

Deans' Council Agenda
Wednesday, February 1, 2023
2:00 pm–4:00 pm

via [Zoom](#) | **Miller Administration Boardroom**

Meeting ID: 930 3633 9497 | Passcode: 047115

Attending: Ravi Krovi , Brad Mortensen , Eric Amsel , Adrienne Andrews , Andrea Easter-Pilcher , Bret Ellis , Jason Francis , Doris Stevenson , Kristin Hadley , James Hedges , Wendy Holliday , Brenda Kowalewski , Betsy Mennell , Jessica Oyler , Julie Rich , Yasmien Simonian , Julie Snowball , Norm Tarbox , James Taylor , Deborah Uman , Brian Rague for David Ferro

Excused: Ashley Potokar , David Ferro

1. **Approval of Meeting Minutes, [December 7, 2022](#) and [January 4, 2023](#)**
 - a. Deans' Council approved the minutes as written.
2. **Provost Updates - (Ravi Krovi)**
 - a. Ravi Krovi reminded those who have not yet submitted their case statements to please email them in the next week.
 - b. Provost Krovi asked the academic deans to ensure that faculty receive a summary of the grade distribution for each course taught. This should be sent along with the student feedback summary as a normal process. He also requested that the information be kept confidential between the department chair and individual faculty member.
 - c. Provost Krovi thanked deans for their time and work on budget meetings.
 - d. Deans' Council discussed having consistent language across faculty employment offer letters, including language about the expectation that incoming faculty teach classes regardless of modality or upper/lower division designations. Provost Krovi suggested that this conversation continue in the next WALT meeting, along with discussing how to best increase applied research or project opportunities.
 - e. Deans' Council spoke about developing a teaching postdoctoral fellowship as an instructor position.
 - f. Provost Krovi mentioned that he hopes to get back to the deans about the Professor Performance Compensation Plan (PCP) applications in the following week.
 - g. **Faculty Senate Committee Updates**
 - i. Provost Krovi suggested that Wendy Holliday speak with ASSA about including language regarding copyright concerns in the Faculty Authored Textbook policy.
 - ii. Deans' Council discussed the issue of prior experience counting towards tenure. Ravi also mentioned that it would be helpful to have guidelines on the timeframe for evaluating these candidates.
 - h. **Assessment**
 - i. Eric Amsel & Kristin Hadley spoke about their meeting with Gail Niklason about clarifying the connections between the current chair reports (SPR, Biennial Assessment, and Program Review), including how best to align Biennial Assessment reports with the other ones. A document is being prepared with a graphic organizer to better display the role of assessment in all reports. They

noted the importance of deans' involvement with and support of chairs and program directors to develop meaningful program outcomes, as well as facilitate developing assessments that foster a deep analysis rather than an excess of unused data. Associate Provost Amsel and Gail Niklason will visit chairs' meetings once the graphic organizer is completed to engage in conversations about making the assessment processes more meaningful to departments. Deans' Council also discussed the strengths associated with succinct program outcome statements.

3. Academic Agenda/Policy Discussions

a. Align to Amplify (Brad Mortensen)

- i. Brad Mortensen spoke about his experience as a newly-appointed Northwest Commissioner. He shared his plan for upcoming organizational changes titled "Align to Amplify." President Mortensen & Provost Krovi spoke about Student Success Coaches that will follow a concierge-type model to assist students. These coaches are proposed as front-line helpers who can connect students with services across modalities. President Mortensen spoke about how he hopes to empower all of the campus community to offer Student Success Coach services. He also explained that the plan is designed to be cost neutral, not resulting in any additional administrative positions or loss of other positions. Next steps include working with Human Resources and Affirmative Action/Equal Opportunity to implement the changes, and appointing a screening committee to begin hiring for the vice president of the yet-to-be-named division. Deans' Council discussed the changes, identifying potential strengths and areas to continue examining. President Mortensen told Deans' Council that he anticipates an implementation timeline of July 1, 2023.

4. Academic Support Discussions

a. Stewardship Report (Betsy Mennell)

- i. Provost Krovi spoke about the possibility of unused and unrestricted sources of funding for more flexibility in addressing budget deficits. Betsy Mennell shared an example stewardship report, explaining that the reports must account for unspent funding. She implored Deans' Council to review their unspent donor funds. The group discussed best practices in relation to awarding scholarships, scheduling sessions to review the largest 5-10 gift agreements, and how to best communicate balancing unexpected needs with the wise use of donor funds.

b. Document Remediation (James Hedges)

- i. James Hedges shared that a large percentage of documents in Canvas do not pass accessibility scoring, explaining that WSU Online offers document remediation services. He asked for feedback about how best to share information on this service. Deans' Council requested a flier or ad that they can distribute to department chairs, who can then share with faculty. Dean Hedges will work with his team to develop and distribute a flier or ad. He also offered to schedule presentations about the newest-available services offered by WSU Online, providing an opportunity for faculty feedback.

COMMITTEE UPDATES

Please use this space to offer any updates from your committee, and to review others' updates before the meeting. These items won't be discussed in depth in the Deans' Council, but questions will be addressed.

Faculty Senate Committees

Committee and Liaison	Updates
ARCC- Oliver Snow Charges	<ul style="list-style-type: none"> ● 1/4/23: ● Next meeting is Friday, November 4th. We did have a meeting on September 9th, but it was mostly about membership, responsibilities, and the grant rating rubric.
ASSA- Wendy Holliday Charges	<ul style="list-style-type: none"> ● 1/4/23: ● Meet on 12/2. Major items of discussion were the Faculty Authored Textbook policy and where and how data how often faculty authored textbooks are being adopted, cost, and how divestment is being handled. Awaiting more information on charge related to examining impact of 4-year scholarships, migration from ChiTester, and CE instructor of record. Discussed impending revision of PPM 3-32 and ASSA's participation in items related to student code. Discussed questions about role of ASSA in student success initiatives, with disbanding of SSSC. ● Met on 9/30. Formed subcommittees for various charges and had some brief discussions of issues relevant to charges, including the issue of students being allowed to sign up for courses with overlapping times; question of including more staff representation on committee.
APAFT- Julie Rich Charges	<ul style="list-style-type: none"> ● 1/4/23: No updates. Continuing work on charges. Next meeting 1/11/23. ● 9 charges for 22/23 AY (met Oct 12 & Nov 9) <ul style="list-style-type: none"> ○ 1: Checking Inclusive language in PPM - ongoing ○ 2: Academic freedom PPM 9-9, 9-11, 9-14, and 9-15- reviewing revisions/recommendations from last semester ○ 3: External reviewers - Opinion of subcommittee approved by APAFT that external reviewers are not required for tenure and promotion and reporting back to faculty senate. ○ 4: Tenure channel - PPM 8-11 - Service defined by each college, GSBS & CSBS revisions to terminal degree approved by APAFT, Satisfactory teaching acceptable for associate professor per school, Library revisions being conducted by Diana Meiser ○ 5: Visiting professor PPM 8-6 - Ongoing discussion on term limit and definition ○ 6: Sabbaticals PPM 3-25 - Discussion of ideas for a peer review committee, development of a rubric, process for appeal of denials, purposes for sabbaticals statement added upon ○ 7: Single rank and tenure letter - Discussion regarding current wording – recommendation to clarify that one letter is acceptable ○ 8: Faculty board of review PPM 1-13, 9-10 - review of wording, ongoing ○ 9: Years of service at other institutions PPM 8-8, 8-24 review of wording minor changes. ● Will meet 14 September - APAFT charges for the year have been drafted. <i>(Not finalized until Senate approval on 15th September).</i>

<p>CRAO- Deborah Uman</p> <p>Charges</p>	<ul style="list-style-type: none"> ● 1/4/23: ● Met twice Reviewed our charges, calculated faculty apportionment, and discussed the distinction between department and school.
<p>Environmental Issues- Andrea Easter-Pilcher</p> <p>Charges</p>	<ul style="list-style-type: none"> ● 1/4/23: Have not met since our last meeting of Fall term. ● We have met 4 times as a larger committee and are now meeting in TY407 for a change of views! We have or are working on the following: ● Were presented with the WSU Master Transportation Plans were presented to the committee and we poured over various maps regarding same and offered comments and suggestions including: <ul style="list-style-type: none"> ○ Charging stations where some good locations might be (across campus as well as in the community) ○ Concerns were raised about motorized skateboards ○ Lack of connectivity to campus from the community ○ Discussed dividing wider sidewalks into a pedestrian side versus a “wheels” side and where to allow “wheels” traffic ○ Discussed how to enforce multi-use paths, slow zones (lots of signage and designated paths) ○ Concerns were raised about the safety of pedestrians ○ OR: Ban wheels on campus (bike racks at edge of campus in certain spots) ● In discussions and planning for the Worldwide Climate and Justice Teach-In which will be held on March 29th in two Union Ballrooms: <ul style="list-style-type: none"> ○ Format much like last year’s ○ Have SUS classes attend or professors present in the classroom ○ We are recruiting faculty to do 5 minute flash presentations on some aspect of climate change (already have several), so if you have a faculty member who wants to participate they should connect with someone on the committee asap ○ Our aim is to have a set schedule prior to the time when faculty have set their course schedules to encourage participation in the event ○ Topics (so far) are: GSL, Transportation and Air Quality, Biodiversity and Land, Education and Energy ● Some subcommittees have been created, one of which is beginning discussions/planning on the Intermountain Sustainability Summit ● Met on 9/22/22 ● Covered main goals/tasks this year and subcommittee sign-up ● GOALS: <ul style="list-style-type: none"> ○ Growing SUS (attribute to track sustainability teaching across campus) & SUS in Gen Ed ○ SUS proposals review ○ Awards review ○ Summit planning and help ○ Sustainability events planning ○ Student-led events – sustainability calendar
<p>GEIAC- Eric Amsel</p> <p>Charges</p>	<ul style="list-style-type: none"> ● 2/4/23: The committee is reviewing the 30 Gen Ed assessment reports ● With new Gen Ed courses designation reviews now completed, GEIAC is now beginning to review Gen Ed assessments submitted by departments as part of their Biennial Assessment. ● Approved new Gen Ed PS course and 5 courses for the EDI attribute.

	<p>Working on a plan to ensure enough EDI courses are available starting with the 2023-2024 catalog.</p> <ul style="list-style-type: none"> • First GEIAC meeting is 9-14 with charges linked here. • Drawing up charges with the faculty senate liaison.
<p>RS&PG- David Ferro</p> <p>Charges</p>	<ul style="list-style-type: none"> • 1/4/23: • First meeting is 2022/9/9
<p>SBBFP Yasmen Simonian</p> <p>Charges</p>	<ul style="list-style-type: none"> • 1/4/23: • Overload charge updates <p>Valerie shared what the charge is and how they want to proceed and the questions that have come up concerning budgets and pay inequities. The committee is looking at options of, if the money goes to the department and then any overage goes to a central pot in the provost office.</p> <p>James Hedges spoke about how things currently work in CE and that he is learning how it has been functioning to date. CE is looking at online courses and considering putting some caps on the courses. Because it is not realistic to expect that a class of 100 would be the same kind of experience for the student as a course with 50 students. He spoke about the way that program administrators (PA) currently interact with departments by telling them what they will cover and spoke about looking at three year trends and how many might CE be able to support with relation to the numbers in the departments. PA are currently being trained to communicate with the chair or the program coordinator. CE is the steward of four pots of money that are used in CE and they have money that is earmarked for specific types of courses. (ONL or night) The desire is to work with departments to meet the demands of the students.</p> <p>There are no student recruiting for online programs, there is not a hub to explain what it means to be an online student and WSU does not market separately.</p> <p>Discussion on looking at ONL interactions and how to track what is happening, is the faculty member initiating contact , are they providing good feedback, are assignments being graded in a timely manner these are some of the questions that need to be addressed.</p> <p>Conversation on what the CE department can provide data wise for the charges that the committee is waiting on. After reviewing quickly James Hedges said he can get some of the information within a week. Questions on if there is a way to make a waitlist trigger the CE office to offer a new section.</p> <p>OUTCOME: Find the optimal way to make policy revisions that are required to make it equitable and refine it into a workable solution. .</p> <ul style="list-style-type: none"> • Charge 10: Monitor how various colleges allocate merit pay and poll faculty to determine if decisions are fair and transparent. (Last two questions on current survey).

- Will revisit this in the January meeting.

Meetings scheduled on Mondays 2:30 - 4:00

Charges for the SBBFP Committee:

1. Examine salary options for compensation increases and prioritize recommendations. (Spring) (*Ongoing*)
2. Review the dollar amounts of equity and merit adjustments from the previous year. (Fall) (*Ongoing*)
3. Review campus salary levels using CUPA data, turnover data, and data from regional peer institutions. (Spring) (*Ongoing*)
4. Review equity issues
 - Review compression and inversion in salaries.
 - Review gender equity in faculty salary
 - Review race/ethnicity/other equity in faculty salary (Spring) (*Ongoing*)
5. Review faculty hiring process in conjunction with HR. (Fall) (*Ongoing*)
6. Work with VP Administrative Services Norm Tarbox to explore budgetary processes and trends. (Fall and Spring) (*Ongoing*)
7. Review faculty feedback regarding specific benefits (e.g. nursing, changing facilities, dental insurance and dropping of EMI).
8. Review the structure of online/adjunct/overload pay across all academic units and CE (in conjunction with Provost Ravi Krovi).
 - Identify and address inequities in overload compensation.
9. Ensure that the language of new or updated documents are inclusive. Review those documents to see how they may inadvertently impact particular communities in an adverse manner. Consult with EDI taskforce for guidance (*Ongoing*)
10. Monitor how various colleges allocate merit pay and poll faculty to determine if decisions are fair and transparent.
11. Review open ended comments supplied in faculty survey to identify potential issues that may be addressed by SBBFP
12. Prioritize an initial study of adjunct pay by reviewing the pay structure across all academic units (in conjunction with Provost Ravi Krovi).
 - a. Determine if CUPA data is available for Adjunct pay scales
 - b. Benchmark peer institutions to develop and prioritize recommendations for adjunct compensation
 - c. Review equity issues associated with Adjunct pay scales
 1. Review gender equity in adjunct pay
 2. Review race/ethnicity/other equity in Adjunct pay scales
 - d. Work with VP Administrative Services Norm Tarbox to explore budgetary processes and trends for adjunct compensation to assure adjunct pay periods

	<p>commence in a timely manner each semester.</p> <ul style="list-style-type: none"> ● The committee has several questions regarding #8 which need to be addressed before addressing it.
<p>TL- Brenda Kowalewski</p> <p>Charges</p>	<ul style="list-style-type: none"> ● 1/4/23: ● Have not met yet. Updated the Provost Office page with a link to the revised standard syllabus language regarding policies. ● September 2022 - selected John Sohl to give the Last Lecture, scheduled for November 8th at 2 pm Dumke Hall. Committee met again 10/3/2022 but I missed the meeting and haven't seen minutes yet.
<p>UCC- Casey Bullock</p> <p>Charges</p>	<ul style="list-style-type: none"> ● 1/4/23: ● 58 pieces of curriculum were reviewed yesterday ● 66 pieces next week ● Building out EDI attribute; about 10 new courses coming through. ● Advanced pediatric imaging certificate program (post-masters) being proposed in radiology ● Two state-based certifications for undergraduate radiology programs (Arizona & Colorado) ● Looking at minors being paired with certificates of proficiency moving forward (this can be used for students to retool skills moving forward) ● Deleting library science 1504 (this is the library test) as it only had a 20% pass rate; the test hasn't been offered for a couple of years
<p>Program Assessment (ad hoc)- Kristin Hadley</p> <p>Charges</p>	<ul style="list-style-type: none"> ● 1/4/23: <ul style="list-style-type: none"> ○ Determine formal scale for biennial report evaluation <ul style="list-style-type: none"> ■ The group decided on a three point scale: 1- insufficient 2- developing 3- sufficient ■ In general, insufficient indicates that something is missing and feedback should be provided about what that is. ■ Developing feedback should indicate that the department is making good progress and provide feedback about what needs to be done to achieve a rating of sufficient. ■ Sufficient feedback should provide direction on how the report could be exemplary- even though this is not a formal rating. In addition to providing adequate data, exemplary reports show reflection, why specific data was chosen, and how it was collected. ○ It was also suggested that some narrative be provided on the next stage/how assessment will be reviewed at the program level. Ratings at the program review level are <ul style="list-style-type: none"> ■ Did not evaluate, Weakness, Concern, Good, Strength ○ Biennial Review evaluators workshop on Fri, Jan 27 from 1-3pm via Zoom with optional "check-in" for anyone with questions or concerns will be held Fri, Feb 7 via Zoom ○ Evaluations will be submitted online and will be due Fri, Mar 3 ○ Recruitment letter for evaluators was sent on Wed, Dec 14 and they will be notified after the January 10th deadline. ● 11.22.22 <ul style="list-style-type: none"> ○ Competed committee description (joint charge with CRAO)

	<ul style="list-style-type: none"> ○ Reviewed Biennial Assessment report training course in Canvas ○ Discussed Assessment CoP in each college ● First meeting 9.14.22. Working on charges to formalize the Assessment committee as an official FS Committee. Reviewed feedback on the process (reviewers and report writers). ● Assessment communities of practice at the college level.
EDI- Brenda Kowalewski Charges	<ul style="list-style-type: none"> ● 1/4/23: ● Have not met yet. First meeting time is being determined. ● Met 9/16/2022 - reviewed and prioritized committee charges; reviewed USHE equity framework for usefulness in guiding committee's work

Student Success Steering Committee Liaison Updates

Committee and Liaison	Updates

University Advancement Updates

(Betsy Mennell)

Area	Updates
Marketing & Communications	
Alumni	
Development/Campaign	
Events	

Equity, Diversity, & Inclusion Division Updates

(Adrienne Andrews)

Area	Updates
Updates	More realignment!
Search	
Space	