

**Minutes
DEANS' COUNCIL
September 5, 2018**

PRESENT

Madonne Miner	Wendy Holliday
Bruce Bowen	Jeffrey Steagall
Eric Amsel	Bret Ellis
Brenda Kowalewski	Brett Perrozi
Bruce Davis	Cliff Nowell
Frank Harrold	David Ferro
Andrea Easter-Pilcher	Faculty Senate Casey Neville
Scott Sprenger	Kristen Haddley for Jack
Yasmen Simonian	Rasmussen

Guests: Stephanie Wolfe, Abel Mkina

The meeting convened at 2:00 P.M.

RSPG Funding	Stephanie Wolfe-RSPG call for funding requests are available. More information and the request applications will be sent to the Deans.
Department Managed Internships	<p>Abel Mkina--Student interns now qualify for liability insurance coverage while participating in internships associated with coursework or program requirements. Colleges will need to have affiliation agreements with the outside entity.</p> <p style="padding-left: 40px;">a) Drones on Campus--University-owned drones must be registered with Risk Management and the FAA. They also must be insured. All Weber State University-owned drone flights and/or other flights on Weber State University property must be pre-approved.</p> <p style="padding-left: 40px;">b) Personal (recreational or hobbyist) use of drones at Weber State University property is prohibited at all times. Use of drones to take photographs or videos for personal use is prohibited.</p>
Learning Culture/Workplace Learning	Bret Ellis—New LinkedIn Learning system was discussed with the deans. Any questions with the system please contact Ty Naylor.
Personnel Files & what becomes of them	Retain records in the Dean's office for the three years. Provost Miner will follow up with Utah Division of Archives and Records Service for more information.
Library Materials	Wendy Holliday—Information was presented to the deans about the Library's plans to withdraw some of the bound print journals. The library would like to have representatives meet with each department to discuss/ answer questions on this process. A complete list of journals will be sent to the Deans. For more information go to https://library.weber.edu/content/print-collection-management-project .

<p>Inter-Disciplinary Studies Proposal</p>	<p>Brenda Kowalewski initiated conversation about bringing inter-disciplinary programs together into one department. There was some concern about this idea from the deans. Discussion is ongoing.</p>
<p>Report Gallery</p>	<p>A new data reporting tool called the Report Gallery is currently being finalized. Available to campus decision makers, the Report Gallery will be a one-stop location containing data from Tableau dashboards, Argos Reports, and Institutional Research. Over time, more reports and dashboards will be added to provide additional data. Training will be forthcoming that will cover topics such as security, searching, navigating, and interpreting the data, all of which will be accessed through the eWeber portal .</p>
<p>Initial Contracts and Summer Session</p>	<p>Faculty members on 9 month contracts are not required to teach during summer semester, unless otherwise noted in their initial contract.</p>
<p>Communication with Chairs and Faculty, DC meeting minutes</p>	<p>Deans need to communicate information shared in Deans' Council with chairs and faculty members. Provost Office will start pushing information/ Deans' Council meeting minutes to Deans and others. May have more elaborate meeting minutes. Some concerns expressed about too much detail on upcoming plans that are tentative.</p>
<p>CANVAS Tenure/promotion files</p>	<p>Provost Miner will be meeting with RC Callahan to discuss the tenure and promotion process and coordination with his staff. Make sure that Deans get tenure and promotion materials to Madonna in a timely fashion so that RC has the lead time that he needs. Deans stated strongly that we should retain CANVAS and not switch to a different platform.</p>
<p>Info Items</p>	<p>Becky Jo Gesteland has agreed to serve as the Interim Director of CCEL</p> <p>Bruce Davis. Announced Kaycee Paskins appointment as ASDD interim director. Also announced November 15th open house for new Community Education Center on 26th and Monroe.</p> <p>David Ferro/Bruce Bowen. Discussed rollout of EMS system. Beginning to "catalog" classrooms in buildings. Discussed importance of space utilization</p>