# Academic Council Minutes

**November 5, 2013**  
**3:00 p.m.**  
**South Administration Conference Room**

**Chair:** Bill Christensen  
**Present:** Andrea Brown, Robert Carlson, Mo Eckroth, Carole Grady, Brent Hanson, Don Hinton, Dana Kelvington, Philip Lee, J Pam Montrallo, Eric Pedersen, JD Robertson, Daphne Selbert, Becky Smith, Nate Staheli, Julie Stender, David Wade, Greg Layton,  
**Absent:** Debra Bryant, Assunta Hardy, Carlene Holm, Frank Lojko, Mike Olsen, David Roos, Brenda Sabey  
**Visitor:** Chizu Matsubara

## AGENDA ITEMS

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<th>AGENDA ITEMS</th>
<th>MOTIONS</th>
<th>VOTE RESULTS</th>
<th>ACTION/DISCUSSION</th>
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| Academic Council Minutes  
(October 1, 2013) | M: Don Hinton  
S: Daphne Selbert | APPROVED | MOTION BY DON HINTON, SECONDED BY DAPHNE SELBERT, TO APPROVE THE MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON OCTOBER 1, 2013, AS PRESENTED.  
(Action: Approved) |

| Curriculum Committee Minutes  
(September 24, 2013) | M: Brent Hanson  
S: Philip Lee | MOTION AMENDED  
M: Brent Hanson  
S: Philip Lee | APPROVED | AFTER DISCUSSION, MOTION BY TO BRENT HANSON, SECONDED BY PHILIP LEE TO AMEND THE MOTION APPROVING THE ACTIONS OF THE UNIVERSITY CURRICULUM COMMITTEE WITH THE EXCEPTION OF THE MKTG 3610, 3611, 3612, AND 3613.  
MKTG 3610, 3611, 3612, AND 3613 WAS TABLED UNTIL FURTHER INFORMATION CAN BE OBTAINED.  
(Action: Approved) |
## OLD BUSINESS (Action Items)

### Policies

[http://www.dixie.edu/humanres/polrevmain.html](http://www.dixie.edu/humanres/polrevmain.html)

<table>
<thead>
<tr>
<th>3-47 Textbook Policy</th>
<th>M: Don Hinton</th>
<th>S: Becky Smith</th>
<th>APPROVED</th>
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<tr>
<td>Pam Montrallo explained to the Council that the Textbook Policy was approved in Academic Council, but is now brought back to look at the part of the policy that talks about sample textbooks. Bill Christensen and Robert Carlson talked with President Naduald about this issue and it was decided to take the section on sample textbooks completely out of the policy.</td>
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<td><strong>MOTION BY DON HINTON, SECONDED BY BECKY SMITH, TO APPROVE THE TEXTBOOK POLICY, AS PRESENTED, WITH THE EXCEPTION OF THE SECTION ON SAMPLE TEXTBOOKS, WHICH WILL BE REMOVED FROM THE POLICY COMPLETELY.</strong></td>
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<tr>
<th>3-41 Curriculum Approval &amp; Revision</th>
<th>M: Carole Grady</th>
<th>S: Eric Pedersen</th>
<th>APPROVED</th>
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<td>The Council welcomed David Wade, DSU’s new Academic Program and Curriculum Committee Director. David will chair the University Curriculum Committee and will assist and review all new program requests from the schools prior to sending them through the process for approval. Mo Eckroth told the Council that she sees lots of things come through Academic Council but she has never seen program changes addressed at in our meetings unless someone has a question and the change shows up in the catalog. Don said Mo is right and that all program changes need to come to Academic Council to be discussed and approved.</td>
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<td><strong>MOTION BY CAROLE GRADY, SECONDED BY ERIC PEDERSEN, TO APPROVE 3-41 CURRICULUM APPROVAL &amp; REVISION POLICY, AS REVISED.</strong></td>
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<td>(Action: Approved)</td>
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<tr>
<td>Policy</td>
<td>Motion</td>
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<td>5-15 Extra-Institutional Credit</td>
<td>M: Carole Grady S: Don Hinton</td>
<td>APPROVED</td>
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<td>5-20 Graduation</td>
<td>M: Brent Hanson S: Don Hinton</td>
<td>APPROVED</td>
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<td>5-23 Accommodations</td>
<td>M: Don Hinton S: Becky Smith</td>
<td>APPROVED</td>
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The following people were asked to serve on this committee: Bill Christensen, Mike Carter, Robert Carlson, Nate Staheli, Ami Comeford, Del Beatty, Gregory Layton.

Program Requests:

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<tr>
<th>Program</th>
<th>Motion</th>
<th>Approval by</th>
<th>Approval</th>
<th>Description</th>
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<tr>
<td>Business Administration w/Visual Technology Emphasis</td>
<td>M: Don Hinton S: Becky Smith</td>
<td>APPROVED</td>
<td></td>
<td>Bill explained to the Council that we are requesting the Visual Technologies Emphasis within the Bachelors of Science in Business Administration be terminated, effective Fall 2014. According to Bill, we need to terminate this emphasis in order to pursue accreditation. Bill said that we typically graduate very few in this area. There are currently nine students enrolled. Eight of the nine students are seniors and will be graduating this year. The other student is a freshman. These students will be able to complete the emphasis without any interruption. Future students will be notified of this change through web announcements and academic advisement.</td>
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<td>Minor in Communication</td>
<td>M: Don Hinton S: Nate Staheli</td>
<td>APPROVED</td>
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<td>Bill said we are in the process of requesting a minor in Communication. The primary activities this request would impact may include the creation of a minor course schedule and the formation of additional course sections to fulfill student demand. Depending on the popularity of this minor, instructors may have increased the number of students in each</td>
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section and academic advisors may have increased demand for their services. Bill indicated the purpose of the Communication minor will be to enhance and enable DSU students’ skills for effective performance in the workplace upon graduation.

**MOTION BY DON HINTON, SECONDED BY NATE STAHELI, TO APPROVE THE REQUEST TO OFFER A MINOR IN COMMUNICATION, AS PRESENTED.**
*(Action: Approved)*

| Certificate of Proficiency in Media Production | M: Don Hinton | APPROVED
| S: Eric Pedersen |  |
|  |  | This request is for the addition of the Certificate of Proficiency in Media Production to the curriculum of the Department of Communication. The department currently offers a Bachelor’s Degree in Mass Communication. Courses taught as part of this certificate are already being offered by the department. Also, the department has television/media production studios and affiliated equipment through the Community Education Channel. The addition of this certificate will add options to students without significantly impacting instructional activities, apart from increasing enrollment. Bill said the Board of Regents has a new policy that tells us certificates need to lead to gainful employment. Certificates need to be approved by the Board of Regents as well as the Department of Education. |

**MOTION BY DON HINTON, SECONDED BY ERIC PEDERSEN, TO APPROVE THE ADDITION OF A CERTIFICATE OF PROFICIENCY IN MEDIA PRODUCTION TO THE CURRICULUM OF THE DEPARTMENT OF COMMUNICATION, AS PRESENTED.**
*(Action: Approved)*

| Health Psychology Minor | M: Don Hinton | APPROVED
| S: Brent Hanson |  |
|  |  | Carole reviewed the request for approval to offer a minor in Health Psychology, effective spring 2014 or the first full semester after approval. |

**MOTION BY DON HINTON, SECONDED BY BRENT HANSON, TO APPROVE OFFERING A MINOR IN HEALTH PSYCHOLOGY, EFFECTIVE SPRING 2014.**
*(Action: Approved)*

| Minor in Psychology | M: Don Hinton | APPROVED
| S: Carole Grady |  |
|  |  | Don said that psychology is a popular area of study at DSU, which currently offers two Psychology baccalaureates. A minor would make this area of study accessible to even more students from other areas. The Psychology minor would be of particular use to students majoring in |
Criminal Justice, Education and Business, several of whom have requested this minor, but the study of Psychology supplements many other areas of study as well, including History, English, Art, Music, Theatre and the biological sciences.

**MOTION BY DON HINTON, SECONDED BY CAROLE GRADY, TO APPROVE THE REQUEST TO OFFER A MINOR IN PSYCHOLOGY, AS PRESENTED.**  
 *(Action: Approved)*

### ISAAC Committee Report

Andrea handed out a schedule of meetings that have been setup with different people on campus concerning survey assessments. Debra said they are going to keep these surveys really short. According to Debra, there will be two types of surveys. One for those people that use DSU’s services or events and one for the general public who may not use DSU’s services or attend our events. Debra asked the Council to look at the information the committee has prepared and to send any comments, additions, or changes to Debra or Andrea. Daphne said there is no reference to Undergraduate Research and Library usage. Debra asked the Council if they should prepare a survey for our adjunct faculty. Bill said that more than half of our faculty is adjuncts and we do need to have them fill out the survey.

### Bell Schedule

DEFFERED TO DEANS’ ADVISORY COUNCIL  
Bill request this agenda item be deferred to Deans’ Advisory Council scheduled to meet on October 14, 2013.

### Proposed Program Fee Change

M: Don Hinton  
S: Carole Grady  
**APPROVED**  
**MOTION BY DON HINTON, SECONDED BY CAROLE GRADY, TO APPROVE THE FOLLOWING PROGRAM FEE CHANGE PROPOSAL, AS PRESENTED.**  
 *(Action: Approved)*

**Department of Education**  
Elementary and Secondary Teacher Education Programs  
Effective Semester: Spring 2014  
Cohorts admitted prior to Spring 2014 entrance will not be affected by the change.
**NEW BUSINESS (Information Items)**

**Update of the Status of Program Approval by NWCCU**

Debra said NWCCU’s position is that all programs have to be approved by the Board of Regents and NWCCU before they can be offered. They can not show up in our catalog or anywhere else until the approval process is complete. The Board of Regents has created a sub-committee to look into how minors are being handled and how we do business from now on.

| Adjourned: 4:45 pm | M: Don Hinton | S: Nate Staheli | APPROVED | MOVED TO ADJOURN |

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**Requested Changes:**
- Increase fee from $150 to $200
- Assess fee at rate of $50 per semester rather than $200 upon admission to program

**Justification for Changes:**
- The increase will be used to cover increased supervision costs and to better compensate mentor teachers during student teaching.
- The change in assessment rate is designed to make the fee easier for students to pay.

**Breakdown of projected expenses:**
- Mentor stipend: $125
- Mileage (4 semesters): $60
- Field experience costs (nametag, materials, etc.): $200