

Deans' Council Minutes
October 2, 2019
2:00 pm–4:00 pm
Miller Administration Boardroom

Attending: Madonne Miner, Brad Mortensen, Bret Alexander, Eric Amsel, Bruce Bowen, Bruce Davis, Andrea Easter-Pilcher, Bret Ellis, David Ferro, Kristin Hadley, Tim Herzog, Wendy Holliday, Brenda Kowalewski, Matthew Mouritsen, Brett Perozzi, Julie Rich, Yimin Wang

Guests: Casey Bullock, Richard Hill, Norm Tarbox, Ken Johnson for Yas Simonian, Matt Choberka for Scott Sprenger, Angela Pool-Funai (Utah Mentoring Leadership Exchange)

Excused: Scott Sprenger, Yas Simonian

1. Retirement Program Record-keeping Fees (Norm Tarbox)
 - a. Dr. Tarbox presented information about TIAA CREF's recording fees. They are the university's record keeper, meaning that they provide federal compliance, legal review, etc. The recording fees cost WSU approximately \$450,000/annually and are embedded in the cost of 10 funds. Dr. Tarbox announced that a change has been proposed to spread the fees across all of the funds available in order to make them more equitable. This will not change the university's cost, but may impact some employees if they are not investing in any of the funds currently charged a fee. Dr. Tarbox is presenting to various groups across campus and hopes to make sure that the changes are communicated clearly to campus stakeholders. He offered to meet with any other concerned groups.
2. Program of Study Declaration (Bruce Bowen & Casey Bullock)
 - a. Dr. Bowen and Dr. Bullock presented information about the Program of Study Declaration process, including the history and plans for an updated process. They explained that offering students a chance to declare a Program of Study early in their academic career helps with retention and persistence efforts and offers them an academic home. Dr. Bullock previewed an updated interface that allows students to self-declare with a chance for departmental approval. He explained that the new program will allow for up to 5 Programs of Study and will connect associated programs. He also stated that competitive admissions programs will continue to use cohort codes. Dr. Bullock explained the need for departmental help in cleaning up the data, including connecting linked programs. The new process will result in more accurate and reliable data and will enable compliance with SARA licensure requirements. He also explained that Banner access to the Program of Study declaration screens will be removed once the system is finalized. Beta testing will begin in a few months, and Dr. Bowen and Dr. Bullock hope to have the new process rolled out to campus by spring semester.
3. [Tenure Documents](#) (Madonne Miner)
 - a. Dr. Miner suggested that colleges review their tenure documents to see how they can better capture the service and retention work already happening on campus. Dr.

Herzog will speak with APAFT about putting this on their long-term plan. He mentioned that APAFT is currently looking at the student course evaluations.

4. [PCP & Post-Tenure Review](#) (Madonne Miner)
 - a. Two colleges have allowed PCP to substitute for post-tenure review, but other colleges have not. If this is not part of the PTR document, faculty must fill out both sets of paperwork. Dr. Miner suggested that colleges may want to review their post-tenure documents if they would like to streamline the process.
5. [LEAP to Graduate School](#) (Yimin Wang)
 - a. Dr. Wang announced that a recruitment team is going to visit sites in Africa and South America and that they want to make sure to use their time effectively. She explained that the LEAP to graduate program is very appealing for international students. The Office of International Programs wants to publicize these types of opportunities on their recruitment trips, and eight programs have already expressed interest. They hope to work with programs who already have established relationships when planning future recruiting trips.
6. Feedback on student use of Saturday hours at the start of fall semester (Madonne Miner)
 - a. Deans' Council discussed the feedback they have received about the recent Saturday hours. Dr. Perozzi announced that a Student Affairs group is meeting to develop a formal recommendation.
7. [NCHEMS](#) (Madonne Miner)
 - a. Pres. Mortensen spoke about the draft report that was distributed. The NCHEMS group is looking for feedback from presidents and Boards of Trustees on themes in the presentation by October 11th. The next meeting of the commission focuses on legislators and will be held October 23rd.
8. Liaison Reports
 - a. ERC is gearing up for the Environmental Sustainability Summit.
 - b. APAFT is working through their charges.
 - c. RSP&G is currently accepting proposals.
9. Other business
 - a. The Dual Mission Summit will be held Monday, October 7th at 8:30. The first presentation will begin at 9:30.
 - b. Dr. Miner expressed thanks to Bruce Davis and the Course Fee Taskforce committee members. They submitted their report to Pres. Mortensen October 1st. Their recommendations include available information from the USHE audit of course fees and from the WSU online course fee audit, both of which are still preliminary.
 - c. FLSA: Approved changes have been made on the federal level, and will be in effect January 2020. Betty Kusnierz will contact deans about managing the changes. Dr. Miner plans to include this topic as an agenda item for the next Deans' Council.