CMU Academic Affairs Council
Summary October 4, 2017
3:00-5:00 pm, UC 213

AA Council Members in Attendance: 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; **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. Holly Teal**—Registrar; **Dr. Russ Walker**—Dept. Head, Physical and Environmental Sciences.

Members Excused: Dr. Cynthia Pemberton—Vice President of Academic Affairs; **Ms. Millie Moland** – Director of Academic Services.; **Ms. Christine Murphy**—Director of Instruction/ Director of Developmental Programs, WCCC; **Ms. Brigitte Sundermann**—Dept. Head, Engineering/Director of Manufacturing Technology.

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

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

Deadline Reminders were reiterated regarding Parent's weekend (10/6-7) and CMU Scholars and Mesa Experience (10/20 & 10/21). Ms. Erin Rooks will send out information to ADHs regarding department participation at the event.

Dr. Kurt Haas reminded all that the AA Council Summary Notes are posted on the web and are searchable: http://www.coloradomesa.edu/academic-affairs/faculty/academic-council.html.

Due to the new approval process for OneCard, Dr. Haas requested that ADHs use their admin assists to purchase department items so that approval is at the ADH level, as opposed to having ADHs purchase, which then bumps approval up to VPAA.

AVPAA: Dr. Kurt Haas gave a quick update on CMU/CSU agriculture agreement work in coordination with our 2-year Ag program under WCCC. Ultimately, the goal will be to move beyond our current WCCC 2-year program to a 3+1 program in Agri-business in partnership with CSU. He also discussed the free Complete College America Webinars [see *Appendix A*].

AVPAA: Mr. Tim Pinnow discussed the Inclusive Access e-textbook pilot project being launched Spring 2018 [see *Appendix B*]. The program allows students to have immediate access to electronic textbooks that are billed through CMU. Three courses will pilot the program. Based on feedback from this pilot, expanded use may be considered.

Mr. Pinnow also discussed the D2L syllabus posting and gradebook usage. Currently, D2L usage among faculty is above 80%. This is a significant improvement. ADHs will be sent a spreadsheet of D2L course reviews so that they can help work with faculty not yet using D2L for syllabus posting and gradebook to be sure they begin to do so.

Mr. Pinnow reported that CMU's contract with the adjunct instructor search firm, Instructional Connections, has been signed for 1 year. Through Instructional Connections ADHs will be able to submit requests for online adjunct instructors – much like advertising in the local paper for on-the-ground adjunct instructors. Qualified instructors' vitae will be forwarded to ADHs to review and consider. CMU is charged only in instances where we hire an instructor recruited by Instructional Connections. Email instructions to ADHs re: posting "ads" with Instructional Connections will be forthcoming from Mr. Pinnow. NOTE: a standardized compensation calculation phase will be developed and forwarded to ADHs for insertion into the compensation and/or comments portion of the faculty recruitment form. Additionally, ADHs will want to estimate course enrollments based on the most recent three (3) semesters of the course instructor applicants are being recruited for. Please await further instruction from Mr. Pinnow.

AVPAA: Dr. Sonia Brandon (OIRPDS) reported that there is a new web-based data request system available: http://www.coloradomesa.edu/institutional-research/index.html. The OIRPDS office will no longer accept email requests for data reports. She shared the first monthly OIRPDS productivity report [see *Appendix C*].

Faculty salary expenses – cycle update: Ms. Whitney Sutton, **Budget Director**, discussed payroll changes in accounts for wages. Ms. Sutton handed out a memo explaining the changes in staffing accounts and faculty expense installments [see *Appendix D*].

Student Services: Mr. John Marshall, **Vice President of Student Services**, requested departments to work with Campus Safety Officer Pua Utu and Sgt. Sean Crocker to schedule safety meetings for each of their departments, and thanked those who have already done so. He also asked for nominations of faculty for the Sexual Assault Response Team (SART) for this academic year. There are two roles needed: a first responder who would be on-call 24/7 for one week per month, and a student advocate (especially males, as there are not many on the team). Nominations needed in the next couple of weeks, as a 2-day training will be at the end of the month.

HR: Ms. Jill Knuckles, **Director of Human Resources**, reported that CMU has procured an annual subscription to Higher Ed Jobs. In general, full-time faculty position advertisements will be placed in the Chronicle of Higher Education and Higher Ed Jobs. Any time possible, to minimize expense, ADHs are to consider the option of advertising discipline-similar positions within a

single ad. In addition, to further CMU's efforts to increase applicant pool diversity, HR and Academic Affairs have agreed on the following diversity-target advertising strategy:

ADHs will be asked to identify discipline-related professional organizations and/or specialty advertising outlets that emphasize faculty recruitment from diverse backgrounds. Our goal will be to have each search advertise in at least one diversity-targeted outlet. Examples include: discipline-specific professional organization websites and/or publications, diversity-targeted recruit publications, etc.

Ms. Knuckles shared information regarding part-time employees who may qualify for medical benefits (See the Professional personnel Employment Handbook, III-4, number 5). She clarified that part-time employees who have averaged 30 clock hours per week over the past year are eligible.

Ms. Knuckles also discussed Family Medical Leave for fulltime and part-time employees. She referred ADHs to the Professional Personnel Employment Handbook section V-5, E. Sick Leave. HR is available to answer any questions regarding FMLA or any other leaves.

Assessment & Accreditation Support: Dr. Bette Schans reminded ADHs that curriculum guidelines for the creation of new programs require that outcomes and curriculum maps be routed to her prior to approval. She suggested that departments create an assessment plan when developing new programs and such a plan is *required* within one year of approval.

Registrar: Ms. Holly Teal reported that her office has made some modifications and improvements to room scheduling. Spring room scheduling is complete and should be live next Monday. Spring registration starts on October 30th. Ms. Teal will be presenting at the next meeting on how faculty can avoid forms and use the system for registration overrides, with a goal of eventually expanding the use of paperless processes.

Mentor Policy/Practice/Dept Sharing (thru fall)

PES – Dr. Russ Walker shared that the tenured/tenure track faculty tend to hang-out together, and so he is encouraging them to invite new faculty and to engage informal mentoring.

Teacher Ed – Dr. Blake Bickham's small department refers all of their new faculty to their advising and intern guides. They do informal mentoring, such as having new faculty sit in on advising appointments.

Theatre – Mr. Mo LaMee took the role of mentee and recognized Mr. Tim Pinnow as an excellent mentor. Mr. LaMee reported that his department has monthly new faculty meetings.

Dates & Deadlines/2017-2018 Meetings: UC 213, 3:00-5:00 pm
Oct 18; Nov 1 & 15; Dec 6 & 13; January 24; Feb 7 & 21; March 7 & 21; Apr 4 & 18; May 2 & 9

**November 15 meeting *tentatively* will be at WCCC. Stay tuned!

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

2017 Alliance Webinar Series

Register	Pushing the Right Levers: Policy moves that make sense	2:00pm EST October 16th
Register	#CoreqWorks: An in-depth conversation with national expert Dr. Bruce Vandal	3:00pm EST November 15th
Register	The New CCA Web Platform: A network of impatient reformers	2:30pm EST December 13th

Inclusive Access or Direct Digital Course Materials
Ms. Tracy Brodrick, CMU Store Manager & Ms. Laura Glatt, VP for Finance & Administration

The terms Inclusive Access or Direct Digital are used interchangeably to refer to a method of delivering content to students, not to a unique type of content. These programs only deal with digital content delivery, not print material delivery, and are best utilized for delivering interactive content (includes embedded video, quizzes, activities, etc., not just a digital version of the text). Several publishers offer some form of Inclusive Access or Direct Digital programs, based on the availability of materials; a pre-approved agreement or contract with a single or multiple publisher(s) may not necessarily be required at this time. To explain the process: access to interactive digital content is delivered directly to the student, and students are billed for the materials on their regular campus account. Students have the ability to 'opt out' of the program and obtain materials on their own for a limited time period. The bookstore manages content delivery and billing to students, as well as opt-outs, using Banner for enrollment information and a 3rd party management system to communicate with students create billing lists (VERBA Connect services are available at no additional cost to CMU). The publisher bills the bookstore for the access provided, less opt-outs.

Program benefits to faculty include improved educational outcomes due to all students having Day 1 access to interactive course materials. Faculty members may choose to adopt online platform and integrate course assignments and quizzes into their lesson plans.

Program benefits to students include cost savings on required course materials, and Day 1 access to course materials (with delayed billing). Savings will vary by title, and may be as little as $1 or more than $100; only titles that can be offered at the lowest price would be considered for Inclusive Access. Students will have a 10-day trial period in which they may use the materials free of charge, after which they will be billed for the materials. Students will have the flexibility of opting out of the program any time until the trial period has ended.

Program benefits to the bookstore/University include being able to promote a cost-saving program to students and faculty and improved sell-through on materials for selected courses. In addition, the store is billed only for the materials needed (no over/under ordering), and has no shipping or labor costs associated with receiving, returning or storing physical inventory (there is some labor required with managing access and billing).
Selecting materials for successful inclusion in this type of program must be done on a course-by-course basis. Factors to consider:

- **Academic freedom for faculty.** Faculty determine materials are appropriate for the classes they teach, and whether or not interactive digital materials are appropriate.
- **Publisher pricing.** Pricing must be such that the materials under consideration for Inclusive Access/Direct Digital can be delivered at a cost savings to students while still delivering a sufficient margin to the bookstore. An average margin of 15% across the

program is the benchmark (margins on individual titles may vary, but must average 15%). Some publishers want to limit or control the University margin by setting the retail price. We suggest we not allow them to dictate University policy. To begin with, we will want to focus on courses already using digital content and also high enrollment, high cost, and low sell-through materials.

Inclusive Access/Direct Digital Access programs are not a campus-wide solution, as the materials themselves will not meet the needs of all courses. However, they can be a good fit for some classes, and have the potential to provide some benefits to all stakeholders. At this time, more than a dozen CMU classes require interactive digital materials for which students must purchase an access code. Currently, when digital materials are required for a class, students may purchase a printed access code from the bookstore or another seller, or purchase access directly from the publisher online. Inclusive Access/Direct Digital would eliminate the need for the student to shop for access.

For Fall 2017, all or some sections of these courses are using digital materials (and also have high enrollment and lower sell-through):

MATC 090/091
ENVS 101
MATH 113
CISB 101
ESSL 200
UNIV 100/101
ECON 201/202
MANG 201
SOCO 144

Some (or all) sections of these courses have the potential to serve as test courses for a Spring 2018 pilot program, pending faculty interest and acceptable pricing terms.

Minimum requirements for adoption of Inclusive Access at UC Davis and Colorado State University are:
- The student price must be the lowest available (even if only by $1). CSU uses the publisher's direct-to-student price as the benchmark.
- Gross margin for all included materials must be at least 15% to cover operational expenses (some titles may be higher or lower, but must average 15%).
- Student price must be less than $100.

Recommended Next Steps:
Following several meetings with the Office of Academic Affairs, including a meeting with UC Davis, who is a "best practice" reference program, the following next steps are recommended:

- Before October 15, 2017 (Spring '18 course materials adoption deadline), the bookstore reach out to faculty in the courses noted above to identify potential volunteers for a pilot.
- VP for Academic Affairs communicate option to faculty via Academic Council.
- Work with Finance and Administration on appropriate billing process.
- Work with Information Technology to resolve any issues between Inclusive Access and D2L, where applicable.
- Develop appropriate student communications for pilot project.
- Negotiate pricing for pilots to determine feasibility.
- By Fall '18 adoption deadline (March 2018), bookstore and Academic Affairs continue to brief departments and pursue additional interest for Fall '18. Arrange faculty-to-faculty briefings. *Note: if faculty are not currently using digital materials, it will likely require them to re-write their course curriculum and may require additional lead-time.*
- Survey students on satisfaction in pilot courses and monitor performance.

Publisher pricing for Inclusive Access/Direct Digital is partly driven by volume—the more users, the better the price. Possibly consider encouraging the state to negotiate contracts that allow smaller campuses like CMU to purchase off contracts/pricing negotiated by larger campuses, or have the state negotiate a single statewide contract for some or all GTPathways courses.

Sources:
National Association of College Stores
University of California – Davis
Colorado State University

Completed

	Frequency	Percent
President	9	16.4%
Academic Affairs	6	10.9%
Provost	5	9.1%
CDHE	4	7.3%
Finance	4	7.3%
IRPDS	4	7.3%
Admissions	3	5.5%
Athletics	3	5.5%
Marketing	2	3.6%
NCES	2	3.6%
SBS	2	3.6%
WCCC	2	3.6%
Business	1	1.8%
CCCS	1	1.8%
Financial Aid	1	1.8%
LLMC	1	1.8%
Parking Services	1	1.8%
Peterson's	1	1.8%
Sponsored Programs	1	1.8%
US News	1	1.8%
WICHE/WUE	1	1.8%
Total	55	100.0%

IRPDS Tasks Completed by Organization, September 2017
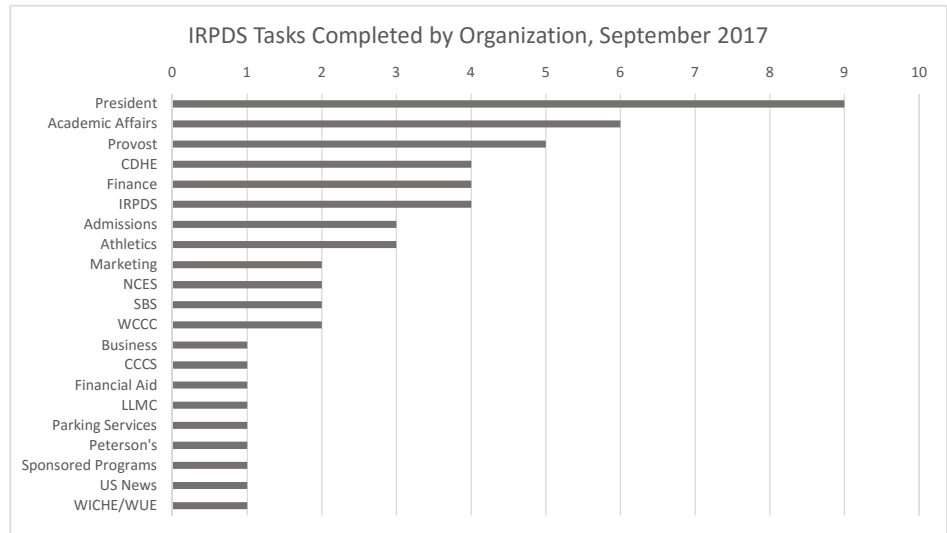
In Progress

	Frequency	Percent
Academic Affairs	5	26.3%
Admissions	3	15.8%
President	3	15.8%
CDHE	2	10.5%
NCES	2	10.5%
NCAA	1	5.3%
OPE	1	5.3%
SAM	1	5.3%
WCCC	1	5.3%
Total	19	100.0%

IRPDS In Progress Tasks by Organization, September 2017

Total

	Frequency	Percent
President	12	16.2%
Academic Affairs	11	14.9%
Admissions	6	8.1%
CDHE	6	8.1%
Provost	5	6.8%
Finance	4	5.4%
IRPDS	4	5.4%
NCES	4	5.4%
Athletics	3	4.1%
WCCC	3	4.1%
Marketing	2	2.7%
SBS	2	2.7%
Business	1	1.4%
CCCS	1	1.4%
Financial Aid	1	1.4%
LLMC	1	1.4%
NCAA	1	1.4%
OPE	1	1.4%
Parking Services	1	1.4%
Peterson's	1	1.4%
SAM	1	1.4%
Sponsored Programs	1	1.4%
US News	1	1.4%
WICHE/WUE	1	1.4%
Total	74	100.0%

September 2017 IRPDS Tasks by Organization, Total
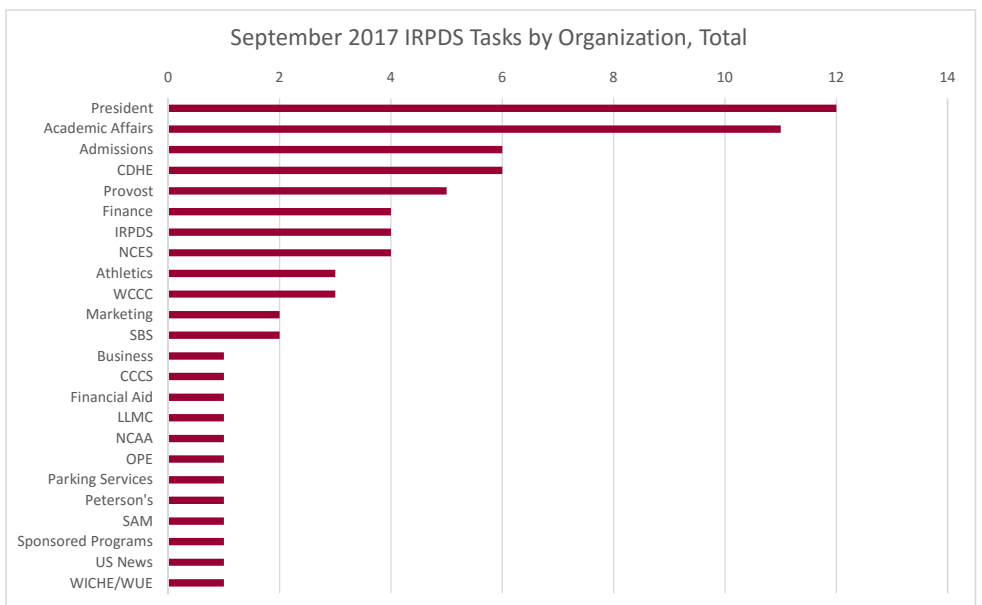
M E M O R A N D U M

Colorado Mesa University
Budget Office
1100 North Avenue
Grand Junction, CO 81501-3122
Phone (970) 248-1078 • Fax (970) 248-1061

DATE: October 6, 2017

TO: Instructional Department Heads, Directors and Budget Managers

FROM: Whitney Sutton, Budget Director

SUBJECT: Changes in staffing accounts and faculty expense installments

The tables reflect changes in staffing expenses effective immediately.

PREVIOUSLY - FACULTY AND ADMIN

5256	REG FT WAGES
5276	REG PT WAGES
5286	TEMP FT WAGES
5296	TEMP PT WAGES

FY18 CHANGE

ADMINISTRATIVE		**FACULTY**	
5256	ADMIN REG FT WAGES	5255	FACULTY REG FT WAGES
5276	ADMIN REG PT WAGES		
5286	ADMIN TEMP FT WAGES	5285	FACULTY TEMP FT WAGES (.80)
5296	ADMIN TEMP PT WAGES	5295	FACULTY TEMP PT WAGES
		5258	DEPT HEADS
		5266	OVERLOADS

.
In addition faculty wages will be expensed in 10 installments, August through May.