

**Deans' Council Minutes**  
**Wednesday, February 19, 2020**  
**2:00 pm–4:00 pm**  
**Miller Administration Boardroom**

**Attending:** Madonne Miner, Brad Mortensen, Eric Amsel, Bruce Bowen, Bret Ellis, David Ferro, Wendy Holliday, Brenda Kowalewski, Leslie Loeffel, Julie Rich, Yas Simonian, Scott Sprenger, Yimin Wang, Tim Herzog,

**Guests:** Nancy Emenger, Rick Ford for Andrea Easter-Pilcher, Doris Geide-Stevenson for Tim Herzog, Chloe Merrill for Kristin Hadley, Beth Rhodes

**Excused:** Bret Alexander, Andrea Easter-Pilcher, Kristin Hadley, Matthew Mouritsen, Brett Perozzi, Brian Stecklein,

1. [Approval of Minutes from February 5, 2020](#)
  - a. Approved as written.
  
2. **Amazon & WSU Email Addresses** (Nancy Emenger)
  - a. Nancy shared information about a request from Amazon that WSU relaunch their business account in an effort to make sure that we are in compliance with state sales tax regulations. Purchasing has found over 100 p-card users who are buying directly from Amazon, rather than using the WSU account in Paw Place, which can result in unnecessary expenses for departments as they may be paying for duplicate Amazon Prime memberships and/or for sales tax. There are also individuals using their weber.edu email addresses on their private Amazon accounts, which may result in incorrectly untaxed purchases. Amazon cannot share the email addresses being used due to privacy concerns and has recommended a relaunch in order to correct these problems. The relaunch process would include a letter sent by Nancy followed by an invitation sent by Amazon, each containing instructions on how to correct existing problems. Purchasing would also remove the merchant codes from p-cards so that transactions made outside of Paw Place will be declined. Exceptions for digital orders will be handled as necessary. Deans' Council thanked Nancy for explaining a complex situation and expressed their support for the relaunch.
  
3. **Concurrent Enrollment Fee for Service, CEFS Model** (Brian Stecklein)
  - a. Beth and Brian presented on the history of the Concurrent Enrollment Fee for Service model, and shared a plan for an update. Beth explained that her office currently counts one CRN per high school instructor, not per CE section taught. The current model was also developed as an incentive to increase participation when concurrent enrollment began. She shared a draft of the updated model which incentivizes visits to high schools. Deans' Council discussed how to tie the funding to quality of instruction, how to best handle the growth of the concurrent enrollment program, and how to determine the best proxy measure of workload—SCHs vs sections taught. Brian and Beth highlighted the involvement of the

English, Automotive, and Health Sciences departments in developing the model. Deans' Council recommended that decisions be delayed until after the legislative session concludes. A small group of deans agreed to work with Beth to provide feedback as the redesign continues.

#### **4. Liaison Reports**

##### **a. APAFT**

- i. The current dean survey tool will remain in use, which includes some college-level customization. APAFT also recommends continuing use of Canvas for managing the promotion & tenure process. They are also working on changes to the autobiographical form to more closely align with the PPM.
- ii. The APAFT subcommittee on student course evaluations reached an agreement with Faculty Senate and administration on the timing of student course evaluations. The Provost's Office will do a media blitz to encourage students to complete the evaluations. Brenda will coordinate an opportunity for Deans' Council to provide feedback on the proposed student course evaluation instrument by email. The subcommittee is hoping to change the evaluation tool and its use in the promotion & tenure process to remove the comparative nature and forced ranking within departments and colleges. The subcommittee hopes that this will allow a change to a formative, rather than summative, use of student course evaluations. Deans' Council also discussed the interpretation of student course evaluations by the peer review committee and suggested that an update to the PPM language may be needed. Tim will add this recommendation to the list of possible committee charges for AY 2020-2021.

##### **b. RSPG**

- i. The committee meets 2/20/20 to discuss the 49 applications submitted this round. Brenda reported that the requests total approximately twice the available funding.

##### **c. Affordable Course Materials Taskforce**

- i. Will have a report soon, including student input.

#### **5. Other Business**

##### **a. Textbook Order Deadline Reminder**

- i. Madonne and Bruce reminded Deans' Council about the textbook ordering deadline and distributed the Class Schedule Deadlines to offer context. She also reminded the group about the faculty-authored course materials policy, explaining that applications must be submitted both to the department and to the college curriculum committee. She recommended that the group refer to PPM 4-16 for information, as well as to the Academic Affairs website.
- ii. The Affordable Course Materials Taskforce will work to help publicize the textbook deadlines.

- iii. Deans' Council also discussed the need for addressing accessibility concerns when faculty select course materials. The group also discussed the resources necessary to ensure that courses are fully accessible.

**b. Event Reminders**

- i. The Intermountain Sustainability Summit is March 18-19, with the keynote by Hunter Lovins.
- ii. HIEE week is March 30-April 3. Brenda offered to work with any areas interested in participating in the tabling event held April 1.
- iii. The face-to-face Majors Meetings are February 28 and April 8. The meetings are held to establish state-wide agreements about transfer and prior-learning credits. Madonna requested that deans encourage participation in order to make sure WSU's voice is part of the process. The meetings will be held at the WSU Davis campus.