

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

Attending: Madonne Miner, Brad Mortensen, 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, Yas Simonian, Yimin Wang

Guests: Jennifer Bodine, Jeremy Farner, Mark Halverson, Norm Tarbox, James Taylor, Steve Nabor

Excused: Bret Alexander

1. TIAA-CREF Changes (Norm Tarbox)
 - a. Dr. Tarbox described upcoming changes to the TIAA-CREF funds. He explained that WSU's Pension/Retirement Executive Committee, with the assistance of an outside consulting company, will be taking a more active role in administering the fund. He distributed a list of changes suggested by the consulting company that the committee believes will strengthen WSU's lineup of funds. He stated that the committee will work with TIAA-CREF to move funds starting 11/10/19. Previously contributed funds will automatically be moved to the new lineup if they are liquid. If funds are illiquid, future contributions will be redirected. Dr. Tarbox encouraged Deans' Council to research the changes as the committee feels they will be beneficial for the university and its employees. He also shared that TIAA-CREF representatives will be on campus in October for anyone who would like to meet with them.
2. Approve [meeting minutes from 8/14/19](#)
 - a. The minutes were approved as written.
3. [OgdenCAN Net Zero Housing Projects](#) (Brenda K, Jenn Bodine, Jeremy Farner)
 - a. The group presented about the history and goals of the Net Zero Housing Projects, including the group's focus on student involvement. They are looking for participation and potential funding from colleges. They also asked deans to help spread the word about their project kickoff event on September 9th, and asked that any interested faculty or staff who are unable to attend contact Ms. Bodine or Mr. Farner for more information.
4. Rental Fees/Police Fees for Outside Groups (Miner/Herzog/Perozzi)
 - a. Deans' Council discussed rental fees as brought to PC by Dr. Herzog, including how to best balance the needs of campus security, overhead and personnel costs, and encouraging and accommodating good things happening on campus. The conversation will continue in various groups across campus in hopes of coming to a positive solution.
5. IT Academic Portfolio Group (Wendy Holliday)
 - a. Dean Holliday has recently met with the IT Academic Portfolio Group as part of her liaison duties. The Portfolio Group is hoping for more involvement from Academic Affairs, but Dean Holliday noted that attending the meetings may not

be the most effective way for interested faculty and staff to become involved. Deans' Council discussed the history and purpose of the Portfolio Group, and resolved that an article about the Portfolio Group and their work be written for the AA newsletter and that it includes a request that those interested in developing a project contact Dean Holliday.

6. [Internationalization Strategic Planning](#) Process (Yimin Wang)
 - a. Dr. Wang presented an overview of the process and her plan for next steps. She hopes to work with Deans' Council as she implements the strategic planning process. Provost Miner and Deans' Council thanked her for her work.
7. Grade Submissions & P-card Statement Reconciliations/Documentation
 - a. Provost Miner reviewed beginning of the school year reminders with Deans' Council including thanking them for their help in reminding faculty of the effect of missing grades on other processes such as financial aid disbursement. She also offered information from the Internal Audit department concerning the 30-day deadline to reconcile statements and the need to make sure that correct documentation is included with p-card statements.
8. A-Lot Parking
 - a. Provost Miner passed along information from faculty and staff about parking difficulties in the first few weeks of classes to Dr. Tarbox. Deans' Council discussed how can we better inform students that they cannot park in A-lots. Dr. Tarbox thanked Deans' Council for their feedback and will look into what can be done for the first weeks of school.
9. The Brags Database (Bruce Bowen)
 - a. Dr. Bowen reminded Deans' Council about [the Brags Database](#) and [the submission form](#). He mentioned that some of the items need external verification and asked Deans' Council for their help. Deans' Council thanked him for the information and Dr. Bowen committed to remind deans periodically of the database.
10. Course Beginning and Ending Times (Bruce Bowen)
 - a. Dr. Bowen stressed the importance of following scheduling criteria in regards to the impacts on students' schedules. He distributed the [New Academic Calendar Class Periods grid](#), which was approved for summer 2009, and [a list of courses which are scheduled outside of regular parameters](#). He requested that Deans' Council review the list and consider working with departments to bring classes into the standard time schedule, noting that some classes are scheduled outside of normal times because of special circumstances.
11. [Research, Commercialization, and Entrepreneurial Awards](#) (James Taylor)
 - a. Mr. Taylor presented an overview of the new awards and encouraged Deans' Council to nominate faculty. He asked for their help in publicizing the awards and explained that they are hoping to have a successful pilot year so that the awards can continue into the future.
12. Liaison Committee Reports
 - a. Environmental Issues: Dean Rich updated the Council on the progress of the SUS attribute, including inviting those interested to attend the SUS Workshop on Friday, September 13th. More information will be included in the next AA Newsletter.

- b. RSPG: Dr. Kowalewski provided updates on the RSPG awards, noting that the committee hopes to focus on faculty who have not received funds previously. The awards will be split evenly into \$500 increments this cycle. She noted that the application deadline is now October 4th, and that there is instructional improvement funding available. She encouraged Deans' Council to suggest that applicants be creative and innovative.
 - c. Course Fee Taskforce: Provost Miner announced that the expected auditor report has been further delayed. The Taskforce Committee will be meeting in mid-September and hope to move along after the report is received. She also explained that there is an ongoing internal audit of online courses with course fees.
 - d. ARCC: Dr. Davis is the Deans' Council liaison to ARCC. He requested that anyone with items for the committee contact him.
 - e. Faculty Senate: Dr. Herzog announced that Faculty Senate committee charges are linked through Executive Committee Agenda/Minutes website.
 - i. APAFT: Deans' Council discussed that the APAFT meetings overlap the regular DC meetings.
13. Other business
- a. The September 18th Deans' Council meeting may be rescheduled, cancelled, or conducted digitally to accommodate the Provost candidate campus presentation.
 - b. Dean Sprenger announced the upcoming Browning Presents! events and asked that Deans' Council please check the [Arts Calendar](#) for complete information.
 - c.