

Academic Council Minutes

October 2, 2007
 3:00 pm.
 South Administration Conference Room

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 Montral, Brenda Sabey, Becky Smith, Martha Talman, Frank Lojko
Absent: Gary Koeven
Visitors: David Roos, Dana Kelvington

Agenda Items	Motions	Vote Results	Action/Discussion
Minutes	M: Don Hinton S: Brenda Sabey	APPROVED	MOTION BY DON HINTON, SECONDED BY BRENDA SABEY, TO APPROVE THE MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON SEPTEMBER 4, 2007, AS WRITTEN.
Curriculum Committee	M: Martha Talman S: Brent Hanson	APPROVED	THE ACADEMIC COUNCIL APPROVED THE ACTIONS IN THE MINUTES OF THE CURRICULUM COMMITTEE MEETING HELD SEPTEMBER 11, 2007.
Meeting Notes			Donna explained to the Council there have been discussions in various committee meetings about recording responsibilities and how the information received at our meetings get back to the people in their departments that really need the information. From this point on, a note table will be part of the agenda packet. If a discussion item is pertinent to a specific area on campus, the person on the Council that represents that area can write down who to contact, what that person is to do, and what the outcome is to be. The Council representative can then report on the status of the issue at the next meeting.

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OLD BUSINESS/ACTION ITEMS			
Policy Changes/Grading Scale Task Force Committee Report			Don Hinton said this issue deals with policies we have that are somewhat inconsistent relative to “D” grades. Don has scheduled a meeting on October 3, 2007 with the Task Force Committee he chairs that will address this issue. Don will give the Council an updated report at the next Academic Council meeting
Transfer Grades Task Force Committee Report			Don’s committee, scheduled to meet on October 3 rd . will also address this issue and update the Council at the next meeting.
NEW BUSINESS/INFORMATION ITEMS			
Work Load Recommendation Form		Action item for next Academic Council meeting	The Council reviewed the proposed Work Load Recommendation Form.
Health Sciences Programs Director Workload Model Proposal		Action item for next Academic Council meeting	<p>Our current Faculty Workload Model stipulates that department chairs receive workload reassignment according to the number of faculty FTE including both full and part time in their departments. At the time of fall semester’s contracts, all workload factors in a chair’s department are totaled. The number of FTE faculty is determined by the following formula: Total Contracted Workload Factors in department offering divided by fifteen. Based on this formula, the chair receives workload reassignment during both fall and spring semesters.</p> <p>The existing Health Sciences program directors/coordinators have responsibilities in addition to those of department chairs. This makes the current policy for calculating department chair administrative release time inadequate in calculating the time necessary for Health Science program directors/coordinators to meet their administrative duties.</p>

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<p>Addendum Health Sciences Directors/Coordinators Workload Policy Proposal</p>		<p>Action item for next Academic Council meeting</p>	<p><u>Recommendation:</u></p> <ol style="list-style-type: none"> 1. 70% administrative duties (21 workload factors per year); 30% teaching duties (9 workload factors per year) OR 2. 50% administrative duties (15 workload factors per year); 50% teaching duties (15 workload factors per year) <p>PLUS</p> <ul style="list-style-type: none"> • Additional teaching duties as indicated by program need and/or desired by the program director <p>Additional teaching duties as assigned by the Dean of Business, Sciences, and Health</p> <p>Donna and Pam will meet to review this recommendation to make sure that it is fair and equitable for both parties.</p> <p>Martha Talman will take this recommendation to the Faculty Senate for review. Martha also requested the Faculty Senate review any workload proposals prior to submitting the proposal to the Academic Council.</p>
<p>Grievance Policy</p>		<p>Action item for next Academic Council meeting</p>	<p>Frank Lojko indicated that when Medical Radiography was applying for accreditation our Grievance Policy needed revising. Joe Peterson started revising the policy. The Attorney Generals later reviewed and made suggested revision to the policy. The accrediting institution received information from us that our policy was a working document. Medical Radiography received accreditation with the assurance the revised document would be forthcoming.</p>
<p>Early Alert – Pilot Program</p>		<p>Action item for next Academic Council meeting</p>	<p>David Roos explained to the Council that we have a committee on campus that has the task of looking at retention called the Enrollment Management Committee. As the committee researched what other institutions were doing, they found one they thought had a lot of merit called Early Alerts. How this works is when a faculty member recognizes that a student in</p>

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			<p>their class is struggling, misses too many classes, or are 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 that the faculty member feels needs assistance.. The Advisement Office will respond in three ways: By phone, by email or by letter. The point being that when a student is at risk and they are struggling in class this could be a way to reach out and help that student before they get discouraged and leave. This semester we have 1250 freshman that came to us this fall and if the current trend continues, by the end of this fall semester about 300 students are going to leave.</p> <p>Martha Talman would like to have the Faculty Senate review the proposed form. She would also like to get some feedback from the faculty.</p>
Proposed Drafting Program Articulation Agreement		Action item for next Academic Council meeting	<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>
Purges and Students Kept Attending Class		Action item for next Academic	<p>Becky Smith said that we have a real problem with students purged from their classes for nonpayment of tuition and not being able to allow these students to attend classes until they</p>

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		Council meeting	<p>have paid their tuition. Becky said when students are added back into classes one week, a month, or we have even had some students put back into their classes as late as finals week, end up flunking the course because they have so much makeup work to do that it is impossible for them to complete the work. Becky said that it is especially problematic at the Hurricane Center where students have classes that meet only once a week. If a student misses one night of classes because of the purge, they have missed a week's work.</p> <p>Becky said that she is not complaining about students purged for nonpayment. That is our policy. However, she feels there needs to be a limit as to how long students have to pay. She suggested that perhaps implementation of a payment plan might be the answer. If not, students need to be told they are done for that semester and will have to register for the next semester. Becky said that as faculty, they might confidentially warn students they have been purged from their classes and they have two weeks to arrange for payment or they can no longer attend class. Becky feels that we need to come up with some alternative method of payment so that we don't lose students unnecessarily,</p> <p>David Roos was asked to research the University of Utah's purge policy. Brent Hanson would like to have input from our students on this issue.</p>
Adjourned at 4:17 pm			