

CMU ACADEMIC AFFAIRS COUNCIL – SUMMARY NOTES

April 5, 2017

3:00–5:00 p. m.

University Center, Room 213

AA Council Members in Attendance: **Dr. Cynthia Pemberton**—Vice President for Academic Affairs; **Dr. Debra Bailey**—Director, Health Sciences; **Dr. Blake Bickham**—Dept. Head, Teacher Education; **Ms. Suzie Garner**—Dept. Head, Art and Design; **Dr. Kurt Haas**—Asst. VP, Academic Affairs; **Dr. Jeremy Hawkins**—Dept. Head, Kinesiology; **Dr. Jessica Herrick**—Dept. Head, Social and Behavioral Sciences; **Dr. Barry Laga**—Dept. Head, Languages, Literature and Mass Communication; **Mr. Mo LaMee**—Dept. Head, Theatre Arts; **Ms. Christine Murphy**—Director of Instruction & Developmental Programs, WCCC; **Dr. Louis Nadelson, Director of Sponsored Programs and Academic Research**; **Dr. Steven Norman**—Dept. Head, Business; **Dr. Lori Payne**—Dept. Head, Computer Science, Mathematics, and Statistics; **Mr. Tim Pinnow**—Asst. VP, Academic Affairs, Director of Graduate Studies/Director of Distance Education; **Ms. Sylvia Rael**—Director, Tomlinson Library; **Dr. Gary Ratcliff**—Director, CMU Montrose Center; **Dr. Bette Schans**—Director of Assessment and Student Learning; **Ms. Brigitte Sundermann**—Interim Director of Engineering Programs & Director of Manufacturing Technology; **Ms. Holly Teal**—Registrar; **Dr. Russ Walker**—Dept. Head, Physical and Environmental Sciences; **Dr. Carrie McVean Waring**—Dept. Head, Biological Sciences

Members Excused: **Dr. Tim Brower**—CU-Boulder/CMU Engineering Partnership Program; **Dr. Sonia Brandon**—Asst. VP, Institutional Research, Planning and Decision Support; **Dr. Calvin Hofer**—Dept. Head, Music;

Also in Attendance: **Dr. Sandie Nadelson**, Assistant Professor of Nursing

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

Personnel-related Items:

- ADHs were reminded to remind faculty who were on sabbatical during the 2016-2017 year of reporting requirements and deadlines.
- ADHs were reminded that their Admin Support Staff were included on the Council list serve and that Academic Affairs hosts 2X/semester meetings with support personnel with the goal of improving communication and workflow.
- ADHs were introduced to the newly revised Contract Prep Forms and asked to pay particular attention to the requirement for them to check faculty qualifications materials

Academic Affairs Council Summary Notes

and file completion with each prep and initial as such. The Contract Prep Forms are available on the rdrive.

- ADHs were asked to double-check and work with their administrative support staff to be sure that any faculty file information maintained in their departments is kept secure and does not include SS#s. Shredding can be accessed via the Academic Affairs office staff.
- The Exemplary faculty nomination calendar was reviewed (see below).
 - -March 27 AA distributes nominations scoring sheet to ADHs
 - -April 5 ADHs return scoring sheet to AA
 - -April 10 AA distributes scoring summary to ADHs for discussion at the end of the 4/19 Council meeting
- April 19 ADHs extend Council meeting to finalize recs for the President
- ADHs were informed that the CMU faculty qualification policy/process and matrix would be going forward to the BOT in April. The matrix will be considered a living document. ADHs will engage a work session during the 5/15 meeting to check again all their faculty to ensure qualifications are met and file information is complete. It will be important to view this process as ongoing as this policy and the matrix interpretive guidance will be used for not only current, but future hires and even position description/job announcement development. With the launch of the new graduate certificate programs, ADHs were reminded of the HLC guidelines for graduate faculty in terms of both degree and evidence of scholarly currency and accomplishment.
- ADHs were asked to include as first point-of-contact Mr. Pinnow (re: distance education and graduate education), Dr. Haas (re: undergraduate curriculum and student academic issues), Dr. Nadelson (re: grants and contracts and supported research interests). Dr. Pemberton stressed that of course she needed to be in the loop info-wise, but that these individuals are well positioned to be the first contact and first support for queries and issues in these areas.
- Summary Energy Savings Plan (Appendix A): Facilities has proposed a cost savings plan for summer building use and utilities. **ADHs were asked to review the plan carefully and forward to the VPAA any concerns, issues or special accommodations needed.** Classes are not planned for the buildings that may be impacted in terms of reduced utilities.

Curriculum & Software – The Future of...

- Dr. Pemberton shared information about catalog/curriculum software that we hope to initiate over the coming year. Full implementation of 3 modules could take 2-3 years, with year one starting in early fall with catalog software through Course leaf (Appendix B). The modules include the catalog, curriculum workflow and ultimately section scheduling support. An additional feature of the software is the ability to build in learning outcomes and derive workflow support evidence for accreditation report and review. This will be helpful in future HLC self-study preparation.

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- Dr. Pemberton reminded ADHs to make sure program sheets and Catalog copy were as perfect as possible (this will facilitate the software upload and implementation). Ms. Erin Rooks will be sending information to ADHs re: catalog copy updates and needed updates to the 2-year course rotation matrix on the R: drive.
- Dr. Pemberton updated Council on the status of the Athletic Training program (which due to accreditation requirements for all athletic training programs to migrate to the masters level). The plan under consideration and likely implementation will be to teach out CMU's undergraduate program and explore and hopefully launch a graduate Athletic Training program (possibly and 3+2 or 4+1 program structure).
- Dr. Pemberton updated Council on the evolving status of the proposed PA, PT and OT graduate programs. It is possible that the PA program timeline can be expedited. An application to pursue this option is in the works and will be submitted to the accrediting agency by Dr. Pemberton later this week. A possible new building is being proposed (Health Sciences 2) and would include a cadaver lab. This is "in the works" and not yet finalized or approved at this time.
- Dr. Laga reminded ADHs to ask their faculty and admin support staff to be sure and direct students interested in the Liberal Arts: General Studies degree program to visit with the closest home program to the dominant academic subject area in the degree program of study they wish to pursue.

Budget & \$\$

- Dr. Pemberton shared insights and updates pertaining to the outcomes of this year's budget process. She noted that we were unable to fund the request for additional faculty professional development support; nor could we fund the part-time salary schedule increase proposed. She stressed that both items received a good deal of positive consideration; and that she planned to try again next year to seek increased support in these vital areas. Dr. Pemberton asked ADHs to share this information with their faculty.
- Dr. Pemberton drew Council's attention to CMU's existing part-time faculty load policy, which limits these individuals to 2 courses – 6 credits/semester of teaching; and, that these positions were by definition not to be considered "full-time/long-term" jobs. She acknowledged that there were a number of instances where part-time "adjunct" faculty had full-time teaching loads. ADHs were reminded that President Foster has reiterated the need to work to shift out of this mode and move closer to policy adherence over time. Challenges associated with finding and hiring qualified part-time faculty were shared by Council members. These challenges were acknowledged as real and pressing. ADHs were instructed to consider policy adherence and teaching needs as well as enrollments as they prepare for next year's position request cycle.

- **Info Note/Meeting Addition:** An adjustment to the position request cycle was an item of discussion at a prior Council meeting. Preferences and associated rationale for the current model and an adjusted model were shared at that time. Absent a strong consensus to change, the current model and associated timing will be maintained for the immediate future.
- Discussion regarding faculty load, overloads and online teaching ensued. ADHs were reminded of Council's prior discussion and guiding decisions re: best practices, course caps and per credit teaching loads as well as per year overload allowances as per CMU policy. Refer to the [Academic Affairs webpage](#) and the [Manual for Academic Department Heads](#) and the [Professional Employee Handbook](#) for more information. As a rule ADHs were asked to "dial-back" on excessive overloads and course enrollment overloads (especially in online teaching environments – additional course sections should be considered as opposed to excessively high online course enrollments).

Student Recruiting and Standing Faculty Visitation Schedule: Dr. Pemberton shared the positive feedback and thanks to the faculty and ADHs for their support of this important student recruit effort. She noted that in the main feedback has been very positive.

Reports & Guests

AVPAAs: Dr. Kurt Haas & Mr. Tim Pinnow

- Dr. Haas shared information about advanced placement and course transfer.
- Mr. Pinnow updated Council on the soon to be launched Graduate Certificate Programs (see materials attached as Appendix C)

Academic Units

Assessment (Dr. Bette Schans): Dr. Schans shared an update from the HLC Conference relative to Criterion #4 and finishing touches she will be putting on the document to fully represent CMU's assessment work and progress. She informed ADHs that she would be putting together assessment packet information (inclusive of plans, reports and 3-year summaries) for each program. She asked the ADHs review this information and respond to her not later than the end of the semester regarding any additions or changes to the information. She thanked ADHs for their information contributions pertaining to internship assessment. Dr. Schans asked that ADHs forward to her minutes and/or summary notes they may have from their external advisory committee meetings that relate to assessments and instances reflective of "closing the loop."

Library (Ms. Sylvia Rael): Ms. Rael shared information announcing our 2nd Cultural Café presentation. Cultural Café events are hosted in the Library event space. Thursday April 13th will feature Africa with faculty/student presentations about Kenya and Botswana.

Registrar (Ms. Holly Teal): Dr. Pemberton and Ms. Teal reviewed an update to the room utilization summary report derived from 25Live. The uses for these data were shared (e.g., projections of space for future growth in terms of times of day and days of the week for course offerings). Because of this it is critical that ADH scheduling be accurate and complete in terms of course caps and room usage.

Sponsored Programs (Dr. Louis Nadelson): Dr. Nadelson shared information about the Office of Sponsored Programs and Academic Research name change, as well as upcoming faculty grant writing workshops and support. He noted that he will be making “house calls” to departments during their regularly scheduled department meetings to introduce himself and some of the services and supports he hopes to implement. Examples of possible faculty grant writing workshop topics include: scholarship of teaching and learning, Maverick Milestone, Coleman Fellows. He noted how the position upgrade of the Grants/IRB specialist, with the hire of Dr. Chris Belcher, will provide further support to faculty in these areas.

WCCC: Ms. Chris Murphy: Ms. Murphy announced the next WCCC wine-pairing dinner will be April 21st.

Montrose: Dr. Gary Ratcliff: Dr. Ratcliff updated Council on presentation/events being hosted and held on the Montrose campus. In particular partner work with Holocaust week and the LLMC Department were cited as recent examples of ways we are connecting with and ensuring that Montrose area students and community members receive similar programming benefits to Grand Junction area students and community.

Academic Department Heads: ADHs shared news and updates specific to their departments and programs.

Dr. Bickham commented on what he perceived as a positive teacher ed CDE visit and the fact that the team stated they were particularly impressed with continuous improvement.

Dr. Laga shared news (Dr. Pemberton insisted he do so) of his upcoming book contract with Rutledge. The book is on literary theory. **Kudos Dr. Laga!**

Dr. Hawkins shared successes associated with Kinesiology student participation in a recent regional sports medicine conference.

Ms. Garner invited all to attend First Friday Art at the CMU gallery.

Dr. Bailey announced tickets were still available for “Eaten Alive” (Monday 4/10).

Dr. Norman commented on the status of ongoing searches in the Business department, and thanked folks for helping to make Monday’s Eday event a success.

Dr. Walker shared updates on his department searches.

Ms. Sundermann shared information about efforts to solidify the Engineering Department’s independent identity and updated council regarding the status of the new building. There will be a “Topping” party April 20th. Projected move-in is December 15, 2017.

Dr. Payne gave a shout-out “hooray” for the recent hiring for her department’s statistics position.

Dr. Herrick shared an update of her 2017 search outcomes.

Good of the Order/Kudos & TQs

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

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

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

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

April 19 = ADH only – Exemplary Faculty Ranking Review

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

Appendix A: Strategic Summer Scheduling

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

Conservation Initiative

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

Buildings That will be Impacted

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

How Buildings will be impacted

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

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

Fine Arts & Escalante

- a. Classrooms, hallways, and offices will be programmed to allow temperatures to rise up to 80-85 degrees
- b. Boilers and hot water heaters will be turned off
- c. Perimeter site lighting and all entrances and main drives will still be lit.
- d. Lighting at all entrance and exit doors will remain on along with any emergency fixtures, egress lighting, and pathway lighting.

- e. Research labs, occupied support spaces, network closets, and other areas that require certain temperatures/lighting are excluded from this initiative

Tolman, Wingate, and Walnut Ridge Apartments

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

Responsibility

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

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

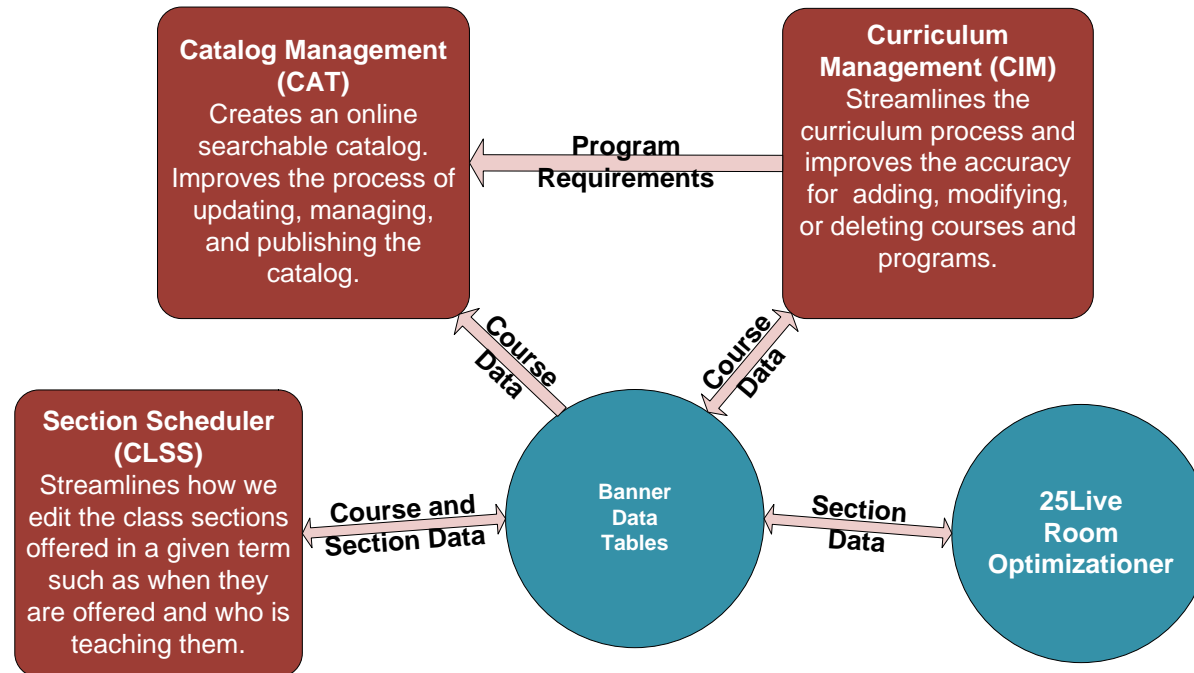
In addition to the energy saving initiatives above, the campus community can save energy by turning off office lights, computer/lab equipment, unplugging non-essential electronics, closing lab fume hoods, and shutting exterior windows and doors. The campus community is encouraged to notify facilities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

3/28 email from Facilities: Dr. Pemberton,

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

Appendix B: Create efficiencies for Catalog Management, Curriculum Management, and Section Scheduling

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



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

Implementation, Timeline and Costs

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

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

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

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

Catalog (CAT): 6-9 months

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

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

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

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

Appendix C – Graduate Certificates and Concurrent Enrollment

March 29th, 2017

Dear School Administrator,

Greetings from Colorado Mesa University! As you may be aware, beginning Summer 2017 CMU will be offering graduate certificate programs in Applied Mathematics, Rhetoric and Literary Studies and Social Sciences. We are launching these programs to help our faculty (especially our concurrent teaching faculty) achieve qualification standards compliant with faculty qualification requirements implemented by Higher Learning Commission, the accrediting body that has purview over most of the Western United States. These standards require that any person teaching university-level courses, including concurrent enrollment instructors in the high schools, to have a minimum of 18 graduate credit hours *in the discipline in which they are teaching*. While we have many highly skilled and successful faculty teaching concurrent enrollment classes, this standard will necessitate that some of our concurrent enrollment faculty earn additional graduate credits.

As a way of helping school districts continue their concurrent programs, while also assisting public school teachers who wish to further their education, CMU has created these 3 new graduate certificates. These new programs are designed with public school teachers in mind and consist of online courses (with some summer courses requiring a short residency) designed around an “ala carte” system where courses can be generally taken in any order so that teachers who need less than the 18 credits can simply take the courses desired and/or needed to meet the standard. For those teachers who might also be interested in a Masters degree, each of these certificates are imbedded into an MAEd degree with the addition of only 12 more hours.

As a way of assisting our concurrent instructors in meeting these new requirements, CMU has also dedicated scholarship funds amounting to half the tuition (up to 18 credits) for concurrent instructors already teaching for CMU as well as any instructors replacing outgoing CMU concurrent enrollment instructors. We believe these funds will not only assist our region’s teachers in completing their higher education teaching credentials, but also support young teachers who have not yet earned a Masters degree in moving their careers forward.

Attached you’ll find a flyer describing these new programs, as well as a course schedule information. If you have any questions, please do not hesitate to contact me. I look forward to working with you to serve the needs of your districts, CMU, and most importantly, the students in our region.

Best regards,



Prof. Timothy Pinnow
Assistant Vice President of Academic Affairs/Director of Graduate Studies
Colorado Mesa University
970-248-1795

Graduate Certificate Course Offerings

Graduate Certificate in Social Sciences

Summer 2017	POLS 501 <i>Theories Political Science</i>	online June 12 - July 27
Fall 2017	HIST 511 <i>Modern European History</i>	online full semester
Spring 2018	HIST 501 <i>Early American History</i>	online full semester
Summer 2018	POLS 505 <i>American Govt.</i>	online 7- week session
Fall 2018	HIST 510 <i>Early European History</i>	online full semester
Spring 2019	HIST 502 <i>Late American History</i>	online full semester

Graduate Certificate in Applied Mathematics

Summer 2017	MATH 500 <i>Studies in Applied Math</i>	on campus June/5,12,19,26 Additional work online
Fall 2017	MATH 510 <i>Applied Probability & Statistics</i>	hybrid some weekends
Spring 2018	MATH 520 <i>Applied Numerical Methods</i>	hybrid some weekends
Summer 2018	MATH 596 <i>Topics</i>	TBA
Fall 2018	MATH 530 <i>Applied Math Modeling</i>	TBA
Spring 2019	MATH 570 <i>Applied Cryptography</i>	TBA

Graduate Certificate in Rhetoric and Literary Studies

Summer 2017	ENGL 586 <i>Rhetoric and Composition</i>	online June 12 - July 6
Fall 2017	ENGL 521 <i>Seminar in Literary Theory</i>	online
Spring 2018	ENGL 554 <i>British and Commonwealth Lit.</i>	online
Summer 2018	ENGL 550 <i>Studies in Creative Writing</i>	TBA
Fall 2018	ENGL 561 <i>Topics in American Literature</i>	online
Spring 2019	ENGL 543 <i>Language Systems and Diversity</i>	online

Graduate Certificates—How to Apply

For more information on the graduate certificates, to view the program sheets for each certificate, and to begin your online application, please go to:

www.coloradomesa.edu/graduate

Additional items for admission into the program include:

For Applied Mathematics: (submit to lpayne@coloradomesa.edu)

A fully completed application including official transcripts is required prior to beginning the program, two letters of recommendation (one page in length) and a letter of intent that provides information about the student's background, interests, and aspirations, and how they relate to the Graduate Certificate in Applied Mathematics.

A fully completed Application for Admission to Graduate Programs including official transcripts is required prior to beginning the program

For Rhetoric and Literary Studies (submit to blaga@coloradomesa.edu)

Applicants must also submit to the English Department a Letter of Intent of no fewer than 1000 words that provides information about the students' background, interests, and inspirations, including how they relate to the Graduate Certificate in Rhetoric and Literary Studies.

Tuition rates can be found here:

www.coloradomesa.edu/student-accounts/expenses.html

To begin applying for the scholarship submit the FAFSA at:

www.coloradomesa.edu/financial-aid/apply/index.html



Graduate-level Certificates for Concurrent Teachers

CMU now offers graduate-level certificates in applied mathematics, social sciences and rhetoric and literary studies. Taught by leading faculty from CMU, these programs enable students to meet new requirements for secondary teachers who deliver concurrent, undergraduate college courses.

- 18-credit hour programs.
- Completion possible in two-years or sooner based on transfer of previous graduate credits.
- Provides licenced, secondary school teachers the credentials required by the Higher Learning Commission to teach concurrent college or university courses.
- Opportunity for baccalaureate-trained teachers to jump start graduate studies. All credits can be transferred directly into a CMU master's degree.
- Courses may be taken concurrently with a master's degree.
- Scholarships for CMU concurrent instructors may be available.

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