

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

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

**Spring Catalog Editing Training: Emily Dodson**

-Program Info/Highlight sheets? Update? Use? No longer needed?

**Syllabus template - additional “optional” text or should we reconsider the template and “required” text? Other resource info on template?**

**Title IX Statement Regarding Disclosures:** In the event that you choose to write or speak about having survived sexualized violence, including rape, sexual assault, dating violence, domestic violence, or stalking **and specify that this violence occurred while you were a CMU student**, federal and state education laws require that, as your instructor, I notify the CMU Title IX Coordinator. He (or his designee), will contact you to let you know about accommodations and support services at CMU and possibilities for holding accountable the person who harmed you. **If you do not want the Title IX Coordinator notified**, instead of disclosing this information to your instructor, you can speak confidentially with the following offices on campus. They can connect you with support services and discuss options. **Then insert office contact info?**

**Growing support for faculty development and scholarly engagement:**

-600.00/full-time TT/T faculty/dept – annual budget allocation

-Faculty Professional Development Fund (see chart attached)

-OIRPDS - Sponsored Programs and Academic Research: Distribution of Indirects (see below)

**Special Guests & Info Presentations:**

**-3:15-3:30: Raj Sen:** D2L & Daylight

**-3:30-3:45: Ms. Sharaya Selsor-Cowen, Director of Admissions:** Department Recruit Dashboards

**-3:45-4:00: Ed Bonan-Hamada:** Security Training

**Academic Units & Leadership Reports, Commentary, etc.**

**AVPAA: Dr. Kurt Haas**

Internship Working Group Report/Update

Thesis, capstone, diss, ind study, research oversight – load cr? Compensation?

**AVPAA: Mr. Tim Pinnow**

Course Comparability Manual update working group...

Showcase update

**Preceptor “compensation” working group update** (Bickham, Hawkins, Nadelson, others?)

Inventory of what we are doing and proposal – info attached end of this agenda.

**AVP: Dr. Sonia Brandon (OIRPDS)**

Sponsored Programs and Academic Research: Dr. Louis Nadelson

WCCC: Ms. Chris Murphy

Montrose: Dr. Gary Ratcliff

Assessment & Accreditation Support: Dr. Bette Schans

Library: Ms. Sylvia Rael

Registrar: Ms. Holly Teal

**Academic Depts/ADHs &/or Director: Leadership quote share (from K&P BK)**

**CSMS – Dr. Lori Payne**

**LLMCom – Dr. Barry Laga**

**Theatre – Mr. Mo LaMee**

***Living the Teacher-Scholar Model***

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

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

**CMU Faculty Professional Development Fund Award History**

<b>Academic Year</b>	<b>Number of Proposals Submitted</b>	<b>Total Amount Requested</b>	<b>Number of Proposals Funded</b>	<b>Total Amount Funded</b>
<b>2017 - 18</b>	73	\$130,541	58	\$70,946
<b>2016 - 17</b>	75	\$136,9.3	53	\$73,430
<b>2015 - 16</b>	74	\$123,352	40	\$50,102
<b>2014 - 15</b>	63	\$109,983	35	\$50,229
<b>2013 - 14</b>	72	\$127,547	40	\$57,963
<b>2012 - 13</b>	66	\$122,005	51	\$87,898
<b>2011 - 12</b>	56	\$90,395	39	\$62,842
<b>2010 - 11</b>	49	\$67,796	41	\$44,908
<b>2009 - 10</b>	35	\$47,418	29	\$37,465
<b>2008 - 09</b>	48	\$81,509	42	\$50,593
<b>2007 - 08</b>	48	\$85,601	40	\$50,071
<b>TOTAL</b>	<b>511</b>	<b>\$855,606</b>	<b>357</b>	<b>\$492,071</b>

**Distribution of Facilities & Administration (F&A) Costs/Indirect Costs from  
Externally Funded Projects: **Research Initiatives Accounts**  
Approved by President Foster Fall 2017**

**Introduction:** Facilities and administrative (F&A) costs (also known as indirect costs) are incurred in conducting or supporting research and service but they cannot be readily identified as benefiting particular research or service projects. F&A costs are of two kinds: facilities costs and administrative costs. Facilities costs are divided into the following categories of supporting activities:

- Plant operation and maintenance: utilities, janitorial services, routine maintenance and repairs, etc.;
- Depreciation or use allowance: for buildings and equipment, excluding buildings and equipment paid for by the federal government; and
- Library expenses: books, library staff, etc.

Administrative costs are divided into the following categories of supporting activities:

- General administration and general expense: accounting, payroll, administrative offices, etc.;
- Sponsored project administration: personnel and other costs of offices whose responsibility is the administration of sponsored projects;
- Departmental administration expenses: administrative costs at the college and departmental levels; and
- Student administration and services.

An F&A rate is established on the basis of costs incurred by the university in a previous year and by negotiations between the university and the federal government. Basically the rate is the F&A cost for a particular function (e.g., research conducted on campus) during the selected year divided by the direct costs (actually the modified direct costs, see below) incurred in support of that function during that year (where the direct cost basis consists of expenses for salaries and wages, fringe benefits, material and supplies, services, travel and subgrants and subcontracts up to the first \$25,000 of each subgrant or subcontract).

Some sponsors, particularly private-sector organizations, restrict F&A reimbursement to less than the standard rate negotiated through the federal government, basing the allowance on statute, codified agency regulations, or sponsor-specific policies as published in the solicitation or funding announcement. The University will generally accept these reduced reimbursement rates, deeming them appropriate when the sponsor restriction is non-negotiable and the proposed activities fit within the University's overall mission. However, the sponsor's rate must be a bona fide restriction initiated by the sponsor and consistently communicated to all applicants. The F&A rate is applied on the same basis on which it is calculated, namely, on what is called modified total direct costs (MTDC), consisting of salaries and wages, fringe benefits, material and supplies, services, travel and subgrants and subcontracts up to the first \$25,000 of each subgrant or subcontract--where these costs have been incurred in the conduct of a sponsored project. Equipment costing \$5,000 or more, capital expenditures, charges for patient care and

tuition remission, rental costs, scholarships, and fellowships as well as the portion of each subgrant or subcontract in excess of \$25,000 are excluded from the MTDC base.

Table 1 displays CMU's approved Indirect Distribution Plan. This distribution plan is viewed as a strategy to increase the level of research at CMU by incentivizing attracting funding to the university, supporting grant proposal writing, increasing scholarly progress, and supporting the exploration of new directions for potentially funded projects. ***Minimum guardrails for program launch, % allocation to begin after first \$100k in indirect cost recovery is returned to the E&G budget. Note rank order of support in red.***

Table 1. CMU Indirect Distribution Plan

Institution	F&A Rate	Recovered F&A Distribution			
		Central Admin: <b>#1</b>	PI's Department/ Center <b>#3</b>	OIRPDS/OSPAR <b>#4</b>	Academic Affairs: <b>#2</b>
Colorado Mesa University	35%	75%	5%	15%	5% Support development of student research fund: PROMISE Grants: Promoting Research Opportunities, & Motivating Integrated Student Exploration Grants

**Use of Recovered F&A Funds:** Per 2 CFR 200.405, A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received. In keeping with these cost allocation principals defined by 2 CFR 200, funds generated through grant award F&A recoveries should be spent in support of sponsored activities. The following example is not intended to define specific uses, but rather to provide general guidance for the use of F&A funds. Recipients of F&A may use these funds for items such as:

- equipment,
- supplies
- research/program-related travel
- services to support research/program capabilities
- memberships, subscriptions, and journals

**Cases of Multiple PIs:** In the cases of multiple PIs on a submission from CMU the F&A distribution to the PI and department/center will be negotiated and agreed upon prior to the submission of a proposal. The agreed upon distribution will be adopted and implemented if the proposals is funded.

**Allowable Expenses:** At CMU the F&A distribution PI's Departments are to be deposited into the corresponding *Research Initiatives Accounts* which may include other funds such as those received for internal awards or start-up commitments, as well as residuals from fixed-price contracts. To ensure that these research moneys are expended according to university expectation, CMU has developed the following examples of ***allowable expenditures that may be paid*** from *Research Initiatives Accounts*:

- To support research administrative functions in individual academic units.
- To support stipends (and tuition payments) of undergraduate, graduate students for assignments in research.
- To improve the research computing infrastructure (e.g., computer hardware, software).
- To pay for office supplies and such peripherals as telephones, copying, and publications in support of research.
- To contribute, fully or partially, to start-up commitments for recruited faculty involved in research.
- To purchase new research equipment or provide maintenance of existing research equipment in individual laboratories and/or cores.
- To provide “bridge funding” for faculty, staff, and/or students engaged in research.
- To provide “seed funding” for new and innovative research projects, especially to promote interdisciplinary research. To support clerical staff assignments dedicated to research.
- To pay for dues and memberships in organizations that provide a benefit to the university's research effort.
- To pay for subscriptions to research related publications (time period for each subscription should be not more than one year).

Table 2. *Summary of Potential uses of Funding in Research Initiatives Accounts*

Use Options of F&A Funding	PI's Department/Center		OIRPDS/OSPAR	Academic Affairs
	<ul style="list-style-type: none"> <li>• Support student researchers</li> <li>• Depart. member conference travel</li> <li>• Research software (e.g., Qualtrics)</li> <li>• Summer support for faculty members conducting pilot studies</li> <li>• Department professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Conference travel</li> <li>• Support student researchers</li> <li>• Publication fees</li> <li>• Guest speakers</li> <li>• Membership to professional organizations</li> <li>• Books and journals</li> <li>• Technology</li> <li>• Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Seed grants for faculty members</li> <li>• Faculty professional development opportunities</li> <li>• Support both Student and Faculty Research Showcase</li> <li>• Campus visits by experts in PUI research</li> <li>• Pre-submission grant reviewing by other faculty members</li> </ul>	<ul style="list-style-type: none"> <li>• Support development of student research fund: PROMISE Grants: Promoting Research Opportunities, &amp; Motivating Integrated Student Exploration Grants (draft proposal attached)</li> </ul>

The following expenditures should be ***budgeted and paid as direct costs*** on externally funded research projects, but when necessary, may be paid from Research Initiatives Accounts.

- To support faculty salaries for assignments in research or sponsored training programs.
- To support the cost of travel for the purpose of research.
- To pay for research laboratory supplies, animal care, etc.
- To purchase, maintain, and repair vehicles used in research.
- To support non-clerical staff assignments dedicated to research.
- To pay research subject participant costs.
- To pay for food and beverage expenses for research activities.

The following expenditures ***should not be paid*** from Research Initiatives Accounts.

- To pay Extra Compensation to faculty and/or staff.
- To support faculty and/or staff assignments dedicated to teaching except in cases of sponsored training programs; this includes Instructors and graduate students with instructional assignments.
- To pay for any expense that cannot be documented as research-related.

### **Current Practice in Teacher Education:**

1) We hire a "College Supervisor" who serves as our eyes and ears with the candidate. He/she observes the student in the field, meets with the student and mentor teacher(s), and, with the input of the mentor teacher(s), evaluates the student teacher (intern). We pay supervisors a total of \$600 for working with a student teacher for 2 semesters. If they just work with the student during student teaching, we pay \$500. The supervisors go through HR here at CMU and are employed by us. They have a 700# etc. We also pay for the supervisor's travel to and from the schools for observations.

2) We also pay the mentor teacher \$300 for the semester and also provide them with 1 hour of re-certification credit with the State. The mentor is obviously employed by the school district. We pay the school district and they pay the teacher(s). We calculate some possible deductions, so we actually cut a check for a bit more than \$300 for each teacher. If a student teacher is working with multiple mentor teachers, we direct the school district's HR department with how to split that stipend. These mentor teachers are not CMU employees and do not go through our HR department. We have an MOU with each school district.

In summary, our total external cost for each student teacher is around \$1,000. **This is built into the annual department budget – PT faculty line?**

**\*Conclusion:** The teacher education program is a different model than the typical preceptor model in health sciences. The mentor teacher (sometimes called the cooperating teacher) is the expert in the field with whom the teacher candidates are placed. However, the mentor teacher is not employed by CMU. We have an MOU in place with the school districts and pay districts rather than individuals directly. The mentor teachers have no expectation of having access to CMU facilities, events, etc. This model for teacher education is the "industry standard." We do not recommend changing this mode. The proposal below for the Departments of Health Sciences and Kinesiology should not impact or change how things are done in teacher education.

### **Current Practice in the Departments of Health Sciences and Kinesiology:**

It is not currently the practice to pay preceptors for supervising any of the students in the Departments of Health Sciences and Kinesiology. However, with more health care systems moving towards the use of relative value units (RVUs) to determine pay and increased competition for sites, this is quickly changing. Common thought is that student supervision decreases one's RVU capabilities. Payment for supervision offsets some of those losses. Further, since educational programs need clinical sites for their students, and limited number of clinical sites exist, health care systems are able to request payment because clinical education cannot happen without the services they provide.

In order to determine what would be appropriate pay for preceptors/clinical sites, we determined what the going rates are with respect to nurse practitioners and physician assistants, two programs currently online here at CMU. Specifically:



- Nurse practitioner programs who do pay preceptors pay on average \$1,000 - \$1,500 per student per semester. Incidentally, nursing preceptors ranked financial compensation as the #1 incentive for being a preceptor.<sup>1</sup>
- Physician assistant programs who do pay preceptors (73 programs, or 35% of all programs) pay on average \$232 per student per week.

As you review these data, it is important to consider that the approach to clinical education differs between nurse practitioners and physician assistants. Nurse practitioners spend a minimum of 1,000 hours in clinical practice, much of those hours in one or a few locations. Physician assistants spend more than 2,000 hours in a number of different locations with rotations being anywhere from 2.5 weeks to 5 weeks

Athletic training, physical therapy, and occupational therapy are programs that are slated to begin in the coming years. At CMU we do not currently pay preceptors to precept athletic training students. Other programs do as a way to supplement the modest income an athletic trainer makes. While conducting the physical therapy and occupation therapy feasibility studies, Dr. Amy Bronson observed that some clinics provided release time in their therapists' schedule to precept students. With increased emphasis on RVUs in these settings as well, we anticipate that release time will go away in favor of money generating activities. At present a model does not exist for payment of students in these programs.

**\*Conclusion:** Although we are getting by at present without paying preceptors, we believe it is important to begin looking into what are appropriate preceptor benefits. Below is a proposal of how we would like to proceed with preceptorship in the Departments of Health Sciences and Kinesiology. This proposal would be revisited as the Athletic Training, Physical Therapy, and Occupational Therapy programs begin and those students begin interacting with preceptors.

**Build into annual department budget? PT faculty line?**

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<sup>1</sup> Roberts ME, Wheeler KJ, Tyler DO, Padden DL Precepting nurse practitioner students: A new view—Results of two national surveys of nurse practitioner preceptors *J Am Assoc Nurse Pract* 2017;9:484–491.



Supporting Precepting in Graduate Nursing and Kinesiology Degrees

**Build into annual department budget? PT faculty line?**

**Process:**

Step 1. Potential preceptor/Clinical Instructional Faculty member will be identified who are able to precept Physician Assistant or Family Nurse Practitioner student. This could be through them volunteering or being recommended by someone else.

Step 2. Preceptor will be contacted and interviewed about readiness to precept a graduate student by the department head or designee.

Step 3. If the potential Clinical Instructional Faculty member is qualified and agrees, he/she will be asked to complete a CMU employment application.

Step 4. A background check and other pre-employment documentation will be completed prior to the beginning of the semester where the graduate student and preceptor will be working together.

Step 5. For new hires, an offer letter for a Clinical Instructional Faculty position will be sent as well as a contract that includes a start and end date will be sent to the preceptor as well as the amount of pay (calculated at \$100/week).

Step 6. The graduate student and Clinical Instructional Faculty member will work together to meet course outcomes.

Area of Benefit	Specific Perk
Title	Clinical Instructional Faculty Appointment
Store Discount	10% Discount at the campus store
Event Discount	Faculty discount tickets for the Theatre and Dance Performances when available
Athletics	Free admission to home athletic events
Library	Access to all library and library materials
Proposed Payment	\$100/week or a \$1,000 income tax credit <sup>2</sup>

### Preceptor Perks Summary

#### Center for Teacher Education

- College supervisor
  - Paid \$600 for working with students for 2 semesters
  - Have 700# and employed by university
- Mentor teacher
  - Paid \$300 for each semester they have a student
  - Not CMU employees
- Total external cost for each student teacher is around \$1,000
- Current model is industry standard and should not be changed

#### Departments of Health Science and Kinesiology

- Currently do not pay preceptors
- Health systems moving towards relative value unit (RVU) model causing us to look towards compensating preceptors for lost revenue associated with having a student
- Nurse practitioner programs who do pay preceptors pay on average \$1,000 - \$1,500 per student per semester
- Physician assistant programs who do pay preceptors (73 programs, or 35% of all programs) pay on average \$232 per student per week
- Differences in clinical education model exist between nurse practitioners and physician assistants – once size fits all may or may not work in the long run
  - Differences will also exist for athletic training, physical therapy, and occupational therapy
- Implement a Clinical Instructional Faculty model wherein the following perks are provided

Area of Benefit	Specific Perk
Title	Clinical Instructional Faculty Appointment
Store Discount	10% Discount at the campus store
Event Discount	Faculty discount tickets for the Theatre and Dance Performances when available
Athletics	Free admission to home athletic events
Library	Access to all library and library materials
Proposed Payment	\$100/week or a \$1,000 income tax credit <sup>3</sup>

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<sup>3</sup> <https://leg.colorado.gov/bills/hb16-1142>