

CMU ACADEMIC AFFAIRS COUNCIL – SUMMARY NOTES

April 19, 2017
3:00–4:30 p.m.
University Center 213

AA Council Members in Attendance: **Dr. Cynthia Pemberton**—Vice President of Academic Affairs; **Dr. Debra Bailey**—Dept. Head, Health Sciences; **Dr. Lori Payne**—Dept. Head, Computer Science, Mathematics, and Statistics; **Dr. Jessica Herrick**—Dept. Head, Social and Behavioral Sciences; **Ms. Brigitte Sundermann**—Department Head Engineering/Director of Manufacturing Technology; **Ms. Suzie Garner**—Dept. Head, Art and Design; **Dr. Kurt Haas**—Asst. VP, Academic Affairs; **Ms. Holly Teal**—Registrar; **Dr. Gary Ratcliff**—Director, CMU Montrose Center; **Mr. Tim Pinnow**—Asst. VP, Academic Affairs, Director of Graduate Studies/Director of Distance Education; **Dr. Russ Walker**—Dept. Head, Physical and Environmental Sciences; **Mr. Mo LaMee**—Dept. Head, Theatre Arts; **Dr. Carrie McVean Waring**—Dept. Head, Biological Sciences; **Dr. Jeremy Hawkins**—Dept. Head, Kinesiology; **Dr. Blake Bickham**—Dept. Head, Teacher Education; **Dr. Barry Laga**—Dept. Head, Languages, Literature and Mass Communication; **Dr. Calvin Hofer**—Dept. Head, Music; **Dr. Steven Norman**—Dept. Head, Business.

Members Excused: **Dr. Tim Brower**—CU-Boulder/CMU Engineering Partnership Program; **Dr. Louis Nadelson**—Director of Sponsored Programs and Academic Research; **Ms. Christine Murphy**—Director of Instruction/ Director of Developmental Programs, WCCC; **Dr. Sonia Brandon**—Asst. VP, Institutional Research, Planning and Decision Support; **Ms. Sylvia Rael**—Director, Tomlinson Library; **Dr. Bette Schans**—Director of Assessment and Student Learning; **Dr. Sandie Nadelson**—incoming Director of Health Sciences.

Also in Attendance: Ms. Lisa Harris, Professional Staff Assistant to VPAA.

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

Dr. Pemberton thanked all for coming and announced/discussed the following:

- Recruit-back program: The Registrar will be preparing a list of potential recruit-back students based on the following criteria: 70% complete with their program, who have not attended CMU during the past year and are currently not registered for the Fall. ADHs are asked to make contact with students on their list in early summer to encourage them to return and finish.
- Dr. Pemberton gave a “Reader’s Digest” version of the status of the Athletic Trainer (AT), Physical Therapy (PT), Occupational Therapy (OT), and Physician Assistant (PA) program development and accreditation processes.
- Dr. Pemberton reviewed criteria she asks ADHs to consider, review and prepare when forwarding management-related requests and/or questions:
 - What has CMU done in the past?
 - Be sure to consult the [Professional Employee Handbook](#) for background, policy and practice information.

- Are there policy/procedures in place related to the request?
- What are best practices?
- What models might we look to from other institutions? Other Colorado institutions?

Ms. Holly Teal, Registrar, discussed/reported information pertaining to 2018 spring scheduling. She noted complications related to timing. Council agreed, given the circumstances, to wait until the beginning of August for the foundation schedule to be sent out for review and update.

Exemplary Faculty Nominations: Dr. Haas was thanks for his work compiling the nomination lists and scoring input. Council members shared information relative to past practice regarding this process. Dr. Pemberton will move Council's recommendations forward to President Foster.

Administrative Staff Reviews: Dr. Pemberton reminded Council members that she needs sufficient time, as reviewer to read through administrative staff evaluations. She requested the reviews be sent to her by the 26th. The HR deadline is April 30.

Fulltime Faculty Reviews: Council discussed future logistics associated with next year's evaluation review submissions. Dr. Pemberton reminded ADHs to use the CMU forms available on the Academic Affairs website: (http://www.coloradomesa.edu/academic-affairs/documents/forms/Faculty_Performance_Eval_Form.pdf). She asked that submission formats for next year be standardized as follows:

- ADHs should write-in comments in the text boxes on the form.
- Include in submission the evaluation, plan, and zip doc for supporting evidence. Ms. Lisa Harris will investigate submission process options. Further discussion at the August retreat.

Discussion ensued regarding performance ratings, definitions of terms and the potential impact on department-specific processes assuming the Board of Trustees approves the Teacher-Scholar interpretive guidance and faculty load percent allocation recommendations being moved forward. ADHs were asked to begin conversations with their faculty early in the fall. In particular a shared understanding of the Professional Employee Handbook (Section VI.A.7): Performance Ratings will be an important foundation moving forward (ratings as they appear in the Handbook appear below). Additionally, Council members discussed the value of sharing information across departments and disciplines regarding how evaluation criteria are considered and reviewed (e.g., teaching, scholarly activity, service and advising). Ms. Lisa Harris will help collect information from ADHs and prepare packets to share during the August Council retreat.

- a. Excellent. Evidence convincingly demonstrates that the Faculty member has made exceptional contributions in the General Evaluation Criteria area under consideration, **contributions that clearly would be recognized as outstanding by professional colleagues at comparable institutions.**
- b. Highly Proficient. Evidence clearly demonstrates that the Faculty member has made **significant contributions** in the area under consideration and is considered **highly skilled in that area.**

- c. Proficient. Evidence demonstrates that the Faculty member meets minimum expectations and has made modest contributions in the area under consideration.
- d. Below Standard. Evidence demonstrates that the Faculty member's contributions are below accepted standards in the area under consideration. A need for improvement is clearly indicated. The level of contribution does not justify any salary increase and may jeopardize continued employment with the University.

Good of the Order/Kudos & TQs!

The General Section Awards Committee of the American Academy of Forensic Sciences evaluated several presentations for consideration of the 2018 Robert Gaffney Achievement Award. **Dr. Eriek S. Hansen** was selected as the 2018 Robert Gaffney Achievement Award Winner for his presentation titled "Bioelectrical Impedance Analysis as a Technique for Estimating the Postmortem Interval (PMI) in Human Remains." The Gaffney Award is for excellence in a presentation by an emerging forensic scientist. **Kudos to Dr. Hansen!**

Dates & Deadlines/Future Meetings

Administrative Staff evaluations – April 26

5/15 Working session (10:00 - 12:30 pm, LHH room 302): ADHs and Faculty Qual files, matrix verification and review. August Launch Meeting/Retreat: 10 am to 4:00 pm Thursday August 10, location TBA