

## CMU ACADEMIC AFFAIRS COUNCIL – SUMMARY NOTES

February 15, 2017

3:00–5:00 p. m.

University Center, Room 213

**AA Council Members in Attendance:** **Dr. Cynthia Pemberton**—Vice President for Academic Affairs; **Dr. Debra Bailey**—Director, Health Sciences; **Dr. Blake Bickham**—Dept. Head, Teacher Education; **Dr. Sonia Brandon**—Asst. VP, Institutional Research, Planning and Decision Support; **Ms. Suzie Garner**—Dept. Head, Art and Design; **Dr. Kurt Haas**—Asst. VP, Academic Affairs; **Dr. Jeremy Hawkins**—Dept. Head, Kinesiology; **Dr. Jessica Herrick**—Dept. Head, Social and Behavioral Sciences; **Dr. Calvin Hofer**—Dept. Head, Music; **Dr. Barry Laga**—Dept. Head, Languages, Literature and Mass Communication; **Mr. Mo LaMee**—Dept. Head, Theatre Arts; **Ms. Cindy Lueb**—Director of Sponsored Programs; **Ms. Christine Murphy**—Director of Instruction & Developmental Programs, WCCC; **Dr. Steven Norman**—Dept. Head, Business; **Dr. Lori Payne**—Dept. Head, Computer Science, Mathematics, and Statistics; **Mr. Tim Pinnow**—Asst. VP, Academic Affairs, Director of Graduate Studies/Director of Distance Education; **Ms. Sylvia Rael**—Director, Tomlinson Library; **Dr. Gary Ratcliff**—Director, CMU Montrose Center; **Dr. Bette Schans**—Director of Assessment and Student Learning; **Ms. Brigitte Sundermann**—Interim Director of Engineering Programs & Director of Manufacturing Technology; **Ms. Holly Teal**—Registrar; **Dr. Russ Walker**—Dept. Head, Physical and Environmental Sciences; **Dr. Carrie McVean Waring**—Dept. Head, Biological Sciences

**Members Excused:** **Dr. Tim Brower**—CU-Boulder/CMU Engineering Partnership Program

**Also in Attendance:** **Dr. Sandie Nadelson**, Assistant Professor of Nursing

**Recorder:** **Annette Callaway**, Professional Staff Assistant to the VPAA

### **Announcements/Updates/Reminders:**

(Valentines for all! Thank you Dr. Pemberton!)

**Dr. Pemberton** announced/discussed the following:

- Today's meeting time was referenced as on page 1 of the agenda, including the bonus time between 4:30 and 5:00 p.m. All are welcome to stay. Academic Department Heads are asked to participate.
- **Student Showcase** information is now posted on MAVZone.
  - Today's agenda lists Application Instructions and group project information (see Appendix A).
  - Department Heads were reminded to interact with faculty and students to encourage submission of projects.
  - Abstracts should be submitted after students have communicated closely with faculty sponsors, and faculty sponsors have reviewed and approved the abstract

contents. Abstracts should be ready-to-publish, including correct grammar and spelling.

- All were reminded that the Board of Trustees will be meeting on campus that same day and will be attending and/or judging some of the sessions.
- The published deadline to submit abstracts is March 1, but there is some flexibility for submission through March 3.
- A correction was announced; the **Day of Giving** date is now April 10 (previously April 20). Department Heads were reminded that they can identify projects or efforts and work with the Foundation to possibly make those happen.
- CMU is looking into a **dual-enrollment arrangement with Colorado Mountain College** so that students who meet admissions criteria could be admitted to CMU while attending CMC. Although distance would present challenges for CMC students to take classes here, they could transfer to CMU and already be admitted. This might ultimately increase transfer rates. More conversation will follow.
- Following a feasibility study in Fall of 2016 regarding a launch of **PA/PT/OT programs** at CMU, Dr. Jeremy Hawkins gave a presentation to CMU's Management Team regarding the proposed programs; shortly thereafter Kinesiology faculty did a walk-about regarding options/spaces. There is likelihood that one or more of the programs will move forward. Adding these programs could necessitate a re-visioning of resources (such as the cadaver lab) as resources would need to be utilized by multiple programs.
- The Office of Admissions requested that each academic department designate a **Department contact person** to be available to meet with potential students/parents when visiting campus. Department Heads were asked to share with Department Assistant that either the Department Head or the designee will be available when needed. Department Heads requested to be notified ahead of time as feasible (possibly a 24-hour notice) and commented that a faculty member in a specific discipline may not always be available. Dr. Pemberton asked that this information be relayed to faculty and reminded all that students (and parents) really desire to establish these connections. Additionally, it was suggested to provide the visitors with the name of the contact person and good directions in order to locate that person. **Update to this conversation, if possible, departments/units are asked to identify faculty who may be available at 11:00 am as a time to be counted on for potential recruit – faculty visits. This could be faculty who have designated office hours during this time.**
- Dr. Laga was thanked for his suggestion that **position requests** be accepted in Spring instead of Fall. Credit hour data would still be provided for the Fall semester of that academic year. Dr. Pemberton asked all to think of the ebb and flow of work and timings of resignations, and to come prepared to discuss this at the next Council meeting.
- Dr. Pemberton expressed her trust in Department Heads to make sure **search committees** are doing their due diligence. Committees can bring in 2 eligible candidates (or 3 in exceptional circumstances). Dr. Pemberton noted that salary ranges should be shared verbally with candidates BEFORE on-campus interviews are scheduled (we need to be sure that the folks we bring on campus for interviews understand the parameters of the position, including salary range). Because of the number of searches and availability, Dr. Pemberton will rotate with Dr. Haas and Mr. Pinnow to meet with candidates. Please keep Dr. Pemberton informed throughout the process. (See additional information in the agenda for this meeting—Appendix A.) It was also noted

that International candidates with unique backgrounds and skill sets might be considered if domestic candidates cannot meet those requirements; but justification will be required.

- A sample **Faculty Release Time** spreadsheet was distributed to Council members (see Appendix B) and Department Heads were asked to add information to the Faculty Release Time 2016-17 spreadsheet in the Department Heads folder on the R Drive, or to email the information to Ms. Callaway by 2/24/2017.
- A correction was made regarding the **Department Head evaluation process** as discussed in the last Council meeting; evaluations will be discussed in one meeting with President Foster, Dr. Pemberton, and the Department/Division head.
- Electronic vs. paper submission of **faculty evaluations** was discussed; it was noted that VPAA comments are important for Tenure-Track faculty. Dr. Pemberton suggested that the process be the same as in the past for this evaluation cycle; electronic submission, signatures, etc., can be explored for subsequent cycles. Evaluations of part-time faculty are being done on a regular basis and in accordance with the [Professional Personnel Employment Handbook](#), page 11 of [Section VI](#).
- Dr. Pemberton shared information with Council regarding 2017-2018 budget proposals made by Academic Affairs. While the outcome of the requests remains yet unclear, she noted that increases to the part-time salary schedule as well as faculty development funds were proposed.
- Council members were reminded that concurrent enrollment/early scholars faculty are members of their respective departments. A group is asked to meet to further to discuss Concurrent faculty (e.g., evaluation, course comparability, communication), including Mr. Paul Kraft, Ms. Christine Murphy, Mr. Gary Ratcliff, Dr. Dennis Bailey, and Mr. Tim Pinnow. Ms. Murphy will set up the initial meeting.

**Dr. Barry Laga**, Department Head, Languages, Literature, and Mass Communications Department, asked Department Heads if anyone is interested in helping re-design the Department Head self-evaluation (for example, eliminate duplicate questions).

- It was noted that there appears to be a lack of relation between the self-evaluation and the 360 system.
- Dr. Pemberton asked for a small group of Department Heads to discuss tools and processes regarding a possible re-design. Volunteers were Dr. Russ Walker (chair), Dr. Jessica Herrick, Dr. Calvin Hofer, Dr. Barry Laga, and Dr. Steve Norman.
  - The group was asked to look at the current instrument; discuss its relevance to the 360 process; and to bring forward proposed revisions to the Council.
  - The proposal will be presented to Council at the Year-end Wrap-up Meeting, on Monday, May 15; in-depth discussion is planned for the August Launch Meeting/Retreat, on August 10.

## Reports and Guests:

**Ms. Jessie Barnett**, Special Projects Coordinator, Academic Affairs presented a brief update regarding programs sheets. Academic Department Heads were given envelopes with 1 or more program sheets and were asked to review, mark up the hard-copy of each, and bring back to the next Council meeting.

**Ms. Millie Moland**, Director of Advising and Academic Services, presented/discussed the following:

- There is currently a WGISAS (Working Group for the Improvement of Student Success) recommendation being proposed to create a self-service channel on the Academics tab in MAVZone where students can select or change their majors (or minors).
- The system will provide options for which the student is eligible (e.g., if admitted at Associate level, only those majors/options will be available).
- Students can send questions to the Advising Center within the process.
- After the student selects/changes his or her major, the information is sent to the Administrative Assistant in the appropriate department along with student's name, 700 number, current level, phone number, and email address. The Administrative Assistant can then review and verify the request, and email the student with the name of the assigned faculty advisor. If there are problems with the request, the student will be given contact information for someone who can help to resolve any issues.
- It was noted that the Kinesiology Department is currently utilizing a similar system that is working well.
- Dr. Pemberton noted that the departments will continue to control the assignment of advisors; this is just a change in how the student goes about selecting/changing a major/minor. Also, a timeline has not yet been set, but the process might be available as early as Fall 2017.
- Council members suggested using ADVISE to notify students once or twice a year (possibly 4-5 weeks into the semester) of their current major as well as the process to make changes. Ms. Teal will take this suggestion to WGISAS.
- Dr. Pemberton asked the group, and consensus is that Academic Council is in support of this proposal.

**Dr. Kurt Haas**, Assistant VP Academic Affairs, discussed a WGISAS proposal whereby new students who attend designated events/activities would swipe their MAVCards and be rewarded if they attend 15 events in a semester. Department Heads are asked to converse with faculty regarding what events or types of events might increase students' engagement in positive ways. (Is it possibly a combination of academics, sports, wellness, and others?). This was an info-item. Dr. Haas will keep Council updated as WGISAS recommendations evolve.

**Ms. Christine Murphy**, Director of Instruction/Director of Developmental Programs, WCCC, discussed a request from President Foster. Ms. Murphy will be contacting Department Heads to schedule one-on-one meetings to visit about 2-year academic program "homes". This may provide better clarity between WCCC and CMU, as well as provide an intermediate acknowledgement of accomplishment for students moving into 4-year programs.

- All are asked to think authentically, and consider challenges and benefits.
- It was emphasized that programs are not changing.
- Concerns were expressed that an academic program may lose its control of curriculum, faculty recruiting/hiring, and/or classes over time.

**Academic Support Units** – No announcements at this time.

## **Action Items – Good of the Order/Kudos & TQs**

**Congratulations to Dr. Bette Schans, CMU Director of Assessment who was honored (the Association of Collegiate Educators in Radiologic Technology Life-Time Membership.** The ACERT is “Dedicated to improving the quality of education among collegiate radiologic technology programs.” Dr. Schans has been a member since, 1994. During the January 25-27, 2017 conference and business meeting, Dr. Schans was recognized and honored as a recipient of ACERT lifetime membership in honor of her longstanding dedication and achievements in collegiate radiologic education. **Congratulations Dr. Schans!**

**Grant Review and Kudos:** Six academic departments (Biology, Business, CSMS, Health Sciences, PES and SBS), 3 centers (FIRS, Natural Resources and Water Center), the Library, OIRDS and Academic Affairs, 30 different faculty/staff PI’s with awards ranging from just over \$1000.00 to over a million \$\$\$ (e.g., Daniels’ fund, TRiO). **Academic Affairs unit total = over 3.5 million!** **Special kudos to the following faculty PIs and co-PIs, who have over \$100,000.00 in active grants:** **Dr. Kyle McQuade** (Associate Professor of Biology), **Dr. Stephen Stern** (Assistant Professor of Biology), **Dr. Morgan Bridge** (Professor of Business), **Mr. Brian Fraser** (Assistant Professor of Business), **Dr. Tim Casey** (Professor of Political Science), **Dr. Russ Walker** (Professor of Environmental Science and Technology), **Dr. Melissa Connor** (Associate Professor of Forensic Anthropology), **Dr. Eriek Hansen** (Assistant Professor of Biology), **Ms. Melissa Calhoon** (TRiO SSS Director), **Dr. Gigi Richard** (Professor of Geology) and **Ms. Hannah Holm** (Coordinator of the Water Center)

**Congratulations to Dr. Sean Flanigan** (Associate Professor of Music-Low Brass). Dr. Flanigan was a guest conductor for the District 8 Honor Jazz event Feb. 3-4 at Roaring Fork HS in Carbondale.

**Drs. Steve Murray and Kristin Heumann** have had another paper accepted to Strategies. The paper topic is: Double the Fun with Two-Person, One-Rope Jump Rope. Congratulations!

## Kudos to the CMU Accounting Faculty – Strong CPA Pass Rate Success!

### CPA Passing Rates – CMU/MSC graduates

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Financial Accounting and Reporting	44.4%	47.1%	56.3%‡	29.4%	52.6%	50%‡	54.6%‡	36.4%	38.9%	50%†	52.4%‡
Auditing & Attestation	50%‡	47.1%	45.4%	52.6%‡	30%	45%	47.6%†	34.4%	34.6%	60.9%‡	47.6%†
Regulation	57.1%‡	44.4%	50%‡	52.9%‡	50%†	40%	60%‡	45%	42.9%	60%‡	65%‡
Business Environment & Concepts	61.5%‡	31.3%	41.1%	38.1%	37.5%	60%‡	65%‡	62.5%‡	42.9%	61.1%‡	77.8%‡

### CPA Passing Rates – Colorado graduates

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Financial Accounting and Reporting	53.47%	54.94%	53.62%	54.41%	56.6%	47.7%	53.3%	53.6%	48.4%	51.1%	51.1%
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Regulation	46.65%	49.76%	49.79%	50.97%	52.9%	45.4%	48.9%	51.3%	52.4%	56.9%	55.5%
Business Environment & Concepts	59.25%	60.6%	59.91%	57.79%	61.1%	52%	56.4%	60.8%	56.3%	59.2%	64.5%

### CPA Passing Rates – National Averages

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
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Regulation	42.4%	47.0%	48.7%	49.8%	47%	44.1%	48.1%	48.4%	49.4%	49.4%	48.4%
Business Environment & Concepts	43.8%	46.6%	47.5%	48.3%	62.6%	46.9%	52.8%	55.8%	55.5%	56.5%	55.4%

#### Legend:

‡	Better than Colorado & National Averages
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## Dates & Deadlines/Future Meetings – 3:00 – 5:00 pm

**UC 213, 3:00-4:30 pm, March 1, March 15, April 5, April 19, May 3.**

**Year-end Wrap-up Meeting, Monday, May 15 from 10:00 am to 12:30 pm. Location TBA.**

**August Launch Meeting/Retreat, August 10 from 10:00 am to 4:00 pm, location TBA.**

Academic Council Meeting, February 15, 2017

# APPENDIX A

**CMU Academic Affairs Council  
Agenda February 15, 2017**

**3-5 pm**

**(ADHs bonus time 4:30 and 5 pm 😊)**

**Announcements/Updates/Reminders/Air-time & Action Issues**

[Showcase update:](#)



**Student Showcase 2017 Application Deadline: March 1**

**Application Instructions:**

- Before you submit your application, your faculty sponsor **MUST** review and approve your abstract.
- Abstracts must be 200 words or less.
- Abstracts with typographical/grammatical errors will not be accepted.

**Group Projects:**

- If you complete the application on behalf of a group of presenters, you will also need each group member's complete first and last name and CMU email address.
- Whichever student completes the application on behalf of a group will be considered the primary contact person for the presentation.
- Only one application should be submitted for a group presentation, with the submitting student listing the other group members as co-presenters on the application.

CMU/CMC – swirling

PA/PT/OT update – moving forward, facilities, timelines, etc. (Jeremy please plan to chime in)

**Recruiting:** Fac visits when folks are on-campus (ex: Belmont College and 11am to 1pm “window” of availability). Admiss to contact DH re: visitations, DH to coord with faculty based on teaching schedules.



### **Personnel Issues & Updates:**

- Eval “process” updates: CP/TF with DH for in-person eval meeting (no “separate” cp meeting).
- Position Requests – Spring timeline “okay,” let’s talk about what that means 😊 (thank you Barry!)

### **Search process guidelines – asking you to help me do a better job helping you...**

1/24/2017 email **not as clear as it needed to be...**

Hi all. Questions about “how many” on campus interviews/search have come up a couple times. Rather than reply individually, I thought it would be helpful to send an email to you as a group.

1. Depending on depth of applicant pool, you may want to conduct phone interviews prior to determining top 2-3 candidates for on campus interviews. I encourage you to do so.
2. Be sure you have communicated to folks (perhaps during the phone interviews) the **salary range**. Please do not bring folks in for on campus interviews that do not fully understand the parameters of the position, including salary info., but do sell how wonderful we are and our high quality of life.
3. Depending on pool quality and “natural” demarcations among applicants I will approve 2-3 on campus interviews/search. This means if the top 2 are confirmed interested and clearly defined from the rest of the pool, bring in 2 (this is our “norm”). If the pool dips down to 3 really close top candidates, request approval for 3.

### **Let’s try to clear things up & yet keep me in the loop:**

1. Please do exercise attentive oversight of the search committee processes.
2. Share guidelines, as above, with committees.
3. If instances occur where a committee is having trouble narrowing the field to 2-3 top candidates, consider adding a skype interview after the phone interview and prior to on-campus interviews.
4. Assume you have approval to monitor the processes and use your judgement relative to whether to bring in 2 or 3 candidates for on-campus interviews. You don’t need to ask me for approval, just monitor the process and then guide your committees appropriately.
5. Do keep me in the loop so I can be informed and responsive if and when questions arise. Maybe a notification/email something like: “The committee has reviewed all applicants and adhered to the search guidelines. We will be scheduling X [fill in either 2 or 3] on-campus interviews for [fill in estimated date parameters] and scheduling appointments to your calendar with Ms. JoAnne Reis.”
6. Better?

### **Reports & Guests**

#### **December Recruit back ROI report – thank you and your faculty for your efforts!**

- 24 out of the 252 enrolled this term.
- 2 of the 24 enrolled this term have petitioned to graduate in Spring 2017
- 1 of the 24 enrolled this term have petitioned to graduate in Fall 2017
- 4 earned a degree in Fall 2016 (w/substitutions and waivers)

## Academic Affairs Council Agenda

AVPAA: Dr. Kurt Haas

MAVzone channel on the Student Academics tab for students to request a degree, major, or minor change w/**Ms. Millie Moland (3:15ish)**

**Curriculum Roundup – program sheet update – Ms. Jessie Barnett**

AVPAA: Mr. Tim Pinnow

**WCCC: Ms. Chris Murphy**

**Dept conversations re: 2-yr degree program “home” (President Foster request)**

Montrose: Dr. Gary Ratcliff

### **Academic Support Units – Announcements anyone?**

- Assessment (Dr. Bette Schans)
- OIR (Dr. Sonia Brandon)
- Library (Ms. Sylvia Rael)
- Registrar (Ms. Holly Teal)
- Sponsored Programs (Cindy Lueb)



### **Council “activity”**

### **Good of the Order/Kudos & TQs!**

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Academic Council Meeting, February 15, 2017

## APPENDIX B

FACULTY RELEASE TIME, AY 2016-17

Note: Excludes department heads

First Name	Last Name	Department	Semesters (F = fall; S = spring) List ea Semester on Separate Line	Number Hours of Release Time for ea Semester	Purpose of Release Time	How Course Covered
<b>Examples:</b>						
Smith	Mary	Biology	F	12	Sabbatical	Part-time instructors
Jones	Jack	LLMC	F	3	Curriculum Committee chair	Part-time instructor
Jones	Jack	LLMC	S	3	Curriculum Committee chair	Part-time instructor
Anderson	Melonie	Art	S	3	Faculty Assessment Coordinator	Course not offered