CMU ACADEMIC AFFAIRS COUNCIL – SUMMARY NOTES

February 1, 2017
3:00–4:30 p. m.
University Center, Room 213

AA Council Members in Attendance: Dr. Debra Bailey—Director, Health Sciences; **Dr. Blake Bickham**—Dept. Head, Teacher Education; **Dr. Sonia Brandon**—Asst. VP, Institutional Research, Planning and Decision Support; **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. Calvin Hofer**—Dept. Head, Music; **Dr. Barry Laga**—Dept. Head, Languages, Literature and Mass Communication; **Mr. Mo LaMee**—Dept. Head, Theatre; **Ms. Cindy Lueb**—Director, Sponsored Programs; **Dr. Steven Norman**—Dept. Head, Business; **Dr. Lori Payne**—Dept. Head, Computer Science, Mathematics, and Statistics; **Dr. Cynthia Pemberton**—Vice President for Academic Affairs; **Mr. Tim Pinnow**—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, Assessment; **Ms. Brigitte Sundermann**—Director, Manufacturing Technology and Interim Coordinator, Engineering Programs; **Ms. Holly Teal**—Registrar**; Dr. Russ Walker**—Dept. Head, Physical and Environmental Sciences; **Dr. Carrie McVean Waring**—Dept. Head, Biological Sciences.

Members Excused: Dr. Tim Brower—CU-Boulder/CMU Engineering Partnership Program; **Ms. Christine Murphy**—Director of Instruction/Director of Developmental Programs, WCCC.

Also in Attendance: Dr. Sandie Nadelson, Professor of Nursing

Recorder: Ms. Jessie Barnett, Coordinator of Special Projects, Academic Affairs

Announcements/Updates/Reminders:

Dr. Pemberton facilitated the meeting, and provided announcements and reminders as follows:
- Probationary tenure-track faculty:
  - Non-renewing recommendations due from Department heads/directors to Dr. Pemberton 2/15.
- Timeline of annual evaluation/plan for department heads and faculty (see also forms at: http://www.coloradomesa.edu/academic-affairs/faculty/forms.html)
  - ~~Department head/unit leader evaluation will be discussed during regularly scheduled meeting with Dr. Pemberton~~ – **Update: this will not be the case, past CMU practice re: combo meetings (President, VPAA and ADH) will be scheduled instead.**
  - ADHs were asked to institute a norm of practice wherein faculty annually update vitae and submit with evaluation materials.

- Tenure and Promotion: Early tenure is to be considered rare and exceptional. Note Handbook language re: evaluation definitions: exceptional/significant contributions: pp. VI-15 and VI-5.
- Reminder – Info to share with faculty:
  - Tenure does not come with a pay increase.
  - $2500.00 increase with promotion to associate professor.
  - $3000.00 increase with promotion to professor.
- A question was asked re: Dr. Pemberton's perception of the promotion pay increase amounts. Dr. Pemberton responded noting faculty support priorities, from her perspective, at this time as: position salaries, part-time faculty salaries and professional development funds.
- Faculty designation terminology in Handbook:
  - Goal for ".8" terminology to be eliminated, and to consider using "academic instructor" instead.
  - Consider using "adjunct" in place of "lecturer."
  - Need for "clinical faculty" designation.
  - Dr. Pemberton, Dr. Haas, and Mr. Pinnow will research practices at other institutions and bring a recommendation back to the group, with potential submission for Handbook revision by the December 1, 2017 deadline.
- Maverick Milestone and team teaching were discussed:
  - Can the Milestone course evaluation process be improved? Feedback is provided to faculty/departments based on which of the two Milestone CRN is used on the student evaluation form leading to lack of consistency.
  - Can faculty be supported to develop their team-teaching strategies before the course begins? Some of the teaching team issues that have arisen so far stem from different teaching styles.
  - Dr. Haas and Dr. Herrick will meet with Dr. Doug O'Rourke, Essential Learning Committee Chair to discuss more ideas.
- The Student Showcase online application will be demonstrated at the next meeting, and will available to students within a few days.
- 2017-18 plan for faculty professional development opportunities: Fall 2017 = a menu of in-house workshops, and "headline" speaker/presentation/workshop January 2018.
  - Send suggestions to Dr. Pemberton.
- If you haven't already, send existing department-specific guidelines, manuals, etc., to Dr. Pemberton as an information item. In particular, please share info re: dept. eval. guidelines.
- The following discussion topics were moved to a future meeting's agenda:
  - Plagiarism: Policy working group?
  - CMU/CMC: Swirling/banner dual-enroll

Reports and Guests:

Ms. Liz Meyer, Foundation CEO and **Ms. Tina Kleespies**, Foundation COO
gave a presentation on fundraising opportunities **(see Appendix A)**:

- MAVfunder is a new crowdfunding platform that allows for department-specific fundraising campaigns, which can range from student and faculty projects to scholarship funds. Great opportunity for Depts./Programs to target specific needs. **Thanks Foundation for letting us be part of this!**
- "Day of Giving" planned for 4/20/17 to celebrate CMU's 92nd birthday. Campaign submission deadline is 3/1.
- Depts. were invited to submit ideas online to: https://supportingcmu.org/MavFunder?cfpage=submit-campaign

On behalf of **Ms. Chris Murphy**, Director of Instruction-WCCC, Dr. Pemberton advised the Council that, at the request of President Foster, Ms. Murphy will be contacting each academic department wherein two-year degrees are housed regarding the potential transfer of oversight for certificate and two-year programs to WCCC.

Dr. Kurt Haas and **Ms. Holly Teal** led a brief discussion regarding the pre-requisite evaluation. There was positive feedback and plan is going forward.

Mr. Tim Pinnow provided the following updates:

- D2L Implementation and Use:
  - Glitch in the script to implement in new policy has been corrected.
  - Students who got dropped are those who haven't passed the online orientation if the first seven days.
  - Students received a total of 11 emails.
  - Less than 150 students were affected by new policy.
- Open Source Inventory and CCHE Updates: Council members were reminded to please send info to Mr. Pinnow.
- Exploring Digital Direct Access (DDA), no decisions have been made, just info shared re: possibilities to consider – **(See Appendix B)**.

Dr. Gary Ratcliff, Director, Montrose Center reported the following: CMU Montrose will be engaging with community members to update their 2012 strategic plan to align with CMU's 2020 Strategic Plan.

Academic Support Units

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

- Essential Learning Rubric Pilots: Digication; Collection of Artefacts for Written Communication; and Hoping to try for Critical Thinking for Fall 2017.
- Assessment Committee considering whether or not to continue using ETS: Participation rates and results appear to have remained largely static for some time. CMU is only 4-year institution in State that uses ETS at the undergraduate level.

- o Department heads reported that they really don't think their units are using the results; and instead are relying on more discipline specific/relevant capstone assessments.
- o Dr. Schans asked ADH's to double-check with their faculty and communicate with her soon if they would like to continue with ETS.
- o **Dr. Schans will be following-up to inventory alternative assessments in use.**

Dr. Sonia Brandon, Asst. VP, Institutional Research, Planning and Decision Support, provided the following update: December 2016 was the first instance of SLO question included in the Graduate Exit Survey. Survey data will be shared in March.

Ms. Holly Teal, Registrar, will continue the discussion of next steps regarding the Banner Advisor clean up at the next meeting.

Good of the Order/Kudos & TQs!

TRiO Annual Report – Kudos and many thanks to Ms. Melissa Calhoon (TRiO-SSS Director) and her staff (Ms. Stacy Falsone, TRiO-SSS Advisor; and Mr. Rafael Orozco, TRiO-SSS Advisor) for their exceptional work – you and your good work are making a positive difference!

The 2016-17 CMU Mechanical Engineering Technology ABET Self-Study Report has been selected for display of well-prepared Self-Study Reports at the 2017 ABET Symposium, April 20-21, 2017 in Baltimore, MD. The criteria for selection were designed to identify well-written and well-organized Self-Study Reports. This nomination is **not** associated with the final accreditation action. There will be about 50 self-studies from all four commissions on display. **Congratulations and many Thanks to Dr. Tim Brower for his leadership in preparing this report!**

Kudos to Dr. Steve Norman and Mr. Steve Soychak, who took 15 CMU Energy Management students to the Global Energy Forum in Beaver Creek. The Forum is presented annually (this was the 6th annual) by the Global Energy Forum Foundation in partnership with the Stanford University Precourt Institute for Energy and the Stanford University Precourt Energy Efficiency Center. The Forum hosted leaders from around the world to engage a thought-provoking examination of our energy future. Past Forum participants have included: distinguished government officials, corporate energy executives, leading research scientists, venture capitalists, investors, entrepreneurs and world-renowned journalists. This was a terrific opportunity for our CMU students! **Thank you Dr. Norman and Mr. Soychak!**

Dates & Deadlines/Future Meetings

UC 213, 3:00-5:00 pm, February 15**,** March 1, March 15**,** April 5, April 19**,** May 3. **Year-end Wrap-up Meeting,** Monday, May 15 from 10:00 am to 12:30 pm. Location tba. **August Launch Meeting/Retreat,** August 10 from 9:00 am to 4:00 pm, location tba.

COLORADO MESA UNIVERSITY

FOUNDATION

Colorado Mesa University Foundation is thrilled to announce we have launched

MAVFUNDER

MavFunder is the official crowdfunding platform for Colorado Mesa University. Crowdfunding is the practice of fundraising for a specific student, faculty or staff project by sharing the campaign through personal networks.

Check out our first campaign at:

SupportingCMU.org/MavFunder

Join the crowdfunding wave with CMU in 2017!

100% of gifts made goes to the project. No fees are taken from donations.

Together, our gifts can make a great impact on the Maverick community.

Small gifts make a big impact.

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

Day of Giving

When: Thursday, April 20, 2017 for 24 hours

Theme: Give a gift on CMU's 92ⁿᵈ Birthday

Goal: 92 gifts/donors

Communication timeline:

- February 1ˢᵗ – Foundation meeting with the Academic Council to share Day of Giving opportunity
- Add "Day of Giving-Celebrate92" to your calendar for April 20th
- Deadline for campaign submission is **March 1ˢᵗ**
  - Go to: https://supportingcmu.org/MavFunder?cfpage=submit-campaign to submit project idea
- Completion of project page -**April 1ˢᵗ**

April 4ᵗʰ – Social Media campaign begins
- Promo Image: Birthday cake with "Celebrate92.....4-20-17"

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Submit Your Idea

First Name

Last Name

Email

Campaign Title

40 characters remaining

Campaign Summary

140 characters remaining

Fundraising Goal

$ .00

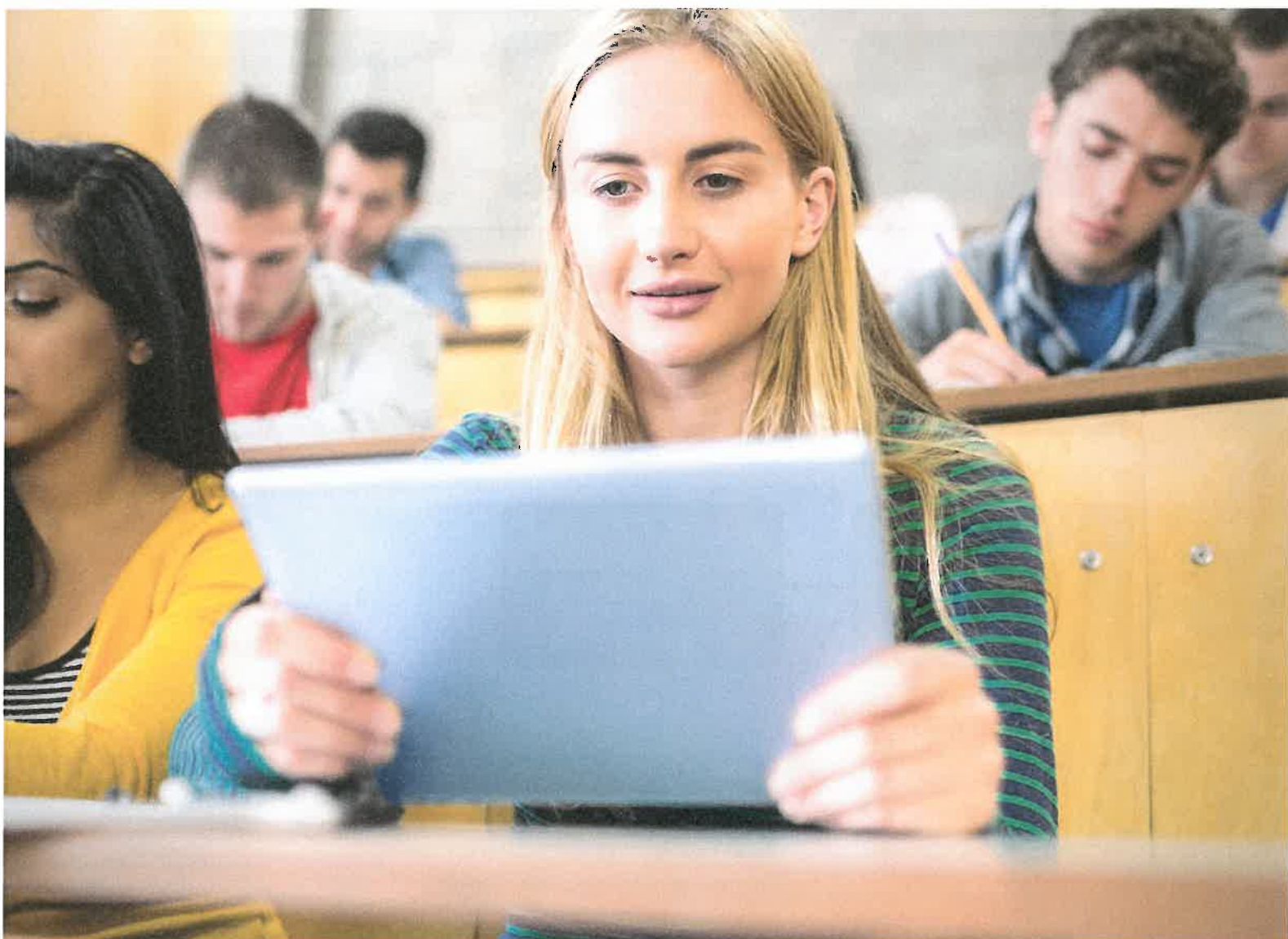**Campaign Duration**

Days

Street Address

City

State
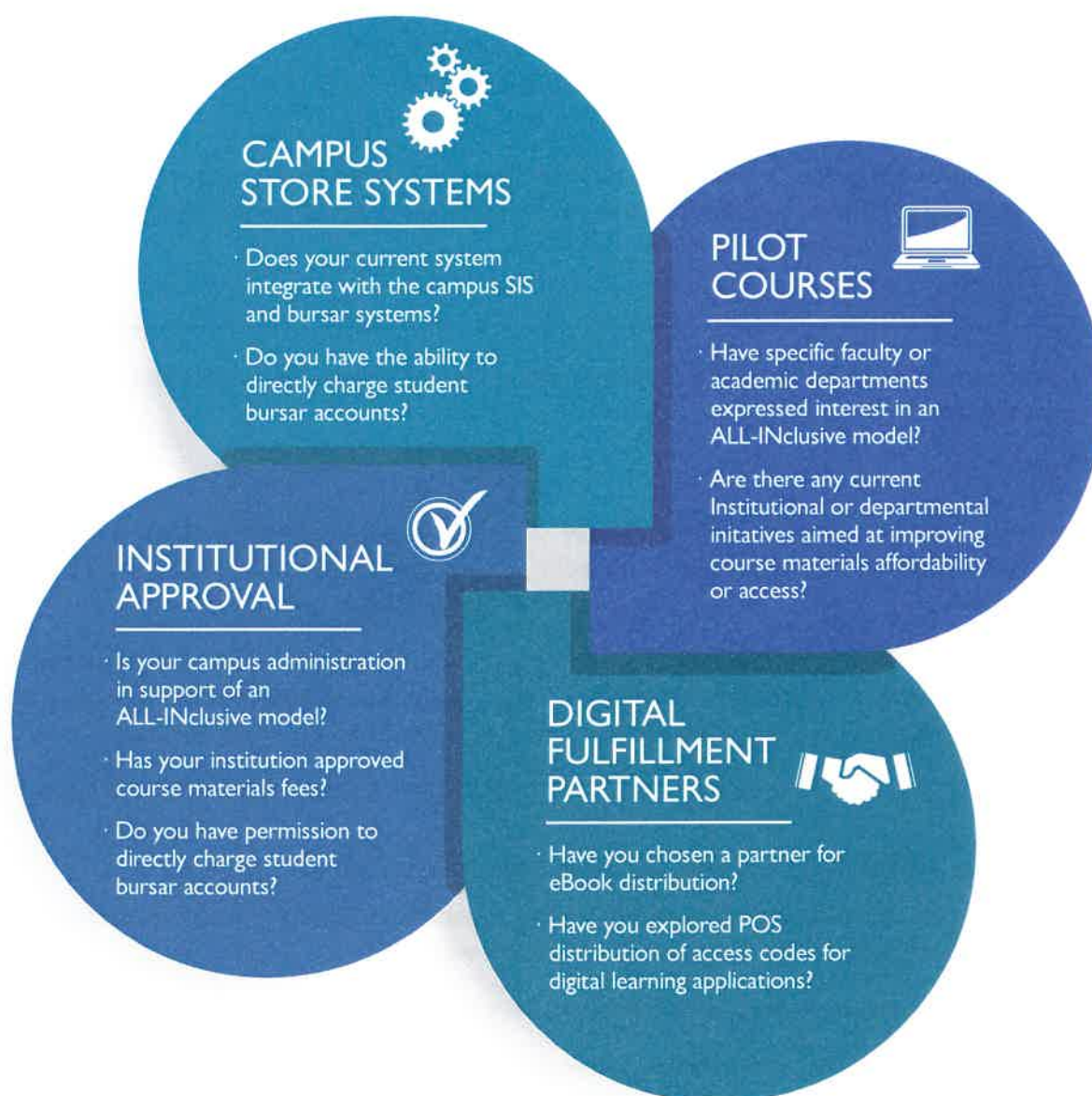
Choose State   ▼

Zip Code

Submit Campaign

Ensure that every student has access to required learning materials with ALL-INclusive

ALWAYS LEARNING

PEARSON

How to implement ALL-INclusive through your store.

There are a few steps you'll need to take before implementing an ALL-INclusive model. This section provides guidance on how to successfully launch the program.

CAMPUS STORE SYSTEMS

· Does your current system integrate with the campus SIS and bursar systems?

· Do you have the ability to directly charge student bursar accounts?

PILOT COURSES

· Have specific faculty or academic departments expressed interest in an ALL-INclusive model?

· Are there any current Institutional or departmental initatives aimed at improving course materials affordability or access?

INSTITUTIONAL APPROVAL

· Is your campus administration in support of an ALL-INclusive model?

· Has your institution approved course materials fees?

· Do you have permission to directly charge student bursar accounts?

DIGITAL FULFILLMENT PARTNERS

· Have you chosen a partner for eBook distribution?

· Have you explored POS distribution of access codes for digital learning applications?

Assess your store's systems

As you begin to explore rules, regulations, and processes around course materials fees, you should also assess the capabilities of your store's software and systems.

Billing for ALL-INclusive models is based on course enrollment after the add/drop period. Course materials fees are charged directly to student bursar accounts. You'll need to find out if you have the technical capabilities to implement a program, and determine if you want to do it independently or in cooperation with a trusted eBook partner.

> » Do your systems allow you to integrate with the campus SIS system in order to gain access to course enrollment data?
>
> » Do your systems allow you to integrate with the bursar to directly charge student accounts?

If your systems do not currently support this functionality, there are commercial software solutions and partners that can help.

Explore digital fulfillment partners

While various formats of course materials are distributed through ALL-INclusive models, it is important to establish a scalable model for the distribution of digital learning materials, such as eBooks.

> » Does your store or campus currently work with any eBook/eReader platform vendors?
>
> » Has your store or campus established an agreement with a preferred or exclusive eBook/eReader platform vendor?
>
> » Have you discussed an ALL-INclusive model with your eBook/eReader platform vendor?
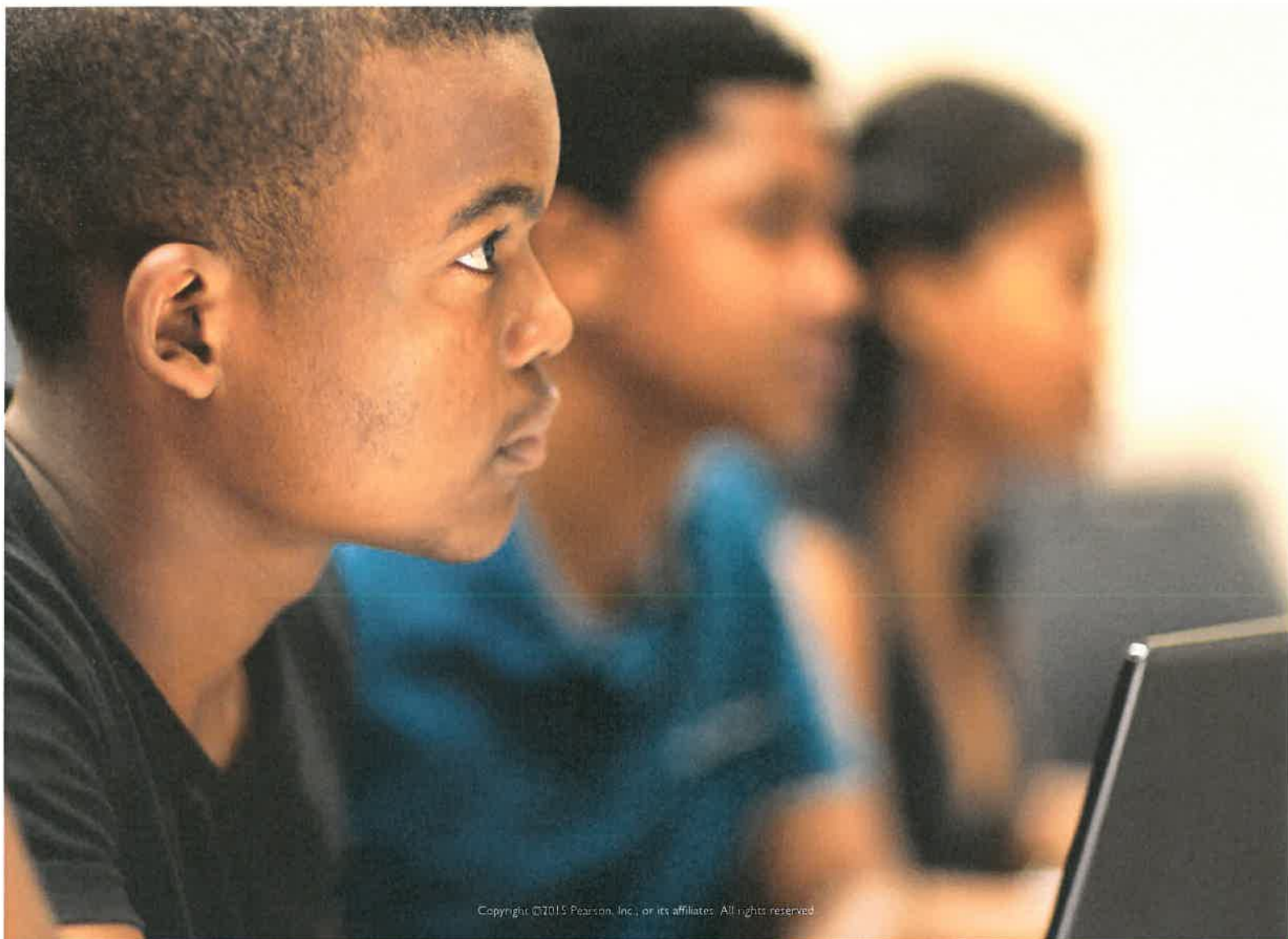
You can partner with a variety of different vendors who support an ALL-INclusive model.

Partner with Pearson

Pearson is partnering with institutions and college stores across the nation to help drive the success of ALL-INclusive programs.

Contact your Pearson representative for more information on how you can establish an ALL-INclusive model at your institution, as well as special pricing and product availability.

ALWAYS LEARNING

PEARSON