

## CMU Academic Affairs Council Agenda September 23, 2016

### Announcements/Updates/Reminders

#### Info Needed:

Inventory of CMU academic clubs and organizations & estimate of volunteer hours (list activity and hour estimate by club) for the period of July 1 2015 to July 1 2016. **Please send via email to Dr. Carol Futhey not later than October 1, 2016.**

University P&T committee & process (“application” is the cover sheet – see attached?) – CP seeking input and help **please bring your Professional Personnel Employee Handbook to the meeting, as well as your best institutional memory.**

Prof Development Requests: Under Review

Committee ratings = done

**CP review in progress**

Position Requests: Under Review

Dept submissions = done

**CP review in progress**

### Reports & Guests

**CMU International Programs & Services: Ms. Annie Gingerich**, Associate Director of International Programs and Services (**3:00 pm**)

**AVPAA: Dr. Kurt Haas**

- **General Update**

**AVPAA: Mr. Tim Pinnow**

- **Confirmation of d2l for gradebooks and syllabi/consistent submission format – ongoing discussion**
- **Discussion of Online Student Orientation policy**
- **IT Help Desk for d2l problems**
- **Meetings with Depts. Re: H: drive**

**HLC Assurance Review Update: Dr. Morgan Bridge**

**WCCC: Ms. Chris Murphy**

**Montrose: Dr. Gary Ratcliff**

**Ms. Jessie Barnett**, Academic Affairs Special Projects Coordinator

**Department/unit websites: naming conventions & document management**

## **Academic Support Units**

-Assessment (Dr. Bette Schans):

-ePortfolio (Ms. Tracy DeBellevue):

-OIR (Dr. Sonia Brandon):

Peer inst list?

-Library (Ms. Sylvia Rael):

**-Registrar (Ms. Holly Teal):**

**Software implementation updates**

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

**Transfer work - TESS**

-Sponsored Programs (Cindy Lueb):

Full implementation and use of Banner grant modules

## **Action Items**

**Future** discussion topic? Use of dept funds to pay for credential exams? Cont ed/CMU Grad cr progs?

**Good of the Order/Kudos & TQs! Kudos/Boasts and Brags will be noted here AND forwarded to Marketing for possible broader-based CMU promotion efforts.**

**Daniels Fund Ethics Initiative – Annual Report/Update & Highlights: Dr. Morgan Bridge**

**Three CMU female faculty/staff to attend The Academic Management Institute – sponsored by the Colorado Network of Women Leaders** (the state affiliate of the American Council on Education's Inclusive Excellence Group). Congratulations to:

Dr. Aparna Palmer

Dr. Morgan Bridge

Ms. Tracy DeBellevue

Over 1,000 women from thirty institutions have participated in AMI during its 31-year history. Four seminars for the 2016-2017 year will feature presentations and workshops by higher education leaders from Colorado and Wyoming. Topics will include managing change, political savvy, effective leadership, diversity and inclusion, and career development strategies. Each participant will complete a project at her home institution and interview senior level administrators. This year, the theme will be *Small Pieces/Big Pictures* and the emphasis areas of presentations and activities will be how individual and departmental work on our campuses fits together to create the “Big Picture” at each institution, and how those pictures fit together to form bigger statewide pictures. This year’s leadership class is estimated to be between 40-50 participants. The session dates are: October 6 and 7 (Vail); November 11 (Colorado School of Mines); January 20 (Front Range Community College – Boulder County Campus) March 2 and 3 (Colorado Springs).

## **Veteran ADH 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

Tcher Ed – Dr. Blake Bickham (new)

Theatre – Mr. Mo LaMee (new)

Engineering – Ms. Brigitte Sundermann (Interim Coordinator)

## **Special Input request – CP and Academic Dept Heads – 10 min post meeting.**

## **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)**

October 7, October 21, **November 4 (WCCC B171)**, 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.**