

CMU ACADEMIC AFFAIRS COUNCIL – SUMMARY NOTES

March 15, 2017
3:00–5:00 p. m.
University Center, Room 213

AA Council Members in Attendance: **Dr. Cynthia Pemberton**—Vice President for Academic Affairs; **Dr. Debra Bailey**—Director, Health Sciences; **Dr. Blake Bickham**—Dept. Head, Teacher Education; **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; **Ms. Christine Murphy**—Director of Instruction & Developmental Programs, WCCC; **Dr. Louis Nadelson, Director of Sponsored Programs and Academic Research**; **Dr. Steven Norman**—Dept. Head, Business; **Dr. Lori Payne**—Dept. Head, Computer Science, Mathematics, and Statistics; **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 of Assessment and Student Learning; **Ms. Brigitte Sundermann**—Interim Director of Engineering Programs & Director of Manufacturing Technology; **Dr. Russ Walker**—Dept. Head, Physical and Environmental Sciences; **Dr. Carrie McVean Waring**—Dept. Head, Biological Sciences

Members Excused: **Mr. Mo LaMee**—Dept. Head, Theatre Arts; **Ms. Holly Teal**—Registrar;

Recorder: **Ms. Jessie Barnett**, Special Projects Coordinator

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

Dr. Pemberton announced and commented on the following:

ADHs were asked to please have conversations with their faculty if they are not participating in the early alert system; and asked that thanks be passed along to those who are participating.

The Online student feedback/input portal and replies process and history were reviewed. It was noted that the process sends student input to Dr. Brandon (per President Foster) who is responsible for forwarding to folks for replies. Replies too need to be copied to Dr. Brandon (per President Foster). It was acknowledged that some emails don't need a response (if no student name included).

An update of the budget process was shared. The part-time salary schedule model and increase proposal may not be able to be supported this year. Discussions are ongoing.

Budget update. General conceptual funding sources for higher education were reviewed (i.e., state/federal sources, tuition & fees, auxiliary enterprises, indirects via sponsored programs/grants, and donations/fundraising. Given national trends and likely constricting state and federal resources schools across the country are and will continue to be increasingly enrollment driven. This makes recruitment and retention of paramount importance.

The Exemplary Faculty Nomination process and form access were reviewed. Given the newness of many to the process (Dr. Pemberton included) the deadline was extended to noon Monday, 3/20).

Reports & Guests

A working group of Dr. Russ Walker, Dr. Calvin Hofer and Dr. Barry Laga, Dr. Jessica Herrick, and Dr. Steve Norman presented their preliminary work per the assigned task to take a look at the ADH Evaluation form relative to congruence with the ADH feedback form and process. Notes pertaining to their review and considerations follows (notes appear in Appendix A):

- Consistency in format and evaluation category criteria are needed.
- Focus on leadership versus management.
- Consider reducing the number of categories.

Dr. Pemberton agreed to take the feedback/input from the group and sentiments shared during the discussion and try to synthesize a revised document that incorporates elements of both the 360 feedback review and standard annual evaluation review document.

AVPAAs: Dr. Kurt Haas & Mr. Tim Pinnow

Dr. Pemberton and Dr. Haas reported on Academic Affairs involvement in Mesa Experience. The increased focus on academic is appreciated and valued.

Dr. Haas: Advising has asked for revision to process for getting volunteers.
Student orientation: Requests for volunteers to go through dept. heads instead of Cattle call.

Mr. Pinnow updated Council on the status of the Graduate Certificate implementation. It was reiterated that faculty teaching graduate courses will be compensated 4 credits for a 3 credit graduate course. Note: summer/online graduate pay is already differentiated.

Academic Support

Ms. Murphy updated Council on the role she and WCCC staff will play helping to support 2-year program student recruiting and, in some instance advising (wccc curricula). Information pertaining to the GOALS program and 2-year student advising was reviewed:

1. AA/AS students whose index scores place them in GOALS or OSS are advised within those programs unless they opt out.
2. Undeclared AA/AS students are assigned to Academic Advising in the same way that bachelor's undeclared students are.
3. AA/AS students in a content area are assigned to faculty advisors within that broad content area.

Dr. Pemberton emphasized to ADHs that concurrent faculty were to be considered, treated, and supported like any other CMU department faculty.

Assessment: Dr. Bette Schans shared an update on the internship form and survey info from students. She asked that ADHs share any survey results they may have collected pertaining to student internship experiences. Dr. Schans also shared "Highlights of action taken" – HLC document, and actions

taken to close the assessment loop. She asked ADHs to bring forward faculty examples of closing the loop in classrooms/courses

Ms. Sylvia Rael and her staff were thanked for her leadership organizing and hosting our 2nd Author Showcase event. The event was a terrific success!

Ms. Cindy Lueb (outgoing Director of Sponsored Programs), updated Council on the work she was doing to wrap-up loose-ends and help transition leadership to Dr. Louis Nadelson (incoming Director). Dr. Nadelson asked to be invited to department meetings to introduce himself and the support services he hopes to provide through Sponsored Programs.

Good of the Order/Kudos & TQs!

Some may remember that **Dr. Adam Rosenbaum** delivered a faculty colloquium on a classroom project he engaged regarding the senior thesis and the teacher-scholar. Dr. Rosenbaum moved that project and the colloquium talk forward to a paper and recently received word of its successful publication: <https://www.historians.org/publications-and-directories/perspectives-on-history/march-2017/leading-by-example-the-senior-thesis-and-the-teacher-scholar> This work is a wonderful example of the scholarship of pedagogy and what it means to live the teacher-scholar model. **Congratulations Dr. Rosenbaum!**

Dr. Louis Nadelson just received word that his **National Science Foundation (NSF) Grant: Collaborative Research: The Making of Engineers: Influence of Makerspaces on the Preparation of Undergraduates as Engineers** has received funding support. The grant award, for just over **\$91,000.00** “...will increase our understanding of how makerspaces influence students' professional identity development, motivation, expertise, and propensity for persistence. Data gathered from this project will document the sustainability and scalability of makerspaces in engineering education programs through examination of undergraduate engineering education students, faculty, programs, and institutions. Finally, the work informs new lines of research regarding makerspaces in postsecondary professional engineering preparation programs” (Grant Abstract, 2017). The NSF grant information can be found at: https://nsf.gov/awardsearch/showAward?AWD_ID=1664272&HistoricalAwards=false **Congratulations Dr. Nadelson!**

Dates & Deadlines/Future Meetings: UC 213, 3:00-5:00 pm

April 5 (ADHs only – Exemp fac nomination review), 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

Appendix A: Notes from Working Group Re: ADH Evaluation/Feedback Reconciliation Review

Leadership

- Coordinate, develop and implement department short- and long-range programs, plans, goals and priorities.
- Work with the faculty in advancing program mission/goals.
- Maintain positive relationships with external constituents to the department and/or the institution.
- Recognize departmental accomplishments.
- Advocate for the department.

Communication

- Be available for consultation.
- Keep faculty informed and provide clear instructions and rationale for new requirements and projects.
- Make it clear that faculty suggestions for departmental improvements are welcome.
- Provide constructive feedback to faculty through discussions, observations, and/or evaluation processes.
- Keep students informed.

Instruction and Curriculum

- Work with faculty to develop department standards for excellent teaching performance.
- Manage scheduling of classes and work load.
- Manage program reviews and/or self-studies for national accreditation.
- Manage assessment activities.
- Work with faculty to develop appropriate curriculum, courses and programs.
- Develop appropriate extra-curricular events/activities that enhance curriculum/intellectual development.

Faculty /Personnel Relations

- Allocate personnel in committee assignments and other departmental service needs.
- Facilitate the recruitment of qualified faculty.
- Promote mentorship opportunities.
- Treat others with respect.
- Promote an environment of ethical behavior.
- Promote collegiality among faculty.
- Monitor and evaluate job performance of faculty and staff.
- Support faculty professional development.

Student Relations

- Facilitate the recruitment, retention, and graduation of qualified students.
- Manage student-faculty conflicts in an effective manner.
- Advise and counsel students.

Academic Affairs Council Summary Notes

Budget/Resource Management

- Develop and administer departmental budget.
- Involve the faculty in budget allocation (when appropriate).
- Manage department facilities and equipment.
- Maintain essential departmental records.
- Make use of data in decision making.
- Raise funds for program, department, and university when appropriate.

Additional Performance Measures

- Perform other duties/projects/goals that further the overall goals of the university and the mission of CMU.
- Undermine efforts to maintain or advance concurrent enrollment programs. [Just want to see if you're paying attention.]