# COLORADO MESA
## U N I V E R S I T Y

# Resource Guide
## for New Faculty

### 2021 - 2022

With its main campus located in Grand Junction, Colorado Mesa University is a comprehensive regional public institution of higher education that is accredited by the Higher Learning Commission. The University's statutorily-defined service area is broad, encompassing 14 counties in Western Colorado. CMU offers a wide range of programs at the certificate, associate, bachelor's, master's and doctoral levels.

## COLORADO MESA UNIVERSITY'S VISUAL IDENTITY

**PRIMARY COLORS:**
Mavroon, White

**SECONDARY COLOR:**
Black, Gold

**MASCOT:**
Maverick

### MAVERICKS

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# *An Introduction to Colorado Mesa University*

This section of the Guide introduces you to the following topics:

## A Brief History of Colorado Mesa University

1925    Grand Junction State Junior College is founded, enrolling 36 students.

1937    The name of the college is changed to Mesa Junior College.

1974    Mesa Junior College adds baccalaureate degrees to its two-year programs.

1988    The College is renamed Mesa State College and becomes part of the State Colleges in Colorado system along with Adams State College, Metropolitan State College of Denver, and Western State College. The State Colleges system operates under one Board of Trustees.

1992    The Unified Technical Education Campus (UTEC) opens as Mesa State's School of Applied Technology and provides technical education in partnership with Mesa County School District 51.

2003    The State Colleges in Colorado system is dissolved and Mesa State College becomes governed by its own Board of Trustees.

2005    Mesa State's two-year division is formalized as Western Colorado Community College (WCCC), and the Unified Technical Education Center (UTEC) is renamed as the Tilman M. Bishop Campus. The trustees approve raising admission standards for baccalaureate students while retaining an open admissions policy for students entering WCCC.

2011    Mesa State College is renamed as Colorado Mesa University.

2012    Colorado Mesa University's admissions standards are changed from "moderately selective" to "selective."

# Colorado Mesa University:  A Recent Snapshot*

- Total student enrollment: 10,708 (Academic Year 2019-2020)

    Percentage of in-state undergraduates: 85.3%
    Percentage of undergraduates enrolled full-time: 76.7%
    Percentage of undergraduates from underrepresented groups: 29.8%
    Percentage of undergraduates from 14-county service region in Western Colorado: 53.4%
    Percentage of undergraduates from elsewhere in Colorado/out-of-state/out-of-country:  48.6%

- Proportion of class sections with fewer than 40 students: 88.5%

- Proportion of class sections with fewer than 20 students: 51.1%

- Student to Faculty Ratio: 19:1

- Most popular majors: Business Administration, Biological Sciences, Exercise Science, Psychology, Nursing

- Number of degrees and certificates awarded: 1,980 (Academic Year 2019-2020)

- Only Colorado public institution offering awards from technical certificates through doctoral degrees

- Colorado Mesa University full-time faculty: over 300 academic faculty members (tenured, tenure-track, non-tenure-track) and 36 full-time technical faculty.

- Number of Fulbright Scholar Awards: 17

- Holdings in Tomlinson Library: Books 201,647; e-books 128,724; Government Documents 514,015; Journal Databases 105; and 30 million items through Prospector and 30 million through Mobius

- Beds available in the residence halls: 2,650

- Financial aid awarded: $76 million (AY 19-20)

- Accredited by the Higher Learning Commission since 1957

*Based on Fall 2020 data unless noted otherwise.

For more information on Colorado Mesa University's Student Profile, please visit:
https://www.coloradomesa.edu/institutional-research/student-profiles/index.html.

# *Who Does What at CMU?*

In this section of the Guide:

## Overall Governance of Colorado Mesa University

CMU is currently governed by two boards, the Colorado Commission on Higher Education and the CMU Board of Trustees.

**Colorado Commission on Higher Education (CCHE):**
This is a 9-member lay board, appointed by the Governor and confirmed by the Colorado State Senate. It acts as the central policy and coordinating board for Colorado public higher education and implements the directives of the State General Assembly. The Commission's website is at: http://highered.colorado.gov/cche/mission.html#.

**Colorado Mesa University Board of Trustees:**
This group, which serves as the policy-making board for the University, is composed of eleven voting members and two non-voting members. The voting members are each appointed by the Governor and confirmed by the Colorado State Senate. The faculty and student body each elect one non-voting member who serves two- or one-year terms, respectively. More information about the CMU Board of Trustees may be found at: http://www.coloradomesa.edu/trustees/index.html.

### The Board of Trustees

As mentioned previously, the Board of Trustees is the policy-making organization for the University. The President reports directly to the Board. CMU Board Members are listed below in alphabetical order:

Mr. Ray Anilionis
Ms. Kelly Brough
Ms. Lori Buck
Mr. Ron Davis
Mr. David Foster
Ms. Alison Griffin
Ms. Kasia Iwaniczko-Macleod
Ms. Amy Lentz
Ms. Stephanie Motter
Mr. Daniel Ramos
Mr. Alex Sánchez
Dr. Tim Casey (Faculty Trustee)

More information about the Board, including biographies of each Board member, may be found at: http://www.coloradomesa.edu/trustees/index.html.

### The President and Management Team

Led by President John Marshall, the Executive Leadership Team consists of ten individuals who hold key positions at Colorado Mesa University and report directly to the President. The organizational structure is diagrammed in Figure 1.

### The Vice President of Academic Affairs and the Academic Council

Led by Vice President of Academic Affairs, Dr. Kurt Haas, the Academic Council consists of the Senior Vice President for Strategic Initiatives, one Associate Academic Vice President, two Assistant Academic Vice Presidents (AVPs), four Directors, and the Academic Department Heads (ADHs). This organizational structure is diagrammed in Figure 2.

**Figure 1: The President and the Management Team**

President
John Marshall

Director of Athletics
Bryan Rooks

Vice President for Finance &
Administration
Laura Glatt

Vice President for Student
Services
Jody Diers

Vice President for Academic
Affairs
Kurt Haas

Executive Director of Marketing
Mike Mundheim

Vice President for Community
College Affairs
Brigitte Sundermann

Vice President for Information
Technology
Jeremy Brown

Vice President for
Intergovernmental &
Community Affairs
Derek Wagner

Foundation CEO/Vice President
for Development

Chief of Staff
Liz Howell

**Vice President of Academic Affairs**
Kurt Haas, PhD

**Assistant Vice President for Research and Innovation**
Amy Bronson, EdD

- Director of Sponsored Programs

**Sr. VP for Strategic Initiatives, Dir. Distance Education Dir. Graduate Studies**
Tim Pinnow, MFA

- **Dir. of Montrose Campus**
  Steven Metheny
  - Distance Education
- **Institutional Research, Planning & Decision Support**
  Heather McKim, MA
  - **Senior Institutional Research Analyst**
  - **Institutional Research Analyst**
- **Coordinator of Graduate Admissions**
  Nichelle Chandler
- **AVPAA for Faculty Success**
- **AVPAA for Student Success**
  - **Dir. of Development Education, Tutorial Learning Center & the Writing Center**
    Christine Murphy, MA
  - **Dir. of Testing and Educational Access Services (EAS)**
    Erin Nix
  - **Dir. of Student Success and Engagment**
    Melissa Calhoun, MS

**Registrar**
Holly Teal, MS

- **Professional Staff Assistant to VPAA**
  JoAnne Reis
- **Professional Staff Assistant to AA**
  Brooke Arrieta
- **Special Projects Coordinators**
  Aaron Osborne
  Erin Rooks

**Associate VPAA for Assessment and Accreditation**
Morgan Bridge, PhD

**Director of Tomlinson Library**
Sylvia Rael, MLIS

**Department Heads & Faculty of Academic Programs**

- Art & Design
- Biological Sciences
- Business
- Computer Science & Engineering
- Health Sciences
- Kinesiology
- Languages, Literature & Mass Communication
- Mathematics & Statistics
- Music
- Physical & Environmental Sciences
- Social & Behavioral Sciences
- Teacher Education
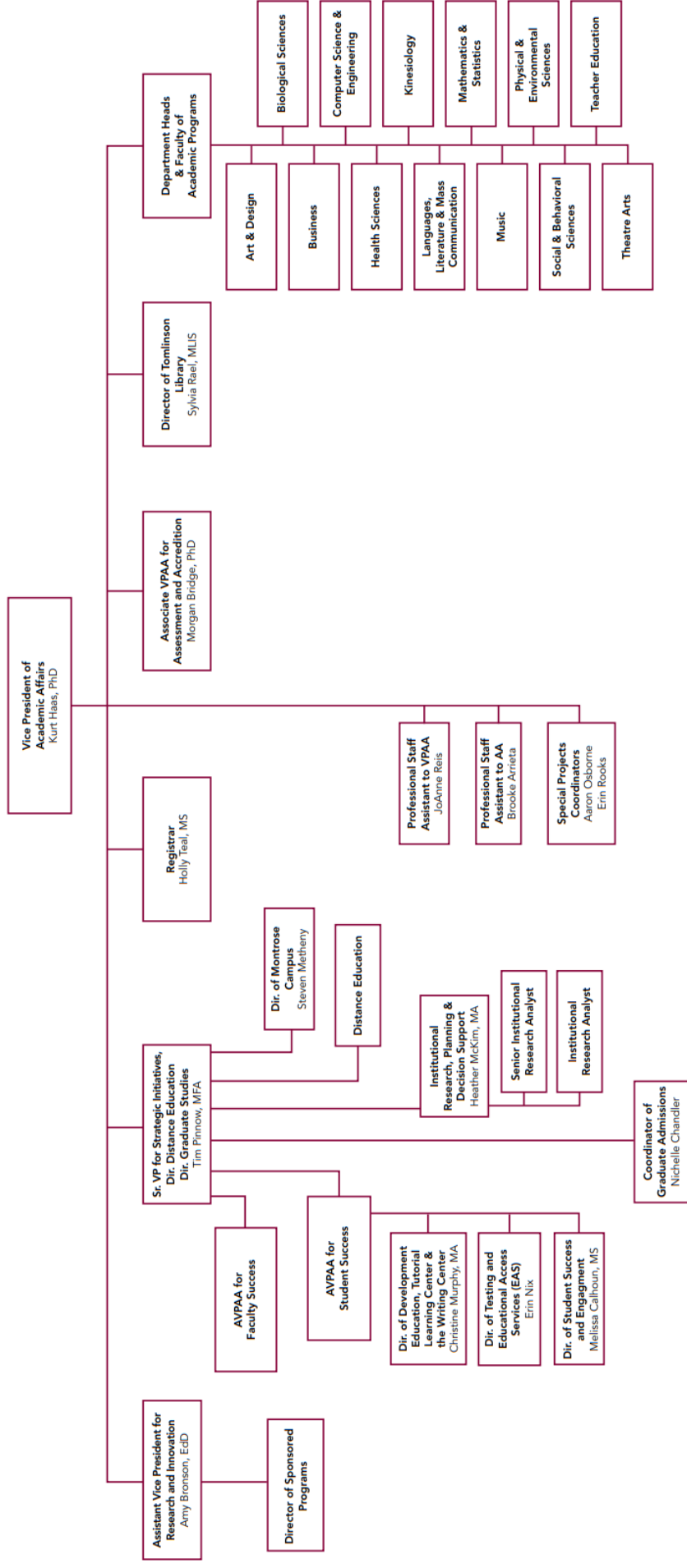- Theatre Arts

**Figure 2: The Division of Academic Affairs**

# Academic Departments & Department Heads

| Academic Department | Location of Office | Phone Number | Academic Department Head | Department Head E-mail Address |
|---|---|---|---|---|
| Art and Design | Fine Arts 200 | x1833 | Suzie Garner | sgarner@coloradomesa.edu |
| Biological Sciences | Wubben Science 232 | x1993 | Carrie McVean | cmcvean@coloradomesa.edu |
| Business | Dominguez Hall 301J | x1778 | Christine Noel | cnoel@coloradomesa.edu |
| Computer Science and Engineering | Confluence Hall 322 | x1459 | Scott Bevill | sbevill@coloradomesa.edu |
| Health Sciences | Health Sciences North | X1651 | Bette Schans | bschans@coloradomesa.edu |
| Kinesiology | Maverick Center 237B | x1721 | Jeremy Hawkins | jrhawkins@coloradomesa.edu |
| Languages, Literature, & Mass Communication | Escalante Hall 237 | x1687 | Barry Laga | blaga@coloradomesa.edu |
| Mathematics & Statistics | Wubben Science 132 | x1407 | Lisa Driskell | ldriskell@coloradomesa.edu |
| Music | Moss Performing Arts Center 141 | x1233; x1323 | Darin Kamstra | dkamstra@coloradomesa.edu |
| Physical & Environmental Sciences | Wubben Science 232 | x1993 | James Ayers | jayers@coloradomesa.edu |
| Social & Behavioral Sciences | Lowell Heiny Hall 413 | x1696 | Jessica Herrick | jherrick@coloradomesa.edu |
| Teacher Education | Dominguez Hall 109L | x1786 | Blake Bickham | bbickham@coloradomesa.edu |
| Theatre Arts | Moss Performing Arts Center 141 | x1233; x1323 | Maurice LaMee | mlamee@coloradomesa.edu |
| Western Colorado Community College | Building A, Bishop Campus | 970-255-2700 | Brigitte Sundermann – VPCCA Christi Hein – Director of Instruction | bsunderm@coloradomesa.edu chein@coloradomesa.edu |
| CMU Montrose | Branscome Center | 970-249-7009 | Steve Metheny | smetheny@coloradomesa.edu |

## Academic & Student Services on the Main Campus

| Department | Contact | Location of Office | Department Phone Number | E-mail Address |
|---|---|---|---|---|
| Career Services | Tamara Krizman | University Center 107 | x1455 | tkrizman@coloradomesa.edu |
| Distance Learning | Tim Pinnow | Lowell Heiny Hall 202 | x1795 | tpinnow@coloradomesa.edu |
| Education Access Services | Samantha Dieguez | Houston Hall 108E | x1826 | sdieguez@coloradomesa.edu |
| FERPA/Registrar | Holly Teal | Lowell Heiny Hall 115 | x1977 | hteal@coloradomesa.edu |
| Information Technology | Help Desk | 1st Floor, Tomlinson Library | x2111 | |
| IRIS | Anna Nichols | Lowell Heiny Hall 129 | x1904 | annicho@coloradomesa.edu |
| Library | Sylvia Rael | Tomlinson Library 332 | x1029 | srael@coloradomesa.edu |
| Office of Institutional Research, Planning and Decision Support | Heather McKim | Lowell Heiny Hall 220 | x1950 | hmckim@coloradomesa.edu |
| Office of Student Success & Engagement | Melissa Calhoon | Lowell Heiny Hall 1st floor | x1304 | mcalhoon@coloradomesa.edu |
| Sponsored Programs | Cheryl Green | Lowell Heiny Hall 210 | X1424 | cgreen@coloradomesa.edu |
| Student Academic Issues | AVPAA-Student Success | Lowell Heiny Hall 204 | X1881 | |
| Student Conduct Issues | Jody Diers | Lowell Heiny Hall 441 | x1366 | jmdiers@coloradomesa.edu |
| Testing Center | Erin Nix | Houston Hall 125 | x1261 | enix@coloradomesa.edu |
| Tutorial Learning Center | Chris Murphy | Houston Hall 114 | x1021 | chrmurph@coloradomesa.edu |

# *Who We Are and Where We Want to Go*

In this section of the Guide, the following items are covered:

## Statutory Role and Mission of CMU, including WCCC

(Source: Excerpt from Colorado Revised Statutes 23-53-101)

**"**There is hereby established a university at Grand Junction, to be known as Colorado Mesa University, which shall be a general baccalaureate and graduate institution with selective admission standards. Colorado Mesa University shall offer liberal arts and sciences, professional and technical degree programs and a limited number of graduate programs. Colorado Mesa University shall also maintain a community college role and mission, including career and technical education programs. Colorado Mesa University shall receive resident credit for two-year course offerings in its commission-approved service area. Colorado Mesa University shall also serve as a regional education provider."

## Institutional Mission Statement

Committed to a personal approach, Colorado Mesa University is a dynamic learning environment that offers abundant opportunities for students and the larger community to grow intellectually, professionally, and personally. By celebrating exceptional teaching, academic excellence, scholarly and creative activities, and by encouraging diversity, critical thinking, and social responsibility, CMU advances the common good of Colorado and beyond.

## Institutional Values Statement

Colorado Mesa University values:

- high quality education in a student-centered environment;
- small class sizes and a high level of student/faculty interaction;
- a learning environment that develops and promotes the skills of inquiry, reflection, critical thinking, problem-solving, innovation, teamwork, and communication in students;
- student choice in academic programming that prepares future leaders to function as productive and responsible members of a global society;
- opportunities that engage students in applied learning;
- a faculty recognized for their professional expertise and quality of instruction;

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- a staff committed to the highest quality of service to the university community;
- an attainable, accessible post-secondary experience for students in and outside of Western Colorado that emphasizes continuous improvement;
- a vibrant and varied campus setting that values diversity and diverse activities and encourages involvement and interaction outside the classroom;
- a culture committed to integrity and academic and intellectual freedom;
- a community and region that supports the University in multiple ways;
- state-of-the-art facilities and technologies that enhance the learning environment; and
- a diversity of students, faculty, staff that promotes a balanced exchange of ideas.

## Institutional Vision Statement for 2021

It is the year 2021 and Colorado Mesa University has continued to mature into an institution of higher education that successfully prepares students from diverse backgrounds for lives of career and service anywhere in the world. Over the next decade, Colorado Mesa University will seek to be the first choice institution for students, faculty, and staff.

To achieve this vision Colorado Mesa will leverage:
- An adaptable, flexible approach to learning that allows students to choose from multiple and potentially integrated pathways to achieve certification, associates, bachelors, and graduate degrees.
- A highly qualified faculty that excels in teaching and interacting with students.
- A curriculum, often bridging liberal education and professional programs, that successfully prepares students for the 21st century in the areas of personal and social responsibility, civic engagement, ethics, and intercultural/ global learning.
- Continued investment in facilities and technology that expand, expedite, and enhance learning for every student.
- Community support from businesses, industries, alumni, and residents of the region.
- A wide array of academic programs that are improved on an on-going, continuous basis for quality and relevance to Western Colorado's needs in the context of an ever-changing world.
- An administration that uses human and natural resources wisely, embraces excellence, is committed to shared governance, and is focused on the future.

Colorado Mesa in 2021 will be respected as a learning community that embraces diversity of students, faculty, staff, ideas, and degree levels, while maintaining a quality educational environment that focuses on serving its many constituents. As it assumes an expanded leadership role, CMU will expand its public engagement of the region's stakeholders by serving as the primary intellectual and cultural center and promoting the exchange of ideas that are of regional, national, and international importance.

## Institutional Strategic Plan

In 2016, a committee composed of the President, the Provost, members of the Board of Trustees, the Faculty Senate President, professors, directors, and department heads finalized the University's Strategic Plan for the year 2021. The Plan was the result of extensive discussions during the fall of 2015 and the spring of 2016 among committee members as well as meetings with several focus groups including community and business leaders, representatives of the local school district, CMU senior management, academic department heads, CMU and WCCC faculty members, staff members, students, and alumni. The Strategic Plan was ultimately approved by the CMU Board of the Trustees in 2016.

A complete copy of the institution's 2021 Strategic Plan may be accessed at:
http://www.coloradomesa.edu/about/values.html.

## Teacher-Scholar Philosophy

The Teacher-Scholar statement articulates the faculty's relationship to students, peers, and the larger community and describes the role of faculty at Colorado Mesa University. The Teacher-Scholar combines a passion for excellent teaching with an enthusiasm for scholarly and creative endeavors and a desire to serve the program, department, academic discipline, institution, and community. This combination creates a university culture that celebrates critical inquiry, intellectual curiosity, and creative expression.

- Teacher-Scholars engage students in scholarship in ways that develop rigorous critical thinking.
- Teacher-Scholars promote life-long learning by sustaining a culture of intellectual inquiry and by serving as role models, mentors, and guides for students, peers, and local communities.
- Teacher-Scholars integrate inquiry and knowledge into their teaching and continually reflect on and evaluate their teaching strategies.

Broadly defined, Teacher-Scholars engage in scholarship when they contribute to an on-going conversation within and across disciplines, building on and responding to what others have discovered, all with an eye on rigor and fairness. These scholarly endeavors can take many forms, including:

- creating new knowledge;
- investigating, applying, communicating, and evaluating existing knowledge;
- creating, exhibiting, and performing creative works;
- evaluating disciplinary pedagogy;
- applying disciplinary knowledge in the community;
- engaging in professional activities that advance the discipline.

Faculty who commit to excellence in teaching, scholarship, and service create a rich learning environment for peers, staff, and students. By involving students in their scholarly and creative work, Teacher-Scholars develop their expertise and enrich the learning experience for students in a variety of learning environments. Serving helps faculty understand the needs and aspirations of their students, colleagues, and community. The interaction of teaching, scholarly and creative expression, and service elevates faculty's importance and supports Colorado Mesa University's responsibility to serve the larger community.

# Shared Governance: CMU's Faculty Senate

The Faculty Senate is made up of members that represent a wide variety of constituencies at the University. Voting members include: (1) full-time tenured or tenure-track members of the faculty who represent each academic department at the University; (2) a permanent technical faculty member who represents WCCC; (3) the Faculty Trustee; and (4) the Colorado Faculty Advisory Council (CFAC) representative. Non-voting members include the Library Representative, the Associated Student Government Representative, and the Recording Secretary.

According to the Faculty Senate Constitution, the faculty senate serves to "provide advice on matters of academic concern with internal and external constituents of the institution." Furthermore, the constitution states:

> *Recognizing that shared governance is a hallmark of higher education and a responsibility of the faculty, the Faculty Senate shall act as the representative body of the faculty to ensure that faculty rights and responsibilities are supported at all levels in the institution.*
>
> *The mission of the Faculty Senate shall be to effect positive change in the structure, offerings, staffing, assessment, and instruction of academic programs and to positively affect other areas of faculty involvement at CMU through open channels of communication with faculty, administration, staff, students, Board of Trustees, and the community.*
>
> *The structure of the Faculty Senate is outlined in the Faculty Senate Constitution and Bylaws and the Policy and Procedures Manual for Faculty Senate Standing Committees. This structure facilitates effective management of CMU academic affairs through open communication between the university President, the university Vice-President for Academic Affairs, the Board of Trustees, and any other interested parties.*

The full Senate regularly convenes approximately twice a month in open meetings. Faculty members are welcome to attend these meetings. Prior to each meeting of the Senate, the Senate executives (the Senate President, Vice-President, Secretary, and President-Elect) also meet with the President of the University, the Vice-President of Academic Affairs, and the Senior Vice President for Strategic Initiatives, to exchange information and discuss relevant governance issues. This group is collectively known as the Executive Council.

More information about the Faculty Senate may be found at: http://www.coloradomesa.edu/faculty-senate/index.html.

# Resolution Concerning Expectations Regarding Safety, Violence, Intimidation, Abuse, and Discrimination at CMU

In 2012, the CMU Board of Trustees adopted and approved the following resolution to promote inclusivity at Colorado Mesa University:

**WHEREAS** Colorado Mesa University values the free exchange of ideas among students, faculty, staff and members of the community on each of its campuses; AND

**WHEREAS** Colorado Mesa University embraces its role as the cultural hub of western Colorado, bringing together individuals from diverse backgrounds and interests to participate, foster, and promote a balanced exchange of civil dialogue; AND

**WHEREAS** Colorado Mesa University constantly strives to nurture a respectful, inclusive, physically and emotionally safe campus culture free of violence, physical or verbal abuse, intimidation or discrimination, regardless of age, race, ethnicity, religion, gender, or sexual orientation; AND

**WHEREAS** victims and witnesses of violence, intimidation, abuse and discrimination may be reluctant to seek assistance or report such instances for fear of retaliation or further discrimination; AND

**WHEREAS** students enrolled at Colorado Mesa University share a responsibility with faculty, staff and other members of the campus community to uphold the highest possible standards of civil and ethical conduct, promote a culture of respect and inclusiveness, and model thoughtful approaches to difficult issues by protecting free and open discussion, the right to due process, and an expectation that all members of the campus community will be held accountable for both words and actions;

AND

**NOW THEREFORE BE IT RESOLVED THAT THE COLORADO MESA UNIVERSITY BOARD OF TRUSTEES** condemns in the strongest terms possible any act of violence, intimidation, verbal or physical abuse or discrimination on each of its campuses and in the communities which we serve. Further, the Board of Trustees calls upon each member of the campus community—students, faculty, and staff—to embrace a culture of respect and inclusiveness and to report immediately, through the Crime Stoppers hotline for confidentiality if deemed necessary**,** any acts of violence, intimidation, abuse or discrimination, suffered or observed, immediately in accordance with the CMU employee handbook, the CMU student code of conduct, and/or applicable local, state, or federal laws.

ADOPTED AND APPROVED on this the 17th day of August, 2012.

**For more information about CMU's anti-discrimination polices see:**

**http://www.coloradomesa.edu/academics/documents/SectionII-Antidiscrimination.pdf**

**http://www.coloradomesa.edu/student-services/policies.html**

**http://www.coloradomesa.edu/safety/awareness/index.html**

# *Faculty Resources*

In this section, the following topics are briefly described:

## Resources Available on the Academic Affairs Webpage

The Academic Affairs webpage is a key resource for faculty seeking information about Academic Policies and Procedures, Accreditation, and the Assessment of Student Learning. Links are also available for the Offices that fall under the umbrella of Academic Affairs and for Publications and Calendars. Finally, a link on the left side of the page provides access to a number of Faculty Resources, some of which are described in more detail later in this Guide.

The main page of the Academic Affairs website can be accessed at:
http://www.coloradomesa.edu/academic-affairs/index.html.

The page specifically dedicated to Faculty Resources can be found at:
http://www.coloradomesa.edu/academic-affairs/faculty/index.html.

## Academic Calendars

Colorado Mesa University has a number of calendars that are available online. Chief among these calendars are the Semester Calendar and Important Dates for Fall 2021, the Three-Year Calendar, and the Two-Year Course Planning Calendar. As seen in the earlier screenshot, each of these calendars may be accessed at http://www.coloradomesa.edu/academic-affairs/index.html. Please see the section below for information about each calendar.

**Semester Calendar for Fall 2021**

| | |
|---|---|
| **August 23 - December 16** | **Full Semester** |
| **August 23 - October 14** | **First Module** |
| **September 13 - December 16** | **Late Start** |
| **October 18 - December 16** | **Second Module** |

| | |
|---|---|
| **August 23** | **Full Semester and First Module begins** |
| **August 30** | Last day to add or drop a First Module class |
| **September 7** | Last day to add or drop a Full Semester class |
| | CENSUS DATE - date after which credit hours are counted in COF attempted hours |
| **September 13** | **Late Start Session begins** |
| **September 17** | Last day to withdraw from a First Module class with a grade of "W" |
| **September 21** | Fall semester bills are due – must be paid in full or enrolled in a Semester Payment plan to avoid Late Fees. |
| **September 23** | Last day to add or drop a Late Start class |
| **October 1** | Intent to Graduate forms due for Spring and Summer 2022 graduates |
| **October 15-17** | Fall Break - NO CLASSES |

| October 18 | Second Module begins |
|---|---|
| October 20 | Last day to withdraw from a Full Semester class with a grade of "W" |
| October 25 | Last day to withdraw from a Late Start class with a grade of "W" |
| | Last day to add or drop a Second Module class |
| October 25 | Course registration begins for Spring 2022 for currently enrolled students |
| | All outstanding balances must be paid prior to registering |
| November 10 | Last day to withdraw from a Second Module class with a grade of "W" |
| November 22-November 28 | Thanksgiving Break - NO CLASSES ** |
| December 13-16 | Final examinations |
| December 17 | December 2021 Commencement Ceremony |
| December 21 | Deadline to pay Fall balances to avoid being dropped from all Spring courses |

This calendar may be found online at: http://www.coloradomesa.edu/registrar/important-dates/fall-calendar.html or on the Academic Affairs website (http://www.coloradomesa.edu/academic-affairs/index.html).

Three-Year Campus-Wide Calendar:
It can be found at: http://www.coloradomesa.edu/registrar/dates.html or on the main page of the Academic Affairs website (http://www.coloradomesa.edu/academic-affairs/index.html).

The Two Year Course Planning Calendar:
The Two Year Course Planning Calendar lists courses, modalities, and the semesters they are planned to be offered. It can be accessed on the main page of the Academic Affairs website (http://www.coloradomesa.edu/academic-affairs/index.html).

## Preparing the Syllabus

Faculty members are required to have a syllabus for each class they are teaching. A copy of each syllabus must be posted to each of the instructor's online course shell(s) in D2L.

**Syllabus Template:**
For your convenience, an accessible syllabus template is present in each D2L course shell.

The elements/sections found in the Syllabus Template are fairly comprehensive in providing students with the information they need to understand the instructor's expectations of them. Some elements may be more relevant than others, depending on the discipline as well as the level and nature of the course. You should feel free to modify the elements to meet the needs of your classes. However, when working to modify it, please note that there are several elements/sections that every syllabus is **required** to have. These key elements/sections, which are found in the template, are:

- **Student Learning Outcomes**
- **Expectations of Students** in terms of professionalism/behavior/participation/attention/plagiarism

- **Time Commitment** (please note the minimum required language & optional language)
- **Accommodation for Students with Physical and Learning Disabilities**
- **Course schedule (by week at minimum)**
- **Office Hours**

If the course you are teaching has specific safety requirements, you are required to have a **Safety Policy** as well.

A note on **Textbook Orders**:  As mentioned in the section on the Maverick Store, course material adoption is automated. For your first semester at CMU, your course materials/book order has already been placed for you. Requests for course materials/book information will be automatically sent out in October (for the spring semester and J-term) and March (for summer and fall semesters).

## Sample Syllabi:
Examples of syllabi from a variety of disciplines are available on the Sample Syllabi page on the Academic Affairs website (http://www.coloradomesa.edu/academic-affairs/faculty/syllabi.html). The sample syllabi illustrate a variety of approaches that can aid you in preparing for your classes. The examples provide a good mix of disciplines and upper-and lower-division classes, and each has a note at the top about why it was recommended by the Academic Department Head (ADH) for inclusion. If you have specific questions concerning syllabus content, talk with your ADH. Keep in mind that the policies or standards for your class should be consistent with those of the department and/or the University.

## Departmental Help and Guidelines:
Your department's administrative assistant maybe available to assist you with syllabi, tests, etc., if requested. You can use department copiers independently or ask that copies be made for you. If you ask for assistance, please be sure to ask well in advance to allow for the job to be completed in a timely manner. Consider consulting with your department head before printing your syllabi to ensure consistency with university and departmental policies and procedures.

# Institution-Wide Student Learning Outcomes

The development and assessment of student learning outcomes for all programs and related coursework has been an evolutionary process at CMU. The University has prioritized six campus-wide learning outcomes that are shared across all CMU and WCCC programs.

**Technical Certificate:** The CMU/WCCC technical certificate graduate will be able to:
- apply principles of grammar and vocabulary in documentation for the field of study (communication fluency);
- apply mathematical concepts and practices to the field of study (quantitative fluency);
- locate, gather, organize and evaluate evidence on an assigned topic, or question of practice, in a work place setting (critical thinking);
- describe the scope and application of principle features of the field of study, including core practices (critical thinking);
- demonstrate mastery of the current terminology in the field of study (specialized knowledge);
- generate substantially error-free products or processes in the field of study (communication fluency); and
- demonstrate personal and professional ethical behavior (specialized knowledge).


**Associate's Degree**: The CMU/WCCC associate degree graduate will be able to:
- locate, gather, and organize evidence on an assigned topic addressing a course or discipline-related question or a question of practice in a work or community setting (applied learning/specialized knowledge);
- use program-level mathematical concepts and methods to understand, analyze, and explain issues in quantitative terms (quantitative fluency);
- make and defend claims in a well-organized, professional document and/or oral presentation that is appropriate for a specific audience (communication fluency);
- identify and gather the information/data relevant to the essential question, issue, and/or problem and develop informed conclusions (critical thinking);
- reflect on and respond to ethical, social, civic, and/or environmental challenges at local, national, and/or global levels (personal and social responsibility); and
- identify, utilize and cite various sources of information in academic assignments, projects or performances (information literacy).

**Baccalaureate Degree**: The CMU baccalaureate degree graduate will be able to:
- construct a summative project, paper, or practiced-based performance that draws on current research, scholarship and/or techniques, and specialized knowledge in the discipline (specialized knowledge/applied learning);
- analyze data critically, reason logically, and apply quantitative analysis methods correctly to develop appropriate conclusions (quantitative fluency);
- make and defend assertions about a specialized topic in an extended well-organized document and an oral presentation that is appropriate to the discipline (communication fluency);
- describe reasoned conclusions that articulate the implications and consequences for a particular decision by synthesizing information and methodologies (critical thinking);
- reflect on and respond to ethical, social, civic, and/or environmental challenges at local, national, and/or global levels (personal and social responsibility); and
- find relevant sources of information, evaluate information critically, and apply the information appropriately and effectively to specific purposes (information literacy).

**Master's Degree**: The CMU master's degree graduate will be able to:
- contribute to scholarly advancement in the chosen field by completing projects individually and collaboratively (applied learning/specialized knowledge);
- employ discipline-specific logical, mathematical, statistical methods, or other analytical processes to address a topic or issue (quantitative fluency);
- create oral and written arguments or explanations, well-grounded in discipline-specific theories and methods, for specified audiences (communication fluency);
- formulate and evaluate hypotheses as related to research problems, issues, concepts, and various perspectives (critical thinking);
- synthesize, evaluate, or refine the information base of various scholarly sources (information literacy); and
- articulate moral, ethical, legal, or professional challenges within the discipline (ethical reasoning).

**Doctoral Degree**: The CMU doctoral degree graduate will be able to:
- advance science, education, leadership, practice, or policy within a chosen discipline by completing an original project approved by a faculty panel (applied learning/specialized knowledge);
- employ discipline-specific logical, mathematical, or statistical methods, or other analytical processes to address a topic or issue (quantitative fluency);
- create oral and written arguments or explanations, well-grounded in discipline-specific theories and methods, for specified audiences (communication fluency);
- formulate and evaluate hypotheses as related to research problems, issues, concepts, and various perspectives (critical thinking);
- synthesize, evaluate, or refine the information base of various scholarly sources (information literacy); and
- choose ethical and legal courses of action in research and professional practice (ethical reasoning).

## CMU Essential Learning (General Education) Curriculum and the Maverick Milestone Requirement

In 2015, CMU's undergraduate curriculum underwent a major paradigm shift. Faculty members expanded an Integrated Learning model of applied, problem-solving, multidisciplinary coursework that blended the institution's long-standing commitment to a liberal education – the core of all CMU degrees – with the on-going development of students' intellectual skills. At the lower-division level, general education was redesigned and renamed as Essential Learning to reflect its importance as the foundation to upper-division major courses. The Essential Learning Program has two primary components: the Essential Learning Core (31 semester credit hours) and the Essential Learning Capstone (4 semester credit hours based on the Maverick Milestone (3) and its co-requisite, Essential Speech (1)).

The **Maverick Milestone** course is a 200-level interdisciplinary, topics-oriented, writing-intensive course designed to help students develop the ability to solve problems and approach ideas using more than one set of intellectual tools. Faculty typically team teach the class on a topic or issue that benefits from exploration using multiple points of view. Milestone topics have so far included "Defining Success," "Technology and Empire," "Baseball," and a variety of other cross-disciplinary offerings. Full-time faculty are encouraged to look for ideas and partners that would be particularly beneficial to students in this type of powerful instructional setting.

CMU's expectation of its graduates is that they will complete their programs of study as creative, adaptable problem-solvers with a well-developed capacity for analytical thought that draws on the knowledge and skills from various disciplines. Moreover, this overarching goal – which is based on a combination of the depth of a major with the breadth of intellectual skills honed in liberal education courses – is achieved by students as they develop throughout their academic career at CMU.

Thus, students are developing a "tool kit" through their educational career that prepares them for the unscripted issues and problems they will face in the 21st century. Their tool kit will be of value in both their professional and personal lives and be transferable to positions beyond their first as they progress through graduate school and/or their work lives. For students to fully benefit from this approach, however, CMU faculty members will need to frequently "connect the dots" by reinforcing that facts that Essential Learning and their academic major curricula have intentionality and coherence, and that student learning is cumulative over the course of their academic career.

Essential Learning Outcomes:
- Produce effective arguments and summaries in written English.
- Present information effectively in spoken English.
- Demonstrate quantitative literacy.
- Critically examine and evaluate an argument.
- Demonstrate investigative and analytical thinking skills to solve problems.
- Select and use appropriate information or techniques in an academic project.
- Construct an academic project using techniques and methodologies from multiple disciplines.

More information about Essential Learning and General Education Requirements can be found at: http://www.coloradomesa.edu/advising/general-education.html.

## FAQ:  Class Rosters, Registration, Graduation, and Deadlines

Prepared by Holly Teal, the CMU Registrar, what follows is a list of answers to frequently asked questions that deal with navigating the aspects of teaching and advising that interlock with the services offered by the Registrar's Office. For more information about these topics, please contact your department's Administrative Assistant. For further assistance, please contact the Registrar's Office. A list of specific staff members, their responsibilities, and their contact information may be found at: http://www.coloradomesa.edu/registrar/contact.html.

### Class Rosters
1. **How do I run an official roster for my classes?**
    This is done through your MAVzone account under My Account and Faculty Courses. If you are having trouble accessing MAVzone, contact the Help Desk at 248-2111. If you have questions about your roster, please contact the Registrar's Office.

2. **How do I best use the class roster?**
    Initially, use the Mavzone roster as a list of the students that should be there on the first day of class. Because students add/drop/withdraw from courses, this list changes over the semester. An important fact to keep in mind is that the Mavzone class roster is only current at the exact time that you process it. Once printed, it can be immediately outdated, especially during the first week of class. If a student claims to be in your class, check the MAVzone roster for verification (not the D2L roster). You can run the online class roster as often as you like.

Once classes start, there are several add/drop/withdraw deadlines that play an important role in your roster management: The open add period where students can add via MAVzone, the late add period that requires the Late Add eform, the drop deadline prior to census, and class withdraw deadlines. We suggest using the deadlines, www.coloradomesa.edu/registrar/dates.html, and the instructions on the next few pages to best manage your roster.

By the end of the second week of class, it is suggested that you check the Mavzone class roster for the following:

- If a student is attending but NOT on the roster, please inform the student that she/he needs remove any holds and follow the appropriate add procedures or eforms. The student can work with IRIS for instructions if needed or check out the registration website.
- Opposite of that, if a student is NOT attending but is on the roster, please consult your department head as to the preferred method of action whether you should instructor drop the student.

3. **On the class roster, what's the difference between the "WL", "RE", "RW" and "RH"?**
     RE, RW, and RH stand for registered. WL stands for waitlisted.

4. **How does the waitlist get processed?**
     For most classes, when a seat opens the first person on the waitlist is sent an automated email via MAVzone with a window of time to add the course (72 hours prior to the week before classes, 48 hours the week before, 24 hours once classes start). The student can add the course through MAVzone or by working with IRIS virtually or in person. If the student does not add the course prior to their given waitlist window in their email, the student is automatically dropped from the roster and the computer moves to the next person on the list. During summer and winter breaks, the Registrar's Office reserves the right to process the waitlist manually or lengthen waitlist deadlines to aid in enrollment.

     Exception: Courses with lecture/lab components (i.e., CHEM, BIOL, ENVS, GEOL and PHYS) are processed manually by the Registrar's Office. For students on these waitlists, there are times when a lab opens but the preferred lecture remains closed; therefore, they cannot be enrolled in both classes and remain on the waitlist until both are open. This potentially could stop other students from getting enrolled. To alleviate the issue, the first student on the waitlist who can enroll in their waitlisted lecture and lab without a registration error is added to the class.

5. **Will the waitlist work all the way through add/drop?**
     No. The waitlist works up until the open add date where the students can add without an instructor signature (3-5 days into the class). After that deadline, during the late add period, the student will need to use the Late Add eform request. The waitlist roster will be deleted after the first week of classes by the Registrar's Office.

## Important Add/Drop/Withdraw Information:
- Add, drop and withdraw deadlines: www.coloradomesa.edu/registrar/dates.html
- Registration information, course listings, and related links: www.coloradomesa.edu/register
- Student add/drop/withdraw eforms: www.coloradomesa.edu/registrar/forms.html


## Adding Courses

1. **Students adding courses**

Students are responsible to add their courses via Mavzone prior to the first day of class and will have *a short window of time into the course*. The deadlines are published on the important dates website.

Students cannot add a course if they are not eligible to register, have registration holds, registration errors, or are past the add deadline. Students with registration errors may submit override requests via eforms up to the add deadline. Those with other errors should work with IRIS.

After the late add deadline (post-census), it is rare to add a course. Post-census adds require the student to submit an enrollment appeal with your certification the student has been attending since the beginning of class, department head approval, and supporting documentation as to why the course was not added by the published deadline. The appeal needs submitted to the Registrar's Office for final review and approval consideration.

2. **Prior to the open add deadline how can I enter a registration override?**
   The faculty member teaching the course may grant a permission to add using a registration override in Mavzone. Students can use the registration eforms to request an override. If the override requires your permission, you will get an email with the student information. Once you enter the override, you will need send the student an email with the information or send an deny email. The student must then register for the class. This is necessary as class registration incurs a financial obligation. Since the name won't appear on your roster until they register, you may want to keep a copy of the override request for your record keeping.

   To enter an override, go to Mavzone -> My Account ->  Faculty Courses -> Registration Override and follow the prompts. Ask the student their ID# and any questions to determine if they meet the override criteria.  These overrides will not work during the late add time frame.

   Work with your academic department for any special rules for overrides that are more restrictive than the following:
   - GENERAL override covers:
     - *"Instructor Permission"* – Criteria as outlined by your academic department
     - *"Pre-requisite"* – Look in the catalog for the pre-requisite list.
     - *"Class Restriction"* – Indicates a level restriction (i.e., sophomore, junior, senior). The system only counts classes that are completed from prior semesters in the total credit hours.
   - CLOSED override:
     - *"Closed"* – This overrides all the general errors above and allows students in beyond the course limit, so verify they meets the course criteria. In addition, before overriding this limit, be sure the room capacity/seats allow you to add the student. You can tell the student to waitlist or continue to check the online availability if you choose not to override the limit.
   - COREQUISITE override:
     - Look in the catalog for the co-requisite list.
   - DUPLICATE course:
     - The student is taking two courses with the same number.  For example, two HIST 396 Topics courses.

   Note:  A student should waitlist if they are getting the following errors:
     - *"Open - Waitlisted"* or *"Closed - Waitlisted"* –If open, the first person on the waitlist has first priority into the class.

3. **What is the late add period and how do I add permission?**
   The late add period is a short window of time at the beginning of the term after the open add time frame. For a full semester class, it is the second week of class up to census. The faculty member has the right to evaluate if the student can reasonably complete the missed content quickly. You can approve or deny based on your individual course content and workload.  If you approve a Late Add, this also overrides prerequisite, corequisite, closed class, and other errors noted in the exception above.

   The student will not be able to add via MAVzone using the overrides from the previous section. The student must fill out the **Registration - Late Add** eform that will be routed to you for review. You will receive an email link and you can approve or deny prior to the late add deadline. If you approve, the eform will be routed to Registrar's Office to get the student added. If you deny, an email will be sent to the student with the reason you indicated on the eform.

4. **Before you grant permission to add a class, you may want to:**
   - Check to see if the student is on the waitlist. If not on the waitlist, determine if special circumstances would warrant overriding the waitlist.
   - Check with your department head as to the preferred number of students in the course and how many students may be too many.
   - If the course has any special restrictions, you will want to question the student to verify s/he meets the requirements for your course.
   - If there are no physical seats left in the classroom, the student will need to wait until somebody drops the course. You may suggest the student waitlist for the class so they can get e-mail notification when the class opens.

## Student Drop/Withdraw Information
- The deadlines to drop/withdraw are listed at www.coloradomesa.edu/registrar/dates.html.
- Student add/drop/withdraw eforms:  www.coloradomesa.edu/registrar/forms.html

1. **Students dropping or withdrawing from a course**
   A student can drop class(es) through their MAVzone account up until the class census date. Because you will not see the students who are dropping your course, you may need to check your MAVzone roster if you wish to monitor your course enrollment.

   After the drop deadline, the student should fill out the Registration - Course Withdraw eform. This will send an email to you notifying you of the change and route the eform to the Registrar's Office to process as a "W" or "F" based on the eform submission date.

2. **Instructor drop or withdraw options**
   You have a right to drop a student if they do not show up for the first two class periods. In addition, a faculty member may drop a student for non-attendance, non-participation, or other approved reasons. This is not mandatory, but it is your option. To drop or withdraw the student, fill out the Registration - Instructor Course Drop/Withdraw eform. The student signature is not required. The Registrar's Office will process as a drop, "W", or "F" based on the eform submission date.

3. **What is the difference between dropping and withdrawing from a class?**
   From a student's perspective, a drop has the possibility of receiving a refund of tuition for the course if submitted before the drop deadline (census). Withdrawing between census and the published withdraw deadline will NOT receive a refund, but will receive a "**W**" withdraw grade on

the transcript that will not compute into a student's GPA. Withdrawing **after** the published withdraw deadline will NOT receive a refund and will receive an "**F**" that is computed in the GPA.

From the instructor's perspective, dropped students will not show up on the roster. Withdrawn students will continue to show on your MAVzone roster and these students will appear on your grading list with a "W" or "F", as appropriate, at the end of the semester.

5.  **What if a student wants to drop/withdraw from <u>all</u> of their classes?**
The <u>student should complete the Registration - Semester Drop/</u>withdraw eform.

6. **What is an Emergency Withdraw and what is my role?**
An Emergency Withdraw applies when a student has significant, non-academic issues after 67% of the course and has been passing the course. The time frame between 68-75% of the term and would allow a student to get a "W" instead of an "F". This isn't a policy that is treated lightly and is reserved for students who have a significant life event that is non-course related and outside their control. If the <u>student completes the "Emergency Withdraw"</u> form, you have the option to request the student to show you additional documentation. You may decline to sign if you do not feel they meet the criteria. A student who is marked as failing on the form will receive an "F" in the course. If you have questions on an individual student situation, discuss options with your department head.

**Petition to Graduate**
The graduation paperwork process starts at the beginning of the student's last year. The <u>student should discuss their plans with their advisor, then file an "Intent to Graduate"</u> form along with the plan to meet final requirements. The deadline for spring completers is October 1st and fall completers is March 1st. Direct any processing questions to the Registrar's Office.

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## Academic Integrity

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**Definition of Academic Dishonesty**
The protection of academic integrity requires clear and consistent standards and definitions, as well as confrontation and sanctions when individuals intentionally violate those standards. The most important of the definitions is that of academic dishonesty. Academic dishonesty undermines the educational experience, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and faculty.

Academic dishonesty is the intentional act of fraud, in which an individual seeks to claim credit for the work and efforts of another or uses unauthorized material or fabricated information in any academic exercise. Academic dishonesty also includes, but is not limited to:

1.  Forgery/fabrication/falsification/plagiarism of academic documents
2.  Intentionally impeding or damaging the academic work of others
3.  Assisting others in acts of academic dishonesty
4.  Cheating in the classroom
5.  Unauthorized attendance
6.  Multiple submissions
7.  Unauthorized collaboration

**Sanctions for Academic Dishonesty**

Students who have been sanctioned as a result of academic dishonesty should understand that they have violated the Colorado Mesa University Code of Conduct and are subject to appropriate disciplinary actions under that code which may include suspension from Colorado Mesa University.

When acts of academic dishonesty occur, appropriate members of the academic community must understand and investigate to determine the facts and, if there has been academic dishonesty, decide on the degree of dishonesty and the sanction(s) that should be imposed.

Faculty members have the authority to impose sanctions for academic dishonesty. Incidents of academic dishonesty include, but are not limited to, plagiarism (submitting another's work as one's own), and cheating during exams (consulting a textbook, internet, notes, and/or other sources without permission). Professors have the leeway to handle such incidents as they see fit; they are not required to involve parties other than the offender(s). The penalties that lie within a professor's prerogative include giving a reduced grade or failing the student for the plagiarized assignment/compromised exam, or failing the student for the course.

Incidents of academic dishonesty entailing a punitive action that is either uncontested by the student, or contested unsuccessfully, should be recorded and submitted through the Academic Department Head (ADH) to the Office of Academic Affairs. The Office will keep these reports on file. The sole purpose of the file is to determine whether a student, reported for academic dishonesty, has committed comparable infractions in another class or classes during his/her academic career. Multiple offences may result in further disciplinary action, up to and including suspension. A student's record in the file will be expunged once s/he has graduated or a period of five years has passed since the reported incident.

Students have the right to appeal decisions against them. If the matter was handled between student and professor alone, the student can direct an appeal to the ADH. If the matter was handled by an Academic Dishonesty Committee, the appeal is directed to the Office of the Vice President for Academic Affairs.

Students who observe or believe that there is academic dishonesty in a course may file a written complaint with the responsible faculty member. In instances when this is not possible or the faculty response does not resolve actions that are deemed to involve academic dishonesty, the written complaint should then be filed with the responsible ADH.

In instances when actions that involve academic dishonesty cannot be resolved within the appropriate department, the written complaint should be directed to the Academic Dishonesty Committee. The point of contact for that complaint is the Assistant Vice President for Academic Affairs.

This section on Academic Integrity has been excerpted from the Maverick Guide which is available at: http://www.coloradomesa.edu/student-services/maverick-guide.html.

## Student Attendance and Absence Policies

For information about student attendance and absence policies, see the Attendance and Absences sections of the Student Code of Conduct/Maverick Guide by using the "Academic Policies" link at: http://www.coloradomesa.edu/student-services/maverick-guide.html. Please consult your department head for any additional clarification.

## Final Exam Policies

**Final Exam Requirement** (as excerpted from The Department Head Manual)

Because CMU includes class meeting times during its final exam period to meet the required "minute count" for a course, faculty members are expected to meet their classes during the designed timeframe, not prior to the specified days. See section on Faculty Absences in section IV.D. of the Department Head Manual for more information. Please consult your department head for any additional clarification.

## Academic Advising Resources for Faculty

Academic Advising is one of the cornerstones of the student experience at Colorado Mesa University and one of the most important responsibilities of faculty (particularly Tenured/Tenure-Track faculty). The Academic Affairs section of the CMU website relating to Teaching and Advising offers the *Advising Resources for Faculty* document to enable advisors to learn more about the following:

- Responsibilities of faculty advisors and advisees
- General program requirements (major and minor requirements)
- Essential Learning (General Education) requirements
- Preparatory/developmental courses
- Provisional baccalaureate students
- Transfer credits and evaluations
- Non-traditional credit
- Academic standing and GPA requirements
- Academic probation and suspension
- Grade improvement
- Add/Drop/Withdraw information
- Grade modes
- The Early Alert system
- Additional resources available on MAVzone
- FAQ:  Class Rosters, Registration, Graduation, and Deadlines (also reprinted below)

The complete Advising Resources for Faculty document may be accessed in the Teaching and Advising section of the Academic Affairs website:  http://www.coloradomesa.edu/academic-affairs/faculty/teaching.html.

The current year's catalog may also be found at the Academic Affairs section of the website under Manuals, Reports, and Publications: http://www.coloradomesa.edu/academic-affairs/faculty/manuals.html.

Previous years' catalogs may be found at the CMU Catalog Archive, which may be accessed at: http://www.coloradomesa.edu/library/catalogs.html.

## Resources for Dealing with Academic Concerns about Students

In partnership with the Academic Department Heads the Assistant Vice President of Academic Affairs for Student Success, is a useful contact point for assistance in managing undergraduate students with concerning behaviors and problems.  This includes issues connected to **academic performance including grade disputes**, **transfer difficulties**, **advising questions**, and instances of **academic dishonesty**. Faculty should also feel free to contact the AVPAA about students with disruptive classroom behavior, though often such concerns may also be referred to the Office of Student Services for disciplinary action or counseling.

# Faculty Performance Evaluations and Tenure/Promotion Resources

**Performance Evaluations**

Performance evaluations of faculty are conducted annually (usually in the spring semester following the calendar year of evaluation). In general, faculty are evaluated on four areas: teaching, scholarship/creative activities, advising, and service. Along with the evaluations, faculty members are also asked to submit an Annual Plan for the coming year. General information about performance evaluations may be found in to Section VI of the Professional Personnel *Employment Handbook.* A copy of the Handbook is available at: http://www.coloradomesa.edu/academic-affairs/faculty/manuals.html.  Specific information and requirements for individual departments should be requested from each department head.

**Tenure and Promotion**

The general criteria, timelines, and process for applying for tenure and promotion are also found in Section VI of the *Professional Personnel Employment Handbook* (http://www.coloradomesa.edu/academic-affairs/faculty/manuals.html). Tenure and Promotion considerations are based on the evaluation of a portfolio submitted by each candidate that document his/her achievements in teaching, scholarship/creative activities, advising, and service. Because each department is unique, the Academic Department Head must be consulted about specific departmental guidelines relating to tenure and promotion.

**Forms relating to Performance Evaluations and Tenure/Promotion**

The specific forms associated with performance evaluations, tenure, and promotion may be found at: http://www.coloradomesa.edu/academic-affairs/faculty/forms.html.

# Professional Development: Options and Opportunities

In this section, the following topics dealing with professional development are discussed:

## Faculty Professional Development Workshops

During each academic year, professional development faculty workshops are sponsored by the Office of Academic Affairs. These events primarily focus on teaching and learning as well as assessment of student learning outcomes, distance delivery, and campus safety. Faculty are typically notified about these workshops by the VPAA's office via e-mail.

## Teacher2Teacher

Teacher to Teacher (T2T) is a working group of faculty appointed by the Vice President for Academic Affairs and made up of faculty from the 13 academic departments across campus plus WCCC. The purpose of the group is to plan and coordinate activities that promote faculty professional development opportunities related to teaching. The group has organized faculty development programs and sponsored small group discussions on various topics related to teaching.  For more information about T2T, please contact either of the Co-Chairs:  Sarah Lanci slanci@coloradomesa.edu; x1678) and Cassandra Fenton (cfenton@coloradomesa.edu; x1077).

## Faculty Colloquia

Watch for messages from the Assistant Vice President of Academic Affairs for Faculty Success, throughout the year announcing presentations by CMU faculty on a wide range of topics.

## Online Training

Throughout each semester, staff in the Office of Distance Education offer workshops on a variety of subjects as support for faculty interested in delivering a course in an online format.  For more information, please contact Tim Pinnow, Senior Vice President for Strategic Initiatives at tpinnow@coloradomesa.edu or at x1795.

## Departmental Travel Funds

Each year, each department is allocated a sum to help fund the professional travel of its faculty. The total sum that is allocated to each department is based on the number of tenured and tenure-track faculty members in the department. Essentially, $600.00 is allocated per T/TT faculty member per year. The way in which the money is actually awarded to individual faculty member varies from department to department. Please consult your department head for more information on how to apply for the funds. Travel funding may also be sought through the Faculty Professional Development Fund (see below). *Funds not available for AY 20-21 due to COVID-19

## Faculty Professional Development Fund

The Faculty Professional Development Fund is an important source of internal funding for scholarship/creative activities-related travel, costs related to scholarship/creative activities, and attending conferences/meetings in one's field. The funding may also be used to enhance faculty activities related to expanding teaching skills. The Call for Proposals occurs early in the fall. Individual awards are limited to $3,000.

**Call for Proposals**
Faculty are invited to submit proposals for financial support from the Faculty Professional Development Fund, which is established for projects facilitating the scholarly and creative development of faculty members. For purposes of this fund, faculty professional development is defined as activity that supports the continued growth of a faculty member as a teacher, scholar, and/or contributor to the university community and ultimately benefits CMU students.

Full-time faculty members, including those with an Instructor appointment, are eligible to submit a proposal. Proposals for funding may include, but are not limited to (or any combination of), the following: travel associated with conferences and/or research, travel abroad programs, materials (software/hardware, equipment, art supplies, etc.), or fees associated with seminars/workshops. Funds may be used to support new teaching materials and methods, or faculty activities developing new skills and expertise consistent with the university's teaching mission and teacher-scholar philosophy. Funding is not available to defray the costs of pursuing additional educational degrees. Expenses must be in support of faculty activities only and not those of students who may be involved in a particular project. The maximum amount of an individual award is $3,000. Unfunded proposals submitted for review previously will be reconsidered if the proposal is resubmitted.

A committee will be established to review applications and recommend awards to the Vice President for Academic Affairs. The total fund is $100,000 per Academic Year. There is only one funding cycle each academic year. **Submissions must be submitted electronically to [fpdf@coloradomesa.edu](mailto:fpdf@coloradomesa.edu)**. The committee will review the proposals and recommend awards to the Vice President for Academic Affairs who will confer with the President for final award disposition. Award announcements should be expected early to mid-October.

**Proposal Format**
Proposals are limited to five pages, must be submitted on the attached form, and address the following:
1) Name of applicant, academic program, and contact information.
2) Amount requested.
3) Description of project: **This includes a mini-abstract narrative (50 word limit) to precede the description.**

4) How this project will facilitate the applicant's professional development in their professional discipline as well as how the activity specifically benefits Colorado Mesa students. A statement that a faculty member's participation in an activity puts the University's name in front of an audience does not sufficiently address this criterion.
5) Itemized budget. Proposals should include all funding sources that support the proposed activity (e.g., department travel funds; external funding). If you are NOT using your department travel funds to help offset costs of this project, please provide additional information on when and how you are using your department travel funds.

**Reimbursement Requirements**
Funds must be spent no later than the first week of August annually (unless otherwise approved by the VPAA). Faculty members receiving an award should submit receipts for reimbursement as soon as possible after completion of the funded activity. Per CMU travel regulations, receipts for reimbursement that are submitted/processed 90 or more days after travel are paid as taxable income. No reimbursement will be processed by the Office of Academic Affairs without prior approval, and expenditures must be consistent with the funding proposal. Unused funds cannot be transferred to a different project.

**Post-Award Report**
Faculty members receiving an award must submit a brief summary of activities completed using professional development funds to the Office of Academic Affairs. The report should not exceed two pages and should describe how the applicant's professional development goals were met and how the activity had an impact on the applicant's teaching and student learning. A copy of presented papers, meeting program pages, and/or other documentation should be appended. Reports are submitted electronically to Ms. Erin Rooks (erooks@coloradomesa.edu) following the award year. Faculty members who do not submit a final report will not be eligible for future support from this fund.

*The Call for Proposals and the application will be sent to you from the VPAA's office each year.*

# *Policies and Procedures*

In this section, the following topics are covered:

## Resources on Policies and Procedures

Several resources may be particularly useful to you to learn the policies and procedures that govern the students, faculty, and staff at Colorado Mesa University. These resources are listed below:

**Academic Policies, Procedures, and Interpretive Guidance** can be accessed at: http://www.coloradomesa.edu/academic-affairs/policies.html.

**The Student Code of Conduct (also referred to as the Maverick Guide)** can be accessed at: http://www.coloradomesa.edu/student-services/maverick-guide.html.

**The Professional Personnel Employment Handbook**, which details the policies and procedures that govern faculty members, can be found on the Manuals, Reports, and Publications webpage of the Academic Affairs section of the CMU website: http://www.coloradomesa.edu/academic-affairs/faculty/manuals.html. Please refer to the section below on the Handbook for information on its contents.

**Human Resources Policies, Procedures, and Manuals**, in general, can be found at: http://www.coloradomesa.edu/human-resources/policies-procedures.html.

In the sections that follow, several specific policies/procedures/manuals are briefly discussed.

## Family Educational Rights and Privacy Act (FERPA)

**General Policy**
The Family Educational Rights and Privacy Act (FERPA) provides students who are enrolled in an institution of postsecondary education the right to inspect, review, and challenge their educational records. Colorado Mesa University has the responsibility of maintaining and protecting the confidentiality of students' official educational records. Colorado Mesa University also supervises the access to and/or release of educational records of its students. FERPA covers enrolled and former students, including deceased students. Students who are not accepted to Colorado Mesa University, or do not attend if accepted, have no rights under FERPA.

**Privacy**

No person shall have access to, nor will Colorado Mesa University disclose any personal identifiable information from, a student's records without the written consent of the student <u>except</u>:

1. To school officials, including faculty, staff, and student workers, who have a legitimate educational or administrative interest in the records (i.e., performing appropriate task related to position, student's education, service, etc.).
2. To other schools in which the student seeks to enroll.
3. To certain officials of the U.S. Department of Education, and state and local educational authorities, in connection with certain state or federally supported educational programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To organizations conducting certain studies for or on behalf of the College.
6. If required by a state law requiring disclosure that was adopted before November 19, 1974.
7. To accrediting organizations to carry out their functions.
8. To comply with a federal judicial order or a lawfully issued subpoena having jurisdiction over Colorado Mesa University (upon reasonable effort to notify the student of the order or subpoena in advance of compliance, unless ordered by subpoena not to do so).
9. To parents of an eligible student who claim the student as a dependent (according to Internal Revenue Code of 1954, Section 152) for income tax purposes on their most current federal tax return.
10. To appropriate parties in a health or safety emergency (if necessary to protect the health and safety of students or other persons).
11. After completion of the College disciplinary process, to parents of students under 21 years of age, and to certain victims of student misbehavior as defined by FERPA.
12. As it relates to Directory Information unless the student restricts Directory Information in writing.

**Directory Information**

Colorado Mesa University may, without the consent of the student, release to persons outside the institution information designated as Directory Information in accordance with the provisions of FERPA. Directory Information shall include information in an educational record which would not generally be considered harmful or an invasion of privacy if released, including but not limited to:

1. student name, address, telephone number
2. date and place of birth
3. major fields of study
4. participation in officially recognized activities and sports
5. weight and height of athletic team members
6. photograph
7. dates of attendance to include enrollment status (i.e., full time or part time)
8. degrees and awards received
9. most recent educational institution attended
10. e-mail address

**Note**: At any time, a student may request to the Registrar's Office that Directory Information not be released to other parties without written permission. This request will be honored until the student requests in writing that Directory Information be disclosed.

**Access to Student Educational Records**

FERPA provides current, former students, and parents of dependent students the right to inspect, review, and challenge their educational records. Students are permitted to inspect and review their educational records within a maximum of 45 days after the request is received. Students may not review financial

information received from their parents or guardians, confidential letters and recommendations placed in their files prior to January 1, 1975, academic records containing information regarding other students, administrative, disciplinary, law enforcement, student health records, and/or records which are maintained in the sole possession of the maker. While students who have a financial hold or past due account (all holds included) have a right to inspect their academic records, no transcript will be released to the student or other party until holds are reconciled. Bankruptcy, however, removes any financial obligations the student has to Colorado Mesa University.

### Refusal to Provide Copies
Colorado Mesa University reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the University.
2. There is an unresolved disciplinary action against the student.

### Procedure to Correct Records
Upon review, a student may request to the Registrar, in writing, to have his/her educational records amended due to inaccuracies, misleading information or a violation of privacy rights. If the request is denied, the student will be notified in writing and informed of the right to a formal hearing with a hearing officer who is a disinterested party. This hearing officer may, however, be an official of the University. Should a hearing be requested, the student may pick up the appropriate forms at the Registrar's Office. The decision of the hearing officer will be final.

### Annual Notification
Students will be notified of their FERPA rights annually through publication in the student handbook and the university catalog.

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**\*An Important Note on All Student Contact Information:** To obtain contact information for a student in a course, simply go to one of the class rosters and click on the student's name. If the word *"CONFIDENTIAL"* is next to the student's name, they have requested that their information remain confidential and no one at the College release it. You, as their instructor, can view their information but may NOT share it with anyone.

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## Student Grade Appeal Procedure

It is accepted as academic principle that the grade assigned by an instructor is inviolable and not generally available for appeal. A grade may not be changed base on the re-evaluation of the student's work and/or accepting additional work after the grade is assigned and posted by the Registrar. If a student feels that he or she has been unfairly graded, the student may appeal. The burden of proof rests upon the student. Lower grades or grade reductions, based on sanctions for the academic dishonesty do not fall under this procedure. Students have 6 weeks, following the recording of grades by the Registrar, to file a written appeal to the instructor, or if necessary, the department head.

The student must demonstrate in writing that the grade was unfair based upon one or more of the following conditions.

1. The grading decision was based on something other than course performance, (unless the grade was a result of penalty for academic dishonesty).

2. The grading decision was based on standards that were unreasonably different from those applied to other students in the same section of that course.

3. The grading decision was based on standards that differed substantially and unreasonably from those previously articulated by the instructor.

Note: See the student guide for more details on each policy as well as the appeal process for each.

This section on the Grade Appeal Procedure has been excerpted from the Student Code of Conduct/Maverick Guide which is available at: http://www.coloradomesa.edu/student-services/maverick-guide.html.

## Course Evaluations

Colorado Mesa University is committed to providing students with instruction of the highest quality. Course evaluations are one tool used by the institution for the continuous development of programs, courses, and teaching effectiveness. Faculty members rely on candid feedback, which is anonymous and will remain strictly confidential, to maintain/improve their teaching methods as well as course content. Students should provide constructive feedback to let faculty know what they are doing right and where you feel they can approve. Aggregate feedback from course evaluations is released to instructors after grades have been submitted.

Detailed information can be found at: https://www.coloradomesa.edu/institutional-research/surveys/course-evaluations.html

# *Colorado Mesa University: An Academic Overview*

In this section, the following topics are briefly discussed:

## Colorado Mesa University Programs of Study

**Certificates, Two-Year, and Four-Year Degree Programs:**
CMU has numerous programs of study that include technical certificates, associate's degrees and bachelor's degrees. A listing of 2021-2022 Programs of Study and links to the program requirements can be found at https://catalog.coloradomesa.edu/

**Graduate Degree Programs:**
Colorado Mesa University also has several graduate degree programs including a Masters of Athletic Training (M.S.A.T.), Masters of Business Administration (M.B.A.), a Master of Arts (M.A.) in Education, a Doctor of Nursing Practice (D.N.P), a Master of Science in Nursing (M.S.N. and M.S.N.-F.N.P.), a Masters of Physician Assistant Studies (M.P.A.S.) and an Masters of Science in Sport Management.   More information about each of these programs may be found at http://www.coloradomesa.edu/graduate/index.html.  Future programs will include Occupational Therapy (O.T.D.), Physical Therapy (D.P.T) and Criminal Justice (M.A.).

## Transferring Credits Across Colorado Institutions:  GT Pathways

The GT (Guaranteed Transfer) Pathways program was created by the Colorado Commission on Higher Education (CCHE), in consultation with governing board representatives, to meet the requirement that a guaranteed transfer program be created to assure students' ability to transfer among institutions in the state and not lose general education credits (C.R.S. 23-1-125). To implement the program in 2002, a statewide panel of faculty for each content area met to develop the content and competency criteria, with the expectation that general education courses approved as part of gtPathways meet the specified criteria. Once CCHE adopted the criteria, each institution submitted courses from its general education curriculum. CCHE has approved more than 80 Colorado Mesa general education courses for state guaranteed transfer.

With the implementation of performance contracts between CCHE and individual institutions in Spring 2005, discussions focused on how Colorado public higher education would align their general education core requirements with those of the statewide core. The CCHE specifies a general education core of 31 semester credit hours for Colorado public institutions operating under a performance contract, to which institutions could add institution-specific requirements.

**Required Semester Credit Hours for Colorado Mesa's Baccalaureate Essential Learning Program and CCHE's Core Content Area**

**CCHE Core:**

| | |
|---|---|
| Communication | 6 hours |
| Mathematics | 3 hours |
| Natural Sciences (one course must be lab-based) | 7 hours |
| Arts & Humanities | 6 hours |
| History | 3 hours |
| Social & Behavioral Sciences | 6 hours |
| | |
| **CCHE General Education Core Total** | **31 hours** |

**Additional CMU lower division requirements beyond the core:**

| | |
|---|---|
| Essential Learning Maverick Milestone & Essential Speech | 4 hours |
| Wellness | 2 - 3 hours |
| Degree Category (if applicable) | 3 - 6 hours |
| | |
| **Grand Total** | **40 - 44 hours** |

More information about GT Pathways can be using the website of the Colorado Department of Higher Education: http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html.

## Student Retention Initiatives

Increasing the retention of students continues to be an important goal for Colorado Mesa University. Aiding in the accomplishment of this goal are the **FYI/MVP/UNIV 101 courses**-and the **Early Alert System** (for brief descriptions of each, please see below). The implementation of these courses/systems enables the Registrar's Office, the Academic Affairs Office, Institutional Research, IRIS and Faculty to work together to boost student engagement and performance. In so doing, CMU can work to enhance the retention and graduation rates of its students. CMU has been quite successful in its efforts to increase student retention. For instance, over the past decade, CMU was able to raise its first year retention rate of first-time, full-time baccalaureate-seeking student by approximately 20%. CMU is committed to building on its successes in student retention.

**FYI/MVP/UNIV 100 & 101 Courses:**
CMU students have the opportunity during the week before fall classes begin to get a jump start on their college experience by taking an FYI or MVP course. Freshman Year Initiative (FYI) students take a course (also known as UNIV 101) focused on study skills, time management, and university resources available to enhance their success. The Maverick Provisional Program offers a similar experience (the MVP course/UNIV 100) for students who were admitted to CMU with a credential profile slightly below our typical standards. UNIV 100 is a 1-credit course while UNIV 101 counts for 2 credits.

Full-time faculty with an interest in providing this valuable service and connection with incoming students should contact the Assistant Vice President of Academic Affairs for Student Success, for more information about teaching in FYI.

**Early Alert System (EAS):**
The Early Alert System consists of two stages. In the first stage, faculty input on student performance is solicited at two key times during the semester. In the second stage, the feedback from the faculty is sent to the student, the Advising Center staff, and to the student's academic advisor. *These two stages are described in greater detail in the section below*.

MAVzone (an orientation to MAVzone may be found in the University and Academic Support Services section of this guide) allows the faculty member to access his/her Early Alert rosters and a link will enable the faculty member to provide the required input.

Typically, the Early Alert rosters only include students who fall into one or more of the following categories:

- Any first-year student (earned fewer than 30 credit hours)
- Students on probation
- Student-athletes and club sports
- Compass and Goals students
- TRiO participants
- Veterans
- High schools scholars at a CMU/WCCC campus
- International Students
- And some financial aid recipients

The two stages of the Early Alert consist of the following:

**Stage 1:  Faculty Input on Student Performance is Solicited**
Faculty are asked to report on student performance twice a semester.

- On first report, instructors are expected to indicate if the student is:
  - attending class
  - preparing for class/class assignments
  - participating in class

- On second report, faculty members are asked to:
  - identify areas in which student improvement is desirable
  - submit the grade the student has earned at that point in the semester
  - select a message to provide a recommendation for follow-up action

**Stage 2:  Feedback is Sent to Students, IRIS advisors, and Academic Advisors:**
Once the instructor input has been gathered and housed in a database outside the Registrar's Office, the feedback is sent out to the following entities in the following ways:

- **The Students**:  The feedback to each student is sent individually. * The feedback, in the form of an e-mail, will contain (1) information explaining the Early Alert System; (2) the input from the student's instructors; and (3) a note encouraging the student to discuss his/her performance with the instructor as well as his/her advisor as appropriate.

- **The IRIS Advising Staff**:  In response to the feedback, the staff members may call for student to come in for an appointment.

- **The Academic Advisor**:  The student's academic advisor will receive the feedback from each of the advisee's instructors. In response to the feedback on student performance, advisors are encouraged to contact each student in order to increase engagement using the link provided in the notification or through an alternative portal. Please note that the department head may also be notified of each student's performance as well.

  *E-mails to students must be individualized to avoid FERPA violations.

More information on the Early Alert System may be found in the Advising Resources for Faculty document which is located at: **https://www.coloradomesa.edu/academic affairs/faculty/advisingresourcesforfaculty.pdf**

**\*An Important Note on All Student Contact Information:** To obtain contact information for a student in a course, simply go to one of the class rosters and click on the student's name. If the word "*CONFIDENTIAL*" is next to the student's name, they have requested that their information remain confidential and no one at the College release it. You, as their instructor, can view their information but may NOT share it with anyone.

## Course Expectations to Ensure Comparability across Locations and Formats

A continuing challenge for institutions is the ability to ensure that comparable learning outcomes are met when various instructors, using various delivery methods, teach multiple sections of the same course. To further the challenge, many times the lecturers are teaching without the same perspective as full-time faculty members to aligning content delivery and assessments to department and institutional outcomes.

In order to promote consistency across multiple sections of classes with a variety of delivery methods and multiple instructors, recommendations for all courses taught by non-full-time faculty and faculty teaching CMU courses in high schools have been outlined in the Course Comparability Manual. The manual can be found at the Academic Affairs website under Manuals, Reports, and Publications: http://www.coloradomesa.edu/academic-affairs/faculty/manuals.html.

## The Academic Honors Program

The Academic Honors Program at Colorado Mesa University offers highly motivated undergraduates enriched studies in their academic major. Based within each academic department, completion of honors requirements varies by academic program, but each includes opportunities for students to actively engage in more advanced study through coursework and a capstone project that can include research or creative work presented in a scholarly venue. Students completing a program's academic honors requirements are recognized at CMU's Commencement Ceremony.

More information about the Academic Honors Program may be found at: http://www.coloradomesa.edu/academics/honors.html.

# Assessment of Student Learning

Under the guidance of the Office of Assessment of Student Learning, faculty at Colorado Mesa University participate in the assessment process by defining outcomes that provide clear expectations for what is learned in the classroom, measuring success in achieving those outcomes, and implementing improvements in the classroom and curriculum that will enhance the quality of educational delivery.

There are three stages to an effective outcomes assessment program:
1. Skills must be defined for students to achieve when participating in an academic experience.
2. Evaluation must take place that demonstrates how well students are achieving those skills.
3. Faculty must discuss the results of assessment and use the results for program improvement (closing the loop).

Assessment lends itself to writing the 'story' of the program (not just individual courses) and can demonstrate to interested constituencies the quality of our programs and the educational experiences we provide. All faculty have a say in what is assessed to strengthen the cohesive nature of teaching and learning.

For more information on Assessment at CMU, please contact Morgan Bridge, Assistant Vice President of Academic Affairs for Assessment and Accreditation at mbridge@coloradomesa.edu at x1169 or visit: http://www.coloradomesa.edu/assessment/index.html.

# *University and Academic Support Services*

In this section, several of the services at CMU that support faculty, staff, and/or students are briefly described. These services include:

## Information Technology

Information Technology is comprised of four service areas that fall under the responsibility of the Vice President for Information Technology, Mr. Jeremy Brown. Each of the four service areas is under the supervision of the group supervisors listed below. For your convenience, please escalate your technology requests or direct questions to one or more of the group supervisors listed below.

**Jeremy Brown**
Vice President for Information Technology, Campus Phone:  x1962

| Group Supervisors | Campus Phone | Service Area: |
| --- | --- | --- |
| Belinda Flynn | x1315 | Banner, Student Information System |
| Mike Kansgen | x1745 | E-mail and Wireless Networking |
| Brian Arcand | x1938 | Classroom AV & Telephone |
| Tom Watson | x1768 | Desktop Software & Help Desk |

IT services include the Help Desk, MAVzone, Usernames/Passwords for Computer Accounts, the Wireless Network, Email, File Storage and Sharing, Software, Classroom AV Technology, and the Telephone System. Brief descriptions and/or links for each of the main services that operates under the IT umbrella are provided below. More information about these services may also be found at:
https://www.coloradomesa.edu/information-technology/getstarted-facultystaff/get-started-facultystaff.html.

## Help Desk:

Your single point of contact for your technology requests is the IT Help Desk. The Help Desk staff is located in the Library and can be reached by telephone, live chat, or creating an online help request. More information about the Help Desk and their hours of operation can be found at: https://www.coloradomesa.edu/information-technology/index.html.

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## MAVzone:

MAVzone is CMU's web portal and application directory that provides single-sign-on access to personalized information, announcements, and web services. There is a link to MAVzone in the upper right hand corner of the CMU home page, or go to https://mavzone.coloradomesa.edu.

*To access MAVzone, begin by logging into the system as instructed below:*

**Login** – Enter your username and password at the MAVzone log in page. This provides a single sign-on to MAVzone and online applications such as Outlook Web App and Desire2Learn.



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## Usernames and Passwords for Computer Accounts:

Enrolled students, faculty and staff are provided a unique computer account to log in to the network, information systems and web-based services. Faculty and staff computer accounts are initially setup during the campus check-in process. Your username is your email UserID (UserID@coloradomesa.edu). Users are required to log in to campus computers and systems with their own credentials. Do not share your password with anyone for any reason.

To change your password, click the change password link on the MAVzone login page. You will be prompted to enter your current password and a new password. The new password must be at least 8 characters long and contain a combination of upper and lower case letters and at least one number.

Remember, information security is everyone's responsibility. Please do your part to keep computer accounts secure, protect university data, and protect student privacy. A strong password is a great way to start!

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**Wireless Network:**
Colorado Mesa has nearly 1,000 access points distributed across its campuses. Campus owned devices should automatically connect to the University's wireless network. You must register your personal wireless device (laptop, tablet or smartphone) to connect to CMU wireless network, CMU WiFi. Instructions for connecting to CMU WiFi are posted online at https://www.coloradomesa.edu/information-technology/get-connected.html. Every student has their own personal account and the ability to register their own devices. Faculty should not register student devices on their account.  Your campus guests can access the University's visitor wireless network, CMU Visitor, for up to five days by following the self-registration process. Please contact the help desk if you have problems connecting your personal wireless device or if you experience a weak signal in an area on campus.

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**Email:**
All users are assigned a CMU email account when their UserID is created. Faculty and staff are assigned an Outlook/Office 365 account (UserID@coloradomesa.edu). Please note that enrolled students are provided an Office 365 account with a slightly different address, mavs.coloradomesa.edu. Your email account can be accessed using the Outlook desktop client, or the Outlook Web App via a web browser at https://outlook.coloradomesa.edu/ or MAVzone.

You may want to remind students that they have a responsibility to manage their CMU email account and read it on a regular basis. The University requires that communications are sent only to a student's CMU email address to avoid student privacy issues and class activity audit requests.

Sending Emails to Your Classes:  Instructors can send emails to all students who are enrolled in their classes. For more information on emailing students, please refer to the appropriate section at: https://www.coloradomesa.edu/information-technology/getstarted-facultystaff/get-started-facultystaff-technology-resources.html.

Emailing Large Files**:** *The maximum file size for an email attachment is 50MB*. To share larger files, the following are alternatives to email are available: D2L course shell, OneDrive or Teams.

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**File Storage and Sharing:**
As a member of CMU's Faculty, you have access to a number of drives. Drives are basically folders on network file servers and are safe places to store and share information. These drives include:

- **OneDrive**
  - Not to be confused with personal OneDrive accounts, this drive allows you to share and work on Office documents from anywhere. This drive is NOT approved for student records. Please be aware of student privacy issues if you use OneDrive to share and synchronize files.

- **F Drive** (CMU-hosted network drive)
  - All users are assigned a Home Directory (F:) on network storage when their UserID is created. Every employee is given a starting data capacity quota which may be increased by contacting the help desk. It is recommended that faculty and staff store work files in their Home Directory for student privacy and to protect against data loss. Home directories, as well as all other network directories outlined below, are automatically backed up nightly.

- **R Drive** (CMU-hosted network drive)
  - Shared folders can be created on the network R: drive for sharing files with colleagues. You may request a new Share folder on the R: drive by calling the IT Help Desk at 248-2111 or entering a help desk ticket through the IT Help Desk application (Web Help Desk) in MAVzone.

- **K Drive** (CMU-hosted network drive)
  - Course directories are created upon request at the beginning of each semester as a way to share course material with students. Please consider the use of D2L prior to requesting a Course Directory for your class. To request a course directory, contact the IT Help Desk or use the Network Self Service link found in MAVzone.

More information about each of the drives listed above may be found at:
https://www.coloradomesa.edu/information-technology/getstarted-facultystaff/get-started-facultystaff-technology-resources.html.

Other options for storing and saving information include:

- **Microsoft Teams**
  - Teams provides a place to store and share documents with colleagues and students and collaborate on projects. Teams provides additional features above sharing documents such as persistent chat, wiki, and project calendar. Teams is NOT approved for use with student records.

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**Accessing Files from Home:**
You may access files from off campus with My Files and OneDrive. Once you sign in to the MAVzone, please select one of the following applications:

- **My Files:** Information Technology has developed a simple web interface for accessing your campus network drives, such as Home Directory (F:) and Share (R:), etc.
- **OneDrive**: Microsoft OneDrive is part of the O365 suite of applications.

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**Software:**
A license for all software to be installed on university computers must be on file with the Information Technology department before any software is deployed. The University has several software purchasing and site license agreements. Please check with Information Technology for purchase approval before procuring software to eliminate duplicate purchases and ensure the University is receiving the best price. In addition, auditors require proof of license for every software application installed on university equipment. Contact the IT Help Desk to request software installs.

Most office, lecture hall, and lab computer software and upgrades are centrally deployed through Microsoft System Center Configuration Manager (SCCM).  Hundreds of desktop applications are deployed using SCCM, and the University saves hundreds of technician hours each year by using a deployment tool like SCCM. Please allow additional time for the initial deployment of new software purchases. Software currently in use on campus may be deployed immediately and, in most cases, without a computer technician needing physical access to your office or lab.

You are required to use software in accordance with the software license agreement and copyright law. The University, unless authorized by the software developer, does not have the right to reproduce software or related documentation.
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## Curriculum Software:
Curriculum software is selected by faculty for pedagogical use in coursework, and it is generally purchased with department funds unless used campus wide. Curriculum software must be purchased in sufficient quantity to meet license requirements. Please work through your department head to make software requests. Again, all curriculum software requests must be approved by Information Technology, Computer Support Services Manager, prior to purchasing any software package to ensure hardware in classrooms and computer labs meet the software's requirements and provide enough time to configure and prepare labs.
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## Classroom AV Technology:
Information Technology provides support for classroom audiovisual (AV) systems.  All general-purpose classrooms and computer labs are equipped with a projection system, computer, DVD/Blu-ray player, and document camera. Microphones are provided in larger lecture halls. For more information on these technologies and how to use the touch panels in the buildings on the main campus and at Montrose, please access:  https://www.coloradomesa.edu/information-technology/getstarted-facultystaff/get-started-facultystaff-technology-resources.html.
Additional assistance and/or training can be obtained by contacting the help desk.
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## Campus Telephones:
Information on using the University's telephones including basic dialing instructions and accessing voicemail can be found at:  https://www.coloradomesa.edu/information-technology/getstarted-facultystaff/get-started-facultystaff-technology-resources.html.


## Distance Education

The role of the Office of Distance Education (ODE) is to collaborate with faculty in the design, development, and management of quality online courses; to use educational technology to create authentic learning experiences that are engaging, organized, innovative, and relevant; and to provide opportunities to create flexible learning environments. ODE also serves CMU's Continuous Education function by coordinating off-campus educational opportunities and learning experiences.

**Director:**     **Tim Pinnow**
                  Senior Vice President for Strategic Initiatives
                  Director of Distance Education

Director of Graduate Studies
tpinnow@coloradomesa.edu, LHH 202, x1795

**Staff:** **Jessica Evans,** Instructional Designer
jmevans@coloradomesa.edu
**Liz Prickett,** Next Generation Learning Specialist
eprickett@coloradomesa.edu, LHH 426, x2003
**Jennifer Pacheco,** Instructional Designer
jjpacheco@coloradomesa.edu, LHH 425, x2031
**Joshua Rosenbaum**, Instructional Designer
jrosenbaum@coloradomesa.edu,  LHH 427A, x1735

**Email:** distanceed@coloradomesa.edu

**Website:** http://www.coloradomesa.edu/distance-education/index.html

# Services offered by the Office of Distance Education
## Learning Management Support

CMU uses Brightspace by Desire2Learn (D2L) as its Learning Management System (LMS). CMU faculty are required to meet the minimum requirements of D2L usage by:

- Uploading a syllabus
- Maintaining an active gradebook in D2L for every course

ODE provides support services for students, faculty, and staff who utilize D2L in their teaching and learning. Online help resources and guides regarding D2L can be found under the Distance Education webpage (refer to "Faculty Resources"). One-on-one help sessions and additional training opportunities are also offered every semester. Faculty may also contact the instructional designers by email or phone for individualized assistance.

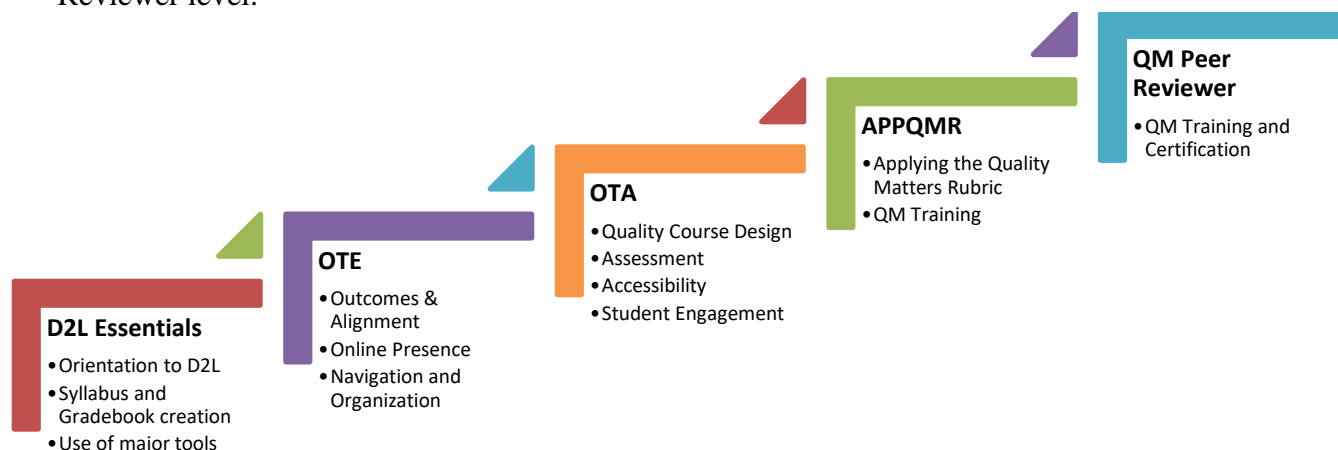## "Introduction to D2L" Course for Students

Students registered for a fully online or hybrid course for the first time at CMU must complete the Introduction to D2L course to access the content in their fully online or hybrid courses. Failure to pass the Introduction to D2L before the deadline will result in denied access to the corresponding online or hybrid course(s), and the student will be dropped from that class. **No** overrides will be granted. Students will be notified by CMU emails when they are enrolled into, pass, or fail to pass the Introduction to D2L. The instructors will be notified by CMU email if their students are dropped from their online or hybrid courses due to their failure to pass the Introduction to D2L.

## Faculty Professional Development

ODE offers professional development opportunities for faculty and staff to support their online and hybrid course design and development. Online courses, webinars, face-to-face workshops, and training sessions concerning online teaching strategies and course design are offered throughout the semester. Faculty are notified of these opportunities through their CMU email.

A faculty professional development curriculum is being developed to meet the increasing training needs of online faculty. This curriculum expands faculty training into five courses. This begins with a brief D2L Essentials course, followed by a three-week Online Teaching Essentials course. An Online Teaching Advanced course is in progress. This will be followed with interested faculty choosing to complete QM's

Applying the Quality Matters Rubric and then the QM Peer Reviewer course. The implementation of the new curriculum will help improve faculty online teaching competencies systematically up to the QM Peer Reviewer level.



**D2L Essentials**
- Orientation to D2L
- Syllabus and Gradebook creation
- Use of major tools

**OTE**
- Outcomes & Alignment
- Online Presence
- Navigation and Organization

**OTA**
- Quality Course Design
- Assessment
- Accessibility
- Student Engagement

**APPQMR**
- Applying the Quality Matters Rubric
- QM Training

**QM Peer Reviewer**
- QM Training and Certification

- **D2L Essentials (DE):** This is a **required** online course for all new faculty at CMU. The course covers the major features of D2L to help new faculty meet the minimum requirements of D2L usage at CMU. After successful completion of the course, new faculty should be able to upload a syllabus and utilize the gradebook on D2L for every course they teach. New faculty will also be exposed to all major D2L features.

> Please note that **ALL FACULTY** are required to post their syllabi and grades in their D2L course shells for **every course** they teach.

- **Online Teaching Essentials (OTE):** This is a **required** online course that must be completed by faculty before teaching an online or hybrid course for the first time at CMU. After successful completion of the course, faculty should be able to develop their own online or hybrid courses in D2L that meet essential quality standards.

- **Advanced Online Teaching (AOT):** This is an **optional** course (currently in development) that helps faculty expand their online course design and teaching skills beyond the basics. The course covers advanced online teaching strategies, including engaging content design, advanced discussion pedagogies, authentic assessments, and accessibility issues in online or hybrid courses.

- **Apply Quality Matters Rubric (APPQMR):** This is an **optional** course designed and delivered by Quality Matters (QM) to familiarize experienced instructors with the QM Rubric and its application in online course design and development.

- **Peer Reviewer Course (PRC):** This is another **optional** course designed and delivered by Quality Matters (QM) for experienced online instructors to become QM-approved Peer Reviewers. A QM Peer Reviewer will have the chance to review online courses developed by other instructors at CMU or from other higher education institutions.

## Continuing Education

ODE administers CMU's Continuing Education program and coordinates off-campus educational opportunities and learning experiences for CMU students and school district educators. Faculty are welcome to contact the instructional designers by email or phone for more information or visit the website:
https://www.coloradomesa.edu/distance-education/extended-studies/index.html

- **International and Out-of-State travel Courses**: ODE supports travel courses developed and led by CMU faculty. Please contact the ODE director for more information.
- **Professional Development for Educators**: ODE and the Center for Teacher Education work in partnership with school districts located in the University's 14-county service region to serve the continuing education needs of teachers, administrators, and staff.

## Educational Technologies

ODE currently supports the integration of the following educational technologies into face-to-face, hybrid, and/or online courses. Workshops and one-on-one consultation services are offered every semester. For more information, refer to the relevant sections on the **Faculty Resources** webpage. Faculty are welcome to contact the instructional designers by email or phone for more individualized assistance.

- **Panopto:** Panopto is a tool integrated into D2L that makes working with video easy for students and instructors. It can be used for recording lectures or presentations, screen capture, or uploading an existing video. The software is available for use in campus classrooms that have webcams installed and can be installed on any PC, laptop, or mobile device. All recordings are automatically uploaded to CMU's Panopto server where they can be easily shared. PDF guides and tutorial videos for Panopto are also available.
- **Zoom:** Zoom Pro accounts are available for all faculty, staff, and student. Zoom offers voice and video conferencing, often used for meetings and webinars. It may be used for virtual office hours, tutoring, and group projects. When appropriate, it may also be used for live class sessions. Features include document and desktop sharing. Recordings of meetings are available.
- **VoiceThread**: A VoiceThread is a collaborative, multimedia slide show that holds images, documents, and videos and allows people to navigate slides and leave comments in 5 ways - using voice (with a mic or telephone), text, audio file, or video (via a webcam). PDF guides and tutorial videos for VoiceThread are also available.
- **Turnitin Feedback Studio:** Turnitin Feedback Studio is an external tool that has been integrated into D2L to allow instructors to check the originality of and evaluate the written works of their students. The tool also allows instructors to give feedback to their students on their work and can be used to facilitate peer reviews.
- **Digication ePortfolio**: Digication allows students, faculty, and staff at CMU the opportunity to easily create and maintain digital ePortfolios. More information can be found in the following ePortfolio Initiative section.

## Online Course Design

ODE has created numerous digital resources to assist faculty in their online teaching careers at CMU. All the resources can be located under the **Faculty Resources** webpage (refer to the screenshot).

## The ePortfolio Initiative

The ePortfolio initiative allows students to assemble digital archives of their accomplishments that can be utilized even after they have graduated. As described below, faculty can use ePortfolios in their teaching and departments can utilize them for assessment and accreditation.

## What is an ePortfolio?

- An electronic, web-based portfolio of student work (artifacts/evidence) that demonstrates learning over time.
- Artifacts/Evidence may include reflections, writing and assignment samples, photos, videos, observations, lessons, artwork, etc.

For **students**, ePortfolios:
- provide interactive, customizable, and dynamic workspaces to showcase academic and career experiences;

- allow for sharing with a variety of audiences, including professors, potential graduate programs, and potential employers;
- encourage and enable reflection for assignments, personal growth, or the learning process itself; and

For **faculty**, ePortfolios:
- encourage students to innovate and experiment as they develop technological skills.
- create easy avenues providing feedback to students; and
- offer templates that can be used on assignments, including group assignments.

For **Colorado Mesa University**, ePortfolios:
- enable the ongoing collection, evaluation, and storage of key artifacts of student learning for assessment and accreditation purposes and
- capture and archive the process of deep, authentic, and experiential learning across programs, departments, and the University as a whole.

To learn more about how Digication works, view sample ePortfolios, and find tutorials on creating ePortfolios, please contact Joshua Rosenbaum, ePortfolio Coordinator, at jrosenbaum@coloradomesa.edu. You can also visit the MAVfolio Resource ePortfolio at: https://coloradomesa.digication.com/mav-folio/home

## Faculty Resources

Go to: https://www.coloradomesa.edu/distance-education/index.html and select "Faculty Resources" from the left-pane navigation menu.

| D2L Homepage |
|---|

Access D2L via the application in MAVzone.



This is the "My Home" page of D2L. From here instructors can access all the courses they are teaching, read global announcements related to D2L, and easily locate services and policies.

Locker   Calendar   System Check   Self Registration

# Colorado Mesa University Online

Announcements ▾

There are no announcements to display. Create an announcement.

My Courses ▾

Master of PA Studies Sandbox

KINE100 Health and Wellness - Master Course (QM Review)

KINE100-002-13045 Health and Wellness
Summer 2018

PSYC233 Human Growth and Dev - Master Course (QM Review)   [2]

## Policies and Services ▾

**Academic Policies**

- Your Success Syllabus
- Rules of Netiquette
- Academic Integrity Policy
- Student Code of Conduct
- CMU Accessibility
- D2L Accessibility

**Academic and Support Services**

- CMU Helpdesk
- Integrated Resources for Information and Solutions (IRIS)
- Educational Access Services (EAS)
- Career Services
- Office of Student Success
- Testing Center
- Tutorial Learning Center (TLC)
- TRIO Student Support Services
- Student Services
- Tomlinson Library
- Library Services for off-campus students
- Campus Safety
- Academic Copyright

# Office of Sponsored Programs

The Office of Sponsored Programs (OSP) has a mission to partner with faculty and staff engaged in academic research, scholarly work, and programs and services by providing support, oversight, consultation, and administrative structure that equips and enhances faculty and staff with the ability to successfully obtain and manage sponsored programs (e.g., grants, cooperative agreements, contracts) with public and private entities as well as industry partners. OSP supports the university community by providing assistance in developing proposals for submission to external funding agencies and providing support for engagement in academic research. Our goal is to assist the university community to develop proposals that have a high potential for funding and to engage in research that is fulfilling and contributes to the greater academic community and informs the public.

OSP  is responsible for services that span the lifecycle of a sponsored award from proposal development to submissions to sponsors, to post-award administration and accounting to closeout.  Additionally, OSP is responsible for research integrity functions for the university, which includes human subjects protection program, animal welfare program, conflicts of interest, research misconduct, and training in responsible conduct of research.

OSP's pre-award and post-award administration of grants includes:
- Assisting in the development of proposals in alignment with funding agency criteria
- Assisting proposal budget development
- Submitting proposals for funding and monitoring status
- Confirming acceptance of awards
- Acting as a liaison to funding agencies concerning issues of award administration including project extensions, budgetary modifications, and report submission
- Assisting Principal Investigators and Program Directors with audit preparation and execution
- Providing grant close-out oversight

OSP staff provides administrative support to two major research integrity committees at the university – the Institutional Review Board and the Institutional Animal Care and Use Committee.

**Institutional Review Board (IRB)**
Research involving human subjects may not be conducted until it has been reviewed and approved by the IRB. This includes research by any person who is a faculty or staff member or a student at Colorado Mesa University, regardless of whether the research is funded (internally or externally) or not. All research involving the use of human subjects is overseen by the Institutional Review Board and administered by the Office of Sponsored Programs. The purpose of the IRB is to protect the rights and welfare of human subjects through a comprehensive review of each research protocol following Title 45 CFR (Code of Federal Regulations) Part 46. The IRB consists of members who are representative of the various academic programs, administrative staff, and at least one community member who is unaffiliated with CMU. The IRB meets monthly. The list of members and the meeting times, as well as IRB policies, procedures, and forms can be found on the OSP website: https://www.coloradomesa.edu/sponsored-programs/irb/index.html

**Institutional Animal Care and Use Committee (IACUC)**
The IACUC is a federally-mandated committee that provides oversight for the care and use of animals in research, teaching, and testing.  Researchers/Instructors wishing to use living animals for research or instruction must be familiar with the pertinent CMU procedures and coordinate with the IACUC.  IACUC is responsible for ensuring compliance by CMU personnel and its facilities with federal regulations and national standards regarding the use of animals in research or education.  All activities involving animals, either at CMU facilities or in the field under CMU direction must be reviewed and have prior approval

from IACUC prior to conducting these activities.  The IACUC consists of university faculty and staff across the institution and community members unaffiliated with CMU. Meetings of the board occur as needed, but no less than twice a year. The list of members as well as IACUC policies, procedures, and forms can be found on the OSP website at https://www.coloradomesa.edu/sponsored-programs/institutional-animal-care--use-committee-1.html

**Contacts:**

| | | |
|---|---|---|
| Cheryl K. Green, PhD, Director of Sponsored Programs | LHH 210 | x1424 |
| Tracy Mundy, Grants Specialist | LHH 212 | x1493 |
| Grants and Research Compliance Specialist, Candy Graus | LHH 211 | x1485 |

| | | |
|---|---|---|
| Institutional Review Board (IRB) | email | irb@coloradomesa.edu |
| Sponsored Programs | email | osp@coloradomesa.edu |
| Institutional Animal Care and Use Committee | email | iacuc@coloradomesa.edu |

## Tomlinson Library

**Tomlinson Library welcomes you to CMU**. The CMU Library provides classic university library services. The services listed here are either unique to our library or of particular interest to new faculty. Further information for all the services listed below, as well as many others, can be found on the library home page: http://coloradomesa.edu/library.

**The Collections**. The library has approximately half a million books (200,000 print and 250,000 e-books) and media (CDs, DVDs, streaming), 40,000 full-text journals (mostly e-journals), 100 databases, as well as significant government documents and archival collections. They can be searched from the search box on the library home page. Material can be delivered curbside at the main campus, or to the Montrose and WCCC campuses. Chapters from books in our collection may be scanned and emailed upon request.

The collections are built through faculty recommendations in partnership with librarians. Librarians are assigned to specific academic departments for purpose of selecting material to be added to the library collection. Faculty recommendations are welcome. We encourage you to contact us with any questions.

**Information Literacy Instruction**. Professional librarians are available to instruct your students about how to find, evaluate, and ethically use information resources in person or online. They can also show you resources relevant to your subject area as well as how-to videos and other resources that can be embedded in your course shell.

**Research Help**. The Research Help desk provides individualized research assistance and is staffed most hours the library is open. Research help can also be obtained through our chat service. The service is staffed by CMU Librarians. The chat is embedded in all D2L shells for convenient support to online students.

**Interlibrary Loan**. Material can be requested from other libraries throughout the state and beyond if CMU doesn't own it. Journal articles are usually delivered online within a day, physical items within 3-5 business days.

**Course Reserves**. The library manages course reserves of both physical and electronic materials so faculty can make library or personal items available to their students.

**Study Spaces**. The library's 25 study rooms for group work are highly popular. All are equipped with computers and many have wall monitors to display DVDs, PowerPoint presentations, etc. The library also has a 24-hour area that students can access with their MAVcard after hours, and is equipped with PCs, Macs, and a printer.

**Dining Options**. The library has a café offering coffee and grab-and-go food items, plus two additional cuisine options for lunch and dinner.

**Research Help** x1860                              **Checkout and Reserves** x1244

If you have any questions about the library's collections or services please don't hesitate to contact the Library Director, Sylvia Rael x1029.

## Academic Services for Students

Colorado Mesa University provides a wide range of academic support services for students who may need additional academic help and/or mentoring while attending the university. Students who may need educational or career counseling, success coaching, tutoring services for a difficult course, examinations required for entry into specific academic programs, and/or access services for documented disabilities can take advantage of these services by visiting with a number of offices. Below, each of the offices and the services they offer are described briefly and a specific contact person is listed:

The **Office of Student Success and Engagement (OSSE)**, housed on the first floor of Lowell Heiny, is a newly created office that combines the services offered by the former Office of Student Success with those offered by the CMU Mentors. This new office offers student success coaching/mentoring to the general student population, especially those students who are first-generation and are from low-income backgrounds. This office also specifically serves provisional baccalaureate (PB) students in developing the skills they need to successfully transition to their desired baccalaureate program. Services provided are:

- Academic Advising/eAdvising.
- Courses on first-year student success.
- Assisting students in course selection, registration, and exploration of majors.
- Assisting students with strategies for academic success & transitioning to university life.
- Coaching/mentoring for students with non-academic issues that are negatively impacting student success (for example, financial, emotional, family, and/or housing concerns).

**For more information, please contact:**
**Ms. Melissa Calhoon**, Director of the Office of Student Success and Engagement & TRiO
Office:1st Floor, Lowell Heiny Hall; Office Phone: 970-248-1492; E-mail: mcalhoon@coloradomesa.edu

**TRiO-Student Support Services (TRiO-SSS)**, located in Houston Hall 125, is a federally-funded program that assists eligible students reach their academic potential and expand their cultural horizons through one-on-one interactions and group activities. The program offers mentoring and workshops on academic success, financial planning, personal development, and professional development. The TRiO program is housed in Houston Hall, Room

**For more information, please contact:**
**Mr. Patrick Brooks**, TRIO-SSS STEM Coordinator
Office: Houston Hall 114A; Office Phone: 970-248-1986; E-mail: pbrooks@coloradomesa.edu
**OR**

**Ms. Alison Steigerwald**, TRiO-SSS Program Coordinator
Office: Houston Hall 121B; Office Phone: 970-248- 1492; E-mail: asteigerwald@coloradomesa.edu

**The Testing Center,** located in Houston Hall 123, is committed to providing testing services to CMU students, alumni, and the public. The services and the exams that they provide include:
- Assessments of academic skills for college level courses (such as ACCUPLACER).
- College-Level Examination program (CLEP) exams.
- Proctoring of CMU online exams.
- Proctoring of General Education Degree (GED) tests.
- Examinations required for admission to graduate and professional schools (such as GRE/LSAT).
- Proficiency, license, and certification exams (for nursing, teaching, or other fields).
- Correspondence course proctored exams.

**For more information, please contact:**
**Erin Nix,** Director of Testing Services and Educational Access Services
Office: Houston Hall 123/124; Phone: 970-248-1261; E-mail:  enix@coloradomesa.edu

**The Tutorial Learning Center (TLC**), located in Houston Hall 113, is committed to helping students achieve their academic goals by providing **FREE**, walk-in peer tutoring services in a variety of subject areas. The primary goals of the TLC are to help students become more independent with their learning and to create opportunities for student success. Peer tutors accomplish these goals with individuals and small groups by:
- Offering study tips, developing study skills, and improving note taking
- Giving feedback on student assignments and offering encouragement.
- Reviewing concepts, types of problems, and rules
- Helping students follow an instructor's directions and use their textbooks, syllabi, and materials more effectively, as well as navigating MAVzone and D2L
- Introducing students to myriad self-help and campus resources available to them
- Reinforcing what students already know and understand
- Offering specialized tutoring in writing through the Writing Center.

The **Writing Center**, which is associated with the TLC, is located in Houston Hall 233 and serves the writing needs of student both in lower-division and upper-division courses in person and online.

**For more information, please contact:**
**Dr. Christine Murphy,** Director of the TLC and Dept. Head of Developmental Education
Office: Houston Hall 112C; Office Phone: 970-248-1021; E-mail:  chrmurph@coloradomesa.edu

**Educational Access Services (EAS)**, located in Houston Hall 108, are designed to assist students with disabilities by providing academic accommodations as outlined in Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act. EAS staff members provide reasonable accommodations to students with documented disabilities such as extra test time, a quiet testing environment, a reader or scribe, and specialized software for varying disabilities. They also provide in-class accommodations, such as assisting with establishing in-class note taking help, ability to record lectures, scribing, and services for persons with hearing impairments.

Accommodations are individualized, based on a student's official documentation and functional limitations resulting directly from disability. If a faculty member is approached by a student needing or requesting accommodations, please refer the student to the EAS office. An EAS staff member will meet with him/her and set up the appropriate accommodations. Each semester, the EAS Coordinator will send

a **Faculty Accommodation Memo** for any student in the faculty member's course(s). The Faculty Accommodation Memo outlines the student's legal accommodations but does not go into any detail about the student and/or their disability.

In cases in which a student has a more involved/complicated disability issue (e.g., an immediate health issue) and thinks more information should be shared, then a Faculty Accommodation Letter is crafted with the student's direct input, outlining additional information he/she feels is relevant for you. Students must contact the faculty member to implement their accommodations each semester since they are required to disclose that they are a person with a disability. Students with disabilities may choose to utilize one or more of their accommodations as they see fit.

Students who request testing in the EAS office will bring the faculty member an **Exam Request Form** for him/her to complete and sign. The student is responsible for returning the form to EAS within the specified timeframe to ensure there is space for the student needing a specific accommodation. Faculty members are encouraged to send the exam to EAS at least 24 hours in advance of the scheduled test time so that the arrangements for accommodation can be made well before the student takes the exam. As a courtesy, EAS sends a reminder to the faculty member the day before a scheduled test to ensure timely delivery.

In addition, EAS provides accommodations for temporary disabilities, such as for students who break their writing arms/hands/wrists. Beyond these typical accommodations, the EAS staff will work to provide additional specific needs for a student if feasible.

**For more information, please contact:**
**Ms. Samantha Dieguez, Coordinator of Educational Access Services**
Office: Houston Hall 108E; Office Phone: 970-248-1826; E-mail:  sdieguez@coloradomesa.edu

**Career Services**, located in UC 107, provides a variety of services to students and alumni to assist in attaining their career goals. Services provided are:
- Career assessments
- Career, graduate school, teacher, and academic major fairs
- Resume, cover letter, and interviewing skills workshops
- Choosing an academic major workshop
- Handshake (job/internship database)
- Career/Internship resources
- On-campus employer recruiting programs
- Optimal Resume software

**For more information, please contact:**
**Ms. Tamara Krizman, Acting Director of Career Services**
Office: UC 107; Office Phone: 970-248-1455; Email: tkrizman@coloradomesa.edu

# Student Services

The Office of the Vice President for Student Services (VPSS) serves as a central campus referral point for students needing assistance beyond the academic realm. From student engagement to conduct, health, and safety, the VPSS can assist and advise students and/or faculty with student emergencies, conflict resolution, and issues of student well-being. If you have any concerns about the welfare of a student or about your own safety in regard to a student, please contact Student Services immediately.

**Jody Diers**
Vice-President for Student Services
LHH 441 x1366

Specific departments/services that fall under the umbrella of Student Services include:

- Campus Safety
- University Center
- Residence Life
- Financial Aid
- Student Advocacy and Health
- Student Wellness Center Health Services
- Student Wellness Center Behavioral Health Services
- Integrated Resources for Information and Solutions (IRIS)
- Student Life
- Admissions and International Student Programs
- Diversity and Inclusion

Below, two of the key services offered at the Student Wellness Center as well as the Integrated Resources for Information and Solutions (IRIS) service are described:

Student Wellness Center (SWC)**:**
1060 Orchard Avenue, Suite O 970.256.6345

Good health, both physical and emotional, is an important factor in successful college work. It is the goal of the Student Wellness Center to provide competent, accessible, and comprehensive health care to all CMU students.

Health Services**:**
Like your family physician, the SWC provides a source of basic medical assistance for all CMU students. Outpatient health services are contracted with Community Hospital and students are required to pay a $15.00 co-pay for all health services received at the SWC. The primary services provided are: first aid, dispensing of simple medications, assessment and referral to specialty physicians and dentists, providing counsel for personal health problems, simple physicals, screenings, and limited lab tests for a nominal fee. Health services are provided by registered nurses, physicians, and practitioners in providing a complement of health care. The physician/practitioner provides students with an initial health assessment and evaluation, treats minor illnesses, and refers students for hospitalization or specialized treatment as needed. A registered nurse is available to answer questions and provide medical information.
Health services are provided from Monday-Saturday 8am to 8pm and Sunday noon to 4pm.

[Behavioral Health Services](https://cm.maxient.com)**:**
All CMU students are eligible for counseling services for a $10 copay. Referrals can be made through any office on campus and/or students may contact the SWC directly to set up an appointment. These services are provided by licensed/certified counselors and are designed to support students in assisting them with any of life's challenges that maybe affecting their academic life.

***Report It!:***
 https://cm.maxient.com/reportingform.php?ColoradoMesaUniv&layout_id=4

This report is one any student, faculty, or staff member can use to directly report a concern about a student or staff/faculty member.  Concerns can include:
- Suicide ideations
- General concern
- Title IX issues
- Threatening behaviors
- Food or housing insecurities
- Other

There is space to write a narrative to give specific information.  This form is routed to the office with the best resources to fit the situation.  Faculty who use this document for issues like non-attendance, should have made contact (or attempted a few times) to connect with the student prior to submitting the ***Report It!***

***The Campus Safety and Student Conduct Office*** (LHH441 – 970-248-1366) is part of our Student Services Division.  This office can assist with safety trainings, individual, departmental, and building wide when asked.  The Campus Safety Officer Program, started fall 2016, includes full-time police officers on campus under the direction of Director of Campus Safety and Student Conduct. CMU also employs a POST certified, but retired officer to assist with issues on campus.  This team works in conjunction with five officers from the Grand Junction Police Department (GJPD) assigned to the campus for a three-year term.  The officers assigned to the campus have a station located on the northside of campus at 1060 Orchard Avenue.

**To report any CRIME,** that is an EMERGENCY, DIAL 911.  **If not an emergency, call non-emergency GJPD at 970.242.6707.**

Using the numbers above, calls will be routed to the person(s) who can have the quickest response.  Always follow up with a Report It! so our office can verify it is being taken care of and provide any follow-up resources.

Trainings offered through Student Services include:

- Safety trainings
- Sexual Assault Response Team training
- Diversity/Inclusion
- Safe Zone
- Green Zone
- Conduct Board Training

More information will be provided as dates are made public.

## IRIS:  Integrated Resources for Information and Solutions

IRIS advises, guides, and empowers students to achieve their professional, educational, and financial goals by providing accurate individualized support in the journey from admission to graduation.

The effort is branded as "IRIS: Integrated Resources for Information and Solutions" in order to emphasize that this is the one place students need to go for answers. The campaign marketed around campus is to "askIRIS" as shown below.



The guiding principles of the integrated services effort are as follows:

- **Promote Self-Service –** Proactively communicate tools available for students to utilize so they can resolve questions on their own.
- **Deliver Exceptional Customer Service –** Provide seamless customer service to increase satisfaction by reducing or eliminating the bounce (bouncing students from one office to another office), regardless of means of delivery (in-person, phone, e-mail, or web).
- **Embrace Student-Centered Problem Solving –** Empower staff to help students resolve cross-functional administrative barriers.
- **Create Operational Efficiency –** Redesign business processes, maximize use of technology, and continuously seek improvement opportunities.

For specific information on how IRIS can help, please contact:

IRIS@coloradomesa.edu
coloradomesa.edu/iris
LHH First Floor x1177

# CMU Professional Personnel Employment Handbook

The CMU Professional Personnel Employment Handbook is a vital resource in helping to clarify the policies and procedures that apply to instructors (tenured, tenure-track, full-time, and part-time). The Handbook is available as a link under Manuals, Reports, and Publications under the Academic Affairs section of the CMU website as well as under the Human Resources section of the website under the Faculty and Staff section.

The Professional Personnel Employment Handbook is divided into the following sections:
- General (Purpose, Academic Freedom, and Electronic Communications)
- Anti-Discrimination Policy
- Recruitment and Hiring
- Benefits
- Leaves
- Evaluation of Faculty for Reappointment, Tenure, Promotion, and Post-Tenure Review
- Evaluation of Exempt Personnel
- Salary Administration System
- Grievance Policy
- Disciplinary Procedures
- Termination
- Professional Conduct
- Interpretive Guidance

# Employment-Related Resources

Led by Jill Knuckles, Director, the Office of Human Resources at Colorado Mesa University helps faculty and staff navigate employment-related issues ranging from finding out more about benefits to accessing mental health and wellness resources.
On their main webpage (http://www.coloradomesa.edu/human-resources/index.html), you will find links for:
- Employee Mental Health and Wellness
- Policies, Procedures, and Manuals
- Employment Opportunities
- Forms
- Calendars

Under the Faculty and Staff link, you will find information about:
- Faculty Benefits
- Work Life Program and Discounts
- COBRA
- Leaves
- Professional Personnel Employee Handbook
- Retirement
- Worker's Compensation

For more information, please contact:
**Mr. Luke Jackson**, Professional Staff Assistant in Human Resources                    x1820
E-mail:  ljackson@coloradomesa.edu

As defined by statute, Colorado Mesa University's commission-approved service area encompasses 14 counties in Western Colorado. This amounts to almost 30,000 square miles and occupies nearly one-third of the state of Colorado. About 55% of the undergraduates enrolled at CMU come from one of these 14 counties. *

*Source:  Regional Impact Study 2017 by Dr. Carol Futhey, Provost of CMU

# COLORADO MESA UNIVERSITY

## MAIN CAMPUS

### MAP LEGEND
Building (code) . . . . . . . . . . . . . . . Number

Colorado Mesa University
1100 North Avenue
Grand Junction, CO 81501
970.248.1020
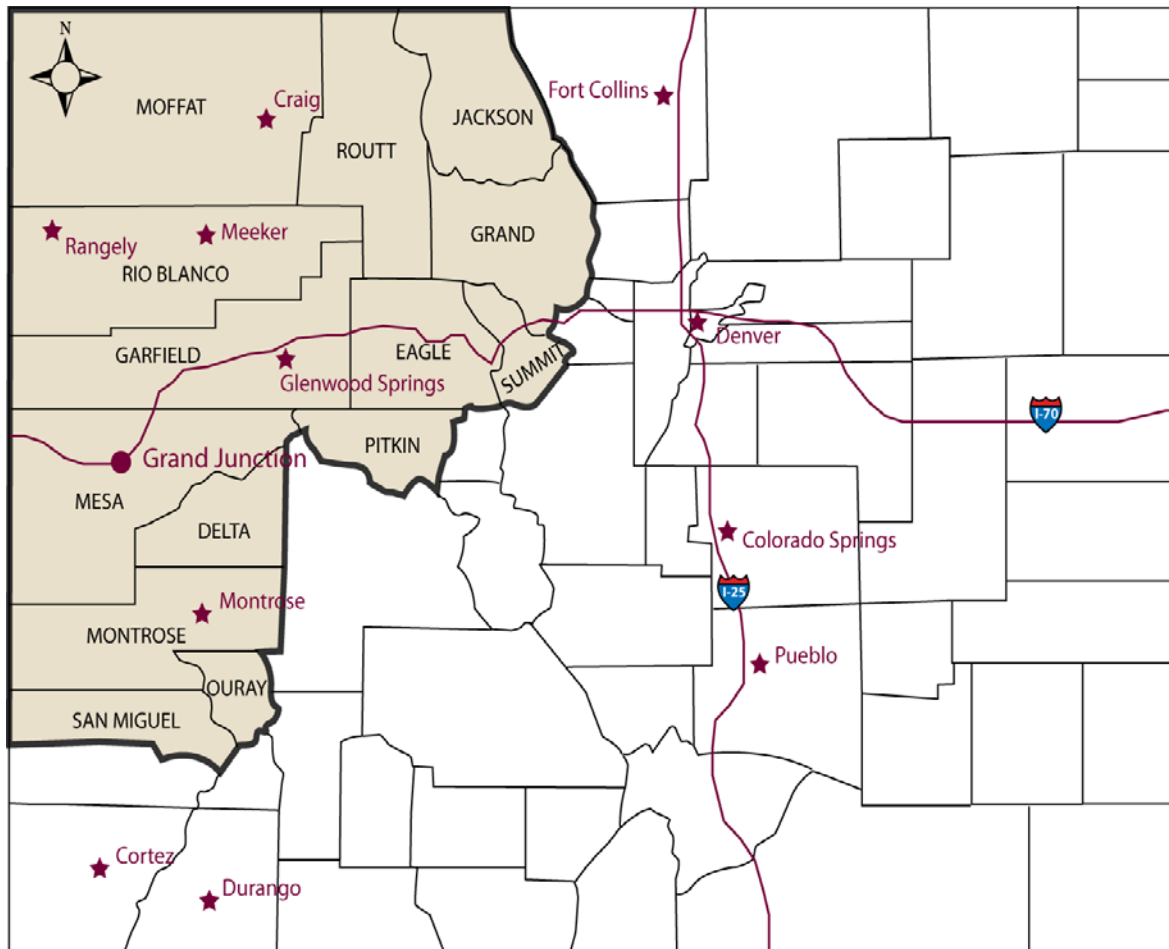
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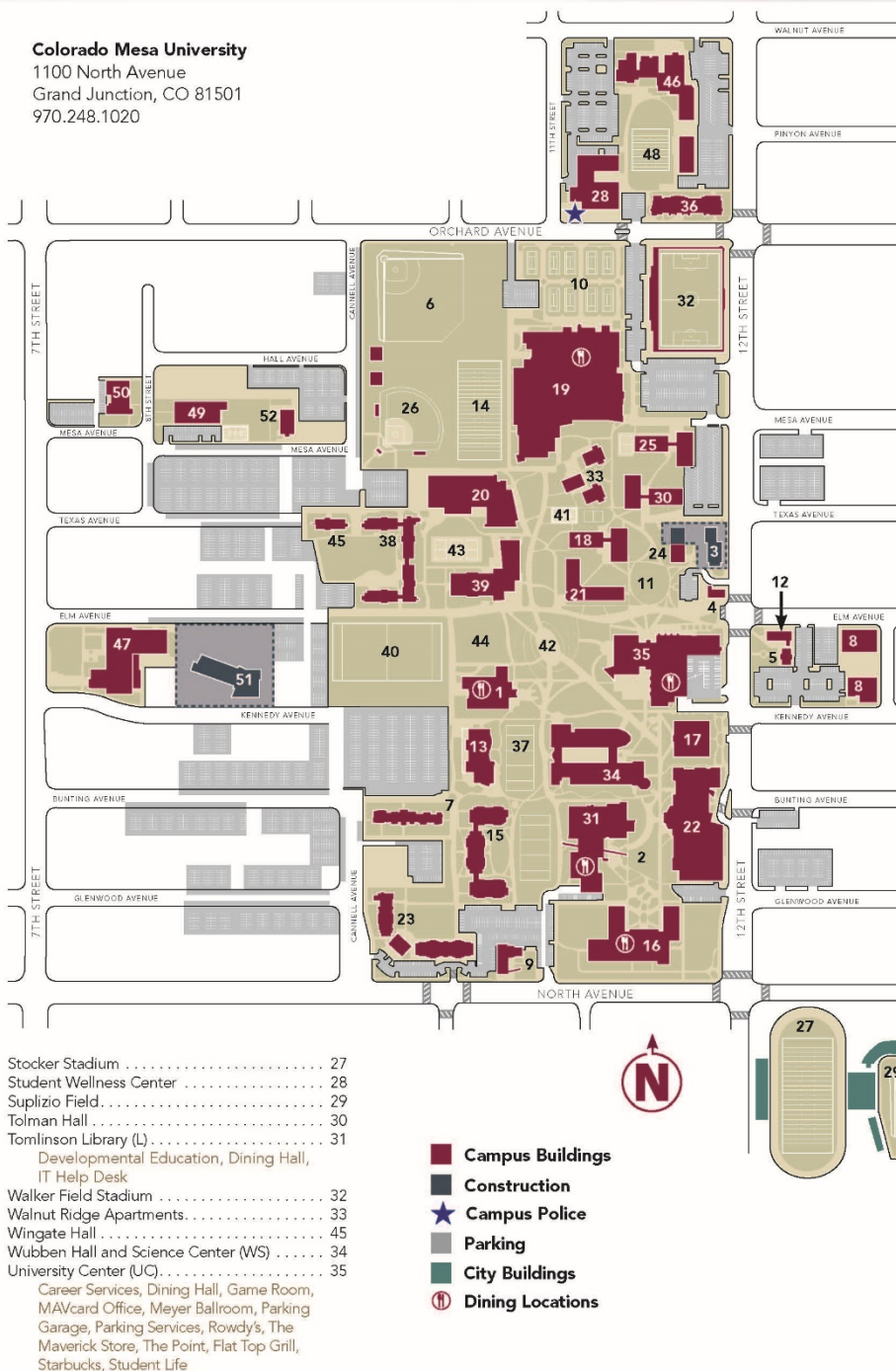   Box Office, Mesa Experimental Theatre
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- ■ Campus Buildings
- ■ Construction
- ★ Campus Police
- ■ Parking
- ■ City Buildings
- Ⓜ Dining Locations

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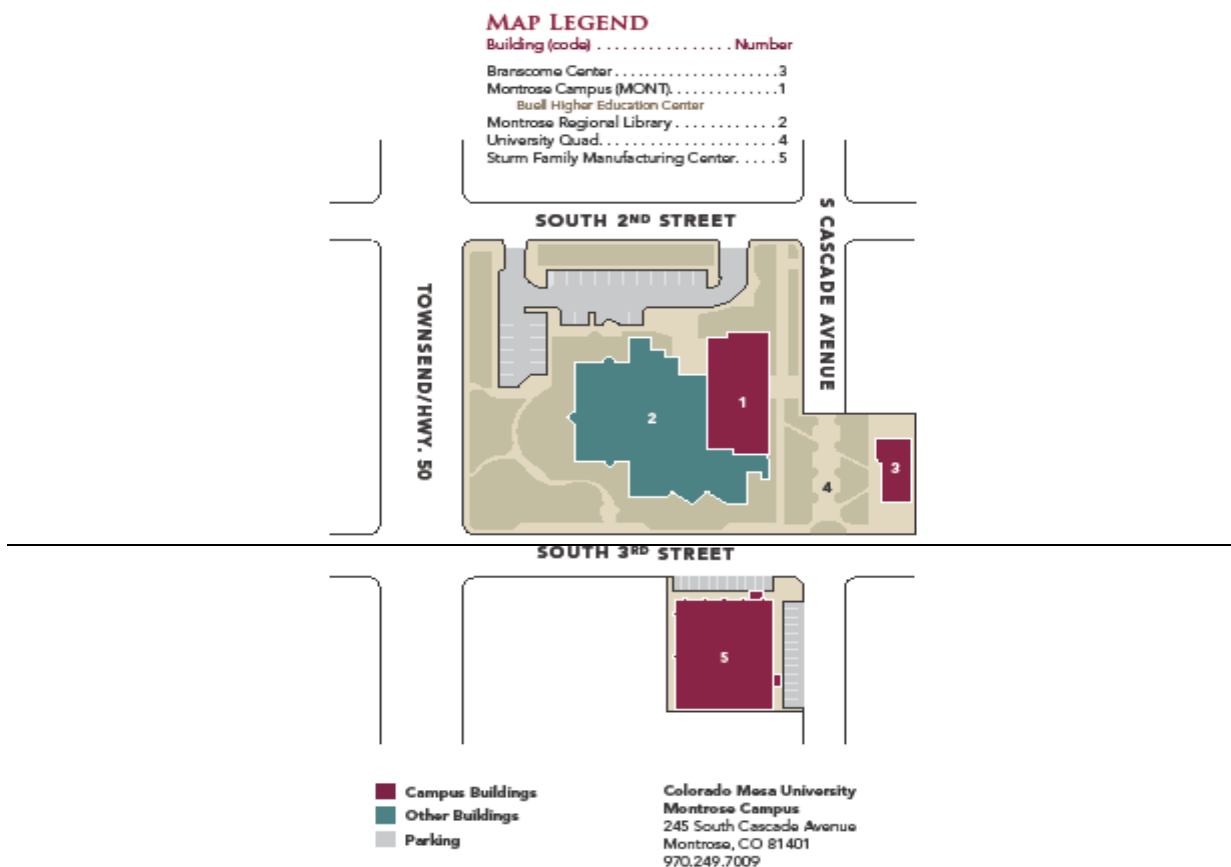Updated: 04/25/19
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As described in the sections that follow, the University has two other locations: CMU-Montrose and Western Colorado Community College (WCCC).

# Colorado Mesa University - Montrose

**234 South Cascade Avenue**
**Montrose, CO  81401**
**970-249-7009**

The Montrose campus of Colorado Mesa University is a growing part of the Colorado Mesa system that focuses upon serving the counties of Montrose, Delta, Ouray and San Miguel. CMU Montrose provides the residents of southwestern Colorado convenient access to postsecondary education. The campus enrolls 250 students in certificate, associate's, and bachelor's degree programs, and offers general education and selected upper division classes.



## MONTROSE CAMPUS

### MAP LEGEND
Building (code) . . . . . . . . . . . . . . . Number

Branscome Center . . . . . . . . . . . . . . . . . . . . .3
Montrose Campus (MONT) . . . . . . . . . . . . .1
  Buell Higher Education Center
Montrose Regional Library . . . . . . . . . . .2
University Quad . . . . . . . . . . . . . . . . . . . .4
Sturm Family Manufacturing Center . . . . .5

**Campus Buildings**
**Other Buildings**
**Parking**

**Colorado Mesa University**
**Montrose Campus**
245 South Cascade Avenue
Montrose, CO 81401
970.249.7009

Updated: 07/23/19
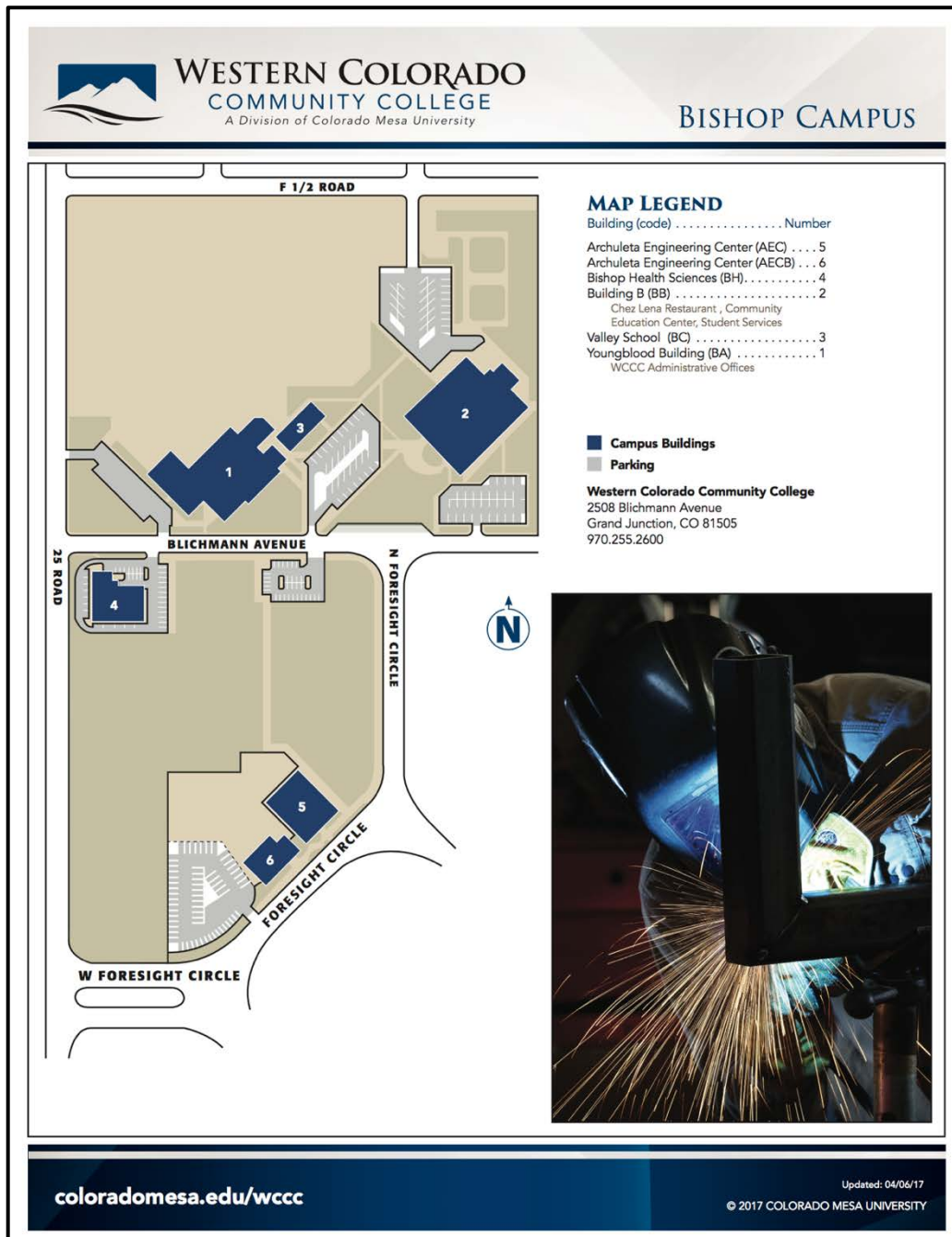© 2019 COLORADO MESA UNIVERSITY

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# Western Colorado Community College (WCCC)

**Western Colorado Community College**
**Tilman M. Bishop Campus**
**2508 Blichmann Avenue**
**Grand Junction, CO 81505**
**970-255-2600**

Also located in Grand Junction, Western Colorado Community College specializes in offering career and technical programs that range from the certificate level to the associate's level. WCCC also offers over 150 non-credit professional and personal development courses each year.

# The Maverick Store

The Maverick Store is the official bookstore and fan shop for Colorado Mesa University. It is a self-funded auxiliary service returning revenue to Colorado Mesa University and is located on the 1st floor of the University Center.

Because The Maverick Store serves as the campus clearinghouse for course materials information and content distribution, it is important to communicate your course requirements via course adoption requests. Even if no materials are required for a course, we ask that adoption requests be completed for all courses. The adoption process is now automated: requests for information are sent out in October and March, and reminders are sent until course information is submitted.

To keep student costs as low as possible, the store stocks as many used copies of textbooks as possible, and uses market-based pricing to ensure our used book prices are competitive. We also offer several hundred titles for rent each semester. Through a third-party partnership, we offer many titles in a digital format. Not all titles are available in alternate formats, but we strive to offer as many choices as are available. If any of your titles are offered in an alternate format (loose-leaf rather than bound, paperback rather than hard cover, digital, rental, etc.), we stock alternate formats automatically to offer your students the widest choices. For more information, you can call 970-248-1422 or visit http://www.themaverickstore.com/.

# Maverick Center and Wellness

The Maverick Center, located near the north end of campus, houses many of the campus recreation facilities, the intercollegiate athletics facilities, and classrooms for the Kinesiology Department. Along with students and staff, faculty members can take advantage of the facilities and the services offered at the Maverick Center.
The Maverick Center includes:
- El Pomar Natatorium (a premier aquatics facility accessible to students, faculty, and staff)
- The Hamilton Recreation Center (houses an indoor track, fitness facilities, and wellness services, also available to students, faculty, and staff)
- The Monfort Family Human Performance Lab (offers advanced physiological and biomechanical performance and wellness testing)
- The Roe F. Saunders Field House (houses Brownson Arena, which is used for varsity basketball, women's volleyball, and men's wrestling)

Other facilities associated with the Maverick Center are:
- The Maverick Pavilion (houses a climbing wall and 4 basketball courts, which is accessible to students, faculty, and staff)
- The Elliott Tennis Center (an outdoor facility)
- Walker Field (an outdoor area for soccer and lacrosse with stadium seating)

Information about obtaining passes to the Hamilton Recreation Center and other Maverick Center facilities can be found at:  http://www.coloradomesa.edu/rec-center/passes.html.
To speak to the Recreation Services staff about any of these facilities or services, please contact either of the following people:

**Lynn Wilson**
E-mail:  lywilson@coloradomesa.edu
Director, Hamilton Recreation Center
x1058

**Michael Hughes**
E-mail:  mhughes@coloradomesa.edu
Assistant Director, Hamilton Recreation Center
x1126

# International Student Services & Student Exchange

**Contact:**     **Annie Gingerich,** Director of International Admissions & Programs
E-mail:  agingeri@coloradomesa.edu
Phone:  x1802
Office:  Rotary Hall, 2nd floor

### International Student Admissions and Programs

Rotary Hall · 970-248-1802

The Office of International Student Admissions and Programs oversees international student admissions and recruitment, international student services and advising, international initiatives and development, study abroad, and the campus-based intensive English program and partnership. More information about International Admissions and Programs may be found at:  http://www.coloradomesa.edu/international.

### International Student Exchange Program (ISEP)

Rotary Hall · 970-248-1802

Colorado Mesa University is part of the International Student Exchange Program, a worldwide network of over 150 colleges and universities across 52 countries. CMU students who choose the exchange option pay CMU tuition/fees and housing and can apply to spend a semester or full academic year at an ISEP foreign institution. Direct options are also available. Visit isep.org or contact the Office of International Student Admissions and Programs for more information. More information about ISEP may be found at: http://www.coloradomesa.edu/isep/index.html.

# National Student Exchange

**Contact:**     **Robert Cackler,** Associate Registrar
E-mail:  rcackler@coloradomesa.edu
Phone:  x1813
Office:  Lowell Heiny Hall 121

Established in 1968, the National Student Exchange program has provided over 105,000 students with the opportunity to attend school elsewhere in the United States, Canada, Guam, Puerto Rico, and the US Virgin Islands. This program allows exchange of students for whom an overseas experience is not appropriate or affordable. There are nearly 200 accredited baccalaureate-granting colleges and universities. These member institutions allow students to attend them but still pay the tuition of Colorado Mesa University or the in-state cost of the location to which they are exchanging. National Student Exchange allows students to embark on a life-changing adventure that has proved to challenge their thinking, expand their education, broaden their personal experiences, and encourage them to take risks and reap the rewards of doing so. For more information, please see: http://www.coloradomesa.edu/national-student-exchange/.

# Colorado Mesa University Athletics

The Maverick Athletics Program is integral to the University's co-curricular programming, and the University has significantly expanded opportunities for both men and women in recent years. Intercollegiate athletics now sponsors 29 teams recognized by the National Collegiate Athletic Association (NCAA) at the Division II level, with the number of teams split evenly between men and women. Beyond competitive varsity teams, Student Life sponsors 30 club sports as well as intramurals that are open to broader participation, and in 2012, a marching band was added to build enthusiasm at athletic events. CMU Athletics has earned more than 90 Rocky Mountain Athletic Conference titles, over 100 All-American Awards, and nationally-ranking recognition. More detailed information about the athletics program at CMU may be found at:  http://cmumavericks.com/.
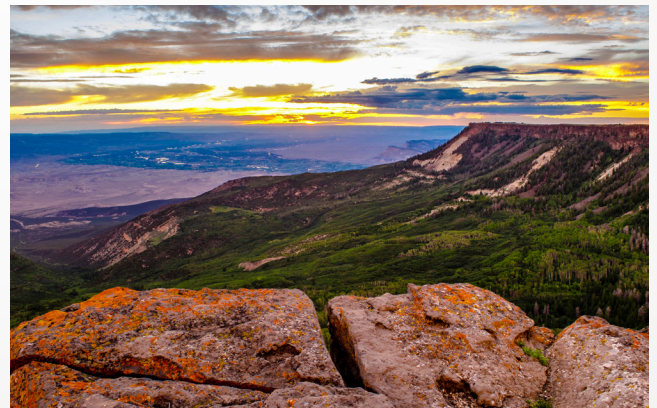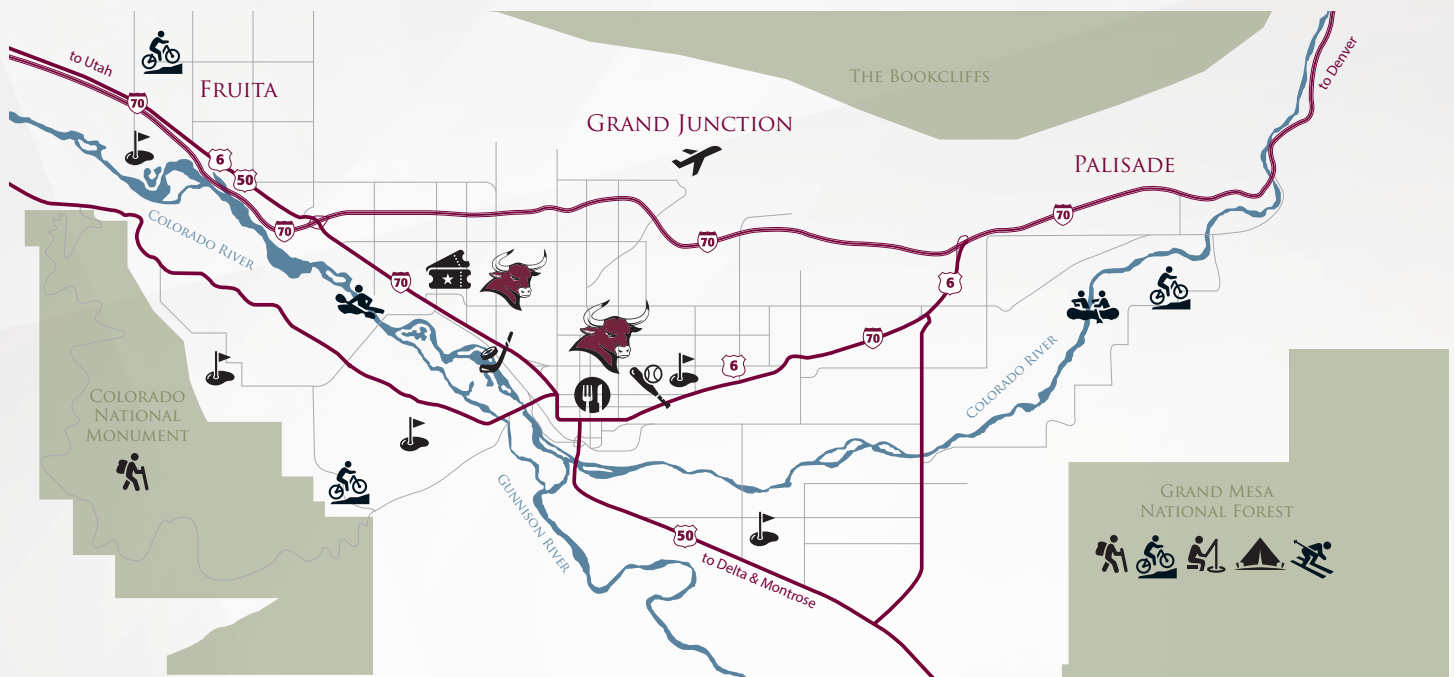
## Division II NCAA Sports at CMU

| Men's | Women's |
|---|---|
| Basketball | Basketball |
| Golf | Golf |
| Cheerleading | Cheerleading |
| Cross-country | Cross-country |
| Indoor Track & Field | Indoor Track & Field |
| Outdoor Track and Field | Outdoor Track and Field |
| Lacrosse | Lacrosse |
| Football | Volleyball |
| Soccer | Soccer |
| Baseball | Softball |
| Swimming & Diving | Swimming & Diving |
| Tennis | Tennis |
| Wrestling | Beach Volleyball |
| Triathlon | Triathlon |
|  | Wrestling |

For more information about CMU Athletics, please contact the Director of Athletics:

**Bryan Rooks**
Director of Athletics
Maverick Center (MC) 227
x1252
E-mail:  brooks@coloradomesa.edu

# GRAND VALLEY MAP



to Utah

FRUITA

GRAND JUNCTION

THE BOOKCLIFFS

PALISADE

to Denver

COLORADO RIVER

COLORADO NATIONAL MONUMENT

GUNNISON RIVER

to Delta & Montrose

COLORADO RIVER

GRAND MESA NATIONAL FOREST











**Photos, clockwise from top:** Colorado National Monument; Grand Mesa National Forest; Mt. Garfield in Palisade; dining in downtown Grand Junction; downtown Grand Junction

## ACADEMIC AFFAIRS

📞 **970.248.1881, 800.248.1020**

🌐 **coloradomesa.edu/academics**

🚩 **1100 North Avenue, Grand Junction, CO  81501**