

Deans' Council Minutes
July 15, 2019
2:00 pm–4:00 pm
Miller Administration Boardroom

Attending: Madonne Miner, Brad Mortensen, Bret Alexander, Eric Amsel, Bruce Bowen, Bruce Davis, David Ferro, Kristin Hadley, Wendy Holliday, Brenda Kowalewski, Matthew Mouritsen, Brett Perozzi, Julie Rich, Yas Simonian

Guests: RC Callahan, JD Griffiths from BYU Pathways, Melissa Neville for Tim Herzog, Steven Richardson, Amanda Sowerby for Scott Sprenger, Florian Stellet

Excused: Andrea Easter-Pilcher, Bret Ellis, Tim Herzog, Scott Sprenger

1. BYU Pathways
 - a. Mr. Griffiths presented the history, goals, and current status of BYU Pathways. He briefly described their articulation partnership with USU and ASU and explained that they hope to develop some sort of partnership with WSU. Deans' Council asked questions about topics that included graduate job placement rates, tuition structures, and if they admit students who are not members of the LDS church. They thanked Mr. Griffiths for the information and plan to discuss BYU Pathways at the next meeting.
2. New IT Personnel: Florian Stellet, Information Security Manager
 - a. Florian introduced himself as the Information Security Manager and described how security issues have changed in the last few years. He hopes to help WSU faculty and staff avoid security problems.
3. Canvas Tenure & Promotion: RC Callahan
 - a. RC reported back to Deans' Council on his progress since the 4/17/19 meeting. He has been researching sustainable digital solutions for Rank & Tenure and will begin working with APAFT on this project in AY 19-20. He proposed that this year the R&T Canvas classes are managed on the college level, coordinated by the associate deans and/or deans' administrative support people with assistance as needed from WSU Online. The group discussed the tradeoffs of managing R&T files centrally versus on the dean level including the workload required, and concern was expressed about adding additional duties to admin support people. RC acknowledged and appreciated the concern. He emphasized his dedication to finding a sustainable digital solution.
4. Dean Reminder Calendar--Academic Calendar dates?
 - a. The Dean Reminder Calendar currently includes reminders about Promotion & Tenure, awards deadlines, department chair appointment dates, and events. The group discussed adding academic calendar information and decided that this information should be added to the calendar.
5. Academic College Staff Recognition Efforts
 - a. Aubrey spoke with Deans' Council about the current staff recognition efforts that are happening across campus. She presented a proposal developed by Dana Gibson to begin an award program for staff in the eight academic colleges. She asked for feedback about the proposal, including if the council felt that this type of program would be best run

through the Provost's office. The council was supportive, and Aubrey will help establish a committee. She will report on progress at the next meeting.

6. [New Program Approval](#): Eric Amsel
 - a. Eric explained the new program approval process, including receiving Northwest Commission on Colleges and Universities endorsement. He distributed a timeline, highlighting that applications must hit the January Curriculum meeting deadline to be included in the next year's academic catalog. He offered his help navigating the process.
 - b. Madonne highlighted Eric's efforts to solicit departmental responses to other institutions' curricular submissions and thanked him for also including deans in the conversations.
7. [Optional Saturday hours for Fall](#) (Aug 24, Sept 7, from 10-3)
 - a. Madonne reminded the council of the Student Affairs-led Saturday hours initiative. She distributed a list of participants and asked for other interested groups. Wendy pointed out that the Library will be closed on August 24th. The group discussed marketing efforts, including requesting assistance from the non-traditional student senator. Brett explained that Student Affairs will assess the effectiveness of holding Saturday hours. More information can be found on the Student Affairs [Saturday Hours website](#).
8. Liaison Committee Reports
 - a. No reports were given.
9. Other business
 - a. New Director of Strategic Initiatives: Steven Richardson
 1. Steven was introduced by Pres. Mortensen and welcomed by Deans' Council.
 - b. Bob & Marsha Harris
 1. \$5-600,000 is needed to match their donation—Deans have the opportunity to work with donors to designate college-level outstanding teaching awards.
 - c. New VP of Advancement
 1. Madonne reminded the group that Betsy Mennell will start in her new role on August 1st. She plans to attend Deans & Department Chairs Retreat.
 - d. Badging Breakfast
 1. Brenda updated the group on the Badging breakfast. She thanked those who attended and explained that she received positive feedback from local business leaders, including a request for regular events of this type. Deans' Council discussed next steps and how to best leverage the information collected.
 - e. Course Fees Task Force update
 1. Bruce provided an update on the task force's progress. They are waiting for an audit report and plan to submit a report to President's Council in fall semester.
 - f. HR survey
 1. Madonne asked Deans' Council to submit their feedback and to distribute the HR survey as appropriate.
 - g. Wildcat Store
 1. Deans' Council discussed the Wildcat Store's new textbook organization structure. The group expressed concern about organizing textbooks

alphabetically by author's last name. Madonna will find out more and report back.