Deans' Council Agenda
Wednesday, March 6, 2024
3:00 pm–4:30 pm
via Zoom | Miller Administration Boardroom

Attendees: Jason Francis, Ivana Fredotovic, Doris Geide-Stevenson, Kristin Hadley, Mark Halverson, James Hedges, Wendy Holliday, Stephanie Hollist, Brenda Kowalewski, Ravi Krovi, Betsy Mennell, Brad Mortensen, Jessica Oyler, Ashley Potokar, Julie Rich, Yas Simonian, Julie Snowball, Norm Tarbox, James Taylor, Deborah Uman

Guests: Laine Berghout for Andrea Easter-Pilcher, Sari Byerly, Randy Hurd for David Ferro, Emily January, Kacy Peckenpaugh, Oliver Snow

Excused: Eric Amsel, Andrea Easter-Pilcher, David Ferro, Laís Martinez

1. **Approval of Meeting Minutes from [February 7, 2024](#)**
   a. The minutes were approved as written.
2. **Provost Updates - (Ravi Krovi)**
   a. Provost Ravi Krovi shared the following:
      i. **Congratulations:** Management Information Systems students received 2nd place in a competition known as the "Super Bowl of analytics" hosted by the University of Utah. Mary Machira received a Fulbright Award to spend 2 weeks in Korea for leadership development activities.
      ii. **Current Articles about Higher Education Topics:** Provost Krovi discussed the following articles:
          1. "[Half of College Grads Are Underemployed --- Their jobs don't use their credentials or skills, study finds; lasting implications](#)"
          2. "[Colleges have to get creative to reach learners with vastly different needs](#)"
      iii. **Budget Updates:** The university is preparing for an anticipated 1.5% budget cut in Fiscal Year 2025-26. Ravi shared plans for managing vacancy savings in FY 2024-25.
      iv. **Proposed Changes to [PPM 8-7, Duration of Faculty Appointments](#)**: Ravi discussed feedback provided during the public comment period for the proposed policy change. He will recommend that the senior instructor appointment time be listed as "up to 5 years," and requested that the policy be included in the March 14, 2024 Faculty Senate agenda. He recommended that the deans plan to implement the potential changes as part of the Strategic Planning Report process.
      v. **Academic Affairs Staff Town Hall:** Topics discussed included PREP, professional development, and compensation. Ravi suggested that Deans' Council consider professional development opportunities in the budget planning process. He reminded the council of his earlier request for plans for unspent R&R and donor account balances. Ravi asked that deans submit their plans to him by April 27, 2024.
      vi. **Committee Updates:** Deans' Council briefly reviewed the included committee updates. The council also discussed recent legislation, with Ravi and Brad

sharing that they expect more information and direction to come from the Board of Higher Education and from the Commissioner's office.

    vii. **Travel Funding:** Sarah Herrmann will attend the April 3, 2024 Deans' Council meeting to discuss travel funding.

3. **Academic Support Discussions**

    a. [**Innovative Technology Grant Work**](Oliver Snow)

        i. Oliver reported on the Innovated Technology Grant process and projects. He shared that the third round of grants has just begun. Deans' Council thanked Oliver for the information and suggested that further opportunities for showcasing this work be developed. Oliver also highlighted the list of AI Tools available on campus on the [WSU Online website](#).

    b. [**Orientation**](Jessica Oyler & Sari Byerly)

        i. Jessica introduced Sari and explained her role on campus as Assistant Vice President for Student Pathways and Success. Sari shared that her group is viewing orientation through a SOAR (Student Orientation Advisement & Registration) lens. She shared the changes coming in Fall 2024, including requiring that International and Transfer (as coded in Banner) students complete the online Academic Preparation Modules to release a registration hold. New students will be required to complete the online modules and to attend a Weber Welcome Advising and Registration Event, either virtually or online. Sari's group has built-in data collection opportunities for these options. She shared a list of upcoming events created in collaboration with the campus advising community and a draft of the in-person orientation schedule. Sari requested that any college-specific requests for campus tours be sent to her. Sari explained that minimal changes have been made to the virtual sessions and that she is working with college advising teams and UAAC to troubleshoot and collect feedback. Deans Council thanked Sari for the information and asked to receive individual college advising team feedback and copies of the current campus tour scripts.

        ii. **And a brief financial aid/scholarship update**

            1. Jessica shared that Scholarship Universe is being used this semester, even though not all of the scholarship nominators have completed the suggested training. FAFSA data, expected to be released the first week of April, will further expand scholarship opportunities in Scholarship Universe.

    c. **Other Items:**

        i. Deans' Council members announced the following:

            1. **Browning Presents:** The Indigenous Soundscapes in Motion event is happening on March 15, 2024, at 7:30 pm.

            2. **Carnegie Reclassification:** Brenda will reach out to some members of the Deans' Council for information to be included in the reapplication.

            3. **Legislation:** Deans' Council discussed that any legislation-mandated reorganizational changes will be influenced by USHE guidelines.

            4. **SPR:** Ivana announced that data links would be provided in the form.

COMMITTEE UPDATES

Please use this space to offer any updates from your committee and to review others' updates before the meeting. These items won't be discussed in depth in the Deans' Council, but questions will be addressed.

Faculty Senate Committees
Charges linked from committee titles

Committee and Liaison	Updates
ARCC- James Hedges	1/19/24 Had a meeting to discuss the timeline for proposals and the review process - April 1, 2024 is the deadline for proposals; review of proposals will take place the second week of April. - Distribution amounts: $40, 457 Dee $10, 131 ARCC 10/4/23: · We had our first meeting on 9.15.23 - Agreed that we would only review proposals in the spring since there was very little budget to distribute in the Fall and The submission process last Fall was difficult to manage. - The Proposal deadline of April 1 worked well last year (2022-23) and it was agreed we would use this submission deadline - Discussion about clarifying the proposal form and what to do when someone submits the same proposal year after year. We agreed we are not prioritizing any proposal based on previous funding and adding language to the proposal form indicating whether the proposal has received funding in the past. 9/6/23: First meeting is scheduled 9.15.23
ASSA- Jessica Oyler	January Minutes
Assessment- Brenda Kowalewski	1/7/24: Organized themselves into review groups for biennial review 9/6/23: Have not met yet. 9/19/2023 Discussed charges and how to move them forward. Discussed possibility of adding personal questions to course eval through Explorance. Sending back charge 4a. Standardizing evaluation questions because this was accomplished a couple of years ago. Agreed to watch NWCCU Assessment webinar.
APAFT- Julie Rich	**03/06/24** - Reviewing GSBE, HP and A&H tenure docs - Finalized senior instructor (passed Faculty Senate) - Working on PPM 8-11 to reflect that ALL courses are evaluated - Discussing higher bar for promotion to full -

Committee and Liaison	Updates

	does EC want external review process
	    ○ Survey being worked on to determine satisfaction with Canvas for tenure files.
	● 02/07/24
	    ○ Cleanup of PPM 9-1; 9-2; 9-9 through 9-15 and 9-17. Changes will be brought to FS in March.
	● 12/06/23 Working on finalizing changes and cleanup to PPM 9-1; 9-2; 9-9 through 9-15 and 9-17. Changes will be brought to FS first part of January.
	● 10/4/23: APAFT divided into subgroups to work on the various charges shown below:
	1. Ensure language of new/updated docs are inclusive.
	2. Finalize recommendations regarding PPM 9, including 9-9, 9-11, 9-14, and 9-15 for accuracy, clarity, and consistency. Add approved revisions to 1-13, 9-10, and 9-15 to these policies.
	3. Review college-specific requirements in PPM 8-11 to assure names/requirements are current/consistent with college tenure/promotion documents.
	Policy 8-7 was returned from stakeholders with comments that need to be addressed.
	4. Add lines in for service to clarify the way prior service (other institutions) will apply to tenure University wide
	5. Review PPM 8 - 11 for possible inconsistencies with PPM 6 - 22 (Student Code of Conduct). Specifically, clarify that candidates undergoing review for Full Professor may not select 2 classes for evaluation, as all classes are already undergoing evaluation through the new system.
	6. Review PPM 8 - 11 in regards to promotion to Full Professor. Recommended change is to make the process similar to tenure in that colleges develop separate guidelines that address the specific criteria of Teaching, Scholarship, Service (and Ethics) for promotion to full professor as there appears to be a gap with Ethics. Also review the current pathways for promotion to full professor. The recommendation is that a higher bar is needed. For example, a requirement of Excellent in at least one category and some form of an external review.
	7. In consultation with WSU Online, benchmark how USHE schools are handling digital tenure files.
	8. Based on WSU Online addressing the question of if there are issues with Rank and Tenure Files in Canvas, a survey of Faculty and Associated Administrative staff and/or Associate Deans will be administered to determine overall satisfaction with the current system of administering Digital Rank/Tenure Files
	9. Review PPM 8 - 13 for possible inconsistencies associated with PPM 8 -12 and the possibility of candidates utilizing a print Rank and Tenure file. Review language in 8-13 for other possible inconsistencies based on the possibility of digital and print Rank and Tenure files
	
	● 9/6/23: First APAFT meeting 13 September

Committee and Liaison	Updates
CRAO- Doris Geide-Stevenson	10/4/23: Committee met to assign apportionment. 9/6/23: n/a - Met at 2/26/24 new item of discussion: Any new items for discussion or questions. ARTICLE B-II: 2.2 "The term 'organizational unit'; as used in the Constitution and Bylaws, shall refer to the various academic colleges and the Library. " The discussion was to center on whether the language in the Bylaws covers 'Schools' as organizational units.
EDI- Wendy Holliday	11/17/23: Discussed next steps in Equity Audit process and pilots in SBS and COE; discussed next steps of collaboration with SBBFP on parental leave; discussed new Campus Climate Team and the need for clear and resources support for faculty and staff who are also experiencing mental health impacts related to bias incidents on campus. 10/27/23: Ravi presented on EDI initiatives in Academic Affairs and answered questions related to climate, the recent vandalism incidents, and the plans for the future of the EDI division. Stephanie Hollist attended and answered questions related to HR policies, parental leave, and how to approach advocacy during the upcoming legislative session. 10/4/23: Discussed charges. Committee had questions about the Search Advocate program and changes to the hiring process (removal of diversity points); questions about the equity audit framework (draft since sent to committee); questions about response to USHE EDI study; questions about committee structure for campus EDI initiatives and roles. Concerns brought forward from multiple faculty about students not being able to have chosen names on Wildcat IDs (to be taken to ASSA for possible discussion). Discussed preliminary results of survey on parental leave, which will be on the WALT meeting agenda in November. 9/6/23: Have not met yet.
Environmental Initiatives- Andrea Easter-Pilcher	02/7/23: Dates to note: **Intermountain Sustainability Summit (ISS)** - Student poster contest, deadline to submit **Tuesday, February 20** - ISS Main day event -**Thursday March 21, 8-5 pm** (students, faculty and staff may register to attend sessions for free) **Worldwide Climate Education Week** - There is something planned for each day of the week for WSU's participation in this global initiative. **Monday, April 1, 10:30-11:20 am** & **11:30 am**

Committee and Liaison	Updates
	-12:20 pm
	2. **Tuesday, April 2, 9-10:15 am & 10:30-11:45 am** Each of the Monday and Tuesday sessions is planned to include an interdisciplinary presentation, each focused on a local climate challenge (impact) and solution(s), with discussion.
	3. **Wednesday, April 3, 12:30-1:30 pm,** Eco-Open Mic w/possible climate theater scenes
	4. **Thursday, April 4, 12-1:30 pm**, student led, hands-on learning event (details TBA)
	5. **Friday, April 5, 12:30-2 pm,** help with the Community Permaculture Garden installation work.
	● 12/06/23: Missed last meeting due to illness, will update post receipt of the minutes
	● 10/31/23: Brainstormed ideas and began to make some tentative plans/decisions about the Climate Education Week - April 1 - 8, 2024.
	● Initial conversation on food policy in relation to this charge for EIC:
	○ Explore how to further sustainability and inclusivity (e.g., vegan/gluten free options, etc.) in regular food operations and offerings on campus and make recommendations with respect to advancing toward WSU's STARS Gold goal in the *Amplified* plan.
	○ Needs to be better options for diabetics etc.
	○ Should be able to say "should have x,y,z (if they can't provide what you are asking for), then can cater elsewhere
	○ Survey about where and what people eat (does Sodexo have that/can we get access?)
	● 10/10/23: Jenn Bodine reviewed Campus Green Purchasing Guidelines, issues and possibilities for policy changes:
	● Discussion points:
	○ There are already people utilizing the green purchasing recommendations including those in the Green Depts.
	○ Purchasing is one of the items that WSU needs to address as part of our AASHE STARS rankings.
	○ We have a goal to be carbon neutral by 2040, and while purchasing is a scope III emission, we haven't yet been required to measure it -- but soon we will have to report on purchasing.
	○ We have had significant reductions in carbon emissions, but purchasing represents a major part of emissions (typically 40 to 80% overall).

Committee and Liaison	Updates

	○ Green Purchasing guidelines are available for nine product categories.
	       ○ Discussion included cost, product availability, and the idea that Green purchasing has to be easy, and is best if the cost is similar.
	       ○ Idea: Ask some Green Departments if they could **pilot** purchasing only green products.
	● Began planning for Climate Education Week - April 1 - 8, 2024.
	● 9/19/23: Orientation and introductions for new members. Scheduled future meetings. Reviewed new charges, calendar and timelines for different events, including the Intermountain Sustainability Summit. Meet again on Oct. 10.
	
	New Charges
	1. Explore support for a mandatory carbon fee/offset related to campus parking, following trial of voluntary option in place for 2022 - 23
	2. Development of Climate Education Week event(s) in conjunction with the national/international Solve Climate by 2030 initiative in April, 2024.
	
	Additional New Charges
	3. Explore how to further sustainability and inclusivity (e.g., vegan/gluten free options, etc.) in regular food operations and offerings on campus and make recommendations with respect to advancing toward WSU's STARS Gold goal in the *Amplified* plan.
	4. Explore the need to propose updates to the campus Transportation Policy, with an eye to fostering more active/alternative transportation to and on campus
	5. Explore options to support biodiversity on campus (another STARS credit area), possibly through the creation of an interdisciplinary Living Lab project

GEIAC- Eric Amsel	● GEIAC was well represented among those of the WSU contingent attending the Educated Person COnference, with two reps for discussion at each Gen Ed Area Working Group table. The R470 proposal passed the Utah Board of Higher Education meeting and here is an emerging plan to begin a discussion about the implications for WSU. The committee passed a new ENGL course as HU. ● 10/4/23: GEIAC held two meetings in the past month. Members were updated on the R470 revision and Educated Person conference. Committee members were encouraged to attend the conference, particularly to serve on Area Working Groups to address core and breadth essential learning outcomes. Invitations were also sent to other faculty to serve as members of Area

Committee and Liaison	Updates
	Working Groups. Additional discussion focused on the new Gen Ed Course Fellows program, designed to recognize and support faculty assessing Gen Ed classes with high enrollments and concurrent enrollment exposure. A new charge (see 7) was addressed and showed a rise in the percentage of adjunct-taught classes in Gen Ed over the past few years. ● 9/6/23: First meeting, Sept. 13, 2023
RS&PG- David Ferro	● Summer Grant Round Due 5/3/24 ● Several discussions (Sarah can detail) including on separating/prioritizing tenure track over non ('passed'). ● Gardner, Mock, & O'Hare awarded Gwen Williams ● 2/22/24: More allocated than requested in some cases (unusual). Vitality($20K available): Requested:$8358 Awarded:7$858, New Fac($20K): R:$21,538 A:$16,072, Collaborative($85K): R:$71,886 A:$81,146, Lowe/Pres($22K): R:$8230 A:$9957, Adjunct ($2K): R:$2K A:$2K, CCEL($10K): R:$8K A:$10K. ● 10/4/23: Jan 12 was deadline for travel awards. Feb 9 is deadline for spring awards. ● 9/6/23: Oct 6 is deadline for fall awards.

SBBFP- Yas Simonian	**02.12.24**
	Review Remaining Charges
	    a. Charge 6 - Norm Tarbox will join our April meeting
	        i. Any specific questions you have or information you'd like him to share/present?
	    b. Charge 11 - Promotion of Instructors update
	        i. Approved through legal, policy review, and Faculty Senate in January
	    c. Charge 12 - PPM 3-21a - Sick and Family Leave
	
	2. Charge 13 - Comprehensive study of adjunct pay -
	    a. What can we do to assist with this now that most of our other large projects are completed?
	12/6/23
	● Charge 12. Re-evaluate PPM 3-21a related to Sick and Family Leave, specifically explore the viability of changing the 12 weeks of paid leave to a full semester.
	    a. Review first draft of policy change that changes the policy from 12 weeks to a full semester of paid leave
	● Presentation of the Salary Equity Review presentation to be given at Faculty Senate. Discussion on added elements of having ethnicity added to the faculty dashboard to get this data. Discussion on inversion and how it is counted within the department.
	● Student Success within and between different instructional methods dashboard

Committee and Liaison	Updates
	○ Discussion on what the dashboard can do for the committee or if it should be shared with someone else. Decided it should be passed off to WSU online so they can find the useful data. ● There is concern about merit pay and how it is being done. Have had some conversations about tenure documents. Faculty creates tenure documents. Took verbiage from tenure documents for annual faculty review documents. Asked to share as an informational item with members at the college level. **10/4/23: Charges** ● 1. Examine salary options for compensation increases and prioritize ● recommendations. (Spring) (Ongoing) ● 2. Review the dollar amounts of equity and merit adjustments from the previous ● year. (Fall) (Ongoing) ● 3. Review campus salary levels using CUPA data, turnover data, and data from ● regional peer institutions. (Spring) (Ongoing) ● 4. Review equity issues ● a. Review compression and inversion in salaries. ● b. Review gender equity in faculty salary ● c. Review race/ethnicity/other equity in faculty salary ● (Spring) (Ongoing) ● 5. Review faculty hiring process in conjunction with HR. (Fall) (Ongoing) ● 6. Work with VP Administrative Services Norm Tarbox to explore budgetary ● processes and trends. (Fall and Spring) (Ongoing) ● 7. Review the structure of online/adjunct/overload pay across all academic units ● and CE (in conjunction with Provost Ravi Krovi). ● a. Identity and address inequities in overload compensation. ● 8. Ensure that the language of new or updated documents are inclusive. Review ● those documents to see how they may inadvertently impact particular communities ● in an adverse manner. Consult with EDI taskforce for guidance (Ongoing) ● 9. Monitor how various colleges allocate merit pay and poll faculty to determine if decisions are ● fair and transparent. ● a. The committee made recommendations to the Provost and President to encourage ● colleges to review the Faculty Senate Resolution document related to allocation of merit ● pay. Deans were asked by the Provost to review their

Committee and Liaison	Updates
	current process and refine it to ● ensure that it is more transparent and fair. This work is still ongoing in several colleges. ● This charge should continue in 2023-24 to determine if improvements have been made. ● b. If possible, the committee should request next year (as a charge) that each Dean ● share their merit pay process and rubrics for review by the committee so that we may ● provide feedback before the next merit pay cycle. ● 10. Based on the best practices for merit pay document available on the Faculty Senate ● resolutions web page, investigate the feasibility of sharing some best practices and the creation ● of an area to share the information. ● 11. Finalize and implement the process for promotion of instructors and ensure that the changes ● to PPM 8-7 regarding these promotions is implemented. ● 12. Re-evaluate PPM 3-21a related to Sick and Family Leave, specifically explore the viability of ● changing the 12 weeks of paid leave to a full semester. ● 13. Prioritize a comprehensive one-year study to review adjunct compensation and equity ● issues. This review should address the full spectrum of the adjunct experience including the **following:** ● Regional practices for adjunct pay; in particular, review structures that separate adjunct pay from overload pay and align with NISS findings suggesting that WSU proceed with separating associate-seeking student activities (largely taught by instructor, adjunct representatives) from bachelor or higher seeking student activities (focused more on the tenure track, overload system) ● Equity issues in adjunct pay both in general and by subgroup populations (e.g. gender, race/ethnicity, etc) ● Approaches to institute a tiered compensation system that supports retention/promotion of high quality adjunct instructors. ● Options for timing of adjunct pay ● Trends in adjunct pay over time **First meeting** Sep 11, 2023 *Assigned subcommittees:* Overload committee - Tressa Quayle, Valerie Herzog, Fon Brown

Committee and Liaison	Updates
	CUPA Salary subcommittee equity - Loisanne Kattelman, Tressa Quayle Compression - Valerie Herzog, Tracy Covey Gender Equity - Huiying Hill, Nicole Beatty Merit Pay - Yas Simonian, Jason Francis Comprehensive - Deana Froerer, Fon Brown, Kurt Ward Oct 2, 2023 Worked on all charges and added more to #13 a. Charge 13 - Comprehensive study of adjunct pay - Deana, Kurt, Fon **January 23, 2023** Overload pay - needs additional review and data Merit pay (review how various colleges allocate merit) Adjunct faculty pay review

[TL](#)- Kristin Hadley	• Subcommittees are continuing to work
	• 1.19.24. Subcommittee reports - working on guidelines for peer review observations.
	• 12/6/23. The subcommittees are working on the charges.
	• 10/4/23: Charges
	1. In collaboration with EDI provide guidelines to faculty on how to incorporate diversity, equity and inclusion into their teaching, scholarship and/or service.
	    a. Provide guidelines for faculty to highlight their efforts toward this goal, and the results during faculty evaluation processes.
	    b. Provide guidelines for faculty to conduct pedagogy and curriculum reviews, and engage in deliberate dialogue to successfully identify and approach issues of diversity and inclusion.
	    c. The EDI subcommittee has conducted internal surveys in each college and reviewed EDI practices at other universities. This wealth of information needs to be synthesized and organized into actionable guidelines.(report)
	
	2. Review needs from the new CETL to determine our role in supporting their initiatives. Next years committee can work with the director of CETL in determining faculty needs and supports in the area of teaching and learning
	
	3. Ensure that the language of new or updated documents are inclusive. Review those documents to

Committee and Liaison	Updates
	see how they may inadvertently impact particular communities in an adverse manner. As issues are identified, consult with the EDI committee for guidance (Ongoing). 4. Review the suggested syllabus language on Academic Dishonesty (Cheating and Plagiarism) approved by the Provost. ● 9/6/23: Nothing yet
UCC- Deborah Uman	● 2/2024: the UCC requested 6 additional members to help with workload. A subcommittee continues to review PPM and CPPM to revise for clarity. ● 10/4/23: UCC has been meeting and reviewing programs, courses, etc. The College of Social & Behavioral Sciences has a new Associates degree. The Masters of English has developed an online degree. For details see Senate minutes. ● 9/6/23: UCC has split into two subcommittees to investigate workload and processes. ● The workload group is hoping to expedite a move to add members to the UCC so the review process of proposals can be distributed among more people. ● The process committee is reviewing PPM language for proposals to make the language clearer and improve proposals. A big area of focus is the difference between substantive and non substantive changes.

University Advancement Updates
(Betsy Mennell)

Area	Updates
Marketing & Communications	A series of new 15-second "Be Brilliant" commercials are nearing completion. The vignettes depict different facets of the Weber State experience as they relate to our three primary target audiences: quality seekers, pragmatic life balancers and strivers. Weber State is launching a three-month campaign with Univision, looking to recruit more students from Utah's Spanish-speaking population. The campaign will include interviews with WSU staff who help support first-generation and Hispanic and Latino students, as well as Spanish-language versions of the "Be Brilliant" commercials.
Alumni	Rebrand to Alumni and Friends to be more inclusive
Development/Campaign	**Amplify Weber State: The Campaign for Weber State University** Comprehensive campaign in year four (started July 1, 2020), working goal of

Area	Updates
	$200M. Total as of December 31, 2023: $74,383,027 "Big W" fundraising priorities: · Completion ('CATapult)/Access scholarships · Emerging Hispanic-Serving Institution goal · Learning Communities · Teaching Excellence · Signature Clusters
Events	Weds. Mar. 27, 2-4pm, H. Aldous Dixon Awards Thurs. Feb. 8 Men's Basketball Pregame Alumni Carnival Thurs. Feb. 29 Davis Chamber Pre-Game (men's bball) reception Tues. Mar. 19 Hinckley Scholarship Luncheon April 26-27 Commencement Fri. June 7 Alumni Golf Classic

Equity, Diversity, & Inclusion Division Updates
(Laís Martinez)

Area	Updates
Updates	Due to HB 261 EDI is moving back under the SAS division. SAS and EDI have teamed up to work on a timeline plan and support for staff directly impacted.
Search	
Space	
Events	Upcoming EDI events are updated and shared on the EDI events calendar.

Information Technology Updates
(Mark Halverson)

Updates
DUO Rollout for Student
Google Account Migration - Students, Spring Break
New IT Security Training for all Faculty and Staff