

**Faculty Senate
Meeting Minutes
October 1, 2015
UC 221**

Senators/Reps in attendance:

Chad Middleton, Josh Butler, Dan Schultz-Ela, Johnny Snyder, Jack Delmore, Lisa Friel, TJ Gerlach, Megan Glynn, Carrie McVean Waring, Elizabeth Sharp, Genell Stites, Sarah Swedberg, Laney Wooster, Aparna Palmer, James Ayers, Anne Bledsoe

Guests in attendance:

Carol Futhey, Academic Affairs; Steve Werman, Academic Affairs; Barry Laga, VPAA Search Committee; Jeremy Hawkins, UCC; Bette Schans, Director of Assessment of Student Learning; Kyle Stone, Business; Ben Linzey, ASG Chief of Staff (proxy for Selina Najjar, ASG President)

Minutes Recorder: Melinda J. Scott

I. CALL TO ORDER AND ROLL CALL BY SIGN-IN

Meeting was called to order by President Chad Middleton at 3:31pm.
Senators and guests were reminded to sign the Roll Call sheet on the clipboard.

II. CONSENT AGENDA (Items to Accept)

- A. Modification to the *Policy and Procedures Manual for Faculty Senate Standing Committees*
- B. GCC Committee Minutes (9.23.15)
- C. UCC Committee Minutes (9.24.15)

**Motion: to accept all items on the Consent Agenda as listed above.
(Swedberg/Delmore); motion carried unanimously.**

Discussion: The only modification to the *Policy and Procedures Manual for Faculty Senate Standing Committees* regards the grouping for WCCC (page 8). It was incorrect/incomplete in the old version of the manual. Please note that the *approved* UCC minutes of 9/24/15 (versus the draft version of the minutes available prior to this Faculty Senate meeting) are now available for download in the Faculty Senate folder on the R: drive.

III. APPROVE SENATE MINUTES FROM 9/17/15

Motion: to approve the Faculty Senate Meeting Minutes of September 17, 2015, as amended per discussion below.

(Sharp/Stites); motion carried unanimously.

Discussion: Regarding bottom of page 1, final 5 words following “timely submissions:” Replace with “in case Faculty Senate needs to act on the content of the minutes.” Page 2, V. Informational Items: strike “Faculty Trustee Palmer has already approached several candidates,” and insert “through the Faculty Senate.”

IV. STANDING COMMITTEE MINUTES TO APPROVE

- A. UUC Committee Minutes (8.27.15)

**Motion: to approve the UUC Committee Minutes of 8.27.15.
(Ayers/McVean Waring); motion carried unanimously.**

B. Combined Curriculum Annual Report 2014-15

**Motion: to approve the Assessment Annual Report of 2014-2015.
(Ayers /Friel); motion carried unanimously.**

V. NEW BUSINESS

A. Alignment of CMU and D51 Calendars (Johnny Snyder)

CMU students want to bring their school-aged children to class on days when they have no school—as childcare is cost-prohibitive in many instances. It might be useful for a few senate members to attend school board open sessions to discuss the impact of the calendar differences between D51 and CMU.

Motion: to have Faculty Senate officers evaluate the alignment of the CMU calendar with the District 51 calendar.

(Snyder/Swedberg); motion carried unanimously.

Discussion: While it appears the district may be moving to a year-round schedule, there is public discussion regarding the return to a more traditional calendar. D51’s spring break dates were chosen to complete mandatory state tests before the break. Currently, high school students in CMU’s concurrent enrollment programs have no spring break. Likewise CMU education majors who are required to log observation hours do not get a break because of the differing spring breaks in D51 and CMU calendars. Calendar differences also affect athletic and performance activities at CMU. Additionally, CMU students living in Montrose or Delta are affected by their own school district’s calendar. It was suggested that ASG could brainstorm for solutions for CMU student parents.

B. Library Representative on Assessment Committee (Johnny Snyder)

Motion: to add a library representative to the Assessment Committee as a non-voting, ex officio member.

(Snyder/Butler); motion carried unanimously.

Discussion: Librarians are becoming increasingly involved in assessment, specifically in the area of information literacy. The library staff collaborate with faculty in designing research projects for their students, focusing on resources and scholarship within a specific discipline, critically evaluating sources considered, and then these collaborate sessions are assessed. There are several librarians with backgrounds in assessment and have much to contribute to Assessment Committee meeting discussions. Director of Assessment Schans agrees that an ex officio library representative on the committee would be helpful.

VI. REPORTS

A. VPAA Search Committee update (Barry Laga)

The committee is working with a search firm, Academic Search, which not only has extensive resources to locate 90 viable candidates, but vets them as well. With a template from Academic Search, the committee is crafting a VPAA profile. The position will be advertised until December 1. The committee aims to narrow applications to the top ten by December 4. By December 15, eight to ten candidates will be selected for interview. Interviews will be conducted in Salt Lake City on January 22 and 23 of 2016. Three to four of these interviewees will be invited to campus in early February. The committee’s hope is to hire by late February or early March of 2016.

Motion: to move Item VI. G on the agenda to be in between Items VI. A. and VI. B.

B. Strategic Planning Committee Update (Aparna Palmer)

In formulating goals for CMU’s next five years, the committee presented questions and topics to focus groups to consider regarding the growth of the university, narrowing discussion to their top five priorities. These focus groups are comprised of faculty, department heads, administrative staff,

students, senior university administrators, community and business members, alumni and members of BOCES. The committee examined the priorities for commonalities. President Foster and the committee created a draft that was presented to the board of trustees. The three main areas (goals) presented in the draft:

1. Become the university of choice for students, faculty and staff, with a focus on academic excellence
2. Increase the level of educational attainment in the region through quality academic programming
3. Continue the maturation of the university at all of its campuses

Each of these goals has associated objectives and this initial draft has been submitted to the board of trustees. The draft will surely evolve before finalization. During this evolution a draft version will be released to the university community and some of the focus groups for feedback. The aim is that a final draft will be approved by the board of trustees in January.

C. WIGISAS 3.0 Update (Aparna Palmer)

WIGISAS stands for “Working Group to Improve Student Academic Success,” and aims to develop strategies for retaining students from matriculation through graduation. Members of the committee come from all over the university: faculty, department heads, the Athletics Department, Student Services and the Office of Student Success.

The group is working to develop a software-based model to monitor/assess student success in collaboration with the firm “Ellucian.” The aim is to identify students who are at risk for not completing their degree—more specifically, at risk for not being able to go into their second year of their degree program. Once students are identified, strategies can be implemented to prevent the student from dropping out.

The pilot model will focus on Provisional Baccalaureate students. WIGISAS compiled a list of characteristics defining students who are successfully retained. The working group collaborated with Ellucian to construct a software program that tracks those characteristics as they reflect students as being “at risk.”

Discussion: While it’s not clear exactly who will be utilizing the software, part of the consideration in the development of the software is how it would provide faculty with information for affectively interacting with an advisee. There are questions about how this kind of software will impact the faculty workload and if this kind of monitoring may further diminish opportunity for adult behavior in students. Faculty Trustee Palmer would like to hear from faculty as the development process moves along.

D. ePortfolio Working Group Update (Dan Schultz-Ela)

An ePortfolio/assessment system would allow for faculty to measure student learning outcomes efficiently. Three companies have presented their software to the working group and to IT: Digication, Tk20, and Taskstream. Approaches vary with each company as to how they handle data. The timeline for piloting the ePortfolio is a 3-phase process beginning Spring 2016.

E. Update from Faculty Senate President (Chad Middleton)

1. Status of charges to Faculty Senate Sub-committees
 - i. Faculty Success Committee:
Travel Fund Analysis and Adequacy of Faculty Professional Development Grants
President Middleton asked that the committee report to Faculty Senate on these two items by November 12th so that they may be reviewed before the end of the semester

- ii. Academic Policies Committee:
 - Commencement Ceremony Requirements Policy* (credit-hour eligibility)
A report is expected by November 12th so that Faculty Senate may provide recommendations to Holly Teal regarding May's commencement
 - Faculty Absences Policy*
At President Middleton's advisement the committee will take its time over this issue and provide a report sometime spring semester

2. Faculty Profiles

CMU Marketing Department would like to complete its list of profiles of CMU faculty; they consider it a valuable tool for marketing to parents.

[President Middleton passed out profile forms among the senators]

Additionally, there are faculty members who need to submit a photo to accompany their faculty profile. Faculty members can have a photo taken by the marketing department.

[President Middleton passed out a list of faculty members, by department, that have not supplied a photo to CMU Marketing]

Please encourage your colleagues to submit a profile and/or photo to CMU Marketing Department.

3. Status of discussion of Faculty Advisor Travel and Faculty Exit Interviews

In order that Mitch Karstens, advisor to the Club Advisory Board, be able to be present for Faculty Senate discussions for Faculty Advisory Travel, President Middleton has relegated this topic to a later Faculty Senate meeting

Barbara Case King has been contacted and President Middleton shared some of her comments on the issue of Faculty Exit Interviews. She indicated that she would like to work with Faculty Senate on developing a formal exit interview process—and, if not able to be present at a senate meeting during discussions, at least have an HR representative at such a meeting

F. Executive Committee Report (Dan Schultz-Ela)

Items discussed at the Executive Committee meeting have been well-covered in today's Faculty Senate Meeting:

- 1. D51 & CMU calendar conflicts
- 2. Faculty Profiles
- 3. Board of Trustee meeting of 10/1/15
- 4. Budget matters (predictable—nothing note-worthy)

G. Update from Academic Affairs (Carol Futhey)

[Hand-out: "Programs of Study: 2015-2016" catalog]

The catalog, passed out to senators, serves as recruitment piece that focuses solely on CMU's academic programs. MAVScholars will be on campus tomorrow and faculty is invited to come by the ballroom tomorrow and visit. Parent's Weekend also begins tomorrow and faculty members are invited to attend a formal recognition of 4.0 students in the past academic year.

VII. ADJOURN

Motion: to adjourn the Faculty Senate meeting of October 1, 2015 (Ayers/ McVean Waring).

Meeting adjourned at 4:45pm.

Respectfully submitted,
Melinda J. Scott, Minutes Recorder