

**Deans' Council Minutes**  
**Wednesday, June 17, 2020**  
**2:00 pm–4:00 pm**  
**Virtual Meeting Space**

**Attending:** Ravi Krovi, Brad Mortensen, Eric Amsel, Bruce Bowen, Andrea Easter-Pilcher, Bret Ellis, David Ferro, Kristin Hadley, Timothy Herzog, Wendy Holliday, Brenda Kowalewski, Matthew Mouritsen, Brett Perozzi, Julie Rich, Yas Simonian, Amanda Sowerby, Yimin Wang

**Guests:** Carl Porter, Gail Nikklason

**Excused:** Leslie Loeffel, Brian Stecklein, Norm Tarbox

**1. Approval of June 3, 2020 Meeting Minutes**

- a. Approved as written.

**2. Provost Updates**

**a. Strategic Planning Reports- Process, Discussion, & Outcomes**

- i. Ravi and the deans have been meeting to discuss SPRs. They began by identifying 3 big problems: Inclusive Excellence, Retention/Completion, and Interdisciplinarity. College-level presentations were given.
  1. Kristin discussed work on **Inclusive Excellence**, specifically on equity and outcomes. We have a higher percentage of students from diverse backgrounds than graduates, which leads to the conclusion that we are losing these students at a higher rate. Suggestion of developing a cohort for students, including college-level retention mentors in collaboration with work in Student Affairs. Brett Perozzi described additional resources that may be available.
  2. **Equity and Hiring:** Faculty representation is an issue and the group is discussing a stipend intended to increase diversity hiring, increased advertising, and efforts to develop a hiring pipeline. These efforts would require a departmental point person who would work with diverse candidates. Deans' Council suggested partnering with those working with the Student Success Committee who are attending trainings on this issue.
  3. **Inclusion and Diversity in the Curriculum:** This group discussed the importance of reflecting diversity of faculty and staff, and of respecting diverse talents and perspectives in the curriculum. They are considering how to encourage reflection on this topic as part of the curriculum approval process.
  4. Deans' Council also discussed the recent student town hall on race. Ravi, Brad, and Brett offered their views and the Council discussed the needs expressed and action items coming out of the points raised by students.

- 5. Interdisciplinary Programming Discussions:** Faculty Senate hopes to be involved as these efforts directly impact tenure and promotion, curriculum, faculty representation, etc. The group discussed making sure that scope is determined before programs begin to ensure future success. Takeaways from today's meeting were:
- a. SCHs and measurement metrics:** Deans' Council discussed that SCHs are not the best measurement of resource allocation in relation to Interdisciplinary Programming
  - b. Process:** MOUs, faculty support, and if establishing a formalized process is needed were all discussed. The group decided that an organic approach informed by experience is the best approach.
  - c. Inventory:** The group hopes to develop an inventory of current efforts.
  - d. Room for Innovation:** Brenda asked for feedback on what other efforts should be considered.
  - e. Can we Market these Experiences as a Hallmark of a WSU Experience?** Deans' Council discussed this possibility.

**b. Staff Planning**

- i. Ravi updated Deans' Council about his discussions with various staff groups about planning for the return of staff to campus for fall semester. He is creating a committee to develop general recommendations of what fall should look like for Academic Affairs staff members. Dean's Council suggested adding committee members from Facilities Management and from Human Resources. Wendy volunteered to be involved. Student Affairs is doing on similar work.

**3. Academic Agenda/Policy Discussions**

**a. Fall Planning (Eric)**

- i. Eric offered an update on fall planning. He spoke about:
  - 1. Reopening Communication (targeted for the first week of July) that describes what fall will look like for students. The communication will include examples of course delivery methods, guidelines for departments and faculty in the interim, and policy issues.
  - 2. The work of the Registrar's Office on prioritizing courses from departments, including developing new Banner delivery codes which help clarify students' expectations of course delivery methods. (Planned to be completed this week.)
  - 3. A desire to prioritize classes based on First-time Freshmen, Students at Davis/other campuses, International Students, students needing support/opportunity, Veterans, International Students, etc.

- a. The need for FTF students to have an on-campus experience, and space need challenges around students who have scheduled classes back to back which may be scheduled both virtually and on-campus.
  - b. Asking deans to work through a list of CRNs of classes targeted to First-time Freshman and those needing General Education classes that could be prioritized for an on-campus experience. He expects this to be a couple of hundred courses, rather than the approximately 1,000 courses previously prioritized.
- 4. Further communication which could include videos highlighting 2-3 types of formats of classes, such as Virtual, On-campus, and Virtual Hybrid classes. This communication could be available on a front-facing website.
- 5. Guidelines for faculty and departments, including that changes in space don't necessitate changes in days/times/campus. That all classes must fall within a Banner delivery format, the importance of not making changes in Banner until an official announcement is made, and how to best communicate with students in the time before an announcement is made.
- 6. Policies such as safety, a face covering statement highlighting students' face-coverings which reflects responsibility to others in the community, and that consequences for not wearing a mask will be funneled through existing PPM 6-22 processes.
  - a. Yas offered videos that her area is developing about how to safely use PPE.
- ii. The group discussed appropriate messaging surrounding scheduling face to face and online courses. They also discussed plans around how to communicate that flexibility of course delivery is designed to encourage safety no matter the current risk level. Deans' Council highlighted the importance of showcasing the quality work of Weber State University, however it is delivered.

**b. Enrollment (Bruce)**

- i. Bruce announced that **enrollment** is currently down 4.7% FTE, which is approximately 750 students, 70% of whom are returning and continuing students. Retention advisors are working to contact students in addition to contacting the 450 stop-out students.
- ii. Scott Teichert is sending lists of **newly admitted students** to deans. Bruce asked that deans contact the students in some way.
- iii. **Financial Aid** has received about 17,000 requests for aid. They are currently ahead of schedule in processing those applications. There are approx. 400 students' whose scholarship awards are still in process because they are nominated for multiple awards and must be addressed individually. Financial Aid hopes to complete these by the end of the week.

- iv. **Course Enrollment Dashboard:** Bruce asked that deans check the dashboard for courses that may need an additional section.
- v. **Students 25+ who have not persisted:** Bruce anticipates that these enrollments will increase once K-12 school districts announce their fall plans.

**c. CARES II Funding (Brenda)**

- i. Brenda thanked deans for add information to the CARES spreadsheet. She is hoping to get the information finalized so that it can be passed along in a meeting tomorrow. Requests listed at the top of the spreadsheet are time-sensitive, including trainings, subsidies, grants, etc. **Information request:** the top row of the sheet lists a need for additional sections to accommodate social distancing, which Brenda needs information from deans to complete. She asked that deans add that information to the spreadsheet today.
- ii. **PPE:** Requests for PPE for classroom use are being channeled through Mark Halverson. Deans' Council discussed the needs across colleges, and Ravi explained that these requests may not fall under the CARES II categories.
- iii. **Training:** Stipends are intended to increase training rates to 60% of the adjunct, instructor, and faculty population. Deans' Council suggested increasing the number of possible stipends.
- iv. **Upgrading classrooms:** Bret Ellis and his team are upgrading at least 194 classrooms. Trainings will be held once the classrooms are online. LP 113 will be upgraded and will serve as a training space.
- v. **Discussion of virtual committee meetings:** Deans' Council discussed optimizing meeting rooms.

**4. Academic Support Discussions**

**a. Testing Center Survey Results & Discussion (Brett & Carl)**

- i. Brett & Carl updated Deans' Council on the faculty survey of testing priorities and needs. Brett thanked those who worked on this project. Gail summarized takeaways from the survey, including:
  - 1. The survey was sent to all faculty teaching fall semester. There was a 43-44% response rate, which may be partially attributed to a lack of response from areas that don't traditionally use the Testing Centers.
  - 2. Some of the respondents pushed back on the max number of tests allowed, with arguments indicating that some exceptions may need to be made.
  - 3. 57% at institutional level indicated that they do not use the testing center, but the responses are not enough in individual colleges to generalize them at that level.
  - 4. More testing is done in Lower Division classes.
  - 5. Math, Chemistry, and Zoology have the most numbers of sections reporting at least 4 tests needed per course.

6. The survey speaks to demand, but doesn't address capacity.
  7. Online students and those who are unable to come to campus will still need some sort of online proctoring process.
- ii. Deans' Council discussed following a similar process to identify testing needs as was used to identify on-campus classes, and discussed developing a reservation request system for the testing center. Carl shared that bottlenecks happen at midterms and finals weeks. The Council also discussed exploring alternate locations for testing during surge times. The need to communicate testing center expectations to faculty ASAP was also discussed. Ravi, Brett, Tim, and Carl will determine next steps including a potential follow up survey to faculty. Gail will share relevant results with each dean.