subcommittee equity - Loisanne Kattelman, Tressa Quayle</p> <p>Compression - Valerie Herzog, Tracy Covey</p> <p>Gender Equity - Huiying Hill, Nicole Beatty</p> <p>Merit Pay - Yas Simonian, Jason Francis</p> <p>Comprehensive - Deana Froerer, Fon Brown, Kurt Ward</p> <p>Oct 2, 2023</p> <p>Worked on all charges and added more to #13</p> <ul style="list-style-type: none"> a. Charge 13 - Comprehensive study of adjunct pay - Deana, Kurt, Fon
<p>TL- Kristin Hadley</p>	<ul style="list-style-type: none"> ● 10/4/23: Charges 1. In collaboration with EDI provide guidelines to faculty on how to incorporate diversity, equity and inclusion into their teaching, scholarship and/or service. <ul style="list-style-type: none"> a. Provide guidelines for faculty to highlight their efforts toward this goal, and the

Committee and Liaison	Updates
	<p>results during faculty evaluation processes.</p> <p>b. Provide guidelines for faculty to conduct pedagogy and curriculum reviews, and engage in deliberate dialogue to successfully identify and approach issues of diversity and inclusion.</p> <p>c. The EDI subcommittee has conducted internal surveys in each college and reviewed EDI practices at other universities. This wealth of information needs to be synthesized and organized into actionable guidelines.(report)</p> <p>2. Review needs from the new CETL to determine our role in supporting their initiatives. Next years committee can work with the director of CETL in determining faculty needs and supports in the area of teaching and learning</p> <p>3. Ensure that the language of new or updated documents are inclusive. Review those documents to see how they may inadvertently impact particular communities in an adverse manner. As issues are identified, consult with EDI committee for guidance (Ongoing).</p> <p>4. Review the suggested syllabus language on Academic Dishonesty (Cheating and Plagiarism) approved by the Provost.</p> <ul style="list-style-type: none"> ● 9/6/23: Nothing yet
UCC - Deborah Uman	<ul style="list-style-type: none"> ● 10/4/23: ● 9/6/23:

University Advancement Updates
(Betsy Mennell)

Area	Updates
Marketing & Communications	
Alumni	
Development/Campaign	
Events	

Equity, Diversity, & Inclusion Division Updates

Area	Updates
Updates	
Search	
Space	
Events	

Information Technology Updates

(Mark Halverson)

Updates