

CMU Academic Affairs Council
Summary October 3, 2018
3 p.m. to 5 p.m. EH 101

AA Council Members in Attendance:

Dr. Kurt Haas - Acting VPAA; Professor Tim Pinnow - Sr. VP Strategic Initiatives, Dir. of Graduate Studies & Distance Education; Dr. Aparna Palmer - AVPAA for Student & Faculty Success; Dr. Morgan Bridge - AVPAA, Dir. of Assessment & Accreditation; Dr. Sonia Brandon - AVP Institutional Research, Planning & Support; Dr. Jeremy Hawkins - Dept. Head, Kinesiology; Dr. Jessica Herrick - Dept. Head, SBS; Dr. Calvin Hofer – Dept. Head, Music; Dr. Scott Kessler - Dept. Head, Engineering; Dr. Barry Laga - Dept. Head, LLMC; Mo LaMee – Dept. Head, Theatre; Dr. Carrie McVean - Dept. Head, Biological Sciences; Ms. Millie Moland - Dir. of Academic Services; Dr. Steve Norman - Dept. Head, Business; Dr. Lori Payne - Dept. Head, CSMS; Ms. Sylvia Rael - Director, Tomlinson Library; Dr. Gary Ratcliff - Director, CMU Montrose Center; Dr. Bette Schans - Interim Director, Health Sciences; Ms. Holly Teal - Registrar; Dr. Russ Walker - Dept. Head, PES

AA Council Member not in attendance:

Dr. Blake Bickham - Dept. Head, Teacher Education;

I. Updates

A. Sabbatical Process

Sabbatical applications were due to Academic Department Heads on October 1. Academic Department Heads have until November 1 to submit sabbatical application material to Academic Affairs. Academic Departments Heads should deliver their department's sabbatical documents JoAnne Reis.

B. Faculty and OTE (Tim Pinnow)

Faculty need to take the OTE training prior to teaching an online course. Distance Education is short staffed at this time and Department heads were encouraged to have their faculty who need to take the OTE training to get this scheduled prior to the start of January/Spring term courses. Professor Pinnow will share the OTE training schedule in the next Monday Morning Missive. Professor Pinnow also reminded Council of the CMU Scholar event on Friday, October 26 from 4-6 p.m. in Library 139. Program materials are not necessary for this event as Mesa Experience is scheduled for the following day, October 27. If Department Heads are not able to be at the CMU Scholar event, let him know who will be attending in your place.

C. Assessment Reminders (Morgan Bridge)

Dr. Bridge mentioned that several departments still need to turn in their foundation course information. If possible, please turn the information in by end of day on October 3, but no later than end of day on October 4.

Some departments still need to schedule time with Dr. Bridge for conversation on Assessment. For departments that had program reviews completed last academic year, it is now time to think about your assessment plans and summary reports. Program reviews upcoming in AY 2019-20 are Biologic Sciences (AS, BS), Computer Aided Design (C,

AAS), Geosciences (BS), Information and Communication Technology (C, AAS), Medical Office Assistant (C, AAS), Political Science (BA), Radiologic Technology (BAS), and Water Quality Management (AAS).

Ethics proposals had a soft deadline of October 1. Please check with your faculty to see if they are still considering this and encourage them to complete the proposal soon.

Specialized accreditation needs to be sent to Dr. Bridge to keep all documents in one location.

D. Position requests.

Dr. Haas along with President Foster have completed an initial review of the submitted position requests and have identified obvious yeses and maybes. Dr. Haas will try to expedite approval on the ones where both have said yes so department heads can move forward with getting the approved positions in the search software for posting and advertising with Human Resources.

E. Two commencement ceremonies for Spring is official. At this time they are scheduled for 8:30 a.m. and 7 p.m. Left now is the determination of the exact split of the group's to determine which groups will graduate at which ceremony. More details to follow.

F. Tenure and Promotion.

T&P application forms were due from faculty to Department heads by 10/1. Department Heads have until 10/10 to poll faculty regarding tenure and/or promotion for eligible faculty. By 10/15 Departments turn in binders of eligible faculty to Academic Affairs. Ballots and comments need to be housed in separate envelopes and turned in at the same time as the binders. Clearly label each envelope as to what the envelope contains, comments or ballots. Department Heads are reminded to add the department votes as well as their own recommendation to the cover sheet in each submitted binder.

G. Dr. Haas gave kudo's to the department heads for sharing names of faculty who will take on the Recruiter responsibilities for their department. Also for their input on internship pay.

II. Helping admins to keep accurate academic advisor information.

It was brought to our attention that a large number of students in one department did not have a correct academic advisor; please make it a point to make sure that your administrative assistant is regularly doing this. If your department has a new administrative assistant please let the Registrar's Office know. It was pointed out that the "returning" students will show up with an old advisor who may not be teaching here anymore. Weekly emails are sent out to administrative assistants and they are asked to check this information with what they have for that particular student or faculty member.

III. Academic internship process update. (Millie Moland/Aparna Palmer)

Ms. Moland shared information related to the City of Grand Junction Internships. There are no names at this time of who applied for the internships with the city. See Attachment A. Also handed out were the Internship Agreement; Internship Learning Outcomes; Waiver, Release, Assumption of Risk, and Indemnification Agreement; the Student Individualized Learning Experience Evaluation; and the Internship Supervisor Evaluation forms. The Agreement, Learning Outcomes and Waiver form are required and students cannot go forward with an internship until these three documents are completed/uploaded to Handshake. In the future, HLC will be able to view these documents. The evaluation forms may be sent out to the student and supervisors/employers and it is a simple process for each

to report. Departments can use these documents and/or customize them with any specifics related to their internship(s). Discussion followed on the rankings in the evaluations forms. It was decided to use a scale of 5-1 for the evaluation forms. Ms. Moland asked for more departments to pilot this process in Spring 2019 with a goal of all departments on board in Fall 2019. A link to these documents will be in a Monday Morning Missive. See Attachments B, C, D, E, and F.

IV. Library journals in warehouse. (Sylvia Rael)

Ms. Rael shared that it is time to remove some JSTOR journals from warehouse storage. These titles have been scanned, preserved and able to move from technology to technology. These journals can go to a department but cannot go back to the Library. Ms. Rael will send Dr. Haas the list and he will share with all. If any Department Heads have an interest in a title, let Ms. Rael know. Other options are to offer the titles to the community, other libraries and local schools.

V. Merit pay and evaluation process for this academic year.

Merit pay and evaluations were a topic at the August 15, Academic Council Retreat. Dr. Haas took those concerns to President Foster and the following is what is going forward:

- The evaluation form will use the new categories (Exceptional, Above Expectations, etc.) adopted in the Handbook for evaluation.
- Exemplary merit pay will continue unchanged. (About \$3000 for 20-30 faculty.)
- The Exceptional category will carry a \$1000 bonus (the old “Excellent” bonus). In order to earn an exceptional rating, a faculty member must be exceptional in teaching, in advising, in service and in scholarship. 100 points in each category for a total of 400 points to receive this rating.
- The secondary tier of bonus money (previously \$500 for Highly Proficient) will go away.
- Academic Department Heads are expected to work on evening out the distribution of the ratings so that not everyone is at the highest rating.
- New going forward: Academic Department Heads should review their ratings for faculty with the VPAA before submitting back to the faculty member.

VI. New Banner module—FLAC

Ms. Holly Teal, Registrar, shared some information of how the Faculty Load and Compensation module is anticipated to work. The goal is to automate the process to reduce paper forms. As to the affect it will have on Department Heads it is not known at this time. Department update status forms for students who graduated (Sonia Brandon). Tabled for a future date.

VII. Change presentation schedule:

Dr. Haas offered this schedule and shared council members may swap dates with another council member if they need to.

October 17 - Blake Bickham

November 7 - Suzie Garner

December 5 - Jeremy Hawkins

December 12 - Jessica Herrick (at the Holiday Party!)

January 16 - Calvin Hofer

February 6 - Scott Kessler

February 20 - Barry Laga
March 6 - Mo LaMee
April 3 - Carrie McVean
April 17 - Steve Norman
May 1 - Lori Payne
May 15 - Bette Schans, Russ Walker

Upcoming Dates and Deadlines

October 15 - Tenure and Promotion binders due to Academic Affairs to include department votes and comments in separate envelopes

October 17 - Academic Department Head Meeting, LHH 302, 3-5 p.m.

October 18 – Faculty Sabbatical leave reports for Spring 2018 semester due to Department Head and VPAA

October 26 – CMU Scholar Preview Event, Library 139 4-6 p.m.

November 1 - Sabbatical materials to VPAA and JoAnne Reis

November 7 - Academic Council, EH 101, 3-5 p.m.

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

City of Grand Junction Internships	Internship Date	# of Students Interested*	# of Students Who Applied	Comments
Accounting and Budgeting Intern - Finance	Spring 2019	6		application not available until Dec 18
Automotive Repair Technician Intern - Fleet	Spring 2019	4		application not available until Dec 18
Customer Services Management Intern	Fall 2018	0	0	GJEP did not get any applications, Robin let me post it on Handshake; sent targeted email
Engineering Assistant - Public Works	Fall 2018	0	2	No initial interest. Career Services put internship on Handshake, sent a targeted email. After putting it on Handshake, Career Services got several calls of interest and two applicant.
Engineering Intern	Fall 2018	0	0	No interest, put on Handshake and sent a targeted email. After email, three students expressed interest, three applied.
GIS Intern - Information Services	Fall 2018	3	2	
Graphics Specialist Intern - Administration	Fall 2018	1	2	Career Services put the internship on Handshake and sent a targeted email, two applied.
Human Resources Intern	Fall 2018	5	2	
Mass Communications Intern - Fire Dept	Spring 2019	2		application not available until Dec 18
Social Media Intern - Human Resources	Fall 2018	1	1	
Wastewater Plant Operator Intern	Fall 2018	1	1	

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*The interest column was based on student interest prior to putting four positions on Handshake hoping to generate more interest. Both Engineering positions had 0 interest prior to the targeted email sent to engineering student by Career Services, even though the Engineering department had distributed the announcement.

INTERNSHIP AGREEMENT

This is an agreement between the Colorado Mesa University Department of _____ (CMU), the employer _____, and the student _____.

This agreement is to set the rules for an internship for which the student, upon satisfactory completion, will receive academic credit. The term of the internship is from _____ to _____ and/or until the student completes the agreed upon number of hours.

A. Responsibilities of the Student

1. The student shall compile a list of learning objectives in accordance with department guidelines that are mutually agreeable to CMU, the employer, and the student.
2. The student shall complete a CMU Waiver of Liability before beginning the internship.
3. The student shall report to the employer during times mutually agreed upon by the employer and the student.
4. The student shall complete a total of _____ clock hours in performance of duties supporting the agreed upon learning objectives.
5. The student shall complete the Internship Experience Evaluation form provided by CMU at the end of the internship.
6. The student shall complete other program-specific requirements specified by CMU and attached to this contract.
7. The student shall register for _____ Internship, _____ credit hours and pay applicable tuition and fees to CMU. (Students must complete at least 45 clock hours for every 1 credit hour.)

B. Responsibilities of the Employer

1. The employer will provide an experience supporting the agreed upon learning objectives and totaling _____ clock hours.
2. The employer will supervise the student.
3. The employer will complete the Internship Supervisor Evaluation Form provided by CMU at the end of the internship.

C. Responsibilities of CMU

1. CMU will assist the student in determining the learning objectives, and shall be responsible for approval of the learning objectives described in item A.1, above.
2. CMU will award the student _____ semester credit hours under _____ upon successful completion of the internship.

3. CMU will award a grade for the student's work based on how well the student meets program-specific requirements.

D. Other Areas of Agreement

1. All parties to this agreement understand that the student is not entitled to a regular job at the conclusion of the internship period, but this agreement does not preclude the employer from hiring a student during or after the term of this agreement.
2. All parties understand that the employer may terminate this agreement for poor performance by the student.
3. All parties to this agreement understand that the student is not obligated to accept an offer of a regular job during or at the conclusion of the internship period, and that the completion of their internship is not contingent on them accepting aforementioned job offer.

EMPLOYER

Employer - Supervisor

Title

Employer - Supervisor (signature)

Employer - Organization

Address

Email

Phone

CMU REPRESENTATIVE

CMU representative (signature) Date

CMU representative

Email @coloradomesa.edu

Phone

STUDENT

Student (signature) Date

Email

Phone

INTERNSHIP LEARNING OUTCOMES

Student Name _____

Faculty Internship Coordinator _____

Site-Supervisor _____

Course _____ Term _____

Outcome 1:

Means of Assessment 1:

Outcome 2:

Means of Assessment 2:

Outcome 3:

Means of Assessment 3:

Outcome 4:

Means of Assessment 4:

Outcome 5:

Means of Assessment 5:

Outcome 6:

Means of Assessment 6:

WAIVER, RELEASE, ASSUMPTION OF RISK, AND INDEMNIFICATION AGREEMENT

Department: _____

Course: _____ Term/Year: _____

Activity (if applicable): _____

Instructor: _____

Student/Participant Name: _____ 700#: _____

In consideration of the State of Colorado, Colorado Mesa University and its _____ **Department** granting me permission to participate in the above-referenced course and/or activity, and with the understanding that such participation is conditioned upon my execution of this waiver and release, for myself, my heirs and assigns, I hereby acknowledge, recognize and assume the risks involved in the course and/or the activity and any risks inherent in any other activities connected with the course and/or activity in which I may voluntarily participate. I expressly assume the risk of and accept full responsibility for any and all injuries (including death) and accidents which may occur as a result of my participation in the course and/or activity and release from liability the State of Colorado, Colorado Mesa University and its _____ **Department**, and all of the officers, directors, agents, representatives, and employees of the foregoing entities.

I HEREBY WAIVE ANY CLAIM I MAY HAVE AS A RESULT OF MY PARTICIPATION IN THE ABOVE-REFERENCED COURSE AND/OR ACTIVITY. I HEREBY AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE STATE OF COLORADO, COLORADO MESA UNIVERSITY AND ITS _____ DEPARTMENT, AND ALL OF THE OFFICERS, TRUSTEES, DIRECTORS, AGENTS, REPRESENTATIVES, AND EMPLOYEES OF THE FOREGOING ENTITIES AGAINST ANY AND ALL CLAIMS, INCLUDING ATTORNEYS' FEES AND COSTS, WHICH MAY BE BROUGHT AGAINST ANY OF THEM BY ANYONE CLAIMING TO HAVE BEEN INJURED AS A RESULT OF MY PARTICIPATION IN THE COURSE AND/OR ACTIVITY.

This waiver shall be governed in accordance with the laws of the State of Colorado, and venue for any action related to this waiver shall be in the City and County of Denver, Colorado. This waiver is intended as the complete integration of all understandings between the parties. No prior or contemporaneous addition, deletion, or other amendment hereto shall have any force or effect whatsoever, unless embodied herein in writing.

THIS IS A RELEASE OF LIABILITY. IF STUDENT IS UNDER EIGHTEEN (18) YEARS OF AGE, SIGNATURE OF A PARENT OR GUARDIAN IS REQUIRED. I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THIS WAIVER, RELEASE, ASSUMPTION OF RISK AND INDEMNIFICATION AGREEMENT.

Signature of Student/Participant_____
Date_____
Signature of Parent
(if participant is under 18 years of age)_____
Date



Student Individualized Learning Experience Evaluation

Student Name:

Site:

Supervisor's Name:

Term Enrolled:

DIRECTIONS: Evaluate your internship experience in an objective manner, using the rating scale below:

5 –Excellent

3-Good

1-Unsatisfactory

4 –Very Good

2-Poor

N/A-Not Applicable

	Rating	Comments, Examples
Learning Experience		
Learned new information, skills, or techniques		
Gained new career/professional knowledge		
Connected academic assignments to work		
Applied problem-solving skills to tasks		
Personal Development		
Gained greater self-confidence		
Learned importance of professional demeanor		
Gained confidence in communication skills		
Improved understanding of strengths/weaknesses		
Met people who contributed to professional growth		
Learning Experience		
Relationship of work to career goals		
Education received		
Supervision received		
Level of responsibility assigned		
Overall Learning Experience Rating		
Comments on Experience (optional):		

How did this learning experience affect your educational or professional plans? (Check one)

Confirmed Plans

Changed Plans

What were the best aspects of this learning experience?

What were the weaker aspects of the learning experience?

Note: Your comments will not affect your final grade for this experience. If you are evaluating an internship experience, it also will not affect the possibility of future employment with your employer. This document is for in-office use only and should be submitted to the Academic Department Head for your major.



Internship Supervisor Evaluation Form

Student Name:

Date of Evaluation:

Placement Site:

Location:

Supervisor:

Title:

Please evaluate the student on the following using the rating scale below:

5 –Excellent

3-Good

1-Unsatisfactory

4 –Very Good

2-Poor

N/A-Not Applicable

The Student:	5	4	3	2	1	N/A
Communication Skills:						
Demonstrates effective oral communication						
Communicates effectively in writing						
Critical Thinking Skills:						
Demonstrates the ability to think and act independently						
Exhibits problem solving skills						
Makes good decisions						
Workplace Professionalism and Behaviors:						
Respects and accepts authority						
Conforms to organizational policy						
Demonstrates organizational/management skills						
Demonstrates initiative and a willingness to learn						
Accepts constructive criticism and is willing to modify behavior						
Collaborates with others while working on projects						
Acts in a professional manner appropriate to the workplace						
Demonstrates a positive attitude						
Completes tasks in a timely manner						
Demonstrates self-confidence						
Dresses appropriately for the workplace						
Uses materials/equipment in an appropriate manner						
Produces quality work						
OVERALL RATING						

What are the student's major strengths and assets?

What are the student's opportunities for improvement?

If a position were available in your company/organization, would you consider this person for employment?

Yes

No

Supervisor's signature _____ Date _____

Student's signature _____ Date _____