

METROPOLITAN STATE COLLEGE *of* DENVER
Academic Affairs and Student Services Subcommittee
Wednesday, March 16, 2011
9:30 a.m. – 12:00 p.m.
CN 301

MINUTES

I. CALL TO ORDER

The meeting was called to order at 9:32 a.m.

Board of Trustees Present:

Trustee Esquibel, Trustee Michelle Lucero, Faculty Trustee Nees, Student Trustee, Kat Cammack

Metro State Personnel Present:

Stephen Jordan, President; Luis Torres, Deputy Provost; Sheila Thompson, Associate Vice President of Academic Affairs; Judi Diaz Bonacquisti, Associate Vice President, Student Services; Loretta Martinez, General Counsel; Joan L. Foster, Dean, School of Letters, Arts & Sciences; Kathy Heyl, Acting Dean, School of Professional Studies; John Cochran, Dean, School of Business; Bruce Morgenegg, Associate Dean, School of Professional Studies; Rae Shevalier, Associate Dean, School of Letters, Arts & Sciences; Linda Lang-Peralta, Associate Dean, School of Letters, Arts & Sciences; Art Campa, Associate Dean, School of Letters, Arts & Sciences; Ali Thobhani, Executive Director International Studies & Interim Chair of African & African American Studies; Mark Potter, Director, Center for Faculty Development; Antonio Bellisario, Assistant Professor, Earth & Atmospheric Sciences Department; Renée Ruderman, Associate Professor, English Department; Cindy Carlson, Chair, English Department; Robin Quizar, Professor, English Department; Clay Daughtrey, Chair, Marketing Department; Scott Sherwood, Professor, Marketing Department; Marilyn (Cookie) Hetzel, Chair, Theatre Department; Megan Euler, Production Manager, Theatre Department; John Dienhart, Chair, Hospitality, Tourism & Events Management; Nicole Taylor, Paralegal to General Counsel & Assistant Secretary to the Board of Trustees.

II. APPROVAL OF MINUTES

- a. Approval of January 19 and November 17 Academic Affairs & Student Services Subcommittee Meeting Minutes
 1. Minutes from November 17, 2010 – approved
 2. Minutes from January 19, 2010 - approved

III. ACTION ITEMS

a. Global Environmental Field Problems Study Abroad Course– Ali Thobhani

1. Dr. Thobhani introduced Professor Bellisario from the Earth & Atmospheric Sciences Department and complimented him for taking the initiative to create this course on the global environmental field problems in Chile. The course focuses on environmental issues and runs from the end of July through the beginning of August. The goal is to introduce environmental issues and best practices to the students.
 - Trustee Nees recommended approval by the Board of Trustees.

b. Theatre Program Fee Request – Joan Foster

1. Dean Joan Foster introduced Marilyn (Cookie) Hetzel, Chair of the Theatre Department, and Megan Euler, Production Manager. The fee request to increase the

program fee was posted on the department call board, in classes and on the department FaceBook page. All responses were to approve the fee increase. Chair Hetzel only wants to charge course fees that meet the needs of the students.

2. The department currently has approximately \$3,300 in expendables such as materials and supplies, but the needs are growing. The fee increase would add another \$3,000 to the program fee budget.
 - Trustee Nees recommended that the Program Fee Request for the Theatre Department go forward for approval to the Board of Trustees.

c. Linguistics major – Joan Foster

1. Dean Joan Foster introduced the English Department Chair, Cindy Carlson, who explained that there are only two Linguistic programs in the state; Metro and Boulder. The program is filling a gap and is not redundant since it strengthens the students for the masters program. Two minors have been combined to become a major; the major will not require new resources, but will utilize the existing students who currently are seeking the degree from IDP. As this program moved through the curriculum process, they received and instigated the feedback that they received.
 - Trustee Nees moved to recommend approval of the Linguistics major to the Board of Trustees

d. Behavioral Sciences 2 Concentration – Joan Foster

1. The Sociology, Anthropology and Behavioral Science Department are proposing a new concentration that will focus on serving students pursuing elementary education teacher licensure. Faculty in the Sociology, Anthropology and Behavioral Science Department collaborated with the faculty in the Teacher Education program to develop this new concentration. It has been modified to increase rigor and stay current with the standards.
 - Trustee Nees moved, Trustee Lucero seconded, to recommend approval of the Behavioral Sciences 2 Concentration to the Board of Trustees.
Approved.

e. Sport Industry Operations Certificate – Kathy Heyl

1. Acting Dean, Kathy Heyl introduced RuthAnn Nyhus, Chair of Human Performance & Sport who explained that the Certificate proposal was created out of student and industry demand; it is a 21 hour certificate, which is another option for people in the business-end of sports. Examples of jobs would be in marketing, sales, operations; mostly in professional sports. This gives students a specialization, not a masters degree.
 - Trustee Nees moved, Trustee Lucero seconded the motion to recommend approval of the Sport Industry Operations Certificate to the Board of Trustees. - Approved

f. Tourism Management Concentration – Kathy Heyl

1. Acting Dean, Kathy Heyl, introduced John Dienhart, Chair of Hospitality, Tourism & Events who explained the history of the change in the Tourism major. The tourism association is establishing industry standards. There has been substantial growth in the areas of ecotourism, sustainability and events. Splitting the current Tourism and Events concentrations into two separate concentrations will more effectively meet the needs of

the tourism and events industries. The new concentration meets the industry's request for students entering the job market.

2. Dr. Dienhart explained the Tourism degree that consists of 39 hours of core courses with a 20-24 credit hour concentration in hotel, restaurant, tourism or events. Students decide which concentration they would like to pursue. Some students minor in marketing or the social sciences.
3. Trustee Lucero asked if the committee could supply a list of majors, minors, concentrations and certificates that are available in each department. This information would be helpful for the new board members.
4. There are approximately 200 students in the Tourism major with 150 in the Events major. There is currently one full time faculty member and four industry people that come in to teach courses.
 - Trustee Lucero moved, Trustee Nees seconded the motion to recommend approval of the Tourism major to the Board of Trustees. Approved.
 - A list of definitions of possible majors, minors, concentrations and certificates will be added to the next subcommittee agenda as an information item.

g. Events Management Concentration – Kathy Heyl

- Trustee Lucero motioned, Trustee Nees seconded the motion to recommend approval of the Events Management Concentration to the Board of Trustees. – Approved.

h. Sales Certificate – John Cochran

1. Dean John Cochran introduced Professor Scott Sherwood, Marketing Department, who explained that the Sales Certificate program was developed as an outreach program for the community. The program provides a niche that is missing for professionals and in the teaching of marketing students.
2. Professor Clay Daughtrey developed a well-thought out program that has enhanced the marketing degree to provide certification for people that already have the degree. There is a demand within the industry for sales people that are prepared for sales before they are hired.
3. It costs \$100,000 to hire a sales person; \$50,000 that goes into training wherein only 50% are retained. Many companies recruit on campuses for marketing students that have a sales minor/certificate or major. There are 2,000 specifically trained students competing for 2 million sales jobs. Metro State would be the only program within the region. No additional faculty resources would be required.
 - Trustee Nees motioned, Trustee Lucero seconded the motion to recommend approval of the Sales Certificate Program to the Board of Trustees. – Approved

i. Sabbatical Leave Recommendations – Luis Torres

1. Dr. Luis Torres, Deputy Provost for Academic Affairs, informed the committee that the application process for sabbatical leave for the 2011-2012 year has closed. There are eight sabbatical requests for Dr. Jordan to review. Seven faculty were granted sabbatical leave this year, and the Provost is recommending eight faculty for next year.

Each professor can choose one semester at full pay or the full academic year at half pay.

2. Faculty is encouraged to apply for extra funds to cover the cost of materials or travel. This year there are extra requests in the amount of \$18,000 for travel and supplies. There are five faculty from LAS and three faculty from the School of Business that have been recommended for sabbaticals. Many of the projects are already in progress; the faculty need time to focus on their projects. A sabbatical can be career changing for the faculty member.
3. Professor Renée Ruderman gave an overview of her sabbatical in Germany where she was invited to teach, continue her research on her German background, and write poetry. She has co-authored an article about her experience in Berlin. There has been a tremendous impact on her teaching, research and Metro's international reputation resulting from her sabbatical. Affiliate faculty usually substitute in the courses where a faculty member is out on sabbatical. Faculty may apply for a sabbatical every seven years and the application numbers are limited.
 - This report was moved to be an information item so Dr. Jordan can review the sabbatical information prior to it going to the board.

IV. REPORTS

V. INFORMATION ITEMS

a. General Studies Update – Joan Foster

1. The board had requested regular updates on the General Studies Program revisions. Dean Joan Foster reviewed the timeline that detailed the General Studies activities and communications by semesters.
2. The Task Force is working on policy development and proposals for General Studies. Workshops are available so the faculty is aware of how to make the proposals. The people that are evaluating the proposals are giving the workshops. The Task Force should be done with their work by the end of this semester. Members of the Task Force are available to meet with faculty one-on-one when they are writing a proposal. Dr. Foster has requested the Chairs in LAS to submit their proposals by the end of this semester.
3. The Curriculum Guidelines and Procedure, the "Purple Book," which is the handbook on how curriculum is proposed, will be updated. Dr. Foster will draft the materials explaining the process.
4. The requirements will be "Banner enforced" with the catalog year and other holds. Upper division students are currently being forced into their math courses, which will open up the courses at the lower division level in the future.
 - It was the consensus of the committee to forward the General Studies Update to the Board of Trustees as an information item. A sample proposal was requested for the Board of Trustees, if one has completed the process by the next meeting.

b. Faculty Evaluation Task Force Update -- Mark Potter

1. Dr. Mark Potter, Director, Center for Faculty Development, reported on the Faculty Evaluation Task Force, chaired by Provost Vicki Golic. Information that was given as a presentation to the Faculty Senate was included in the Agenda. The Task Force has

presented to the Faculty Senate five times, keeping them updated on their progress and benefiting from their feedback.

2. The Task Force currently has placed the focus of their efforts on the pre-tenure stage of faculty evaluation; a standard candidate would apply for tenure and promotion in the sixth year of their career at Metro State. The approach is heading towards a portfolio process instead of the current dossier process. Faculty will “put their best foot forward” by selecting materials for review that feature their most significant accomplishments. Pre-tenured faculty will be evaluated every year, but the committee is moving away from annual evaluations for tenured faculty.
3. The Task Force is recommending moving away from evaluations in the calendar year, moving to the academic year evaluations in their place. Faculty is currently evaluated twice in a disconnected evaluation system. Dossiers are currently submitted in years two and six with annual evaluations in February that follow the calendar year that are misaligned with the academic year process.
4. The recommendation is to have three areas of evaluation – teaching, scholarly activities and service. Academic advising would become part of the teaching evaluation. The Task Force recommended that the college move forward with a pilot, online system (Digital Measures) for faculty to submit documents where they can be stored for future use. Faculty will submit their curriculum vitae and their Student Ratings of Instruction (SRI) every year for the reviewers to view their progress. The faculty will choose their best materials for review, but must have something to present in each category. The Task Force is working on establishing a maximum number of documents that a faculty can include in the portfolio.
5. Trustee Nees commented that online courses are an ongoing problem for student reviews; there is always a very low response rate. The Task Force is not including those reviews with the face-to-face courses. They are working on finding a solution to mitigate the problem; identifying steps that the institution can take.
6. The Faculty Senate RTP committee will be involved in years three and six. Dr. Jordan explained that the emphasis on the third year is because our current process of evaluating a faculty member in their fourth year is too late for any changes to take effect. If corrective action is necessary, it is too late for professional development. The current process of evaluation in the faculty member’s second year is too early to give constructive feedback. The new process will provide better feedback and decisions. Next year, faculty in their sixth year of teaching at Metro will remain on the dossier process.
7. The goal of the Task Force is to have the new plan implemented in Fall 2011 for the submission of portfolios and utilizing the online tool. The existing department guidelines will stay the same during the revision; departmental guidelines will be revised for the spring of 2012 semester.
8. Dr. Luis Torres explained that the dossiers are stored in one room; the reviewers have to come to campus to read them on the weekends. Digital Measures will allow flexibility for the reviewers to read the portfolios at home or in their office. Dr. Potter pointed out that there will be a shift in assembling materials for the faculty member;

there won't be the page numbers and table formatting that is currently a large burden in assembling the dossier.

c. Quick Start program report -- Judi Diaz-Bonacquisti

1. Associate Vice President, Judi Diaz Bonaquisti, updated the committee on the pilot program with Community College of Denver (CCD). Metro State has many students with remedial needs that cannot be accommodated. CCD has created accelerated courses for Metro students that allow them to catch up in a semester; which allows the students to advance more quickly with less expense.
2. There were 65 students in the pilot with very successful results. How we serve the remedial needs of the students is very important. Eighty percent of the students that participated in the Metro-only cohorts registered to come back to Metro in the spring. There are fewer new students in the Spring semester; the same amount of sections have been requested from CCD for next Fall semester.
3. A consultant will be brought in to provide more targeted information. This is a promising pilot that is closing the achievement gap for many students. They plan to add math cohorts in the future. It is not Metro State's mission to provide the remedial courses; it is better for the student to be in an environment with the support that they need.
4. Trustee Nees pointed out that Metro students are embarrassed to admit that they are taking classes at the community college. Dr. Jordan suggested that the right strategy might be to offer the mid-level courses with a fee for support services.

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

The committee adjourned at 11:03 a.m.