

**Deans' Council Minutes**  
**Wednesday, November 6, 2019**  
**2:45 pm–4:00 pm**  
**Miller Administration Boardroom**

**Attending:** Madonne Miner, Brad Mortensen, Eric Amsel, Bruce Bowen, Bruce Davis, Andrea Easter-Pilcher, David Ferro, Kristin Hadley, Tim Herzog, Matthew Mouritsen, Brett Perozzi, Julie Rich, Yas Simonian, Scott Sprenger, Yimin Wang

**Guests:** Nicole Beatty for Wendy Holliday, Kade Crittenden for Bret Alexander

**Excused:** Bret Alexander, Bret Ellis, Wendy Holliday, Brenda Kowalewski

1. Approval of [Minutes from October 16, 2019](#)
  - a. Approved with a correction to remove Bruce Davis' name from the "Attending" list.
2. Pre-promotion Base Salary Increase Clarification (Tim Herzog)
  - a. Proposed language from APAFT: "5. A candidate undergoing third-year review will be considered to have not passed their review successfully if the candidate must submit materials for re-review in the fourth year or if the candidate is removed from the tenure process."
  - b. Current language: "5. The decision of whether a candidate makes satisfactory progress towards tenure and promotion during their third-year review, should be based on meeting one of the channels described in the applicable college tenure document." Current document is at:  
<https://apps.weber.edu/wsuiimages/academicaffairs/Forms/Pre-PromotionSalaryIncreaseMemo.pdf>
    - i. Tim explained that APAFT is hoping to clarify the language of the document, and that this may need work at the college level. APAFT will include clarifying the languages as a charge for this year. He asked that Deans' Council note that this is not PPM language. The Pre-promotion Base Salary Increase document is a memo posted on the Provost's website since salary procedure is not included in PPM. Deans' council supported the functionality of the document and supports Tim's efforts in bringing it to Faculty Senate's Executive Council for further clarification.
3. Tenure/Promotion Mentoring (Tim Herzog)
  - a. Deans' Council discussed university-level tenure and promotion mentoring, including mentoring historically conducted by the Teaching and Learning Forum. Tim emphasized that the TLF training is not meant to preclude college training/mentoring, but allows junior faculty to receive additional training and offers a sustainable home for mentoring. The group discussed various types of training models, and was most supportive of a group training that breaks into college discussions.

- b. Deans' Council also discussed the time allowed to P&T committees to access candidates' Canvas tenure files.
4. [Study Abroad Financial Model Proposal](#) (Yimin Wang)
  - a. Yimin lead a discussion about the current Study Abroad funding model and possible changes that could enable students to qualify for financial aid, offer pay for faculty leaders, and allow financial support for the study abroad office. The group brainstormed solutions to the problems presented and thanked Yimin for her work. Yimin will continue her work on this proposal, and Madonne and Brett will discuss presenting information to President's Council. The group also discussed possible National Advisory Council resources.
5. Substitutes for Faculty Unable to Teach (Madonne Miner)
  - a. Madonne explained that the PPMs do not contain information about qualifications for those who might substitute if the primary instructor is unable to attend a class. Although that information is not yet codified, Legal advises that all substitutes should have background checks. Legal will develop language for a policy going forward. Madonne asked deans to remind their faculty about the importance of ensuring student safety by vetting substitutes appropriately. She also reminded Deans' Council about the [Don't Cancel Class Workshops](#) offered by Student Affairs.
6. Reminder about Sabbatical Applications: List Costs (Madonne Miner)
  - a. Madonne reminded deans of the importance of including the projected cost information in sabbatical applications.
7. Liaison Committee Reports
  - a. **Substitute Liaisons:** Deans' Council members were encouraged to send a substitute if they are unable to attend a committee meeting.
  - b. **Course Fees:** The course fee application deadline was extended until 11/8.
  - c. **CRAO:** Some updates may be necessary. More information will be coming.
  - d. **ARCC:** Fall proposals were submitted and the committee will meet in December.
  - e. **Environmental:** The Intermountain Sustainability Summit will be held March 19<sup>th</sup> and 20<sup>th</sup>. SUS designation proposals are coming forward and will be reviewed.
  - f. **SERTS:** They are discussing Freshmen Friendly Courses and are working on advising plans.
  - g. **GEIAC:** They have found that half of classes in Canvas have a signature assignment. They have also passed a proposal to replace the gen ed renewal process with a formative, rather than a summative, process.
8. Other Business
  - a. **College Visits:** Incoming provost Ravi Krovi would like to spend a half-day with each college to have a tour, attend a leadership meeting, and attend a town hall-type meeting with faculty. He would also like to meet with college advisory

boards at some point. Aubrey will contact the academic deans and their admins to schedule these visits.

- b. **“First-time friendly courses”:** Eric hopes to attend college meetings to talk about “First-time friendly courses.” He explained that this is an ongoing discussion, not an initiative.
- c. **Targeted Communication:** Bruce reminded Deans’ Council of the 11/15 target date for deans and department chairs to review the proposed communications. Hard copies and electronic copies were distributed at the last meeting.
- d. **WSUSA Input:** Kade offered info from WSUSA. He explained that students would like to see course schedules sooner, including the ability to plan for classes a semester ahead. Bruce Bowen will explore the request.
- e. **ACES Luncheon:** Madonna expressed that she felt that the ACES event was well executed.
- f. **Pres. Mortensen’s Message:** Allison Hess is the contact for press inquiries, Adrienne Andrews is the contact for students. These issues have been discussed in WSUSA and will be discussed in Faculty Senate Executive Committee. Madonna reminded Deans’ Council of the resources mentioned in Pres. Mortensen’s email that are available if students are feeling unsafe.