

CMU Academic Department Heads
Summary September 19, 2018
3:00-4:00 p.m.

Academic Department Heads/Program Directors in Attendance:

Dr. Kurt Haas - Acting VPAA; Professor Tim Pinnow - Sr. VP Strategic Initiatives, Dir. of Graduate Studies & Distance Education; Dr. Aparna Palmer - AVPAA for Student & Faculty Success; Dr. Morgan Bridge - AVPAA, Dir. of Assessment & Accreditation; Dr. Blake Bickham - Dept. Head Teacher Education; Ms. Suzie Garner – Dept. Head, Art; Dr. Jeremy Hawkins - Dept. Head, Kinesiology; Dr. Jessica Herrick - Dept. Head, SBS; Dr. Calvin Hofer – Dept. Head, Music; Dr. Scott Kessler - Dept. Head, Engineering; Dr. Barry Laga - Dept. Head, LLMC; Mo LaMee – Dept. Head, Theatre; Dr. Carrie McVean - Dept. Head, Biological Sciences; Dr. Steve Norman - Dept. Head, Business; Dr. Lori Payne - Dept. Head, CSMS; Dr. Bette Schans - Interim Director, Health Sciences; Dr. Russ Walker - Dept. Head, PES

I. Updates

- A. Starting to look at position requests tomorrow morning.
Dr. Haas will meet with President Foster on September 20. If any decisions are made regarding requests, Dr. Haas will share the decision as soon as he is able.
- B. Tenure and Promotion material deadlines (see below; comments separation).
When department heads are dropping off their faculty polls to Academic Affairs, please separate the comments from the ballot and deliver them in a separate envelope. Place the ballots in another envelope and leave that envelope in the T&P candidate binder.
- C. October 3 AC meeting coincides with BOT.
Just a reminder that our October 3 Academic Council meeting coincides with the Board of Trustees meeting. Dr. Haas will try to have faculty items addressed early in the BOT agenda to help Department Head presenters make it to the Academic Council meeting in a timely manner.
- D. Retention Committee formation in October.
Dr. Haas asked Department Heads to suggest faculty members from their department who may be interested in serving on the Retention Committee (previously WGISAS). This committee is anticipated to meet 2 – 3 times a semester. Let Dr. Haas know within the next week.
- E. One-on-ones start next week.
The September one-on-ones will remain as scheduled. In the future if there are instances when you do not have matters to discuss with Dr. Haas or Dr. Haas does not have matters to discuss with you, your scheduled time may be canceled. As always, if a matter needs to be discussed with Dr. Haas prior to your scheduled time we will do our best to find an opening on Dr. Haas's calendar.
- F. 360 Review Feedback process.

Dr. Haas inquired of the group as to who had gone through the 360 review process. The newer Department Heads went evaluated in 2017 and the seasoned Department Heads went through the process in 2018. The cycle of when these reviews will happen is every three years. Clarification on the cycle time frame will be sought from earlier Academic Council minutes.

G. Department “Recruiter” POC.

Dr. Haas asked Department Heads if it would be worthwhile for departments to have a Recruiter “point of contact” from their faculty. Discussion followed. Dr. Haas asked that if a department has any faculty interested in using Recruiter to let him know. Dr. Haas would share the names with Ms. Sharaya Cowan, Director of Admissions. Ms. Cowan would schedule individual meetings with those faculty.

II. Internship system pilots this Fall and Spring. (Checking on cost of a new pay scale for them.)

Dr. Haas shared a model of a process to calculate compensation for internships. Department heads were asked to work with their administrative assistant to find out how much their faculty have been paid for internships using the process currently in place. Then, determine what they might be paid using the suggested model. Also consider if faculty received release time or credit hours for part of the year. Compare what they find and share with Dr. Haas what historically has been paid and how payment would look using the new system. Department Heads to share their findings with Dr. Haas. See attachment A.

III. Discussion: Convocation and graduation participation.

Faculty participation in convocation and especially graduation has been on a decline. Faculty Senate is looking at a plan to shift attendance and participation at these events. Department Heads were asked to discuss professional responsibility with their faculty. Two Spring commencement ceremonies is in the works. We would keep the same time in the morning but add an early evening ceremony. Tentatively it is suggested to have the Graduate and Professional degrees at one ceremony and all other degrees/certificates at the other. Convocation will have more input from Student Services.

IV. Online versus face-to-face action plans (Tim Pinnow).

Several Department Heads have turned in their information with fine action plans. The question arose regarding if this report is related to retention of students, and, yes, it is. Professor Pinnow clarified if the percentage is equal to or less than 15% then the course(s) do not need to be looked at. However, if it is over 15% then it needs to be addressed as to how to change that. Professor Pinnow, in reviewing some of the course offerings, found that there are two factors common amongst those courses with higher than 15%: 1) Student engagement with peers and 2) Faculty engagement or presence. Some suggestions offered were for faculty to have a video intro so

students know what their teacher looks and sounds like; if using power points, narrate them; and incorporate multiple learning modalities and try one new tool.

- V. Assessment and Curriculum Report: Department Assessment Committee Meeting, Ethics Proposal Update/Ethics Training, and Foundation Courses Check (Morgan Bridge).

Dr. Bridge reminded Department Heads to get their department meetings scheduled with her. Several departments are done, but others still need to be scheduled. Also, the ethics proposals are due to her. Department Heads were asked to look at their Foundation courses relative to 60+60. By noon on Tuesday, September 25, Department Heads are to send to Dr. Bridge which Foundation courses are over 27. Those at 27 or under, no further communication is necessary. On September 27 there will be a lunch meeting in the Gallegos Board Room on “Pedagogy of Teaching Ethics”. Dr. Bridge will send out an email with information on this lunch session. Please have faculty RSVP to Dr. Bridge by noon on Tuesday, September 25 if they will be attending so they can plan accordingly for the food.

- VI. Building security/door props.

Dr. Haas shared with Department Heads that there will be a meeting scheduled for conversation on building security. There are concerns with doors being propped open. Department Heads were asked why doors are propped open. Discussion followed. It is understood there is not an easy answer/fix for this concern. Department Heads were then asked to share their thoughts via email with Dr. Haas so he could prepare something for this meeting.

- VII. Change Talk (Schedule to be sent out before Oct. meeting.)

A schedule will be forthcoming but if you have a preferred date please share that with Dr. Haas. Aparna shared a story from Hindu mythology on change. See attachment B.

Upcoming Dates and Deadlines

September 25 – By noon Faculty RSVP to Dr. Bridge if they plan to attend Ethics lunch presentation on 9/27.

September 25 – By noon, Department Heads to let Dr. Bridge know which Foundation courses are over 27.

September 27 – Pedagogy of Teaching Ethics in Gallegos Board Room 12:30 – 1:45 p.m.

October 1—Faculty Tenure and Promotion Materials due to DH.

October 3—Academic Council, EH 101, 3-5 p.m.

October 10—Poll conducted of full-time tenured faculty for T/P (see MMM)

October 15—Submit materials and results of faculty vote to the T&P Committee (via Academic Affairs office).

August 8, **2019**—Tentative Academic Affairs retreat

THIS IS A MODEL ONLY, and NOT A FINAL RECOMMENDATION. Please cost out the total internship compensation you would have paid using this model in the previous academic year and compare with the actual amount you spent. Our final version should be cost neutral for now. **Due October 1.**

Internship Load Scoring Tables

Points awarded	Oversight Score
1	Minimal (Student find by themselves)
2	Faculty sets- up external internship
3	Faculty is the supervisor /mentor
4	Faculty is present at all times (almost like a clinical)

Points Awarded	Total credit hour generation score*
1	1-5
2	6-15
3	16-20
4	21+

*Number ranges in this column represents the number of students supervised multiplied by the number of credit hours offered in each internship.

Compensation by Total Score (Total Score is Oversight Points plus Credit Hour Points)

Total Score**	2-3	4-5	6-7	8
Regular Term Compensation Rate	None	1-3 credit release	3 credit hour release or part of load or \$55/student/credit hour	Part of load
Summer Term Compensation Rate	\$55/student/credit hour	\$55/student/credit hour	\$55/student/credit hour	\$55/student/credit hour

