## Academic Council Minutes

**December 1, 2009**  
3:00 pm.  
South Administration Conference Room

### Chair:
Donna Dillingham-Evans

### Present:
Paul Abegg, Kathy Bailey, Karen Bauer, Sue Bennett, Steve Bringhurst, Bill Christensen, Mo Eckroth, Carole Grady, Brent Hanson, Victor Hasfurther, Don Hinton, Carlene Holm, Gary Koeven, Pam Montrallo, Rick Palmer, David Roos, Brenda Sabey, Daphne Selbert, Becky Smith, Julie Stender, Dennis Wignall, Nate Jensen, Spencer Potter, Sheila Bastian

### Absent:
Louise Excell, Frank Lojko

### Visitor:
James Miller, Martha Talman

### Agenda Items

<table>
<thead>
<tr>
<th>Agenda Items</th>
<th>Motions</th>
<th>Vote Results</th>
<th>Action/Discussion</th>
</tr>
</thead>
</table>
| Academic Council Minutes  (December 1, 2009) | M: Don Hinton  
S: Carole Grady | APPROVED | MOTION BY DON HINTON, SECONDED BY CAROLE GRADY, TO APPROVE THE MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON DECEMBER 1, 2009. (Action: Approved) |
| Curriculum Committee Action/Minutes  (October 27, 2009) | M: BECKY SMITH  
S: BRENDA SABEY | APPROVED | MOTION BY BECKY SMITH, SECONDED BY BRENDA SABEY, TO APPROVE THE ACTIONS TAKEN ANDRecorded IN THE MINUTES OF THE CURRICULUM COMMITTEE MEETINGS HELD OCTOBER 27, 2009. (Action: Approved) |

### OLD BUSINESS (Action Items)

<table>
<thead>
<tr>
<th>Agenda Items</th>
<th>Motions</th>
<th>Vote Results</th>
<th>Action/Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Credit Additions</td>
<td>AGENDA ITEM FOR NEXT MEETING</td>
<td>Julie Stender requested this agenda item be put on the next Academic Council meeting agenda. Don Hinton will meet with his department and get back to Julie on this issue.</td>
<td></td>
</tr>
</tbody>
</table>
**Agenda Items** | **Motions** | **Vote Results** | **Action/Discussion**
--- | --- | --- | ---
**Policies** | M: Brent Hanson S: Dennis Wignall | APPROVED | Pam Montrallo said the policies list below have been posted for input from the faculty senate for about six weeks. Martha Talman said they had received some very good suggestions and all have been incorporated into the policy revisions.  
- Personnel Definitions Faculty Categories  
- Faculty Appointments  
- Admission to the Institution  
- Academic Assessment  
- Academic Standards  
- Student Records  
- Academic Credit Transfer  
**Discussion:**  
**Question:** The Early Final section was taken out of the policies. Where can it be found in policy?  
**Answer:** It has not been implemented into policy at this time.  
**Question:** Clarify a recommendation letter vs. reference checks.  
**Answer:** Recommendation letters are standard practice. We are changing to what most institutions are doing. The chair of the committee requests letters from the three people who are listed on the applicant’s application. This way the letters can be current and discipline specific to the position the applicant is applying for. The chair of the Search Committee will submit a list of qualifications to be addressed and HR will send out letters to the three people listed on the applicant’s application.  
Reference checks are employment checks. It is proposed that the Search Committee Chair work with HR to make calls to previous employers of the applicant, asking specific questions.  
Martha indicated that after the policy revisions are approved, the procedure part of the policy will be pulled out. A separate procedure document will be prepared. Martha said this would
give some flexibility to make changes as we go along without having to rewrite each policy.

Compliance Training - Pam said her office is working with The University of Utah to assist DSC with compliance training

Other Discussion:
Academic Renewal only applies to graded courses. Also, Academic Renewal can only happen once in a lifetime and is not reversible. The time frame for Academic Renewal has been changed from seven years to five years.

MOTION BY BRENT HANSON, SECONDED BY DENNIS WIGNALL, TO APPROVE THE ABOVE LISTED POLICIES WITH PROPOSED REVISIONS.
(Action: Approved)

Pam Montrallo said that now the above policies with proposed revisions have been approved by the Academic Council, the policies will move forward to the next Board of Trustees meeting, to be held on January 22, 2010. If approved by the Board of Trustees, these policies will become effective July 2010.

MOTION BY DON HINTON, SECONDED BY BRENDA SABEY, TO APPROVE THE IMPLEMENTATION OF A “FULL TERM” SUMMER 2010 SESSION, MAKING IT POSSIBLE FOR STUDENTS THAT HAVE ATTENDED FALL AND SPRING SEMESTER PRIOR TO THE SUMMER SESSION, ELIGIBLE FOR FINANCIAL AID AND PELL GRANTS.
(Action: Approved)

Julie Stender brought forth the discussion of the importance of a non-standard term block. If one area teaches a course outside of the designated semester blocks, that makes our entire institution a non-standard term institution. This makes it so financial aid would have to

<table>
<thead>
<tr>
<th>Agenda Items</th>
<th>Motions</th>
<th>Vote Results</th>
<th>Action/Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2010 “Full Term” Session Proposal and Pell Grant Eligibility</td>
<td>M: Don Hinton S: Brenda Sabey</td>
<td>APPROVED</td>
<td>MOTION BY DON HINTON, SECONDED BY BRENDA SABEY, TO APPROVE THE IMPLEMENTATION OF A “FULL TERM” SUMMER 2010 SESSION, MAKING IT POSSIBLE FOR STUDENTS THAT HAVE ATTENDED FALL AND SPRING SEMESTER PRIOR TO THE SUMMER SESSION, ELIGIBLE FOR FINANCIAL AID AND PELL GRANTS. (Action: Approved)</td>
</tr>
</tbody>
</table>
Agenda Items | Motions | Vote Results | Action/Discussion
--- | --- | --- | ---
look at each individual student and determine individually based on weeks of instruction, hours, and would completely change how financial aid was being done. Some of our cohorts were being taught outside of these designated terms. At the end of fall term, financial aid dispersed over 30 million dollars (two years ago it was 11 million). If we were ever audited and found to be non-compliant in our designated terms, fines can be levied against us. Example: If we were found to be out of compliance by 10%, we could be asked to pay back 10% of the federal dollars that was dispersed by us. Right now our biggest concern is our Degree Completion programs which are continuous; however, they’re falling between the designated terms.

Now that Pell Grant money will be dispersed throughout the summer, summer offerings could be in demand. Students in summer have to be at least half-time students if they’ve gone to school during fall and spring to be eligible for Pell Grant money.

Aviation Mgmt is going to re-look at their schedule and try to pull it back to within the dates. Communication has spoken to their students and they have indicated that they’re OK with the new time-line. Communications will reschedule also.

Summer schedule is impacted by this full-term block. Some areas are within the full-term block, but the start/end dates are whenever the instructor wants them to be. A student could go through a whole class and receive an F, but according to the calendar for the full-term block, the student can receive the F grade and do a complete withdrawal prior to the end of the full-term end date.

If a student takes a course that is scheduled in the Full-term block, they are held accountable to the academic calendar of the full-term dates.

Also, missing grades are a real problem. Students are not able to get their financial aid for the next semester with missing grades.

NEW BUSINESS (Information Items)

DSC Residential and Upper Division Credits for a Bachelor Degree | AGENDA ITEM FOR NEXT MEETING | Donna will talk to Victor and Carole on this issue and bring forward at a later date.
<table>
<thead>
<tr>
<th>Agenda Items</th>
<th>Motions</th>
<th>Vote Results</th>
<th>Action/Discussion</th>
</tr>
</thead>
</table>
| Student Opinion of Course/Instruction Surveys for Fall Semester 2009 | M: Don Hinton, S: Brenda Sabey | APPROVED | Gary Koeven reported to the Council that Student Opinion of Course/Instruction Surveys for Fall Semester 2009 will begin December 2nd and end December 23, 2009. Students will be able to view their grades 24 hours after the December 23rd end date. Gary said they had requested that the Registrar’s Office not give grades out manually until December 30th. Julie Stender, Registrar, agreed and asked in return that Deans inform their faculty that grades will not be available until December 30th. 

MOTION BY DON HINTON, SECONDED BY BRENDA SABEY, TO SUSPEND THE RULE AND MOVE THIS INFORMATION ITEM TO AN ACTION ITEM, APPROVING THE STUDENT OPINION OF COURSE/INSTRUCTION SURVEYS FOR FALL SEMESTER 2009 TIMELINE, AS PROPOSED ABOVE. (Action: Approved) 

Bill Christensen said he was uncomfortable with the whole process, listing the following concerns: 
- All instructors’ grades must be posted before students can access their grades. 
- Students must complete all surveys 
- There is a 24 hour lag time 
- Grades will not be available until December 30th. 

BECKY SMITH AMENDED THE MOTION, SECONDED BY BILL CHRISTENSEN, TO REMOVE THE DECEMBER 30TH END DATE AND CHANGE THE END DATE TO DECEMBER 28, 2010. (Action: Approved) |
<p>| Theatre Workload | | | Change theatre production reassigned time workload from 54 credits per year to 50% of the total workload for all full-time theatre faculty members. There are currently 5 full-time faculty members, so this year’s production plan would include up to 75 credits under the new proposal. |</p>
<table>
<thead>
<tr>
<th>Agenda Items</th>
<th>Motions</th>
<th>Vote Results</th>
<th>Action/Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised ESL Proposed Changes</td>
<td>Donna said this proposal is hard to understand. She asked that a meeting be setup with Brandon Shigematsu, David Roos, Julie Stender and Brenda Sabey.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Amendment to**

**The Previously Proposed Changes to the existing ESOL program**
Amended by Brandon Shigematsu, PhD Candidate

**Rationale:**
To better assist the International Student Office in: (1) recruiting prospective international students in a more competitive manner; (2) achieving the targeted number of such students’ population at Dixie State College of Utah (hereafter, DSC) in a short period of time.

**Recently Approved Proposal:**
- Admission criteria for the DSC degree programs.
  - **Unconditional Admission** (to the DSC degree programs as regular, academic students)

  Currently, DSC admits students who scored 173 (500 on the paper-based) or higher (on TOEFL computer-based test) to the degree programs. However, ETS (Educational Testing Services), which administers TOEFL – in addition to others, such as GMAT, GRE, SAT . . . etc. – recommends the score of 213 (550 on the paper-based) or higher, or 79 or higher on the internet-based test, as a guideline for admission for undergraduate students. Thus, DSC should modify the required score for admission based on the internet-based test, as proposed below:

  The score of 61 (173 on the computer-based; 500 on the paper-based) (with a minimum of 15 for each section) or higher if *graduated* from U.S. secondary school;

  The score of 71 (197 on the computer-based; 530 on the paper-based) (with a minimum of 17 for each section) or higher if not graduated from U.S. secondary school.

  *a proof, such as a photocopy of diploma, needs to be submitted
In addition, a writing requirement needs to be satisfied.

Students who scored 24 or higher for writing section are exempted from this Requirement. However, for those whose scores are below 24, this requirement can be satisfied by either (1) completing ESOL 0500 (Intermediate Academic Writing) with a grade of B (83%) or better or (2) taking the Test of Written English (TWE) and submit a score of 4 or higher. Upon meeting these requirements, students in unconditional admission status will be allowed to register as full-time academic students.

**Amendment:**
TOEFL iBT minimum score of 61 (173 on the computer-based; 500 on the paper-based) (with a minimum of 15 for each section) or higher.

- No writing requirement
- No U.S. secondary school diploma required
- For those who successfully scored the minimum required score on TOEFL iBT, will be admitted to the DSC degree program as regular, full-time academic students.

- **International Student Fee**
  A $150 per semester student fee should be charged to cover activities and events designed specifically for international students and to better acquaint them with St. George area.

**Amendment:**
There will be no fees, for the International Student Office charges such fees.

<table>
<thead>
<tr>
<th>Career Day</th>
<th>MOTIONS</th>
<th>VOTE RESULTS</th>
<th>ACTION/DISCUSSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMAIL VOTE: To create the following: The School of Science The School of Nursing and Allied Health</td>
<td></td>
<td>APPROVED</td>
<td>The present Academic Organizational Structure was designed for flexibility and revision. There is the opportunity to create the School of Nursing and Allied Health, at no cost to the institution, separating it from the School of Science.</td>
</tr>
<tr>
<td>Agenda Items</td>
<td>Motions</td>
<td>Vote Results</td>
<td>Action/Discussion</td>
</tr>
<tr>
<td>--------------</td>
<td>---------</td>
<td>--------------</td>
<td>-------------------</td>
</tr>
</tbody>
</table>
| It is proposed to create the following:  
The School of Science  
The School of Nursing and Allied Health |
| As with all proposals, the Academic Council needs to vote on the proposal above. Since the Council will not be meeting this month, please cast your vote – yes or no. |
| Adjourned: 4:30 pm |