

Deans' Council Minutes
Wednesday, November 1, 2023
3:00 pm–4:30 pm
via [Zoom](#) | Miller Administration Boardroom
Meeting ID:943 6761 0175 | Passcode: 764197

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

Guests: Brent Horn for Julie Rich, Mary Machira, Cass Morgan for Kristin Hadley, Tammy Nguyen, Hugo Valle for David Ferro

Excused: David Ferro, Kristin Hadley, Mark Halverson, Stephanie Hollist, Julie Rich,

1. Approval of Meeting Minutes
 - a. Deans' Council will review the October and November meeting minutes for approval at the December meeting.
2. Provost Updates - (Ravi Krovi)
 - a. Deans' Council reviewed the 2023 "What is an Educated Person?" conference, commending Eric Amsel and his team from WSU and USHE for their work.
 - b. Ravi congratulated Ivana and her team on the inaugural Data Summit.
 - c. Ravi reviewed the included committee updates, highlighting his conversation with the Faculty Senate EDI committee members. Deans' Council spoke about college equity audits scheduled to begin in the spring semester. Andrea also discussed Climate Education Week and reviewed the Environmental Initiatives Committee charges surrounding food services on campus.
 - d. Jessica shared progress notes on the Assistant Vice President for Student Pathways & Success and Assistant Vice President for Access searches. She asked that the Deans' Council direct any feedback to her.
3. Academic Support Discussions
 - a. [International Programs](#) (Mary Machira)
 - i. Brenda introduced Mary, highlighting her new role as Senior International Officer.
 - ii. Mary offered a summary and overview of International Programs and Services, speaking about the funding structure of Study Abroad trips. She also described a need for advisory board members. Finally, Mary spoke about possibly arranging a teach-out agreement with the Salt Lake location of Columbia College. Deans' Council shared feedback about ensuring international students who need face-to-face classes can register for them.
4. Strategic Priority Highlights
 - a. [Concurrent Enrollment](#) (Jessica Oyler , Tammy Nguyen , & Ivana Fredotovic)
 - i. Tammy shared information about Concurrent Enrollment and her new position in the program. She presented data about Dual Enrollment participation and matriculation rates and explained a new option for students to "Status Switch"

from concurrent enrollment to matriculated student status. Tammy offered to conduct college conversations on improving processes to increase CE matriculation rates. Tammy also spoke about transfer articulation, the new USHE application process, affordability initiatives, and OER grant opportunities. Deans' Council discussed ensuring Concurrent Enrollment course rigor. The group also discussed the new Gen Ed Fellows program, which offers resources and common Canvas templates.

COMMITTEE UPDATES

Please use this space to offer any updates from your committee and to review others' updates before the meeting. The Deans' Council won't discuss these items in depth but will address questions.

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 submission process last Fall was difficult to manage. ● 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: ● 9/19/2023 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. ● 9/6/23: Have not met yet.
APAFT - Julie Rich	<ul style="list-style-type: none"> ● 10/4/23: APAFT divided into subgroups to work on the various charges shown below:

Committee and Liaison	Updates
	<ol style="list-style-type: none"> 1. Ensure 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. 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: Committee met to assign apportionment. ● 9/6/23: n/a
EDI - Wendy Holliday	<ul style="list-style-type: none"> ● 10/27/23: Ravi presented on EDI initiatives in Academic Affairs and answered questions related to climate, the recent vandalism incidents, and the plans for the future of the EDI division. Stephanie Hollist attended and answered questions related to HR policies, parental leave, and how to approach advocacy during the upcoming legislative session. ● 10/4/23: Discussed charges. Committee had questions about the Search Advocate program and changes to the

Committee and Liaison	Updates
	<p>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.</p> <ul style="list-style-type: none"> ● 9/6/23: Have not met yet.
<p>Environmental Initiatives- Andrea Easter-Pilcher</p>	<ul style="list-style-type: none"> ● 10/31/23: Brainstormed ideas and began to make some tentative plans/decisions about the Climate Education Week - April 1 - 8, 2024. ● Initial conversation on food policy in relation to this charge for EIC: <ul style="list-style-type: none"> ○ Explore how to further sustainability and inclusivity (e.g., vegan/gluten free options, etc.) in regular food operations and offerings on campus and make recommendations with respect to advancing toward WSU's STARS Gold goal in the <i>Amplified</i> plan. ○ Needs to be better options for diabetics etc. ○ Should be able to say "should have x,y,z (if they can't provide what you are asking for), then can cater elsewhere ○ Survey about where and what people eat (does Sodexo have that/can we get access?) ● 10/10/23: Jenn Bodine reviewed Campus Green Purchasing Guidelines, issues and possibilities for policy changes: ● Discussion points: <ul style="list-style-type: none"> ○ There are already people utilizing the green purchasing recommendations including those in the Green Depts. ○ Purchasing is one of the items that WSU needs to address as part of our AASHE STARS rankings. ○ We have a goal to be carbon neutral by 2040, and while purchasing is a scope III emission, we haven't yet been required to measure it -- but soon we will have to report on purchasing. ○ We have had significant reductions in carbon emissions, but purchasing represents a major part of emissions (typically 40 to 80% overall). ○ Green Purchasing guidelines are available for nine product categories.

Committee and Liaison	Updates
	<ul style="list-style-type: none"> ○ Discussion included cost, product availability, and the idea that Green purchasing has to be easy, and is best if the cost is similar. ○ Idea: Ask some Green Departments if they could pilot purchasing only green products. ● Began planning for Climate Education Week - April 1 - 8, 2024. ● 9/19/23: Orientation and introductions for new members. Scheduled future meetings. Reviewed new charges, calendar and timelines for different events, including the Intermountain Sustainability Summit. Meet again on Oct. 10. <p>New Charges</p> <ol style="list-style-type: none"> 1. Explore support for a mandatory carbon fee/offset related to campus parking, following trial of voluntary option in place for 2022 - 23 2. Development of Climate Education Week event(s) in conjunction with the national/international Solve Climate by 2030 initiative in April, 2024. <p>Additional New Charges</p> <ol style="list-style-type: none"> 3. Explore how to further sustainability and inclusivity (e.g., vegan/gluten free options, etc.) in regular food operations and offerings on campus and make recommendations with respect to advancing toward WSU's STARS Gold goal in the <i>Amplified</i> plan. 4. Explore the need to propose updates to the campus Transportation Policy, with an eye to fostering more active/alternative transportation to and on campus 5. Explore options to support biodiversity on campus (another STARS credit area), possibly through creation of an interdisciplinary Living Lab project
<p>GEIAC- Eric Amsel</p>	<ul style="list-style-type: none"> ● 10/4/23: GEIAC held two meetings in the past month. Members were updated on the R470 revision and Educated Person conference. Committee members were encouraged to attend the conference, particularly to serve on Area Working Groups to address core and breadth essential learning outcomes. Invitations were also sent to other faculty to serve as members of Area Working Groups. Additional discussion focused on the new Gen Ed Course Fellows program, designed to recognize and support faculty assessing Gen Ed classes with high enrollments and concurrent enrollment exposure. A new charge (see 7) was addressed and showed a rise in the percentage of adjunct-taught classes in Gen Ed over the past few years. ● 9/6/23: First meeting, Sept. 13, 2023
<p>RS&PG- David Ferro</p>	<ul style="list-style-type: none"> ● 10/4/23:

Committee and Liaison	Updates
	<ul style="list-style-type: none"> ● 9/6/23:
<p>SBBFP- Yas Simonian</p>	<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, turnover data, and data from 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. Identity 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

Committee and Liaison	Updates
	<ul style="list-style-type: none"> ● 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. ● 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 following: <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 <i>Assigned subcommittees:</i> Overload committee - Tressa Quayle, Valerie Herzog, Fon Brown CUPA Salary subcommittee equity - Loisanne Kattelman, Tressa Quayle Compression - Valerie Herzog, Tracy Covey Gender Equity - Huiying Hill, Nicole Beatty Merit Pay - Yas Simonian, Jason Francis Comprehensive - Deana Froerer, Fon Brown, Kurt Ward</p> <p>Oct 2, 2023 Worked on all charges and added more to #13 <ul style="list-style-type: none"> a. Charge 13 - Comprehensive study of adjunct pay - Deana, Kurt, Fon </p>

Committee and Liaison	Updates
<p>TL- Kristin Hadley</p>	<ul style="list-style-type: none"> ● 10/4/23: Charges <ol style="list-style-type: none"> 1. In collaboration with EDI provide guidelines to faculty on how to incorporate diversity, equity and inclusion into their teaching, scholarship and/or service. <ol style="list-style-type: none"> a. Provide guidelines for faculty to highlight their efforts toward this goal, and the results during faculty evaluation processes. 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. 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) 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 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). 4. Review the suggested syllabus language on Academic Dishonesty (Cheating and Plagiarism) approved by the Provost. ● 9/6/23: Nothing yet
<p>UCC- Deborah Uman</p>	<ul style="list-style-type: none"> ● 10/4/23: we met and approved a number of proposals that will be shared with Faculty Senate. The UCC is also looking at the possibility of changing the academic calendar so it begins in the Fall, thus allowing for a bit more time for curricular proposals. (We are one of a small number of schools in the country with a summer start of the academic calendar). ● 9/6/23:

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
Prepurchase Software Review
Annual Security Training
Google vs. Microsoft