

CMU Academic Affairs Council
Agenda April 5, 2017
3-4:30 pm (Council), 4:30-5 pm (ADH bonus time)

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

Personnel stuff:

- Sabbatical Report reminders re: folks on sabbatical the 2016-2017 year
- Admin Support Staff meetings (1-2X semester and this summer for folks who are here)
Contract prep forms (fac qual verification box & ADH initial), (see below)
- Admin/Fac Files:
 - No ss#s
 - Limit access to ADH and Admin Assist – locked file cabinet – or – locked office
 - Shred docs no longer needed
- Exemplary faculty nomination review deadline (reminder – email sent 3/27, email?)
 - March 27 AA distributes nominations scoring sheet to ADHs
 - April 5 ADHs return scoring sheet to AA
 - April 10 AA distributes scoring summary to ADHs for discussion at the end of the 4/19 Council meeting
 - April 19 ADHs extend Council meeting to finalize recs for the President
- Faculty Qual Re-Review (the never ending process...)
 - Updated Guidelines (see attached)
 - Updated Matrix (see attached)
 - Working session plan for 5/15
 - Example to share (M. LaMee)
 - Example to share (J. Herrick)

Summary Energy Savings Plan (see below)

Curriculum stuff:

- Program Sheets (265....)
- Catalog copy (update), info. from Erin soon.
- 2 yr course rotation matrix (update), info from Erin soon.

Budget & \$\$:

- No go prof devel increase
- No go pt salary schedule (other than dependent benefit, going to BOT for approval)
- Roll forward query, 10%? Courseleaf (see below)

What YOU need to be sharing with your faculty:

- Fac qual process, what it was all about and why we have to do it (ongoing)
- Budget requests and pt salary schedule
- etc., etc., etc.

Reports & Guests

AVPAAs: Dr. Kurt Haas & Mr. Tim Pinnow

Academic Units

-Assessment (Dr. Bette Schans): Where we're at...end of year work (will need folks to help when prompted by Dr. Schans)

-OIR (Dr. Sonia Brandon):

-Library (Ms. Sylvia Rael):

-Registrar (Ms. Holly Teal): **Room utilization update (docs attached, Q&A only)**

-Sponsored Programs (Dr. Louis Nadelson):

WCCC: Ms. Chris Murphy

Montrose: Dr. Gary Ratcliff

Good of the Order/Kudos & TQs!

Dr. Arthur Houle, CMU professor of music, just completed a project that was 22 years in the making. He is editor of the world's first definitive scholarly edition of Muzio Clementi's *Six Progressive Sonatinas for the Piano Forte, Op. 36*, newly published by Abundant Silence:

[www.abundantsilence.org/store/p52/Six Progressive Sonatinas for the Piano Forte, Op. 36 by Clementi.html](http://www.abundantsilence.org/store/p52/Six_Progressive_Sonatinas_for_the_Piano_Forte,_Op._36_by_Clementi.html).

These sonatinas, written in 1797 and revised by Clementi around 1815, are among the most enticing and popular pieces ever written for piano. Almost every pianist who reaches an intermediate level plays these pedagogically invaluable gems. Clementi himself published six editions of this collection in his lifetime. Countless editions have been issued since then. However, all past and present editions – including those published by Clementi – are riddled with typographical errors. Moreover, Clementi's revised version (subtitled "With considerable improvements By the Author") is, ironically, little known to modern pianists. Houle's edition is the first and only one to collate every primary source edition (culled from libraries around the world), eliminate the errors, and proffer unprecedentedly extensive historically informed footnotes on performance practice and creativity. **Congratulations Dr. Houle!**

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

April 19 = ADH only – Exemplary Faculty Ranking Review

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5/15 Working session (10:00-12:30 pm): ADHs and Faculty Qual files, matrix verification and review
August Launch Meeting/Retreat: 10 am to 4:00 pm Thursday August 10, location TBA

Strategic Summer Scheduling

In support of Colorado Mesa University's commitment to achieving a more sustainable campus, Facilities Services uses Digital Direct Controls (DDC) to manage temperature set-points for Heating, Ventilating, and Air Conditioning (HVAC) Systems. Temperature sets-points follow national standards for occupant comfort and are adjusted to minimize energy consumption.

Conservation Initiative

The university has agreed to move forward with an energy conservation initiative that will reduce utility costs through strategic summer scheduling. By consolidating summer classes, sports camps, and special events, the university will be able to reduce utility costs and limit the demand associated with lighting and conditioning unoccupied spaces. An Energy Management System (EMS) will be utilized to significantly raise the temperature set-points and turn off the lights in unoccupied spaces throughout the campus buildings. An unoccupied space refers to a resident hall or academic space that is not scheduled or reserved through Residence Life or the Registrar's Office. The scheduling tools that are utilized by Facilities Services to determine occupancy are 25live and Summer 2017 Res-life Master Schedule.

Buildings That will be Impacted

The buildings that are not currently scheduled for 2017 summer classes or sports camps include Fine Arts, Escalante, Tolman, Wingate, and Walnut Ridge Apartments. Buildings that are lightly scheduled could also be impacted if certain events can be rescheduled to other buildings to free up space for additional power savings.

How Buildings will be impacted

When a building is deemed unoccupied for the 2017 summer semester, the cooling temperature set-points will be increased, air conditioning systems will be reduced, boilers will be turned off, gas valves will be closed, and lights in classrooms and other unoccupied areas will be turned off. This means that areas such as offices, classrooms, hallways, and bedrooms will have limited air-conditioning and lighting, and heat/hot water will be turned off.

The duration of the summer outage will be from May 16th through August 19th. If occupants of the facilities to be shut down want to be assigned to another space, we will make appropriate arrangements.

Fine Arts & Escalante

- a. Classrooms, hallways, and offices will be programmed to allow temperatures to rise up to 80-85 degrees
- b. Boilers and hot water heaters will be turned off
- c. Perimeter site lighting and all entrances and main drives will still be lit.
- d. Lighting at all entrance and exit doors will remain on along with any emergency fixtures, egress lighting, and pathway lighting.
- e. Research labs, occupied support spaces, network closets, and other areas that require certain temperatures/lighting are excluded from this initiative

Tolman, Wingate, and Walnut Ridge Apartments

- a. Bedrooms, hallways, and common areas will be programmed to allow temperatures to rise up to 80-85 degrees
- b. Boilers, chillers, heat pumps, swamp coolers, and hot water heaters will be turned off
- c. Perimeter site lighting and all entrances and main drives will still be lit.
- d. Lighting at all entrance and exit doors will remain on along with any emergency fixtures, egress lighting, and pathway lighting.
- e. Occupied support spaces, network closets, and other areas that require certain temperatures/lighting are excluded from this initiative

Responsibility

CMU Facilities Services will be responsible for temperature setbacks, lighting controllers, and reviewing weekly schedules on 25live and Summer 2017 Res-life Master Schedule. Schedules will be reviewed weekly to make any necessary adjustments for upcoming and newly scheduled events.

The campus community is responsible for not using unauthorized cooling devices. Faculty and staff who intend on using office spaces in Escalante and Fine Arts are encouraged to come in early in the morning to get work done. Outside air dampers and cooler temps can be used as a source of efficient cooling.

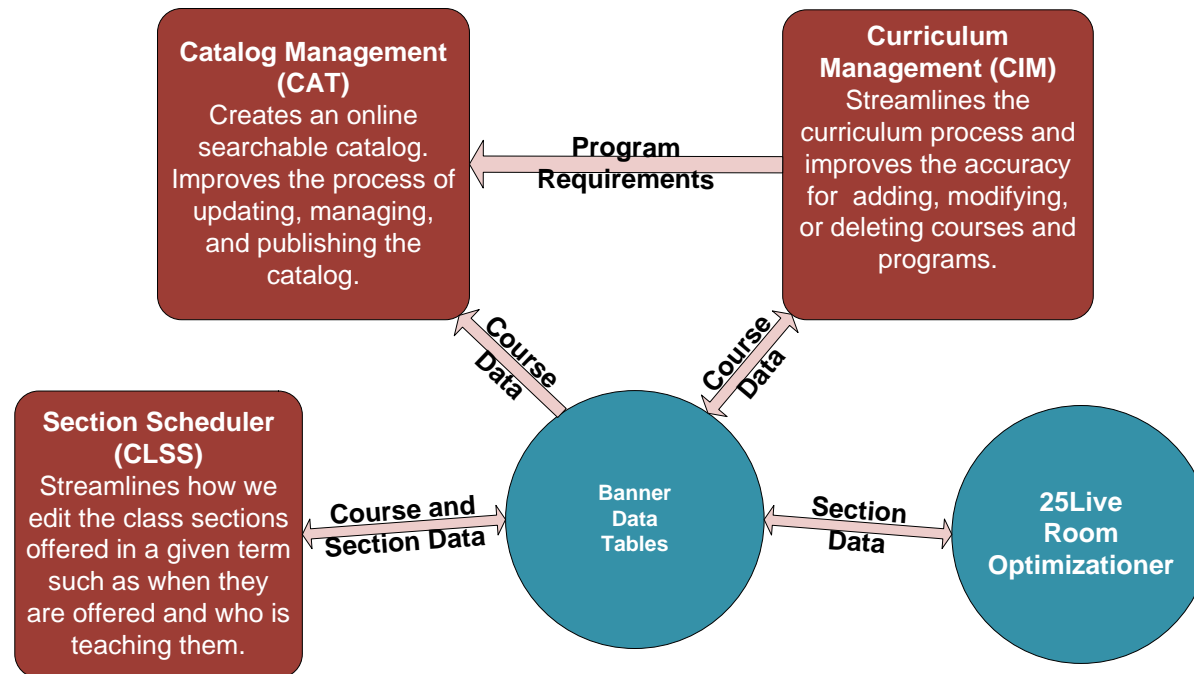
In addition to the energy saving initiatives above, the campus community can save energy by turning off office lights, computer/lab equipment, unplugging non-essential electronics, closing lab fume hoods, and shutting exterior windows and doors. The campus community is encouraged to notify facilities services if a work area is over-cooled during the summer.

3/28 email from Facilities: Dr. Pemberton,

Good morning. I'm working on options for alternate office space for those who would prefer to relocate over the summer. Can you describe what accommodations would be needed? I'm guessing a desk, chair, computer, and phone. Can you think of other amenities that would be needed? CMU has vacant space in the upper floor(s) of LHH and has room in the basement of the Development Center. I plan to provide a pdf showing available locations for you to review.

Create efficiencies for Catalog Management, Curriculum Management, and Section Scheduling

Software: Leepfrog Technologies – CourseLeaf Software (Banner Integration Partner)



The primary benefits of CAT, CIM, and CLSS are that data is input once within specified parameters, track changes are noted as the documents go through customized approval processes, and the approved changes can be input directly into Banner or the catalog. This makes our catalog, curriculum, and schedule more accurate with less time administering and monitoring the process.

Implementation, Timeline and Costs

CourseLeaf plays a major role in creating our online catalog and developing the hosted website. CMU staff will work with CourseLeaf to communicate our desired business processes for each of these modules, how the data is entered into curriculum forms or in Banner, and with IT on developing secure interfaces that adhere to our data policies. For ongoing changes, CMU will need to assign a functional administrator that works closely with the three processes, as well as a contact in IT.

The time estimates are from the vendor and begin on a launch date that works for both CMU and CourseLeaf schedules.

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Year 1 – Catalog Management (CAT) followed by Curriculum Management (CIM)

One-Time Costs: \$149,960 for CAT and CIM

Catalog (CAT): 6-9 months

Curriculum Management (CIM): 6-9 months. To begin after CAT is complete. This module is more complex and can take longer depending on the complexity requested in the initial setup.

Year 2 – Starting after the completion of CAT and CIM - Section Scheduler (CLSS)

One-Time Costs: \$10,000 for CLSS **Base-Building Costs:** \$55980 annual licensing fee
(plus 4% per year following)

Section Scheduler (CLSS): 4-6 months. To begin after CIM is complete.



Faculty Assignment Form

HR Agreement#: _____

☐ See notes above

Last Name _____

First Name _____

CMU ID # _____

Position Title for this Agreement: _____

Position Number: _____

 Current Status:

Highest degree: _____

Faculty Information on File:

 Qual Form ☐

ADH Initials: _____

 Vita ☐

Assistant Initials: _____

 Transcript ☐

 Conditions? ☐ YES ☐ NO

Notes, Basis/Formula used to determine salary: _____

 Dates for this Contract:

If Other, list dates: _____

UNDERGRADUATE Online (non Base), J-Term, & Summer classes ONLY: (enter all items in yellow; payment will calculate)

Course Number	CRN	Overload	Cr Hrs	# Enrolled	Capacity	ORGN	ACCT	FTE	Payment
		<input type="checkbox"/>							-
		<input type="checkbox"/>							-
		<input type="checkbox"/>							-
		<input type="checkbox"/>							-

•1-10 @\$550 / CH

•11-110% capacity @ \$55 / CH / Student

•111% capacity & above @ \$20 / CH / Student

GRADUATE Online (non Base), J-Term, & Summer classes ONLY: (enter all items in yellow; payment will calculate)

Course Number	CRN	Overload	Cr Hrs	# Enrolled	Capacity	ORGN	ACCT	FTE	Payment
		<input type="checkbox"/>							-
		<input type="checkbox"/>							-
		<input type="checkbox"/>							-

•1-10 @\$670 / CH

•11-110% capacity @ \$67 / CH / Student

•111% capacity & above @ \$30 / CH / Student

Site-based courses ONLY (e.g., non-online, overload; does not apply to online, J-Term, or summer)

Course Number	CRN	Overload	Cr Hrs	# Enrolled	Capacity	ORGN	ACCT	FTE	Payment
		<input type="checkbox"/>			n/a				
		<input type="checkbox"/>			n/a				
		<input type="checkbox"/>			n/a				
		<input type="checkbox"/>			n/a				
		<input type="checkbox"/>			n/a				
		<input type="checkbox"/>			n/a				

For Stipends (e.g., research, non-credit courses, moving expenses, non-teaching activities) and Individualized Instruction

Activity Description	ORGN	ACCT	FTE	Payment

Total this Prep:

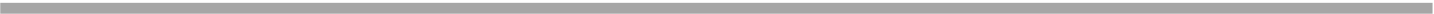
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Pay in: _____ installments the months of: _____

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Special Conditions: _____

(Unless otherwise specified in "special conditions," prorated benefits are offered to employees with an FTE of .75 or above.)



Recommended by _____ Date _____

Appropriate Vice President _____ Date _____

03/10/17