

# Deans' Council

## Minutes: September 10, 2013

1:30 – 3:30 pm

President's Conference Room

Martha Potvin  
Kenning Arlitsch  
Kregg Aytes  
Matthew Caires  
Anne Camper

Nancy Cornwell  
Brett Gunnink  
Robert Hietala  
Glenn Duff  
Ron Larsen

Ilse-Mari Lee  
Helen Melland  
Bob Mokwa  
Nicol Rae  
Lynda Ransdell

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### I. Call to order

### II. Approval of Minutes

Minutes unanimously approved as distributed.

### III. Information/Announcements

- A. Updates from Other Councils – None.
- B. ADVANCE speaker, Joanne Moody, on 9/17/13 at 1 p.m.
- C. Academic Misconduct submission process – Matt Caires. Student academic misconduct is a process that belongs to the faculty and academic affairs. Due process occurs when faculty meet with the student and apply appropriate consequences. Faculty complete a form when academic misconduct has occurred. The Dean of Students has created an electronic form that generates a PDF sent to the appropriate parties (Dean of Students, Provost's Office, Dean, Department Head). Please inform faculty and staff of the new electronic form and create a link on College and Department websites.
- D. Wildfire Defense Systems – Martha Potvin. This is a Montana company that educates homeowners and protects homes from wildfires on behalf of their clients, insurance companies. They are interested in partnering with MSU on research and student projects or internships.

### IV. Items for Approval

- A. Policy Approvals. A taskforce of faculty and administrators will be created to identify faculty policies to be discussed and implemented with the goal of creating a single, concise and complete document. Promotion and Tenure policies are at the top of the list.
  - i. Expedited Tenure. Delegated to the faculty policy taskforce.
- B. Common Hour Exam Policy and Change to Student Code of Conduct. The changes to the policy establish a process for determining the priority when a student's events conflict with each other (i.e., class or practice conflicts with a common hour exam) and which is required to provide a makeup. The changes were approved by Faculty Senate in April 2013. The revised policy was moved, seconded and approved.

**V. Topics for Discussion:**

- A. Student Athletes – George Haynes and Camie Bechtold. George and Camie brought forward three issues related to student athletes. 1. Single section *required* courses taught only once a year create scheduling problems for student athletes and other students, especially when those courses are scheduled during typical rehearsal times. Alternatives that could be considered are online and lecture capture components or offering the courses more than once a year. 2. Progress toward degree requirements are an issue for NCAA eligibility of some student athletes which may lead to changing majors. The council asked for help to create talking points for talking to faculty, departments and colleges about these issues. 3. Grades First will be used more often with marginal students. Athletics will request grades from faculty more often to help students stay on track and request that faculty respond to the requests.
- B. Open MSU – Terry Leist. The roadmap for Open MSU is on the website. All of the projects are moving forward with help from the Project Management Office.
- C. Assessment – Ron Larsen. An accreditation visit for MSU is coming this year in conjunction with the submission of the Year Three report. To complete the report, learning outcomes for all courses and programs are needed in addition to an annual report of assessment. Reference the handout for more information.
- D. Ad Astra Update – David Singel. This classroom utilization program will provide a web-based inventory of rooms and amenities to assist with space utilization and scheduling. The team is using the University of Minnesota system as a model. Implementation has encountered some problems, but continues to advance.

**Next Meeting: November 5, 2013; 1:30-3:30 p.m.**