

**CMU Academic Affairs Council  
Summary April 18, 2018  
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; **Mr. Tim Pinnow**—Asst. VP, Academic Affairs, Director of Graduate Studies/Director of Distance Education; **Dr. Sonia Brandon**—Asst. 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. Calvin Hofer** – Dept. Head, Music; **Dr. Scott Kessler**—Dept. Head, Engineering; **Dr. Barry Laga**—Dept. Head, Languages, Literature and Mass Communication; **Mr. Mo LaMee**—Dept. Head, Theater Arts; **Dr. Carrie McVean**—Dept. Head, Biological Sciences; **Ms. Millie Moland** – Director of 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**—Director, Health Sciences; **Dr. Steven Norman**—Dept. Head, Business; **Ms. Suzanne Owens**—Associate Professor of Accounting, Business; **Dr. Lori Payne**—Dept. Head, Computer Science, Mathematics, and Statistics; **Ms. Sylvia Rael**—Director, Tomlinson Library; **Dr. Gary Ratcliff**—Director, CMU Montrose Center; **Ms. Holly Teal**—Registrar; **Dr. Russ Walker**—Dept. Head, Physical and Environmental Sciences.

**Members excused:** **Dr. Bette Schans**—Director of Assessment and Accreditation Support.

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

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

Dr. Pemberton discussed her upcoming departure from CMU.

**Handbook status:** the Handbook proposed changes have been through committee, faculty and staff review. The Handbook Committee will be meeting on April 25 to discuss input from faculty and staff and finalize proposed changes for Board of Trustee approval on May 24.

**Future Council** membership may change at the discretion of the new VPAA leadership.

**CRM Discussion:** Mr. Jeremy Brown, Vice President for Information Technology, gave a brief overview of the CRM project.

**AVPAA:** Dr. Kurt Haas noted that he would update the Council on the Internship Working Group Report at the next meeting (5/2). Dr. Haas also shared news of Ms. Chris Murphy's new position assignment as Director of Developmental Education, the Tutorial Learning and Writing Centers. This change will be effective July 1, 2018. Ms. Murphy will reach out to faculty to continue the Writing Center development conversations.

**AVPAA:** Mr. Tim Pinnow gave a brief update on the Course Comparability Manual update. The Committee is waiting for the Faculty Senate to provide recommendation.

Mr. Pinnow also gave a Student Showcase update, reminding everyone that the event was on Friday, April 20. The event will **not** be in the University Center this year; registration, opening session, and awards will be at the Moss Performing Arts Center – Robinson Theatre. The sessions will be predominately on the south end of campus. The Trustees will be joining as guests. Art and Design will be doing a bronze pour at 3:15.

Mr. Pinnow stated that Distance Education team should have been to all departments sharing news specific to D2L updates.

AVP: Dr. Sonia Brandon (OIRPDS & OSPAR), had no report. Her leadership share was based on the current effort she is going through, trying to merge two offices. She emphasized the need to evaluate where people fit best in the new setting, and people respond well to being valued.

WCCC: Ms. Chris Murphy

Montrose: Dr. Gary Ratcliff

Assessment & Accreditation Support: Dr. Bette Schans

Library: Ms. Sylvia Rael

**Registrar:** Ms. Holly Teal discussed the CourseLeaf Catalog descriptions and “term typically offered”. Terms offered for a course went away in the current system a few years ago. In order to add to CourseLeaf, the data has to be recreated; Ms. Teal said her office will make an effort at creating the data by taking information from the last four-five Fall semesters, compare to the 2-year plan, and make a draft for departments to review.

In the process of creating the new catalog, information derives from a BANNER feed. Ultimately, once CourseLeaf is implemented in full, when you put curriculum info into BANNER, it will go to catalog.

**Dates & Deadlines/2017-2018 Meetings: EH101, 3:00-5:00 pm: May 2**