

Deans' Council
March 20, 2019
2:00 pm–4:00 pm
Miller Administration Boardroom

Attending: Madonne Miner, Brad Mortensen, Doris Stevenson, Jack Rasmussen, Yas Simonian, Scott Sprenger, Wendy Holliday, Brenda Kowalewski, Alison Saunders for David Ferro, Andrea Easter-Pilcher, Bruce Bowen, Bruce Davis, Jeff Steagall, Frank Harrold, Eric Amsel, Brett Perozzi

Guests: Gail Niklason, Betty Kusnierz, Ed Hahn

Excused: David Ferro, Bret Ellis

1. Approve Previous Minutes
 - a. The minutes from the 2/20/19 meeting were approved
2. Assessment Report Schedule—Eric & Gail
 - a. Annual Assessment reports were not required this year
 - b. Gail distributed a schedule which assumes 5-year recommendation time periods
 - c. The template for Program Review and EOL reports are being revised. The group hopes to make them better fit with the strategic planning process.
3. Library Subscription Services—Wendy Holliday and Ed Hahn
 - a. Wendy shared the history and current state of library subscription services.
 - b. She explained that the University of California system is no longer doing business with Elsevier.
 - c. The group discussed how this may affect the WSU library system
 - d. Next steps include beginning campus-wide discussions with faculty and preparing for potential changes
 - e. Wendy will include information in the Library newsletter. Doris discussed adding this to the Faculty Senate agenda this year, or possibly in September.
4. Business Continuity—Bruce Bowen
 - a. Please ask faculty to include syllabus statement on how to teach remotely in case of an unexpected campus closure. This mandate has been in place for several years.
5. Performance funding
 - a. The group discussed potential ways of meeting the performance funding benchmark mentioned in the Presidential Legislative update.
 - b. Bruce discussed Student Success Center efforts to contact students who almost have an AA/AS in General Studies. These efforts could be replicated in colleges.
6. GE Completion Certificates via CE—Bruce Bowen
 - a. These certificates allow students to lock in their General Education requirements at WSU and other institutions.
 - b. The group discussed how WSU can best manage an influx of concurrent enrollment students seeking GE Completion Certificates, including course scheduling and advising needs.

7. Stop-out Recruitment—Bruce Bowen
 - a. Bruce lead a discussion about recruitment of students who stopped attending 3+ years ago, including impacts on advising, class space, resources, and financial impacts. The group decided that more research is needed on this topic.
8. Summer Semester
 - a. Council members discussed financial aid and course funding topics for summer semester.
9. Saturday Hours
 - a. At the request of students seeking ways to complete university business (receive advice, pay bills, determine financial aid, etc.) during non-traditional hours, limited Saturday hours on 4 peak days have been proposed.
 - b. The idea has received support from the Staff Advisory Council.
 - c. Wendy and Bruce Davis volunteered their spaces as potential locations for Saturday hours.
10. Calendar of Tenure & Rank Notifications
 - a. Candidate applications must be ratified by the Board of Trustees, who do not meet in April. Items for the BOT agenda must first be sent through President's Council for approval.
 - b. This year's candidates can't go through BOT until May 9th. This timing isn't unusual, but Madonne will send a letter to candidates after PC explaining the status of their applications. This will not be an official notice of approval, but may help those who are waiting to hear.
 - c. Candidates with conflict cases are already working with other review bodies and will not need to be notified of the status of the process.
11. Promotion and Tenure Candidate Tracking Documents
 - a. AA has developed two template drafts to keep track of promotion and tenure decisions. The first is for deans to submit a list of candidates and members of tenure committees. The second is for deans to submit a finalized list of candidates with the outcomes of department committee, college committee, and dean's reviews.
 - b. Deans were asked to submit feedback on the forms.
12. Course Fees—Betty
 - a. This year's course fee process has been completed, but President's Council has asked that the process be reexamined.
 - b. One-time funding will be made available in place of most new course fees this year, and a Task Force will be formed by Pres. Mortensen to revise the process.
 - c. Madonne and Pres. Mortensen thanked the committee and chair Yas Simonian for their work. They also thanked Betty for her help with data analysis.
 - d. A legislative audit of course fees will happen sometime later in 2019.
13. Announcements:
 - a. Jean-Luc Butel Lecture: April 5, 2019, 1:00 pm, MH 101
 - i. Mr. Butel is based in Singapore and will speak about international healthcare
 - b. Academic Affairs Retirement Reception: April 16, 2019, 2:30 pm-4:30 pm, Garden Room
 - i. Aubrey will send out a list of retirees

- c. Merit salary increases may be available. Deans' Council members were asked to be ready to make these decisions and reminded to work to finish evaluations ASAP as the information needs to be in Salary Planner at the beginning of April.
- d. A link to the Presidential Legislative Updates will be shared through the WSU Announcements.
- e. Sonja will send out invitations to the NAC luncheon on April 12th.
- f. Brett Perozzi will chair the Provost Search committee. The job announcement should be posted by April, and committee work will begin this summer.
- g. WSU has researched other connotations of "Louder & Prouder" to ensure that the slogan does not appropriate meanings from the LGBT community. Research has concluded with support from Ogden Outreach, and the slogan will now be used more frequently.
- h. The legislative process for funding building projects has changed.
- i. The Intermountain Sustainability Summit will be March 21st and 22nd.
- j. Aubrey will add items like the Honors banquet to the Dean Reminder calendar. Please send items that you would like included to her.
- k. The Faculty Symposium will be April 2nd from 12:00-2:00 in the ballroom. The 12 faculty presidential teaching fellows will be highlighted.
- l. Study Abroad reimbursements will be processed 4 days/week in an effort to clear out past transfer requests.
- m. The Cambridge Clair College Choir will perform on campus Monday, March 25, at 7pm as part of Browning Presents.