



Board of Trustees Academic and Student Affairs Committee

Retreat Agenda – August 9, 2016

Noon to 4:30 – Tivoli 640 on the MSU Denver Campus

Retreat Goals:

1. To achieve clarity with respect to roles and responsibilities of the BoT ASA Committee;
2. To streamline our agendas; so that we can
3. Bring focus to Educational Quality and Student Success.

Agenda Items

1. Review and discuss DRAFT charge to the BoT ASA Committee (see Attachment 1 for copy of DRAFT charge from February 6, 2013)
 - a. Revise as needed to ensure it
 - i. Brings clarity regarding roles and responsibilities;
 - ii. Clearly defines what we meant by Educational Quality and Student Success (EQSS);
 - iii. Provides guidance regarding what Trustees need to know; and
 - iv. Helps us prioritize agenda items, conversations, and annual goals for the Committee (see Attachment 2 for list of typical ASA Committee/BoT agenda items throughout the year)
 - b. Determine EQSS Board presentations for AY 2016-17 (see Attachment 3 for list of previous presentations)
2. Board of Trustees Policy Manual
 - a. Chapter 5, Section 5.3: Review approved list from November 29, 2012 of curricular items Trustees need to approve (see Attachment 4 for current document with highlighted proposed new changes)
 - i. Consider moving the following to the list Trustees no longer need to approve
 1. “New minors, concentrations, and certificates of completion”
 2. “Discontinuation of all programs” and changing to “Discontinuation of specific programs”
 - ii. Consider adding back in and merging “Substantive changes in teacher licensure” with “New majors for a teacher licensure program”
 - b. Chapter 3, Section 3.3: Consider delegating the authority to approve sabbaticals to the President (see Attachment 5 from the Board Policy Manual)
 - c. Recommend to BoT Governance Committee that the 2007 Board Policy Manual be reviewed and updated?
3. Board of Trustee Agenda Items Format – can the format be changed? (Example to be presented at the Retreat)
4. Preparation for the Higher Learning Commission site visit (see Attachment 6 for a timeline of “To Dos” leading up to the April 2017 site visit)
5. Curriculum Updates for 2016-17 (information to be presented at the Retreat)
 - a. CDHE expectations with respect to gtPathways
 - b. Graduate programs

Attachment 1: DRAFT Charge from February 6, 2013 BoT ASA Committee meeting

Metropolitan State University of Denver
of Trustees Meeting
Academic and Student Affairs Committee
Wednesday, February 6, 2013

Agenda Item IV.C. Board
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Discussion Item

AGENDA ITEM: DRAFT Board of Trustees Academic & Student Affairs Committee Charge¹

BACKGROUND: MSU Denver's Board of Trustees has initiated an effort to review – and revise as necessary – its Policy Manual. One of the items we have been asked to review is the charge to the Academic and Student Affairs Committee. The following DRAFT Charge has been adapted from the Association of Governing Boards (AGB) “AGB Statement on Board Responsibility for the Oversight of Educational Quality.” We need to make sure it is appropriately adapted to the realities and needs of MSU Denver. It is presented in the spirit of opening discussion about what we want to see as a final charge to the Committee.

PROPOSED CHARGE: The Board of Trustees Academic and Student Affairs Committee facilitates the Board of Trustees' ultimate responsibility for educational quality. **INSERT 1-2 SENTENCE DEFINITION OF EDUCATIONAL QUALITY** It does this by working closely with academic leadership and by regularly monitoring the following:

- learning goals and outcomes for academic, extra-curricular, and co-curricular programs;
- academic and student affairs program quality, institutional and program accreditation, and program review;
- student retention, graduation rates, graduate school acceptances, and job placements;
- policies and procedures related to faculty and staff compensation, appointment, tenure, and promotion – and when appropriate, the committee makes recommendations for action;
- academic and student affairs planning;
- the structure of the academic extra-curricular, and co-curricular programs – and when appropriate, the committee reviews proposals for adding, modifying and deleting programs; and
- budgets for academic and student affairs programs and services.

The Committee reports regularly to the Board and frames recommendations on matters of policy, quality, and funding that require the Board's consideration and action.

To accomplish its work, Metropolitan State University of Denver staff will provide Committee members with appropriate and timely information and data related to its responsibilities. Working at the nexus between board oversight and academic prerogative, the Committee recognizes and respects the central role of the academic administration and faculty in academic planning, curriculum development, faculty development, the evaluation and academic advising of students, and recommendations for faculty appointment, tenure and promotion; likewise, the Committee recognizes and respects the role of Student Affairs professionals in developing extra- and co-curricular activities, developing and implementing programs recognized to have a positive impact on retention and facilitation of graduation, staffing needs, and evaluation of staff. However, the Committee must also be mindful that, in its oversight role, the Board is ultimately accountable for ensuring educational quality.

RECOMMENDATION:

This is an information item only. No action is required.

¹ Adapted from 2011 “AGB Statement on Board Responsibility for the Oversight of Educational Quality,” (Washington, DC: Association of Governing Boards of Universities and Colleges), p. 8.

Attachment 2: Typical ASA Committee Topics

Meeting Date	Educational Quality/ Student Success	Financial	State	Federal/National	Culture	Other Reports/ Business
August/ September Retreat/ Business Meeting	Fall enrollment update	Fundraising effort	State funding per FTE	Cohort default rates	Campus climate survey update	
	Key Performance Indicators -Retention Rates -Graduation Rates -College Portrait	Fundraising return on investment	Total funding per FTE	Average current student debt	Employee turnover rates	
	Curriculum Action Items Supplemental academic instruction Special EQSS Rpt: TBD			Average graduating student debt		Higher learning commission site update
December	Spring pre-enrollment update	Annual audited financial statements				Curriculum: Certificates & New Programs
	Job placement rate/salary	Budget update				
	Post-baccalaureate placement rate/time-to-graduation	Internal audits				
	Licensure placement rate	HLC@Metro, Inc. financial update				
	Curriculum Action Items	Foundation financial update				
	2014-15 Program Review Reports Program Review Schedule for 2015-16 & 2016-17 Program Review One-Year Follow-up					
	Special EQSS Rpt: TBD	Fundraising effort				
February	Enrollment	Fundraising effort				Substantive Curriculum Changes for next AY Catalog
	Special EQSS Rpt: TBD					
April	Curriculum Action Items	Budget update	House Bill 14-1319 category updates			Sabbaticals
	Sabbaticals, Promotions, Emeritus	Fundraising effort				Promotions
	Special EQSS Rpt: Retention Initiatives	Quarterly Financial Report				Emeritus status
May	Academic Unit Reviews (e.g., Student Media, Career Services, LGBTQ, Center for Faculty Excellence)	Fundraising effort				Tenure/Early tenure
	Unit Review Schedule for 2014-15 & 2015-16					
	Special EQSS Rpt: TBD	Internal audits				
June	HSI Initiative Annual Update	Budget update		STEM Majors		
	Faculty effectiveness (workload, CHP ratio by faculty type, etc)	Fundraising effort				
	Equity in Excellence Update	Process transformation report				
	Veteran's/Military Student Update	Affordability (net cost of tuition)				
		Facilities update/Master plan				

Attachment 3: Educational Quality and Student Success presentations – November 2012 - May 2015

Date	Title
11/29/12	AGB/Teagle Survey for Trustees
2/6/13	Peer Review Assessment Processes and Student Learning Outcomes Assessment
4/3/13	Online Learning
6/6/13	Undergraduate Research Program Update
9/19/13	Board of Trustees Engagement
12/6/13	Faculty Recognition, MSU Denver's CASE U.S. Professor of the Year – Ann Williams, Professor of French
4/4/14	Equity in Excellence
6/5/14	General Education Assessment & Update on Supplemental Academic Instruction
12/5/14	Financial Aid 101
4/14/15	Student Success and Retention
5/8/15	Center for Faculty Excellence
6/5/15	Veterans and Military Student Services
9/17/15	Student Success Collaboration & Higher Learning Commission Accreditation Process
12/4/15	Online Learning & CARE Team's Approach to Promoting Student Safety and Wellbeing
4/7/16	<ul style="list-style-type: none"> • Sabbaticals • Promotions • Emeritus Status • HSI Report • AACSB Accreditation Celebration
5/5/16	<ul style="list-style-type: none"> • Tenure decisions • New Retention Initiatives (2014 Forward)

Attachment 4: November 29, 2012 Board Approval – Delegation of Authority to President to Approve Certain Curricular Items

AGENDA ITEM: Trustee Delegation of Authority to President to Approve Certain Curricular Items

BACKGROUND:

The Board of Trustees Governance Committee has undertaken a review of the 2007 Trustees Policy Manual. This process requires a careful analysis of both State policy and existing University policy and practices. While the Governance Committee proceeds with this analysis, the President and Provost request a temporary delegation of authority to the President to approve certain curricular items listed in Section 5.3 of the 2007 Trustees Policy Manual.

ANALYSIS:

The following section of the Trustees Policy Manual addresses the specific curricular items for which the Board retains approval authority. The selected curricular items for which temporary approval authority by the President is requested are underlined. Given the above-referenced review of the Trustees Policy Manual by the Governance Committee, Presidential review and approval of selected items on a temporary basis would improve efficiency and accommodate use of the Academic and Student Affairs Committee agenda and Board agenda for other pressing priorities.

SECTION 5.3: Approval of Curricular Items

The Board recognizes that while it has the ultimate authority for approving curriculum, the faculty should play a proactive role in formulating curriculum for the Board's consideration. The President shall develop policies and procedures for the approval of curricular items.

Such policies shall conform to all requirements of statute and the CCHE, and shall be consistent with Board goals and priorities. The following curricular actions must be approved by the Board of Trustees of Metropolitan State College of Denver before becoming effective:

- *New degree programs (Major)*
- *New or additional degree titles (B.A., etc.)*
- *New licensure programs*
- *New majors for a teacher licensure program and substantive changes in teacher licensure*
- *Consolidation of two or more existing programs into one*
- *Renaming an existing program*
- *Changing the title, e.g., B.A. to B.S., of a degree along with changes in the accompanying degree requirements*
- *~~Substantive changes in teacher licensure~~*
- *New minors, concentrations, and certificates of completion*
- *Discontinuation of ~~all~~ programs*
- *New study abroad courses*
- *Changes that increase students' requirements to graduate*
 - *Increasing the credit hours in major, minor, certificate, and licensure programs.*
 - *Increasing the ancillary requirements.*
- ◇ *Changes in the goals and distribution of credit requirements for the General Studies Program (see Section VI.B. of the MSCD Curriculum Guidelines – p. 38)*

Attachment 4: November 29, 2012 Board Approval – Delegation of Authority to President to Approve Certain Curricular Items

- ◇ Additions, deletions, or changes in the goals of other general college requirements that specify types of courses students must take to complete a degree.

The Board Policy Manual provides that the Board may make changes to existing policies or delete policies contained therein at any time in its sole discretion.

RECOMMENDATION:

The Academic and Student Affairs Committee recommends that the Board of Trustees approve a Delegation of Authority to the President to approve certain curricular items per Section 5.3 of the Trustees Policy Manual. This delegation shall end if and when new policies for approval of curricular items are adopted by the Board or at such time as the Board may designate, whichever is earlier.

Attachment 5: Board of Trustees Policy Manual -- Chapter 3: Personnel/Welfare

Can we move item 5 under Recommendations to be approved by the Board to part of item 10 under Information?

SECTION 3.3: Standard Personnel Recommendation and Information Forms

Personnel action recommendations and information will be submitted by the President on standardized forms approved by the President. The recommendations and information to be submitted include but are not limited to:

Recommendations:

1. Initial appointments of nontemporary faculty and administrators
2. Awards of tenure
3. Conferral of emeritus status
4. Awards of honorary degrees
5. **Sabbatical leaves**

Information:

1. Appointments of temporary faculty and administrators
2. Faculty promotions
3. Leaves without pay
4. Administrative leaves longer than 10 days
5. Resignations
6. Nonrenewal of probationary faculty members
7. Termination of administrators
8. Denial of early tenure applications/offers of sixth-year terminal contracts
9. Transitional retirements
10. Final sabbatical leave reports

In order to assist the Trustees to better understand why employees are resigning and identify employment patters, a “reason for resignation” statement will be requested of full-time employees who are resigning. Other actions which require Board approval will be handled on a case-by-case basis.

Attachment 6: HLC April 2017 Site Visit Timeline of Actions

