

**CMU Academic Affairs Council
Summary September 20, 2017
3:00-5:00 pm, UC 221**

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. Sonia Brandon**—Assist. VP, Institutional Research, Planning and Decision Support; **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. Barry Laga**—Dept. Head, Languages, Literature and Mass Communication; **Mr. Mo LaMee**—Dept. Head, Theatre Arts; **Dr. Carrie McVean Waring**—Dept. Head, Biological Sciences; **Ms. Millie Moland** – Director of Advising and 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**—Dept. Head, Health Sciences; **Dr. Steven Norman**—Dept. Head, Business; **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 Student Learning; **Ms. Brigitte Sundermann**—Dept. Head, Engineering/Director of Manufacturing Technology; **Ms. Holly Teal**—Registrar; **Dr. Russ Walker**—Dept. Head, Physical and Environmental Sciences.

Members Excused: **Dr. Calvin Hofer** – Department Head, Music

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

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

Communication Flow: Dr. Pemberton requested that communication be initiated through Dr. Haas or Mr. Pinnow during the month of October (while she is working remotely from Jordan). She will be in constant communication via email, Skype and Facetime with the AA Office and others as needed. Dr. Haas and Mr. Pinnow will have signature authority while she is gone.

Enrollment update: Dr. Pemberton reviewed the current fall 2017 census [*Appendix A*].

Congratulations: Dr. Pemberton recognized CMU accreditations, including the Mechanical Engineering Technology Program, the Energy Management Program, and Teacher Education.

Other Items: Information shared by President Foster with Faculty Senate regarding open records and textbooks was also shared with Council. The Faculty Senate minutes will have full details.

Foundation & Alumni: Ms. Liz Meyer, **VP for Development/Foundation CEO** handed out current account status for each department. She encouraged ADH's to review their accounts

and explained what funds were available and how to utilize them. Dr. Pemberton recommended that ADH's send personal thank yous to their donors.

HLC Update & Info Access: Dr. Morgan Bridge, Dr. Steve Werman, and Dr. Joseph Richards of the HLC Accreditation Criterion team gave a quick update of the upcoming HLC Assurance Review. The site visit will take place November 6-7, 2017. Dr. Bridge went over the schedule of events [*Appendix B*], stating that ADHs may be asked to meet and discuss on Monday, November 6, sometime in the afternoon. She noted a 3:00PM tentative meeting time for ADHs to be available to the HLC. Dr. Bridge also handed out the Federal Compliance part of the Assurance Review document and called Council members attention to the fact that it may be referenced during the site visit [*Appendix C*]. She also quickly reviewed the institutional data on CMU Graduate Outcomes [*Appendix D*], and thanked ADHs for helping to pull this information together. The HLC Assurance Review website is located at: <http://www.coloradomesa.edu/accreditation/hlc-assurance/index.html> .

Academic Units & Leadership Reports, Commentary, etc.

AVPAA: Dr. Kurt Haas – no report

AVPAA: Mr. Tim Pinnow updated Council on progress associated with early conversations regarding graduate program expansion. Mr. Pinnow has been scheduling department “house-calls” to visit with ADHs and faculty about interest in possible areas of graduate program development.

He also mentioned that he would be sending out email regarding faculty representation on the Student Showcase Committee. Student Showcase will be on Friday, April 20, 2018.

AVPAA: Dr. Sonia Brandon (OIRPDS) has updated the current course evaluation forms per the discussion at the September 6 Council Meeting. She forewarned ADHs that faculty cannot use both forms; only one format of form can be used for processing.

WCCC: Ms. Chris Murphy announced that President Foster stated during the WCCC 25 year celebration that WCCC may pursue independent accreditation.

Montrose: Dr. Gary Ratcliff – no report

Assessment & Accreditation Support: Dr. Bette Schans – no report

Dr. Pemberton reminded Council of Dr. Schans new title and responsibilities and briefly sketched out early plans for building on the strong Assurance Review accreditation document foundation.

Library: Ms. Sylvia Rael shared information on upcoming events at the library (<http://www.coloradomesa.edu/library/about/events.html>). She discussed the Fall Author Showcase and the Call for proposals in music, theatre, art – performing arts, etc.

Registrar: Ms. Holly Teal reminded ADHs that the FERPA policy supersedes the Open Records Law in the State of Colorado. More information may be found at:

<http://www.coloradomesa.edu/registrar/ferpa.html>.

Ms. Teal will be presenting how to automate the add/drop process to the Academic Council in October, and then following up with visits to departments on the process.

Sponsored Programs: Dr. Louis Nadelson discussed the CMU Distribution of Indirect Costs Proposal [Appendix E] and the new CMU Student Scholarly PROMISE Grant [Appendix F]. Both have been approved by the President. These documents will be forthcoming re: website placement and access mid-winter.

Dr. Nadelson reported he is still working on the Intellectual Property Policy document review. Council was reminded that the BOT asked that the current policy be moved from the BOT handbook to the PPEH. Part of this process includes review and possible update of the current policy. Current policy prevails until such time as updates (if any) are approved.

Academic Departments/ADHs &/or Director: Mentor Policy/Practice

Kinesiology – Dr. Jeremy Hawkins shared that given the new changes to his department, they are still working on developing a formal mentoring process.

LLMCom – Dr. Barry Laga shared the new student mentoring process in LLMC, with links to the program: Career Paths: <http://www.coloradomesa.edu/english/resources.html>; and their semester newsletter: <http://org.coloradomesa.edu/~blaga/inkblot>.

Living the Teacher-Scholar Model

Murray, Melonie B. and Steven R. Murray. (2017). The Physical Practice of Dance and Sport as Cultural Expression. John Massengale Papers in the *Western Society for Kinesiology and Wellness Chronicles of the Journal of Kinesiology and Wellness*, 6, 12-16.

Murray, Melonie B. and Steven R. Murray. (2017). The Performance of Gender in American Dance. John Massengale Papers in the *Western Society for Kinesiology and Wellness Chronicles of the Journal of Kinesiology and Wellness*, 6, 4-11.

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

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

P.S. We will seek to schedule one of the November meetings on the WCCC campus. More to follow.

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

COLORADO MESA UNIVERSITY STUDENT PROFILE
CENSUS FALL 2013 TO CENSUS FALL 2017

Demographic/Academic Characteristic	Headcount Enrollment in Fall -									
	Census 2013		Census 2014		Census 2015		Census 2016		Census 2017	
	#	% of Total	#	% of Total	#	% of Total	#	% of Total	#	% of Total
ALL STUDENTS										
Student Subtotal*	9,325	99.5%	8,853	99.3%	9,065	99.2%	9,223	99.3%	9,166	99.3%
Exclusively Extended Studies Subtotal	44	0.5%	59	0.7%	77	0.8%	64	0.7%	64	0.7%
Total	9,369	100.0%	8,912	100.0%	9,142	100.0%	9,287	100.0%	9,230	100.0%
ALL STUDENTS*										
Registration Status										
First-time Entering	2,186	23.4%	1,872	21.1%	2,125	23.4%	2,033	22.0%	1,910	20.8%
Transfer from Other Institution	515	5.5%	551	6.2%	599	6.6%	573	6.2%	490	5.3%
CMU Transfer to Baccalaureate	92	1.0%	99	1.1%	160	1.8%	143	1.6%	186	2.0%
Continuing/Readmit	5,987	64.2%	5,949	67.2%	5,771	63.7%	6,015	65.2%	5,927	64.7%
Special (e.g., high school)	438	4.7%	269	3.0%	279	3.1%	323	3.5%	527	5.7%
Golden Scholar	39	0.4%	40	0.5%	42	0.5%	33	0.4%	54	0.6%
Undergraduate Subtotal	9,257	99.3%	8,780	99.2%	8,976	99.0%	9,120	98.9%	9,094	99.2%
First-time Entering	16	0.2%	5	0.1%	18	0.2%	15	0.2%	13	0.1%
Continuing/Readmit	52	0.6%	68	0.8%	71	0.8%	88	1.0%	59	0.6%
Graduate Subtotal	68	0.7%	73	0.8%	89	1.0%	103	1.1%	72	0.8%
Total	9,325	100.0%	8,853	100.0%	9,065	100.0%	9,223	100.0%	9,166	100.0%
Student Level										
First-Year	3,563	38.2%	3,269	36.9%	3,311	36.5%	3,254	35.3%	3,029	33.0%
Sophomore	2,312	24.8%	2,186	24.7%	2,249	24.8%	2,272	24.6%	2,190	23.9%
Junior	1,287	13.8%	1,298	14.7%	1,361	15.0%	1,356	14.7%	1,418	15.5%
Senior	1,566	16.8%	1,650	18.6%	1,686	18.6%	1,846	20.0%	1,845	20.1%
High School	439	4.7%	269	3.0%	279	3.1%	323	3.5%	527	5.7%
Non-Degree Seeking	90	1.0%	108	1.2%	90	1.0%	69	0.7%	85	0.9%
Undergraduate Subtotal	9,257	99.3%	8,780	99.2%	8,976	99.0%	9,120	98.9%	9,094	99.2%
Graduate Subtotal	68	0.7%	73	0.8%	89	1.0%	103	1.1%	72	0.8%
Total	9,325	100.0%	8,853	100.0%	9,065	100.0%	9,223	100.0%	9,166	100.0%
Degree Level										
Certificate	163	1.7%	161	1.8%	168	1.9%	171	1.9%	174	1.9%
Associate--AAS	1,010	10.8%	859	9.7%	771	8.5%	720	7.8%	634	6.9%
Associate--AA/AS	1,126	12.1%	991	11.2%	904	10.0%	831	9.0%	663	7.2%
Baccalaureate	6,429	68.9%	6,392	72.2%	6,764	74.6%	7,006	76.0%	7,011	76.5%
Non-Degree--High School	439	4.7%	269	3.0%	279	3.1%	323	3.5%	527	5.7%
Non-Degree--Other UG	90	1.0%	108	1.2%	90	1.0%	69	0.7%	85	0.9%
Undergraduate Subtotal	9,257	99.3%	8,780	99.2%	8,976	99.0%	9,120	98.9%	9,094	99.2%
Post Bacc. Certificate	0	0.0%	29	0.3%	31	0.3%	23	0.2%	31	0.3%
Master's	68	0.7%	44	0.5%	52	0.6%	54	0.6%	41	0.4%
Doctoral	0	0.0%	0	0.0%	2	0.0%	8	0.1%	0	0.0%
Non-Degree--Other GR	0	0.0%	0	0.0%	4	0.0%	18	0.2%	0	0.0%
Graduate Subtotal	68	0.7%	73	0.8%	89	1.0%	103	1.1%	72	0.8%
Total	9,325	100.0%	8,853	100.0%	9,065	100.0%	9,223	100.0%	9,166	100.0%
UNDERGRADUATE STUDENTS*										
Credit Hour Load										
6 or fewer hours	1,078	11.6%	952	10.8%	864	9.6%	929	10.2%	1,138	12.5%
7 - 9 hours	597	6.4%	564	6.4%	574	6.4%	578	6.3%	540	5.9%
10 hours	191	2.1%	164	1.9%	174	1.9%	174	1.9%	170	1.9%
11 hours	161	1.7%	104	1.2%	140	1.6%	128	1.4%	108	1.2%
Part-time Subtotal	2,027	21.9%	1,784	20.3%	1,752	19.5%	1,809	19.8%	1,956	21.5%
12 hours	1,899	20.5%	1,777	20.2%	1,745	19.4%	1,757	19.3%	1,630	17.9%
13 hours	1,544	16.7%	1,439	16.4%	1,484	16.5%	1,506	16.5%	1,444	15.9%
14 - 16 hours	3,085	33.3%	3,119	35.5%	3,251	36.2%	3,260	35.7%	3,248	35.7%
17 or more hours	702	7.6%	661	7.5%	744	8.3%	788	8.6%	816	9.0%
Full-time Subtotal	7,230	78.1%	6,996	79.7%	7,224	80.5%	7,311	80.2%	7,138	78.5%
Total	9,257	100.0%	8,780	100.0%	8,976	100.0%	9,120	100.0%	9,094	100.0%

*Excludes students enrolled exclusively through the Extended Campus Program

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Demographic/Academic Characteristic	Headcount Enrollment in Fall -									
	Census 2013		Census 2014		Census 2015		Census 2016		Census 2017	
	#	% of Total	#	% of Total	#	% of Total	#	% of Total	#	% of Total
UNDERGRADUATE STUDENTS* continued										
Age										
17 years or younger	475	5.1%	298	3.4%	300	3.3%	352	3.9%	542	6.0%
18 - 21 years	5,206	56.2%	5,014	57.1%	5,281	58.8%	5,363	58.8%	5,298	58.3%
22 - 24 years	1,394	15.1%	1,435	16.3%	1,479	16.5%	1,496	16.4%	1,499	16.5%
Traditional Age Subtotal	7,075	76.4%	6,747	76.8%	7,060	78.7%	7,211	79.1%	7,339	80.7%
25 - 34 years	1,311	14.2%	1,261	14.4%	1,191	13.3%	1,233	13.5%	1,096	12.1%
35 - 44 years	491	5.3%	433	4.9%	402	4.5%	412	4.5%	395	4.3%
45 - 54 years	255	2.8%	222	2.5%	209	2.3%	169	1.9%	158	1.7%
55 years and older	125	1.4%	116	1.3%	114	1.3%	95	1.0%	105	1.2%
Non-traditional Age Subt	2,182	23.6%	2,032	23.1%	1,916	21.3%	1,909	20.9%	1,754	19.3%
No Data	0	0.0%	1	0.0%	0	0.0%	0	0.0%	1	0.0%
Total	9,257	100.0%	8,780	100.0%	8,976	100.0%	9,120	100.0%	9,094	100.0%
Gender										
Male	4,188	45.2%	4,078	46.4%	4,170	46.5%	4,212	46.2%	4,232	46.5%
Female	5,069	54.8%	4,702	53.6%	4,806	53.5%	4,908	53.8%	4,862	53.5%
Total	9,257	100.0%	8,780	100.0%	8,976	100.0%	9,120	100.0%	9,094	100.0%
Race/Ethnicity										
Asian	129	1.4%	123	1.4%	130	1.4%	155	1.7%	151	1.7%
Pacific Islander	48	0.5%	55	0.6%	41	0.5%	49	0.5%	48	0.5%
Black, Non-Hispanic	221	2.4%	214	2.4%	205	2.3%	218	2.4%	206	2.3%
Hispanic (of any race)	1,329	14.4%	1,353	15.4%	1,793	20.0%	1,672	18.3%	1,694	18.6%
American Indian/Alaskan Native	84	0.9%	66	0.8%	67	0.7%	65	0.7%	50	0.5%
Multi-Racial	337	3.6%	313	3.6%	331	3.7%	378	4.1%	379	4.2%
Subtotal	2,148	23.2%	2,124	24.2%	2,567	28.6%	2,537	27.8%	2,528	27.8%
White, Non-Hispanic	6,715	72.5%	6,308	71.8%	6,119	68.2%	6,282	68.9%	6,274	69.0%
NR Alien	42	0.5%	48	0.5%	43	0.5%	61	0.7%	74	0.8%
Unknown	352	3.8%	300	3.4%	247	2.8%	240	2.6%	218	2.4%
Total	9,257	100.0%	8,780	100.0%	8,976	100.0%	9,120	100.0%	9,094	100.0%
Geographic Origin										
Mesa County	3,702	40.0%	3,444	39.2%	3,418	38.1%	3,406	37.3%	3,437	37.8%
Montrose County	553	6.0%	529	6.0%	541	6.0%	537	5.9%	490	5.4%
Delta County	555	6.0%	367	4.2%	295	3.3%	295	3.2%	318	3.5%
Garfield County	292	3.2%	278	3.2%	327	3.6%	332	3.6%	328	3.6%
Jefferson County	413	4.5%	407	4.6%	419	4.7%	396	4.3%	411	4.5%
Subtotal	5,515	59.6%	5,025	57.2%	5,000	55.7%	4,966	54.5%	4,984	54.8%
Other Colorado	2,522	27.2%	2,503	28.5%	2,650	29.5%	2,667	29.2%	2,617	28.8%
Other States	1,179	12.7%	1,205	13.7%	1,262	14.1%	1,399	15.3%	1,410	15.5%
International	41	0.4%	47	0.5%	64	0.7%	88	1.0%	83	0.9%
Total	9,257	100.0%	8,780	100.0%	8,976	100.0%	9,120	100.0%	9,094	100.0%
REP 14-County Total	5,504	59.5%	4,993	56.9%	4,961	55.3%	4,941	54.2%	4,933	54.2%
Pell Eligible										
Yes	3,657	39.5%	3,389	38.6%	3,259	36.3%	3,253	35.7%	3,133	34.5%
No/ No FAFSA	5,600	60.5%	5,391	61.4%	5,717	63.7%	5,867	64.3%	5,961	65.5%
Total	9,257	100.0%	8,780	100.0%	8,976	100.0%	9,120	100.0%	9,094	100.0%

*Excludes students enrolled exclusively through the Extended Campus Program

COLORADO MESA UNIVERSITY
ACADEMIC COUNCIL UPDATE
SEPTEMBER 20, 2017

Update on HLC Peer Review Team Visit November 6 and 7
Review Team on campus all day Monday and Tuesday until Noon

1. Please have read Criteria 3, 4, and 5D closely before the Visit

Open faculty/staff forums for each Criterion and also specific groups
Department Heads likely a group asked to meet with Visiting Team
Would Monday at 3 work to meet, if team requests meeting?
Alternative time?

2. Focus of Department Head Meeting could include the following:

Assessment

Be familiar and conversant with your department assessment data

How is your department using the data - closing the loop

Nontraditional courses - concurrent, hybrid, compressed

Course comparability, faculty qualifications - Is the course the same
wherever and however delivered

Faculty qualifications and relationship to courses taught

Based on HLC team random selection of syllabi and qualifications to review

Continuous improvement - not only based on assessment (criterion 5)

3. In order to meet Federal Compliance Guidelines, (questions 32-37)
 - a. Departmental SLOs need to be posted on Department website
(Kinesiology good example)
 - b. Include any assessment data available for each SLO
(Social Work Program good example)
 - c. Any other Assessment Data available needs to also be included (e.g.,
graduate information; information reported in program review)
4. Check website to insure all links are current
CMU website is one of first places reviewers begin looking
Please check ASAP
Insure any accreditation information is correctly stated

27. What policies and processes does the institution have in place to ensure required information for current and prospective students about institutional programs, fees, policies and related required information is accurate, timely and appropriate? Attach copies of these policies and procedures as **Appendix S**.

For more information see Federal Requirement 34 CFR §602.16(a)(1)(vii).

Related HLC Requirements: Core Component 2.A, 2.B; Assumed Practice A.5.

Advertising and Recruitment Materials and Other Public Information

28. Do the institution's advertisements and recruiting materials provide accurate, timely and appropriately detailed information to current and prospective students, and is information about the institution's accreditation status with HLC and other accrediting agencies clear and accurate? If the institution has been placed on a sanction or its programmatic accreditation has been withdrawn, do the disclosures accurately explain this information?

☐ Yes

☐ No

Provide copies of these advertising and recruiting materials as **Appendix T**.

29. Which sections of the institution's website include advertising and recruiting information? Provide the webpage name and link for each.
30. What policies and processes does the institution have in place to ensure advertising and recruiting information to current and prospective students about its programs, locations and policies is accurate, timely and appropriate? Provide copies of these policies and procedures as **Appendix U**.
31. What webpage displays the Mark of Affiliation on the institution's website? Provide a link.

For more information see Federal Requirements 34 CFR §602.16(a)(1)(vii) and 602.23(d).

Related HLC Requirements: Core Component 2.B; Assumed Practices A.5, A.7.

Review of Student Outcome Data

Institutions in their program review and institutional improvement processes are required to consider student outcome or performance data on the full range of their offerings where such data are available. Data can be at the institutional or the program level. Student achievement data typically include retention rates, graduation rates, licensure exam pass rates, employment rates, acceptance to further study or other similar information.

32. How does the institution gather or receive information about student outcomes from academic programs across the institution?

33. List the types of student outcome data available to the institution:

or attach as **Appendix V**.

34. Explain how information about student outcomes informs planning, academic program review, assessment of student learning, consideration of institutional effectiveness, and other topics.
35. The federal government is increasingly concerned that institutions and accreditors are taking into account federal metrics in the review of student outcome data. These metrics are best found in the College Scorecard.
Explain how information from the Scorecard is incorporated in the institution's review of its student outcome data. Please note the loan repayment rate identified on the Scorecard and explain how the institution uses this metric in its review of its own data.

For more information see Federal Requirement 34 CFR 602.16(a)(1)(i).

Related HLC Requirements: Core Components 4.A–C; Assumed Practice C.6, C.7.

Publication of Student Outcome Data

Student outcome data should be made available to the public through the institution's website—for instance, linked to from the institution's home page, included within the top three levels of the website or easily found through a search of related terms on the website—and should be clearly labeled as such. Any technical terms in the data should be defined, and any necessary information on the method used to compile the data should be included. Data may be provided at the institutional or department level or both, but the institution must disclose student outcome data that address the broad variety of its programs.

36. Are student outcome data published on the institution's website following the specifications above?
- ☐ Yes
- ☐ No
37. How does the institution ensure that the publication of these data accurately reflects the range of programs at the institution?
38. Provide a link to the webpage(s) that contains the student outcome data.

Related HLC Requirement: Assumed Practice A.6.

Standing With State and Other Accrediting Agencies

39. List any relationships the institution has with a specialized, professional or institutional accreditor or with any governing or coordinating bodies in states in which the institution has a presence. Note whether the institution or any of its programs is on a sanction, is provisionally approved or has lost status with any state agency or accrediting body.

Provide the most recent comprehensive evaluation report and action letter from each institutional or specialized accrediting agency as well as any interim monitoring prepared for that agency. Attach as **Appendix W**.

40. Explain how the institution makes its standing with state agencies and accrediting bodies available to students. Provide samples of those disclosures as **Appendix X** and indicate the web address where students and the public can find these disclosures.

For more information see Federal Requirements 34 CFR §602.28, 34 CFR 668.41, and 668.43.

Related HLC Requirements: Core Component 2.B; Assumed Practices A.7, C.4.

Public Notification of Opportunity to Comment

Local newspapers, institutional websites and alumni magazines are appropriate choices of media in which to solicit public comments. Notices of the opportunity to comment should reach all constituencies but should not unduly burden the institution. Notices of the visit should be published following the format prescribed in the Procedure on Third-Party Comments.

Notices should include:

- The purpose and dates of the visit.
- The institution's accreditation status with HLC.
- An invitation to send written, signed comments directly to HLC.
- Contact information for HLC.

Notices should specify that comments must be sent to HLC no later than four weeks before the start of the visit.

In cases where comments are of a sensitive nature, HLC ensures that the commenter is aware that comments are typically forwarded to the institution and the evaluation team with identifying information intact. In some cases, HLC may redact the identifying information of the commenter or summarize the comment.

41. Submit a list of constituencies that have received the notice of opportunity to comment. (These groups may include students, parents, alumni, taxpayers, donors, community groups and local businesses.)

42. What media did the institution use to solicit comments?

43. Copies of the institution's notices must be sent in PDF format to HLC (legalaffairs@hlcommission.org) at least one month before the comprehensive evaluation visit. The comments and notices are compiled by HLC staff members and sent to the evaluation team and the institution three weeks prior to the visit. As third-party comments are an important part of the comprehensive evaluation, HLC also reviews and forwards comments received after the deadline lapses and even during the visit. Attach a copy of the notices as **Appendix Y**.

Competency-Based Programs Including Direct Assessment Programs / Faculty-Student Engagement

44. Does the institution offer any direct assessment programs, as defined in 34 CFR §668.10?

Colorado Mesa University Graduate Outcomes

Degree Recipients 2013-14 through 2015-16

All Programs

Graduation Year	Degree	# Recipients	Employed, Major Field	Employed, Other Field	Employed, Any	Enrolled, 2-year	Enrolled, Bachelors	Enrolled, Graduate	Enrolled, Unknown	Enrolled, Any	Military Service	Un-employed	Unknown Status
2013-14	Certificate	255	33%	1%	33%	15%	26%	1%	9%	47%			26%
	Associate	232	38%	2%	41%	5%	25%		5%	33%			41%
	Bachelors	891	45%	7%	52%	4%	6%	18%	5%	31%	0%	0%	33%
	Graduate	32	84%		84%	3%		22%	9%	34%			16%
	Total	1410	43%	5%	47%	6%	12%	12%	6%	34%	0%	0%	32%
2014-15	Certificate	287	33%	5%	38%	17%	29%	3%	4%	49%			28%
	Associate	244	33%	4%	36%	8%	28%	1%	0%	32%			42%
	Bachelors	1027	44%	8%	53%	3%	6%	12%	2%	22%	0%	0%	34%
	Graduate	69	72%		72%			25%	6%	29%			20%
	Total	1627	42%	7%	49%	6%	13%	9%	2%	28%	0%	0%	34%
2015-16	Certificate	357	28%	3%	31%	11%	31%		6%	46%			34%
	Associate	282	35%	2%	37%	6%	30%		1%	34%			36%
	Bachelors	1035	44%	9%	53%	3%	7%	8%	1%	17%	0%	0%	35%
	Graduate	82	84%	2%	87%			27%	6%	33%			7%
	Total	1756	41%	6%	47%	5%	15%	6%	3%	26%	0%	0%	34%

Students are counted once per academic year. Students who completed more than one degree in an academic year are counted once under the highest degree level completed.

Post-graduation activities are as of 6/30/2017.

Employment, military participation, and unemployment are as reported by departmental faculty.

Subsequent enrollment data are from the National Student Clearinghouse and supplemented with information from departmental faculty.

An individual student may be counted in more than one category; therefore the columns for a given program and year may sum to more than 100%

**Distribution Proposals for Facilities & Administration (F&A) Costs/Indirect Costs
from Externally Funded Projects**

Prepared by Dr. Louis Nadelson for Academic Affairs/CMU Consideration
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.

There are multiple goals that could be accomplished by distributing the recovered F&A in alignment with other institutions in Colorado. These goals include:

1. Incentivize Faculty Members to Engage in Grant Proposal Development and Submission

In their study of facilities and administrative (F&A) distribution Kulage, Larson and Begg (2011) share: *Researchers, administrators, and others have suggested developing processes for sharing facilities and administrative (F&A) cost recovery as one way to support collaborative research.*

Kulage et al. conclude: *These data support the need for institutions to establish formal policies for sharing F&A cost recovery as a way to promote interdisciplinary research collaboration.*

2. Incentivize Departments to Promote Faculty Members to Engage in Proposal Development and Submission

It is possible that funded projects actually place a burden on departments as the projects could divert attention and time from department functions and needs lowering the possibility for distributing the necessary support. However, if some portion of the recovered F&A went to the department to support faculty members research, travel to conferences, as seed funding for pilot projects, or to purchase software to support research, then faculty may be more appreciative of engagement in proposal development and securing of external funding. While there may be a burden on the faculty members due to the diversion of time due to the funded projects, there is an exchange for additional resources that are of benefit to the department and could support additional research and authentic learning experiences.

Provide an opportunity for the Office of Sponsored Programs and Academic Research to recover a portion of F&A (indirect funds) to support office staff, functions and promote research faculty and students. 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 Distribution Proposal & Colorado Public Institutions' Distribution Comparisons

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

Institution	<i>F&A Rate</i>	<i>Central Administration</i>	<i>PI's College/ Department/Center</i>	<i>OSPAR</i>	<i>PI – Into a research account</i>
Colorado State University	51%	55%	30% to deans – to distribute to depts. and PI	5%	Determined by college dean
Colorado School of Mines	50.5%	80%	10%	0%	10%
Metropolitan State University	32%	40% (15% for president and 25% for VP AA)	15%	20%	25%
University of Northern Colorado	38%	70%	30% - to distribute to depts. and PI	0%	Determined by College dean
Western Colorado State University	38%	Shared with OSPAR – Indirect cost recovery	\$10K of First \$20K Anything over \$20K get 5%	\$10K of First \$20K (Advancement of Funded Projects) 95% of all above \$20K	Incentive – submission amount dependent <ul style="list-style-type: none"> • \$250 under \$10k • \$500 under \$50K • \$1000 over \$51K Post award – determined by department
University of Colorado Boulder	54%	71% - Shared with Office of research	29%	Allocated from college depending on project complexity	Determined by college/department

Justification for F&A Distribution: The Office of Sponsored Programs and Academic Research (OSPAR) proposes distribution of recovered F&A into accounts created for and accessed by OSPAR, PI's Department/Center, and Academic Affairs. This distribution of the funds 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.

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

Table 2. *Potential Specific uses of Funding in OSPAR Research Initiative Accounts*

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

Indirect Cost Recovery (ICR)/F&A \$ Sharing Policy

Introduction: The university receives Indirect Cost Recovery (ICR)/F&A \$ from grants. Starting in fiscal year 2018, the university made the decision to share a portion of these funds with OSPAR, PI's department, and Academic Affairs. The goal is to support and incentivize research, build the research infrastructure, and increase capacity and engagement in efforts to seek extramural funding. The funds to be deposited into **Research Initiative Accounts**.

Table 3. *Proposed CMU % F&A Distribution by Location of Research Initiative Account*

	Central Administration	OSPAR	PI's Department/Center	Academic Affairs
Percentage of recovered F&A	75%	15%	5%	5%

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.

Centers, Departments, and OSPAR: OSPAR assumes fiscal responsibility for several centers on campus. For the centers in which OSPAR provides fiscal management, a portion of the center's F&A distribution may be allocated to the OSPAR research account. Similarly, if a

center's fiscal management takes place in a department then a portion of the center's F&A distribution may be allocated to the department research account. The ratio of the F&A distribution shall be negotiated and determined 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 and OSPAR 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).

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.

Promoting Research Opportunities Motivating Integrated Student Explorations Grants

Colorado Mesa University

Promoting Research Opportunities Motivating Integrated Student Explorations Grants

PROMISE Grants

(FUNDING SOURCE: 5% of recovered indirect costs from sponsored projects, anticipated launch 2018)

The purpose of the PROMISE grants is to encourage research, scholarly inquiry, and creative activity by Colorado Mesa University students. The program will be administered by the CMU Student Research Committee under the direction of the Office of Sponsored Programs and Academic Research (OSPAR). The goal of the PROMISE grants is to raise the profile of scholarly and creative activity at CMU, to expand opportunities for students in all academic disciplines to engage in original scholarship or exploration of creative expression, and to share their work with the CMU community. Academic Affairs, OSPAR and the soon to be developed CMU Student Research Committee are particularly interested in encouraging and supporting student-faculty and student-staff collaboration in the scholarly enterprise in addition to student initiated projects of inquiry and creativity.

Two categories of awards are available, Project Grants and Travel Grants. The CMU Student Research Committee accepts grant applications in the fall and spring semester. Awards are limited (in total) to \$1000.00/ student/year.

The deadline for proposal submissions in the Fall 2018 semester is:

- **September TBD (Friday by 5:00pm)**

The deadlines for proposal submissions in the Spring 2019 semester are:

- **January TBD (Wednesday by 5:00pm)**
- **March TBD (Wednesday by 5:00pm)**

The application consists of two parts: 1) the online application form, which can be found on this website, and 2) a written proposal, limited to 5 pages for project grants and 2 pages for travel grants. Written proposals should be submitted as a PDF attachment to Chair of the CMU Student Research Committee (TBD@coloradomesa.edu).

PROMISE Grants are intended to support student-originated and student-conducted activity, with faculty and/or staff serving as project mentors. It is not appropriate for mentors to submit proposals on behalf of student(s). Students must be enrolled at CMU during the grant award period. These awards are competitive and based on specific criteria (see below).

Project Grants - are available to fund consumable items and materials not already available at the University. Funding ***will not be awarded*** to cover the expenses associated with tuition, marketing, and/or certification fees.

Travel Grants - are available for conference registration, meals, airfare, mileage, lodging, or other appropriate travel related expenses.

Students awarded PROMISE Grants are required to present their work at the Student Showcase in the spring semester (other appropriate dissemination activities will be considered on a case-by-case basis). The Student Showcase highlights student scholarly and creative activity and provides an opportunity for students to enhance their presentation skills and prepare for

Promoting Research Opportunities Motivating Integrated Student Explorations Grants

professional meetings. It is also an opportunity for the University community to recognize student scholars and their mentors. In addition, students receiving funds, including travel awards, are required to submit a final report to the CMU Student Research Committee with completed copyright paperwork (if applicable).

PROPOSALS MUST ADHERE TO THE GUIDELINES DESCRIBED BELOW. PROPOSALS NOT MEETING THE GUIDELINES, WILL NOT BE GIVEN CONSIDERATION. IT IS ABSOLUTELY NECESSARY THAT PROPOSALS BE SUBMITTED BY THE PUBLISHED DEADLINE. STUDENTS AND MENTORS ARE ENCOURAGED TO DISCUSS THE PROPOSAL WITH THE CHAIR OF THE CMU STUDENT RESEARCH COMMITTEE (TBD) BEFORE SUBMISSION.

GENERAL INSTRUCTIONS

Proposals must be written and submitted by the student(s) initiating the project. Individual students may receive no more than one project award and one travel grant per fiscal year for a maximum of \$1000/student/year in funding. (Note: PROMISE grant awards will be based on available funding –PROMISE grant program annual funding support may vary). For collaborative or group projects only one submission is required, which must designate a “Primary Investigator” or primary contact person for the project, in addition to the names of all participants. It is important that reviewers outside of the applicant’s discipline understand the project description and budget justification. Avoid the use of jargon whenever possible, and explain clearly any technical terms and procedures that are critical to the proposal.

Information must be provided in the format specified. For this reason, *prior to submission*, **APPLICANTS MUST MEET WITH THEIR PROJECT MENTOR TO THOROUGHLY REVIEW AND DISCUSS THE PROPOSAL.**

PROJECT GRANT PROPOSALS

Project Grant Proposals must include a:

- 1) *CMU Student Research Committee PROMISE Grant Application* – this cover document requires name and contact information of the applicant, major, notation of award category and summary of amount requested (electronic);
- 2) *Faculty or Staff Mentor Statement*; and
- 3) *Project Description*.

The **Faculty Mentor Statement** must be attached to the student’s proposal. This statement must include a(n):

- statement of support noting how the project is related to the student’s work and/or ongoing work of the mentor, and whether or not the student initiated the project;
- analysis of the viability of project objectives and methodology;
- verification of budget needs and costs;
- description of the mentor support that will be provided;

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- description of the student's background and preparation for the project.

The **Project Description** should not exceed five double-spaced pages (please number) and must include a(n):

- statement of purpose, goals or objectives. Provide appropriate background to contextualize the purpose statement;
- methodology, work plan, or design process;
- brief personal statement describing how you became interested in the project and how the project fits into your career, academic, and/or life goals; Describe why you are doing this work and what impact or significance you expect the project will have on yourself and others;
- description of the activities and expected results, products, or outcomes which may include, but are not limited to, a performance, exhibition, paper, or presentation;
- statement of how the work will be communicated to the broader campus community;
- timetable for completion of the project;
- itemized budget and justification of funds requested;
- description of any and all matching funds and whether they are secured or pending;
- bibliography or literature cited section (as appropriate for the discipline).

TRAVEL GRANT PROPOSALS

Travel Grants must include a:

- 1) *CMU Student Research Committee PROMISE Grant Application* – this cover document requires name and contact information of the applicant, major, notation of award category and summary of amount requested (electronic);
- 2) *Faculty or Staff Mentor Statement*; and
- 3) *Project Description*.

The **Faculty Mentor Statement** must be attached to the student's proposal. This statement must include a:

- statement of support;
- verification of budget needs and costs;
- description of the mentor support that will be provided.

The **Travel Grant Proposals** should not exceed two double-spaced pages (please number) and must include a(n):

- brief personal statement explaining the purpose of your travel and how this experience fits into your career, academic, and/or life goals;
- timetable for travel plans;
- itemized budget and justification of funds requested;

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- description of any and all matching funds and whether they are secured or pending.

Please note:

- *Unused funds from your account after April 30th (for fall grants) or September 30th (for spring grants) will be reallocated toward grants for the following year.*
- *The mentor may recommend termination of grant and the cancelation of further funding if the student is not fulfilling the terms of the proposal.*
- *All expenditures must be in accordance with University policies and should be based upon principles of economy.*
- *Actual expenditures must be for items requested in the proposal. Deviations from this policy must have prior approval of the CMU Student Research Committee Chair.*
- *Title to materials and equipment purchased with grant funds remains with the University. Colorado Mesa University policies relating to copyright, royalties, patents, or income apply to these grant programs. Questions regarding these matters should be addressed before submitting the proposal.*
- *Funded projects involving human subjects in research must be approved by the Institutional Review Board for Protection of Human Subjects (IRB) before they are initiated. Funds will not be available until documentation of IRB approval is received.*
- *Funded projects involving animals used in research must be approved by the Institutional Animal Care and Use Committee (IACUC) before they are initiated. Funds will not be available until documentation of IACUC approval is received.*
- *Publications or presentations resulting from projects supported by a Promoting Research Opportunities Motivating Integrated Student Explorations Grant should include the following statement: **"Funding provided by the Colorado Mesa University Promoting Research Opportunities Motivating Integrated Student Explorations Grant program."***
- *Funded projects that produce a written report or other documentation fixed in time must deposit a copy of the report with the University for future access and reference. Creative projects, like works of art, can be documented visually for the university record.*
- *Funded projects must submit a final report to the CMU Student Research Committee upon completion. Failure to submit a final report can result in ineligibility for future grant awards.*
- Awards that cover educational expenses will be reported to Financial Aid and may impact your yearly financial aid package.

Promoting Research Opportunities Motivating Integrated Student Explorations Grants

CMU Student Research Committee PROMISE Grant Application

1. **Submitted by:** _____
Contact Information
Address:
Phone:
Email:
Academic Major:
Application Award Category:
Project Grant: _____
Travel Grand: _____
2. **Amount Requested:** \$ _____
3. **Anticipated Project/Travel Dates** (indicate beginning and end dates):
4. **Project/Travel Location** (if a conference, indicate city, state, country):
5. **Project/Travel Type** (check all that apply):
☐ Research ☐ Creative Activities ☐ Artistic Performance
☐ Conference (presenting) ☐ Conference (panel) ☐ Conference (attending)
☐ Outreach ☐ Professional Certification ☐ Other: _____
6. **Description & Methodology:**
7. **Personal Statement:**
8. **Expected Results/Outcomes & How communicated to broader campus community:**
9. **Timeline:**

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10. Budget Information:

Budget Category	Funds Requested from PROMISE	Funds Requested from Other Sources (describe)	Total Project Budget
Travel:			
Airfare			
Lodging			
Meals			
Ground Transportation/ Mileage			
Conference/Meeting Registration Costs			
Other (please specify)			
Subtotal Travel:			
Non-Travel:			
Supplies			
Equipment			
Computer/IT Equipment			
Software			
Other (please specify):			
Total Project Budget			

11. Bibliography/References/Literature Cited**12. Faculty Mentor documents (attach)**