# Academic Council Minutes

**October 1, 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, Philip Lee, Frank Lojko, Mike Olsen, JD Robertson, Brenda Sabey, Daphne Selbert, Becky Smith, Nate Staheli, Julie Stender, Greg Layton, Secretary - Sheila Bastian

**Absent:**  
Debra Bryant, Assunta Hardy, Carlene Holm, Dana Kelvington, Pam Montrallo, Eric Pedersen, David Roos

**Visitor:**  
Kelly Bringhurst (Representing Eric Pedersen) Glen Webb

## 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 (September 3, 2013) | M: Becky Smith  
S: Don Hinton | APPROVED | MOTION BY BECKY SMITH, SECONDED BY DON HINTON, TO APPROVE THE MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON SEPTEMBER 3, 2013, AS PRESENTED.  
(Action: Approved) |
| Curriculum Committee Minutes  
(April 16, 2013)  
(April 23, 2013) | M: Daphne Selbert  
S: Don Hinton | APPROVED | MOTION BY DAPHNE SELBERT, SECONDED BY DON HINTON, TO APPROVE THE MINUTES OF THE COLLEGE CURRICULUM MEETINGS HELD ON APRIL 16, 2013 AND APRIL 23, 2013, AS PRESENTED.  
(Action: Approved) |
| University Curriculum Committee Minutes  
EMAIL VOTE (September 24, 2013) | M: Glenn Webb  
S: Kelly Bringhurst | APPROVED | The minutes of the University Curriculum Committee meeting held on September 24, 2013, sent out to the members of the University Curriculum Committee on October 2, 2013 for an email vote. Results are as follows:  
MOTION BY GLENN WEBB, SECONDED BY KELLY BRINGHURST, TO APPROVE THE MINUTES OF THE UNIVERSITY CURRICULUM COMMITTEE HELD ON SEPTEMBER 24, 2013, AS PRESENTED.  
(Action: Approved) 1 Abstained |
Amendment
M: Glen Webb  
S: Kelly Bringhurst  
AMENDMENT APPROVED

It came to our attention that the effective date for removal of course prerequisites for the history courses listed below are not correct. The effective date is spring 2014, not fall 2014, for the following courses:

HIST 3180, HIST 3190, HIST 3460, HIST 3480, HIST 3550, HIST 3620, HIST 3630, HIST 3640, HIST 3660, HIST 3670, HIST 3720, HIST 3730, HIST 3740, HIST 3750, HIST 3870, HIST 4310, HIST 4370, HIST 4400, HIST 4490, HIST 4700, HIST 4710, HIST 4720, HIST 4730

An email vote to amend the University Curriculum Committee minutes to reflect the correct effective date for the above history courses from fall 2014 and spring 2014 was sent to University Curriculum Committee members on October 7, 2013. Results are as follows:

MOTION BY GLEN WEBB, SECONDED BY KELLY BRINGHURST, TO AMEND THE SEPTEMBER 24, 2013 UNIVERSITY CURRICULUM COMMITTEE MINUTES TO REFLECT THE CORRECT EFFECTIVE DATE OF THE ABOVE HISTORY COURSES FROM FALL 2014 TO SPRING 2014, AS PRESENTED.  
(Action: Approved)

OLD BUSINESS (Action Items)

Workload Recommendation
M: Brent Hanson  
S: Don Hinton  
BOTH APPROVED  

Recommendation:
This workload proposal is to allow, at the Dean’s discretion, workload release for special projects and temporary assignments deemed beneficial to the division and the institution. Examples of special workload release include, but are not limited to: faculty working on terminal degrees; course development; assessment and/or accreditation work; and new program development/coordination. The number of workload credits assigned for the year could be as high as 24.

Justification:
With University status and the many new opportunities becoming available to our division of business & communication, additional flexibility is needed for the dean, in consultation with department chairs and program coordinators, to assign faculty to special projects that help
ensure well-managed growth. This proposal provides that flexibility, particularly for temporary and urgent needs. Since the intent of this proposal is to be able to handle temporary and urgent needs, any assignments or situations that become permanent in nature will be submitted separately to the Workload Committee for approval. In the past, it has not been unusual for deans, in consultation with the AVP, to grant these sorts of workload releases, but the new payroll policies require inclusion of this in the formal workload policy to ensure division needs are met and faculty are fairly compensated for their extra efforts.

MOTION BY BRENT HANSON, SECONDED BY DON HINTON TO ACCEPT THE WORKLOAD RELEASE TIME FOR SPECIAL AND TEMPORARY ASSIGNMENTS, AS PRESENTED.

MOTION AMENDED BY BRENDA SABEY, ACCEPTED BY BRENT HANSON, AND SECONDED BY DON HINTON, TO MAKE THE FOLLOWING CHANGES TO THE WORKLOAD RELEASE TIME FOR SPECIAL AND TEMPORARY ASSIGNMENTS

(Actio: Approved)

Charges are as follows:

**FIRST**: CHANGE THE RECOMMENDATION
FROM: PERMANENT
TO: TEMPORARY, FROM APRIL 2013 TO SPRING SEMESTER 2015.

**SECOND**: CHANGE THE JUSTIFICATION
FROM: WITH UNIVERSITY STATUS AND THE MANY NEW OPPORTUNITIES BECOMING AVAILABLE TO OUR DIVISION OF BUSINESS AND COMMUNICATION.
TO: WITH UNIVERSITY STATUS AND THE MANY NEW OPPORTUNITIES BECOMING AVAILABLE TO EACH AND EVERY SCHOOL OR DIVISION, ADDITIONAL
<table>
<thead>
<tr>
<th>Topic</th>
<th>Motion/Proposal</th>
<th>Approval</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Grade Change</td>
<td>M: Don Hinton, Sec: Becky Smith, APPROVED</td>
<td></td>
<td>Motion by Don Hinton, seconded by Becky Smith, to require any late grade changes to be signed and approved by the Department Chair in order for the Registrar’s Office to accept the grade change. (Action: Approved)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Becky asked what the timeline for these changes would be. Julie said faculty would be required to have any grade change requests to their Department Chair for signature three weeks after finals. After the request is signed and approved by the Department Chair, the request can be submitted to the Registrar’s Office.</td>
</tr>
<tr>
<td>Name Change Proposal</td>
<td>M: Brent Hanson, Sec: Don Hinton, APPROVED</td>
<td></td>
<td>Motion by Brent Hanson, seconded by Don Hinton, to approve the following name change: From: The School of Fine Arts To: The School of Visual and Performing Arts (Action: Approved, pending approval from the Board of Regents and NWCCU)</td>
</tr>
<tr>
<td>NEW BUSINESS</td>
<td></td>
<td></td>
<td>The Council was asked to review the following policies and come prepared to vote on them at our November 2013 Academic Council meeting.</td>
</tr>
<tr>
<td>Policies</td>
<td></td>
<td></td>
<td><a href="http://www.dixie.edu/humanres/polrevmain.html">http://www.dixie.edu/humanres/polrevmain.html</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3-41 Curriculum Approval &amp; Revision</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5-15 Extra-Institutional Credit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5-20 Graduation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5-23 Accommodations</td>
</tr>
</tbody>
</table>
**New Program Requests:**

<table>
<thead>
<tr>
<th>Program Request</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration w/Visual Technology Emphasis</td>
<td>Bill explained 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>
</tr>
<tr>
<td>Minor in Communication</td>
<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 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.</td>
</tr>
<tr>
<td>Certificate of Proficiency in Media Production</td>
<td>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.</td>
</tr>
<tr>
<td>Health Psychology Minor</td>
<td>Carole reviewed the request for approval to offer a minor in Health Psychology, effective spring 2014 or the first full semester after approval. The minor requires foundational and elective courses in Psychology totaling 21 credits, 12 of which must be upper-division. Carole said the minor in Health Psychology is designed to complement the interests and</td>
</tr>
</tbody>
</table>
The objectives of the minor in Health Psychology are to:

1. *Promote better understanding* of the interrelated nature of behavioral, emotional, cognitive, social, cultural, environmental, and biological processes and how these interrelated processes impact illness, health, and quality of life;
2. *Help students interested in pursuing health care* (medical school, nursing, occupational therapy, physical therapy, etc.) become more effective health care providers; and
3. *Help pre-med students be better prepared for the new MCAT exam to be offered starting in 2015.*

### Minor in Psychology

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. Don informed the Council that at our meeting in November he will request approval to offer a minor in Psychology, effective fall 2014 or the first full semester after approval. The minor requires foundational courses in Psychology as well as electives totaling 21 credits, 12 of which must be upper-division.

JD Robertson said that he cannot build over and above the degree. A minor would make it be over. It was also mentioned that the Board of Regents have a problem approving a minor if we don’t have a degree in the area of the minor.

### ISAAC Committee Report

Andrea handed out a schedule of meetings that have been setup with different people on campus concerning survey assessments.

### Bell Schedule

Bill request that this item be deferred to Deans’ Advisory Council scheduled to meet on October 14, 2013.

### Proposed Program Fee Change

Brenda Sabey made the following request for a Program Fee Change:

*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.

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

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