



## Snow College Dean's Council Meeting Minutes December 3, 2012

**Attendance:** Sheryl Bodrero (Humanities), Steve Meredith (Fine Arts), Dan Black (Natural Science & Mathematics), Sue Dalley (Social Science), Mike Medley (CTE/BT), Craig Mathie, Dr. Gary Smith, and Beckie Hermansen

### 1. **Celebrations:**

- Humanities (Sheryl): 14 students are signed up for the spring semester trip.
- Natural Science/Mathematics: Pass
- Social Science: Celebrate the Bowl Game win. Marvin Dodge and his daughter stopped to visit Lynn Poulson and his wife (former instructor) at their mission site.
- Additional kudos to Sue Dalley for being on-time or early as well as prepared for this meeting the entire semester.
- Mike Medley (CTE/BT): Atlanta ACT conference
- Beckie Hermansen (IR): Institutional assessment will be the CAAP with recommendations for internal assessment instruments to be developed internally for next year.
- Dr Smith:
  - Melanie Jenkins is the new GE Committee Chair. This position needs to be very active with the state GENEd task force. We really need our legislators to understand the role of GENEd at the college level.
- LaFaun Barnhurst was recommended as the alternate chair when needed.
- Steve Meredith (Fine Arts): Kudos to the songwriting demonstration occurring right now which is an effort to educate the whole music student. Also congratulations for the Yule Feaste and Forgotten Carols.
- WSU students returned to visit and commented that their WSU program is so slow compared to Snow's program, which runs the performing groups like professional groups learning 3 complete shows for one performance.

### 2. **Alternative Exam Time:**

- a. Dr. Smith opened the discussion with a bit of history but emphasized that he is open to ideas within reason and as long as it is student friendly.
- b. Sue offered that the current policy was established as a deterrent for students to change their final at will. The current policy had the forms originating from the VP's office.
- c. Questions were raised as to what is a valid reason.
- d. Sheryl mentioned that choosing not to allow a different exam time is not a uncomfortable position with the idea that the \$30 fee being waived by approval from the VP's office for particular valid reasons.
- e. Early tests and so forth also raises concerns for test security.
- f. Sheryl also raised the idea if so many students do request a different finals time, then why to do we offer a finals week? We could choose to have class as an option during finals week with the final exam being on the last day of class. If a 3 hour final is offered then it could be given in three 50 minute sections (MWF).
- g. The concern with the current policy is that it makes no sense for the form to initiate and end in the VP's office because the VP office makes no accommodation.

- h. Dean's will re-write this policy to indicate that the form starts on-line as is taken to the faculty member(s) for approval. The fee will be paid from the form to the cashier's office. The student takes the receipt to the Division Dean who informs the faculty member that the request has been approved and the fee has been paid. The process needs to end a certain amount of time prior to finals week—it is recommended that for full consideration, the effort needs to be started at least two week prior to the last day of instruction. The entire process must be completed at least one week prior to the last day of instruction. The faculty member approves the request. It is recommended that the \$30 fee be earmarked for the general scholarship fund. This is all at the discretion at the faculty.
  - i. This needs to be sent to all faculty, adjuncts after Deans and College Council approval.
  - j. Does this discussion spill over into the Division meeting regarding finals and using that time frame to measure student learning outcomes at semester's end.
3. **Revised Summer 2013, 2014, and 2015 Academic Calendars (Craig Mathie)**
- a. Asking for insights for the summer calendar, particular to a 4-week Maymester, a 4-week June and a 4-week July. The full summer option is only for on-line courses. See Handout.
  - b. Calendar needs to be approved and revised by January in order to recruit students for summer enrollment.
  - c. The emphasis for Maymester is for continuing students to stay a few more weeks to get an extra class by Memorial Day.
  - d. The on-line courses need to be very specific on when the course starts and ends, particularly with the students.
  - e. Need to start creating a culture of 8 week blocks within the semester to accommodate mission/commission and other type students.
    - i. Provide this as a backup model (weak)
    - ii. Provide this with intention and a pedagogical background. The art department has planned out 8-week semesters for the next two years. All divisions and departments are encouraged to follow the same approach.
  - f. Greater follow-up via letter and email to help students understand the new structure of summer offerings. The same will be true for the on-line offerings. Emphasis will be put on the official communication will be through the Badger email. This will be done via letter to the home address.
  - g. The vision for July is for more creative offerings like Julliard--more specialized and so forth. July camps rather than courses.
  - h. How far out should the College Council set the calendar. It was recommended this be two years out with a start date of fall semester 2015.
  - i. Discussion regarding fall break
    - i. Suggestion that we remove fall break and add the two days off at Thanksgiving--no fall break but a whole week off at Thanksgiving. This is an item for discussion among divisions.
    - ii. Monday classes on a Tuesday due to MLK and President's day holidays: most science faculty do not like it as well as humanities faculty. This is an item for discussion among divisions.
- Action item for January: re-visit the fall and spring calendar**
4. **Registration and Course Cancellation**
- a. Via Susan Larsen: We are admitting on average 10 new students a day. The recommendation is to wait one more week prior to cancelling sections. Registration is busy and we need to remember the students in this cohort have yet to do anything on time.
  - b. The last priority registration for students with no credits will be applied next week.
  - c. The "Stop-Out" forms are not the quantity as expected. The idea is that we will be o.k. for spring that fall will be the bigger issue.
5. **SLO's on Course Handouts to students**

- a. Whatever is handed out to students at the beginning of the semester (syllabi, course calendar) would articulate the learning outcomes for the course and any GE if applicable. These will be the outcomes that are listed on the master course syllabus.
6. **EdNet Training:**
    - a. Frustration with the lack of training for EdNet instructors and EdNet pedagogy. There is an instructor at SUU who is willing to come and provide pedagogical training.
    - b. This would be coordinated through the TTC which supplies the technological training.
    - c. Segway into the faculty member of 2015, 2018, 2021—who is this? This is how to keep adding to and doing more in faculty development. There is a need for our faculty to be trained in teaching because a majority of them are trained in their discipline. This involves the Faculty Development group including member from A&t.
    - d. Sheryl will provide details about the SUU training
  7. **UQI--Faculty request for funds:**
    - a. Nick Marsing asking for \$420 for conference presentation (Association of Psychology Instructors Conference). Approved
    - b. Stacey McCliff: ACE conference. Dr. Smith is paying for her registration and she needs to pay for travel. Scott Allred has his registration fee paid as well. This is with the expectation that this will be a train the trainer—they will return and provide training to department chairs. The travel money request was approved for Stacey McCliff.
    - c. Brent Smith, UMEA request: Approved
  8. **Course Evaluations:**
    - a. They are live and students can complete them.
    - b. Deans are encouraged to contact/communicate with adjunct faculty in their division to make sure they understand the evaluation process.
    - c. Deans are also encouraged to communicate in their division meetings that faculty educate students regarding course evaluation availability.
    - d. Beckie will send out instructions to faculty and staff (again Deans will need to forward to adjuncts) regarding how they can access their course evaluations. This email will be sent no later than Friday, December 7, 2012.
  9. **New Student Travel Request Deadline:**
    - a. New deadline for requests/approvals: January 16th, 2013 with an approval meeting for January 28th, 2013. Request should be taken care of via email.
    - b. Then announcement for student travel proposals will be mentioned in the January division meetings via the Deans. The funds are not unlimited so caution as to the division announcement is advised.
  10. **Next Academic Dean's meeting: January 28th, 2013.**