

CMU Academic Affairs Council Agenda September 9, 2016

Announcements/Updates/Reminders

-[Summary Notes Posting](#) (Special thanks to Ms. Annette Callaway!)

-Faculty Credential

Concurrent Lecturers – meeting 9/14 (Meyer Ballroom 12:00 -3 pm)

Handout materials appear below (see pages 5-8)

Faculty Qual Vita “approvals & condition notes” – ADH track

Example: “develop and pursue...”

Conversation Invitation – Schedule meetings with CP through Jo

Discussion topic: use of dept funds to pay for credential exams? Cont ed/CMU Grad cr progs?

-See also Action Items (page 3)

-Deadlines = last possible date not earliest ☺ **Deadlines are firm**

-Note [Academic Affairs Calendars](#)

Reminder: -Tenure and Promotion timeline/reminders, see [calendar](#) and forms

-Position Request info due to VPAA not later than September 12th

-Syllabi & R drive, September 15th

-Faculty Professional Development Proposal Review Status - Update

Committee in place, review deadline – submit ratings to VPAA not later than

Sept 19, CP goal = feedback to faculty end of Sept

-MavScholar class visitation list (R drive input), was today (9/9) by noon.

Preview Event & Parents Weekend: Friday September 30th

Ms. Annette Callaway – share info re: President’s List Reception

Reports & Guests

AVPAA: Dr. Kurt Haas

-General info and announcements

AVPAA: Mr. Tim Pinnow

-Online Teaching Essentials Policy Change Proposal (**attached**)

-Online Student Orientation Policy Change Proposal (**attached**)

-Confirmation of use of d2l for Gradebooks and Syllabi

HLC Assurance Review: Dr. Morgan Bridge (Dr. Pemberton on behalf of Dr. Bridge)

- Deadline Reminders and HLC evidence/documentation collection update
- Faculty qualification matrix – needs BOT approval, ideally this semester and not later than January 2017 BOT meeting

WCCC: Ms. Chris Murphy
Montrose: Dr. Gary Ratcliff

Ms. JoAnne Reis & Ms. Annette Callaway: Contract Preps – trainings to be offered

Ms. Jessie Barnett (4:00ish)

- Curriculum forms and processes – tips, tricks and suggestions**
- Degree inventory and delivery mode advance delivery and your “ticket” to meeting...**

Academic Support Units

-Assessment (Dr. Bette Schans):

- CMU Outcome data re: accredited programs and accreditation review reports (e.g., grad/alumni surveys, grad school, job, licensure exams/pass rates, etc.)**
- If already coordinating with Dr. Futhey, please just copy Dr. Schans**

- ePortfolio (Ms. Tracy DeBellevue)
- OIR (Dr. Sonia Brandon)
- Sponsored Programs (Ms. Cindy Lueb)

-Library (Ms. Sylvia Rael):

- CMU Author Showcase Plans**
- Student Artwork displays**
- Partnering with Theatre**

-Registrar (Ms. Holly Teal):

- Software implementation updates**
- Schedule/calendar review of when & how scheduling happens – share process and access opportunities**

Action Items: Idea generation...let's brainstorm a bit...

-Prof Devel fund uses, current guidelines (excerpted from Call for Proposals document):

“All full-time faculty members, including those with an Instructor appointment, are eligible to submit a proposal. Proposals for funding may include, but are not limited to any (or any combination) of the following: travel associated with conferences and/or research; travel abroad programs; materials (software/hardware, equipment, art supplies, etc.); or fees associated with seminars/workshops. It also may be used to support new teaching materials and methods, or faculty activities developing new skills and expertise consistent with the University's teaching mission. Funding is not available to defray the costs of pursuing additional educational degrees. All expenses must be in support of faculty activities only and not those of students who may be involved in the project. The maximum amount of an individual award is \$3,000. Unfunded proposals submitted for the previous review will be reconsidered if the proposal is resubmitted.”

-Retention Strategy Report(s) updates and findings so far?

-Look at Part-time Faculty salary schedule/[Terminal Degree chart](#) (last updated March 2012): consistency issues?

Good of the Order - ADH Tips, Tricks and Suggestions

Academic Departments: **Red = sharing sage advice, tips, tricks and suggestions.**

Art – Ms. Suzie Garner

Biology – Dr. Carrie McVean Waring (new)

Business – Dr. Steve Norman (new)

CMS – Dr. Lori Payne

Health Sci – Dr. Deb Bailey

Kinesiology – Dr. Jeremy Hawkins (new)

LLMCom – Dr. Barry Laga

Music – Dr. Calvin Hofer

PES – Dr. Russ Walker

SBS – Dr. Jessica Herrick: Constitution Day, Newsletters

Tcher Ed – Dr. Blake Bickham (new)

Theatre – Mr. Mo LaMee (new)

Engineering – Ms. Brigitte Sundermann (new/interim coordinator engineering programs – CMU & director of manufacturing programs- WCCC)

CMU Style Guide (a useful resource):

https://docs.google.com/document/d/14Mxu694BAfe8h7f7lgPAIt7eaCGtnjj3Zf9-DvT_krY/edit?pli=1#

Kudos & Thanks

- ABET Letter of Recognition (August, 2016) for Dr. Tim Brower
- Alpha Chi National College Honor Scholarship Society – service to students’ commendation letter (July 2016), Dr. Adam Rosenbaum Assistant Professor of History
- Book Launch (Friday October 21, 5:30-6:30 pm (Houston 138), Dr. Tim Winegard
[*The First World Oil War*](#), University of Toronto Press

Oil is the source of wealth and economic opportunity. Oil is also the root source of global conflict, toxicity, and economic disparity. In his groundbreaking book *The First World Oil War*, Timothy C. Winegard argues that, beginning with the First World War, oil became the pre-eminent commodity to safeguard national security and promote domestic prosperity. For the first time in history, territory was specifically conquered to seize oil fields and resources; vital cogs in the continuation of the industrialized warfare of the twentieth century. This original and pioneering study analyses the evolution of oil as a catalyst for both war and diplomacy, and connects the events of the First World War to contemporary petroleum geopolitics and international aggression.

Dates & Deadlines/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 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, 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.**

September 2016

Dear Concurrent Enrollment Faculty,

Recently the accrediting agency for Colorado Mesa University (CMU) and Western Colorado Community College (WCCC) published requirements that reemphasize the importance of making sure institutions maintain comparable course rigor and faculty qualification credentials for all college level courses (regardless of location and/or mode of delivery). The Higher Learning Commission (HLC) of the North Central Association is our accrediting agency, and, based on these requirements CMU/WCCC must demonstrate that all faculty (concurrent, part-time, full-time, etc.) meet the specified credential requirements.

Under these requirements faculty teaching undergraduate courses must have an academic degree at least one level above the level at which they teach. This means, if you teach bachelor's degree courses you must have a master's degree in the discipline or subfield within which you are teaching. Examples: If you teach a concurrent enrollment college level Math class you must have a master's degree in Math or have successfully completed 18 units of master's level Math courses. If you teach CTE courses you must have a bachelor's degree in the discipline or subfield within which you are teaching or a valid CTE credential for the applicable program area. In theory, an instructor could have a bachelor's degree in History, and possess a CTE credential in welding and teach welding. (See:

http://www.coloradostateplan.com/admin_hdbk/a16-17AdminHandbook2.pdf for more information).

CMU is committed to helping support faculty and make the case to demonstrate that all CMU/WCCC and concurrent faculty meet the specified credential requirements. To do this, in addition to providing information on how faculty might demonstrate credential equivalency through an evidence-based portfolio (see item 3b on page 2), **Summer 2017 CMU plans to begin offering (18 credit) graduate certificate course work in English, Mathematics and Social Science**. Information specific to the credential requirements and options follows, with further detail found in CMU's [Course Comparability Manual](http://www.coloradomesa.edu/academic-affairs/documents/CourseComparabilityManual.pdf) found at: (<http://www.coloradomesa.edu/academic-affairs/documents/CourseComparabilityManual.pdf>)

Each approach involves a review of a faculty member's transcripts. Following are our three options:

1. In instances where faculty hold a master's degree in the discipline or subfield they propose to teach, submission of official transcripts suffices, and faculty credential expectations are met.
2. In instances where faculty hold a master's degree, but the degree is not in the proposed teaching discipline or subfield, if the transcript review shows sufficient "graduate-level content in the discipline and methods courses that are specifically for teaching of that discipline..." (i.e., at least 18 discipline-specific earned graduate credits) faculty credential expectations are met.
3. **In instances where faculty either do not hold a master's degree or the degree is not in the proposed teaching discipline or subfield, and the transcript review does not show sufficient "graduate-level content in the discipline and methods courses that are specifically for teaching of that discipline..."** three qualification routes are available.
 - A. Beginning Summer 2017, CMU will offer discipline-specific graduate course work **culminating in graduate certificates in English, Applied Mathematics and Social Science**. Courses will be delivered through face-to-face, hybrid and online course delivery formats. **This course work will be designed to meet the 18 graduate credit requirement with the potential of laddering into a CMU Masters of Education**

degree should the individual desire to continue and complete an MEd degree. A chart outlining CMU's anticipated graduate course offering schedule and timeline appears below; or

- B. An evidence-based portfolio to determine equivalency must be submitted to and assessed by the Academic Department Head, followed by final approval of the Vice President for Academic Affairs. The portfolio must include (a) the Concurrent Enrollment faculty vitae form (see attached); (b) official transcripts; and (c) faculty credential support documentation (see page 4 for credential documentation ideas and examples). If you are interested in pursuing this option, please contact Dr. Paul Kraft at: pkraft@coloradomesa.edu (970-255-2660), who will help guide you through this process; **or**
- C. Combination of **A** (i.e., some course work) and **B**. To pursue this option interested faculty should begin with a transcript review and conversation with Dr. Paul Kraft. Dr. Kraft can be reached at: pkraft@coloradomesa.edu (970-255-2660). Pursuing this option will also involve review and conversation with the Department Head of the CMU academic department within which the faculty is teaching.

Please know that CMU/WCCC values your role and participation as concurrent lecturers. As we move forward working to build our case and document your strong teaching credentials, know that we are committed to working with you and continuing to offer these important opportunities for your students.

Sincerely,

Dr. Cynthia Pemberton
Vice President for Academic Affairs
Colorado Mesa University

Mr. Dennis Bailey-Fougner
Vice President of Community College Affairs
Western Colorado Community College

Tentative CMU Graduate Certificate Course Scheduling
(Anticipated start date year 1 = Summer 2017)

	English	Social Sciences	Applied Mathematics
Summer Year 1	3	3	3
Fall Year 1	3	2	3
Spring Year 1	3	2	2
Summer Year 2	3	3	5
Fall Year 2	3	2	2
Spring Year 2	3	2	3
Summer Year 3			
Fall Year 3		2	
Spring Year 3		2	
TOTAL Credit Hours	18	18	18

Red = Low residency hybrid course delivery format

Blue = Online course delivery

Courses are designed ala carte—no pre-requisites or sequencing. Tuition will be assessed at the Teacher Education Graduate Credit rate (see chart below re: tuition for 2016-2017).

Teacher Education Graduate - Classroom		
1	379.00	27.43
2	758.00	54.86
3	1,137.00	82.29
4	1,516.00	109.72
5	1,895.00	137.15
6	2,274.00	164.58
7	2,653.00	192.01
8	3,032.00	219.44
9	3,411.00	246.87
Teacher Education Graduate - Online		
1	436.43	included

Concurrent Enrollment Faculty Qualifications – Portfolio Evidence Ideas & Examples
(HLC's Tested Experience Review)

“HLC recognizes that many high school teachers possess tested experience beyond their years in the classroom that may account for content knowledge for the dual credit courses they may teach. These teachers may have gained relevant experience while working in other sectors or through professional development or other relevant experience that now informs their teaching. They may be **active in professional organizations and learned societies through presentations and publications on topics relevant to the dual credit courses they may teach. In combination with other credentials and/or tested experience, they may be able to provide direct evidence of their students’ achievement on college-level tests that reflects a level of teaching and learning akin to a college classroom. However, evidence of students’ achievement, on its own, is not sufficient to demonstrate minimal qualifications.**” (See: [HLC faculty credential text](#)).

Concurrent enrollment instructors who do not meet the academic degree qualification requirements may demonstrate equivalent academic credentials through the submission of a portfolio, either electronic or hard copy. The portfolio must include: (a) the Concurrent Enrollment faculty vitae form (see attached); (b) transcripts (official transcripts are required upon hire); and (c) documentation that addresses each of the following categories. Ideas and examples of documentation are presented below.

Evidence of advanced academic credentials beyond Bachelor's degree:

- Licensure(s)/certification(s)
- Work toward a graduate degree – earned graduate credits
- Continuing education graduate credit
- Endorsements or certifications
- Advanced placement workshops and institutes
- Industry-related work experience outside education

Evidence of excellence in teaching:

- Teaching experience in the discipline (years and levels)
- Teaching awards
- Supervisor evaluations
- Peer evaluations
- Student evaluations
- Testimonials
- Participation in relevant co-curricular activities
- Record of excellence/awards in relevant co-curricular activities

Evidence of professional activity:

- Active participation in professional associations
- Attendance at professional conferences/workshops
- Presentations at professional conferences/workshops
- Publications in professional newsletters and journals
- Membership in professional associations

Service to educational institutions and the community

- Participation in extra-curricular activities
- Record of excellence/awards in extra-curricular activities
- Membership/participation in civic organizations

NOTE: The WCCC Concurrent Vitae form (fillable) will be distributed with the letter and info.