## Academic Council Minutes

### March 18, 2014
3:00 p.m.
South Administration Conference Room

**Chair:** Bill Christensen

**Present:** Andrea Brown, Debra Bryant, Robert Carlson, Mo Eckroth, Carole Grady, Brent Hanson, Don Hinton, Philip Lee, Frank Lojko, Eric Pedersen, Brenda Sabey, Daphne Selbert, Becky Smith, Nate Staheli, David Roos, Julie Stender, David Wade, Secretary – Sheila Bastian

**Absent:** Pam Montrallo, Greg Layton (student rep)

**Visitor:** Sharon Lee, Kim Welch

<table>
<thead>
<tr>
<th>AGENDA ITEMS</th>
<th>MOTIONS</th>
<th>VOTE RESULTS</th>
<th>ACTION/DISCUSSION</th>
</tr>
</thead>
</table>
| Academic Council Minutes  
(February 4, 2014) | M: Carole Grady  
S: Brent Hanson | APPROVED | MOTION BY CAROLE GRADY, SECONDED BY BRENT HANSON, TO APPROVE THE MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON FEBRUARY 4, 2013, AS WRITTEN.  
(Action: Approved) |
| Institutional Curriculum Committee Minutes  
(March 4, 2014) | M: Brent Hanson  
S: Eric Pedersen | APPROVED | Robert Carlson expressed concerns about the number of course fees increases. Bill reminded Robert that the same concerns had been expressed by Don Hinton at the February 4, 2014 Academic Council meeting. Bill said he recalled the discussion concluded that there is a need to do more research into how to deal with the needs represented by the fee requests being attached to courses. Bill said that it was decided to have David Wade create two committees – one to look at the Program Approval Process and one to look at Course Fee Guidelines.  
The Institutional Curriculum Committee approved the minutes of the March 4, 2014 ICC meeting via an email vote. The minutes were approved. |
**MOTION BY BRENT HANSON, SECONDED BY ERIC PEDERSEN, FOR THE ACADEMIC COUNCIL TO APPROVE THE MINUTES OF THE ICC MEETING HELD ON MARCH 4, 2014.**  
*Action: Approved*

### Accreditation Reaffirmation Letter

Debra Bryant shared with the Council that President Nadauld had received a letter from Northwest Commission on Colleges and Universities informing us that at its January 8-9, 2014, meeting, the Board of Commissioners reaffirmed the accreditation of Dixie State University on the basis of the institution’s Year One Mission and Core Themes Report. The Council applauded Debra and thanked her for all her hard work in getting the University’s reaffirmation.

### OLD BUSINESS (Action Items)

#### Policies:

<table>
<thead>
<tr>
<th>Date</th>
<th>M:</th>
<th>S:</th>
<th>Status</th>
<th>Motion</th>
<th>Action: Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-3 Faculty Categories 2/5/2014</td>
<td>Debra Bryant</td>
<td>Robert Carlson</td>
<td>APPROVED</td>
<td>MOTION BY DEBRA BRYANT, SECONDED BY ROBERT CARLSON, TO APPROVE 3-3 FACULTY CATEGORIES.</td>
<td></td>
</tr>
<tr>
<td>3-7 Faculty Reviews 2/26/2014</td>
<td>Brent Hanson</td>
<td>Brenda Sabey</td>
<td>APPROVED</td>
<td>MOTION BY BRENT HANSON, SECONDED BY BRENDI SABEY, TO APPROVE POLICY 3-7 FACULTY REVIEWS, AS REVISED.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brent Hanson</td>
<td>Brenda Sabey</td>
<td>AMENDMENT APPROVED</td>
<td>AMENDMENT TO THE MOTION BY BRENT HANSON, SECONDED BY BRENDI SABEY, TO REPLACE VII. NON-TENURE TRACK DEFINITION WITH PROFESSIONAL FACULTY DEFINITION IN SECTION 1. AND TO CLEARLY DEFINE CONTINUING STATUS.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Becky Smith</td>
<td>Brenda Sabey</td>
<td>APPROVED AMENDMENT</td>
<td>MOTION BY BECKY SMITH, SECONDED BY BRENDI SABEY, TO REMOVE “PREVIOUS TENURED TRACK (NOT TENURE-TRACK)” FROM THE POLICY.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Don Hinton</td>
<td>Brenda Sabey</td>
<td>AMENDMENT APPROVED</td>
<td>Section 1: MOTION BY DON HINTON, SECONDED BY BRENDI SABEY, TO ADD AN EXCEPTION TO VII.C.i – TO ALLOW A MAXIMUM OF 5 YEARS, ADDITIONAL TIME WILL BE GRANTED, AS APPROVED BY THE DEAN.</td>
<td></td>
</tr>
<tr>
<td>Section 2:</td>
<td>AMMENDMENT APPROVED</td>
<td>Motion Details</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------</td>
<td>---------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motion by Don Hinton, seconded by Brenda Sabey, to revise the General Criteria List from “and” to “and/or”.</td>
<td>(Action: Approved)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-9 Faculty Professional Development 1/28/2014</td>
<td>M: Becky Smith S: Robert Carlson</td>
<td>APPROVED</td>
<td>Motion by Becky Smith, seconded by Robert Carlson, to approve Policy 3-9 Faculty Professional Development. (Action: Approved)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-18 Faculty Salaries 3/17/2014</td>
<td>M: Brent Hanson S: Eric Pedersen</td>
<td>APPROVED</td>
<td>Motion by Brent Hanson, seconded by Eric Pedersen, to approve 3-18 Faculty Salaries in 3-3 Faculty Categories Policy. (Action: Approved)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>M: Robert Carlson S: Brent Hanson</td>
<td>APPROVED</td>
<td>Amendment to the Motion by Robert Carlson, seconded by Brent Hanson, that VI. Salary Equity &amp; Overload be revised.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A. Faculty salaries will remain at a level not less than 90% of market equity benchmarks based on rank and discipline insofar as budgetary restrictions allow.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommendation Solution for Out-of-sync Catalog Challenge</td>
<td></td>
<td></td>
<td>David Wade said that the Academic Council has charged him with finding a working solution to the challenge of having an out-of-sync catalog to go in to affect before the 14-15 catalog is published April 1st, 2014.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out-of-sync Catalog Challenge</td>
<td></td>
<td></td>
<td>The catalog is published once a year (Apr. 1st) with the foundation of the catalog being two critical pieces that depend on each other to be synced: Programs &amp; Curriculum.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>o Program proposals are approved by 10 governing bodies over a 6-18 month time frame (Institutional Curriculum Committee (ICC), Academic Council (AC), University Council, Trustees, Regents, Accreditation, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>o Curriculum proposals are approved within a 2-4 week time frame (ICC &amp; AC)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Because *program* and *curriculum* are on two different approval timeframes, they can often create an "out-of-sync" catalog which creates confusion for all users of the catalog (current & prospective students, advisors, staff, chairs, deans, administrators.)

### Survey: Great Colleges to Work For

Debra Bryant informed the Council the Great Colleges to Work For survey will be made available to faculty and staff, full and part-time on Monday, March 24, 2014. Debra indicated this will be the baseline year so please encourage all recipients to participate.

### AP Credit

<table>
<thead>
<tr>
<th>M: Don Hinton</th>
<th>S: Eric Pedersen</th>
<th>APPROVED</th>
<th>MOTION BY DON HINTON, SECONDED BY ERIC PEDERSEN, TO APPROVE THE PROPOSED AP CREDIT COURSES, AS REVISED.</th>
<th>Action: Approved</th>
</tr>
</thead>
</table>

### Calendars

<table>
<thead>
<tr>
<th>M: Becky Smith</th>
<th>S: Robert Carlson</th>
<th>APPROVED</th>
<th>MOTION BY BECKY SMITH, SECONDED BY ROBERT CARLSON, TO MOVE THE APPROVAL OF THE 2016-2017 ACADEMIC CALENDAR UNTIL NOVEMBER 2014, AND TO CONTINUE APPROVING DSU's ACADEMIC CALENDARS EACH AND EVERY YEAR THEREAFTER IN NOVEMBER. THIS WILL ALLOW WCSD TO POST THEIR CALENDER ALLOWING DSU TO COINCIDE WITH THE SCHOOL DISTRICT BREAKS.</th>
<th>Action: Approved</th>
</tr>
</thead>
</table>

### Summer 2015

<table>
<thead>
<tr>
<th>M:Brenda Sabey</th>
<th>S: Don Hinton</th>
<th>APPROVED</th>
<th>MOTION BY BRENDA SABEY, SECONDED BY DON HINTON, TO APPROVE BOTH THE SUMMER 2015 AND SUMMER 2016 CALENDARS, AS PRESENTED.</th>
<th>Action: Approved</th>
</tr>
</thead>
</table>

### Removing W/F Grade

<table>
<thead>
<tr>
<th>M: Don Hinton</th>
<th>S: Eric Pedersen</th>
<th>APPROVED</th>
<th>MOTION BY DON HINTON, SECONDED BY ERIC PEDERSEN, TO APPROVE THE FOLLOWING STATEMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M: Don Hinton</td>
<td>APPROVED</td>
<td>1. Anyone submitting an “F” grade at DSU is required to record the student’s last date attendance in the course.</td>
</tr>
<tr>
<td></td>
<td>S: Brenda Sabey</td>
<td></td>
<td>(Action: Approved)</td>
</tr>
<tr>
<td></td>
<td>M: Don Hinton</td>
<td>APPROVED</td>
<td>2. We remove the “W/F” grade as a grading option.</td>
</tr>
<tr>
<td></td>
<td>S: Brenda Sabey</td>
<td></td>
<td>MOTION BY DON HINTON, SECONDED BY BRENDA SABEY, TO APPROVE THE REMOVAL OF THE “/” IN THE “WF”.</td>
</tr>
</tbody>
</table>
### NEW BUSINESS (Information Items)

**Catalog Update (David Wade)**

[http://www.dixie.edu/catalog/](http://www.dixie.edu/catalog/)

David Wade informed the Council that the catalog will go live in a couple of weeks. David thanked everyone at the Council meeting for all their help and told Council members that he couldn’t have got the catalog put together without their help. The Council thanked David for hard work.

**Programs Approved by ICC**

David Wade asked that attendees review the following programs that will come forward for approval at the next Academic Council meeting scheduled for April 1, 2014.

- **DSU, Kim Welch**
  - Faculty Center for Teaching & Learning Excellence
- **BAC, Brent Yergensen**
  - Minimal "buffet" updates to Communication Emphases
- **BAC, Kyle Wells**
  - Modification of eMarketing Certificate
- **HSC, Carole Grady (phone)**
  - BS Health Information Management
  - AAS Health Information Management
- **HUM, Lish Harris**
  - Digital Forensics Minor
  - Criminology Minor
- **SST, Kelly Brinthurst**
  - BS Chemistry
  - Colorado Plateau Field Institute
- **SST, Bart Stander**
  - Minimal "buffet" updates to degrees
    - BS Computer Information Technology (CIT)
    - BS Computer Science (CS)
  - New emphases
    - CIT w/ Digital Design
    - Integrated Studies w/ Digital Design
    - CIT w/ Web Design & Development
### Integrated Studies w/ Web Design & Development
- Rename emphases
  - CIT w/ Software Development. Renamed from Computer Science
  - Integrated Studies w/ Software Development. Renamed from Computer Science

### CIT w/ Software Development
- Renamed from Computer Science

### Integrated Studies w/ Software Development
- Renamed from Computer Science

### Restructure of emphases
- CIT w/ Information Technology. Add two new courses
- Integrated Studies w/ Information Technology. Add two new courses

### Discontinue emphases
- CIT w/ Visual Technology
- Integrated Studies w/ Visual Technology

- VPA, Mark Houser
  - Art Minor
  - Art History Minor
  - Theatre Minor
  - Fine Arts Department Restructure

### Humanities School Degree Buffet Lists

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 4140</td>
<td>Advanced Fiction Technique</td>
</tr>
<tr>
<td>HIST 3010</td>
<td>Special Topics in History:</td>
</tr>
<tr>
<td>HIST 3150</td>
<td>Russian History 1860 - 1924</td>
</tr>
<tr>
<td>HIST 3160</td>
<td>Russian History 1924 - Present</td>
</tr>
<tr>
<td>HIST 4800R</td>
<td>Independent Study</td>
</tr>
</tbody>
</table>

Don said the following course will be included in the “Buffet” list of elective courses available in the English BA/BS degree Creative Writing Emphasis:

**ENGL 4140** Advanced Fiction Technique

Don also reviewed the following courses that will be included in the “Buffet” list of elective courses available in both the History BA/BS degree and the Integrated Studies BA/BS degree History Emphasis:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 3010</td>
<td>Special Topics in History:</td>
</tr>
<tr>
<td>HIST 3150</td>
<td>Russian History 1860 - 1924</td>
</tr>
<tr>
<td>HIST 3160</td>
<td>Russian History 1924 - Present</td>
</tr>
<tr>
<td>HIST 4800R</td>
<td>Independent Study</td>
</tr>
</tbody>
</table>
Faculty Review Criteria for Academic Librarians - Addendum to DSU Policy 3-7, Faculty Reviews

M: Brent Hanson
S: Daphne Selbert

MOTION BY BREN HANSON, SECONDED BY DAPHNE SELBERT, TO SUSPEND THE RULES TO ALLOW A VOTE ON THIS NEW BUSINESS ITEM.

MOTION BY DAPHNE SELBERT, SECONDED BY DON HINTON, TO APPROVE THE FACULTY REVIEW CRITERIA FOR ACADEMIC LIBRARIANS ADDENDUM TO DSU POLICY 3-7, FACULTY REVIEWS.

(Actions: Approved)

Faculty Handbook Policy Wording Change

Don Hinton asked the Council to consider changing the following statement as follows:

- The instructor **MAY** drop a student from class if the student fails to attend the first class meeting.

- The instructor **SHOULD** **MUST** drop a student from class if the student fails to attend any class during the first two weeks of the semester. Ultimately, it is the students’ responsibility to maintain accurate course enrollments, but instructors should be vigilant. (For more details, see the Registration Policy 5.3 (available at www.dixie.edu/humanres/polstu.html.)

Priority Registration for student athletes, beginning Spring 2015 registration for Fall 2015 classes.

Mo Eckroth said that due to NEW NCAA legislation that was passed at this year’s convention, progress toward degree requirements has been increased. Student will be required to pass (per their major) 9 credits to be eligible to compete the following semester (instead of 6); they will also not be allowed to use banked hours. That is an increase of 6 per academic year (summer hours cannot be used for the 18 required). There will be no averaging method, just actual for the SA to pass 27 hours (instead of 24, increase of 3). We already had the 2.0 to be in good academic standing. DSU standard is higher, that SA must have 2.0 before each semester after their freshman year.

During further discussion, Mo said that the NCAA has approved higher transfer standards for all Junior College SA’s at this time. Most will
have to have an Associate’s degree before being eligible to compete and receive aid. (2 English classes, 1 Math, 1 Science with lab, 2.2 GPA and 12 transferable credits for each full time semester – of which, DSU, for athletic certification purposes (not graduation) can only accept 2 credits of activity classes. If you have a PE degree and these classes transfer toward the degree as required, any amount can be accepted.

Discussion concluded with Mo informing the Council that there is an issue in the fall 2014, final exam week. We have games scheduled (practice at site on Dec. 16th, contests 17th 18th and Sat. the 20th). Starting the 22nd we have an NCAA mandated break for 7 days and cannot practice or compete. Final exams are one week later, and the schedules cannot be changed.

IRB Committee
Andrea Brown told the Council that if faculty is going to publish anything they need to go through the IRB Committee for approval.

Online Student Evaluations Dates
Gary Koeven reviewed the following dates with the Council that Student Evaluations will begin and end:

**Survey Begins:** Monday, March 21, 2014  
**Survey Closes:** Thursday, May 8, 2014  
**Survey Available to Faculty:** Friday, May 9, 2014

Students not completing their surveys will not be able to view their grades until after May 14, 2014.

Adjourned: 5:15 pm  
M: Becky Smith  
S: Don Hinton  
APPROVED  
MOVED TO ADJOURN