

CMU ACADEMIC AFFAIRS COUNCIL – SUMMARY NOTES

August 10, 2016

11:00 a.m. – 2:00 p.m.

Grand Mesa Multi-purpose Room

AA Council Members in Attendance:

Dr. Cynthia Pemberton, Vice President for Academic Affairs. Monte Atkinson, Professor of Music (attending for Dr. Hofer); Dr. Debra Bailey—Dept. Head, Health Sciences; Dr. Blake Bickham—Dept. Head, Teacher Education; Dr. Sonia Brandon—Asst. VP, Institutional Research and Assessment; Dr. Tim Brower—CU-Boulder/CMU Mechanical Engineering Partnership Program; Ms. Tracy DeBellevue, ePortfolio & Assessment Project Manager; 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. Barry Laga—Dept. Head, Languages, Literature and Mass Communication; Mr. Mo LaMee—Dept. Head, Theatre Arts; Dr. Carrie McVean Waring—Dept. Head, Biological Sciences; Ms. Christine Murphy— Director of Instruction/Director of Developmental Programs, WCCC; Dr. Steven Norman—Dept. Head, Business; Dr. Lori Payne, Dept. Head, Computer Science, Mathematics, and Statistics; Mr. Tim Pinnow, Acting 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; Ms. Holly Teal—Registrar; Dr. Russ Walker—Dept. Head, Physical and Environmental Sciences

Members Excused:

Dr. Dennis Bailey—VP Community College Affairs; Dr. Calvin Hofer—Dept. Head, Music; Ms. Cindy Lueb—Director of Sponsored Programs

Introductions & Welcome

Dr. Pemberton opened the meeting with a welcome to all, and expressed her goals of encouraging consistent, reliable exchange of information, within a manageable number of meetings. Following, Council members introduced themselves.

Dr. Pemberton expressed her excitement about opportunities ahead and her goal of attending Departmental/Unit meetings each semester. Her purpose is to learn about the internal workings of the unit, discuss topics relevant to the faculty/staff, and answer questions that may arise. She also emphasized her desire to openly share information and expertise, and to move forward collectively, respecting each other's academic integrity. Expect consistency; to be given the reasons "why" and to understand the rationale behind decisions; openness; communication and fairness. She encouraged all to keep her informed to avoid as many potential problems as possible, and to help her learn. She values honesty and being authentic.

Meetings are scheduled every 2 weeks on Fridays for Fall Semester; Spring meetings will be on Wednesday afternoons. Plan on 1 ½ hours with agendas being sent in advance. Some individuals may be asked to come prepared to provide an informal report on a topic or unit.

Announcements/Updates/Reminders:

Dr. Pemberton announced:

- Academic calendars are now posted on the CMU web site.
- New to CMU scheduled for Monday and Tuesday, August 15 & 16. Marketing will be taking photos of each new faculty member at the conclusion of the Tuesday session. An ad will go out to highlight some new faculty and what they bring to CMU. Department Heads were asked to select and provide information on individuals with brief details of why.
- Lecturers Resource Night scheduled for Tuesday, August 16; Wednesday slated for department meetings/activities.
- Friday, August 19, = CMU Board of Trustees meeting and annual Welcome Back event planned, followed by a picnic under the tent.
- Also on Friday, August 19, Dr. Linda Nilson from Clemson University will be presenting a workshop on “Critical Thinking Unmasked: How to Infuse it into a Discipline-Based Course.”
- **Faculty Professional Development funding requests are due August 26th.** Last year’s committee will be asked to review and rank the applications. Considerations regarding rotating committee members will take place after Dr. Pemberton has a chance to see the process play out once.
- **Position requests are due Monday, September 12;** the “[Authorization form for Faculty and Administrative Staff Position](#)” is posted on the web site in the Faculty Resources page in Academic Affairs. Please include supporting information/data; IR will provide needed data. Requests should be based on faculty needs/associated data/mission. Consistent information from all departments will aid in fair evaluation of need. Dr. Pemberton reminded all that a vacancy is not guaranteed to be filled; needs, projections, and program growth and characteristics will be examined. Dr. Pemberton will work with President Foster closely as he makes final decisions.
- Please remind faculty to use the “[Absence from Class](#)” form in advance if possible; completed forms (hard copy) are submitted to HR.

Reports and Guests:

Dr. Morgan Bridge, Chair of the CMU HLC Steering Committee, updated the group on activities related to the upcoming HLC visit in November of 2017, explaining that CMU is providing an Assurance Argument, different from the review that happened in 2013. A handout was provided describing “Collection of Faculty Information for HLC Assurance Review.” She will be working with each department individually in the near future. Much emphasis will be focused on Faculty Credentialing.

Dr. Pemberton explained that several types of documentation can be used. When determining qualifications, consider including areas of professional development, scholarship, licensures, service, as possible examples/exhibits of tested experience in order to build a solid case. Faculty without graduate degrees and/or degrees not directly related to their teaching areas will need to participate in the credentialing review process. Department Heads will work with their faculty to engage this process and facilitate timely submission of materials.

Additionally, Department Heads were asked to update information in the Terminal Degrees file on the R drive; items marked in red need additional explanation or details. Department Heads were reminded to cross check qualification forms with the terminal degree matrix.

Folders will be set up on the R drive to post required documents for faculty.

Please contact Dr. Bridge at 248-1169 or email mbridge@coloradomesa.edu with questions.

Ms. Erin Rooks, Coordinator of Special Programs, Academic Affairs, reported:

- Plans are underway to recruit MavScholars during this academic year. High School seniors in Colorado will be invited to campus for a Preview event (draft of brochure was distributed) where academic departments and service units of CMU are available to converse and answer questions; 2 individuals from each department/unit are asked to be at the event and bring recruitment items.
- The MavScholars Preview event is paired with Parents' Weekend; specified classes are open (based on empty seats) for parents and students to observe. **Academic Department Heads are asked to submit information on classes that can be observed; please provide details on the spreadsheet in the Parents Weekend Courses folder on the R drive by noon, September 9.** Department Heads or faculty may also be asked to meet with students/families as requested, or to provide a short tour of department facilities.

Mr. Michael Poll, VP for Enrollment Management, discussed the following:

- Admissions reps are around the country (e.g., California, Pennsylvania, Arizona, and on the front range of Colorado). Some nearby states are not recruited due to free or reduced tuition for their residents.
- He noted that, as of today (August 10), baccalaureate applications and admits were up 7 – 7.5%. Scholarship awards were up 5-9%--noting earlier applications, more awards, expected higher average GPA, more diversity, more International students, more out-of-state, and competition with CSU and CU. Dr. Sonia Brandon, Asst. VP for Institutional Research, reported that overall enrollment is up approximately 1.3%.
- Dr. Pemberton reminded all to continue to focus on academic quality and retention efforts to keep these students. It is important to have your best department representatives at events such as MavScholars as well as arrange for the best classes to be observed.
- Mr. Poll noted that about 5,800 high school students will be invited this year to MavScholars as compared with about 1,000 in previous years; Dr. Pemberton explained we are casting a broader net, and will then focus follow-up contacts more narrowly on those who express interest in response.

Dr. Kurt Haas, Asst. VP Academic Affairs, discussed the following:

- Dr. Haas explained that the new deadline for curriculum proposals for new programs is December instead of February; proposals for new classes can be submitted in February.
- The state (CDHE) will be reviewing all GtPathways courses, although process details are not yet available. The order will be English/Math, then Sciences, then Social Sciences.

- Dept. Heads should let Dr. Haas know if they have any questions regarding upcoming Program Reviews and the process itself.
- Dr. Haas is working with Mr. Pua Utu, Director of Campus Safety and Student Conduct, regarding yearly meetings for each building concerning safety. Dr. Haas will contact Mr. Utu for more information.
- Maverick Milestone is now fully operational. Department Heads were asked to remind faculty to advise accordingly. Students must finish their English and Math requirements and have completed at least 45 credit hours; it is best to do between 45 and 75 credits. A hold will be placed when over 75 credit hours.

Mr. Tim Pinnow, Asst. VP, Director of Distance Education and Director of Graduate Programs, discussed the following:

- Mr. Pinnow reported that he is working with Academic Partnerships re the RN to BSN online program and enrollment concerns.
- D2L gradebooks and syllabi are now available for online. Instructional Designers can assist faculty as needed. Grade book information can roll to future semesters. Posted syllabi can be available for other to access also.
- Training will be offered 1 to 1, which is a change from previous years.
- Online Teaching Essentials training for faculty is offered in Summer, Fall and Spring. Online faculty must pass with 85% or work with a departmental mentor to pass in the next semester. Late hires are given probationary access and will work with an Instructional Designer. Please let Mr. Pinnow know of any concerns.
- Online students must complete an online orientation and can take the course over until they pass.
- Distance Education may be involved in other training in the near future, such as for Panopto.
- Graduate Education is announcing graduate certificate programs (18 hours) in Math, English, and Social & Behavioral Sciences to aid faculty teaching in high schools in meeting faculty credential requirements. These will be a combination of on campus and online instruction; credits can be transferred to an M.Ed. program. Programs will go to Curriculum Committee this fall.
- The Graduate Policy Manual is being reviewed; a Graduate Advisory Committee will be convened by Mr. Pinnow soon.
- Mr. Pinnow and Dr. Haas are gathering syllabi statements/inclusions and will create a template for future use.

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

- High School started today with approximately 500 students.
- WCCC has a new Vice President, Dr. Dennis Bailey-Fougner.
- Ms. Brigitte Sundermann will be overseeing several WCCC programs; details are being discussed.

Dr. Gary Ratcliff, Director of CMU Montrose Campus, discussed the following:

- The Montrose campus serves primarily Delta, Montrose, Ouray and San Miguel counties with a total population of about 80,000 and high school graduates totaling about 850/year. Since 2000, about 800 have earned CMU degrees and took some of their courses in Montrose.
- The Montrose campus provides area students with the opportunity to save money and complete many Essential Learning courses at home.
- Includes adult students.
- Nursing and Elementary Education are popular.
- Montrose has 2 full-time lecturers in Math and English; the remainder of the faculty are part-time from the community.
- An orientation for part-time faculty is being planned to emphasize student success and classroom success.

Academic Support Units

Dr. Bette Schans, Director of Assessment and Student Learning, discussed the following:

- A 3-year Assessment summary report is being developed.
- Faculty are including template language for Essential Language in their syllabi.
- Using ePortfolio to support targeted aspects of assessment (working with Ms. Tracy DeBellevue) is being developed.
- ETS Proficiency Profile will be used this year for capstone courses.
- Dr. Schans plans to meet with new Department Heads and would also like to attend faculty meetings in all departments to discuss assessment and help support faculty and departments in continuing their momentum to move assessment work forward. Department Heads were asked to send possible dates/times to Dr. Schans.

Dr. Sonia Brandon, Asst. VP Institutional Research and Assessment, discussed the following:

- IR analyst is ready to provide data for position requests from departments, although some information is not available until end of August.
- Let Dr. Brandon know of information needed to support particular arguments/requests.

Ms. Sylvia Rael, Director, Tomlinson Library, discussed the following:

- The library will be open after finals this year up to the holiday break. Hours will be posted on the library website.
- Art work is being added in the library.
- The wall by Einstein's Bagels is finished and has cut down on noise.

Ms. Holly Teal, Registrar, discussed the following:

- 2016-17 curriculum information has been loaded into Degree Works; contact Maggie Bodyfelt with any questions.
- Advisors can utilize the Program Planning Sheets or the Degree Works tab; the goal is to eventually end use of hard copy Program Sheets.
- Degree Works training is being planned.
- A handout was provided regarding Degree Works' handling of pre- and co-requisites, which now will drop off the list when student has completed the course(s). This will be

available at the next registration. Degree Works also looks at courses for the student's current semester and allows them to enroll in next courses.

- Thanks to all for reviewing transfer equivalencies.
- **A first-round spring course schedule will be sent; please send back via Outlook to Academic Scheduling by September 9.** Refer to the agenda for important reminders/deadlines.
- Dr. Haas asked that advisors be reminded to document what is told to students during advising sessions. Ms. Teal suggested recording information in "Notes" where students can also see what was discussed.

Ms. Tracy DeBellevue, ePortfolio & Assessment Project Manager, discussed the following accompanied by a PowerPoint presentation:

- This effort is to improve student experience, creatively track progress and development, provide information for assessment, and other creative uses.
- An ePortfolio is a creative website that the student designs; it accepts elements that all websites accept.
- There are several pilots this fall (e.g., Provisional Baccalaureates, DNP students, WCCC students, others—approximately 900 in 35 courses); others can still get involved by contacting Ms. DeBellevue.
- Ms. DeBellevue will train students in classes, artifacts will be collected, focus groups will be convened, and program and department level SLOs will be tracked.

Action Items & Time Sensitive Matters

As noted above, please record class visitation inventories in the Parents Weekend Courses file on the R drive not later than noon September 9th

Good of the Order

Dr. Pemberton announced the following:

- Please mark your calendars for future meetings. We will try and hold one meeting per semester at WCCC.
- Department Heads were asked to share the [CMU Department Head Manual](#) with their administrative assistants and faculty – the manual provides a wealth of useful information.
- Council was asked to engage shared reading over the course of this semester. Specifically, Council members are asked to:
 - Subscribe to [Inside Higher Education](#).
 - Read and share with faculty *Scholarship Reconsidered* by E. Boyer (Copies for Department Heads and unit leaders were provided during the meeting. Additional copies are available for check out at the library.). Please Let AA know if you would like a copy of the book *Scholarship Reconsidered and did not receive one.*
- In an effort to mentor and support new Department Heads, Veteran Department Heads will be asked, on a rotating basis during Council meetings, to give updates to share timely information and provide a perspective for new Department Heads.

- An information-sharing meeting for administrative support staff is being planned for once/semester.
- Agendas and summary notes will be posted on the Academic Affairs web site.
- Congratulations to Dr. Sonia Brandon for her new title as Assistant Vice President of Institutional Research!
- Dr. Carol Futhey is currently working on a contract-basis for CMU to do special projects (e.g., HLC work, WGISAS); she will be on campus about once per month. Please provide her support and be responsive to requests. She can be contacted directly as needed.
- Please keep Dr. Pemberton “in-the-loop” and informed on activities and requests to promote effective communication.

Next meeting:

September 9, 2016

3:00 – 4:30 p.m.

Grand Mesa Multi-purpose Room (GMMPR)

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. Please avoid schedule conflicts during this meeting time.