

**CMU Academic Affairs Council
Agenda November 15, 2017
3:00-5:00 pm, WCCC Room BB171**

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

Student Showcase 2018 = April 20th – please announce to Faculty

Save-the-Date: January 12, 2018 Faculty Development (9:00 am - noon & 1:00 – 4:00 pm)

Fulbright hosting: Feb 2018 (2/14-2/15)

-cultural café 2/14 noon (library)

-computer class 2/15 9:30-10:45 (Dobbs)?

-Council reception 2/14 or lunch meet and greet 2/15 – Input? Preferences?

Ms. Whitney Sutton, Budget Director: Budget 101

Advising update: ADH/Faculty role will remain as in the past. Timing est. noon-4 pm, dates, TBA (see below)

HLC

-Timeline: 11/20 team report draft to HLC. From HLC to us for corrections re: “errors of fact”. Final report from team to HLC 12/18. Institutional Action review and response to CMU Spring 2018.

-Items that need to be on our radar:

Syllabus template, content and LO review and reqs. (as of Jan 2018)

EL artifact submission requirement process (no longer voluntary)

Internships: Dr. Haas to chair working group – see below: Vice President for Academic Affairs

Charge to the Internships Working Group: Increased institutional emphasis on experiential learning--combined with the enhanced commitment to community relations expressed by the CMU 20000 effort—suggest a need for CMU to revise its current practices for encouraging, managing, and monitoring student internships. While academic departments will continue to be the main managers and drivers of credit-bearing internships, the university has purchased software and assigned personnel in Career Services the task of centralizing and standardizing some of the key aspects of the process. To make this revision of processes as seamless and operationally sensible as possible, Dr. Pemberton is appointing a working group of Department Heads and faculty to provide recommendations to her on the following elements:

- Best models for compensating faculty supervisors of academic internships.
- Practical ways to standardize as much of the internship documentation (SLO form, waivers, evaluation documents, surveys, etc.) as possible.
- Determination of which courses (internships vs. practica vs. independent studies) will use standardized forms and whether each type of course is required to complete the same process.
- Strategies for ensuring centralized tracking and follow-up for every internship.
- Effective methods for vetting potential internship site-supervisors to protect students from predatory hiring practices.
- Efficient and uniform processes for enrolling students in internships, starting with initial proposals and moving toward registration.

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- The viability of managing non-credit bearing internships and service learning experiences through the same broad processes as credit-bearing internships.

The Working Group will research practices at other universities while also examining CMU's unique needs and institutional culture. A set of recommendations will be presented to Dr. Pemberton by March 9, 2018.

JTerm

-calendar work, ideas and options

-credits/term limits & rigor (how to handle – no automated controls)

Academic Units & Leadership Reports, Commentary, etc.

AVPAA: Dr. Kurt Haas

AVPAA: Mr. Tim Pinnow

Grad Program growth ideas - next step conversations

-OIRPDS data

AVPAA: Dr. Sonia Brandon (OIRPDS)

WCCC: Ms. Chris Murphy

Montrose: Dr. Gary Ratcliff

Assessment & Accreditation Support: Dr. Bette Schans

Library: Ms. Sylvia Rael

Registrar: Ms. Holly Teal

Sponsored Programs: Dr. Louis Nadelson

Academic Departments/ADHs &/or Director

Art – Ms. Suzie Garner

Biology – Dr. Carrie McVean Waring

Business – Dr. Steve Norman

CMS – Dr. Lori Payne

Health Sci – Dr. Sandie Nadelson

Engineering – Ms. Brigitte Sundermann

Kinesiology – Dr. Jeremy Hawkins

LLMCom – Dr. Barry Laga

Music – Dr. Calvin Hofer

PES – Dr. Russ Walker

SBS – Dr. Jessica Herrick

Tcher Ed – Dr. Blake Bickham

Theatre – Mr. Mo LaMee

Living the Teacher-Scholar Model – Please do submit info.

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

December 6 cancelled, December 8 Council Holiday open house - VPAA office.

January 24; Feb 7 & 21; March 7 & 21; Apr 4 & 18; May 2 & 9

Advising Update: After reviewing logistics of Student Orientation, we have decided to continue to have the faculty members remain in the advising and registration room instead of creating separate department showcases.

This decision was made by taking in the following into consideration:

- Variation of student's academic preparedness
- Complexity of the advising process across varying programs/majors
- Family and students trust in faculty versus students during the advising and registration process
- Staffing logistics of the day
- Differentiating Orientation from Mesa Experience

Changes that **will** be taking place:

- Faculty training on Advising at Orientation
- Advising and registration will take place in two-two-hour sessions entirely in the afternoon:
 - Registration session One: 12:00 pm Noon – 2:00 pm
 - Registration session Two: 2:00 pm -4:00 pm
 - Students not in registration will have required sessions to attend
- Pre Advising and Registration presentations given at orientation will be revised to better utilize time (details to follow)
 - Sessions for general students will be combined and streamlined
 - Students will complete the Registration Checklist (aka the Green Sheet) including COF, SSN, Financial Agreement etc. either prior to or after registration to save time in registration room
- Orientation Leaders will be better trained as registration assistants
 - Able to help faculty and staff in Advising and Registration room
 - Understand Essential Learning courses/requirements
 - Understand academic requirements within their program of study (along with one other program)
 - Navigate MAVzone (errors, location of links, etc.)
 - Utilize and find the resources within the registration room

Redefining our faculty's involvement during Orientation will continue to be in the forefront of our considerations and we will continue to look into ideas as needed. Please do not hesitate to contact me further with any questions or if you wish to meet in regards to this decision please let me know. Thank you and have a great day.

Holly Daugherty

CMU Coordinator of Events and Visitation
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