

Associate Dean Council
September 1, 2020 Minutes

Present: John Gribas; Michele Brumley; Mark Neill; Bob Fisher; Mary Lou Dunzig-Gougar; Bob Houghton; Jen Adams; Brooke Buffat; Chris Sanford; Karen Neill; Cindy Hill; Staci Phelan; Tracy Collum

Excused: Debbie Ronneburg

Guests: Karen Appleby, Kasidy McKay, Ann Hackert

PIE: Karen Appleby. The Fall 2020 PIE schedule of workshops and events is posted on the Associate Dean Meeting Resources Moodle site. New faculty have been invited to “Talking About Teaching—a faculty reading circle.” Please circulate this information to chairs so they can follow up with new faculty, as a few spaces are still available, although space is limited. RSVP to Margaret Johnson.

COVID: Kasidy McKay. Kasidy’s presentation is posted on Moodle (COVID Response Update). Please check resources on the COVID-19 ISU website. Cases are updated every Wednesday.

Assessment: Ann Hackert. The Office of Assessment offers help with assessment plans and using results to improve student learning. A workshop will be held in September. The assessment website is [here](#); contact Ann at assessment@isu.edu. Please send Ann the names of your assessment coordinators as we need information from them for our Year 7 NWCCU accreditation report, and fill out the Program Template (see Moodle folder). Assessment activities can be recognized in service activities in Activity Insight (Digital Measures).

Program Health update:

Four programs (Marketing, PharmD, bachelor’s and master’s in Art) beta tested a questionnaire for collecting the qualitative information for the matrix this summer; feedback was used to improve the survey. Three deans piloted the rubric and scoring. Faculty Senate reviewed this at their meeting on Monday. Files are organized in Box. Program Health will launch within the next week or so. Please set up meetings with your faculty to discuss Program Health; contact Stefanie Shaddock.

NWCCU accreditation update:

The Provost is reviewing the Year 6 first draft. Many thanks to those who contributed. It will be submitted to NWCCU in January for spring review, which is the earliest they would allow. The Year 6 report covers Standard 2 and includes a checklist of policies, procedures, etc., and a section on our COVID response.

The first draft of the Year 7 report is scheduled for December. Three main sections include: Institutional Effectiveness (Darren is lead); Student Learning (Cindy Hill is lead); Student

Achievement (Joanne is lead). We are reaching out to various units on campus to collect information and are working on the narratives.

NWCCU has made available equity resources on their [website](#).

Five-year review interim policy: Faculty Senate will review an interim policy for five-year reviews at their September 14 meeting and then it will go out for 30-day review.

Licensure disclosure update: We have a website with licensure disclosure information which was active by July 1, as required by federal regulation. We sent instructions to the program contacts about individual disclosures. These disclosures are required for all programs, not just online programs, whose students will need licensure or certificate to practice their professions.

Minor wording revisions will be made to the general disclosure [website](#). We are currently working on policy and process for individual disclosures to students, including a policy for student location (not residence); student relocation notification; student initial enrollment (must make contact before student makes a financial commitment to the institution). Our new General Counsel, Blake Christensen, is guiding a working group in this effort.

Spring schedule – consider spreading classes throughout the day and not scheduling so many from 9:00-2:00.

Non-academic program reviews:

- Student Affairs in 2018
- Academic Affairs this fall (PIE, Honors, IR, Outreach, Assessment, etc)
- Finance and Business Affairs in spring (Facilities, IT, Public Safety, etc)
- Others will be later—Advancement, Office of Research

ACTION ITEMS:

- Send Ann Hackert the names of your assessment coordinators at assessment@isu.edu, and complete the Program Template (see Moodle folder under September 1 meeting).
- Set up faculty meetings for Program Health discussions. Contact Stefanie Shaddock at shadstef@isu.edu.