

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

**MINUTES**

**I. CALL TO ORDER**

**Board of Trustees present**

Trustee Esquibel, Faculty Trustee Nees

**Metro State Personnel present**

President, Steve Jordan; Provost/Vice President for Academic Affairs, Vicki Golich; Acting Dean School of Professional Studies, Kathy Heyl; Deputy Provost, Luis Torres; Associate Vice President for Student Services, Emilia Paul; Executive Director International Studies & Interim Chair of African & African American Studies, Ali Thobhani; Director, Program Review, Rick Moeller; Director, Health Center, Steve Monaco; Associate Vice President Admin & Finance/Controller, George Middlemist; Acting Associate Dean, Language, Arts & Sciences, Bruce Morgenegg; Director, First Year Success, Sandra Posey; General Counsel, Loretta Martinez; Associate Vice President of Enrollment Services, Judi Diaz-Bonaquisti; Chair, Chicana/o Studies, Ramon Del Castillo, Professor Stella Todd, Associate Dean, Language Arts & Sciences, Linda Lang-Peralta, Professor Arthur Campa; Professor Nancy Sayre; Professor Ann Diker; Professor Ruth Ann Nyhus; Data Specialist, First Year Success, Kyle O'Neal.

With only two Trustees present, the subcommittee will submit recommendations to forward to the board. Trustee Esquibel announced that Terrance Carroll will be his replacement after the Senate makes their appointments. Dr. Esquibel has enjoyed his tenure with the Board of Trustees, and thanked the committee for the opportunity to serve on the subcommittee.

**II. APPROVAL OF MINUTES**

- a. Approval of November 17, 2010 Academic Affairs & Student Services Subcommittee Trustee Nees moved to approve the 11/17/10 minutes, Trustee Esquibel seconded – approval recommended.

**III. ACTION ITEMS**

- a. Student Health Insurance – Steve Monaco
  - Steve Monaco, Health Center Director, has been working with the Vice Presidents and Associate Vice President, Emilia Paul, to get a new insurance policy in place for Metro students. Metro is one of the last institutions to have a mandatory health insurance policy. About 26% of Metro students take advantage of the health insurance. Dr. Jordan asked Steve to think about what steps we could take to move away from mandatory insurance and still be in compliance.
  - There are 1,000 more students on the insurance plan this year than last year. Mr. Monaco explained the “opt out” system that is currently in place. Students must prove that they have alternative insurance in order to opt out of the program; it is an automatic charge. The new program would be an “opt in” approach. When a student registers for at least nine units, they will receive an email directing them to a link where they can purchase the college insurance or submit their proof of other insurance. The new program will have twelve months of coverage; Fall will cover five months and Spring/Summer will cover seven months. Graduating students will be covered until the end of the summer. The new program will save students money and

they will receive more benefits. Several groups will review the new proposal. This model is new and innovative.

- The cost of the insurance is \$3,890 a year. The student body will receive a letter outlining the program in April and then an email with the new documentation; there will be a transition period from the previous insurance. Summer 2011 students will still be on the previous insurance plan.
  - Implementation of this program was recommended to the Board by Trustees Nees and Esquibel.
- b. Andean Civilizations Study Abroad course– Dr. Ali Thobhani  
Dr. Thobhani recommended that the subcommittee approve the Andean Civilizations Study Abroad course because the destination is not new to Metro State. The same faculty members are still involved. It is a course title change and a change in credit hours.
- c. Caribbean Cruise Culture Study Abroad course – Dr. Ali Thobhani  
Dr. Thobhani recommended that the subcommittee approve the Caribbean Cruise Culture Study Abroad course. Dr. Helen Sorenson has changed the focus of this course to study cruise culture more in-depth; she has done other courses in the Caribbean. Students take a cruise and study the economics of the cruise culture. This course will take place on the Winter break of 2011-12.
- d. Cultural Ecology of Yunnan, China Study Abroad course - Dr. Ali Thobhani  
Dr. Thobhani recommended that the subcommittee approve the cultural Ecology of Yunnan, China Study Abroad course. This course, as well as the next course listed, Land Use and Biodiversity of Yunnan, China Study Abroad course are offered at the same time. Both faculty members have taught the courses previously. Both courses together are a total of six credit hours.
- e. Land Use and Biodiversity of Yunnan, China Study Abroad course – Dr. Ali Thobhani
  - Trustee Nees moved to recommend, Trustee Esquibel seconded to recommend approval to the Board.

#### IV. **REPORTS**

- a. Risk Management related to Study Abroad – Ali Thobhani
  - Dr. Thobhani gave the committee a brief overview of study abroad programs. There are three types of programs: 1) Faculty-led courses; 2) Metro semester-long programs in London and Guadalajara; and 3) Third party programs.
  - On average, there are about 200 students every year that participate in study abroad courses. Currently, there are 55 students this semester. A large number of students enroll in programs offered by other institutions and organizations.
  - Faculty programs: 1) go through review at different levels. 2) Issues are reviewed and raised in any of the proposals. 3) Each proposal reviews state department advisories. 4) 5) Periodic training sessions for faculty on health, safety and related matters. 6) Each faculty led course has student evaluations; any concerns are addressed.
  - Student Focused: 1) Students are advised through the office; 2) provided mandatory pre-departure orientation; 3) behavioral expectations and code of conduct are reviewed; 4) Mandatory health insurance including emergency medical evacuation provisions; 5) health information forms for reviewed; 6) mandatory viewing of health and safety video; 7) Registration with the US Embassies
  - Institution focused: 1) Emergency communication plan, students have a 24 hour security number to contact and health or safety issues can be communicated, 2) Emergency task force to react to situations; 3) High-level meetings held if a program is scheduled in a country with State Department warnings or alerts; 4) Communications with the College Counsel for questions that come up with students or parents that have questions is available when needed.

- National standards and practices are monitored: the standards of good practice for short-term education abroad programs, overseas security advisory council, forum on education abroad, NAFSA and others.
  - Loretta Martinez, College Counsel, explained that these types of courses are the wave of the future; the short course is the most risky arena of international programs. The focus should be on the development process if the course is going to be a semester or four week course. Also important is the selection of students; they need to have the emotional and academic maturity to be abroad.
  - Financial aid is available to students. Any State Department warnings or public reports would trigger a review of the course. The college is part of a List Serve to communicate with other institutions that have similar courses that provide updates and concerns.
  - Mandatory health insurance is part of the cost of the course. When students sign up for third party programs, the college doesn't have any power over the selection of the student if the institution doesn't check with the college or have the student sign a release.
  - The college is looking into private companies that provide emergency evacuations, including political or disaster situations.
- b. Program Review One Year Follow-up; School of Professional Studies – Associate Dean Linda Lang-Peralta, Acting Dean Kathy Heyl
- Rick Moeller, Program Review Director, outlined the programs reviewed in the 2008-09 academic year. There is a program review follow-up a year and a half later that addresses any significant questions from the first review.
    - **Chicana/o Studies** – Ownership of courses and an official name change of the major was discussed. Space is an issue. The Journey Through Our Heritage program is a good recruitment tool.
    - **Health Care Mgmt** – The Health Care Management program is moving to the West Classroom by next October. Any issues have been taken care of.
    - **Human Performance & Sport** – The issues with the HPS program are being addressed. The Bachelor of Science degree has been approved; updates of syllabi are on schedule; Sport Industry will be moving forward in the curriculum process soon. There have been priority improvements with a new sound system in the dance studio and repair of equipment. The committee discussed aligning the UCD Masters program with Metro State's degree.
    - **Math** – The committee discussed the necessity of offering remedial courses. Peer study was discussed.
    - **Music Education** – The library collection is non-functional in the Music department, but it is being addressed; capital requests have been submitted including additional instruments and other equipment.
    - **Physics** – The Physics program works closely with UCD; both schools share equipment and space; they both exist and benefit because of the collaborative reciprocity arrangements. Large classes of 55 or 65 include both institutions. The committee discussed merging the two programs.
    - **Women's Studies** – The Women's Studies program has a major and a minor. The committee discussed why it isn't a department. The institute sees itself as a model for integrating academic and student services.
- c. Faculty Evaluation Task Force Update – Provost Golich
- The Faculty Evaluation Task Force was convened a year ago in January 2010 to address concerns with the faculty evaluation process. Decisions are grounded in best practices and research literature. The Task Force is recommending evaluating three primary roles: teaching, scholarly activities, and citizenship/service. They would like to recommend moving

evaluations to the academic calendar year. There is a pilot program this semester on the student rating of instruction document; the data will be available next year. The Task Force is recommending that the Center for Faculty Development collaborate with Academic Affairs to help train candidates for tenure and promotion and all faculty and administrators involved in the review processes on the new procedures.

d. First-Year Success – Sandra Posey

- Sandra Posey, Director of Learning Communities and First Year Success, presented a short film on the First Year Success program and its benefits to students and the college. The projected enrollment in AY 2012 is 3200 students.

**V. INFORMATION ITEMS**

a. HLC report on General Studies Focused Visit

- The Higher Learning Commission provided a report on their visit to review Metro State's general studies program and the learning outcomes associated with the program. There were no surprises in the report, but there is still work to do. Implementation is going to be the challenge. It will be on the March agenda for the Board of Trustees. The First Year Success Program will be a key element for success.

b. Meeting with Senator Johnston

- Dr. Golich reported on the meeting with Senator Johnston of the Colorado legislature. Two consortiums have received money to establish assessments for the national Core Curriculum project to which Colorado is a signatory; Colorado is currently a member of each, but they are considering dropping one membership. The state has begun to draft an RFP for K-20 assessment. There is a plan to establish a leadership council that will replace the P-20; however, there are fewer higher education representatives. Senator Johnston will speak to the governor about adding more reps from higher ed.

**VI. REQUEST FOR FUTURE AGENDA ITEMS**

**VII. FEEDBACK ON MEETING**

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

**VIII. ADJOURNMENT**

Adjourned 11:32 am.