### Academic Council Minutes

**November 1, 2011**
**2:00 p.m.**
**South Administration Conference Room**

**Chair:** Donna Dillingham-Evans  
**Present:** Paul Abegg, Bill Christensen, AmiJo Comeford, Mo Eckroth, Addison Everett, Louise Excell, Carole Grady, Brent Hanson, Victor Hasfurther, Carlene Holm, Don Hinton, Frank Lojko, Pam Montrallo, Rick Palmer, Brenda Sabey, Daphne Selbert, Becky Smith, Julie Stender, JD Robertson, Nick Rhodes, Sheila Bastian  
**Excused:** Kathy Bailey  
**Absent:** Del Beatty, Steve Bringhurst, David Roos  
**Visitors:** Debra Bryant

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<td><strong>Introduction of Debra Bryant</strong></td>
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<td>Debra Bryant is going to be the on campus assistant to Louise Excell, Faculty Program and Accreditation Liaison. In January, Louise will be working primarily off campus writing and finalizing our site visit accreditation report. Debra will be the campus accreditation liaison and will continue to facilitate activities here on campus. After a previous tenure at Dixie College, Debra went away and after completing her doctorate degree came back to the collage as an assistant professor in the business department.</td>
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| **Academic Council Minutes**  
(October 4, 2011) | M: Don Hinton  
S: Nick Rhodes | APPROVED | MOTION BY, DON HINTON, SECONDED BY NICK RHODES, TO APPROVE THE MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON OCTOBER 4, 2011, AS PRESENTED. (Action Approved) |

| **Curriculum Committee Minutes**  
(October 18, 2011) | M: Daphne Selbert  
S: Brent Hanson | APPROVED | MOTION BY DAPHNE SELBERT, SECONDED BY BRENT HANSON, TO ACCEPT THE ACTIONS RECOMMENDED IN THE DRAFT MINUTES OF THE CURRICULUM COMMITTEE FOR OCTOBER 18TH. THESE INCLUDE 14 COURSE ADDITIONS, EFFECTIVE SPRING 2012, AND 13 COURSE MODIFICATIONS. ONE OF THE MODIFICATIONS WAS PASSED BY EMAIL VOTE AFTER THE MEETING ON OCTOBER 18TH. (Actions Approved) |

**OLD BUSINESS (Action Items)**  
**Voting Power for Student Senators** | | TABLED |
| Foreign Language Department Program Review | M: Don Hinton  
S: Carole Grady | APPROVED | Louise Excell informed the Council that the Foreign Language Department Program Review has now gone through the external and internal review process. Louise said the external reviewer, Dr. Baldomero Lago, Department Chair of Languages at Utah Valley University, did a nice job of providing some good insights and suggestions about the program. Following the external review, the program was reviewed internally by the Institutional Effectiveness Committee.  

**MOTION BY DON HINTON, SECONDED BY CAROLE GRADY, TO APPROVE THE FOREIGN LANGUAGE DEPARTMENT PROGRAM REVIEW WITH THE SUGGESTED CHANGES AND RECOMMENDATIONS.**  
(Action: Approved) |
| Workload Recommendations: | | | |
| Academic Liaison | M: Don Hinton  
S: Victor Hasfurther | APPROVED | **Recommendation:** Academic Liaison-Provide from 3 to 9 credits per semester depending on the accreditation cycle at the discretion of the Academic Vice President.  
**Justification:** Each department school would tie to the academic assessment activities. This is to make sure that each department school stays actively involved in the assessment/academic process. |
| Undergraduate Research | M: Don Hinton  
S: Brent Hanson | APPROVED | **Recommendation:** That the Chair of the Undergraduate Research Committee be awarded 9 credit hours reassigned time annually (3 Credit Hours Fall, 6 Spring) to supervise and direct DSC Undergraduate Research.  
**Justification:** Take on more tasks to encourage interest in and facilitate expansion of undergraduate research on campus |
| Independent Study Pay | M: Don Hinton  
S: Brent Hanson | APPROVED | **Recommendation:** Independent Study Pay, used to carry an otherwise cancelled class or for classes designed for independent study (some Senior Capstone Courses, etc.), will be paid at $1/15$ or $1/10$ per student. Unless the maximum size per class is less than 15 students. In those cases, the pay will be $1/ (max \text{ class \ size})$ per student. For example, if a max class size is 10, then $1/10$. Independent Study Pay cannot be used as part of a faculty member’s regular load.  
**Justification:** To standardize practice between schools and to place practice within the Workload Model |
| VITA Workload | M: Victor Hasfurther  
S: Don Hinton | APPROVED | **Recommendation:** To extend the workload credit (3 credit hours) associated with the VITA (Voluntary Income Tax Assistance) program to a second instructor upon the discretion of the Dean and the demand of the VITA program. The current workload policy allows 3 credit workload for one director. |
Justification:
The VITA program at DSC continues to grow, providing accounting students with a meaningful practical experience assisting members of our community in preparing their tax returns. Licensed and skilled instructors are required to check each tax return. The DSC program has the lowest error rate and is now producing more tax returns than any other VITA program in the region. The two DSC instructors directing this program are each putting in approximately 130 hours each during the spring semester. This activity directly meets DSC’s core theme of community service.

3-10 Faculty Workload Policy

MOTION BY DON HINTON, SECONDED BY BRENDA SABEY, TO APPROVE THE FACULTY WORKLOAD POLICY WITH THE FOLLOWING CHANGES SHOWN IN PURPLE:

I. Workload defined: Definitions:

A. Workload: The annual teaching obligation of all members of the full-time faculty. Dixie State College faculty workload has been set by the Utah Board of Regents at 27 credit hours or the equivalent each academic year. Typically the 27 credits are divided as follows: 15 credits in Fall semester and 12 credits in Spring semester. In specific disciplines, the credit requirements may be reversed (12 credits in Fall semester and 15 credits in Spring semester.) Division of the 27 credit hours or equivalent between Fall and Spring semester will be applied equally to entire departments and will be referred to in this policy as disciplinary distribution of workload. This annual responsibility may be fulfilled through a variety of duties. Workload for part-time faculty will be determined proportionally. (Refer to Faculty Workload Model.)

III. Procedures:

ii. The Faculty Standing Workload Committee shall be comprised of representative two faculty members from each division, all academic deans, with the deans rotating as chair, and the academic vice president. The committee’s purpose is to ensure that workload assignments are equivalent across campus and appropriate in all academic disciplines, including processing requests for additions and revisions to the Workload Model.

a. Faculty representation on the Faculty Workload Committee shall consist of a minimum of nine (9) tenured faculty members elected by the regular faculty for three year terms. One-third Half of the faculty terms shall expire each year. Committee members may be reelected and succeed themselves as representatives.
1. Under no circumstance shall the number of voting faculty be exceeded by the number of academic administrators serving on the committee, including ad hoc members.

b. The Faculty Senate shall establish and maintain procedures to ensure equitable faculty representation on The Faculty Workload Committee for academic departments, divisions, and schools across campus. Faculty elected to this committee shall represent all schools and divisions, with no two faculty from the same department serving concurrently.

(Action: Approved)

NEW BUSINESS (Information Items)

Updated University Benchmarks

Donna provided a chart and said as we look at the degrees, it shows that we are making really significant progress toward the benchmarks of academics, those core and foundational degrees that the regents agreed upon, and we agreed upon. Donna said that as of today, we see that the new core degrees that we need to accomplish would be Art History, Spanish, Physical Science Composite, Chemistry, Computer Science, Mathematics, and Social Science Composite.

Donna said we have math started this year, and we have our art degree in progress and ready to go. History, Spanish, and the Physical Science Composite is on the Regents agenda this month. Chemistry and Computer Science are winding their way through the process. Social Science Composite is about ready to go and History is under development now. Donna said that by the end of the year, beginning next fall, we could only have two degrees left of the common core degrees.

Policies

5-3 Registration (revision also replaces 5-17 Student Tuition and Fee Payment and 5-Administrative Withdrawal)

5-11 Residency Determination for Tuition Purposes

Pam asked the Council to review and discuss the above policies with their various departments and organizations, and come prepared to take action at our next meeting.

RTP Intermediate Review

Carole explained to the Council that she had a bit of a dilemma this year and in past years with tenure track faculty who were due to submit their intermediate review for promotion in rank and tenure, who did not do it, because they are anticipating that they will retire or be gone from Dixie College by the time they reach the six years in which they apply for tenure and promotion. Carole said that see could not find anything in our policies that states any consequences will be taken if they do not submit their intermediate review.
Donna said that if a person has been hired, and agrees to a tenure track position, that means that’s the path they are heading and if they haven’t done what they need to do to show their compliancy with the tenure track expectations in year three, they will not have a good track record to proceed through the tenure track process.

**Bachelor of Science Degree in Computer Science**

Victor Hasfurther explained to the Council that we thought the Bachelor of Science Degree in Computer Science had gone through all the approval process. Louise said that when the draft came to her there was indication that this degree was approved by the Board of Trustees on March 19, 2010. Louise did some research and discovered this proposal was tabled in Curriculum Committee on February 23, 2010, and it never came back.

Donna asked the Council to review this proposal and come to our next meeting prepared to take action.

**Workload Recommendation**

REVIEW

CIT System and Network Administration

Don explained there was an oversight on the workload committee’s part. The CIT System and Network Administration Workload Recommendation were approved by the workload committee last spring and did not move forward through the required committees.

Donna asked Victor to consider a part-time person to fill this request rather than give 1-to 3 workload factors.

**Recommendation:**

Provide 1 to 3 workload factors per semester and summer to one or two faculty members in the Computer Information Technology Department to do System and Network Administration.

**Justification:**

The CIT Department has its own separate network from the College Network. Due to the increase in number of students in the CIT area, the workload associated with maintaining the CIT Network by the faculty has become large. Special software with limited user licenses, administrative accounts for students, faculty and others to use this software has provided this request. The network equipment, security, and administration are also maintained by faculty in CIT.

Adjourned: 3:45 p.m.