

**CMU Academic Affairs Council
Summary February 7, 2018
3:00-5:00 pm, UC 213**

AA Council Members in Attendance: **Dr. Cynthia Pemberton**—Vice President of Academic Affairs; **Dr. Kurt Haas** - Asst. VP, Academic Affairs; **Mr. Tim Pinnow**—Asst. VP, Academic Affairs, Director of Graduate Studies/Director of Distance Education; **Dr. Blake Bickham**—Dept. Head, Teacher Education; **Ms. Suzie Garner**—Dept. Head, Art and Design; **Dr. Jeremy Hawkins**—Dept. Head, Kinesiology; **Dr. Jessica Herrick**—Dept. Head, Social and Behavioral Sciences; **Dr. Calvin Hofer** – Dept. Head, Music; **Dr. Scott Kessler**—Acting Dept. Head, Engineering; **Dr. Barry Laga**—Dept. Head, Languages, Literature and Mass Communication; **Dr. Carrie McVean**—Dept. Head, Biological Sciences; **Ms. Millie Moland** – Director of Academic Services; **Ms. Christine Murphy**—Director of Instruction/Director of Developmental Programs, WCCC; **Dr. Louis Nadelson**—Director of Sponsored Programs and Academic Research; **Dr. Sandie Nadelson**—Director, Health Sciences; **Dr. Lori Payne**—Dept. Head, Computer Science, Mathematics, and Statistics; **Ms. Sylvia Rael**—Director, Tomlinson Library; **Dr. Gary Ratcliff**—Director, CMU Montrose Center; **Dr. Bette Schans**—Director of Assessment and Accreditation Support; **Dr. Kyle Stone**— Associate Professor, Business; **Ms. Holly Teal**—Registrar; **Dr. Russ Walker**—Dept. Head, Physical and Environmental Sciences.

Members Excused: **Dr. Sonia Brandon**—Asst. VP, Institutional Research, Planning and Decision Support; **Dr. Steven Norman**—Dept. Head, Business.

Also in Attendance: Ms. Lisa Harris, Professional Staff Assistant—Academic Affairs; Ms. Tina Kleespies—CMU Foundation, Chief Operating Officer/Director of Annual Giving; Ms. Kandis Gillespie, Deputy Controller.

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

With new members and visitors attending the meeting, everyone was asked to introduce themselves and their departments. Dr. Pemberton announced that going forward we would try a revised meeting format: 3-4:30 all Council members, 4:30-5 pm ADHs only.

The Student Showcase 2018 date reminder was announced. Showcase will be held on April 20, 2018 and will be in coordination with the April Board of Trustees meeting. Dr. Pemberton emphasized the importance of Showcase faculty “mentors” (not sponsors) roles and responsibilities, and the importance of the faculty mentor’s role in guiding the students to do high quality work.

Spring 2018 position requests are due on 2/12/2018 (Monday). Requests need to be emailed to Dr. Pemberton, copying Ms. Lisa Harris. Please review the fall data from Dr. Brandon and other data Dr. Pemberton has given related to enrollment.

A 5 year program addition projected and actual enrollment review provided in Appendix A was discussed. Academic Department Heads were encouraged to review the data and to be mindful that program proposal enrollment estimates, while yes, estimates, need to be as reflective of anticipated reality as possible. Ongoing comparisons between projected and actual program enrollments will likely become a reporting norm to the Board of Trustees.

Dr. Pemberton announced that she has asked Ms. Lisa Harris to review our current **Honors Program(s)** landing page and department webpages. Ms. Harris has been tasked with proposing improvements associated with inclusion on the Academic Affairs web pages, cross-department consistency in application processes, and creating a process flow chart that helps students navigate honors program application through graduation recognition. Dr. Pemberton requested ADHs engage a proactive role in ensuring the lists of honor graduates from departments are turned in on time.

Fulbright Visiting Scholar Dr. Ahmed Mohamed Fahmy Yousef from Egypt will be visiting next week. Dr. Pemberton and Dr. Yousef will be presenting at the Cultural Café on Wednesday, February 14. She also extended the invitation to the luncheon with visiting Fulbright Scholar Dr. Ahmed Mohamed Fahmy Yousef at 11:30 on February 15, 2018; the RSVP link is located at <http://www.coloradomesa.edu/academic-affairs/Fulbright%20Visiting%20Scholar%20Luncheon%20RSVP.html>.

Dr. Pemberton asked the Council to review the information below from **Ms. Laura Glatt, Vice President of Finance and Administration**. The current practice of gifting gift cards to guest speakers who come to classes is not consistent, and requires guest speaker forms. Communication from VP Glatt regarding guest speakers:

We would request that the guest speaker forms (packet) be completed. This packet includes the W-9, employee vs. independent contractor analysis, release of liability form and standard contract. They can be found at: <http://www.coloradomesa.edu/purchasing/forms.html> Click on the purchasing forms link to access the W-9 and Independent Contractor release of liability forms. Completion of this packet will provide the necessary information we need to comply with IRS and state requirements. This packet also releases CMU from worker's comp liability in the event of an injury in the workplace. All departments and faculty should be completing this packet as they bring in guest speakers. We would appreciate your assistance in conveying this message to the faculty.

The contract-prep process was discussed. Please observe due dates, pay attention to capacity reports, and ensure forms are filled out completely and accurately. Ms. Lisa Harris and Ms. JoAnne Reis will look into improving the contract-prep process and hope to automate aspects of the process in the near future.

Ms. Tina Kleespies, , Chief Operating Officer of the CMU Foundation and Director of Annual Giving, announced the **2018 Day of Giving** event to be held on April 10, 2018. She asked for help in getting departments/programs to participate again this year. The CMU Foundation Board of Directors are offering an incentive bonus of \$2500 for the campaign that gets the most donors (not dollars raised). Ideas need to be proposed to Ms. Kleespie by March 5.

An update and presentation on the upcoming **Payroll Conversion** was delivered by Ms. Kandis Gillespie, Deputy Controller. Please refer to the Payroll Cycle Change website for more information. Ms. Gillespie is available to give presentations to departments/faculty upon request. <http://www.coloradomesa.edu/accounting-financial-services/payroll-cycle-change/index.html>.

Academic Units & Leadership Reports, Commentary, etc.

AVPAA: Dr. Kurt Haas stated that notification of program reviews for next year will be coming out next week. The program review manual is currently being updated.

Dr. Russ Walker and Ms. Millie Moland reported on the Internship working group. They discussed how the internship form was used/not used, how the form worked well for independent study but not as well for other forms of course work. Ms. Moland shared that Handshake may be used to facilitate the handling of some of the internship-associated processes and accountability. The working group will present summary findings and recommendations in March.

AVPAA: Mr. Tim Pinnow reported that the Course Comparability Manual update working group would be meeting on Thursday, February 8. He also stated that there would be a list of faculty who have not put a syllabus or grades into D2L. Mr. Pinnow requested more communication to him regarding online and graduate program work changes, curricular changes, format updates, etc.

Dr. Sandi Nadelson reported the preceptor “compensation” working group (Bickham, Hawkins, Nadelson) met and discussed ways the PA and nursing programs were similar in terms of clinicals and site preceptors. Teacher Ed “preceptors” (supervising teachers) were distinct in responsibility framework. Recommendations will be forthcoming specific to an inventory of the range and scope of preceptor roles, responsibilities and compensation models.

Montrose: Dr. Gary Ratcliff shared that CMU asked for and was granted \$185,000 from Montrose City and County for local scholarships. He also reported that CMU-Montrose will be adding machining technology in the not too distant future, and potentially welding. Finally, he and Dr. Sandi Nadelson reported that the proposed Montrose AAS in Nursing program received stage 1 (or 4 levels) approval through the Colorado State Board of Nursing.

Library: Ms. Sylvia Rael reminded everyone of the Cultural Café Wednesday 2/14 from 12-1 in the Library.

Registrar: Ms. Holly Teal shared that she had met with and provided training to the department admins on how to complete the form for course corrections, and how to run COGNOS reports. She will be sending instructions and a video to ADHs in the next few weeks. She also gave a brief update on the status of remaining “house-calls” to departments to help faculty become facile in electronic add procedures.

Sponsored Programs and Academic Research: Dr. Louis Nadelson commented on the work of the research scholars groups.

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

Feb 21; March 7 & 21; Apr 4 & 18; May 2 & 9

Living the Teacher-Scholar Model

Center for Health Innovation and Practice launched... To provide a structure and “home” for health focused research to take place and facilitate partnerships and connections in and with our local and regional communities, CMU has established and launched the Center for Health Innovation and Practice. This Center joins existing CMU initiatives associated with Natural Resources, Social Research, Unconventional Energy, the Hutchins Water Center and Community Education. The Center foci will include Studies of Aging, Circulation, Obesity, Clinical Practices, Exercise, Kinesiology and Health. For more information contact Dr. Jeremy Hawkins and/or Dr. Mike Reeder.

Kudos to Dr. Gigi Richard, for her recently published online teaching course titled *Future of Food*. This course is part of the National Science Foundation funded InTeGrate STEP Center activities, funded through a grant from the National Science Foundation. Dr. Richard is part of a four (4) member team of faculty and research scientists whose work focuses on developing teaching materials that integrate societal issues into teaching geoscience.

Congratulations to Drs. Casey and Gollob for their recently released Rural Colorado Migration Study.

The full report can be found at: <http://www.coloradomesa.edu/natural-resource-center/>

“The purpose of this study was to analyze why people move to, and stay living in rural Colorado, with an additional focus on the impact public lands have on residency decisions” (Report, p. 1). Based on results derived from 1,438 phone and internet surveys, the study emerged from a partnership between Colorado Mesa University, the Bureau of Land Management and the local leadership from the counties surveyed.

Thank you to Dr. Ann Gillies and her Council for Exceptional Children student club for their upcoming co-sponsorship of the CoTESOL/D51 conference. The Conference will take place March 23-24 at Grand Junction High School. **More information and registration at cotesol.org**

Teachers – \$60 • Students – \$50.

Well done Dr. Monte Atkinson! Monte was recently selected as a Colorado IBM High School Hero. The award recognizes contributions in sports or music to Colorado High Schools. Monte’s award recognition will take place during a ceremony and banquet at Mile High Stadium on Monday 2/26 in Denver. Congratulations Monte!

Congrats to Drs. Heumann and Murray on their recent publication: Double the Fun with Two-Person, One-Rope Jump Rope, *Strategies*, 31:1, 5-12, DOI: 10.1080/08924562.2017.1394239

Jump rope is recognized as an excellent activity for physical education

(Rink, Hall, & Williams, 2010). In fact, jump rope is mentioned in the SHAPE America National Standards for K–12 Physical Education under “Standard 1.E27, Manipulative, *Jumping Rope*” (SHAPE America – Society of Health and Physical Educators, 2014). Specific skills include executing jumps with a single or long rope, performing intermediate skills, and creating jump-rope routines. Many of the fundamental skills for jump rope have been covered by Nye (2010), Wirszyla (1998) and Heumann and Murray (2015). It would be beneficial for the students to learn these individual skills first and then to progress to two-person, one-rope activities. These two-person, one-rope tricks teach complex jumping skills, enhance motor skills, and develop students’ affective domain.

Program Additions Enrollment Review

(Program approved 2012-13 through 2016-17, starting enrollment Fall 2013-Fall 2017)

32 Programs Total

Note:

- Enrollment counts (referred to below as program headcount) only includes students who have declared the given major. There may be additional students working toward completion of the degree without officially having declared the major.
- Data for the 2017-2018 academic year will not be available for summary until Summer 2018.
- The requirement that predicted enrollment and graduation number be submitted was not uniformly enforced in certain years. For programs that did not provide this information at any stage of review/approval, NS is listed to indicate “Not Submitted.”

2012-13

Program implementation term: Fall 2013

Data for: 2013-2014, 2014-2015, 2015-2016, and 2016-2017

Total program count: 4

A. WCCC

1. AS, Agricultural Science

Measure	2013-14 Pred	2013-14 Actual	2014-15 Pred	2014-15 Actual	2015-16 Pred	2015-16 Actual	2016-17 Pred	2016-17 Actual
Program Headcount	13	8	27	22	35	28	40	24
Program Graduates	0	1	15	3	20	6	25	7

2. AAS, Baking and Pastry Arts (now Baking and Pastry)

Measure	2013-14 Pred	2013-14 Actual	2014-15 Pred	2014-15 Actual	2015-16 Pred	2015-16 Actual	2016-17 Pred	2016-17 Actual
Program Headcount	13	3	27	7	35	5	40	6
Program Graduates	0	0	15	3	20	1	25	4

B. Undergraduate

1. None

C. Graduate

1. MAEd, Initial Teacher Licensure – Elementary*

Measure	2013-14 Pred	2013-14 Actual	2014-15 Pred	2014-15 Actual	2015-16 Pred	2015-16 Actual	2016-17 Pred	2016-17 Actual
Program Headcount	NS	0	NS	1	NS	9	NS	14
Program Graduates	NS	0	NS	0	NS	7	NS	9

* In addition to the numbers reported here, there were students admitted and enrolled as MAEd, Education Undeclared majors (5 in 2012-2013 and 2 in 2013-2014).

2. MAEd, Initial Teacher Licensure – Secondary*

Measure	2013-14 Pred	2013-14 Actual	2014-15 Pred	2014-15 Actual	2015-16 Pred	2015-16 Actual	2016-17 Pred	2016-17 Actual
Program Headcount	NS	0	NS	0	NS	6	NS	9
Program Graduates	NS	0	NS	1	NS	3	NS	7

* In addition to the numbers reported here, there were students admitted and enrolled as MAEd, Education Undeclared majors (5 in 2012-2013 and 2 in 2013-2014).

2013-14

Program implementation term: Fall 2014

Data for: 2014-2015, 2015-2016, and 2016-2017, and 2017-2018

Total program count: 2

A. WCCC

1. None

B. Undergraduate

1. BAS, Criminal Justice - POST Academy

Measure	2014-15 Pred	2014-15 Actual	2015-16 Pred	2015-16 Actual	2016-17 Pred	2016-17 Actual
Program Headcount	NS	18	NS	52	NS	63
Program Graduates	NS	1	NS	3	NS	8

2. BSW, Social Work

Measure	2014-15 Pred	2014-15 Actual	2015-16 Pred	2015-16 Actual	2016-17 Pred	2016-17 Actual
Program Headcount	15	11*	20	45*	25	59*
Program Graduates	0	0	0	11	0	17

* These enrollment numbers not include students declared as Pre-BSW majors. Students with the Pre-BSW declaration are in the process of completing requirements for acceptance as BSW majors. The enrollment numbers adjusted to include Pre-BSW majors are: 43 in 2014-2015, 75 in 2015-2016, and 108 in 2016-2017.

C. Graduate

1. None

2014-15

Program implementation term: Fall 2015

Data for: 2015-2016, and 2016-2017

Total program count: 4

A. WCCC

1. None

B. Undergraduate

1. BA, Theatre Arts

Measure	2015-16 Pred	2015-16 Actual	2016-17 Pred	2016-17 Actual
Program Headcount	20	42	37	30
Program Graduates	0	10	2	9

2. BFA, Animation, Film and Motion Design (now Animation, Film, Photography, and Motion Design)

Measure	2015-16 Pred	2015-16 Actual	2016-17 Pred	2016-17 Actual
Program Headcount	45	48	47	78
Program Graduates	10	0	11	6

3. BFA, Dance*

Measure	2015-16 Pred	2015-16 Actual	2016-17 Pred	2016-17 Actual
Program Headcount	NS*	19	NS*	21
Program Graduates	NS*	1	NS*	7

* At this time, this program was permitted to be created via an interdepartmental change. Originally, the Dance program was part of a unified Theatre Arts BFA program. The department elected to separate Dance into its own degree/major. This interdepartmental change was subsequently approved by UCC, BOT, and CDHE as required.

4. BS,
Chemistry –
Biochemistry

Measure	2015-16 Pred	2015-16 Actual	2016-17 Pred	2016-17 Actual
Program Headcount	15	15	20	28
Program Graduates	3	1	6	3

C. Graduate

1. None

2015-16

Program implementation term: Fall 2016

Data for: 2016-2017 and 2017-2018

Total program Count: 10

A. WCCC

1. AAS, Construction Electrical

Measure	2016-17 Pred	2016-17 Actual
Program Headcount	12	5
Program Graduates	0	0

2. AAS, Electric Lineworker

Measure	2016-17 Pred	2016-17 Actual
Program Headcount	6	6
Program Graduates	0	1

3. AAS, Viticulture and Enology

Measure	2016-17 Pred	2016-17 Actual
Program Headcount	7	4
Program Graduates	0	0

B. Undergraduate

1. AAS, Surgical Technology

Measure	2016-17 Pred	2016-17 Actual
Program Headcount	10	2
Program Graduates	7	0

2. BA, Early Childhood Education – Special Education

Measure	2016-17 Pred	2016-17 Actual
Program Headcount	8	NS*
Program Graduates	0	NS*

* Program was approved for implementation in Fall 2016 but was not actually implemented until Fall 2017.

3. BA, Studio Art

Measure	2016-17 Pred	2016-17 Actual
Program Headcount	6	7
Program Graduates	3	1

4. BSN, LPN-BSN Option

Measure	2016-17 Pred	2016-17 Actual
Program Headcount	45	43
Program Graduates	40	0

5. BM, Music Performance

Measure	2016-17 Pred	2016-17 Actual
Program Headcount	NS	8
Program Graduates	NS	0

6. BM, Music with Elective Studies in Business

Measure	2016-17 Pred	2016-17 Actual
Program Headcount	11	9
Program Graduates	0	0

7. BME, Music Education K-1

Measure	2016-17 Pred	2016-17 Actual
Program Headcount	44	29
Program Graduates	9	1

C. Graduate

1. None

2016-17

Program implementation term: Fall 2017

Data for: No data available. Data for programs implemented in Fall 2017 will not be available for summary until Summer 2018.

Total program count: 12

A. WCCC

1. AAS, Applied Business: Administrative Support
2. AAS, Applied Business: Frontline Supervision
3. AAS, Applied Business: Marketing Communication
4. AAS, Information and Communication Technology

B. Undergraduate

1. AA, Liberal Arts, University Studies
2. BAS, Interdisciplinary Studies
3. BS, Radiologic Sciences
4. BS, Mathematics

C. Graduate

1. MAEd, Social Sciences
2. MAEd, Applied Mathematics
3. MAEd, Rhetoric and Literary Studies

MSN, Nursing Leadership and Administration