

**Deans' Council Agenda**  
**August 14, 2019**  
**2:00 pm–4:00 pm**  
**Miller Administration Boardroom**

**Attending:** Madonne Miner, Brad Mortensen, Bret Alexander, Eric Amsel, Bruce Bowen, David Ferro, Kristin Hadley, Tim Herzog, Wendy Holliday, Brenda Kowalewski, Matthew Mouritsen, Brett Perozzi, Julie Rich, Yas Simonian, Brian Stecklein for Bruce Davis, Yimin Wang

**Guests:** Abdulmalek Al-Gahmi, Casey Bullock, Tricia Cook, Amanda Geilman, Valerie Herzog, Luke Jenkins, Brian Rague

**Excused:** Bruce Davis, Andrea Easter-Pilcher, Bret Ellis

1. Digital Fluency Update: Brenda, Abdulmalek, Brian
  - a. The group offered an update on digital fluency and badging. Badging for adult learners will continue to be offered by Continuing Education, and the group will continue to explore options for e-Portfolio solutions to meet student needs. The state is also conducting a search for an e-Portfolio product. The group also highlighted courses and modules that can be accessed for free by students, faculty, and staff and described the work of the Computer Literacy Center. Deans' council thanked the group for the information and suggested that there was a need to develop a process to help educate students and faculty on how to best leverage an e-Portfolio.
  
2. PPM 3-48: Tricia Cook (SAC Vice-Chair) & Luke Jenkins (SAC Member)
  - a. Tricia & Luke presented on the Extra Compensation (Salaried Non-Faculty) policy and distributed a first draft of a redlined copy. They explained that SAC is looking at the policy because the committee is concerned that it is interpreted differently across campus, and because they are concerned about inequality since the policy is dependent on a staff member's base pay. Tricia and Luke emphasized that the policy covers all supplemental pay, not just pay for teaching as an adjunct faculty member. The current policy requires tracking of supplemental pay, but does not outline a mechanism. SAC has developed a draft of a standardized form that could be used for tracking. They are hoping to solicit input from groups like Deans' Council, will discuss the feedback they receive, and plan to return to speak with Deans' Council once they have finalized their proposed changes.
  - b. Deans' Council expressed their support for SAC's work. They recommended that SAC use inclusive language in the policy and that they document examples that support their efforts. Tricia & Luke thanked the group for their feedback, highlighting contributions from Betty Kusnierz, and asked that any additional feedback be emailed to them.

3. Argos Prerequisite Report: Casey Bullock/Bruce Bowen
  - a. Bruce offered a historical background about the current prerequisite check procedures. Casey explained the importance of making sure that grades are submitted on time because departments are unable to assess if students are ready to progress since the system allows them to register for a class as long as they are currently enrolled in a prerequisite. Casey explained that his office is seeking to educate departments that it is their responsibility to ensure that students have passed any required prerequisite classes before progressing. He highlighted that the turnaround time between summer and fall semesters is approximately 1 week, which means that delayed grades allow for very little, if any, time for students to register for alternate classes if they do not pass a prerequisite. Amanda Geilman, Assistant Registrar over catalog and scheduling, offers training to departments on how to best navigate the process. Casey passed out the manual they have developed along with a list of people in each college who have access to the Minimum Check reports. This includes at least the administrative support person in each department. The reports also allow departments to submit action requests to the Registrar's Office in a format that is more easily consumed and which aids in FERPA compliance.
  - b. Casey highlighted that the Registrar's Office is hoping to avoid causing any students to be stuck in the system. He thanked the Council for their support and asked for help spreading the word about this new process. The how-to documents he distributed can be accessed through the [Pre-Requisite Verification Dashboard Manual](#) which is posted in the Staff Resources section of the Registration website.
4. New NWCCU Accreditation Standards (see [folder](#)): Eric, Valerie Herzog
  - a. Valerie offered background and information on her role as a Northwest Fellow. Gail Niklason is also serving as a Northwest Fellow. She and Eric explained that there are pending changes to both federal accreditation policies and to the NWCCU standards and eligibility requirements. NWCCU is projected to move from a 5 standard/seven-year cycle to a 2 standard/seven-year cycle. Eric suggested that WSU move to the new standards.
  - b. Deans' Council did not express reservations about moving toward following the upcoming NWCCU standards. The group discussed the difference between learning and graduation outcomes, and the terminology surrounding assessment.
5. Spring Commencement Ceremony Locations: Madonne Miner
  - a. Deans' Council discussed the space concerns from last spring's commencement ceremonies, and President Mortensen offered updates about the equipment in the Dee Events Center. The group decided to make the following changes for Spring 2020:
    1. General Studies at the DEC at 7:00 PM.
    2. College of Science at Austad Auditorium
    3. College of Arts & Humanities will consider other solutions.
  - b. Deans' Council will readdress these concerns sometime in spring semester.

6. Revisit Pathways Proposal: Bruce Bowen
  - a. Bruce spoke with Deans' Council about next steps in regards to BYU Pathways. EAST, GSBE, MCOE, and CSBS deans expressed interest in getting more information about accepting Pathways certificates. Bruce will work with them directly.
  
7. Staff Awards Update: Aubrey Jenkins Lord
  - a. Aubrey offered an update on the awards development process. The committee has met and established criteria and a timeline. Deans' Council provided feedback on the staff members who should be available for nomination. Aubrey thanked the committee for their feedback. The award will be piloted this year and reevaluated for the following year.
  
8. Appeal from RC: CANVAS tenure & promotion files
  - a. RC has started meeting with college-designated representatives and has discovered that some administrative support staff are not familiar with Canvas. Madonne requested that colleges identify an associate dean who can serve in the role of Canvas shepherd. The group discussed the current processes, including APAFT's planned work in AY 19-20. Deans were asked to remind their R&T committees of the importance of thoroughly reviewing candidates' files.
  
9. Opening of School Business
  - a. Madonne reminded the group of the upcoming events, including the Dean & Department Chair retreat.
  
10. Liaison Committee Reports
  - a. Course fees
    1. Madonne offered an update on the status of the Course Fees taskforce, including that the committee hopes to have recommendations by mid-October. She also reminded Deans' Council that some funding was identified to supplement courses in place of course fees. Existing course fees are still being charged for fall semester. She plans to include course fee information in her article for the September issue of WSU News.
  - b. GEIAC
    1. GEIAC is working to develop a searchable database for signature assignments which will be similar to the report gallery. They sent an email to gen ed faculty asking about signature assignments and received a 30-35% response rate. They plan to repeat this process.
  - c. Printed handouts
    1. Deans' Council has decided that handouts and agendas will be distributed electronically and will no longer be printed.
  - d. Bookstore
    1. The group discussed the Bookstore's reorganization of textbooks and expressed concern about the lack of communication with faculty about the change.

- e. Library fines
  - 1. The Library is working toward going fine-free. They will no longer charge overdue fines on general circulating collections and some media, but will still charge fines for overdue equipment, the reserve collection, and items on inter-library loan items.
- f. Instructor career ladder
  - 1. Tim shared that APAFT hopes to include discussion of an instructor career ladder in their charges this academic year.