

Deans' Council Minutes
Wednesday, February 5, 2020
2:00 pm–4:00 pm
Miller Administration Boardroom

Attending: Madonne Miner, Brad Mortensen, Eric Amsel, Bruce Bowen, Andrea Easter-Pilcher, Bret Ellis, David Ferro, Kristin Hadley, Wendy Holliday, Brenda Kowalewski, Leslie Loeffel, Matthew Mouritsen, Brett Perozzi, Julie Rich, Yas Simonian, Scott Sprenger

Guests: Aaron Ashley for Tim Herzog, Carey Anson, Alan Ferrin, Gail Niklason, Beth Rhoades for Brian Stecklein, Enrique Romo, Florian Stellet.

Excused: Bret Alexander, Tim Herzog, Brian Stecklein, Yimin Wang

1. **Approval of [January 15, 2020 Meeting Minutes](#)**
 - a. The meeting minutes were approved as written.
2. **IT Security** (Florian Stellet & Bret Ellis)
 - a. Bret and Florian presented findings from the last USHE audit. Florian explained the importance of recognizing a fraudulent DUO push. He explained that the results of the audit show a need for more education for WSU users and discussed the tradeoff between convenience and security. The Information Security office is also working to update WSU password requirements, suggesting changing to a 15-character minimum that would allow for a lifetime password with some stipulations. They also discussed concerns with cell phone security and automatic email filtering. Florian emphasized the need for WSU employees to work collaboratively to protect sensitive data.
3. **[Digital Fluency District Proposal](#)** (Brenda Kowalewski, Alan Ferrin, Carey Anson & Wendy Holliday)
 - a. The group offered an update about the Digital Fluency District and asked for feedback on their proposal. They are meeting with various stakeholder groups across campus and anticipate presenting to President's Council soon.
 - i. Carey described the enhancements to Lampros Hall and to the Stewart Library, highlighting the changes to the Developmental Math space and the updated computer lab space in the Library. He described the recently added Active Learning Classroom and DIY Production Studio.
 - ii. Wendy described the group's vision for the Library, including replacing an under-used group study space with a One Button Studio. This change will also result in the creation of two additional right-sized group study spaces. The group also hopes to upgrade an existing classroom in order to accommodate one-off interactive classroom needs.
 - iii. Alan spoke about proposed enhancements for Lampros Hall, including an Innovation Studio, Learning Lounge, relocation of the Teaching and Learning Forum, and restructuring the Instructional Design/Creator Spaces.

4. **Ad Hoc Data Requests** (Gail Niklason & Eric Amsel)
 - a. Gail asked that deans identify one person in their college to channel requests to the Office of Institutional Effectiveness. They are hoping that this will allow for more global views of data requests. She highlighted the work of Chloe Merrill and Allyson Saunders on requesting data for program reviews, etc. Gail & Eric will follow up with a suggested process.

5. **Strategic Planning Reports** (Eric Amsel & Gail Niklason)
 - a. Eric presented the SPR Update form, which was reviewed and supported by chairs from each college. The SPR Update form will be released in connection with a Report Gallery update. Deans' Council discussed the impact on SPRs of next-step success/alumni data. They agreed on a May 11th submission deadline for program reports, and a May 20th deadline for college summary reports.

6. **[WSU Peer Mentor Program, Handout](#)** (Brett Perozzi & Olga Antonio)
 - a. Brett offered historical context for the Peer Mentoring program. Olga and Alissa, one of the peer mentors on campus, presented information about the current status and activities of the Peer Mentoring program. Alissa shared some of her experiences as a mentee and a mentor at WSU. Olga also asked Deans' Council for their support, including help referring students to mentoring, sending mentors to training opportunities, and referring students through Starfish. Their program is also hoping to share resources and ideas with other mentoring groups across campus. Deans' Council thanked Olga and the group for their work on the program, applauding their efforts.

7. **NUAMES** (Bruce Bowen)
 - a. Bruce offered an update on the NUAMES course needs for Fall semester. NUAMES is expecting approximately 160 students in early college classes on the Ogden Campus. Bruce will plan to communicate course needs in Spring semester.

8. **Liaison Reports**
 - a. **CRAO:** The CRAO committee is discussing the possibility of allowing adjunct faculty a vote in faculty senate. They plan to distribute a survey to discover faculty opinions.
 - b. **Course Fees:** The Course Fee proposal put forward to President's Council was approved. President's Council commended the committee for their work and charged them with investigating the amount and usage of carry-forward funding.
 - c. **EIC:** The Intermountain Sustainability Summit will be March 19, 2020. Hunter Lovins will be the keynote speaker. Student Poster Contest applications are due by February 15th. Faculty moderators are also needed. Alice Mulder is the contact person for faculty hoping to participate.
 - d. **RSPG:** The RSPG committee is discussing increasing the opportunities for adjunct funding to fall and spring application dates. The committee is currently investigating interest and how much support is available. They will meet February 20th to evaluate the most recent round of proposals.

9. China Travel

- a. Yimin asked that Madonne provide an update on the Coronavirus. The University does not have any trips to China planned for spring break, but some are planned for summer 2020. The colleges involved, Risk Management, and the Study Abroad office will meet in late February to assess the situation.

10. SARA Information

- a. SARA stands for the State Authorization Reciprocity Agreement. This federal mandate requires that students be notified if programs meet the educational requirements for state licensure for their location. It also requires that students be notified if they move. Kristin serves on the WSU committee which is led by Sherri Melton. The committee plans to distribute a spreadsheet to deans asking for a list of degrees in their colleges that lead to licensure. MCOE will provide information about teaching degrees since they coordinate the licensure. SARA compliance by July 1, 2020 is required for Title IV funding.

11. Other business

a. Sharing Meeting Materials in Advance

- i. Please provide support materials for agenda items by noon of the Monday before Deans' Council so that they can be distributed with the agenda.

b. Weather Cancellations

- i. The recent storm was discussed in President's Council.

c. DCHP Health & Wellness Fair

- i. Yas announced the DCHP Health & Wellness Fair on February 14th.

d. University Planning Council

- i. The University Planning Council roster was distributed in President's Council. David & Scott are dean representatives. As Scott is leaving, Kristin will also participate.

e. Strategic Planning

- i. Pres. Mortensen offered to attend meetings or gatherings to talk about strategic planning.