CMU Academic Affairs Council
Agenda February 15, 2017
3-5 pm
(ADHs bonus time 4:30 and 5 pm 😊)

Announcements/Updates/Reminders/Air-time & Action Issues

Showcase update:

Student Showcase 2017 Application Deadline: March 1

Application Instructions:

- Before you submit your application, your faculty sponsor MUST review and approve your abstract.
- Abstracts must be 200 words or less.
- Abstracts with typographical/grammatical errors will not be accepted.

Group Projects:

- If you complete the application on behalf of a group of presenters, you will also need each group member’s complete first and last name and CMU email address.
- Whichever student completes the application on behalf of a group will be considered the primary contact person for the presentation.
- Only one application should be submitted for a group presentation, with the submitting student listing the other group members as co-presenters on the application.

CMU/CMC – swirling

PA/PT/OT update – moving forward, facilities, timelines, etc. (Jeremy please plan to chime in)

Recruiting: Fac visits when folks are on-campus (ex: Belmont College and 11am to 1pm “window” of availability). Admiss to contact DH re: visitations, DH to coord with faculty based on teaching schedules.
Personnel Issues & Updates:
- Eval “process” updates: CP/TF with DH for in-person eval meeting (no “separate” cp meeting).
- Position Requests – Spring timeline “okay,” let’s talk about what that means 😊 (thank you Barry!)

Search process guidelines – asking you to help me do a better job helping you...

1/24/2017 email not as clear as it needed to be...

Hi all. Questions about “how many” on campus interviews/search have come up a couple times. Rather than reply individually, I thought it would be helpful to send an email to you as a group.

1. Depending on depth of applicant pool, you may want to conduct phone interviews prior to determining top 2-3 candidates for on campus interviews. I encourage you to do so.
2. Be sure you have communicated to folks (perhaps during the phone interviews) the salary range. Please do not bring folks in for on campus interviews that do not fully understand the parameters of the position, including salary info., but do sell how wonderful we are and our high quality of life.
3. Depending on pool quality and “natural” demarcations among applicants I will approve 2-3 on campus interviews/search. This means if the top 2 are confirmed interested and clearly defined from the rest of the pool, bring in 2 (this is our “norm”). If the pool dips down to 3 really close top candidates, request approval for 3.

Let’s try to clear things up & yet keep me in the loop:
1. Please do exercise attentive oversight of the search committee processes.
2. Share guidelines, as above, with committees.
3. If instances occur where a committee is having trouble narrowing the field to 2-3 top candidates, consider adding a skype interview after the phone interview and prior to on-campus interviews.
4. Assume you have approval to monitor the processes and use your judgement relative to whether to bring in 2 or 3 candidates for on-campus interviews. You don’t need to ask me for approval, just monitor the process and then guide your committees appropriately.
5. Do keep me in the loop so I can be informed and responsive if and when questions arise. Maybe a notification/email something like: “The committee has reviewed all applicants and adhered to the search guidelines. We will be scheduling X [fill in either 2 or 3] on-campus interviews for [fill in estimated date parameters] and scheduling appointments to your calendar with Ms. JoAnne Reis.”
6. Better?

Reports & Guests

December Recruit back ROI report – thank you and your faculty for your efforts!
24 out of the 252 enrolled this term.
2 of the 24 enrolled this term have petitioned to graduate in Spring 2017
1 of the 24 enrolled this term have petitioned to graduate in Fall 2017
4 earned a degree in Fall 2016 (w/substitutions and waivers)
AVPAA: Dr. Kurt Haas
MAVzone channel on the Student Academics tab for students to request a degree, major, or minor change w/Ms. Millie Moland (3:15ish)

Curriculum Roundup – program sheet update – Ms. Jessie Barnett

AVPAA: Mr. Tim Pinnow

WCCC: Ms. Chris Murphy
Dept conversations re: 2-yr degree program “home” (President Foster request)

Montrose: Dr. Gary Ratcliff

Academic Support Units – Announcements anyone?
- Assessment (Dr. Bette Schans)
- OIR (Dr. Sonia Brandon)
- Library (Ms. Sylvia Rael)
- Registrar (Ms. Holly Teal)
- Sponsored Programs (Cindy Lueb)

Council “activity”

Good of the Order/Kudos & TQs!

Congratulations to Dr. Bette Schans, CMU Director of Assessment who was honored (the Association of Collegiate Educators in Radiologic Technology Life-Time Membership. The ACERT is “Dedicated to improving the quality of education among collegiate radiologic technology programs.” Dr. Schans has been a member since, 1994. During the January 25-27, 2017 conference and business meeting, Dr. Schans was recognized and honored as a recipient of ACERT lifetime membership in honor of her longstanding dedication and achievements in collegiate radiologic education. Congratulations Dr. Schans!

Grant Review and Kudos: Six academic departments (Biology, Business, CSMS, Health Sciences, PES and SBS), 3 centers (FIRS, Natural Resources and Water Center), the Library, OIRDS and Academic Affairs, 30 different faculty/staff PI’s with awards ranging from just over $1000.00 to over a million $$$ (e.g., Daniels’ fund, TRiO). Academic Affairs unit total = over 3.5 million! Special kudos to the following faculty PIs and co-PIs, who have over $100,000.00 in active grants: Dr. Kyle McQuade (Associate Professor of Biology), Dr. Stephen Stern (Assistant Professor of Biology), Dr. Morgan Bridge (Professor of Business), Mr. Brian Fraser (Assistant Professor of Business), Dr. Tim Casey (Professor of Political Science), Dr. Russ Walker (Professor
of Environmental Science and Technology), **Dr. Melissa Connor** (Associate Professor of Forensic Anthropology), **Dr. Eriek Hansen** (Assistant Professor of Biology), **Ms. Melissa Calhoon** (TRiO SSS Director), **Dr. Gigi Richard** (Professor of Geology) and **Ms. Hannah Holm** (Coordinator of the Water Center)

**Congratulations to Dr. Sean Flanigan** (Associate Professor of Music-Low Brass). Dr. Flanigan was a guest conductor for the District 8 Honor Jazz event Feb. 3-4 at Roaring Fork HS in Carbondale. 

**Kudos to the CMU Accounting Faculty – Strong CPA Pass Rate Success!**

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**Drs. Steve Murray and Kristin Heumann** have had another paper accepted to Strategies. The paper topic is: Double the Fun with Two-Person, One-Rope Jump Rope. Congratulations!

**Dates & Deadlines/Future Meetings: UC 213, 3:00-5:00 pm**
March 1, March 15, April 5, April 19, May 3. **Year End wrap-up meeting: 10:00 am to 12:30 pm Monday 5/15, location TBA. August Launch Meeting/Retreat: 10 am to 4:00 pm Thursday August 10, location TBA**