

**METROPOLITAN STATE COLLEGE *of* DENVER**  
**Academic and Student Affairs Subcommittee**  
**Wednesday, January 19, 2011**  
**9:30 a.m.-12:00 p.m.**  
**CN 301**

**AGENDA**

**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES**

- a. Approval of November 17, 2010 Academic & Student Affairs Subcommittee Meeting Minutes

**III. ACTION ITEMS**

- a. Student Health Insurance – Steve Monaco
- b. Andean Civilizations Study Abroad course - Ali Thobhani
- c. Caribbean Cruise Culture Study Abroad course - Ali Thobhani
- d. Cultural Ecology of Yunnan, China Study Abroad course - Ali Thobhani
- e. Land Use and Biodiversity of Yunnan, China Study Abroad course - Ali Thobhani

**IV. REPORTS**

- a. Risk Management related to Study Abroad – Ali Thobhani
- b. Program Review One Year Follow-up – Associate Dean Linda Lang-Peralta, Acting Dean Kathy Heyl
- c. Faculty Evaluation Task Force Update – Provost Golich
- d. First-Year Success – Sandra Posey

**V. INFORMATION ITEMS**

- a. HLC report on General Studies Focused Visit

**VI. REQUEST FOR FUTURE AGENDA ITEMS**

**VII. FEEDBACK ON MEETING**

- a. Did we cover the agenda items?
- b. What should the chairperson do more (or less) of?
- c. What can we do differently at future meetings to improve their effectiveness for you?
- d. What two things do we need to pay more attention to?

**VIII. ADJOURNMENT**

**METROPOLITAN STATE COLLEGE of DENVER**  
**Academic and Student Affairs Subcommittee**  
**Wednesday, November 17, 2010**  
**8:30-11:00 a.m.**  
**CN 301**

**MINUTES**

**I. CALL TO ORDER**

The meeting was called to order at 8:35 a.m.

**Board of Trustees present:**

Trustee Esquibel, Trustee Lucero, Faculty Trustee Nees

**Metro State Personnel present:**

Provost/Vice President for Academic Affairs, Vicki Golich; Vice President for Student Services, Kathleen MacKay; Associate Vice President of Academic Affairs, Sheila Thompson; Dean, School of Letters, Arts & Sciences, Joan L. Foster; Acting Dean, School of Professional Studies, Kathy Heyl; Deputy Provost, Luis Torres; Acting Associate Dean, School of Professional Studies, Bruce Morgenegg; Executive Director International Studies & Interim Chair of African & African American Studies, Ali Thobhani; Dr. Rebecca Forgash, Affiliate Faculty, Modern Languages, Sandy R. L. Kim

**II. APPROVAL OF MINUTES**

- a. Approval of October 20, 2010 Academic & Student Affairs Subcommittee Meeting Minutes

**Trustee Nees moved to approve the minutes, seconded by Trustee Lucero – approved unanimously.**

**III. ACTION ITEMS**

- a. Chinese Literature in Translation Study Abroad Course – Dr. Ali Thobhani

Dr. Thobhani informed the committee that Dr. Bruce Degi in the English department has developed the Chinese Literature in Translation Study Abroad Course as a result of attending a faculty exchange to Yunnan, China. He is excited about his experience and is going to lead this course, which will study Chinese literature and other aspects of the Chinese culture.

**Trustee Lucero moved, Trustee Nees seconded – approved unanimously**

- b. Japan: Culture, Communication, and Identity Study Abroad Course – Dr. Ali Thobhani

Dr. Rebecca Forgash, Asst. Professor of Anthropology, and Affiliate Faculty member, Modern Languages, Sandy R. L. Kim were present to provide details of the Japan: Culture, Communication, and Identity Study Abroad Course. Dr. Thobhani explained that the course is unique at Metro because two departments are involved – Anthropology and Modern Languages. The course is a six credit hour course because it will take three weeks to complete. There are pre departure sessions and post departure sessions planned that are included in the total hours.

**Trustee Nees motioned, Trustee Lucero seconded – approved unanimously**

**IV. REPORTS**

**V. INFORMATION ITEMS**

- a. The General Studies update will be presented at the January meeting, as well as a cameo presentation from the First Year Success Program. Trustee Esquibel will remind the Board members that the minutes from the ASA Meetings are on the web.

**VI. REQUEST FOR FUTURE AGENDA ITEMS**

**VII. FEEDBACK ON MEETING**

- a. Did we cover the agenda items?
- b. What should the chairperson do more (or less) of?
- c. What can we do differently at future meetings to improve their effectiveness for you?
- d. What two things do we need to pay more attention to?

**VIII. ADJOURNMENT**

- a. Adjourned at 8:45 am.

DRAFT

## Mandatory Health Insurance Compliance Requirement

### PROPOSED COLLEGE POLICY STATEMENT

All students (undergraduate and graduate) taking nine (9) credit hours or more in any given semester are required to submit proof of having health insurance that meets the College compliance standards, which include the current Federal requirements for health insurance. When submitting an "Insurance Selection" form students may select to participate in the College sponsored health insurance plan in order to fulfill this requirement or submit proof of existing outside health insurance that meets the College's compliance standards. Students choosing to participate in the College sponsored plan will be billed directly by a third-party insurance billing agency. When a student registers for nine (9) or more credit hours they will receive an automatic e-mail sent to their Metro State e-mail account that explains how to submit an on-line electronic Insurance Selection form. This form must be submitted by the compliance deadline for the current semester. Failure to comply with the College's health insurance compliance requirement will result in having a registration hold placed on a student's account which will prevent future registrations. This hold will remain in effect until health insurance coverage that meets the College's compliance standards has been submitted, audited and approved.

### Proposed Modifications to the Student Health Insurance Policy

#### EXTERNAL BILLING OF PREMIUM (current plan utilizes internal College billing through Student Accounts)

- 2011 Student Policy Will Include All Mandated Federal Changes for 2011, Which Enhance and Expand Benefits to Students
  - Extension of benefits to age 26 (current plan includes coverage to age 25 in Colorado)
  - No lifetime maximum limit (current plan had 2 million lifetime cap)
  - No annual maximums for X-ray/Lab and Medications (current plan limited x-ray to \$2,000 and medications to \$1,500 annually)
  - Preventive services expanded to cover more than 25 services, without co-pays or deductibles (current plan was limited to one annual exam and mammography)
  - Patient "Out-of-Pocket" maximum decreased from \$10,000 to \$5,950 (current plan OOP maximum was \$10,000)
  - Mental health benefits are the same as for any other physical illness (current plan already included this)
  - Note: 2012/2013/2014 will have additional required benefit components; College plan will adjust annually and include any required additional benefits
- Students with existing outside health insurance coverage that meets the College compliance standards will no longer have to "waive off" an insurance charge that previously has automatically posted to their student account upon registering for the required number of credit hours, since students will no longer automatically be billed for insurance by the College. Billing will be done by an external third-party insurance billing agency for students who select to participate in the College offered plan.
- 2 Premiums Annually - 5 months of coverage included in Fall premium and 7 months of coverage included in combined Spring-Summer premium.
- 9 Credit Hour Requirement (Fall, Spring or Summer semester) - Undergraduate and Graduate policy

are now consistent. Graduating students will have the added benefit of being covered after graduation compared to the current policy which terminates coverage at the end of the semester of graduation.

- College compliance standards for auditing purpose will now include all current Federal Requirements.
- Lack of Compliance will be handled the same as it is currently, using required account holds as applicable.
- New electronic Insurance Selection forms will have the option for the student to either submit documentation of external insurance coverage or to select the College offered plan in order to meet the insurance requirement; students may complete an Insurance Selection Form upon registering for classes; students selecting to participate in the College offered plan will subsequently be billed by an external third-party insurance billing agency 7-10 days before the start of classes (to coincide with the distribution of financial aid dollars, which includes an allotment specifically for health insurance.)

**AGENDA ITEM IIIb: Andean Civilizations Study Abroad course**

**INFORMATION:**

The Modern Languages department, which is housed in the School of Letters, Arts and Sciences, proposes a three credit hour course titled “Andean Civilizations.” The course has been approved by the College Committee on International Education, the Office of International Studies, and the Office of Academic Affairs. The Board of Trustees must approve all new study abroad courses.

The proposed course is designed to provide a learning environment with a compatible socio-cultural context, provide a forum that can widen students’ intellectual horizons through travel and on-site study, and facilitate students’ ability to compare intercultural and intracultural similarities and differences. The course involves the study and visitation of sites that best represent the Pre-Inca and Inca Peruvian civilizations. Students will explore the Paracas, Nazca, Huari and Inca civilizations, among others. The course features a comparison of the life of Peruvian people today with the deeds of their ancestors and the impact of those deeds on local and international communities.

The course will be led by Dr. Roberto Forns-Broggi, Professor of Spanish, a native of Peru. Dr. Forns-Broggi has led programs at Metro State similar to this proposal since 2006. His doctoral degree in Spanish is from Arizona State University. Joining Dr. Forns-Broggi as coordinator is Susana Osorio, Metro State alumna, who has assisted with the Peru programs also since 2006.

The program is proposed to run August 3 through August 15, 2011. The program cost to students is anticipated at approximately \$4,823, including room and board, airfare, excursions and tuition. Approximately \$450 of this estimate is attributed to personal expenses and insurance. The minimum number of participants is 15 students and the maximum number is 38. Faculty salaries are paid by the Extended Campus office from the tuition collected.

**RECOMMENDATION:**

The Office of Academic Affairs recommends approval of the Andean Civilization course.

**AGENDA ITEM IIIc: Caribbean Cruise Culture Study Abroad course**

**INFORMATION:**

The Hospitality, Tourism and Events department, which is housed in the School of Professional Studies, proposes a course titled “Caribbean Cruise Culture” which will be offered for either one or three credit hours. The course has been approved by the College Committee on International Education, the Office of International Studies, and the Office of Academic Affairs. The Board of Trustees must approve all new study abroad courses.

The proposed course is accompanied by a previously approved course, HTE 4000, Hospitality Field Experience (Senior Experience). In combination, these courses are designed to provide students a learning environment with an appropriate cultural context, encourage students to explore the unique characteristics of a tropical landscape, assist students in exploring the international dimension of the cruise tourism industry, and facilitate multicultural understanding. The Caribbean Cruise Culture course is specifically designed for students to examine the cruise culture concept in general, to investigate the cruise line’s economic control over the Caribbean islands, to critically analyze how cruise lines and tour operators adhere to environmental responsibility, and to investigate maritime law and how it affects cruise tourism.

The study abroad experience will be led by Associate Professor Helle Sorensen of the Department of Hospitality, Tourism and Events. Sorensen has led three previous trips to the Caribbean. In total, she has led 11 study abroad programs. She coordinates the department’s study abroad programs, designing trip itineraries, preparing budgets, coordinating contracts, and marketing the programs. She has authored two books on international travel. Ms. Krista Spear, a Metro State alumnus, will assist Sorensen on this trip. Ms. Spear has previously assisted Sorensen on study abroad cruise trips and has thorough knowledge of the cruise industry.

The program is proposed to run January 5 through January 14, 2012. The required program cost to students is anticipated at approximately \$2,785, including room and board, airfare and excursions. An additional estimate of \$1,330 of personal expenses, depending on the number of credit hours for which a student registers, is provided. The minimum number of participants is 16 students and the maximum number is 25. Faculty salaries are paid by the Extended Campus office from the tuition collected.

**RECOMMENDATION:**

The Office of Academic Affairs recommends approval of the Caribbean Cruise Culture course.

**AGENDA ITEM III.d: Cultural Ecology of Yunnan, China Study Abroad course**

**INFORMATION:**

The Earth and Atmospheric Sciences department, which is housed in the School of Letters, Arts, and Sciences, proposes a three credit hour course titled GIS 4880 “Cultural Ecology of Yunnan, China.” The course has been approved by the College Committee on International Education, the Office of International Studies, and the Office of Academic Affairs. The Board of Trustees must approve all new study abroad courses.

The proposed course is part of a Geography and Mapping in China study abroad program, partnered with the GIS 4880 Land Use and Biodiversity of Yunnan, China course. The overall program objectives are to provide students an opportunity to explore a region known for cultural and biological diversity, facilitate research on the environment and culture of modern China, explore the unique characteristics of modern China and the Yunnan Province, and to broaden students academic horizons using GIS mapping software to bridge potential language barriers as they work with Chinese students. The Cultural Ecology of Yunnan, China course is explicitly designed to facilitate students’ understanding of Chinese culture, assist students in determining the geographic distribution of natural and human resources in China, and enable the students to demonstrate GIS technologies to students at Yunnan University in Chengdu, China.

The study abroad experience will be led by Associate Professor Dr. Stella Todd of the Department of Earth and Atmospheric Sciences. Dr. Todd directs the College’s GIS program and has previously traveled to this region. While in China, Dr. Todd plans to conduct a GIS workshop for the Yunnan Radio and TV University in Kunming (an existing Metro State partner institution). Dr. Todd will be accompanied by Deborah Marshall, affiliate faculty member in GIS. Marshall, who has taught at Metro State since 2004, has travelled extensively in Europe and led a study abroad trip to Honduras through Red Rocks Community College. Dr. Todd and Marshall co-directed a Metro State study abroad program in Chengdu, China during summer 2009.

The program is proposed to run May 21 through June 12, 2011. The estimated program cost to students is anticipated at approximately \$4,296, including room and board, airfare, excursions, insurance, visa and tuition. The minimum number of participants is six students and the maximum number is 14. Faculty salaries are paid by the Extended Campus office from the tuition collected.

**RECOMMENDATION:**

The Office of Academic Affairs recommends approval of the Cultural Ecology of Yunnan, China course.



**AGENDA ITEM IIIe: Land Use and Biodiversity of Yunnan, China Study Abroad course**

**INFORMATION:**

The Earth and Atmospheric Sciences department, which is housed in the School of Letters, Arts, and Sciences, proposes a three credit hour course titled GIS 4880 “Land Use and Biodiversity of Yunnan, China.” The course has been approved by the College Committee on International Education, the Office of International Studies, and the Office of Academic Affairs. The Board of Trustees must approve all new study abroad courses.

The proposed course is part of a Geography and Mapping in China study abroad program, partnered with the GIS 4880 Cultural Ecology of Yunnan, China course. The overall program objectives are to provide students an opportunity to explore a region known for cultural and biological diversity, facilitate research on the environment and culture of modern China, explore the unique characteristics of modern China and the Yunnan Province, and to broaden students academic horizons using GIS mapping software to bridge potential language barriers as they work with Chinese students. The Land Use and Biodiversity of Yunnan, China course is explicitly designed for students to demonstrate understanding about current GIS datasets in support of Land Management Applications in Yunnan Province and to demonstrate the use of GIS for addressing specific land use and/or biodiversity questions with Chinese students and/or professionals.

The study abroad experience will be led by Associate Professor Dr. Stella Todd of the Department of Earth and Atmospheric Sciences. Dr. Todd directs the College’s GIS program and has previously traveled to this region. While in China, Dr. Todd plans to conduct a GIS workshop for the Yunnan Radio and TV University in Kunming (an existing Metro State partner institution). Dr. Todd will be accompanied by Deborah Marshall, affiliate faculty member in GIS. Marshall, who has taught at Metro State since 2004, has travelled extensively in Europe and led a study abroad trip to Honduras through Red Rocks Community College. Dr. Todd and Marshall co-directed a Metro State study abroad program in Chengdu, China during summer 2009.

The program is proposed to run May 21 through June 12, 2011. The estimated program cost to students is anticipated at approximately \$4,296, including room and board, airfare, excursions, insurance, visa and tuition. The minimum number of participants is six students and the maximum number is 14. Faculty salaries are paid by the Extended Campus office from the tuition collected.

**RECOMMENDATION:**

The Office of Academic Affairs recommends approval of the Land Use and Biodiversity of Yunnan, China course.

**AGENDA ITEM IVb: Program Review One Year Follow-up**

**INFORMATION:**

The Program Review process involves a multi-layered series of steps, concluding with the one year follow up presented here. These seven programs were reviewed during the 2008-09 academic year. The results of that review were presented to the Board of Trustees in January 2010. This one year follow-up report offers the programs an opportunity to provide updated information about the issues which were raised in their reports and to supplement that with any new, relevant information. From the School of Letters, Arts, and Sciences, reports are included for Chicana/o Studies, Mathematics, Music and Music Education, Physics and Women's Studies. From the School of Professional Studies, reports are included for Health Care Management and Human Performance and Sport. In each section, the issues raised in the original report are bolded and the current response/situation is described immediately following.

**Chicana/o Studies**

**1. Historically, the Chicana/o Studies Department because of its small size and lack of tenured and tenure track faculty has not had the human resources to engage in developing a curriculum committee.**

In the last several years several things have occurred that will give the department the human resources to strengthen its curriculum committee. 1) Dr. Ramon Del Castillo earned early tenure in August 2010; 2) Dr. Adriann Wycoff is in process for her 4<sup>th</sup> year retention status in 2010; and 3) Dr. Adriana Nieto was hired as a full-time tenure track faculty member and is also in process for her 3<sup>rd</sup> year retention status.

Additionally, the department currently has 2.0 FTE Visiting Instructors. This may change; but currently we have more staff in the department than ever before. With this in mind, Dr. Nieto was assigned as the chair of the curriculum committee, has developed a committee and has been facilitating the process to overhaul the curriculum. Committee members have engaged in national research regarding varying models of Chicana/o Studies curricula utilized in other colleges and universities. Staff has engaged in critical dialogue about contemporary needs that can provide CHS majors, minors and general students with marketable skills. The anticipated date for finishing the curriculum is November 2011. Dr. Nieto has requested release time from 1 class to develop and implement the process for major curriculum revision.

**2. The infrequency of certain cross-listed offerings along with the "ownership" of cross-listed courses that do not originate in CHS is a concern.**

The CHS Department continues to offer cross listed classes with the Sociology, History, Political Science and the Teacher Education Departments. The English Department opted to drop the cross listed class that had been historically offered. After researching the classes, it was determined that the core courses are owned by the CHS Department. For example with respect to core courses: CHS 1010 "History of Meso-America," and CHS 1020 "History of the Chicano in the Southwest," are cross listed with the History department but are owned by CHS. CHS 2010, "Survey of Chicano Literature," at one time cross listed with the English

Department is owned by CHS. CHS 3100, "The Chicana/o Community," is cross listed with the Sociology Department is owned by CHS. With respect to courses included in the Secondary Social Studies Teacher Licensure Concentration, CHS 3010 "The Mexican Revolution," CHS 3300 "Education of Chicano Children," cross listed with Education and CHS 3600 "Mexico and Chicano Politics," cross listed with Political Science are owned by CHS. The same applies to the licensure for Elementary Education.

**3. The importance of adding one faculty line in addition to the hire in fall 2009 is emphasized.**

Dr. Adriana Nieto was hired as a full time tenure track faculty member in fall 2009. She is in the process for 3<sup>rd</sup> year retention status in the CHS Department.

**4. What are the plans for expansion of CHS facilities with African American Studies moving to the Central Classroom Building?**

The AAS move to Central will free up space in the Rectory for CHS. The actual amount and usage has not been discussed yet.

**5. The official name for the major is Chicano Studies which differs from the department name: Chicana and Chicano Studies. Should this be rectified?**

Dr. Del Castillo will research how to best address this issue, making it more consistent. As he understands it, the official name is the Chicana/o Studies Department.

**6. New Information:**

Based on the 2008 Program Evaluation recommendation, the CHS Department in conjunction with the Health Care Professions/Integrated Therapeutic Techniques Program has established the Latina/o Holistic Health Care Minor and Certificate Program. The certificate has gone through the scrutiny of the LAS curriculum committee and was scheduled to move forward; however, new curriculum committee members have additional questions that they would like to discuss; therefore, it has not moved forward as of yet. The certificate program also included moving the curanderismo class from the omnibus phase to the syllabus phase.

The department received a \$90,000, 2-year grant, with an additional \$19,500 supplement for program operations, to enhance the "Journey Through Our Heritage" program. The goal is to apply for national grants to institutionalize the program. The program has been very successful as a recruitment of high school students and the retention of college students. I understand that the LAS Dean, Dr. Joan Foster has recommended that a line item be given for a permanent position with some modifications.

The College Assistance Migrant Program (CAMP) has moved from the Sociology Department into the Chicana/o Studies Department.

**Health Care Management**

**1. What activities have been completed to prepare for recertification with AUPHA?**

Curriculum changes have been approved and implemented. There was attendance at the annual AUPHA Meeting in Portland, Oregon by 3 HCM faculty members and the Acting Dean, SPS, to meet with the Program Reviewers. Our response to the AUPHA on the AUPHA Undergraduate Program Panel Review Report on errors and omissions was submitted on 8/26/2010. We are awaiting the final report from AUPHA, estimated during Fall 2010.

**2. What is the status of combining strategic management and health policy in HCM 3300 *Management Issues and Health Policy*?**

HCM 3300 has been renumbered to HCM 4300 and the name has been changed to Strategic Management in Health Care. This addresses the content focus on strategic management and the fact that the course requires prerequisites HCM3010 and HCM3020, considerable critical thinking skills and upper division standing. HCM 4300 focuses on strategic management alone. It would be beneficial for the Program and breadth of offerings for students to develop a Health Care Public Policy course after the current MSCD moratorium on building new classes is lifted.

**3. What is the status of faculty completing doctoral degrees?**

Both Amy Dore and Tim Reardon, Assistant Professors completed their doctoral degrees in health administration at Central Michigan University.

**4. What is the status of chair's responsibilities related to the hiring of another full-time faculty member as required by AUPHA?**

Now, there are four full-time faculty members in the HCM Program, including Drs. Dore and Reardon. Kevin Zeiler has been hired as an Assistant Professor in a tenure track line; he has J.D. and M.B.A degrees and he has worked as a paramedic educator for many years. Nancy Sayre, P.A., M.S. is a Visiting Assistant Professor, Coordinator of the HCM Program and the Assistant Chair of the Department. She is completing a doctorate in health education and is in a faculty line which will be searched in Fall 2011/Spring 2012, if released.

**5. What are the plans for the location of the program in a temporary modular unit and the proposed relocation related to the campus backfill plan?**

The Health Professions Department is scheduled to move into the West Classroom Building in Fall 2011.

**Human Performance and Sport**

**1. What is the status of the planned relocation of the Physical Education - Teaching Fields and the proposal to locate part of the department in the Administration building?**

At this time, the relocation of the Physical Education – Teaching fields has been deferred for a period of time. Presently, the largest concern is the taking away of a vital teaching space, the tennis courts. The tennis courts are being destroyed, starting February 2011 as the Hotel Learning Center is being built directly on top of the tennis court space. After numerous hours of discussion and meetings, AHEC has not designated a space for the tennis courts to be relocated.

- 2. Please provide an update about the progress of the department's three-year plan to update course syllabi, primarily those with HSL and HPL prefixes, which are either missing documentation or have not been updated for some time.**

Phase I of the three year plan for updating course syllabi has been completed. All HSL classes have updated syllabi and have successfully been through the curriculum process. Phase II, the revision of HPL classes has begun, specifically in the area of all Dance courses.

- 3. The HPS Program offers a BA. While this is appropriate for the Sport Industry Operations (SIO) concentration, a BS would be appropriate for the AFES and K-12 Physical Education concentrations.**

All curriculum actions have been completed for the change to Bachelor of Science (BA) for Adult Fitness and Exercise Science and K-12 Physical Education Concentrations. The Board of Trustees voted to approve the changes in Spring 2010

- 4. A Sport Industry Operations certificate would be valuable in marketing with no new courses needed.**

The Sport Industry Operations Certificate was prepared and successfully made it through the curriculum process for the Department Curriculum Committee, the School of Professional Studies Curriculum Committee and has been put on hold at the College Curriculum Committee. The Provost's Office has placed a hold on certificates. The department faculty have completed everything pertaining to the certificate.

- 5. What is the status of the program's priority improvements in equipment and additional instructional/activity space?**

Priority improvements for equipment have occurred. One-time money from Provost Golich was received for repair of equipment. This significantly helped to increase the longevity of present equipment. There is still a present need for additional equipment for all four concentrations and programs. There has not been any progress for additional instructional/activity space. There has been progress made for adding sound panels to PE-215, Dance Studio to enhance the learning atmosphere for the surrounding classrooms.

### Math

- 1. What is the status of the search for an additional tenure-track faculty member in statistics as well as a full-time faculty member with a Ph.D. in Mathematics Education?**

Searches for Statistics and Mathematics Education faculty were conducted. We were able to hire two faculty members in Statistics and one in Mathematics Education. We have also been given permission to search for another faculty member in a converted Visiting Position line during 2010-2011. These are positive steps.

- 2. Graduate-level courses taught by Metro State faculty target in-service teachers and are taught through other institutions (Adams State). Mathematics Education faculty receive no FTE and Metro State receives no tuition.**

No direct progress has been attained here, although there is now a graduate program in Teacher Education. No mechanism has been created under which these math courses for in-service teachers can be taught at MSCD.

- 3. Students who do not have the minimum score must take “remedial” mathematics courses at a community college, usually the Community College of Denver (CCD). Even with these courses, students tend to be less successful than those who do not need remedial courses.**

Steps are now being taken to ensure that students complete their remedial and Level I General Studies coursework in the first 30 hours.

- 4. What is the status of resources needed for the expansion of the Mathematics Peer Study Program to include all additional General Studies mathematics courses and MTH 1410 Calculus I and CS 1050 Computer Science?**

With the new Science Building in place, there are now rooms available for some expansion. The department is currently exploring financing issues for more Peer Study instructors with the dean.

### **Music and Music Education**

- 1. Concern was expressed about an insufficient student experience in the area of traditional classical music which may conflict with NASM standards.**

This concern is misstated here. The consultant’s final recommendation was as follows (bold and italics added for emphasis):

Ensure that all music education students are provided with sufficient experience in music *other than* traditional Western art music in order to meet the NASM standard of being able to provide instruction involving “multiple cultural sources” (*NASM Handbook*, IX. I. 3. b. (4) ).

To address this item, the Department of Music is revising its curriculum for music education students to add MUS 1220, Musics of the World, as a requirement rather than an elective. We anticipate that the curriculum change will be final in Fall, 2011.

- 2. Music lost a tenure-track voice professor that was replaced by a temporary line; moreover, there is also a need for a music education position, a woodwind, brass and percussion position, and a Pep Band/ Brass position.**

The Department conducted successful searches for the Voice and Brass/Pep Band positions, and is pleased to report that Dr. Bradley Thompson and Dr. Michael Hengst entered these tenure-track positions in Fall, 2010. A search is currently underway for a tenure-track Coordinator of Woodwinds.

- 3. Music has outgrown its current facilities. Permanent fine arts related relocation would be beneficial.**

The Department of Music remains very concerned about lack of space as a result of program growth. Program review consultant Dr. Jon Piersol stated the following in his final report:

“...two deficiencies in particular call for immediate attention, the number and quality of (1) student practice rooms and (2) faculty studios/offices.

Because performance instruction and progress is at the core of training for all music students, the ability to find an appropriate space for regular practice is essential for a proper education in music. The Department of Music has only 16 practice rooms available for almost 400 students. Consequently, students are frequently unable to find a place to practice, and this important component of their educational progress suffers accordingly. For the overwhelmingly satisfied music student body, this is their number one educational concern/complaint, as voiced in the student meeting with particular vehemence.

While it would be unreasonable to expect the College to find space for the number of practice rooms typical at many other high-quality music programs (a 10-to-1 student/practice room ratio is not uncommon), some additional practice rooms are badly needed.”

The backfill plan will address item number two, the lack of faculty studios/offices, by adding a total of nine faculty teaching spaces (four offices and five Wenger units). These will be dedicated teaching spaces, and **do not address the severe shortage of student practice rooms.** The Department remains gravely concerned that this will be an issue when we seek reaccreditation with National Association of Schools of Music in 2012-2013.

**4. The library collection of musical scores is not only sub-standard (as also noted in previous accreditation and program reviews), but also appears to be so small (and currently in disarray) as to be non-functional.**

The Auraria Library staff and director Mary Sommerville were very responsive to our concerns in this regard. All scores were re-called from Pascal and are being re-shelved. An intern was hired for six months to address ongoing shelving concerns, and the department’s library committee is recommending items to be purchased. We anticipate a follow-up meeting with the staff in the near future to make certain that all program review issues have been addressed.

**5. Capital requests including needs for security and storage, in addition to instruments and sound systems.**

These have been either funded or requested. Based on prior funding of our requests, we anticipate that these needs will be met.

**6. Private fundraising is being pursued via the LAS liaison to the Office of Institutional Advancement since the College revoked \$40,000 in 2009-10.**

The Department of Music began our own Annual Campaign in October, 2010 to address scholarship funding shortfalls. Thirty-nine people became new “Friends of Music at Metro State,” and \$11,593.00 was raised to directly fund student scholarships.

**7. The prospect of a Master's in Music Education in the near future.**

The Department of Music is currently researching music education masters programs throughout Colorado and the country, and developing a plan to submit via the curriculum process in Spring, 2011.

**Physics**

**1. Concern is expressed about the small number of majors and very small class size in upper-division courses, even with the combined enrollments of Metro and UCD physics majors.**

There has been significant increase in upper division class sizes, which is hopefully a measure of the success of our efforts. For example, there was a 30% increase in total upper division enrollment in Spring 2010 over Spring 2008. There was approximately the same number of courses offered, thus resulting in larger average class sizes.

Some specific actions that were taken are:

- Better retention of majors through formal and informal functions, including hosting dinners, pizza parties, reactivation of Society of Physics Students (SPS), more emphasis on undergraduate projects and research.
- More attention to electives. Currently, we do not require any electives for the BS degree, but we like to offer them for interested students and some are required for the Minor and BA. We now offer no more than two a semester and we try to be careful to balance the offerings with only one of the more applied courses like Optics and Solid State with only one of the more theoretical like General Relativity and Astrophysics.
- There has been a change (with lots of work by the Chair and Lab Coordinator) of personnel in the front office. Our current Administrative Assistant is much more accessible and helpful to students as well as faculty. This may not seem significant, but we believe it has made a big difference in student interaction with the department.

**2. The introductory physics sections are among the largest General Studies courses offered at Metro State. Metro State values relatively small sections, but the UCD Physics faculty are urged to have lectures as large as possible.**

The Introduction to Physics and the Introduction to Astronomy courses have been split into UCD only and Metro State only sections. We were able to convince UCD to add a section of College Physics I to each semester and reduce individual class sizes by almost 25%.

**3. The renovation and expansion of the Science Building was originally expected to free up space for the Physics department in the present building, but apparently this will not happen under the present plan. The department has no lab space for faculty and undergraduate research.**

The fact that we were not incorporated in to the new building is still a sore point, but we were able to capture some additional space near our existing space in the North Classroom.

- UCD obtained two small office suites that are being used for small lab projects (includes Metro State students) and offices for adjunct faculty. They have allowed us to use one of the offices for two of our adjunct instructors.
- Dean Foster enabled the Metro State Physics department to acquire a large space (over 1000 sq.ft) that is currently furnished as a new general "smart" lecture room for



- up to 50 students with movable tables and chairs similar to many of the classrooms in the new Science Bldg. We intend to use the space as more of a general-purpose room to be used for smaller upper division lectures, small lab projects, and a space for majors to congregate. Dean Foster gave up significant space that was intended to be the LAS Deans' Office and traded it for our new space in North Classroom.
- Unfortunately given the number of upper division lab students we have each semester, there is still not enough room to adequately accommodate them all. An additional problem is the spaces that we do have are in several small rooms scattered throughout the 3<sup>rd</sup> floor of North Classroom. Lab instructors waste significant time walking from room to room and students don't get to interact with each other as much as we would like.
- 4. The existing operating budget is insufficient to support periodic needs for equipment and computer needs. Although occasional capital requests have been approved, long-range planning is difficult for the program under such unpredictable circumstances.**
- This is still an issue, we consistently prepare very comprehensive (detailed) requests for funding the office and labs. Our current OCE is consistently only around \$16K. This is totally insufficient to lease the copier/printer, buy supplies to support the office and labs, replace and or repair existing equipment, buy new equipment, hire student employees, fund any travel, etc. For example, we need about 20 new computers for lower division labs every three or four years. So far, we have had some of our most urgent requests funded, and we are grateful for what we do get, but it in the past it was unpredictable and insufficient. Now Provost Golich is collecting information and planning lab computer replacement on a regular basis.
  - We would like to hire more student employees to reduce the workload of our Lab Coordinator and to provide graders for our faculty. The Lab Coordinator consistently puts in more than 50 hours per week, much of it routine tasks that could be handled by assistants. And when you consider the nature of our subject and with class lectures up to 100 students, you soon realize what a burden it is to grade so many papers. Homework and especially exams (3-5 per semester) are mostly partial credit and take hours to grade. We usually have upper division students who would benefit financially and academically if they could be hired to grade these papers.
  - A few years ago, we instituted a student-funded Program Fee to help support our needs (mostly for the labs). This together with the support from UCD for upper division labs, enables us to function and offer a quality educational experience for all of our students.

### **Women's Studies**

**1. What is the status of the Women's Studies major and the desired impact on the number of IDPs within the discipline?**

The stand alone Women's Studies major was approved in Spring of 2010 and implemented for the first time in Fall of 2010. All of our materials have been updated. We have already begun to sign up Women's Studies majors. The impact on IDP has not been determined as of yet.

**2. The curriculum of Women's Studies would be strengthened by a formal process institution-wide for the cross-listing of courses to ensure appropriate content.**

This is really a campus-wide issue although Women's Studies crosslists courses with more departments than anyone else. The chair has engaged in some preliminary conversations on this issue and has even developed some draft policies and paperwork, but this effort has become secondary in lieu of other concerns on campus (graduate courses, resource shortages, etc.). Changing current practices regarding cross listing will require systemic and cultural change. The chair is willing to work on this but it will require a political will beyond Women's Studies to move forward in this area.

**3. What is the status of the recommendation that the program hire another full-time faculty member to increase the number to four?**

The Dean and Provost are aware of the need for an additional faculty line in Women's Studies. Not only is this need magnified by the increased activity and number of majors/minors in the department, but also the incubated minor in Genders and Sexualities appears poised to be a popular program that requires faculty oversight. The incremental stability and support for the department to go from 3 to 4 tenure lines will be tremendous. This is a significant ongoing need, however, the College only got 5 new tenure-track lines this year.

**4. It appears there is a need to create a career section on the departmental website with information about various careers for Women's Studies graduates. The information should emphasize the value of the competencies developed in the program and include links to potential employers.**

A career section has been added to the website (<http://www.mscd.edu/~women/studies/career.shtml>) and we have plans to expand this resource. In addition, we have run several articles about what majors/minors in Women's Studies can do in terms of careers in our newsletter.

**5. The IWSS needs additional space, both for offices and for the services provided to students. Currently, every room of the location at 1033 Ninth Street is used to capacity.**

According to Sean Nesbitt, IWSS is scheduled to move to 1059 Ninth Street (currently used by Alumni Relations), which will allow us considerably more space and allow for the possibility of all tenure/tenure track faculty having private offices. The latest information we have is that the move will take place in the summer of 2012.

**6. Additional Notes**

The Program Review, and the 2010 update, highlighted the need for the Institute for Women's Studies and Services to have additional staff support. The Provost and Dean have been made aware of this need. Currently, IWSS has one program assistant although it is both a growing academic department and a very active student services department. The strain on support staff impacts all members of the department. The Associate Director desperately needs a support staff person. Our current reliance on work-study staff places us constantly at risk to the vicissitudes of student availability and reliability, which on many occasions has created a crisis environment.