

Academic Council Minutes

December 2, 2008

3:00 pm.

South Administration Conference Room

Chair: Donna Dillingham-Evans

Present: Kathy Bailey, Karen Bauer, Sue Bennett, Steve Bringham, Bill Christensen, Mo Eckroth, Louise Excell, Carole Grady, Brent Hanson, Victor Hasfurther, Don Hinton, Carlene Holm, Gary Koeven, Frank Lojko, Tom McNeilis, Rick Palmer, JD Robertson, David Roos, Brenda Sabey, Daphne Selbert, Becky Smith, Dennis Wignall, Sheila Bastian

Excused: Pam Montrallo

Absent: Stephanie Brady, Dewen Denning

Agenda Items	Motions	Vote Results	Action/Discussion
Academic Council Minutes (November 4, 2008)	M: Don Hinton S: Tom McNeilis	APPROVED	MOTION BY DON HINTON, SECONDED BY TOM MCNEILIS, TO APPROVE THE MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON NOVEMBER 4, 2008.
Curriculum Committee Minutes (October 28, 2008)	M: Daphne Selbert S: Tom McNeilis	APPROVED	MOTION BY DON HINTON, SECONDED BY BECKY SMITH, TO APPROVE THE ACTIONS TAKEN AND RECORDED IN THE MINUTES OF THE CURRICULUM COMMITTEE MEETING HELD OCTOBER 28, 2008.
OLD BUSINESS – Action Items			
Night Bell Schedule		Requires further research.	Becky Smith reviewed the night courses offered on the main campus for this semester where a bell schedule used to exist with the 5-7:20 pm and 7:30-9:50 pm dividing lines. There are only 5 courses that begin at 7:30 pm. Clearly, by practice, we have found that at least pushing back the starting time from 5 to 5:15 pm and ending class at 7:45 pm allows the working student a better chance at taking a course. Becky said the 2 course per night theory is not working although we do have a selection of 8 pm courses the majority of which are Art. She indicated that perhaps the courses could be broadcast at a 6 pm time instead of 5:15 pm if the faculty is willing.

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			<table border="1" data-bbox="1075 139 1967 607"> <tr><td>5:00</td><td>15 courses</td></tr> <tr><td>5:10</td><td>1 course</td></tr> <tr><td>5:15</td><td>68 courses (most ending at 7:45 unless they are two nights a week)</td></tr> <tr><td>5:30</td><td>10 courses</td></tr> <tr><td>6:00</td><td>19 courses (including Hurricane)</td></tr> <tr><td>6:15</td><td>1 lab</td></tr> <tr><td>6:30</td><td>3 courses</td></tr> <tr><td>6:35</td><td>1 course</td></tr> <tr><td>6:40</td><td>1 lab</td></tr> <tr><td>7:15</td><td>1 Lab</td></tr> <tr><td>7:30</td><td>5 courses</td></tr> <tr><td>8:00</td><td>12 courses</td></tr> </table> <p data-bbox="1075 613 1967 776">Donna said this issue really pertains to associate degree, general education courses. People taking general education courses need to be assured they can fit into a schedule timeline. Upper division courses are scheduled within their own disciplines and are scheduled at times that work for students.</p> <p data-bbox="1075 815 1967 1010">Louise Excell reviewed a report prepared by Kathy Bailey. Kathy's report does in fact show there are a number of students who take their entire academic experience exclusively after 4:00 pm. Louise said that if we were to ever design an entire associate degree that could be offered after 4:00 pm, we would have to significantly increase the general education offerings in the evenings on our main campus.</p> <p data-bbox="1075 1049 1967 1107">Becky Smith will do further research on this issue and bring it forward at a later date.</p>	5:00	15 courses	5:10	1 course	5:15	68 courses (most ending at 7:45 unless they are two nights a week)	5:30	10 courses	6:00	19 courses (including Hurricane)	6:15	1 lab	6:30	3 courses	6:35	1 course	6:40	1 lab	7:15	1 Lab	7:30	5 courses	8:00	12 courses
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Work Load Recommendation																											
<u>Studio Art</u>	M: Don Hinton S: Brent Hanson	APPROVED	RECOMMENDATION: Compute all Studio Art classes using the lab formula (.75 x Contact hrs) JUSTIFICATION: All Studio Art classes are going from 2.5 contact hours per week to 6.0 contact hours per week with those curriculum course change forms indicating that the classes are credit bearing labs. Therefore, instead of computing workload according to credit hours only, they should, as with other labs, be computed at .75 times contact hours.																								
<u>Team-Taught Courses</u>	M: Don Hinton	APPROVED	RECOMMENDATION:																								

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	S: Becky Smith		<p>To alter Workload Model provision 12.0 by eliminating the term equally.</p> <p>12.0 Workload for Team-Taught Courses: Workload factors given for team-taught courses, those taught by two or three more teachers who are primarily responsible for instruction and grading, will be divided equally among responsible teachers as determined by the Dean, Department Chair and the faculty. Individual teachers will not receive full workload for team-taught courses.</p> <p><u>JUSTIFICATION:</u> Occasionally teacher's team teach courses in an unequal basis. For example, a teacher could team teach a course where the lab is embedded. One teacher could teach the lab and the other teaches the lecture portion of the class. By striking the work equally, the teacher teaching the lab can be paid the lab portion of the course and the teacher teaching the lecture can be paid the lecture portion of the class.</p>
<u>VITA (Volunteer Income Tax Assistance) Program</u>	M: Don Hinton S: Tom McNeilis	APPROVED	<p><u>RECOMMENDATION:</u> Recommended that the professor who manages the VITA Tax program on campus be given a three (3) credit workload release each spring semester that the program is in operation.</p> <p><u>JUSTIFICATION:</u> The VITA (Volunteer Income Tax Assistance) program is operated throughout the country by College Accounting programs, in partnership with the IRS. In this co-curricular partnership, Accounting students receive hands on experience by applying what they have learned in their coursework in helping community members to properly file their income tax returns (at no cost). The student's work is supervised and verified by a CPA qualified instructor before it is submitted to the IRS. The program not only gives students some great real-world experience but also helps build community support and good will for the college. This program requires approximately 120 hours of work by the instructor/manager.</p>
<u>NEW BUSINESS (Information Items)</u>			
Awarding of Two Consecutive Degrees	M: Carole Grady S: Daphne Slebert	APPROVED	<p>Donna explained to the Council that we have a student that received her Associate of Science in Business in 2007. At the same time, she started taking Criminal Justice classes. She's at Utah State and is now asking if she comes back to Dixie this semester and takes the one or two classes she needs, can she get an associate degree in Criminal Justice. Donna said that we do not have a written policy that addresses whether we can or cannot award a second degree, or under what conditions or parameters that degree would be awarded.</p> <p>MOTION BY CAROLE GRADY, SECONDED BY DAPHNE SELBERT, TO SUSPEND THE RULE AND MOVE THE</p>

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	M: Becky Smith S: Carole Grady	APPROVED	FOLLOWING INFORMATION ITEM TO AN ACTION ITEM. MOTION BY BECKY SMITH, SECONDED BY CAROLE GRADY, TO APPROVE THE STUDENTS REQUEST TO RETURN TO DIXIE TO TAKE THE ONE OR TWO CLASSES REQUIRED TO COMPLETE HER COURSE WORK IN CRIMINAL JUSTICE AND AWARD THE STUDENT THE TWO ASSOCIATE DEGREES.
R312 Configuration of the USHE and Institutional Missions and Roles			<p>Donna reported that she has an upcoming meeting at the Board of Regents office that will continue a conversation on the R312. The commissioner's office is trying to put into writing descriptions of what institutions are and what they are about. Donna said that we have made significant headway. She reported that we have been contacted by the Board of Regents and told to begin development of a timeline with benchmarks toward university conversion.</p> <p>Donna asked Council members to please take the time to read section six of the R312 document and to send any comments they may have to her as soon as possible.</p>
Revisit Spring Semester Dates	M: Becky Smith S: Carole Grady	APPROVED	<p>In the October 7, 2008 Academic Council Meeting, the Council voted to approve the following Spring Semester 2010 schedule.</p> <ul style="list-style-type: none"> • Start Spring Semester 2010 on January 4th • A full week for Spring Semester Break (March 14-19, 2010) <p>After further consideration of the above proposal and reviewing the proposal with departments on campus, the following motion was made:</p> <p>MOTION BY BECKY SMITH, SECONDED BY CAROLE GRADY, TO CHANGE SPRING SEMESTER 2010 TO BEGIN JANUARY 11th AND END MAY 7th.</p>
Summer Schedule	M: Julie Stender S: Daphne Selbert M: Becky Smith S: Carole Grady	APPROVED	<p>MOTION BY JULIE STENDER, SECONDED BY DAPHNE SELBERT, TO SUSPEND THE RULE AND MOVE THE FOLLOWING INFORMATION ITEM TO AN ACTION ITEM.</p> <p>MOTION TO APPROVE THE SUMMER SEMESTER SCHEDULE BELOW FOR SUMMER SEMESTER 2009</p>

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			<p style="text-align: center;">Summer Semester 2009</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">Regular Semester</td> <td>June 1 – July 23</td> </tr> <tr> <td style="padding-right: 20px;">1st 5-Week Block</td> <td>May 18 – June 19</td> </tr> <tr> <td style="padding-right: 20px;">2nd 5-Week Block</td> <td>June 22 – July 23</td> </tr> </table> <p>THE COUNCIL ALSO APPROVED THIS SAME CALENDAR FRAMEWORK BE APPROVED FOR SUMMER SEMESTER 2010.</p> <p>Julie said this equalizes time off between semesters (summer starts 3 weeks after spring semester ends and ends 3 weeks before fall faculty meetings start), Allows us to recruit high school graduates for summer semester.</p>	Regular Semester	June 1 – July 23	1st 5-Week Block	May 18 – June 19	2nd 5-Week Block	June 22 – July 23
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