

## CMU Academic Affairs Council Agenda – 8/10/2016

### Introductions & Welcome

### Announcements/Updates/Reminders

-AA/Fac calendars (<http://www.coloradomesa.edu/registrar/dates.html>)

-BOT meeting 8/19 (overlaps with prof devel workshop)

-New Faculty Orientation & Lecturer Resource Night (**anticipated agendas – see pp. 6-7**)

-[Professional Development Workshop](http://www.coloradomesa.edu/academic-affairs/faculty/presentations.html) (<http://www.coloradomesa.edu/academic-affairs/faculty/presentations.html>)

### **Critical Thinking Unmasked: How to Infuse it into a Discipline-Based Course**

Presented by: Dr. Linda Nilson, Clemson University

**Friday, August 19<sup>th</sup>**

Meyer Ballroom South, CMU University Center

We all endorse it and want our students to do it. We also claim to teach it. “It” is critical thinking, and very few of us actually teach it or even understand what it is (Paul & Elder, 2013). Our students learn critical thinking only after we receive training in how to teach it and design our courses explicitly and intentionally to foster critical thinking skills (Abrami, Bernard, Borokhovski, Wade, Surkes, Tamim, & Zhang, 2008). It’s little wonder we don’t understand what critical thinking is. The literature around it is abstract and fragmented among several different scholars or scholarly teams who work in their own silos and don’t build on or even cite each other. Still, we can find some common ground among them. While each has a different definition of critical thinking, they all agree that it involves the cognitive operations of interpretation and/or analysis, often followed by evaluation. They also concur that students have to critically think about something, which means students have to learn how to do it in a discipline-based course. (Nilson, 2014)

This 2-part faculty development workshop will explain what critical thinking is, help faculty learn to identify course content that it can and cannot be applied to, write assessable critical thinking learning outcomes, select and adapt critical thinking methods and strategies, and develop and use high quality critical thinking assessment rubrics. Materials will be made available in hard copy during the first session as well as online: <http://www.coloradomesa.edu/academic-affairs/documents/CriticalThinking-Unmasked-CMU.pptx>  
<http://www.coloradomesa.edu/academic-affairs/documents/CriticalThinking-RubricRevised-CMU.docx>  
<http://www.coloradomesa.edu/academic-affairs/documents/CriticalThinking-Unmasked-SupplMat.docx>

**Check-in will begin at 8:30 am** with the first session starting promptly at 8:45 am. **The morning session will run from 8:45 to 10:45 am. The afternoon session will run from 1:45 to 4:00 pm.** Due to the overlap in start of school events the workshop sessions have been scheduled around the welcome back program and picnic.

## Academic Affairs Council Agenda

We look forward to seeing you throughout the day and ask that you please register at <http://coloradomesa.edu/academics/lecturereg.html>.

-[Prof Development \\$ requests](#) **due August 26<sup>th</sup>**

<http://www.coloradomesa.edu/academic-affairs/documents/FPDF-Proposal-Form.docx>

-Position requests to be prepared and submitted electronically, and sent directly to Ms. Annette Callaway ([acallawa@coloradomesa.edu](mailto:acallawa@coloradomesa.edu)). Position requests should include the completed [Authorization Form for Faculty and Administrative Staff Position](#) (a.k.a: The Position Request form) as the cover document (<http://www.coloradomesa.edu/academic-affairs/documents/PositionRequestForm.docx>), with supporting materials attached. Please note, the form has been updated (with the help of Institutional Research – thank you Sonia and Heather and approval of President Foster). **The revised form asks for additional needs-analysis data/information. The deadline for submission to Academic Affairs is Monday September 12, 2016.**

-Faculty/Teaching Info & Reminders

[Absence from Class Form](#) (<http://www.coloradomesa.edu/academic-affairs/faculty/forms.html>)

This form is to be filed each time a faculty member is absent from a class, regardless of delivery format. The request to be absent from class should be approved by the Academic Department Head a minimum of three (3) days prior to the planned absence or on the day s/he returns from an emergency or other unplanned absence. The faculty member is responsible for providing the Academic Department Head with contact information for the class substitute. The form will then be filed by the Academic Department Head with the Office of Human Resources. Full-time faculty members have the option of two (2) days of noncumulative discretionary leave each academic year. If a faculty member will miss a class meeting, but is not using a discretionary day, the form should be submitted but the time will not be deducted from the leave count.

## Reports & Guests

VP for Enrollment Management: Mr. Michael Poll (11:30 am)  
Fall enrollment update

AVPAA: Dr. Kurt Haas

Curriculum and CCHE updates

Update on GT Pathways review this year

Program Review schedule and plan reminders

Building safety update – meetings with Pua Utu

Maverick Milestone advising reminder

Note to admins re: contract preps related to part-time instructors and overloads for Maverick Milestone

## Academic Affairs Council Agenda

AVPAA: Mr. Tim Pinnow

### Distance Education

Academic Partnerships-Review of available 7 week summer ESSL classes.

D2L-Gradebooks and Syllabi online F16

Basic training session and one-on-ones (see email)

Proposed change to OTE

Proposed change to Student Orientation

Panopto

Adding DH's to OTE

### Graduate Education

Graduate Certificates-Concurrent faculty

Review of Graduate Processes

Office of Graduate Studies

HLC Assurance Review: Dr. Morgan Bridge

Combo efforts: Faculty credential inventory (**matrix attached**) & HLC vitae project update Due 9/1 and 9/15.

WCCC: Ms. Christine Murphy, Director of Instruction/Director of Developmental Programs

Montrose: Dr. Gary Ratcliff, Director CMU Montrose

**Academic Support Units (red = please be prepared to share info/brief unit update report, not all units will report each meeting – we will rotate week-to-week and/or ask for info as needed after this first meeting)**

**-Assessment:** Dr. Bette Schans, Director of Assessment and Student Learning  
dept/prog visits this fall during department/program faculty meetings

**-ePortfolio:** Ms. Tracy DeBellevue, Project Manager Assessment/ePortfolio

**-OIR:** Dr. Sonia Brandon, Assistant Vice President of Institutional Research and Assessment

**-Library:** Ms. Sylvia Rael, Library Director  
December 2016 finals week schedule pilot

**-Registrar:** Ms. Holly Teal, Registrar

Update on Degreeworks & Transfer course inventory status?

Spring Scheduling – calendar reminders

July 19 to Sept 9	*Academic departments submit changes to the Registrar's Office to <a href="mailto:academic_scheduling@coloradomesa.edu">academic_scheduling@coloradomesa.edu</a> . Requests will be entered as they are received and the department will receive an email reply. Earlier submission allows departments more time to review and edit before the deadline.
Sept 12-23	Registrar's Office completes the following tasks in this order: <ul style="list-style-type: none"><li>• data entry of all changes submitted by Sept 9</li><li>• room scheduling for all general classrooms</li><li>• reports created for unplaced rooms</li><li>• entry of course add/change requests received after sept 9</li></ul>
Sept 26 to Oct 3	*Academic departments submit final changes.
Oct 4 to Oct 7	Registrar's Office final data entry
Oct 10	Spring 2017 schedule published to students via MAVzone.

-Sponsored Programs: Ms. Cindy Lueb, Director of Sponsored Programs

## Action Items & Time Sensitive Matters

-MavScholars/Parent's weekend class visitation inventory update – Ms. Erin Rooks, Coordinator of Special Projects – Academic Affairs

## Good of the Order

-Shared reading experience: <https://www.insidehighered.com/>

-[ADH Manual](#) – please share with your Admin Assistants

(<http://www.coloradomesa.edu/academic-affairs/documents/DepartmentHeadManual.pdf>)

-ADHs/Academic Department copy: *Boyer Scholarship Reconsidered*

-Also available at the Library for checkout

-Recommend all Council members read over the course of this fall semester

**-New ADHs – Veteran hints, tips and suggestions (each meeting share a tip or head's up, rather than separate meetings)**

## **Future Meetings**

**FALL 2016: Fridays, 3:00 – 4:30 p.m., Grand Mesa Multi-Purpose Room, unless otherwise specified (e.g., we will try to hold one meeting/semester on the WCCC campus)**

September 9, September 23

October 7, October 21

November 4, November 18

December 2, Also, please hold December 9 for a possible meeting if needed.

**SPRING: 2017, Wednesdays, 3:00 – 4:30 p.m., Location TBA**

January 18 – CP possible schedule conflict with BOT/Legislative agenda

February 1, February 15

March 1, March 15

April 5, April 19

May 3, **There may be a year-end wrap-up retreat in late May or early June. Time, date, details—TBA.**

***New to Colorado Mesa University (CMU) - August 15 & 16, 2016 Orientation***

Monday August 15, 11:45 am to 4:30 pm				
Time	Agenda Focus		Lead	Location
11:45-12:15	Check-in & Build-a-Sandwich Working-Lunch Buffet Line		Ms. Erin Rooks	UC, West Ballroom
12:15-12:30	Working-Lunch Welcome & CMU Overview		Dr. Cynthia Pemberton	UC, West Ballroom
12:30-1:40	Introduction to Academic Programs (Part 1)		Department Heads	UC, West Ballroom
Dr. Debra Bailey-Health Sciences Ms. Suzie Garner-Art & Design Dr. Jessica Herrick-Social & Behavioral Sciences Dr. Calvin Hofer-Music Dr. Barry Laga-Language, Literature & Mass Communication		Dr. Carrie McVean Waring-Biology Ms. Christine Murphy-Western Colorado CC Dr. Russ Walker-Physical & Environmental Sciences		
1:40-1:50 Break				
1:50-3:00	Preparing for Class -Syllabus Overview -D2L* -E-Portfolio		Dr. Kurt Haas Mr. Tim Pinnow Ms. Tracy DeBellevue	Library 212 - Computer Lab
3:00-4:30	Campus Tour (Part 1)		Dr. Carol Futhey Ms. Erin Rooks	
	Ms. Sylvia Rael, Library Mr. Darell Diedrich, Tutoring Mr. Barry Rochford, Educational Access Services	Ms. Millie Moland, Advising Ms. Holly Teal, Registration Mr. Pua Utu, Student Services		
Tuesday August 16, 8:45 am to 1:00 pm (West Ballroom Univ. Center, unless on tour)				
8:45-9:00	Check-in & Chat Tea and Coffee available		Ms. Erin Rooks Dr. Cynthia Pemberton	UC, West Ballroom
9:00-10:10	Introduction to Academic Programs (Part 2)		Department Heads	UC, West Ballroom
Dr. Johnny Snyder-Faculty Senate President Dr. Blake Bickham-Teacher Education Dr. Jeremy Hawkins-Kinesiology Mr. Mo Lamee-Theatre Arts		Dr. Steven Norman-Business Dr. Lori Payne-CSMS Dr. Gary Ratcliff- Montrose Mr. John Marshall-VPSS		
10:10-10:20 Break				
10:20-11:50	Campus Tour (Part 2)		Dr. Carol Futhey Ms. Erin Rooks	UC, West Ballroom
	Mr. Jeremy Brown, Information Technology** Mr. Tom Benton, Innovation Center	Mr. Bryan Rooks, Athletics/ Rec Center Dr. Michael Reeder, Monfort Performance Lab		
11:50-noon	Wrap-up and Evaluation		Dr. Cynthia Pemberton	UC, West Ballroom
Noon-1:00	Lunch & Conversation with the President		President Tim Foster	UC, West Ballroom

**Colorado Mesa University (CMU)**  
**Academic Affairs Lecturer Resource Night**  
**Tuesday August 16, 2016 (3:45-7:00 pm)**  
**University Center, South Ballroom (2<sup>nd</sup> Floor)**

<b>Time</b>	<b>Agenda Focus</b>	<b>Lead</b>
3:45-4:00 pm	Check-in & Welcome	Ms. Erin Rooks Dr. Cynthia Pemberton
4:00-5:00 pm	Preparing for Class -Student Success -D2L* -E-Portfolio	Dr. Kurt Haas Mr. Tim Pinnow Ms. Tracy DeBellevue
5:00-6:00 pm	Dine & Discover - Light Dinner -Introductions and Information --WCCC --Montrose --Library --Student Services	Ms. Christine Murphy Dr. Gary Ratcliff Ms. Sylvia Rael Mr. John Marshall
6:00-7:00 pm	Academic Program/Department Breakouts	Department/Unit Heads

**Please RSVP/register no later than noon on Thursday, August 11<sup>th</sup> at:**

<http://coloradomesa.edu/academics/lecturereg1.html>

\*To help support the new D2L minimum requirements for all courses, regardless of format, as of Fall of 2016, the Distance Education Office will offer 5 workshop sessions of “D2L Basics: Gradebook and Syllabus” in August, 2016 (one Webinar session and four face to face sessions). The Distance Education Team will cover the steps, options, and potential trouble spots that could be encountered while setting up grade books and syllabus. Please follow this link for detailed workshop information and online sign-up. Please direct questions to:

[distanceed@coloradomesa.edu](mailto:distanceed@coloradomesa.edu)

<http://www.signupgenius.com/index.cfm?go=s.signup&urlid=8050e49ada72ea20-d2lbasics&view=standard>

**\*\*Information Technology (IT) Sessions:** IT staff will offer training sessions (approx. 90 min.) on classroom technology systems at the following times and locations during the week prior to fall semester classes:

-Escalante Hall Room 131 – August 16<sup>th</sup>, 1:30pm – 3:30pm

-Houston Hall Room 105 – August 18<sup>th</sup>, 9:00am – 11:00am