

**CMU Academic Affairs Council
Summary November 1, 2017
3:00-5:00 pm, UC 213**

AA Council Members in Attendance: Dr. Cynthia Pemberton—Vice President of Academic Affairs; Dr. Kurt Haas - Asst. VP, Academic Affairs; Mr. Tim Pinnow—Asst. VP, Academic Affairs, Director of Graduate Studies/Director of Distance Education; 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; 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; 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. Sonia Brandon—Assist. VP, Institutional Research, Planning and Decision Support; Dr. Barry Laga—Dept. Head, Languages, Literature and Mass Communication; 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 was welcomed back from her month long Fulbright Specialist award project in the Kingdom of Jordan. She gave thanks to Dr. Haas and Mr. Pinnow for their assistance while she was gone.

HLC Visit readiness – Dr. Pemberton thanked all for their help in providing input as requested. The HLC Visit will be November 6-7 (see schedule in *Appendix A*). Department Heads should be available on Tuesday from 9-10 in UC222.

Dr. Pemberton asked for **student success stories for the December Commencement**. Please forward information on any students who are particularly outstanding that are graduating in December (name, hometown, major, GPA, notable academic accomplishments to be read out loud at commencement, and human interest story) by November 20.

Ms. Sharaya Cowan, **Director of Admissions**, joined the committee in a discussion on how to refine recruiting data “filters” based on department/discipline-specific criteria. She is going to create pilot dashboards for PES, DHS and Music, and will demo them at a future Council meeting.

Dr. Pemberton asked ADHs to look for recruit-back contact rosters soon to be forwarded to them from the Registrar's Office. Recruit-backs are students who were in good academic standing, have less than a year to complete their degree (in terms of credits earned) and for some reason have stopped-out (meaning they are not currently registered and taking classes). ADHs are asked to make contact via a post card, email, phone call, etc., to try to encourage them to consider coming back and finishing their degree. Ms. Holly Teal will be forwarding lists to ADHs soon.

Dr. Pemberton discussed **facilities and room access issues** that have been occurring in some instances, particularly when classes are scheduled in less traditional times. She encouraged the ADHs to continue letting her know of issues, as she then shares with Mr. David Detwiler, **Acting Director of Facilities Services**. The below are replies from Mr. Detwiler responding to some of the concerns shared.

- The electronic lock system - doors with electronic locks may be different than "all doors" Reminder to faculty to maybe check a 2nd door if the regular one is locked.
- Timing issue: If the schedule shows a class time of 8-5, we would likely open doors around 7:30. If for some reason the professor is wanting to be in the room at 7 to set up, then the building might still be locked.
- Find a way to post the "desired access time" if it is earlier than 30 min prior to class
- Have professors in these weekend situations reach out to facilities directly on Friday to confirm when they want the room open
- Have number of facilities folks on hand for "off-hour" classes

Dr. Pemberton reminded ADHs that input for changes to the **Handbook/Manual and Guide Updates** are due Dec 1; after Dec 1, the handbook committee will convene. The committee will ask for broad campus input and feedback. The committee will then make recommendations to the President and then the Board of Trustees. If approved, they will be published in the following year's handbook.

Dr. Pemberton reminded ADHs of the importance of diversity advertising; and reviewed again the targeted position advertising plan in place as of this year. It was also noted that per President Foster's request, prior to position search posting, proposed search committee names are to be sent to VPAA. Potential committee members will be discussed by the VPAA and President prior to approval.

Dr. Pemberton will be meeting with the three Department Heads who are in the 360 feedback process this year. The data have been compiled, following the same format as the previous year.

Academic Units & Leadership Reports, Commentary, etc.

AVPAA: Dr. Kurt Haas asked ADHs to remind faculty that if they witness academic dishonesty, they should fill out the Academic Dishonesty Report Form and submit to Academic Affairs for

tracking purposes. The form can be found at: <http://www.coloradomesa.edu/academic-affairs/documents/policies/CMUReportofAcademicDishonesty.docm>

Dr. Haas shared that Dr. Susan Becker gave a presentation during the October faculty colloquium related to working with students on the Autism Spectrum. Anyone interested in a copy of the presentation should contact him. He also mentioned that there are slots for colloquium speakers in the spring; recommendations may be sent to him.

AVPAA: Mr. Tim Pinnow stated that he has not received comments on the guidelines for incentives and online courses. The final version has been emailed out and also appears here as *Appendix B*.

Mr. Pinnow stated the MavScholars event was very successful. Ms. Erin Rooks will be sending departments lists of students who participated for ADH to follow-up.

Montrose: Dr. Gary Ratcliff thanked Ms. Suzie Garner for speaking at the Montrose campus to students, faculty, and the art community. Dr. Ratcliff talked about the collaboration with WCCC (Ms. Chris Murphy, Mr. Dennis Bailey, Mr. Wayne Smith) and CMU-Montrose to offer classes in culinary arts in Telluride.

Registrar: Ms. Holly Teal reported that registration is open and participation is great. Her office is monitoring what classes are closing, and per ADH input, will send out notices of what classes are closing.

Mentor Policy/Practice/Dept Sharing

Music – Dr. Calvin Hofer shared that junior faculty are paired with senior faculty; they meet on a weekly basis. The faculty in the department have constant conversation; collaborate musically; continually meet on weekly basis. He said there was nothing really formal, but out of necessity.

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

Nov 15 (WCCC room BB171); Dec 6 & 13; January 24; Feb 7 & 21; March 7 & 21; Apr 4 & 18; May 2 & 9

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

DRAFT SCHEDULE FOR HLC REVIEW, NOVEMBER 6 - 7, 2017

MONDAY - Time Period	Group/Individual	HLC Reviewers						Room	CMU Participants
		Dr. Edoho	Ms. Bird	Dr. Fatlyn	Dr. Hecht	Dr. Myton	Dr. Oty		
8 - 8:20	President	X						LHH 301	President Foster
8:30 - 9	President & Cabinet	X	X	X	X	X	X	UC 221	President Foster, Dennis Bailey, Jeremy Brown, Carol Futhey, Laura Glatt, Mike Mansheim, John Marshall, Liz Meyer, Kris Mort, Cynthia Pemberton, Bryan Rooks, Derek Wagner
9 - 10	Assurance Review Steering Committee	X	X	X	X	X	X	UC 213	Morgan Bridge, Jeremy Brown, Carol Futhey, Jeremy Hawkins, John Marshall, Heather McKim, Randy Phillis, Joe Richards, Bryan Rooks, Bette Schans, Steve Werman
10 - 11	Criteria 1 & 2 (Primary focus: mission; diversity of students, faculty and staff; integrity; auxiliaries; CMU as a public good)	X	X					UC 221	John Marshall, Cynthia Pemberton, Laura Glatt, Derek Wagner, Andy Rodriguez, Jill Knuckles, Morgan Bridge
10 - 11	Facilities review/campus tour	X	X	X				LHH 301/Campus	President Foster
11 - noon	Strategic Planning		X	X	X			UC 221	Betty Bechtel, Jeremy Brown, Carol Futhey, Kurt Haas, Steve Meyer, Chad Middleton, Tim Pinnow, Joan Ringel, David Reed, Aparna Palmer, John Marshall, David Detweiler
12:15 - 1:30	Lunch - Board of Trustees	X	X	X	X	X	X	UC 213	Board of Trustees
1:30 - 2									
2 - 3	Criteria 3 & 4 (Primary focus: curriculum, faculty, assessment pf student learning)				X	X	X	UC 221	Cynthia Pemberton, Kurt Haas, Tim Pinnow, Bette Schans, Sylvia, John Marshall, Jody Diers, Shane O/Neil
2 - 3	Distance Education (includes ePortfolio)	X						UC 222	Tim Pinnow, Raj Sen, Jeremy Brown, Mike Meens, Tom Watson, Jill Cordova, Karl Castleton, Scott Vangemeren, Jake Jones, Kyle McQuade
2 - 3	Criterion 5 - Finances			X				LHH 301	President, Laura Glatt
3 - 4	Faculty Senate Assessment Committee Representatives				X	X	X	UC 222	
3 - 4	Open Session - Faculty	X						UC - Ballroom South	
4 - 5	Faculty Senate Curriculum Committee and Essential Learning Subcommittee Representatives				X	X		UC 213	
4 - 5	President's Community Advisory Group		X	X				UC 225	
4 - 5	Open Session - Students	X					X	UC - Ballroom South	
5 - 5:30	Open Session - Staff	X			X	X	X	UC 213	

TUESDAY - Time Period	Group/Individual	HLC Reviewers						Room	CMU Participants
		Dr. Edoho	Ms. Bird	Dr. Fatlyn	Dr. Hecht	Dr. Myton	Dr. Oty		
8 - 9	WGISAS Members					X	X	UC 221	Jeremy Brown, Carol Futhey, Dick Bell, Sonia Brandon, Morgan Bridge, Belinda Flynn, Laura Glatt, Kurt Haas, Jessica Herrick, Austin Kaiser, John Marshall, Curt Martin, Heather McKim, Chad Middleton, Millie Moland, Aparna Palmer, Lori Payne, Tim Pinnow, Bryan Rooks, Holly Teal, Erin Ward, Patti Ward, Bill Wright
8 - 11:45	Montrose Campus			X				TBD	Gary Ratcliff (incl tour), students, faculty, representatives from community advisory board
9 - 10	Academic Department Heads	X				X		UC 222	Blake Bickham, Calvin Hofer, Suzie Garner, Jeremy Hawkins, Jessica Herrick, Barry Laga, Mo LaMee, Carrie McVean-Waring, Sandie Nadelson, Steve Norman, Lori Payne, Brigitte Sundermann, Russ Walker
9 - 11:45	WCCC Campus		X		X		X	TBD	Dennis Bailey (incl tour), Christine Murphy, Jeff Piper, Paul Kraft, Students, faculty, representatives from community advisory boards
11:20 - 11:40	President	X						LHH 301	President Foster
11:45 - noon	Exit meeting	X	X	X	X	X	X	Board Room - Dominguez Hall	President, Carol Futhey, Morgan Bridge

Colorado Mesa University Online Course Creation & Quality Matters Certification Incentive Program Guidelines

To support expansion of quality online instruction, Colorado Mesa University has adopted an Online Course Creation Incentive Program that will allow faculty to be paid a \$2000.00 stipend for creating a new online course and a \$1000.00 stipend for completing a Quality Matters certification for an existing online course. This Incentive program was approved by CMU President Tim Foster summer 2017, with implementation to commence January 2018. The guidelines that follow describe the operational logistics associated with the incentive program.

New Online Course Creation Stipend Guidelines:

1. The course must be new to the online environment. (Not simply a new faculty member teaching a course that has previously been taught online.)
2. The course must be necessary for student completion. (This includes Essential Learning (ESSL) courses and courses within the major defined on program sheets.
3. The course cannot be a “single-use” course. (One-time topics courses are not eligible unless the department intends the course to become part of the regular course schedule rotation.)
4. The course must adhere to the Quality Matters standards as condensed in CMU’s Internal Review Rubric. (CMU faculty who have been through OTE are familiar with this.)
<http://www.coloradomesa.edu/mavzone/cmuonline/documents/InternalRubric.pdf>
5. The stipend is available to full-time CMU faculty (tenure, tenure-track, and instructors). Exceptions (i.e., part-time faculty/instructor eligibility for course creation stipends must be approved, in advance of course creation, by the Academic Department Head and Director of Distance Education in consultation with the VPAA).
6. If the course is created by multiple faculty/instructors (i.e., a master course) the stipend may be split.
7. Once completed, courses will be reviewed for compliance with the Internal Review Rubric listed above.
8. Once the course is verified as being in compliance with the Internal Review Rubric, the stipend will be paid in the last pay period of the course’s initial offering.
9. The contract prep will be completed by the course’s “home” department and forwarded to the Director of Distance Education for processing.
10. The stipend will be paid from org. 1801 and not from departmental resources.

Quality Matters Online Course Certification Stipend Guidelines: Quality Matters (QM) is a process and a tool to help institutions continuously improve online and blended learning course quality. The Quality Matters Rubric is a set of 8 general standards and 43 specific standards used to evaluate the design of online and blended courses. The goal is for CMU online courses to meet nationally recognized, research-based course design standards (i.e., QM). The course must be an existing online course, taught at least twice by the same instructor(s).

Colorado Mesa University Online Course Creation & Quality Matters Certification Incentive Program Guidelines

1. Any faculty member wishing to seek QM status for their course must request a QM review through the Director of Distance Education. Distance Education will make decisions concerning the appropriateness and timing of all QM reviews.
2. The stipend is available to full-time CMU faculty (tenure, tenure-track, and instructors). Exceptions (i.e., part-time faculty/instructor eligibility for course creation stipends) must be approved by the Academic Department Head and Director of Distance Education in consultation with the VPAA.
3. Items 6 and 10 above apply to the QM stipend.
4. The stipend will be paid upon successful attainment of QM Quality Course status, completion of the QM Post-Review Survey and the forwarding of the Quality Matters Course Review Final Report to the Director of Distance Education.
5. The Director of Distance Education will prepare the contract prep upon completion of the above items.

For information on the Quality Matters review process and help getting started, contact the Director of Distance Education.