

CMU ACADEMIC AFFAIRS COUNCIL – SUMMARY NOTES

May 15, 2017

ADH Working Session

10:00 am to 12:30 pm

LLH 302

AA Council Members in Attendance: **Dr. Cynthia Pemberton**—Vice President of Academic Affairs; **Dr. Sandie Nadelson**—Director, Health Sciences; **Dr. Lori Payne**—Dept. Head, Computer Science, Mathematics, and Statistics; **Dr. Jessica Herrick**—Dept. Head, Social and Behavioral Sciences; **Ms. Suzie Garner**—Dept. Head, Art and Design; **Mr. Tim Pinnow**—Asst. VP, Academic Affairs, Director of Graduate Studies/Director of Distance Education; **Dr. Russ Walker**—Dept. Head, Physical and Environmental Sciences; **Mr. Mo LaMee**—Dept. Head, Theatre Arts; **Dr. Carrie McVean Waring**—Dept. Head, Biological Sciences; **Dr. Jeremy Hawkins**—Dept. Head, Kinesiology; **Dr. Blake Bickham**—Dept. Head, Teacher Education; **Dr. Barry Laga**—Dept. Head, Languages, Literature and Mass Communication; **Dr. Calvin Hofer**—Dept. Head, Music; **Dr. Steven Norman**—Dept. Head, Business; **Dr. Bette Schans**—Director of Assessment and Student Learning.

Members Excused: **Dr. Tim Brower**—CU-Boulder/CMU Engineering Partnership Program; **Dr. Louis Nadelson**—Director of Sponsored Programs and Academic Research; **Ms. Christine Murphy**—Director of Instruction/ Director of Developmental Programs, WCCC; **Dr. Sonia Brandon**—Asst. VP, Institutional Research, Planning and Decision Support; **Ms. Sylvia Rael**—Director, Tomlinson Library; **Dr. Kurt Haas**—Asst. VP, Academic Affairs; **Ms. Holly Teal**—Registrar; **Dr. Gary Ratcliff**—Director, CMU Montrose Center.

Also in Attendance: Ms. Lisa Harris, Professional Staff Assistant to VPAA.

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

Dr. Pemberton thanked all for coming and announced/discussed the following:

- Course rotation matrix update (update instructions via email from Erin Rooks, **updates due to Erin by 5/22/2017**)
- Catalog updates - ADHs responsible for their programs of study sections – distributed in hardcopy today, **return to Erin Rooks not later than 5/22/2017**. Please be sure to update graduate program information as well.
- Program reviews – Please anticipate minor format revisions to the [Academic Program Review Manual](#). Also note, Dr. Haas' role is as gatekeeper, not a pass through. Each ADH needs to copy edit their program review submissions prior to sending to AA. Documents should be ready to publish when they reach our office.
- Please review the Official Functions Policy documents (<http://www.coloradomesa.edu/accounting-financial-services/accounts-payable.html>), and note that per policy, university funds cannot be used for retirement parties.

- [Low Enrollment Courses](#) – interpretive guidance reviewed and ok'd by President Foster 5/4/2017.
- [Course Caps](#) – interpretive guidance reviewed and ok'd by President Foster 5/4/2017; as ADH, please use your best judgement for course capacity. Mr. Pinnow will serve as the point-of-contact/gatekeeper for requests regarding online course caps. In the absence of an exception, course caps in online and face-to-face must be congruent.

Scheduling & space utilization – Dr. Pemberton discussed space issues, and the importance of room schedule use accuracy. Usage, including set-up and take down-times (e.g., lab courses), is increasingly important as we begin to strategically develop a roadmap to what a 15,000 student enrollment capacity will look like. Ms. Lisa Harris will send instructions and a [link to 25Live](#). Ms. Harris will clarify with Ms. Holly Teal on preferred scheduling technique (via Banner or 25Live). Dr. Pemberton led a discussion on courses being scheduled 2-5PM weekdays, scheduling availability on Fridays and Saturdays. She encouraged ADHs to increasingly explore scheduling during non-prime-time hours (e.g., outside of the 9 am to 3 pm time period M-Th).

Handbook changes: The April Board of Trustee meeting limited in time due to Showcase, therefore handbook changes will be presented at the May BOT meeting. Council discussed wording clarity associated with the tenure timeline. Upon review of the Handbook wording, consensus was reached re: the normal tenure timeline being to apply in the faculty member's 7th tenure-track year (unless years toward tenure were contractually granted at the time of hire). See Handbook excerpts below (emphasis added re: tenure timeline understanding).

Tenure-track Period. **The Tenure-track period at the University shall be up to seven (7) consecutive Academic Years as Full-time, Tenure-track Faculty under annual assignments** (emphasis added). Academic Years during which Tenure-track Faculty members are on sabbatical leaves, professional development leaves, leaves without pay, or administrative leaves of one or more semesters' duration or are employed as Administrators for one or more semesters shall not be included in the Tenure-track period. However, exclusion of such Academic Years from the Tenure-track Period shall not make the preceding and succeeding annual assignments nonconsecutive. (Handbook p. VI-14).

Immediate or Early Tenure. Candidates for both immediate and early Tenure must document excellent or highly proficient Performance Ratings in the General Evaluation Criteria areas. (Handbook p. VI-15)

Early Tenure. Tenure-track Faculty members who are rated highly proficient or excellent for all General Evaluation Criteria may apply for early Tenure beginning their second Academic Year as Tenure-track Faculty.

Denials of immediate or early Tenure applications shall be final, unappealable and non-grievable. **Unsuccessful early candidates may not reapply for early Tenure, but may reapply for Tenure during the seventh Tenure-track contract.**

Nothing in this Handbook shall be construed to prohibit or otherwise limit the discretionary nonrenewal of Tenure-track Faculty members who apply for early Tenure, the same as any other Tenure-track Faculty. (Handbook p. VI-16)

Part-time faculty employment questions were raised and again clarified:

President Foster has stated that part-time faculty hires should not be construed or considered as long-term full-time employment. The CMU Professional Employee Handbook labels this employment category as “Lecturer” (see Section III, E.5, p. III-4). Dr. Pemberton reminded Council of the April 5th meeting discussion re: CMU’s existing part-time faculty load expectations, which limit these individuals to 2 courses – 6 credits/semester of teaching. ADHs were again reminded that President Foster has reiterated the need to work to shift out of a mode of repeatedly hiring part-time faculty to teach full loads. Challenges associated with finding and hiring qualified part-time faculty were again shared by Council members. These challenges were acknowledged as real and pressing. ADHs were instructed to consider policy adherence and teaching needs as well as enrollments as they prepare for next year’s position request cycle.

The discussion concluded by calling attention to the pending Professional Employee Handbook proposal re: part-time faculty qualifying for tuition benefits. Policy revision proposal to be considered during the May 2017 BOT meeting.

Faculty reviews and exemplary awards: A brief discussion was held re: the status of Council’s recommendations for exemplary faculty recognition and merit pay. Dr. Pemberton commented on her conversation with President Foster and emailed to ADHs the outcome results for their departments.

Remaining meeting time was spent reviewing faculty qualification files for HLC review. During this working session, working in pairs, ADHs reviewed ALL faculty files for completeness and qualification adherence to CMU policy and faculty qualification matrix interpretive guidance adherence.

Good of the Order/Kudos & TQs!

Congratulations to Ms. Heather McKim. Ms. McKim developed an admissions recruitment model using Hierarchical Linear Modeling software that overlays high likelihood of student enrollment with recruiter travel and marketing activity. She will be presenting the model developed at the May 30 – June 2, 2017 Association for Institutional Research meeting in Washington, DC. Her presentation is titled: Where Should We Go: Predictive Modeling for Admissions Recruiting. Great work Heather!

In the current economic environment, many public higher education institutions face decreasing funding from state governments and consequently become more financially dependent on tuition. Recruitment via advertising and contact from admissions personnel is crucial to attract

students and bring in needed tuition dollars, but requires careful enrollment management to balance the costs of the recruitment endeavors with the yield of new students. This presentation will discuss how the IR office at Colorado Mesa University has supported enrollment management decisions, with a particular focus on which geographic regions to target for recruiting. The session may be of interest to institutional researchers or admissions officers who have a role in determining how their institutions' recruiting efforts and budget are directed and to anyone interested in learning more about specific statistical methods (regression and hierarchical linear modeling) or software (Tableau maps).

Dates & Deadlines/Future Meetings

5/22 – 2-year course rotation matrix and catalog description updates due to AA Special Projects Coordinator, Ms. Erin Rooks.

8/10 - August Launch Meeting/Retreat: 10 am to 4:00 pm, UC 213