Academic Council Minutes

April 3, 2012
2:00 p.m.
South Administration Conference Room

Chair: Donna Dillingham-Evans

Present: Paul Abegg, Kathy Bailey, Steve Bringhurst, Andrea Brown, Debra Bryant, Robert Carlson, Bill Christensen, AmiJo Comeford, Mo Eckroth, Addison Everett, Carole Grady, Brent Hanson, Assunta Hardy, Victor Hasfurther, Don Hinton, Carlene Holm, Frank Lojko, Pam Montrallo, Rick Palmer, David Roos, Brenda Sabey, Daphne Selbert, Becky Smith, Julie Stender, JD Robertson, Chaz Whitbeck, and Sheila Bastian

Excused: Del Beatty

Visitors: Darl Biniaz, Chad Hopkins, Randy Judd, Matt Smith-Lahrman, Rob Snow, Claudia West

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<tr>
<th>AGENDA ITEMS</th>
<th>MOTIONS</th>
<th>VOTE RESULTS</th>
<th>ACTION/DISCUSSION</th>
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<tbody>
<tr>
<td>Introduction of Andrea Brown</td>
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<td>Academic Council members welcomed Andrea Brown. Andrea Brown is the newly hired Program Assessment and Institutional Research Director. Andrea is originally from Orem Utah, and moved to Price with her family in 1990. She graduated from Carbon High School and the College of Eastern Utah (now USU – Eastern) before returning to Orem. She has a business degree from Utah Valley University and a Master’s in Business Administration from USU. Andrea has worked at Utah Valley University for the past 13 years, and 11 of those years she worked in the Institutional Research and Information office at the Associate Director. Andrea has 4 children ranging in ages from 9 years old to 10 months old. Andrea and her family enjoy the outdoors, and think moving to St. George will be a fun and exciting adventure for their family.</td>
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<td>Introduction of Wyatt Hopkins</td>
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<td>Wyatt Hopkins was also welcomed to the Council. Wyatt is DSC’s newly appointed Student body Vice President of Academics. Wyatt is from Gunnison, Utah, a Biology major, and has served as an Ambassador while at Dixie. He is very involved with the Dixie State College Dance Team, and will be performing this summer at Tuachan.</td>
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### Academic Council Minutes (March 6, 2012)

**M:** Brenda Sabey  
**S:** Don Hinton  
**APPROVED**

**MOTION BY BRENDA SABEY, SECONDED BY DON HINTON, TO APPROVE THE MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON MARCH 6, 2012, AS PRESENTED. (Action Approved)**

(Ratification of March 9, 2012 – Email Vote)  
**MOTION BY BECKY SMITH, SECONDED BY VICTOR HASFURTHER, TO ADD A READING DAY TO SPRING SEMESTER BEGINNING WITH SPRING 2013, LEAVING FALL SEMESTER AS IT IS AT THE PRESENT TIME AND NOT SHORTENING THE INSTRUCTION DAYS OR ADJUSTING THE FALL BREAK. (Action Approved)**

### Curriculum Committee Minutes (March 22, 2012)  
(March 29, 2012 Email Vote)

**M:** Daphne Selbert  
**S:** Victor Hasfurther  
**APPROVED**

**MOTION BY DAPHNE SELBERT, SECONDED BY VICTOR HASFURTHER, THAT ACADEMIC COUNCIL ACCEPT THE ACTIONS OF THE CURRICULUM COMMITTEE AS REPORTED IN THE DRAFT MINUTES OF THE MEETING OF MARCH 22, 2012, AND THE SUBSEQUENT EMAIL VOTES:**

- In the meeting this included the addition of 32 courses, the deletion of 7 courses and the modification of 28 courses.  
- The email vote, completed on April 2, 2012 recommended the addition of 6 courses, the dual listing of 7 courses and the modification of 26 courses.

(Actions Approved)

### OLD BUSINESS (Action Items)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Status</th>
<th>Details</th>
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<tbody>
<tr>
<td>Academic Calendars 2013-2015</td>
<td>TABLED</td>
<td>Tabled until David Roos had the chance to verify the dates.</td>
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<tr>
<td>Summer School 2013</td>
<td>TABLED</td>
<td>Donna asked the Deans’ to please take this back to their faculty to look at and give input.</td>
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| Publishing Spring and Summer Schedule at the Same Time | APPROVED | **MOTION BY BRENDA SABEY, SECONDED BY VICTOR HASFURTHER, TO RE-ESTABLISH THE PROCESS OF PUBLISHING SPRING AND SUMMER SCHEDULES TOGETHER, AT THE SAME TIME, BEGINNING SPRING SEMESTER 2013.**  
**NOTE:** REGISTRATION FOR EACH SEMESTER WILL BE SEPARATE. (Action Approved)** |
Pam Montrallo said, even though the Textbook Policy was approved at the last Academic Council meeting, there was discussion in Exec Staff meeting, and it was felt that because of several issues and concerns expressed by members of the Exec Staff, this policy needed to come back to the Academic Council for further discussion. Following are the issues and concerns expressed:

1. The policy says that any book sent to a faculty member belong to the institution and not to the faculty member. Therefore, our faculty is not eligible to sell these books back to book buyers, and if they leave the institution, all books will be returned to the institution. The policy also states that any person that does not follow the policy may be in violation of the statute, and then it becomes a personal decision of whether they are in violation of state law.

2. It was expressed that perhaps it would be unwise to have a campus policy that is potentially more vigorous than the law and potentially selectively unenforceable, which may cause discrimination issues as well as other issues. The question was asked, who is going to monitor this? Donna told the Council that because it is a state statute, if a person is caught selling these books, they could be cited.

3. The question was asked, because this is a state statute, is it necessary for the college to have a policy? Wouldn’t it be better to have written guidelines, procedures, and practices, including a reference to the state statute, rather than a policy? Donna asked Pam to check with Mike Carter and see what his opinion is on this issue.

Pam Montrallo said she had tried very hard to get everyone on campus involved in the process of adding and revising our policies. The policies are posted online in advance giving everyone time to make comments and give input. She said people on our campus need to get involved at the beginning of the process, not after the policy has gone through the committee approval process. Pam encouraged everyone to go to the website, look at the policies that are being
revised and get involved. She went on to say, if a particular policy pertains to your area, or you have an interest in it, get involved in this process of creating and revising our policies, because it is painful to get all the way through the process and end up starting over.

Carole Grady told Pam how much she appreciated her efforts with the policies. She said having the policies posted where you can see them and make suggestions and comments that go directly back to Pam is an excellent way for the faculty to be involved, if they will.

It was decided by the Council to table the Textbook Policy and form a committee made up of the different area stakeholders. The committee will meet and discuss the policy and how it affects all concerned, and come to the next Academic Council meeting prepared to give suggestions and propose revisions.

Donna appointed Daphne Selbert, Library Director, Robert Carlson, Faculty Senate President Elect, and Randy Judd, Bookstore Director, to serve on this committee, and asked them to obtain a copy of the Board of Regents Textbook and Conflict of Interest policy, which is guiding the development and implementation of our policy, and refer to it as they move forward with the appointed task.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Motion</th>
<th>Action</th>
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<tbody>
<tr>
<td>Adjunct &amp; Clinical Faculty</td>
<td>MOTION BY DON HINTON, SECONDED BY BRENDA SABEY, TO APPROVE THE ADJUNCT AND CLINICAL FACULTY POLICY, AS PRESENTED. (Action Approved)</td>
<td>APPROVED</td>
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<tr>
<td>Restriction on Second Degrees/Disadvantaging Students</td>
<td>MOTION BY DAVID ROOS, PROXY FOR FRANK LOJKO, SECONDED BY CAROLE GRADY, TO APPROVE THE REMOVAL OF THE RESTRICTION ON SECOND</td>
<td>APPROVED 1 ABSTAINED 1 OPPOSED</td>
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DEGREES THAT DISADVANTAGE STUDENTS BY REMOVING THE FOLLOWING HIGHLIGHTED LINES:

Policy 5.20

IV. Double Majors

A. A student may pursue two different baccalaureate majors simultaneously by declaring a major in each academic department.

B. If the requirements for both majors are completed, one diploma (either a B.S. or B.A.) listing both majors will be awarded.

C. Double majors are prohibited if both majors are organizationally in the same school within Dixie State College.

VI. Subsequent Degrees

C. Second Bachelor's Degree

i. The second bachelor's degree and major must differ from the first.

ii. A minimum of 30 credits at Dixie State College must be earned after the first bachelor's degree was conferred.

iii. At least 50% of the course work required within the second baccalaureate major must be earned after the conferral of the first bachelor's degree.
iv. All major requirements must be completed.

v. All degree requirements must be completed other than General Education, which will be considered fulfilled by the first degree.

**AMENDMENT TO THE MOTION:**

FOR STUDENTS WHOSE FIRST BACCALAUREATE DEGREE IS ALSO FROM DSC, CREDITS IN CONJUNCTION WITH BUT BEYOND THE MINIMUM CREDITS REQUIRED FOR THE FIRST DEGREE MAY BE APPLIED TOWARD THE SECOND BACCALAUREATE DEGREE. HOWEVER, A MINIMUM OF 15 SEMESTER HOURS MUST BE EARNED AT DIXIE AFTER THE FIRST BACCALAUREATE DEGREE IS CONFERRED.

### Name Changes

<table>
<thead>
<tr>
<th>Current Title</th>
<th>Proposed Title</th>
<th>M: Brenda Sabey</th>
<th>S: Don Hinton</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Laboratory Science</td>
<td>Medical Laboratory Science</td>
<td>M: Carole Grady</td>
<td>S: Don Hinton</td>
<td>APPROVED</td>
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**MOTION BY BRENDA SABEY, SECONDED BY DON HINTON, TO APPROVE THE NAME CHANGE OF THE BS DEGREE IN CLINICAL LABORATORY SCIENCE TO A BS DEGREE IN MEDICAL LABORATORY SCIENCE.**

(Action Approved)

**MOTION BY CAROLE GRADY, SECONDED BY DON HINTON, TO APPROVE THE NAME CHANGE OF THE AAS DEGREE IN CLINICAL LABORATORY SCIENCE TO AN AAS DEGREE IN MEDICAL LABORATORY SCIENCE.**

(Action: Approved)

### Dance Program Review

**External Dance Program Review**

TABLED

Assunta Hardy asked for this item to be tabled until the review process is finalized.

### Catalog Rights:

**5.20 – #IV- Graduation Policy** - [http://www.dixie.edu/humanres/polstu.html](http://www.dixie.edu/humanres/polstu.html)

Phillip Lee said he wanted to make sure we are taking what’s from the catalog and putting it into policy. Julie Stender assured Phillip that would be the case.

### Work Load Recommendations:

<table>
<thead>
<tr>
<th>Direct Clinical Supervisor</th>
<th>Indirect Clinical Supervisor</th>
<th>M: Carole Grady</th>
<th>S: Don Hinton</th>
<th>APPROVED</th>
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**Direct Clinical Supervisor:**

Recommendation:

Nursing and Allied Health faculty workload for direct clinical supervision should be calculated as follows: # faculty contact hours/15 X .75; e.g.
12 clinical shifts X 10 hours each/15 X .75 = 6 workload factors.

**Justification:**
Nursing faculty workload for direct clinical supervision has been calculated in this manner for at least 10 years. The recommendation is being made so that Nursing faculty workload for direct clinical supervision can be added to the Workload Model and applied consistently.

**Indirect Clinical Supervisor:**

**Recommendation:**
Nursing and Allied Health faculty workload for indirect clinical supervision should be calculated as follows: \#course clinical contact hours/15 X .3; e.g. 75 clinical contact hours/15 X .3 = 1.5 workload factors.

**Justification:**
Nursing and Allied Health faculty workload for indirect clinical supervision has been calculated in this manner for several years. The recommendation is being made so that Nursing and Allied Health faculty workload for indirect clinical supervision can be added to the Workload Model and applied consistently.

| First Year Advising Program – Most At Risk Students/FYE | M: Don Hinton  
S: Becky Smith | APPROVED | MOTION BY DON HINTON, SECONDED BY BECKY SMITH, TO APPROVE THE FIRST YEAR ADVISING PROGRAM, AS PRESENTED. 
(Reaction Approved) |
---|---|---|---|
David Roos said the First Year Advising Program should be all about a set of protocols to increase retention among the more at-risk students during their first year on campus. Specifically, students will be required to meet with an advisor more frequently and will be required to take specific courses as instructed by their advisor. David proposes that a registration hold be imposed on student records so students will not have the ability to change their schedule without advisor approval. Students who come with specific pre-college attributes are statistically more likely to drop out. By targeting these students with additional support, they will be more likely to persist, which is of course beneficial to the student and also to the college.
### Proposed Academic Reorganization

**M: Don Hinton**  
**S: Addison Everett**  
**APPROVED**  

MOTION BY DON HINTON, SECONDED BY ADDISON EVERETT, TO APPROVED THE PROPOSED ACADEMIC REORGANIZATION FOR THE ARTS & LETTERS.

<table>
<thead>
<tr>
<th>Current Arts/Letters Departments FY12</th>
<th>Proposed Department Additions FY13</th>
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<tbody>
<tr>
<td>Music</td>
<td>Music</td>
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<tr>
<td>Art/Dance/Theater</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>Humanities and Social Sciences</td>
<td>Humanities</td>
</tr>
<tr>
<td>English</td>
<td>Social Sciences</td>
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<td></td>
<td>English/Composition</td>
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**Humanities Division:**  
Associate Dean for his third (and last) year: Addison Everett  
English Department Chair: Randy Jasmine  
**English Department Composition Associate Chair (new):**  Cheri Crenshaw  
Humanities Department Chair: Leonor Ceballos  
(Humanities, Philosophy, Foreign Language, ESOL, History, Political Science, and Criminal Justice)  
**Social Science Department (new):**  Dannelle Larsen-Rife  
(Psychology and Sociology)

**Fine Arts Division:**  
Associate Dean for his sixth and final year: Brent Hanson  
Fine Arts Department Chair: To be selected  
Music Department Chair: Glenn Webb

### New Emphasis Areas

**M: Don Hinton**  
**S: Addison Everett**  
**APPROVED**  

**Sociology Emphasis in the Integrated Studies Program**  
(DSC) requests approval of a Sociology Emphasis in the Integrated Studies baccalaureate program. This emphasis is comprised of 22 credits in addition to other Integrated Studies program requirements, which include a core curriculum and a second emphasis. Emphasis requirements focus on Sociology courses, including foundational courses in sociological theory, methods, and statistics, which will prepare students for the Integrated Studies senior project.

**Creative Writing Emphasis in the English Program**  
The Department of English at Dixie State College of Utah (DSC) seeks
authorization to add a new emphasis in Creative Writing to its BA and BS in English degrees effective the first full semester after approval. The emphasis will be comprised of 21 credits in addition to established English Department program requirements that include a core curriculum. For the Creative Writing emphasis, the department will organize and coordinate courses it now offers through its existing Literary Studies and Professional & Technical writing emphases and build three (3) new courses. The Creative Writing emphasis will enable students to develop and hone skills in three primary areas of creative literary production—poetry, fiction and nonfiction—and prepare them for their English senior capstone project.

**NEW BUSINESS (Information Items)**

<table>
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<th>Honors</th>
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<tbody>
<tr>
<td>1. Approval of Honor Graduates</td>
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<tr>
<td>2. Valedictorian/Student Speaker Selection Committee Names</td>
</tr>
<tr>
<td>3. Names of School Valedictorians</td>
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<tr>
<td>4. Banner Carriers</td>
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<tr>
<td>5. Equipment Needs for Convocations</td>
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<tr>
<td>6. Commencement Timeline</td>
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<tr>
<td>7. Adjuncts and Staff Attending Graduation</td>
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**Workload Recommendations**

<table>
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<th>Education Practicum (Field-based) Course Workload</th>
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<tr>
<td>Recommendation:</td>
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<tr>
<td>Education Practicum Increase:</td>
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<tr>
<td>Increase the workload for Education practicum (Field-based) courses from 1.35 X # of credit hours to 1.50 X # of credit hours.</td>
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<tr>
<td>Justification:</td>
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<tr>
<td>Professors who teach the practicum courses are spending on average 38 hours per course in practicum related tasks including formal and informal evaluations/observations of students teaching, conferencing with students, conferencing with mentor teachers, coaching students, paperwork (evaluation forms, logs, emails from mentor teachers or students), and travel to and from schools. There has been a significant increase in time spent as we have formalized our assessment procedures for national accreditation requirements.</td>
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<tr>
<th>Associate Dean Compensation</th>
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<tr>
<td>Recommendation:</td>
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<tr>
<td>Associate Dean Compensation and Reassigned Time:</td>
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$2500 Stipend each Semester (Fall and Spring) with a minimum 3 credits
Release Time per semester (Fall and Spring).
$5000 Summer Stipend (combination of $2500 semester stipend, plus a
summer adjustment of 10%, 250 added to 3 credits of compensation equivalent
to release time at the summer adjunct rate).

**Justification:**
- Be more comprehensible to the recipient.
- Payments would be paid in the semester of oversight.
- Be more predictable for budget planning.
- Allow development and implementation of Banner Workload Module.
- Adjust release time and allow an additional 3.0-6.0 Faculty FTE of
  instruction back in the classroom.
- Allow for creation of additional departments within current budget as
  needed with a defined, administrative cost structure

| Honor's Director Reassigned Time and Compensation | Recommendation:  
Honor's Director Reassigned Time & Compensation:  
3 hours of reassigned time in fall, 3 hours of reassigned time in spring, and a
summer stipend to equal 3 hours of workload.  
**Justification:**  
To develop and administer an Honors Program |

| Southwest Symphony Director Change From Reassigned Time to Compensation | Dixie State College has renegotiated or is renegotiating its relationship with the Heritage Choir, the Southwest Chorale,, and the Southwest Symphony in an effort, among other things, to allow all DSC music faculty to invest more time in the classroom.  As such, the former official workload support for Heritage Choir and Southwest Chorale will be removed and we propose that the workload provided the director of the Southwest Symphony be converted from reassigned time to stipend.  The choice of $1,700 is to place it in compliance with the stipend given the Faculty Athletic Representative per semester. |

**Adjourned: 5:00 p.m.**

**M: Don Hinton**

**S: Brenda Sabey**

**APPROVED**

**MOTION TO ADJOURN**