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Deans' Council Minutes
Wednesday, June 7, 2023
2:00 pm–4:00 pm
via [Zoom](#) | Miller Administration Boardroom
Meeting ID: 930 3633 9497 | Passcode: 047115

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Attendees: Eric Amsel, Andrea Easter-Pilcher, Jason Francis, Ivana Fredotovic, Doris Geide Stevenson, Kristin Hadley, James Hedges, Wendy Holliday, Stephanie Hollist, Jeff Hurst, Brenda Kowalewski, Ravi Krovi, Betsy Mennell, Brad Mortensen, Jessica Oyler, Julie Snowball, James Taylor, Norm Tarbox, Deborah Uman

Guests: Brent Horn for Julie Rich, Alema Leota, Brian Rague for David Ferro

Excused: Adrienne Andrews, Bret Ellis, David Ferro, Ashley Potokar, Julie Rich, Yas Simonian

1. **Approval of Meeting Minutes, [April 5, 2023](#)**
   a. The minutes were approved with a correction to be made changing ABET to AACSB accreditation on agenda item 2e.
2. **Provost Updates - (Ravi Krovi)**
   a. **Updates**
      i. Ravi welcomed the new Chief Data Officer, Ivana Fredotovic. He also congratulated Jessica Oyler on her recent appointment as VP of Student Access and Success.
      ii. Ravi spoke briefly about the agenda for the upcoming Academic Affairs Leadership Retreat, scheduled for June 29-30, 2023. He asked deans to contribute to the working Google Doc that was previously shared, and explained that he plans to conduct pre-meetings with groups of attendees for a more focused discussion.
      iii. Ravi asked that deans thank all the chairs and program directors for submitting Strategic Planning Reports. SPR and budget meetings with deans will be scheduled in July.
      iv. Ravi shared that any approved one-time funding requests need to be encumbered by June 30, 2023. He also spoke briefly about research stipend opportunities that will be shared with colleges. Ravi and James Hedges also spoke about Innovative Technology Grant opportunities. He also reminded deans about R&R funds that are outstanding and asked deans to continue exploring how to spend unrestricted gift accounts.
      v. Ravi commended the College of Education on their Teaching Adult Learner's certificate. He congratulated the Health Administrative Services and Social Work programs on their recent accreditation visits and thanked the chairs and faculty for all their efforts.
   b. **Mission Moments**
      i. Ravi, James Taylor, and Doris Geide Stevenson spoke about the Wildcat Microfund pitch event held recently at the Community Education Center, highlighting the innovative and diverse startup business plans.

      ii.   Ravi spoke about end of semester events, including the Honors Open House. He noted impressive presentations including one by Bailey O'Leary in the Honors Narratives and Numbers class with Dr. Christy Call. He also congratulated Jessica Greenberg and students Marley Keith and Porter Lance on winning top prizes at the national Kennedy Center American College Theater Festival in Washington, D.C. for their lighting and scenic designs.

  c. **Enrollment**

      i.   Jessica Oyler spoke about fall semester enrollments, requesting that deans review any upper division courses with open capacity. She spoke with deans about offering department chairs email templates that can be used to contact admitted students who have stopped out or not yet registered for courses. She also shared information about ongoing efforts to increase persistence. Jessica asked that deans contact her office with any needs that she can address. She also spoke about a recent partnership with Instride, a company that works with employers to offer employee tuition benefits.

  d. **President's Updates**

      i.   Brad offered updates from the Utah Board of Higher Education meetings, including Council of Presidents. He spoke about policy updates and revisions, including to the R401 curricular approval process, to R312 which defines universities' and technical colleges' service designations. Brad explained that a definition of polytechnic institutions has been added to this policy. He also described changes to R316 which establishes geographic service areas, and reviewed a resolution addressing freedom of expression on campuses. Brad further shared that confirmation hearings have been held for the newly appointed Board of Higher Education members, and spoke about the process to replace the 4 outgoing Weber State trustee members. Finally, Brad spoke about an upcoming NCHEMS visit which will focus on the delivery of community college opportunities in Utah, along with a concurrent visit by the Smith group, who are investigating space usage on campus.

3. **Academic Agenda/Policy Discussions**

  a. **Tenure Criteria Awareness, Process and TT Faculty Offer Letter [template] (**
    Ravi Krovi)

      i.   Ravi re-emphasized the need to ensure that tenure track faculty are fully informed about and supported through the tenure process. He also briefly reviewed the faculty offer letter template. Deans' Council discussed the template, agreeing that it should now be used. He recommended that deans review the general guidelines for promotion to full professor found in PPM 8-11, with an eye toward formulating specific college guidelines. Finally, the group also discussed training opportunities focused on the tenure process that are offered by the Center for Excellence in Teaching & Learning. Brenda will share information about the schedule for the upcoming academic year.

  b. **Grade Reports (Eric Amsel)**

      i.   Eric spoke about the current process used to share grade distribution information with faculty. He shared plans for a more simple and streamlined process coming soon. Eric shared information about the "why" behind this process, explaining that it serves as a complimentary piece of information that allows a more holistic view of a faculty member's teaching experience and action plans that the faculty

member could consider. Eric and Ravi emphasized that the information is not intended to be punitive. Deans' Council spoke about the need for training when deploying the planned automated solutions and about the importance of confidential and prudent distribution.

4. **Academic Support Discussions**

    a. [ADA & Protected Classes Training](#) (Stephanie Hollist & Alema)

        i. Stephanie introduced Alema Leota, Associate General Counsel, who shared information about how protected class designations are used in higher education, recommended best practices, and discussed ADA compliance. Stephanie and Alema discussed with Deans' Council how to best distribute this information, and how to best help faculty navigate potential safety crises and/or provide resources. The group agreed that this would be helpful information to share at the Dean & Department Chair retreat, and recommended that a video training be produced with role playing vignettes. Deans' Council also spoke about sharing information about de-escalation training.

    b. **Campaign update (Betsy Mennell & Ravi Krovi)**

        i. Betsy thanked Deans' Council for submitting case statements. She shared that Dan Saftig will be on campus in late June. Betsy spoke about next steps, including speaking with deans about the alignment of the case statement and the identified priorities. She encouraged deans to think about building blocks which could stack together to lead to a larger goal. Ravi encouraged deans to consider the minimum needed for viability of any initiative. Betsy also spoke about the work that will be happening between deans and development directors to identify prospective donors. She shared plans to schedule regular campaign partner meetings with Deans' Council. Brad encouraged Deans' Council to remember that building relationships is a key factor in the success of the capital campaign.

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COMMITTEE UPDATES

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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.

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Faculty Senate Committees

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Committee and Liaison	Updates

ARCC-
James Hedges
 	
[Charges](#)
	• 6/7/23: There were 11 ARCC project proposals and all were fully funded. Funding available was $119, 517.17. There were 2 Dee grants available:
	  ○ Funds Requested $12,475.00
	  ○ Funds Available $20,798.60
	• 4/1/23 There were some applications that needed IT/WSU Online approval and they didn't submit early enough for a technology review. There was discussion about due dates for the review process and the next meeting was scheduled for April 21 to determine who needs to be involved in the review process for specific applications.
	• Our first meeting for Spring 2023 occurred on Jan 20th @ 11am via

	Zoom
	● The chair (Grace Zhang) discussed the following items
	    ○ Edits to the website. New pdf application forms are now available. If old forms are submitted, they will be rejected.
	    ○ Demographic stats: 65.2% of the grant recipients were males and 78.3% were Caucasians
	    ○ Budget for ARCC grant (both Spring and Fall 2023) is $119,517.17 and for Dee grant (Spring 2023) is $16,399.
	● Oliver Snow asked the committee to brainstorm solutions to address the issue of faculty reapplying for (or asking WSU Online/IT to pay for) 'ongoing' costs to support and maintain software/hardware purchased with one time grant funds.
	    ○ The committee concluded that faculty should be aware that ongoing costs will be the responsibility of their college/department
	    ○ The committee recommended that a question be included in the application forms asking if the applicant had applied for grants for the same software. If the answer is yes, the grant applications involving applying for the same software may be ranked lower than other applications. In addition, the application forms and the award letters need to be revised to include information about license or maintenance costs.
	
	Applications are now being accepted. Next meeting is on April 13th @2pm.
	●

ASSA- Wendy Holliday Charges	● 6/7/23: ● 3/24/2: Process for making amendments to Student Code reviewed and going forward to the President's Council. Discussion of charges related to FAFSA data on 4-year scholarships. Concerns remain about whether FAFSA data is sufficient to address all of the issues of the impact of these scholarships. Would still like to get raw data to assess impact and propose more expansive charge for next year. Faculty Authored course materials (commercial, not OER): does draft conflict of interest form need to be more forceful in requiring faculty to submit the form about faculty authored books? Discussion about scope of adoption of faculty-authored books so that process of tracking and compliance can be better managed. If the scope is small (e.g. fewer than 10 cases), a simple system of conversation and follow up might suffice. ChiTester Migration: Disability Services can't be provided master access in Canvas courses, which makes it hard for Disability Services staff to add time to tests. They don't want to provide master access to too many people because of FERPA and other issues. Issues with screen readers not reading quizzes in Canvas properly. Recommend training for faculty on disability issues or see what happens with New Quizzes purchase and need for more training. ● 3/1/23: Reviewed draft conflict of interest disclosure form that does include a section for faculty authored course materials. Also discussed issues related to

	migration to Canvas tests/quizzes and issues related to students with disabilities and adding extra time to tests. Also discussed the process for amending the student code and reconciling various documents on streamlining the proposed process. ● 2/1/23: Discussed draft language from Stephanie Hollist for a Course Materials Disclosure statement to be included in revised Conflict of Interest Disclosure form. ● 1/4/23: no meeting ● Meet on 12/2. Major items of discussion were the Faculty Authored Textbook policy and where and how data how often faculty authored textbooks are being adopted, cost, and how divestment is being handled. Awaiting more information on charge related to examining impact of 4-year scholarships, migration from ChiTester, and CE instructor of record. Discussed impending revision of PPM 3-32 and ASSA's participation in items related to student code. Discussed questions about role of ASSA in student success initiatives, with disbanding of SSSC. ● Met on 9/30. Formed subcommittees for various charges and had some brief discussions of issues relevant to charges, including the issue of students being allowed to sign up for courses with overlapping times; question of including more staff representation on committee.

APAFT-
Julie Rich
 	
Charges
	● 6/7/23:
	● 4/5/23: A number of items were taken to faculty senate for a vote (changes to tenure documents for Goddard and CSBS). Meeting 12 April.
	● 3/1/23: refined language to send to Executive Committee: A creation of a school would be considered if there is a need: such as for accreditation, marketing, funding; **and** if there are two or more distinct programs within the proposed school.
	● 2/1/23:
	   ○ Modifying introductory statement in PPM 3-25 about sabbaticals and adding the importance of sabbatical leave for faculty.
	   ○ PPM 8-8 credit for time served changes: change as follows "If more than ~~three~~ two years credit is to be awarded, the provost must also consider the recommendation of the college Ranking Tenure Evaluation Committee." to align with 8-24 "Service at Other Institutions"
	   ○ Service defined by each college, GSBS & CSBS revisions to terminal degree approved by APAFT <u>AND</u> Faculty Senate.
	● 1/4/23: No updates. Continuing work on charges. Next meeting 1/11/23.
	● 9 charges for 22/23 AY (met Oct 12 & Nov 9)
	   ○ 1: Checking Inclusive language in PPM - ongoing
	   ○ 2: Academic freedom PPM 9-9, 9-11, 9-14, and 9-15- reviewing revisions/recommendations from last semester
	   ○ 3: External reviewers - Opinion of subcommittee approved by APAFT that external reviewers are not required for tenure and promotion and reporting back to faculty senate.
	   ○ 4: Tenure channel - PPM 8-11 - Service defined by each college, GSBS & CSBS revisions to terminal degree approved by APAFT, Satisfactory teaching acceptable for associate professor per school, Library revisions being conducted by Diana Meiser
	   ○ 5: Visiting professor PPM 8-6 - Ongoing discussion on term limit and definition

	○ 6: Sabbaticals PPM 3-25 - Discussion of ideas for a peer review committee, development of a rubric, process for appeal of denials, purposes for sabbaticals statement added upon ○ 7: Single rank and tenure letter - Discussion regarding current wording – recommendation to clarify that one letter is acceptable ○ 8: Faculty board of review PPM 1-13, 9-10 - review of wording, ongoing ○ 9: Years of service at other institutions PPM 8-8, 8-24 review of wording minor changes. - Will meet 14 September - APAFT charges for the year have been drafted. *(Not finalized until Senate approval on 15th September).*
CRAO- Deborah Uman Charges	6/7/23: no new updates 3/1/23: 2/1/23: Discussed dean response to school vs. department question and decided to offer a few simple recommendations – that a school should be comprised of more than one program. Any new School requests should include a rationale. Looking at request to turn the College EDI into a standing Senate Committee. Also discussing the process to select adjunct representatives and the role of the Senate Vice Chair. 1/4/23: Reviewed language for the newly created Assessment Committee and made a few suggestions. There was some unofficial discussion of the workload associated with the biennial assessment process but it was decided that that conversation was not in the charge of this committee. We also discussed the definitions of Schools. The committee would like dean input. I agreed to share a survey with the deans asking for information about schools within your college. I will share that today. - Met twice Reviewed our charges, calculated faculty apportionment, and discussed the distinction between department and school.
Environmental Issues- Andrea Easter-Pilcher Charges	6/7/23: No new updates. 3/1/23: See below. 2/1/23: I filled in a lengthy response here as well as on 3/1 (above) and it has disappeared. 1/4/23: Have not met since our last meeting of Fall term. - We have met 4 times as a larger committee and are now meeting in TY407 for a change of views! We have or are working on the following: - Were presented with the WSU Master Transportation Plans were presented to the committee and we poured over various maps regarding same and offered comments and suggestions including: ○ Charging stations where some good locations might be (across campus as well as in the community) ○ Concerns were raised about motorized skateboards ○ Lack of connectivity to campus from the community ○ Discussed dividing wider sidewalks into a pedestrian side versus a a "wheels" side and where to allow "wheels" traffic ○ Discussed how to enforce multi-use paths, slow zones (lots of signage and designated paths ○ Concerns were raised about the safety of pedestrians ○ OR: Ban wheels on campus (bike racks at edge of campus in certain spots - In discussions and planning for the Worldwide Climate and Justice Teach-In which will be held on March 29th in two Union Ballrooms:

	○ Format much like last year's ○ Have SUS classes attend or professors present in the classroom ○ We are recruiting faculty to do 5 minute flash presentations on some aspect of climate change (already have several), so if you have a faculty member who wants to participate they should connect with someone on the committee asap ○ Our aim is to have a set schedule prior to the time when faculty have set their course schedules to encourage participation in the event ○ Topics (so far) are: GSL, Transportation and Air Quality, Biodiversity and Land, Education and Energy ● Some subcommittees have been created, one of which is beginning discussions/planning on the Intermountain Sustainability Summit ● Met on 9/22/22 ● Covered main goals/tasks this year and subcommittee sign-up ● GOALS: ○ Growing SUS (attribute to track sustainability teaching across campus) & SUS in Gen Ed ○ SUS proposals review ○ Awards review ○ Summit planning and help ○ Sustainability events planning ○ Student-led events – sustainability calendar ● 4/5/23 ● Successful Intermountain Sustainability Summit (held on Mar. 23-24) ● Worldwide Climate Teach-in - Mar. 29 ● 17 additional courses approved for SUS (sustainability) attribute ● Applications to be considered for the Faculty/Student Sustainability Research Awards were due April 3rd.
GEIAC- Eric Amsel Charges	● 6/7/23: Nonew updates ● 3/1/23: GEIAC is discussing the biennial assessment process and being briefed on the R470 revision discussions. ● 2/1/23: GEIAC is now reviewing 30 biennial Gen Ed reports. ● 1/4/3: With new Gen Ed course designations complete, GEIAC is now beginning to review Gen Ed assessments submitted by departments as part of their Biennial Review. ● Discussion of charges and putting on hold some of them due to policy considerations being made by USHE on the size and composition of Gen Ed. ● Drawing up charges with the faculty senate liaison. ● First GEIAC meeting is 9-14 with charges linked here. ● Approved new Gen Ed PS course and 5 courses for the EDI attribute. Working on a plan to ensure enough EDI courses are available starting with the 2023-2024 catalog.
RS&PG- David Ferro Charges	● 6/7/23: ● 3/1/23: ● 2/1/23: Award meeting was Jan 19 and next award meeting Feb 16 ● 1/4/23: ● First meeting is 2022/9/9 ● Funds allocated Feb '23

SBBFP Yasmen Simonian [Charges](#)	• 6/7/23: No new updates • 3/1/23: Where are the ones I uploaded?! • 2/1/23: Where are the ones I uploaded?! • 1/4/23: • We discussed the data and developed our recommendations for how to allocate the available funds for raises (around 7-8.75% this year - the details were still being finalized at that time). **Last meeting we covered the following:** • Norm Tarbox - WSU Financial Update • Negotiating Team - will need one individual from SBBFP • Faculty equity model data • Policy recommendations from APAFT • Overload charge updates • Review progress made by sub-committees so far • Review [survey questions](#) related to both overload compensation and merit pay • Charge 10: Monitor how various colleges allocate merit pay and poll faculty to determine if decisions are fair and transparent. (Last two questions on [current survey](#)). ********************************** • Overload charge updates Valerie shared what the charge is and how they want to proceed and the questions that have come up concerning budgets and pay inequities. The committee is looking at options of, if the money goes to the department and then any overage goes to a central pot in the provost office. James Hedges spoke about how things currently work in CE and that he is learning how it has been functioning to date. CE is looking at online courses and considering putting some caps on the courses. Because it is not realistic to expect that a class of 100 would be the same kind of experience for the student as a course with 50 students. He spoke about the way that program administrators (PA) currently interact with departments by telling them what they will cover and spoke about looking at three year trends and how many might CE be able to support with relation to the numbers in the departments. PA are currently being trained to communicate with the chair or the program coordinator. CE is the steward of four pots of money that are used in CE and they have money that is earmarked for specific types of courses. (ONL or night) The desire is to work with departments to meet the demands of the students. There are no student recruiting for online programs, there is not a hub to explain what it means to be an online student and WSU does not market separately. Discussion on looking at ONL interactions and how to track what is happening, is the faculty member initiating contact , are they providing good feedback, are assignments being graded in a timely manner these are some of the questions that need to be addressed.

	Conversation on what the CE department can provide data wise for the charges that the committee is waiting on. After reviewing quickly James Hedges said he can get some of the information within a week. Questions on if there is a way to make a waitlist trigger the CE office to offer a new section. OUTCOME: Find the optimal way to make policy revisions that are required to make it equitable and refine it into a workable solution. . ● Charge 10: Monitor how various colleges allocate merit pay and poll faculty to determine if decisions are fair and transparent. (Last two questions on current survey). ○ Will revisit this in the January meeting. Meetings scheduled on Mondays 2:30 - 4:00 ● **The committee has several questions regarding #8 which need to be addressed before addressing it.**
TL- Brenda Kowalewski Charges	● 6/7/23: ● Thrive Symposium April 6-7 - please attend ● 3/1/23:Recommending PPM 4-9a be updated/revised to require the "recommended syllabus language" posted on the Provost page become a component of all syllabi; Thrive Symposium is April 6-7 with awards banquet on the evening of the 7th ● 2/1/23:Supporting TLF in planning for the Thrive Symposium (faculty symposium) and banquet April 6-7. Helping to select the award recipients for four new awards this year. ● 1/4/23: ● Have not met yet. Updated the Provost Office page with a link to the revised standard syllabus language regarding policies. ● September 2022 - selected John Sohl to give the Last Lecture, scheduled for November 8th at 2 pm Dumke Hall. Committee met again 10/3/2022 but I missed the meeting and haven't seen minutes yet.
UCC- Jessica Oyler Charges	● 6/7/23: ● 3/1/23: ● 2/1/23: ● 1/4/23: 58 pieces of curriculum were reviewed yesterday ● 66 pieces next week ● Building out EDI attribute; about 10 new courses coming through. ● Advanced pediatric imaging certificate program (post-masters) being proposed in radiology ● Two state-based certifications for undergraduate radiology programs (Arizona & Colorado) ● Looking at minors being paired with certificates of proficiency moving forward (this can be used for students to retool skills moving forward) ● Deleting library science 1504 (this is the library test) as it only had a 20% pass rate; the test hasn't been offered for a couple of years
Program Assessment (ad hoc)- Kristin Hadley	● 6/7/23: No new updates ● Meeting upcoming to discuss suggested charges for next year. ● 3/1/23: Meeting cancelled as raters were working on evaluating Biennial Assessment reports

Charges	• 2/1/23: Completed wording to make this committee an official FS committee (collaboration with CRAO) 　○ Working on training (1/27) those who will be readers/raters of biennial reports. They will begin reading those reports and will submit (can't find the date with the minutes) • 1/4/23: 　○ Determine formal scale for biennial report evaluation 　　■ The group decided on a three point scale: 1- insufficient 2- developing 3- sufficient 　　■ In general, insufficient indicates that something is missing and feedback should be provided about what that is. 　　■ Developing feedback should indicate that the department is making good progress and provide feedback about what needs to be done to achieve a rating of sufficient. 　　■ Sufficient feedback should provide direction on how the report could be exemplary- even though this is not a formal rating. In addition to providing adequate data, exemplary reports show reflection, why specific data was chosen, and how it was collected. 　○ It was also suggested that some narrative be provided on the next stage/how assessment will be reviewed at the program level. Ratings at the program review level are 　　■ Did not evaluate, Weakness, Concern, Good, Strength 　○ Biennial Review evaluators workshop on Fri, Jan 27 from 1-3pm via Zoom with optional "check-in" for anyone with questions or concerns will be held Fri, Feb 7 via Zoom 　○ Evaluations will be submitted online and will be due Fri, Mar 3 　○ Recruitment letter for evaluators was sent on Wed, Dec 14 and they will be notified after the January 10th deadline. • 11.22.22 　○ Competed committee description (joint charge with CRAO) 　○ Reviewed Biennial Assessment report training course in Canvas 　○ Discussed Assessment CoP in each college • First meeting 9.14.22. Working on charges to formalize the Assessment committee as an official FS Committee. Reviewed feedback on the process (reviewers and report writers). • Assessment communities of practice at the college level.
EDI- Brenda Kowalewski Charges	• 6/7/23: • EDI committee has been read at faculty senate to be a standing committee and should be approved in the next meeting • 3/1/23: Met with Adrienne Andrews and discussed the university's response/position to HB451 and SB283 - anti-EDI bills. • 2/1/23:Exploring equity concerns regarding three issues in particular: 1) discontinuation of Zoom to help facilitate faculty senate; 2) changes occurring in student health center; and 3) chief diversity officer position. • 1/4/23: • Have not met yet. First meeting time is being determined. • Met 9/16/2022 - reviewed and prioritized committee charges; reviewed USHE equity framework for usefulness in guiding committee's work

University Advancement Updates
(Betsy Mennell)

Area	Updates
Marketing & Communications	
Alumni	
Development/Campaign	
Events	

Equity, Diversity, & Inclusion Division Updates
(Adrienne Andrews)

Area	Updates
Updates	
Search	
Space	

Information Technology Updates
(Bret Ellis)

Area	Updates