



Idaho State University

Office of Academic Affairs - Council of Deans

September 8, 2022

1-3pm

Zoom: <https://isu.zoom.us/j/81522004560>

Priority Information/Announcements

Important Dates

September 13: OSBE Online Idaho Campus Visits

September 20: Submit Letter of Notification Requests to Cindy Hill and Catherine Read (for proposals needing State Board Approval)

UCC Undergraduate Catalog Change Proposals are due for the 2023-2024 catalog.

Submit separate proposals/assessment plans for new Gen Ed courses to GERC.

November 1: Annual General Education Course Assessment Reports due

November 1: Class Fee Authorization Form for subsequent fall semester is due in the Office of Academic Affairs.

November 1: Program Review Annual Report is due

November 1: College list of sabbatical requests is due to the Office of Academic Affairs.

November 2: Submit Graduate Catalog change proposals to Graduate Council for the 2023-2024 catalog.

Informational

Workflow for HR Processing

- They are going to reverse the signing process so that it starts with approval from the program and end with Valerie.
- They are also looking for ways to take out redundancies and inefficiencies.
- It can be helpful to have reminders and heads-up that paperwork will need your attention.
- We have had some faculty leaving with just two-week notice. Let's keep an eye on this.

Valerie

10th day Enrollment

- We are up in enrollment in most areas!
- We need to work together to figure out how we are going to do enrollment management. This isn't something we want to happen with individual departments.
- We need to figure out how we can get accurate data for planning and decision making.

Cindy



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Discussion	
Schedule Type Data <ul style="list-style-type: none">- See attachment	Cindy (15 minutes)
Schedule Type Change Form <ul style="list-style-type: none">- A docusign for changing course modality has been created. It is cc'd to the provost office but it doesn't require a signature from the provost.- This should be for special circumstances only.- We should add what the course is currently and what it will change to (dropdown?).- We will send out the link.	Karen (15 minutes)
Class Room Renovation Prioritization List <ul style="list-style-type: none">- Please have this in by Sept. 26th so Valerie has time to look them over.- This will be passed onto facilities and prioritized and they can work on upgrades with their extra budgets.- We need explanations of what you want and in what classroom. Do you have any special needs?	Darren (10 minutes)
Transferable Skills- NWCCU fellowship <ul style="list-style-type: none">- See attachment- Darren can talk to whoever needs it about this.	Darren (10 minutes)
Activities with Shoshone/Bannock <ul style="list-style-type: none">- We need help with collecting an inventory of different ways we are interacting with the Shoshone/Bannock Tribes.- Rex will email the faculty about this.	Rex (5 minutes)
5 year PPR Policy <ul style="list-style-type: none">- We need to talk to FPPC about reviewing this so it only says tenured faculty.- Valerie will bring it up with Kevin and the faculty senate.	Karen (20 minutes)
Software Catalog <ul style="list-style-type: none">- Adam will push out a software catalog to everyone. Please have your chairs look it over to make sure nothing is missing for them.	Adam (5 minutes)
Missing Grades <ul style="list-style-type: none">- Please designate a person that can help get grades in for your college.- Adam will send out an email for this.	
AA Town Hall <ul style="list-style-type: none">- Please look for an invite on Sept. 28th	Darren