## Academic Council Minutes

**May 1, 2012**  
2:00 p.m.  
South Administration Conference Room

**Chair:** Donna Dillingham-Evans

**Present:** Andrea Brown, Robert Carlson, Bill Christensen, AmiJo Comeford, Mo Eckroth, Addison Everett, Carole Grady, Brent Hanson, Assunta Hardy, Victor Hasfurther, Don Hinton, Carlene Holm, Pam Montrallo, Brenda Sabey, Daphne Selbert, Becky Smith, Julie Stender, Sheila Bastian

**Absent:** Paul Abegg, Kathy Bailey, Del Beatty, Steve Bringhurst, Debra Bryant, Frank Lojko, Rick Palmer, David Roos, JD Robertson, Chaz Whitbeck

**Visitors:** Leonor Ceballos

### AGENDA ITEMS

<table>
<thead>
<tr>
<th>AGENDA ITEMS</th>
<th>MOTIONS</th>
<th>VOTE RESULTS</th>
<th>ACTION/DISCUSSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Council Minutes (April 3, 2012)</td>
<td>M: Carole Grady, S: Brenda Sabey</td>
<td>APPROVED</td>
<td>MOTION BY CAROLE GRADY, SECONDED BY BRENDA SABEY, TO APPROVE THE MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON APRIL 3, 2012, WITH THE FOLLOWING CHANGE: Pg. 1 – Robert Carlson attended the April 3, 2012 Academic Council Meeting. Add his name to those that were present at that meeting. (Action Approved)</td>
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<tr>
<td>Curriculum Committee Minutes (April 17, 2012)</td>
<td>M: Daphne Selbert, S: Becky Smith</td>
<td>APPROVED</td>
<td>MOTION BY DAPHNE SELBERT, SECONDED BY BECKY SMITH, THAT ACADEMIC COUNCIL ACCEPT THE ACTIONS OF THE CURRICULUM COMMITTEE AS REPORTED IN THE DRAFT MINUTES OF THE MEETING HELD ON APRIL 17, 2012, WITH THE EXCEPTION OF THE LAST PARAGRAPH: It’s our charter to see and approve degrees that have changed requirements. Copies of individual program requirements were handed out to chairs to review and make corrections if needed. Only requirements that have been changed are what this committee is approving today.</td>
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Big changes—students can no longer combine Psychology and Communication as two emphases. They can do Mass Comm and Film, just not Human Comm. Another change: INTS is not necessarily easier if the disciplines are related—in fact, it’s often harder. Dual-listed courses—students can only take one course and receive credit.

(Action: Approved)

### OLD BUSINESS (Action Items)

<table>
<thead>
<tr>
<th>Item</th>
<th>M: Don Hinton S: Addison Everett</th>
<th>Status</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Academic Calendars 2013-2015</strong></td>
<td></td>
<td>APPROVED</td>
<td>MOTION BY DON HINTON, SECONDED BY ADDISON EVERETT, TO APPROVE THE ACADEMIC CALENDARS FOR SPRING SEMESTER 2013 THROUGH SPRING SEMESTER 2015.</td>
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<td><strong>Summer School 2013</strong></td>
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<td>APPROVED</td>
<td>In a previous meeting, David Roos proposed that we move to the following Summer School Schedule:</td>
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<td>14 week block</td>
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<td>1st 7 week block</td>
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<td></td>
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<td>2nd 7 week block</td>
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<td>After further research and discussion, the Council approved leaving Summer School 2013 as it has been in the past.</td>
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<td>14 week block</td>
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<td>8 week block</td>
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<td>1st 5 week block</td>
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<td></td>
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<td>2nd 5 week block</td>
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<td>Also, the Council approved scheduling both spring and summer schedules at the same time.</td>
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<td><strong>Policies:</strong></td>
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<td>TABLED</td>
<td>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:</td>
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<td>● Textbooks</td>
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<td>1. The policy says that any book sent to a faculty member belongs to the</td>
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**Action:** Approved

**Motion:** By Don Hinton, seconded by Addison Everett, to approve the Academic Calendars for Spring Semester 2013 through Spring Semester 2015.

**Motion:** By Don Hinton, seconded by Addison Everett, to approve the Summer School Schedule.

**Motion:** By Don Hinton, seconded by Addison Everett, to approve the Textbook Policy.

**Motion:** By Don Hinton, seconded by Addison Everett, to table the Textbook Policy for further discussion.

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**Academic Council – May 1, 2012**

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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 as to 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>
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<tr>
<th>Post Tenure Policy</th>
<th><strong>M: AmiJo Comeford</strong></th>
<th>APPROVED</th>
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<tr>
<td><strong>S: Carole Grady</strong></td>
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Pam said the Post Tenure Policy is almost finalized, with the exception of some
wording.

Pam asked that the Faculty Senate take the original draft of this policy back to
the Faculty Senate Subcommittee and have them show what they want
changed, added, deleted, and revised throughout the whole policy based on the
subcommittee’s previous recommendations. After receiving this information,
Pam will finalize and update the policy.

**MOTION BY AMIJO COMEFORD, SECONDED BY CAROLE GRADY, TO
APPROVE THE POST TENURE POLICY UNDER THE CONDITION OF
RECEIVING THE SUBCOMMITTEE’S RECOMMENDATIONS AND
CORRECTING THE TERMINOLOGY.**

*(Action: Approved)*

| Dance Program Review and
External Dance Program Review |                       |          |

Donna said the External Dance Program Review is one of the finer, most
thorough reviews by an outside reviewer that she has ever read for any of our
programs. Not only did the reviewer address what the program has, but she
also gave constructive criticism about how to advance the program with what
needs to be done, and how we can move our program forward in a logistical
MOTION BY DON HINTON, SECONDED BY BRENT HANSON, TO APPROVE THE DANCE PROGRAM REVIEW, INCLUDING THE RECOMMENDATIONS OF THE EXTERNAL DANCE PROGRAM REVIEWER. (Action: Approved)

<table>
<thead>
<tr>
<th>Workload Recommendations</th>
<th>M: Don Hinton</th>
<th>S: Becky Smith</th>
<th>APPROVED</th>
<th>Recommendation:</th>
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<tbody>
<tr>
<td>Education Practicum (Field-based) Course Workload</td>
<td>M: Don Hinton</td>
<td>S: Becky Smith</td>
<td>APPROVED</td>
<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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<td>Association Dean Compensation</td>
<td>M: Brenda Sabey</td>
<td>S: Don Hinton</td>
<td>APPROVED</td>
<td>Associate Dean Compensation and Reassigned Time: $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).</td>
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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.
| Honor’s Director Reassigned Time and Compensation | M: Don Hinton  
S: AmiJo Comeford | APPROVED | 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 |
| Southwestern Symphony Director Change From Reassigned Time to Compensation | M: AmiJo Comeford  
S: Carole Grady | APPROVED | AMENDED | Recommendation: 
Paragraph Q of the Faculty Workload Document reads: Director or Associate 
Director of Heritage Choir, Southwest Choral, and Southwest Symphony: 3.0 
hours reassignment for each group per semester. 
1. Replace paragraph Q with the following: Director Southwest Symphony: 
$1,700 stipend per semester (fall and spring). 
Justification: 
Dixie State College has renegotiated or is renegotiating its relationship with the 
Heritage Choir, the Southwest Choral, 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 Choral 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. 
MOTION BY AMIJO COMEFORD, SECONDED BY CAROLE GRADY, TO 
APPROVE THE OFFICIAL WORKLOAD SUPPORT FOR HERITAGE CHOIR 
AND SOUTHWEST CHORALE BE REMOVED AND THAT THE WORKLOAD 
PROVIDED FOR THE DIRECTOR OF THE SOUTHWEST SYMPHONY BE 
CONVERTED FROM REASSIGNED TIME TO A $1,700 STIPEND. 
The question was asked, does the symphony director have to be a Dixie State 
College faculty member? After further discussion, Donna asked the Council to 
ammend the motion to include: |
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<thead>
<tr>
<th>M: AmiJo Comeford</th>
<th>S: Carole Grady</th>
<th>APPROVED</th>
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<tr>
<td>Funding for the Director of the Southwest Symphony is paid by college funds. Therefore, the position of director would be filled by DSC music department faculty only.</td>
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<td>AMIJO COMEFORD AND CAROLE GRADY ACCEPTED THE AMENDMENT TO THE ABOVE MOTION TO INCLUDE THAT THE DIRECTOR OF THE SOUTHWEST SYMPHONY MUST BE CHOSEN FROM DSC’S MUSIC DEPARTMENT FACULTY.</td>
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<td>(Action: Approved)</td>
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NEW BUSINESS (Action Items)

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<tr>
<th>The Utah Technology Intensive Concurrent Enrollment (TICE) Project</th>
<th>The Utah System of Higher Education (USHE) seeks proposals from USHE faculty to create hybrid courses that satisfy General Education requirements or high demand Career and Technical Education courses and are appropriate to offer for Concurrent Enrollment credit to students in the public education system.</th>
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<tr>
<td>All USHE colleges and universities faculty are eligible to submit proposals. The greater the number of USHE institutions represented on the team combined with the number of Utah State Office of Education K-12 districts represented, the more favorable the proposal.</td>
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<td>Becky said concurrent enrollment courses are designed to be blended courses, and so they can be taught online, but under the concurrent enrollment umbrella. Donna said this is a great opportunity for our faculty because it gives them the chance to step into some leadership statewide in their discipline. Every institution in the state will have somebody on the committee, and an opportunity to establish credibility both for the person submitting a proposal and for Dixie State College.</td>
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<tr>
<th>The Dixie Portal Program Proposals (Assunta Hardy)</th>
<th>Assunta said that basically, what we are doing is moving the Dixie Portal Program proposal forward as a concept idea. Three specific degrees have been chosen. Each of these degrees varies in its number of online classes. So, if a student comes to Dixie State College, their entry into the gateway to higher</th>
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education, is call the Dixie Portal. The Dixie Portal trains them, takes them from where they are, provides the support that we’ve needed to develop the student to accept and excel at multiple modalities. The modality is decided by the department and how many, if any, courses are going to be online, or hybrid courses. For example, Biology doesn’t have an online course, so that modality is face to face. They do offer weekend and some evening courses. So, they offer when it is taught, but not necessarily the mode of delivery that is being used. The courses would technicably be portal degrees, because they take students that enter that portal, and prepare them to succeed in that particular program. Freshman students come into nursing, they get that experience of preparation to succeed in the first two years, and then they choose to go onto our different delivery methods. The nursing student go that direction, so the scope of the degree learning, or the hybrid learning, or the condensed version learning, is really a piece of a set of options, and our major job is to prepare the students to succeed at whatever option they are choosing, or the department has chosen to deliver.

The three degree proposal are:

**Spanish BA / Minor - External Review**
The Bachelor of Arts in Spanish will prepare students for a multitude of positions in industry, commerce, social work, and government where fluency in the Spanish language is required, or to continue graduate-level studies in Spanish or Latin American Studies. Students will develop the necessary skills for work or further study involving the language, literatures, and cultures of Latin America and Spain. Graduates will acquire speaking, reading, and writing proficiency in Spanish, as well as a solid knowledge of the customs and cultures of Spanish-speaking countries. The minor in Spanish will prepare students to function effectively in Spanish for professional purposes in such fields as international business, government, teaching, medicine, social work, arts and travel, and journalism.

**eMarketing (Curriculum Only)**
Bill said that with the eMarketing Degree, we see the online part of it as being an opportunity to leverage growth. Classes currently taught are in the computer
science area, and in the business area. The fact that we are offering those degrees currently means that there is face to face opportunity for those students who are on campus.

**Recreation BA/BS**

**HELD**

Ami said that the faculty has not had the time to adjust to the thought of moving this direction. They feel that they are being forced into doing this.

Ami asked Donna if she would be available to attend an emergency Faculty Senate meeting. Ami felt that Donna’s explanation seemed to be different than what was given in Curriculum Committee Meeting and Donna’s perspective would perhaps help the faculty to understand this concept. Donna told Ami that she would plan to attend this meeting.

| English Minor | M: AmiJo Comeford  
S: Brenda Sabey | APPROVED  
MOTION BY AMIJO COMEFORD, SECONDED BY BRENDA SABEY TO SUSPEND THE RULE AND MOVE THE ENGLISH MINOR PROPOSAL |
|---------------|-----------------|-------------------------------------------------|
Don said that we’ve talked a long time about the possibilities of minors, and the English department has produced a proposal which we are recommending, that we establish formally a minor at Dixie State College in English, in hopes that there will be many others that will follow.

Don said there are actually two sets of minors, and if a minor comes from an area that has a major, DSC’s Board of Trustees will make the decision if we can offer the minor. If, however, it is a minor in an area in which we do not have a degree, then we have to go through a more formal approval process through the Commissioner’s office to the Board of Regents. Here at Dixie, we’ve used an emphasis area for the same purpose that other institutions use minors that do not have majors. This helps us to build student interest. Donna indicated that the Education Department is working with other majors on campus, because it will serve our Education/Secondary Education majors very well to have the minors listed on their transcripts.
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<tr>
<th>M: AmiJo Comeford</th>
<th>S: Brenda Sabey</th>
<th><strong>APPROVED</strong></th>
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</table>
| **FROM AN INFORMATION ITEM TO AN ACTION ITEM.**  
(Action: Approved) |
| **MOTION BY AMIJO COMEFORD, SECONDED BRENDA SABEY, TO APPROVE THE REQUEST TO OFFER MINORS IN GENERAL ENGLISH, PROFESSIONAL AND TECHNICAL WRITING, AND ENGLISH TEACHING, EFFECTIVE THE FIRST FULL SEMESTER AFTER APPROVAL.**  
(Action: Approved) |

**Bachelor of Science Aviation Management Program Suspension**

M: Don Hinton  
S: Becky Smith  
**APPROVED**  
**MOTION TO ADJOURN**

Assunta said the Aviation Management Program has been on hiatus status for a while. We finally decided a program suspension request needed to be sent to the Board of Regents. Enrollments were down, and because it has been on hiatus, there is no one in the pipeline, so we don’t have any pipeline issues.

Council members asked what the difference was between hiatus and suspension. Donna said the state definition at the Board of Regents, Commissioner’s office is suspension, so we were asked to request the suspension formally through their office, and that is what we are doing.