<div align="center">**CMU ACADEMIC AFFAIRS COUNCIL – SUMMARY NOTES**

September 9, 2016
3:00–4:30 p.m.
Grand Mesa Multi-Purpose Room</div>

AA Council Members in Attendance: **Dr. Cynthia Pemberton**, Vice President for Academic Affairs. **Dr. Monte Atkinson**, Professor of Music (attending for Dr. Hofer); **Dr. Debra Bailey**—Dept. Head, Health Sciences; **Dr. Blake Bickham**—Dept. Head, Teacher Education; **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; **Ms. Cindy Lueb**—Director of Sponsored Programs (call-in); **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. Rose Petralia**, Head of Public Services, Tomlinson Library (attending for Ms. Sylvia Rael); **Dr. Gary Ratcliff**—Director, CMU Montrose Center; **Dr. Bette Schans**—Director of Assessment and Student Learning; **Ms. Brigitte Sundermann,** Director of Manufacturing Technology and Interim Director of Engineering Programs; **Dr. Russ Walker**—Dept. Head, Physical and Environmental Sciences

Members Excused: **Dr. Sonia Brandon**—Asst. VP, Institutional Research and Assessment; **Dr. Tim Brower**— CU-Boulder/CMU Mechanical Engineering Partnership Program; **Dr. Calvin Hofer**—Dept. Head, Music; **Ms. Sylvia Rael**—Director, Tomlinson Library; **Ms. Holly Teal**—Registrar

Pre-Agenda Information

Dr. Pemberton thanked all for attending today, in light of it being Friday afternoon.

Golden tickets have been collected (as well as some needed program information) and all received a treat as well as a piece of CMU student art (extra gifts created for judges at one of our Student Showcase events). Some (but not necessarily all) Fridays may have a different surprise. ☺

Dr. Pemberton reminded all that items in red in the agenda indicate a report or information to be shared/provided.

Announcements/Updates/Reminders:

Dr. Pemberton announced:
- Summary notes are now posted on the Academic Affairs web page in Faculty Resources. Chairs and Directors were reminded to alert faculty and staff of the Notes to increase awareness of the Council's discussions and activities.

- Support Unit and Department meetings: Dr. Pemberton has gone to approximately half of the Academic Department and Support Unit meetings thus far this fall. There is no set agenda; the purpose is to greet and meet the faculty and staff, begin to learn about the department(s)/unit(s), and to answer questions that may arise.
- Faculty Credentials
Concurrent Lecturers
    - Wednesday, September 13, a workshop is scheduled (was conducted as of this notes posting) regarding Concurrent Enrollment Faculty credentialing requirements.
    - Dr. Pemberton convened a group that crafted a letter (in language meaningful to the Concurrent Lecturers) explaining HLC requirements and CMU's efforts and plans to help concurrent faculty demonstrate that they meet the faculty qualification requirements (see pages 8 and 9 - end of agenda). The letter included information regarding a tentative course schedule for lecturers who do not meet requirements and who want to pursue a graduate certificate in order to do so (see pages 11 and 12 - end of agenda). Information regarding HLC Tested Experience/ideas and examples of possible "portfolio" evidence submission are included.
        - Concerns were expressed regarding department notification of the impending concurrent faculty workshop and timing/scheduling. Dr. Pemberton requested that another reminder be sent to Academic Departments providing details and outlining responsibilities; and that a list of RSVPs be sent to Department Heads. Ms. Christine Murphy agreed to notify Dr. Paul Kraft of Council's concerns and requests.
Faculty Qual-Vita Approvals/Condition Notes
    - Dr. Pemberton noted that in some instances she may need to delimit contract prep and/or faculty qualification teaching approvals. Department Heads are asked to work with faculty members to present an air-tight case that can be presented/defended to HLC. If we are unable to demonstrate faculty are fully qualified to teach and/or engaged in a plan-pathway to meet qualification requirements, we will be unable to employ them into the future (e.g., beyond this year).
    - It was noted that disciplines may differ in what professional experiences may be considered defensible (e.g., labs, performances, art productions), and that Department Heads will be the first line of review in judging tested experience/portfolio evidence.
    - Department Heads were asked to schedule a meeting to visit with Dr. Pemberton whenever there are questions about individuals' qualifications; schedule a meeting through JoAnne Reis or discuss at a monthly standing meeting. Please send supporting materials/tested experience - portfolio evidence along with the Qual Form and Vita prior to meeting.
    - Emphasize to faculty that we are their advocate, not adversary, in all efforts to help them meet requirements.
    - Dr. Pemberton asked Department Heads to help us get an idea of the scope of the issue by reporting the number of individuals who do not meet the automatic qualification - degree requirements prior to the next Council meeting (Sept. 23).

- o Email Qualification Forms to Annette Callaway to obtain Dr. Pemberton's signature if needed.

Tenure and Promotion
- o As per the [CMU Professional Personnel Employment Handbook](#), Departments elect committee members each year. Names were due from Department Heads to Dr. Pemberton by September 1st. Few met this deadline. Dr. Pemberton extended the deadline to Wednesday, September 13, **noting to all that deadlines were the last possible time to submit something – not the earliest**.
- o The process is outlined in the [Professional Personnel Employment Handbook,](#) with the senior member of the faculty elected by the Departments serving as the committee chair.

Position Requests
- o Deadline to submit requests for faculty and staff to VPAA is September 12.
- o This is the information that will go to the President; data must make a case for the position. Industry standards/norms may help build a case. External accreditation may also help inform and support position requests.
- o Dr. Pemberton reminded Council of her comment last meeting, that positions are not automatically "replaced;" a request/justification must be submitted.
- o Consideration for submitting position requests should include how it will help to move the discipline and unit forward, and address link and support to and for [CMU's Mission, Vision](#) and [Strategic Plan](#).
- o Units will be notified asap in order to start searches as early as possible. Timing will be dependent upon Dr. Pemberton's review and ability to meet and review with President Foster.

Syllabi Collection
- o Syllabi are in the process of being collected; deadline is September 15.
- o Syllabi should be collected every semester. It was suggested that they could be extracted from the D2L shell in the future. Current processes should be followed for now.

MavScholar Preview Day Class Visitation
- o Classes should be posted in the designated folder on the R Drive, in the Department Heads folder.

Deadlines
- o Deadlines indicate the last possible date, and are firm. After this year, "chronic abusers" may have notations included in evaluations.

Faculty Professional Development Proposal Review
- o The process is underway; there are proposals requesting approximately $130-140 K, with $70K available for awards. Dr. Pemberton anticipates the Committee's review/ratings early the week of September 19 and will review and meet with President Foster to finalize as soon after that as possible.

Reports and Guests:

Ms. Jessie Barnett, Coordinator of Special Programs, Academic Affairs, presented a brief overview of the curriculum process and related forms.

- Nearly 500 proposals are submitted in an academic year.
- It is important to use the forms available on the website which feeds information into a tracking database.
- Ms. Barnett invited Departments to call upon her as a resource for assistance and said she would be happy to provide training in departments. She reminded the group of 3 tips (The PowerPoint Ms. Barnett shared during the meeting is appended to these notes, see Appendix A).
    - Go to the website for a new form each time a proposal is started.
    - Use the tab key when filling out forms; this activates programming within the form.
    - Become familiar with resources including policies and procedures, dates and deadlines. Contact Ms. Barnett for assistance in modifying or creating a new program sheet.

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

- Dr. Haas thanked all for the Building meetings thus far with Mr. Pua Utu. Other departments are scheduled.
- The search for Director of Sponsored Programs is underway with candidates on campus September 9 and 12.
- Dr. Haas requested Department Heads send him information regarding transfer guides. Some guides appear to be only partially completed. Others are not posted and may need some work; Dr. Haas will work with Departments Heads to update this information.
- It was noted that ITT Tech was shut down by the Department of Education and CMU will not take that credit as transfer. ITT Tech Students may pursue Credit for Prior Learning, information regarding this process and associated guidelines are found in the Colorado Mesa University Catalog 2016-2017.

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

- Mr. Pinnow provided a handout regarding the Online Teaching Essentials course process/policy. Changes were highlighted (see attached Appendix B Program Directors and Department Heads will have full access to courses. Dr. Pemberton asked for a consensus indication of support; the consensus was to accept the changes as proposed in the handout.
- Student course orientation training for online or blended classes was discussed; proposing unlimited number of times the student can re-take instead of the current 3. Mr. Pinnow asked for feedback and will report feedback received at the next Council meeting.
- A report can be pulled to confirm that faculty have accessed their D2L shell but activity beyond that cannot be determined. All were asked to think about method(s) to check and verify use of D2L. Instructions for students using D2L are available on MAVZone.

Dr. Morgan Bridge, Chair of the CMU HLC Steering Committee was not able to attend the meeting. Her report will be (was as of this notes posting) emailed to Council (email attached, Appendix C.

Ms. Annette Callaway, Professional Staff Assistant to the VPAA, discussed the following:
- Department Heads were thanked for timely submission of about 600 contract preps since July 1. Ms. JoAnne Reis has worked closely with Departments to iron-out problems encountered.
- All were reminded that the process is outlined in the Manual for Academic Department Heads; suggestions for clarification are welcomed and assistance is available by contacting
  Ms. Annette Callaway and Ms. JoAnne Reis.
- Contract Prep group review sessions will be offered in October; individual training sessions can also be set up.

Academic Support Units

Ms. Rose Petralia, Head of Public Services, Tomlinson Library, discussed the following:
- Tomlinson Library is sponsoring a CMU Authors Showcase to focus on CMU faculty/staff who have published books. Library staff is working with the Foundation and asks that Department Heads poll their faculty and forward information relative to published books to the Library Staff (specifically to Ms. Sylvia Rael).
- The student and professional art displayed in the Library was also noted. Library staff will continue to work with Araan Schmidt, Assistant Professor of Art (Sculpture) on this project.
- The Library is also working with the Theatre Arts Department by sponsoring a book discussion for *James and the Giant Peach* on Wednesday, October 5. Performances of the main stage production of *James and the Giant Peach* are scheduled for September 29 through October 8. A flyer regarding the book discussion and a copy of a bookmark with information on the Theatre production were distributed (copies are appended to these notes, see Appendix D).

Dr. Bette Schans, Director of Assessment and Student Learning, discussed the following:
- Dr. Schans will be contacting Departments to collect data on pass-rates, professional certification rates, graduation rates, job placement rates, employment rates, etc., which will be compiled and posted on the R drive; please send her information currently available. If Departments have already sent this information to Dr. Futhey for HLC purposes, please copy those sendings to Dr. Schans.
- Information posted on web pages regarding Outcomes is appreciated. Departments were asked to add a link to their web pages to the Assessment page for additional resources. The link is http://www.coloradomesa.edu/assessment/
- Collection of 3-year Summary Reports has begun. Reports should be concise and precise. Reporting deadline for those programs in assessment cycle 1 and 2 is December 1. Department Heads were given an example of the 3-Year Summary from the History program. Programs doing reviews this year may choose to use this form.

Ms. Holly Teal, Registrar, was unable to attend the meeting. Her report will be sent via email to Council and/or moved to the next Council meeting agenda.

Action Items & Time Sensitive Matters: Idea generation…let's brainstorm a bit…

- Dr. Pemberton referenced information in the agenda from the Call for Proposals document to clarify that CMU practice has prohibited the use of Professional Development funds for pursuing additional degrees. This could be a possible conversation topic in a future meeting.
- Other topics for future meetings might include: Retention Strategies report updates; review and consideration of Terminal Degree charts as related to the Part-time Faculty salary schedule. Dr. Pemberton asked Council members to email her suggestions regarding topics/issues they would like to discuss at future meetings.

Good of the Order – ADH Tips, Tricks and Suggestions

Dr. Jessica Herrick, Department Head, Social and Behavioral Sciences shared the following:

- Dr. Herrick produces 2 newsletters during the academic year: *What's Up in SBS?*. She distributed copies of the October 2015 issue (for faculty) and February 2016 issue (for students). Newsletters include information such as activities in SBS, research, new classes, club information, summer events, and other timely topics.
- SBS is coordinating Constitution Day (Sat., Sept. 17) activities this year. Pocket Constitutions and donuts will be distributed to students and an SBS panel will address "This Land is Whose Land? A Stakeholders' Discussion on Public Lands." (A flyer was distributed.)
- Dr. Pemberton reminded all to look for opportunities to include WCCC and Montrose campuses in distribution of information and participation in events/activities utilizing technology or other means.
- Council members were reminded that each meeting one or two veteran Department Heads will be asked to share tips, tricks and suggestions. Agendas will highlight Department Heads in Maverick red to cue who should expect to share.
- Beverages will continue to be served at Council meetings. One meeting/semester will be held on the WCCC campus.

Kudos & Thanks

Department Heads were asked to share kudos and thanks for agenda inclusion and recognition. Dr. Pemberton will also share this information with our Marketing and Communications Department. The following were spotlighted during this meeting:

-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.

Next Meeting:
September 23, 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).

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.

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 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 <u>not</u> in the proposed teaching discipline or subfield**, **and the transcript review <u>does not</u> 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-Fougnier
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	406.43
2	758.00	54.86	812.86
3	1,137.00	82.29	1,219.29
4	1,516.00	109.72	1,625.72
5	1,895.00	137.15	2,032.15
6	2,274.00	164.58	2,438.58
7	2,653.00	192.01	2,845.01
8	3,032.00	219.44	3,251.44
9	3,411.00	246.87	3,657.87
Teacher Education Graduate - Online		
1	436.43	included	436.43

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

Academic Council Meeting, September 9, 2016

APPENDIX A

2016-2017 CURRICULUM CHANGE FORMS

Process Overview: Academic Council
September 9, 2016

WHY DO WE HAVE AN ELECTRONIC SUBMISSION PROCESS?

➢ Forms are aligned with the Curriculum Policy and Procedures Manual

➢ Goals of content focus and ease of review

➢ High proposal volume (nearly 500 individual proposal last year!)

➢ Information transfers electronically from:

- forms to …

- database to …

- meeting agenda, proposal summary and annual reports to …

- spreadsheet of approved proposals to …

- Banner/DegreeWorks to …

- students!

HOW TO SUBMIT A CURRICULUM PROPOSAL

1. Faculty member prepares forms and seeks input from committee rep and department head

2. Required information sent by initial deadline for extra review (1 week prior to main deadline)
   - Descriptions and learning outcomes to committee library representative (new courses and programs)
     - Library representative returns assessments to faculty
   - Course additions and modifications for essential learning (general education) submitted to EL subcommittee chair
     - EL subcommittee acts and sends minutes to UCC for approval
   - Catalog Descriptions (new and modified courses)
     - Catalog Description Reviewer sends approved descriptions back to faculty member in time for any revisions to be included in proposal prior to main submission
   - Financial Aid Eligibility (new programs)
     - Director of Financial Aid completes eligibility form and returns to faculty member
   - Student Learning Outcomes (new programs and modified programs with significant changes)
     - Director of Assessment of Student Learning provides feedback to faculty member

3. Committee representative emails complete proposal packet to committee chair by main deadline, including:
   - Appropriate curriculum change form with
   - New or modified program sheet and
   - Feedback from initial review (step 2) incorporated

WHAT HAPPENS BETWEEN THE SUBMISSION DEADLINE AND THE UCC* MEETING

1. Committee representative sends complete proposals to ucc_chair@coloradomesa.edu
    (3 weeks prior to meeting)

2. Academic Affairs (AA) staff imports forms into tracking database and database generates
    meeting agenda draft

3. UCC executive subcommittee completes initial review (2 weeks prior to meeting) and AA staff
    distributes list of proposals to departments to ensure that nothing has been omitted

4. AA staff emails results of executive subcommittee review to the committee representative,
    faculty member and department head seeking any needed corrections

5. Committee representative provides needed corrections to ucc_chair@coloradomesa.edu
    (1.5 weeks prior to meeting)

6. AA staff makes corrections in database

7. Agenda distributed (1 week prior to meeting)

*GCC and WCCC CC have separate processes managed by the committee chair

RELYING ON THE DATABASE FOR THE APPROVAL AND IMPLEMENTATION PROCESS

UCC* Process:

1. Generally, once forms are submitted and processed, any needed corrections are made DIRECTLY IN DATABASE

2. DATABASE generates meeting agenda and proposal summary, which are sent out one full week ahead of meeting

3. UCC meets and acts on proposals

4. Any errors discovered during the meeting are corrected in DATABASE

5. DATABASE generates meeting minutes, with any corrections to the initial proposal summary noted

*GCC and WCCC CC have separate processes managed by the committee chair

Approval by Faculty Senate and beyond:

1. UCC/WCCC CC Meeting minutes are sent to Faculty Senate for approval

2. DATABASE generates spreadsheet of approved proposals

3. Academic Affairs staff sends approved proposals to Registrar's Office for implementation

4. Substantive change proposals require approval by Board of Trustees and/or CDHE

5. Substantive changes take effect after inclusion in the Catalog/program sheets (annual deadlines)

NEW FORM OPTIONS FOR 2016-17

2015-16 Form Options

Course Addition

Course Modification

Course Deletion, ~~Deactivation, Reactivation~~

Program Addition

Program Modification

Program Deletion, Deactivation, Reactivation

2016-17 Form Options

Course Addition or Reinstatement

Course Modification

Course Deletion

Program Addition

Program Modification

Program Deletion, Deactivation, Reactivation

HOW TO USE THE FORMS

1. DOWNLOAD a new form from the website for **every individual proposal** to modify/add a single program or course.

2. SAVE the form to a network drive with a descriptive name (e.g. "CourseAddition_ABCD100")

3. WORK from a CMU/WCCC provided computer

4. OPEN the form ONLY USING MICROSOFT WORD

5. Choose ENABLE EDITING

6. Choose ENABLE CONTENT

7. Choose VIEW and then EDIT DOCUMENT

8. Use the TAB key to progress from field to field within the form
   - Using the TAB key triggers the programming within the form to populate the correct drop-down menus
   - Other ways of navigating the forms, such as using the mouse to click into a different section of the form, may cause issues

COMMON ISSUES:
FROM A PROCESSING PERSPECTIVE

➢ content from a previous proposal remains in the form
  ➢ Creates errors with the proposal content
  ➢ Caused when a form is completed, and then "SAVED AS" to create the next proposal
  ➢ The forms do no automatically reset
  ➢ Avoid by downloading form from the website EVERY SINGLE TIME

➢ programming/functionality is stripped from the form
  ➢ Seems to be caused by using forms on Macs and/or by converting to use with a different word processing system
  ➢ Forms can't be imported into database
  ➢ Avoid by working from a CMU/WCCC-provided computer and only using Microsoft Word
  ➢ Choose ENABLE CONTENT

➢ an outdated form is submitted
  ➢ Important fields/content missing
  ➢ Not compatible with 2016-17 database
  ➢ Submissions will be returned to WCCC Curriculum Committee or to submitting UCC representative
  ➢ Avoid by downloading form from the website EVERY SINGLE TIME

RESOURCES

❖ http://www.coloradomesa.edu/faculty-senate/committees/curriculum/resources.html
  - ❖ Curriculum Policy and Procedure Manual
  - ❖ Submission calendars
  - ❖ Curriculum forms to download
  - ❖ Committee membership
  - ❖ Instructions for library and financial aid review

❖ R:\Curriculum\Program Sheets for Curriculum Program Modifications
  - ❖ Current program Sheets
    - o Track changes are on and password protected
  - ❖ Templates for new programs
    - o REQUIRED to be used for new program proposals

❖ Registrar's Office Staff
  - ❖ Available course numbers within an existing course prefix
  - ❖ Creating a new course prefix

For more help …

➤ using the forms and program sheets
  - ➤ Jessie Barnett
  - ➤ Coordinator of Special Projects – Academic Affairs
  - ➤ jmbarnett@coloradomesa.edu
  - ➤ 970.248.1463

➤ understanding policies and proposal requirements
  - ➤ curriculum committee (GCC, UCC, and WCCC CC) chair/vice-chair
  - ➤ essential learning subcommittee chair
  - ➤ assistant vice president for academic affairs
  - ➤ director of assessment of student learning
  - ➤ director of financial aid
  - ➤ catalog description evaluator
  - ➤ registrar

Undergraduate Curriculum Committee: Important Dates and Deadlines for Academic Year 2016-2017

	Submit and discuss materials with Department Head and Department CC Rep and other affected departments.	Proposals to add or change Essential Learning courses, materials must be submitted to oroark@coloradomesa.edu.	Submit proposal to committee "buddy" to review. Proposals for new/changed course catalog descriptions must be submitted to Catalog Description Evaluator. Proposals for new programs or courses must be submitted to Library CC Rep. Proposals for new programs must be submitted to Director of Financial Aid and DASL.	**Submission Deadline** — Curriculum proposals and Essential Learning Committee minutes due by Noon (submitted by email to UCC_Chair@coloradomesa.edu)	Approx. date executive subcommittee meets to review proposals	Any initial issues and/or questions with proposals communicated to department	Departments address issues via email (send to UCC_Chair@coloradomesa.edu).	Agenda and proposals distributed to committee.	**Committee Meeting** — Curriculum committee meets to discuss and act on proposals.	Minutes sent to Curriculum Committee for approval.	Curriculum Committee approves minutes. Minutes are sent to Faculty Senate	Faculty Senate receives minutes. (Faculty Senate approval is two weeks later.)	VP of Academic Affairs Acts on All Proposals	President Acts on Substantive Changes	Board of Trustees Acts on Substantive Changes	Colorado Dept of Higher Education Acts on Substantive Changes.	Curricular Changes Appear in University Catalog.
Dates and procedures vary with each department	Thursday	Thursday	Thursday	Thursday	Friday	Monday	Thursday	Thursday	Tuesday	Wednesday	Thursday						
	No curriculum proposals are entertained at the August meeting.							8/18/2016	8/25/2016	8/30/2016	8/31/2016	9/1/2016					
	8/18/2016	8/25/2016	9/1/2016	9/8/2016	9/9/2016	9/12/2016	9/15/2016	9/22/2016	9/27/2016	9/28/2016	9/29/2016					
	9/22/2016	9/29/2016	10/6/2016	10/13/2016	10/14/2016	10/17/2016	10/20/2016	10/27/2016	11/1/2016	11/2/2016	11/3/2016	Dates are set by appropriate authorities.				Fall 2017
	10/6/2016	10/13/2016	10/20/2016	10/27/2016	10/28/2016	10/31/2016	11/3/2016	11/10/2016	11/15/2016	11/16/2016	11/17/2016					
	11/3/2016	11/10/2016	11/17/2016	11/24/2016	11/25/2016	11/28/2016	12/1/2016	12/8/2016	12/13/2016	12/14/2016	12/15/2016					
	12/22/2016	12/29/2016	1/5/2017	1/12/2017	1/13/2017	1/16/2017	1/19/2017	1/26/2017	1/31/2017	2/1/2017	2/2/2017					
	1/19/2017	1/26/2017	2/2/2017	2/9/2017	2/10/2017	2/13/2017	2/16/2017	2/23/2017	2/28/2017	3/1/2017	3/2/2017					
	2/2/2017	2/9/2017	2/16/2017	2/23/2017	2/24/2017	2/27/2017	3/2/2017	3/9/2017	3/14/2017	3/15/2017	3/16/2017					Fall 2018
	No curriculum proposals are entertained at the April meeting.							4/6/2017	4/13/2017	4/18/2017	4/19/2017	4/20/2017					

Deadline to submit course changes that will appear in J-Term/spring course schedule. 9/1/2016

Deadline to submit program additions (and accompanying course additions) that will appear in the 2017-18 Catalog. 1/5/2017

Deadline to submit course changes that will appear in summer/fall course schedule. 2/2/2017

Deadline to submit program modifications and course additions that will appear in the 2017-2018 catalog. 2/2/2017

In the event that not all proposals are reviewed during a scheduled meeting, the committee will meet the following Thursday.

UCC Approved: 4/18/2016; Faculty Senate Approved: 5/5/2016

Academic Council Meeting, September 9, 2016

APPENDIX B

As of fall semester 2013, Faculty regardless of rank or tenure are required to successfully complete the Online Teaching Essentials (OTE) course offered by Distance Education prior to teaching fully online for Colorado Mesa University. Faculty who have taught fully online for CMU prior to fall 2013, are welcome, but not required, to participate in the Online Teaching Essentials course.

- Upon being assigned to a fully online course in Banner, the instructor and their Department Head receive notification that the instructor is expected to register for OTE. (This notification includes a link for registration and upcoming dates.)
  - In cases where instructors have taught fully online at another institution and can show examples of using Quality Matters standards within their course, the Office of Distance Education may allow the instructor to teach online for one semester. If allowed, the instructor's course will be reviewed by the Office of Distance Education that semester and a determination made as to whether the instructor would need to take OTE (and successfully complete) or if they would only need to include review recommendations in their course (and receive a successful review).
  - All feedback of OTE final projects and official OTE course reviews will be sent to the instructor, as well as to their Department Head.
- Faculty who successfully complete OTE are able to immediately teach fully online courses without restriction. A successful score is 80% on the Final Calculated Grade.
- For Faculty who do not successfully complete OTE, ~~the Department Head will assign a mentor for the assigned~~ the Director of Distance Education will assign an Instructional Designer to work with the instructor for that semester and the instructor will be allowed to teach online for that semester only. The faculty member is required to register for the next OTE session, and successfully complete it, in order to teach fully online in subsequent semesters.
  - ~~Assigned mentors must have previously taught fully online. Assigned mentors have successfully completed OTE or have had at least one of their online courses pass an internal review by the Office of Distance Education, using the Quality Matters rubric.~~
  - In cases, where instructors have failed OTE twice, ~~Department Heads may decide to relieve the instructor of online teaching duties or will discuss performance with the Vice President, Academic Affairs and the Assistant Vice President Academic Affairs, Distance Education to determine the appropriate course of action.~~ Instructors must be approved by Academic Department Heads and the Director of Distance Education to teach in either online or blended formats.

- In the case, where the Faculty is assigned to a fully online course before the start of the next OTE course is available, the Director of Distance Education will assign an Instructional Designer to work with the instructor for that ~~the Department Head will assign a mentor~~ for that semester and the instructor will be allowed to teach online for that semester only. The instructor will be required to take and pass OTE before they are able to teach online the following semester.
  - ~~Assigned mentors must have previously taught fully online. Assigned mentors have successfully completed OTE or have had at least one of their online courses pass an internal review by the Office of Distance Education, using the Quality Matters rubric.~~
- Faculty who elect to take OTE prior to being required, **(and successfully complete OTE),** are not required to retake OTE should they be assigned to a fully online course.
- Faculty who elect to take OTE prior to being required, **(and do not successfully complete OTE),** will be required to retake OTE should they be assigned to a fully online course.

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- Faculty who elect to take OTE prior to being required, (**and do not successfully complete OTE)**, will be required to retake OTE should they be assigned to a fully online course.

Academic Council Meeting, September 9, 2016

APPENDIX C

From:	Pemberton, Cynthia
Sent:	Monday, September 12, 2016 1:53 PM
To:	Bailey, Debra; Bailey, Dennis; Barnett, Jessie; Bickham, Blake; Brandon, Sonia; Bridge, Morgan; Brower, Tim; Callaway, Annette; DeBellevue, Tracy; Garner, Suzie; Haas, Kurt; Hawkins, Jeremy; Herrick, Jessica; Hofer, Calvin; Laga, Barry; LaMee, Mo; Lueb, Cindy; McVean Waring, Carrie; Murphy, Christine; Norman, Steven; Payne, Lori; Pemberton, Cynthia; Pinnow, Timothy; Rael, Sylvia; Ratcliff, Gary; Reis, JoAnne; Rooks, Erin; Schans, Bette; Sundermann, Brigitte; Teal, Holly; Walker, Russ
Cc:	Callaway, Annette
Subject:	HLC "report"

Hi all, below is the email report re: HLC update I mentioned during our meeting on Friday. My reply to the process question posed is inserted in red below.

Annette, please append this email to the summary notes.

Dr. Cynthia Pemberton
Vice President for Academic Affairs
Colorado Mesa University
970-248-1881

From: Bridge, Morgan
Sent: Thursday, September 8, 2016 9:17 AM
To: Pemberton, Cynthia <cpemberton@coloradomesa.edu>
Subject: My apologies

After talking with HR, the policy seems to be that all full-time instructors must have official transcripts on file in HR. HR is still working on getting all official transcripts from the new hires this fall. For full-time faculty, HR will be sending out letters next week if the official transcripts have not yet been received by HR as a reminder/follow-up.

For Lecturers, HR requires unofficial transcripts and will take a copy from the Dept, if the Dept has the unofficial transcripts. HR depends on Dept Heads to get the transcripts from Lecturers and then provide that information to HR.

It would seem reasonable to me to expect Dept Heads to get the Lecturer transcripts to HR for the Lecturers we have this fall?? Yes. This is reasonable and meshes well with the HLC faculty credential and vitae collection currently in progress.

Thank you,
Morgan

Academic Council Meeting, September 9, 2016

APPENDIX D
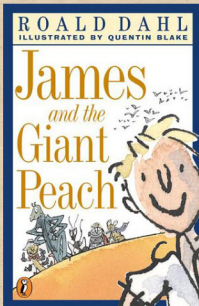
Presented in collaboration with CMU Theatre's production of *James and the Giant Peach*, Sept. 29–Oct. 8.

READ THE BOOK & JOIN THE DISCUSSION
AT TOMLINSON LIBRARY!

Check out a print or online version of Roald Dahl's *James and the Giant Peach* and then join us for a delicious discussion with light refreshments.
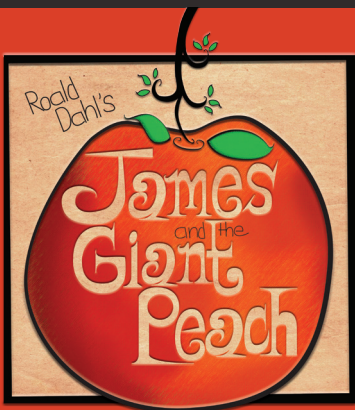
WEDNESDAY, OCTOBER 5
7–8:30PM
TOMLINSON LIBRARY FIRST FLOOR EVENT SPACE
1200 College Place • Parking free after 6pm

Not sure how to get the book? **ASK A LIBRARIAN!**
Text 970.644.6542 M–F 8am–5pm

Roald Dahl's fantastical tale of a boy, his insect friends and a journey of enormous proportions!

SEP. 29–OCT. 8

Sep. 29, 30, Oct. 1, 6, 7, 8; 7:30pm
Oct. 2 and 8; 2pm
Moss Performing Arts Center
Robinson Theatre
$20 adults, $16 seniors, $7 students

COLORADOMESA.EDU/MOSSTICKETS
970.248.1604

ONLY $5 PER TICKET
SEPTEMBER 29 & OCTOBER 6

RUSH TICKETS
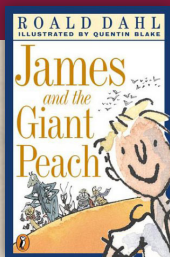## STUDENTS, FACULTY & STAFF

- purchase your ticket the day or evening of the show
- box office open 10–2 and 6:30–7:30 (MPAC lobby)
- purchase with those you want to sit with
- one ticket per MAVcard presented

CMU THEATRE

Read the book!

JOIN THE DISCUSSION

Read *James and the Giant Peach*
and join a book group discussion!

FIND IT: JuvF.D131j
(also available as eAudiobook and eBook)

WHAT: Discussion and presentation about
Roald Dahl's book, *James and the Giant Peach,*
with light refreshments

WHEN: Wednesday, October 5th; 7pm

WHERE: First Floor Library Event Space

READ MORE

Charlie and the Chocolate Factory
JuvF.D131c

The BFG
JuvF.D131b

Available as eBooks and/or eAudiobooks

Charlie and the Great Glass Elevator

Matilda

Fantastic Mr. Fox

The Witches

The Twits

Danny, Champion of the World

The Magic Finder

The Giraffe and the Pelly and Me

COLORADO MESA
U N I V E R S I T Y

TOMLINSON LIBRARY