

Deans' Council Minutes
Wednesday, December 1, 2021
2:00 pm–4:00 pm

Attending: Ravi Krovi, Brad Mortensen, Eric Amsel, Adrienne Andrews, Laine Berghout, Bruce Bowen, Andrea Easter-Pilcher, Bret Ellis, David Ferro, Kristin Hadley, Stephanie Hollist, Brenda Kowalewski, Betsy Mennell, Matthew Mouritsen, Brett Perozzi, Julie Rich, Yas Simonian, Julie Snowball, Brian Stecklein, Norm Tarbox, James Taylor, Deborah Uman, Yimin Wang

Guests: Deana Froerer, Nicole Beatty

Excused: Wendy Holliday, Ben Ferney,

1. Approval of November 3, 2021 Meeting Minutes

- a. The minutes were approved as written.

2. Provost Updates (Ravi Krovi)

- a. **Bruce Bowen:** Ravi and Provost's Council thanked Bruce for his service and wished him well on his upcoming retirement.
- b. **Search updates:** Ravi offered an update on the ongoing and upcoming searches for the (insert Bruce's new position title) and Dean of Continuing Education. He
- c. **Sabbatical Applications:** Ravi reminded Deans' Council
- d. **EDI Hires:** Ravi offered updates on upcoming EDI searches in some of the colleges. Ravi is also working on funding to support targeted advertising in an effort to widen candidate pools for tenured faculty positions. Adrienne reminded Deans' Council of diversity boost funding available for faculty hires. She also shared information on piloting the search advocacy program the first week of January.
- e. **Course Cancellation Guidelines:** Ravi spoke about pending updates to the WSU Course Cancellation Guidelines, especially relating to items of concern such as location, faculty status, and how to best serve students. Deans' Council shared input and suggestions. Ravi will share the document for

3. Committee Updates Q&A (All)

- a. **ARCC:** Brian offered information about work happening with Legal Counsel find the best way forward for their efforts to increase diversity
- b. **ASSA:** Matt explained that the committee has made progress on two of its charges, including changes impacting the student code. He explained that there will be formal hearings going forward.
- c. **Assessment:** Kristin shared information about an assessment community of practice in hopes of supporting program-level assessment. Brenda suggested involving the Teaching & Learning Forum.
- d. **Campaign Ideas Priorities:** Betsy explained that the campaign ideas priorities will be deliberated directly after Deans' Council.
- e. **Convocations:** Betsy also reminded deans about the published schedule for convocations on December 17th. She explained that information about special guests will be distributed as it becomes available.
- f. **College Success Teams:** Deans' Council discussed the progress made forming and various efforts of the existing College Success Teams. The Council also exchanged ideas about best practices around retention efforts between fall and spring semesters.

4. Academic Agenda/Policy Discussions

a. Adjunct Faculty Updates (Deana Froerer)

- i. Deana shared a slide deck with information about where adjunct faculty are employed, demographics, and number of courses taught on average. She also reviewed other survey

data about adjunct compensation and concerns, highlighting the large number of new adjunct faculty and associated turnover rate. Finally, she reviewed the number of adjunct faculty teaching general education classes and their potential impact on student retention. She also reviewed the voting structure of faculty senate in relation to the recent efforts to secure an adjunct faculty vote. Deans' Council discussed the data presented, highlighting the opportunities to cultivate relationships with diverse populations of potential adjunct faculty, and thanked Deana for the information.

5. Academic Support Discussions

a. Nepotism Policy (Stephanie Hollist)

- i. Stephanie reviewed both the ethical responsibilities and university policy (PPM 3.6) surrounding nepotism. She spoke about the importance of a process, including disclosing the relationships and of working through the steps of mitigating the potential or perceived concerns or conflicts. Ravi and Laine expressed plans to speak with Faculty Senate Executive Committee about this topic and hopes that it will be addressed by potential policy.

b. Policy Formatting (Stephanie Hollist)

- i. Stephanie spoke about the ongoing efforts to implement the new policy program, including the formatting updates in process. She shared a reference document for PPM 8-11 that has been developed to help in the formatting updates.

c. Postings and Signs on Academic Buildings (Dane LeBlanc)

- i. This item was tabled until next meeting.

COMMITTEE UPDATES

Faculty Senate Committees

Committee and Liaison	Updates
ARCC - Brian Stecklein Charges	<ul style="list-style-type: none"> • 12/1/21: Went over the qualifications for EDI in relation to the grant proposals and looking for more diversity in those who apply. • Talked with Legal about getting demographic data information and it was suggested that they may be able to get it from HR instead of trying to collect it. • Would like to have IT sign all proposals so they are aware of any issues. A motion to approve this action was accepted and approved. • 11 grants for ARCC were proposed 9 were approved but some were contingent upon IT signature. 7 Dee Grant proposals were submitted and 3 were approved for funding. • 11/2/21: The committee hasn't met but they are working on evaluating the financial awards. • 10/6/21- Getting grants online – There is a backlog so it would take about two years. Could use Google Form, Adobe Sign, or Curriculumlog. <ul style="list-style-type: none"> ○ Canvas integration process request has been put up on the web site. Asking for support from the committee about duplication and can be used outside of Canvas. Must be data standards, accessibility concerns, and people signing contracts that they may not have the authority. Providing educational pieces and it may take up to six weeks to get through the process. Working with TLA and TLF to put together a list so we know what the campus already has. ○ IT - Gartner campus access system has been purchased. Faculty self-service portal has been upgraded and ready for testing. There is a need for ARCC support to help advise IT on their committees.

	<ul style="list-style-type: none"> ○ Reviewed documents for inclusivity language. ○ Wanting to collect demographic data but wondering about the legality of it unless it is anonymous. Table until more information is gathered. ○ Went over the rating systems. ○ Went over the budget that is available for this year. ● 9/1/21- We have charges but no meeting scheduled at this time ● 8/4/21 - n/a
<p>ASSA- Matthew Mouritsen Charges</p>	<ul style="list-style-type: none"> ● 12/1/21: At the 11/19/21 meeting, Charge 5 to “Update Student Code amendment process to ensure that ASSA transmits the proposed amendment(s) to the WSU Staff Advisory Council for comment at an appropriate time in the Student Code amendment process was discussed but not approved. Also, Charge 3: Revise PPM 6-22 so that the student code is applicable to online, hybrid, and other academic settings, including revised statements on Harassment and Academic Disruption in PPM 6-22,10.3.1) was approved. Formal hearings will occur on both charges. ● WSU-sponsored student activities. ● 11/2/21: Subcommittees continue to make progress on their charges. On 10/29/21, the committee passed a Proposed Chair and Vice-Chair Leadership Structure for ASSA (similar to the model used by the Curriculum Committee) ● 10/6/21- Committee has met twice to review and assign work on the charges below. ● 9/1/21- Awaiting charges. First meeting is on 9/3/21. ● 8/4/21- Awaiting charges.
<p>APAFT- Julie Rich Charges</p>	<ul style="list-style-type: none"> ● 12/1/21: Subcommittee is making progress on a., b., c., d., e., f., and g. Next APAFT meeting is December 8. ● 11/2/21: Committee is making progress on a., b., c., d., e., f., and g. Next APAFT meeting is November 10. ● 10/6/21-CHARGES: <ul style="list-style-type: none"> 0. Review the WSU tenure and post-tenure documents and ensure that the language of generated policies is inclusive and considers diverse populations (consult with EDI committee for guidance). 1. Complete a regional and national benchmark regarding WSU’s use of “channels” and external reviewers for tenure and promotion. 2. Review and recommend revisions to the Deans Evaluation Survey instrument. 3. Coordinate with SBBFP to recommend changes to PPM 8.6 to create a new rank that supports promotion of instructors. 4. Review and consult with ASSA to reconcile student code PPM 6-22.5.2.7.13 with PPM 8-11.II.C and other references to frequency of student evaluations. 5. Review timing of letters, tenure file date gaps and overlap in PPM 8-12 dated guidelines. 6. In coordination with legal counsel, review and make recommendations regarding policies 9-9 through 9-10, 9-11, 9-14, 9-15, and 9-18 for clarity and consistency. Review and make recommendations related to PPM 9-10, 9-11, 9-14, 9-15, and 9-18 with particular reference to section H. Faculty Board of Review and the timeframe for operations. ● 9/1/21- Awaiting charges - will be meeting 9/8/21. ● 8/4/21- n/a
<p>CRAO- Yas Simonian Charges</p>	<ul style="list-style-type: none"> ● 12/1/21: Still working on Adjunct Faculty Senator proposal ● ARTICLE B-V. <u>COMMITTEES OF THE FACULTY SENATE</u> <ul style="list-style-type: none"> ○ Section 1. General Provisions ○ The Faculty Senate shall establish standing committees and ad hoc committees as it deems necessary. These committees shall submit approved meeting minutes to the Executive Committee. These committees are to report on their actions to the Senate annually. Additional reports may be submitted at the request of the Senate or on the initiative of the committees.

	<ul style="list-style-type: none"> ○ Section 2. <u>Action on Committee Reports</u> ○ Committees of the Faculty Senate are responsible to the Senate in all of their actions. The Faculty Senate may (1) refer any action of a committee back to the committee for further study and recommendation or to some other committee for study and recommendation, (2) disapprove any action of a committee or (3) approve any action with or without modifications and report it to the president of the University or to the duly appointed administrator. ● Section 2. <u>The Faculty Board of Review</u> changes ● Regular members shall serve a term of two years; alternate members shall serve a term of one year. The term of office begins immediately after the last day of spring semester for all members. Members shall be available for summer reviews, as needed. ● 11/2/21: Still working ● 10/6/21- Summary of the minutes ● Questions were brought up about who does and doesn't count for the sake of qualifying as faculty for the census. Primarily about who qualified at what point, including those who were recently hired or if the department was hiring. It was clarified that if they are working full time and ranked between instructor and full professor but were not associate deans or higher. ● There was significant discussion around the line, "The term of an adjunct member is one year, however, the adjunct faculty member's eligibility to serve depends on continued employment as adjunct faculty." But no consensus could be found, so the issue was referred back to the subcommittee. ● 9/1/21- 1. Review of Adjunct Faculty Senator votes and new representation ideas. ● Barrett committed to share adjunct voting related documents with the committee. ● Deana presented a proposal on the formation of an Adjunct Advisory Council (AAC) to help better represent adjunct faculty and proposed using this as a mechanism to elect adjunct faculty senators. ● The committee debated whether this would affect the current movement to get adjunct faculty senator votes, whether the constitution could be amended again after the vote is secured, or whether the AAC could be put together after the fact and implemented as a mechanism for electing adjunct faculty senators without changing the wording of the current proposal. ● A conclusive recommendation could not be made, so the committee moved to refer the question back to the subcommittee on the Adjunct Faculty Senator Vote featuring Mary Beth, Valerie, Amy, and Deana. They agreed to get a recommendation on whether the reading for the adjunct faculty vote should move forward with its first reading within the next two weeks. ● 8/4/21- na
<p>Environmental Issues- David Ferro Charges</p>	<ul style="list-style-type: none"> ● 12/1/21: ● 11/2/21: n/a ● 10/6/21- n/a ● 9/1/21- n/a ● 8/4/21- A few members and others have worked behind the scenes to promote sustainability in Ogden focused currently on HB411: Justin Owen, Jen Bodine, Brenda K., Mark Stevenson, Brad M., Bonnie Christiansen. Retreat conducted 8/18. Charges at ExCom. Meeting 10/7/21. Subsequent work on charges 1 (sustainability awards) and 3 (Summit March 17 - 18).
<p>GEIAC- Eric Amsel Charges</p>	<ul style="list-style-type: none"> ● 12/1/21: The new Diversity SLO passed the Faculty Senate on Nov.11. The notes from the CE meeting held on 11/17/21 are available here. ● 11/2/21: GEIAC is co-hosting with SSSC-Concurrent Enrollment a meeting of all faculty identified as responsible for all concurrent enrollment classes to address the value of CE and discuss issues of access. Courses, assessments, and matriculation will also focus of special Gen Ed CE class breakout sessions. These sessions will also identify best

	<p>practices for monitoring use of BQ and SAs and assessing outcomes (which is a GEIAC charge).</p> <ul style="list-style-type: none"> • 10/6/21- GEIAC is moving on the charge to inventory the concurrent enrollment Gen Ed assessments being performed by departments. The Diversity Proposal is now at the UCC step. • 9/1/21-Charges include bringing the new Diversity proposal to the Faculty Senate and reviewing the assessment work being done in concurrent enrollment Gen Ed classes. All this above the traditional GEIAC requirement to provide formative feedback on assessments of half the Gen Ed classes. • 8/4/21- Waiting to confirm charges that will propose a new Diversity requirement.
<p>RS&PG- Brenda Kowalewski Charges</p>	<ul style="list-style-type: none"> • 12/1/21: Nothing new to report since last meeting • 11/2/21: Committee met October 18 - considered 9 proposals total; funded 7 proposals for a total of \$15,274 • 10/6/21- Committee met Sept 10 - awarded 10 travel grants for a total of \$6,207; \$4,348 rolling over to next round of travel grants; fewer requests due to pandemic • 9/1/21- Committee hasn't met yet this fall semester - meets Sept 10 • 8/4/21- Travel grants due September 5th
<p>SBBFP- Andrea Easter-Pilcher Charges</p>	<ul style="list-style-type: none"> • 12/1/21: Subcommittee members working on assigned analyses. • 11/2/21: Subcommittee to assess salary inversions, CUPA comparisons, etc. met on 10/28 and determined which subcommittee members would be responsible for which analyses. • 10/6/21- Committee met Sept. 13 • Charge: Coordinate with APAFT and recommend changes to PPM 8.6 to create a new rank that supports promotion of instructors.” SBBFP will work with the APAFT subcommittee addressing their mirror charge (SBBFP subcommittee formed) • Charge 1: Examine salary options for compensation increases/merit; suggest a survey to elicit faculty preferences for 2022-2023. • Charge 2: Spreadsheet to capture dollar amounts of merit/equity (by college) from last year and other items; • Charge 3 and 4: Continue to examine data that provides internal and external comparisons of CUPA salary data (subcommittee formed) • Charge 5: discussion and questions re: faculty involvement in budgeting process; budget priorities and impact on academic affairs; rate of growth of faculty lines versus administrative lines; impact of faculty release time for administrative positions; and VSIP administration • Charges 6 (Sick and Family Leave policy) and 7 (update PPM 8-23 (probationary period for tenure) to ensure that there are no barriers to participation) will be addressed in collaboration with Jessica Oyler • Charge 8: Provost Krovi will provide an overview of current practices re: online/adjunct/overload pay. The Provost cautioned that this discussion needs to be put in the context of retention and persistence of students. • 9/1/21- have not met yet • 8/4/21- n/a
<p>TL- Deborah Uman Charges</p>	<ul style="list-style-type: none"> • 12/1/21: decided to propose Vice Chair position; set up meeting with Gail and Eric to discuss required syllabus language; • 11/2/21: we discussed the differences between TLF and TLC -- we are not completely clear on those distinctions, particularly with the changes coming up for TLF. • 10/6/21- - we met and set up 4 subcommittees with the following areas of focus: TLF programming, online teaching, syllabi, EDI • 9/1/21- we haven't met yet • 8/4/21
<p>UCC- Wendy Holliday</p>	<ul style="list-style-type: none"> • 12/1/21: meeting on Dec 7

<p>Charges</p>	<ul style="list-style-type: none"> • 11/2/21: UCC approved the new GEIAC Diversity course proposal. There was quite a bit of discussion about the Data Analytics Certificate coming out of Goddard. The concern was potential confusion with other data analytics programs out of EAST/CS. Just something to think about with interdisciplinary content. The proposal went back to Goddard so that they can work on the naming with CS, among other issues. • 10/6/21- • 9/1/21- First meeting was light with just a few curriculum approvals. • 8/4/21- n/a
<p>Program Assessment - Kristin Hadley Charges</p>	<ul style="list-style-type: none"> • 12/1/21: The Ad Hoc Assessment Committee of the Faculty Senate proposes (A) the creation in each college of an Assessment Community of Practice, and (B) the establishment and funding of an Assessment Report Workshop to review and provide feedback on biennial program assessment reports. <p>A. Each college will oversee the creation of an Assessment Community of Practice (ACOP) made up of at least one faculty member from each department or program that produces a biennial program assessment report. Each ACOP will serve as a resource for departments in developing meaningful assessments and reports. The individuals will serve as advisors or facilitators and may conduct information and sharing workshops within their college or across the university. Each ACOP will communicate with the Office of Institutional Effectiveness while programs prepare biennial assessment reports.</p> <p>Faculty selected for each ACOP will serve for an unspecified term; if their professional or research interests align with the goals of the ACOP, they may contribute to the group for many years. Colleges may include students or outside experts on the ACOP in addition to at least one faculty member from each program. The ACOP member from a particular program may or may not be the person responsible for that program's biennial assessment report.</p> <p>Each APOC should begin working with those responsible for biennial program assessment reports well in advance of the reports' due date.</p> <p>A. The Office of Institutional Effectiveness will seek faculty volunteers who will participate in a training workshop and then review and provide feedback on biennial program assessment reports. (This process is based on the example of the Faculty Assessment Workshops associated with General Education Signature Assignments). This group of faculty will be trained to evaluate assessment reports; they will then divide into teams of two, and each team will evaluate four or five reports. The goal is that meaningful feedback will provide each program and the corresponding APOC with ideas for improvement in teaching and learning, and guidance on how to make the assessment process and reports more meaningful.</p> <p>Each year, on or about November 15th, the Office of Institutional Effectiveness receives 35 to 40 biennial program assessment reports. This creates a need for perhaps 20 faculty to participate in the workshop and review process. If each individual is paid a \$200 stipend for a two-day workshop (or a half day workshop and team meetings online), the stipend cost would be \$4,000. Other costs may include meals and visiting experts to enhance the workshop.</p> <p>There is no expectation that the faculty who serve on the ACOPs will volunteer to join the Assessment Report Workshop. This decision should be made at the college level or by the Office of Institutional Effectiveness.</p> <ul style="list-style-type: none"> • 11/2/21: Continuing work on subcommittees • 10/6/21- Subcommittees are surveying the assessment landscape at other UBHE institutions and peer institutions. • 9/1/21- Nothing yet • 8/4/21- n/a

Student Success Steering Committee Liaison Updates

Committee and Liaison	Updates
	<ul style="list-style-type: none"> • 12/1/21: Next meeting is Dec. 16 where the group will welcome the new members (mostly from the College Success Teams). The CST chairs will provide updates on their plans and data areas. The SSSC will discuss overall campus conversations around student success, and we'll review spring and fall persistence data looking toward a fall enrollment plan. • 10/6/21- SSSC has been reconstituted, primarily by adding faculty members who are chairs of the individual College Success Teams. The co-chairs of each committee have met individually with Ravi and Brett and have finalized their charges for the year. Next meeting is currently being scheduled. • 9/1/21- SSSC restructuring - in agenda

University Advancement Updates (Betsy Mennell)

Area	Updates
Marketing & Communications	<p>Market Research: Cicero Group RFP selected to do a competitor analysis for WSU to identify opportunities to increase market share among prospective students. Research to be completed spring semester 2022, in alignment with the marketing and branding goal in the strategic plan.</p> <p>Ever Upward Stories: Dec. 14 - Donna Danette, Dental Hygiene student</p> <p>Holiday Card This year's e-holiday card will celebrate the 50th Anniversary of the Stewart Bell Tower. The message is scheduled to go out the week of December 13.</p>
Alumni	<ul style="list-style-type: none"> • The Emeriti Council presented a Purple Paw Award to Steven Carter. Steven formed and led a committee to create the WSU Alumni Band. He served on the Emeriti Alumni Council from 2014-2019. He served on the Weber State Alumni Association Board of Directors in 2016-2017 as Emeriti Alumni Council President. He has given many hours of time and talent championing and supporting Weber State. • The Emeriti Council volunteered and participated in the World Kindness Day, PB&J drive sponsored by Sodexo on Nov. 11, 2021. 32 volunteers helped make 1,035 sandwiches that were delivered to 12 non-profit charities in Ogden/Weber Counties. • The WSUAA Board of Directors and the Emeriti Alumni Council sponsored a Weber Cares Food Pantry Drive. The overall poundage of donations was 356.9lbs. For food, it was 255.9lbs and for paper products it was 101lbs.

	<ul style="list-style-type: none"> • · There were two successful RAN events held in November: WSU Night at Southern Utah University (61 tickets and/or tailgate sold), and Utah Jazz vs Portland Trail Blazers (200 tickets sold). • · Each year, the Ogden Christmas Village provides a universal ornament to each participating cottage with the purpose of hiding it within the cottages. Children, and adults alike, seek out the ornaments as a fun addition to the festive tradition. In support of the “Make Ogden Purple” initiative, this year’s ornament is “Make Ogden Purple” themed. It is a successful partnership with WSUAA and Ogden City for this time-honored tradition. Additionally, the WSUAA Christmas Village cottage theme this year is “Make Ogden Purple”. •
Development/Campaign	<ul style="list-style-type: none"> • YTD \$3,739,004 v. FY21 \$11,340,149 (\$7M Stewart Education Foundation pledge Sept. 2020) • Recent major commitments: <ul style="list-style-type: none"> ○ · \$500,000 - Nora Axton - Student Affairs ○ · \$268,000 - C. Scott and Dorothy E. Watkins Charitable Foundation - Academic Affairs and DCHP ○ · \$113,570 - Barbara Lindquist Tanner Charitable Support Trust - Academic Affairs • Thank you for submitting Campaign Priorities (99 submitted) • Campaign counting started FY21: \$22,557,152 raised
Events	<ul style="list-style-type: none"> • December 17 - Convocations

Diversity Office Updates
(Adrienne Andrews)

