

**CMU Academic Affairs Council
Agenda August 23, 2017
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; **Dr. Louis Nadelson**—Director of Sponsored Programs and Academic Research; **Dr. Blake Bickham**—Dept. Head, Teacher Education; **Dr. Barry Laga**—Dept. Head, Languages, Literature and Mass Communication; **Ms. Suzie Garner**—Dept. Head, Art and Design; **Dr. Jessica Herrick**—Dept. Head, Social and Behavioral Sciences; **Dr. Jeremy Hawkins**—Dept. Head, Kinesiology; **Dr. Carrie McVean Waring**—Dept. Head, Biological Sciences; **Dr. Sandie Nadelson**—Dept. Head, Health Sciences; **Dr. Lori Payne**—Dept. Head, Computer Science, Mathematics, and Statistics; **Ms. Brigitte Sundermann**—Department Head Engineering/Director of Manufacturing Technology; **Ms. Holly Teal**—Registrar; **Dr. Gary Ratcliff**—Director, CMU Montrose Center; **Dr. Calvin Hofer** – Music; **Dr. James Ayers**—Physical and Environmental Sciences; **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. Bette Schans**—Director of Assessment and Student Learning; **Ms. Millie Moland** – Director of Advising and Academic Services.

Members Excused: **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. Steven Norman**—Dept. Head, Business.

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

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

Deadline Reminders were reiterated regarding Faculty Professional Development Fund Requests: 9/8/2017 and Positon Requests: 9/11/2017. Calendars are available on the web for ADH and Faculty (see: <http://www.coloradomesa.edu/academic-affairs/faculty/index.html>).

IRIS: Ms. Anna Nichols, Director of Integrated Services & Advising, presented the new IRIS video (<https://youtu.be/N4LW4YB9IXc>) and gave an overview of the new service. IRIS is the new front line for four services (Advising, Financial Aid, Registration/Records, and Student Accounts). IRIS provides first level, in-person service to students and is located on the first floor of LHH.

OneCard update: Mr. Bryan Davis, Accounts Payable Manager, gave a quick overview of the changes that are coming soon to the travel process. The new process focuses on Onecard for both travel and non-travel expenses. Training will be made available for faculty and staff in the coming months. Mr. Davis emphasized that faculty/staff need to follow the current process until they have been trained and received their OneCard. In response to questions from ADHs, Mr. Davis reiterated that ADHs would still have approval authority re: faculty being issued OneCards and acceptable department charges. *See Appendix A.*

Enrollment update : Dr. Pemberton shared pre-census enrollment data. Dr. Brandon (AVP of the Office of Research, Planning and Decision Support) noted that census data should be available around September 6. Dr. Pemberton asked ADH to emphasize to faculty the importance of enrollment, trends and credit hours. Some discussion ensued regarding creative discipline-specific faculty/department student recruiting strategies. Dr. Pemberton has invited Admissions staff to attend the September Council meeting to continue this conversation.

Honor's program: Dr. Pemberton led a discussion regarding CMU's current decentralized honors program model. After receiving input from various ADHs, it was decided to put any considerations associated with modification on hold and give more time to the current model implementation.

Curriculum Work – Reminder EL Review: **Dr. Kurt Haas will make himself available as a resource to assist and guide this review process.** It is strongly recommended that ADHs meet with Dr. Haas PRIOR to September Standing meetings with Dr. Pemberton, during which their plans (if any) for curricular review and streamlining will be discussed. Dr. Haas will attend these meetings to review our options and opportunities.

Internship Apps, Forms, Eval and routing: <http://www.coloradomesa.edu/academic-affairs/faculty/forms.html> Ms. Millie Moland, Director of Advising and Academic Services, thanked Dr. Walker and Dr. Laga for providing successful student intern stories. She announced the Career Services Open House on August 28, starting at Noon. The event is co-sponsored by the Grand Junction Chamber. She also stated that [Handshake](#) is in the implementation stage and is on track to go live in early October. Dr. Pemberton asked that Ms. Moland give a demo to Council in October.

ADH Feedback Rotation: ADH integration eval doc okay'd by President Foster 6/29/2017 (see below and forms available online, see: <http://www.coloradomesa.edu/academic-affairs/faculty/forms.html>) **Electronic Submission.** ADH 360 feedback rotation fall 2017 will include Dr. McVean-Waring, Dr. Hawkins, and Dr. Bickham. The VPAA Office will be sending faculty prompts via email with a link to the feedback forms in early September. ADHs to undergo review in fall 2018 are: Dr. Steve Norman, Ms. Brigitte Sundermann, Dr. Sandie Nadelson and Mr. Mo LaMee.

CCHE Open Source Survey Feedback: Dr. Pemberton distributed a survey request from the CCHE re: department/discipline perceptions about open source use. Dr. Pemberton will collect ADH responses and reply to the CCHE.

Academic Units & Leadership Reports, Commentary, etc.

AVPAA: Dr. Sonia Brandon (OIRPDS) reviewed the enrollment data summaries distributed to ADHs. See *Appendix B* for Department Credit Hour comparison data shared. Council consensus supported report sharing across departments. Dr. Brandon will distribute this information via email (President Foster has approved info sharing as requested). Dr. Brandon also distributed graduate exit survey summary data (*See Appendix C*). An additional source of relevant consideration information is the Delaware study cost comparison data (*See Appendix D*) .

WCCC: Ms. Chris Murphy shared general information pertaining to WCCC enrollment trends as well as educational partnering with Montrose.

Montrose: Dr. Gary Ratcliff reported that Montrose Campus courses were well enrolled for fall. He noted that it appears that a greater proportion of high school graduates are enrolling. He also reported on program delivery conversations and progress in Telluride.

Academic Departments/ADHs &/or Director: Mentor Policy/Practice/Dept Sharing (thru fall)

Art: Ms. Suzie Garner shared that the Art Department likes to schedule time with the new faculty to provide them a “crash course” on advising, utilizing program sheets.

Biology: Dr. Carrie McVean Waring reported that the Biology Department assigns advisors to incoming faculty. They go over expectations in the department and do informal class evaluations. She discussed how they utilize seasoned Lab Coordinators to provide information and set up for classes. The coordinators work with the new faculty to do the prep work and give assistance to the work load.

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

Sept 6 & 20; Oct 4 & 18; Nov 1 & 15; Dec 6 & 13; January 24; Feb 7 & 21; March 7 & 21; Apr 4 & 18; May 2 & 9

Academic Council ePortfolio Platform use (see:
https://coloradomesa.digication.com/academic_council/Links)