

**CMU Academic Affairs Council
Agenda April 18, 2018
3:00-5:00 pm, UC 213**

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

CP announcement timing

Handbook review status update and timeline info

Special Guests:

Mr. Jeremy Brown: CRM Advise Show and Share? (to be confirmed)

AVPAA: Dr. Kurt Haas

Internship Working Group Report – next meeting (5/2)

Thesis, capstone, diss, ind study, research oversight – load cr? Compensation?

AVPAA: Mr. Tim Pinnow

Course Comparability Manual update working group...

House Calls

5 year course reviews

Showcase update

AVP: Dr. Sonia Brandon (OIRPDS & OSPAR): K&P Leadership Book/Quote Show and Share

WCCC: Ms. Chris Murphy: K&P Leadership Book/Quote Show and Share

Montrose: Dr. Gary Ratcliff

Assessment & Accreditation Support: Dr. Bette Schans

Library: Ms. Sylvia Rael

Registrar: Ms. Holly Teal – Courseleaf Catalog descriptions and “term typically offered”

Proposed plan:

- 1) Holly will pull the last five years of courses using Cognos and use Excel to identify if the class has been typically offered in a summer, fall or spring.
- 2) Compare that list against the projected 2 year calendar using Excel.
- 3) Make a recommendation for each course for the academic departments to review.

Note: for new courses, there is a field in the curriculum proposal that can be used for courses added in the last two years.

Timeline: Have the list ready for review by departments by May 1 and due by June 15 to allow time to enter into the system. The new course descriptions will have many new features in addition to the description, prerequisite, and corequisite. The new fields will be essential learning category (if applicable), GT Pathways (if applicable), course fee indicator, repeat limit (if applicable), terms offered.

Dates & Deadlines/2017-2018 Meetings: UC 213, 3:00-5:00 pm: May 2

Performance Review / Salary Adjustment Timeline: 2018

Initial Communication

Administrative and Classified Staff - February 22:

- Human Resources emails all Managers / Supervisors –
 - providing them information for completion of the **17-18 performance review** which runs April 1, 2017 through March 31, 2018 (timeframe, forms, etc.) – final due to HR by April 30
 - instructions to complete **18-19 performance goals** - due to HR by May 31

Faculty:

- Academic Affairs communicates process to Department Heads via Academic Affairs Calendar

Timeline

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|----------------|---|
| April 30, 2018 | Completed 17-18 performance reviews due to Human Resources. |
| May 7, 2018 | HR submits list of Merit Pay candidates to President's Office. Merit pay is based on performance review rating for Administrative Staff and Faculty. One-time payment of \$1000 for Excellent rating and \$500 for Highly Proficient rating. |
| May 7, 2018 | Management Team Exemplary Pay submissions due to President Foster - \$3,000 one-time award based on exemplary performance. Recommendation with justification submitted to the President by May 5 for approval. Administrative Staff and Faculty are eligible for Exemplary Award. Employees recommended for an Exemplary Award must have received an "Excellent" rating on their 17-18 performance review. |
| May 15, 2018 | Human Resources submits approved merit and exemplary awards to payroll for processing. |
| May 18, 2018 | Merit and exemplary letters completed and mailed to eligible Administrative Staff and Faculty |
| May 31, 2018 | Merit Pay and Exemplary Pay received via Direct Deposit for Administrative Staff and Faculty (May payroll) |
| July 1, 2018 | Classified Staff: Cost of Living and Merit <u>effective July 1</u> . Administrative Staff: Cost of Living <u>effective July 1</u> . Administrative staff must be hired prior to April 1, 2018 to be eligible for a cost of living adjustment. Other Salary adjustments approved through the annual budget process are <u>effective July 1</u> . |

Academic Affairs Council Agenda

August 13, 2018 Faculty: salary adjustments / promotions effective August 13, 2018.