

**November 6, 2007  
3:00 pm.  
South Administration Conference Room**

# Academic Council Minutes

**Chair:** Donna Dillingham-Evans

**Present:** Karen Bauer, David Borris, Steve Bringham, Colton Cox, Maureen Eckroth, Louise Excell, Kaden Feller, Carole Grady, Brent Hanson, Don Hinton, Philip Lee, Pam Montralto, Brenda Sabey, Becky Smith, Martha Talman, Frank Lojko, Gary Koeven

**Visitors:** David Roos, Dana Kelvington

Agenda Items	Motions	Vote Results	Action/Discussion
<b>Academic Council Minutes</b> (October 2, 2007)	M: Don Hinton S: Brenda Sabey	<b>APPROVED</b>	<b>MOTION BY DON HINTON, SECONDED BY BRENDA SABEY, TO APPROVE THE MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON OCTOBER 2, 2007, AS WRITTEN.</b>
<b>Curriculum Committee Minutes</b> (September 25, 2007)	M: Brent Hanson S: Brenda Sabey	<b>APPROVED</b>	<b>THE ACADEMIC COUNCIL APPROVED THE ACTIONS IN THE MINUTES OF THE CURRICULUM COMMITTEE MEETING HELD SEPTEMBER 25, 2007.</b>
<b>OLD BUSINESS</b>			
<b>Degree Audit Task Force Committee Report</b>	M: Don Hinton S: Becky Smith <b>MOTION:</b> The Degree Audit Committee requests that we provide a policy that treats all courses across the board the same. In order to do that we would need to modify policy	<b>APPROVED</b>	Don said his committee has met a number of times. Following are some of the issues his committee is working on: <ul style="list-style-type: none"> <li>• Advising – Working on advising for majors within the degrees. A date, time and place will be provided to students where they will have faculty assistance and others that will help them register for their classes.</li> <li>• Advising of Student Athletes – We have had a few</li> </ul>

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	<p>47.4.10 by striking C- and putting D- in its place.</p> <p><u>Amendment to the motion by Martha Talman:</u> This course cannot be used toward a degree or graduation requirement. (A list of these classes will be provided)</p>		<p>cases where advisors or faculty members have been telling student athletics they've got to choose between a major or athletics. That is not a choice they have to make. They are here as athletes but they are also here as students. Those two have to work together.</p> <ul style="list-style-type: none"> <li>Transferring grades – The Degree Audit Committee has requested that we provide a policy that treats all courses the same. In order to do that we would need to modify policy 47.4.10 by striking C- and putting D- in its place. This policy would also apply to students transferring from other institutions.</li> <li>Cancellation of Summer Classes – Because of the renovations of the science building during summer semester, some anatomy classes were cancelled. Advisors need to be made aware of changes in the schedule so that students can be properly advised. This applies to any cancelled class.</li> </ul>
<b>Faculty Overload</b>	M: Don Hinton S: Becky Smith	<b>APPROVED</b>	<p><u>Proposed Motion</u> “As long as faculty base salaries remain within 10% of equity benchmarks, the limit on faculty overload will be limited to one full course per year. Exceptions are subject to the approval of the Academic Vice-President.”</p>
<b>Grievance Policy</b>		<b>TABLED</b>	<p>Louise Excell was asked to research the Grievance Policy at other institutions, especially the University of Utah, and to work with Pam Montralto to revise our policy.</p>
<b>Early Alert – Pilot Program</b>			<p>David Roos explained to the Council that we have a committee on campus called the Enrollment Management Committee that has the task of looking at retention. As the committee researched what other institutions were doing, they found one program called Early Alerts they thought had a lot of merit. How this</p>

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			<p>works is when a faculty member recognizes that a student in their class is struggling, misses too many classes, or is not doing well in class, the faculty member can quickly go to the webpage called Academic Early Alert Notice and submit a request to the Advisement Office to notify the student. David reported that thirty-six (36) students were identified and notified by the advisement office this semester.</p>
<p><b>Proposed Drafting Program Articulation Agreement</b></p>	<p>M: Carole Grady S: Brenda Sabey</p> <p><b>MOTION TO APPROVE THE FOLLOWING SUNSET CLAUSE:</b></p> <p><b>This agreement will end five years from the date of signing.</b></p>	<p>SUNSET CLAUSE APPROVED</p>	<p>The webpage called Academic Early Alert Notice is located at <a href="http://dsc.dixie.edu/reg/early-alert.html">http://dsc.dixie.edu/reg/early-alert.html</a></p> <p>Faculty and administrators from DSC and DXATC have been working together to develop an articulation agreement that could mutually benefit the students from both institutions.</p> <p>This agreement outlined the request for DXATC students in AUTOCAD to receive credits through DSC on their transcripts. Engineering students need this so they don't have to retake courses at other schools. These will show up as transfer credits on the transcripts. The question was asked whether or not the DXATC is an accredited institution and whether or not we could accept their credits if they're not. There are also questions regarding the grades. It was agreed that a statement be inserted allowing DSC to review the program.</p>
<p><b>Purge Policy Update</b></p>			<p>David Roos researched the following institutions purge policies and his findings are as follows:</p> <p>PURGE POLICIES – 2007</p> <ul style="list-style-type: none"> <li>• <u>U of U</u> – Students are purged at the end of the 2<sup>nd</sup> week of classes, the same day as their deadline for tuition payment.</li> <li>• <u>USU</u> – Students are purged one week prior to the first day of</li> </ul>

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			<p>classes.</p> <ul style="list-style-type: none"> <li>• <u>UVSC</u> – Students are purged at the end of the 4<sup>th</sup> week of classes, and then weekly thereafter.</li> <li>• <u>Weber</u> – Do NOT purge students</li> <li>• <u>SLCC</u> – Do NOT purge students</li> <li>• <u>SUU</u> – Purge students at the end of the 4<sup>th</sup> week of classes.</li> <li>• <u>Dixie</u> – Purged at the end of the 3<sup>rd</sup> week of classes, and then regularly thereafter.</li> </ul> <p>David Roos asked the Council to once again look at the purge policy to see if we are in line with other institutions in the state or if we need to make some changes to our policy. He said, originally the reason we purged at the end of the third week was for retention of student FTE's. Now, rather than third week enrollment numbers, the end of term enrollment numbers are more important to the state and the Commissioner's Office.</p> <p>Mo Eckroth feels that another area of the purge policy needs to be looked at. She said that we purged a student this semester from all of his classes that owed \$99 and had paid \$6,000. Also, we have students who signed up for block courses that didn't pay for the block courses and were</p>

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			<p>purged from all their classes.</p> <p>Donna said we will look into this issue further, to see who the appropriate person would be to set the amounts at which students are purged.</p>
<b>NEW BUSINESS – INFORMATION ITEMS</b>			
<b>Rebelmail Syllabus Statement</b>			<p>Statement to be placed in ALL syllabi beginning Spring 2007:</p> <p>Important class and college information will be sent to your Rebelmail email account. This information includes your DSC bill, financial aid/scholarship notices, notification of dropped classes, reminders of important dates and events, and other information critical to your success in this class and at DSC. All DSC students are automatically assigned a Rebelmail email account. If you don't know your user name and password, go to <a href="http://www.dixie.edu">www.dixie.edu</a> and select "Rebelmail," for complete instructions. You will be held responsible for information sent to your Rebelmail email, so please check it often.</p> <p>Replace underlined with: If you have not activated your student computer account, including your Rebelmail account, please contact the lab assistant at either the Smith Computer Center or the student computer lab in the library.</p> <p>Faculty Senate Executive Committee would like to propose an alternative to the current mid-term grades and the proposed early alert.</p>
<b>Mid-term grades/Early Alert</b>			

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			<p>Mid-term grades have gained very little traction with faculty and students, and currently there is no administrative enforcement of the requirement.</p> <p>Faculty understands the need to keep students informed of their status in classes, as well as the need to let other campus entities (advisement, athletics, etc.) know of students' status.</p> <p>In order to be effective, mid-term grades / early alerts need to be timely and mandate follow-up. Rather than have dual systems of early alert and mid-term grades competing for precious faculty time and advisement resources, we suggest the following program be implemented for Spring Semester 2008.</p> <p><b>Early alert / mid-term grades are to be entered in Banner no later than the end of the sixth week of the semester for any student with a grade lower than C- in a class of three credits or more. The grade entered can be X, D, or F at the instructor's discretion, but it should be based on substantive work within the course (exam, multiple quizzes, writing assignment, etc.). Faculty should deliver written "early alert / mid-term warnings" to these students referring them to Banner and to the Advisement office, as well as offering suggestions for improvement. Because of limitations in Banner, the grade entered will need to be labeled Midterm; however, the grade will serve as an early alert warning and would be entered several weeks before</b></p>

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			<p>midterm in order to give students the opportunity to correct problems, get assistance, drop courses, etc.</p> <p>The alert system should activate contact with the student to include at least email and a written letter stating the problem and possible solutions, as well as offering assistance from the faculty members and other campus resources (tutoring center, study skills seminars, etc.). Advisement should work with departments to find out what remediation would be most helpful for their courses, and the final wording of the letter to failing students should be approved by Faculty Senate.</p> <p>In order for this system to be effective, widespread use by students and faculty will be needed, along with follow-up by Advisement. The Faculty Senate Executive Committee suggests that academic administration in the form of deans, associate deans, and department chairs ask for reports to find out which faculty fail to enter early alert grades and take appropriate action. The end-of-term grading report that shows which faculty haven't entered final course grades could be modified to assist in accomplishing this task.</p>
<p><b>Year-long Schedule</b></p>			<p>Last year, departments were asked to provide year-long schedules to assist students in planning and meeting educational goals. The printed, year-long schedule evolved into a non-printed schedule that included dates, times, room assignments and instructors. This system has proven very unwieldy for departments and has created much extra work</p>

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			<p>for schedulers (deans' administrative assistants), yet has not provided the information students need.</p> <p>Curriculum Committee proposes the following:</p> <ol style="list-style-type: none"> <li>1. Eliminate year-long schedule.</li> <li>2. Return to semester scheduling pattern previously in place.</li> <li>3. Provide information about course offerings in multi-year format as part of the college catalog.             <ol style="list-style-type: none"> <li>a. A sample of such information can be found on the Math department's Web page at <a href="http://www.dixie.edu/math/courses/schedule.pdf">http://www.dixie.edu/math/courses/schedule.pdf</a>.</li> </ol> </li> <li>4. This information should include what courses will be offered during which semesters, the pattern if needed (every year, odd years, etc), and whether the course will be offered in the evening.</li> <li>5. The registrar's office would be responsible for maintaining these Web pages, and the information would be part of the official college catalog. Changes could only be entered once each year (prior to July 1).</li> <li>6. No information as to instructor, room assignment, or time (other than evening or day or both) would be included.</li> <li>7. Changes to the pattern of offerings would not need Curriculum Committee approval.</li> </ol> <p>The Deans and Associate Deans were asked to take this information back to departments to see what they think</p>

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<b>Department Student Representatives for SAC Meetings</b>			<p>about this type of format and the potential of building their department schedule according to this format.</p> <p>Colton Cox asked the Council of the possibility of having a student representative from each department serve on SAC (Student Advisory Committee). The committee meets on Wednesdays at 7:00 PM – SAC is a Service Club.</p> <p>Colton said that SAC can help departments in several capacities. He feels that this can be helpful to the departments and the students would benefit from the experience.</p> <p>Council members were asked to take this request to their departments to reflect on the possibilities. Colton talked to Frank Lojko about the possibility of awarding a scholarship to these representatives. Discussion will take place at our next meeting with the findings from the departments and student services.</p>
<b>OTHER</b> <b>Student of the Semester</b>			<p>Encourage faculty to participate in submitting names for Student of the Semester. Donna indicated that we should have names of well over 20 to 25 students submitted.</p>
<b>Utah Scholar</b>			<p>This has been postponed until Spring Semester. More information will be forthcoming.</p>