

METROPOLITAN STATE COLLEGE of DENVER
Academic and Student Affairs Subcommittee Meeting

Wednesday, September 15, 2010
9:30 a.m. – 11:30 a.m.
Central Classroom Building 301
Auraria Campus

MINUTES

I. CALL TO ORDER

The meeting was called to order at 9:30 a.m.

Board of Trustees Present:

Trustee Esquibel, Trustee Phelan; Trustee Lucero; Student Trustee Cammack; Faculty Trustee Nees

Metro State Personnel Present: Vicki L. Golich, Provost and Vice President, Kathleen MacKay, Vice President for Student Services; Sheila Thompson, Associate Vice President of Academic Affairs; Bruce Morgeneegg, School of Professional Studies; Joan L. Foster, Dean, School of Letters, Arts & Sciences; Kathy Heyl, Acting Dean School of Professional Studies; Luis Torres, Deputy Provost; Bridgette Coble, Director, Career Services; Emilia Paul, Associate Vice President for Student Services.

II. APPROVAL OF MINUTES

- A. Approval of August 27, 2010 Academic and Student Affairs Subcommittee Meeting Minutes - Trustee Nees motioned, Student Trustee Cammack seconded. The motion passed unanimously.

III. INFORMATION ITEMS

- A. Metro State General Studies Report & Timeline – Dr. Sheila Thompson (AVP Academic Affairs) & Dr. Joan Foster (Dean LAS)
- Dean Foster began the overview explaining the background of the report, the task force and processes used.
 - HLC did the campus visit in 2007 and asked the college for a monitoring report on general studies that demonstrated a consistent, overall General Studies program, complete with a plan for assessment. The monitoring report was submitted on April 1, 2009. On May 26, 2009, the commission called for a mandated focused visit.
 - With Dr. Jordan's approval, Sheila and Joan worked on creating the General Studies Task Force; membership from the schools, faculty senate, chairs, deans and Sheila met weekly throughout the year. The Task Force collaborated with the Faculty Senate and its General Studies Standing Committee, which broadened the discussion beyond the Task Force..
 - The Task Force utilized General Education models from other universities, e.g., Appalachian State University, College of Charleston, James Madison University, Miami-Dade College, and University of Nebraska – Lincoln.
 - There were originally four goals for General Studies, but due to a limitation on credit hours in a bachelor's degree, the goals were reduced to three: 1) Develop intellectual and practical skills; 2) Explore essential knowledge, perspectives, and methods in Arts and Humanities, History, Social and Behavioral Sciences, and natural and Physical Sciences; 3) Understand the global interconnectedness of diverse individuals, communities, and societies. Student Learning Outcomes are the focus of the Course Categories.

- Town hall meetings, faculty emails, electronic communications, and task force members visiting departments were utilized to get information and input. Comments were put directly into the document sent to faculty, which is on page 58 of the report. Faculty passed the new plan at the end of last semester. All tenure and tenure-track faculty were included in the vote; faculty could vote at any Dean's office.
- Sheila outlined the proposed General Studies Program. Faculty were asked to participate in summer criteria committees; for each course category, a committee produced the curriculum documents. There will be workshops for faculty to be trained on the process.
- Sheila explained that the percentages in the document do not add up to 100% because faculty have other criteria for the total outcomes. Faculty will be given a choice of texts and will teach courses from common syllabi .
- Student Learning Outcomes will be addressed in every course; every course in each category will meet required outcomes. The 2012 catalog year is the start date for the new program. Attrition and graduation will drive the decision of discarding the old courses. The courses will go through the same curriculum process as other courses; in addition, the General Studies Faculty Senate Committee will review course proposals which include materials related to assessing the student learning outcomes.
- The deadline for approving all the new courses is Spring 2012. The committee discussed transfer credits which will continue to be accepted per the Colorado state gtPathways program. There is a built-in program review every seven years forcing the program to stay current.
- The HLC visit on October 18-19 will consist of two visitors who will want to talk to faculty about faculty engagement. The exit interview will give us the information that will be in their report.

B. Update from Career Services – Bridgette Coble, Director Career Services

Emilia Paul, Associate Vice President for Student Services

- Emilia Paul explained the role of Career Services to the committee.
- Bridgette Coble, Director of Career Services, gave the committee a summary of highlights of Career Services. They try to help students consider career decision-making over their life time, not just when they leave college. They offer a full range of services that include career testing, job search assistance and connecting students to employers. Alumni are eligible for services within one year of graduation.
- Each year more Alumni have utilized the job postings website. They have started four-week workshops to assist Alumni.
- Faculty and staff request presentations; connect students with employers through career fairs; aligning career decisions with retention of students; helping students declare majors; work with First Year Success; have monthly "Mod Breaks," where staff meet students and tell them about their services in between classes in the modular buildings.
- Trends – people have lost their jobs and students are competing with professionals for entry level jobs. It takes 4-6 months to get a job while doing an active job search. It is hard to bring employers to campus. Perfection is the key; employers are able to be choosy.
- Bridgette distributed the Faculty/Staff newsletter from the Career Center that comes out once or twice a semester.
- They have an online recruiting system that manages all the employer activity. Students can log on and schedule an interview and see what companies will be at the career fair. They can do research on the companies before coming to the fair. There are currently 1200 employers in the

database. Job search videos are available on the website. Many alumni are finding out about their services through social networking websites such as FaceBook and LinkedIn.

- They also provide Graduate School advising and workshops.

C. Academic Affairs Goals – Dr. Vicki Golich, Provost/VP for Academic Affairs

- Vicki highlighted some of the goals on the list that was distributed to members. The current strategic plan is close to the end of the five-year plan so a new committee is reconvening. As a part of the overall strategic planning process, she is working closely with the Deans, Deputy Provost, and AVP to make sure that we have a comprehensive list of labs that need to be upgraded, staff to be hired or upgraded, faculty needs and having a comprehensive plan to reinforce the infrastructure.
- She has been working with the faculty senate, faculty development, and the Deans to develop a comprehensive early career development program designed to mentor faculty who are new to campus until they earn tenure. This program is in addition to current programs. The Faculty Evaluation Task Force is meeting on Friday, 9/17.
- A search for a new Dean for the School of Business is under way. John Cochran will retire June 30, 2011.
- Vicki suggested that Sandra Posey, Director, First Year Success, report to the board on the plans for expansion of the program.
- Hispanic Serving Institution – the 55 recommendations from the task force have been reviewed and a few recommendations have been identified to work on this year. Retention will be a focus. It was suggested that a report on the statistics on programs once a semester would be valuable. First Year Success students had a retention of 89% and there were 53 grad students as of yesterday.
- The *Handbook* needs to be revised. The small corrections that have been made to the *Handbook*, have created problems in other areas in the *Handbook*. The faculty evaluation system will have to be revised. General Counsel notes that too often we have conflated policy with process, lack policies, or have policies that are internally contradictory..

D. Future Meetings for this committee

- Ann will send meeting dates and times to the members and then have them posted on the website.

IV. ACTION ITEMS

V. REQUEST FOR FUTURE AGENDA ITEMS

- It was suggested that the Board consider agenda items for the subcommittee at the Retreat in October.

VI. FEEDBACK ON MEETING

1. Did we cover the agenda items? - *Yes*
2. What should the chairperson do more (or less) of? *ok*
3. What can we do differently at future meetings to improve their effectiveness for you?
Email attachments to people on phone prior to the meeting.
4. What two things do we need to pay more attention to? *None*

VII. ADJOURNMENT

11:05 adjourned.