

METROPOLITAN STATE COLLEGE *of* DENVER
BOARD OF TRUSTEES & COMMITTEE MEETINGS
June 6 & 7, 2012

Wednesday, June 6, 2012

Student Success Building, Board Room, 440A

Academic & Student Affairs Committee 12:15-1:15 p.m.

Joint Finance and Academic & Student Affairs Committee 1:15–1:45 p.m.

Finance Committee 1:45–3:45 p.m.

Governance Committee 3:45–5:45 p.m.

Thursday, June 7, 2012

Student Success Building, Board Room, 440A

Executive Session of the Board of Trustees 7:30 – 9:00 a.m.

Tivoli 320

Public Meeting of the Board of Trustees 9:00 a.m. – 12:00 p.m.

METROPOLITAN STATE COLLEGE *of* DENVER
BOARD OF TRUSTEES

Meeting

June 7, 2011

7:30 – 9:00 a.m. Executive Session, SSB 440A

9:00 a.m. – 12:00 a.m. Public Meeting, Tivoli 320

I. CALL TO ORDER

II. EXECUTIVE SESSION

An Executive Session may be held to confer with the Board's attorney for the purpose of:

- legal advice concerning pending or imminent litigation, specific claims or grievances or legal advice on specific legal questions, confidential pursuant to C.R.S §24-6-402(3)(a)(II)(2011); consideration and appointment of an employee, confidential pursuant to C.R.S. §24-6-402(3)(b)(I)(2011).

III. CONSENT AGENDA

- A. Approval of April 5, 2012 Board Meeting Minutes
- B. Office of Human Resources Report of Personnel Actions which have occurred since the last Board meeting of April 5, 2012

IV. PRESENTATIONS/ACTION ITEMS

- A. Logo and Seal Development Update (Lucas/Surine)
 - 1. Approval of Seal
- B. Chapter V. Handbook Revisions (Golich)
 - 1. Approval of Changes to Chapter V
- C. 2012-2013 Budget Presentation (Lutes/Jordan)
 - 1. Approval of Proposed FY2012-13 Student Charges (Undergraduate and Graduate)
 - 2. Approval of FY 2012-2013 Budget

V. REPORTS/ACTION ITEMS

- A. Chair's Report: Chair Rob Cohen
 - 1. Approval of 2012-2013 Meeting Schedule
 - 2. Election of Officers
- B. President's Report: President Jordan
- C. Legislative Report: Written report from Capstone Group, LLC
- D. Finance Committee Report: Trustee Ellen Robinson
- E. Academic and Student Affairs Committee: Trustee Michelle Lucero
 - 1. Comments re: Promotions, Transitional Retirement, Emeritus (no action required)(Golich)
 - 2. Approval of Archiving of the Behavioral Science Program (Thompson)
 - 3. Approval of New Concentrations for the Chicana/o Studies Program (Thompson)

4. **Approval of South Indian Tropical Biodiversity Study Abroad Course (Thompson)**
5. **Approval of Humanitarian Engineering Study Abroad Course (Thompson)**
6. **Approval of Merging of the Journalism Program and the Department of Technical Communication and Media Faculty**

F. Governance Committee: Trustee Melody Harris

1. **Approval of Revised Bylaws**

G. Faculty Senate Report: Professor Kamran Sahami, President

H. Student Government Report, Jesse Altum, President

I. Special Faculty/Student Trustee Report: Trustees Kottenstette and LaBure

J. Alumni Report: Alumni Representative Eric Peterson

K. AHEC Report: Trustee Dawn Bookhardt

L. Foundation Report: Trustee Bill Hanzlik

VI. INFORMATION ITEMS *(Requires no approval by the Board of Trustees)*

- A. **Human Resources report of personnel actions for the Board's information which have occurred since the last meeting on April 5, 2012.**

VII. PUBLIC COMMENT

VIII. ADJOURNMENT

METROPOLITAN STATE COLLEGE of DENVER
BOARD OF TRUSTEES
Thursday, April 5, 2012
Board Minutes

CALL TO ORDER

The Board of Trustees meeting was **called to order** at 7:15 a.m. by Board Chair Cohen. He was joined by Vice Chair Michelle Lucero, Trustee Bookhardt, Trustee Hanzlik, Trustee Carroll, Trustee Harris, Trustee Robinson, Trustee Pogge, Faculty Trustee Kottenstette, Student Trustee LaBure and Alumni Representative Petersen. President Jordan and Board Secretary Loretta P. Martinez were also in attendance, along with various faculty, administrators and staff.

EXECUTIVE SESSION

Chairman Cohen read the Trustees into **Executive Session**, and asked for a motion. The motion was made and seconded and **unanimously approved**. The Board entered into Executive Session at 7:15 a.m.

CONSENT AGENDA

The meeting **reconvened in public session** at 9:15 a.m. with the first order of business being the **approval of the Consent Agenda**. Trustee Bookhardt moved, **with a second** by Trustee Pogge. The motion was **unanimously approved**.

LEGISLATIVE REPORT

Chairman Cohen then asked for the **Legislative Report**, which was presented by Christine Staberg, Capstone Group, LLC. President Jordan thanked Ms. Staberg, Mary Marchun, and the Capstone Group for outstanding work on the name-change bill. Ms. Staberg provided the following updates:

- The name-change bill was approved on 3rd reading by the House last week
 - The bill passed in the Senate on a vote of 33 to 1, and in the House on a vote of 56 to 6, with unanimous approval and bipartisan support in both Education Committees
 - Upon signature by the Speaker of the House, the bill will be forwarded to the Governor for approval. A request has been submitted to the Governor's office for a bill-signing ceremony.
- Ms. Staberg's team is working with AHEC, the State Treasurer's office, and the Department of Higher Education to utilize Federal Mineral Lease dollars to create the opportunity for controlled maintenance on the AHEC campus.
- Pending legislation:
 - SB15, the Asset Bill, remains in the Senate. Very active negotiations continue to see if an additional Republican vote or two could be picked up in the House. The bill will pass the Senate, but a question remains on committee assignment in the House. Ms. Staberg's team has advocated amendments that would be beneficial from a legal perspective in terms of making the best case for the State
 - Personnel reform measures have received overwhelming bipartisan support and are expected to be approved next week. Half the changes are statutory, and half must be referred to the ballot.
- Other bills affecting higher education:
 - Dr. Golich was very instrumental in working on HB1144, a proposal that would allow for contracts for non-tenure-track faculty who are at 50% time or more. That bill is on its way to the Governor
 - SB45 establishes an associate degree completion program. Judy Diaz Bonacquisti originally proposed the partnership between Metro and the community colleges last

- summer, and has worked with legislators to ensure that the pilot program will be conducted at Metro
- HB1155, the college completion act is, in some ways, a major rewrite of higher education policy. President Jordan testified in support of the bill in the House Education Committee. The bill still must make it through the Senate. President Jordan added that a critical component of HB1155 will enable Metro to implement Student Success Program curriculum concepts and to offer a Stretch course over two, instead of one, semesters. Passage of HB1155 is critical to Metro's strategies to improve freshman retention and ultimately the graduation rate at Metro.
- Natalie Lutes and Sean presented to the Capital Development Committee this morning and received unanimous approval from the committee on the athletic field proposal that was brought to the Department of Higher Ed
- A number of our Trustees will be confirmed this month before the Senate Education Committee
- Ms. Staberg's team is monitoring close to 50 bills on Metro's behalf

Chairman Cohen thanked Ms. Staberg for her excellent work.

Chairman Cohen further stated that, in an attempt to run board meetings most efficiently, the Board is experimenting with a new arrangement of agenda items, putting presentations and action items first. Feedback on the new arrangement is welcomed.

STRATEGIC PLAN PRESENTATION – Carry In Action Item

President Jordan thanked Dr. Kamran Sahami, Cathy Lucas, and Dr. Pat Sanahan for leading the Task Force that developed MSCD's Strategic Plan. President Jordan said that the Strategic Plan encapsulates the vision of Metro State as the preeminent urban land grant university, in the tradition of the land grant universities established between 1863 and 1900. Dr. Jordan said that the broad questions addressed in the Strategic Plan are:

- What are the institution's responsibilities for transforming the major urban metropolitan community of which it is a member?
- How does Metro State College transform students?

Dr. Sanahan outlined the five phases of developing the Strategic Plan, and complimented the Planning Committee on the transparent, inclusive process that was used in gathering input and data for the Strategic Plan. The Committee relied heavily on faculty input which, in Dr. Sanahan's experience, is a hallmark of successful strategic plans. Dr. Sanahan outlined Metro's distinguishing features, the four pillars of the Strategic Plan, and the four themes or goals that provide a framework for the future

Dr. Sanahan noted that the Strategic Plan is an aspirational, five-year plan and advised that the Board's goal over those five years should be to mete out its energy, to measure and manage the handful of issues that matter, steer clear of details, and oversee the Plan's implementation from a distance.

Chairman Cohen said that the Board's commitment to integrating the Plan into the fiber of the institution is most important, and suggested several options:

- The Plan's goals could become part of the President's evaluation
- The Plan could be integrated into the Dashboard
- The components of the Plan that address academic and student success could be assigned to that committee or the diversity group as appropriate
- Reports back to the Board could be scheduled on a periodic, quarterly or semiannual, basis so that there is accountability

There was discussion and comments by members of the Board of Trustees regarding implementation of the Strategic Plan. Chair Cohen summarized the Board feedback on implementation of the Strategic Plan as being that the Board will receive a progress report at its annual retreat, that implementation of the Strategic Plan will be added as a component of the President's report, and implementation of the Plan will be integrated into the Dashboard.

Vice Chair Lucero **moved for adoption** of the Strategic Plan for 2012 through 2017. Trustee Robinson **seconded the motion** – the item was **approved unanimously**.

DEFINED CONTRIBUTION PENSION PLAN 2012 PERFORMANCE REVIEW REPORT

Mr. Greene, Associate VP for Retirement Plan Administration reported there are 1450 participants at the four institutions that participate in the plan, and nearly 650 at Metro State. Roughly 25% of eligible employees are in PERA. The contribution levels of the DCP are 11.4% from the employer and 8% from the employee, in contrast with PERA's contribution levels of 13.15% employer and 10.5% employee.

In 2004, an ad hoc committee was formed by the participating institutions to periodically meet and review performance of the optional retirement plans. The institutions opted to bid out for a consultant to perform the review, and hired Gallagher Benefit Services. The most recent report has three minor findings:

- VALIC fees have been higher than TIAA-CREF and Fidelity. This was brought to the attention of VALIC and plan administrators, and VALIC has presented a new platform so that its fees will be in line with Fidelity's and TIAA-CREF's. Three of the four institutions have recommended that VALIC's new platform be accepted.
- The second finding was that the institutions have a large number of investment choices. Mr. Greene stated that the institutions use the "bundled" approach and that therefore specific funds are not chosen by participants to invest in.
- The third finding was that some of the investment costs were reduced or remained relatively flat, and there may be possibilities for further fee reductions. Mr. Greene stated that he meets regularly with officials from all three vendors to discuss fee assessments and the potential to reduce costs further.

In summary, rates of return and fees are in line, and Metro State's DCP is in full compliance with the 2004 legislation.

Chair Cohen asked for a motion to accept the Defined Contribution Pension Plan 2012 Performance Review Report. Trustee Carroll **moved to accept** the report, which **motion was seconded** by Trustee Bookhardt – the item was **approved unanimously**.

CHAIR'S REPORT

The meeting moved forward to the **Board Chair's Report**. Chairman Cohen reported that he had none, and invited President Jordan to present his report.

PRESIDENT'S REPORT

President Jordan expressed his appreciation to all those who made the Student Success Building a reality, and in particular, the students of Metro State. He thanked the General Counsel's office and the Board for their guidance throughout the process.

President Jordan turned to the President's Report and noted that two accomplishments relate to Academic and Student Success Goal 1 and Goal 2 in the Strategic Plan just adopted by the Board, and are two great examples of creating excellence in an affordable, modified open admission institution:

- Metro students in the Air Traffic Control Program finished second in the nation – following only Purdue University – on the national FAA program. Kudos to the faculty and students who participated in the program. The accomplishment demonstrates that Metro students become graduates who are prepared for the workforce
- Second, the nation's oldest mathematics association, the Acknowledge Mathematics Association of America, identified Metro's Mathematics program as one of the 15 best in the country for teaching Calculus 1 and for taking students into higher forms of Mathematics. The AMAA's analysis considers the ethnicity, gender, and economic backgrounds of students, recognizing that students from low-income backgrounds don't typically do as well in Mathematics. AMAA representatives will come meet with faculty at Metro, and Metro's Mathematics program will be held up as a national model for other institutions to emulate

Women's Basketball made it to the Sweet 16, and Men's Basketball to the Elite 8 which was played against Colorado School of Mines, ranked # 1 in the country at the time, in the regional championship. Metro's basketball teams displayed great sportsmanship and did a terrific job. Jordan also congratulated Hayden Smith, a former Metro State Basketball player, who recently joined the New York Jets as a tight end.

President Jordan turned to the Long appropriations bill, and thanked Vice President Lutes and her staff for their work with regards to restoration of budget reductions to higher education. Because of their work during the negotiations, it was agreed that regardless of how much money was restored, the first \$10 million of restorations would go toward previously unfunded enrollment increases, and the remainder according to a formula applied among all the participating institutions. This had the net effect of returning Metro's component of the \$29 million reductions -- about \$1.6 million -- plus approximately \$20,000.

President Jordan and General Counsel Martinez announced that Nicole Taylor is leaving her position in General Counsel's office, and thanked her for the great job she's done. Ms. Taylor is joining the CCD as their first Student Judicial Officer.

FINANCE COMMITTEE REPORT

Chairman Cohen called for the **Finance Committee Report**. Trustee Robinson provided the following highlights:

Approval of FY 2011-2012 Revised Budget

- Enrollment was down about 2.5%
- Enrollment reserves across each of the departments will make up \$2 million to cover the enrollment shortfall
- Despite using the entire fund balance last year to support this year's budget, a new fund balance of approximately \$4.7 million will be generated from vacancies and other types of savings
- Natalie Lutes added that Metro State has requested that 100% of COF funding be moved to future service. If that is approved, \$1.7 million of the \$2 million shortfall will be restored

Chair Cohen **made a motion** to approve the revised budget for FY 2011-2012. Trustee Bookhardt **seconded the motion** – the item was **unanimously approved**.

Approval of FY 2012-2013 Budget Assumptions

Trustee Robinson stated that this will be a “catch-up year” financially for the institution because Stimulus funds are gone, and a number of years’ worth of budget cuts have moved the institution back in time in terms of per-student support. Ms. Lutes added that the proposed tuition increase is within the terms of the Financial Accountability Plan that the Board approved last year. President Jordan noted that during Joint Budget Committee review of the restorations, there was some discussion about having a dollar-for-dollar reduction in proposed tuition rates, in exchange for the amount added back on the General Fund. The Joint Budget Committee decided against that, indicating an understanding of the challenges presented to higher education over the last few years, and why it would be necessary to have the tuition increases as additions to – and not as supplements to – the General Fund. Ms. Lutes noted that this Board has historically not supported covering the state reductions through tuition increases.

The recommendations of the Finance Committee are: Tuition would be increased by 13%. The net effect with fee adjustments is 10.6%. Tuition for Master’s Programs, which are entirely cash funded, would be increased by 13%. Trustee Robinson added that another significant parameter is an increase of 2% for faculty and administration and that evaluations of equity and CUPA status would be incorporated into how that money is spent.

Trustee Robinson asked that the parameters vetted by the Finance Committee be approved. Chairman Cohen accepted that as a **motion**, which was **seconded** by Trustee Bookhardt – the item was **unanimously approved**.

Approval of Recommended Changes to Naming Policy– Carry In Action Item – Approval of Gifts and Naming Opportunities

The Foundation Board recommends that gifts valued at less than one-half million dollars be approved by the President, except where a conflict of interest may exist, or with certain industries, and that those cases be brought to the attention of the Board.

Trustee Robinson **moved for approval** of the recommended changes to the naming policy, with the following amendment: “...to authorize, *at the College President’s discretion*, to approve naming rights.” Trustee Carroll **seconded the motion** – the item was **approved unanimously**.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE REPORT

Chairman Cohen called for the **Academic and Student Affairs Committee Report**. Vice Chair Lucero provided the following highlights:

- The Committee had a great discussion on Senate-recommended changes to the grading policy and changed the definition of ‘student’ to more accurately reflect Metro’s actual students
- The Committee discussed a proposal that would connect proposals of new degree programs with regional workforce needs
- Received an update on Vicki Golich’s three-year project, the Faculty Evaluation Task Force

Approval of Tenure, Emeritus and Sabbatical Recommendations

Provost Vicki Golich stated that 34 professors have been granted tenure, all of whom have been highly recommended by all levels of review. Ms. Golich highlighted seven faculty members as representative of the excellence all 34 have achieved:

- From the School of Business:
 - Professor Greg Black in Marketing, recently appointed Department Chair, has had ten refereed articles accepted in various prestigious journal venues in his field

- Professor Whitney Traylor in Management, described as “the epitome of a professional,” has for three semesters received his Department’s prestigious ‘A++ Teacher’ award
- From the School of Letters, Arts, and Sciences:
 - Diane Davis in Math and Computer Science, who has received remarkably high student ratings
 - Professor Leslie Hathorn in Psychology, who has received high student ratings and mentored 45 students to present in the Department’s conference and 11 at regional conferences
 - Professor Hsiu-Ping Liu in Biology, who involves students in research projects and excels in advising students for graduate school and in their careers
- From the School of Professional Studies:
 - Professor Ann Diker in Health Professions, who has received an award from the National Extension Association of Family and Counselor Sciences for curriculum development
 - Professor Peter Vigil of Special Education, Early Childhood Education, Reading, and Educational Technology, who is considered a role model to students and uses education as a means to empower traditionally disenfranchised populations

Provost Golich also described the proposed sabbatical leaves of several faculty members.

Vice Chair Lucero **moved to accept** all the appointments for emeritus status, tenure, and sabbaticals, which was **seconded** by Trustee Carroll – the item was **approved unanimously**. Chairman Cohen congratulated all of the faculty.

Approval of Postsecondary and Workforce Readiness High School Endorsed Diploma

Vice Chair Lucero **moved to approve** the endorsed diploma criteria, which was **seconded** by Trustee Carroll – the item was **approved unanimously**.

Approval of Genders and Sexualities Minor

Vice Chair Lucero **moved to approve** the Genders and Sexualities Minor, which was **seconded** by Trustee Carroll – the item was **approved unanimously**.

Approval of Social Science for Elementary Educators Major

Vice Chair Lucero **moved to approve** the Social Science for Elementary Educators Major, which was **seconded** by Trustee Robinson – the item was **approved unanimously**.

Approval of Academic Program Fees Proposal

AVP Sheila Thompson reviewed the process involved in requests for fees which includes several levels of vetting. At one of the levels, students are given the opportunity to provide feedback; none of the fee requests received negative feedback.

Vice Chair Lucero **moved to accept** the Academic Program Fees Proposal, which was **seconded** by Trustee Carroll – the item was **approved unanimously**.

Student Health Insurance– Carry In Action Item

Vice Chair Lucero stated that this item was discussed in both Finance Committee and in Academic and Student Affairs Committee, and asked Steve Monaco to provide the highlights on student health insurance.

Steve Monaco stated that the request for the Board today will be to revert to having the charge for student health insurance put onto the tuition and fee bill. He explained that the charge for student health

insurance has been on the tuition and fee bill, until this current year when the School opted to have a third party, ECI, collect premiums. This procedure, however, enabled students to opt out of carrying health insurance, and through adverse selection, enrollment in student health insurance dropped from 6,000 to 3,000. When student health insurance is an item on the tuition bill, the School has the ability to enforce mandatory health insurance coverage. This measure is supported by Student Government. Adding student health insurance back onto the tuition and fee bill will result in a 24.1% increase in renewal premium, as compared to a 55.7% increase if left the way it is. This represents a savings to students of \$504.

Vice Chair Lucero stated she will add this as an agenda item on the Board Retreat agenda, to continue discussion of the College's mandatory student health insurance requirement. Vice Chair Lucero **moved for approval** of the changes to the Student Health Insurance, to be implemented in the Fall of 2012, with the caveat that the Board will discuss the mandatory insurance policy at its next Board Retreat. Trustee Carroll **seconded the motion** – the item was **approved unanimously**.

AHEC BOARD REPORT

Chairman Cohen then called for the **AHEC Board Report**. President Jordan reported that at the last AHEC Board meeting there was good conversation regarding whether to move forward with one or two new parking garages due to timing with respect to bond issuance and construction projects. It was determined by the Board not to move forward until it could be determined how to better utilize the existing parking garage which is at roughly 50% capacity. So the Auraria staff will be re-thinking whether to offer employees a reserved spot on the top couple of floors and leave the bottom floors open hourly use.

FOUNDATION BOARD REPORT

The Foundation is recruiting new Board members. Joan McDermott will be reporting to the Foundation Board on the new athletic fields. The Foundation Board continues to focus on The Campaign, which will be a focus for the upcoming Tri-Board Retreat.

ALUMNI REPORT

Chairman Cohen then called for the **Alumni Report** presented by Alumni Representative Eric Peterson, who announced several upcoming events and provided the following recent highlights:

- The Alumni Association recently hosted events in conjunction with the NCAA Sweet 16 and Elite 8 playoffs
- More than 500 graduates took part in the recent two-day Graduation Fair
- Career Services is thriving; counseling sessions are booked almost three weeks in advance, and attendance at the on-site and webinar sessions remains very strong
- The Scotland golf trip is being postponed and it is hoped the trip will be rescheduled for the summer of 2013
- Tuesdays at Tennyson Tap in the Highlands is a weekly Alumni get-together event

FACULTY SENATE REPORT

Chairman Cohen thanked Mr. Peterson and then called for the **Faculty Senate Report**. Professor Jay Louder provided the following highlights:

- The Theater Department was accredited by the National Association of Schools of Theater.
- Faculty Senate is redefining and updating guidelines for General Studies and course assessment.
- A new grading policy was passed which essentially eliminates the No-Credit designation, which now becomes a Withdrawal. This policy change is more in line with other institutions across the

country and is better for the student because if an emergency comes up, the student can retake a class twice but after that must have an adviser sign off.

STUDENT GOVERNMENT REPORT

Jesse Altum, Student Government Assembly President, reported regarding the student bus pass. Chair Cohen asked Mr. Altum to forward the SACAB report to him so that he could meet with Phil Washington to discuss the matter. Mr. Altum then provided the following highlights:

- Mr. Altum wrote a letter supporting the change to student health insurance approved by the Board today
- Student Government is encouraging students to contact their state legislators regarding cuts to higher education funding
- The Associated Students of Colorado will be hosting their general assembly at Metro State this month to discuss higher education
- Mr. Altum wrote a letter supporting the name-change bill but unfortunately the Senate declined to approve his recommendation. Mr. Altum will reintroduce the resolution in support of the name change and hopes to change some senators' opinions. He stated that he has received student feedback overwhelmingly in support of the name change

Chairman Cohen thanked Jesse Altum for his leadership of the SGA.

PUBLIC COMMENT

There was none.

INFORMATION ITEMS

Chair Cohen noted the information items on the last few pages of the Board packets.

ADJOURNMENT

After a motion by Vice Chair Lucero and a second by Trustee Hanzlik, the Board Chair officially **adjourned** the meeting at 11:50 a.m.

AGENDA ITEM: **Office of Human Resources report of personnel actions for the Board's confirmation/approval that have occurred since the last Board Meeting on April 5, 2012.**

BACKGROUND: Report of personnel actions that have occurred since the last Board agenda of April, 2012. Initial appointments of non-temporary faculty and administrators, tenure, emeritus status, honorary degrees, and sabbatical leaves which require Board approval.

ANALYSIS:

RECOMMENDATION: It is recommended by staff that the Board of Trustees confirm/approve the following personnel actions.

APPOINTMENTS

Dr. Tammy Heskeyahu, Staff Psychologist, Annual Salary: \$56,000.00 – Effective June 1, 2012.
(ADMINISTRATIVE)

Dr. Randy Hyman, Associate Vice President for Student Success, Annual Salary: \$114,000.00 – Effective July 1, 2012. (ADMINISTRATIVE)

Ms. Suzanne Klein, Field Experience Coordinator, Annual Salary: \$50,000.00 – Effective March 9, 2012. (ADMINISTRATIVE)

Ms. Susan Joseph, Program Specialist, Annual Salary: \$51,500.00 – Effective April 1, 2012.
(ADMINISTRATIVE)

RECOMMENDED FOR PROMOTION to FULL PROFESSOR

Dr. Pamela Ansburg, Psychology

Dr. Christy Carello, Biology

Dr. Bruce Degi, English

Dr. Cynthia Kuhn, English

Dr. Jacqueline McLeod, History and African/African American Studies

Dr. Bridget Murphy-Kelsey, Psychology

Dr. Kamran Sahami, Physics

Dr. Jane Chapman Vigil, English

Dr. Helle Sorensen, Hospitality, Tourism & Events

Dr. Jennifer Weddig, Health Professions

RECOMMENDATIONS FOR EMERITUS STATUS

Dr. Mary Jo Pollman Professor of Early Childhood Education

Dr. Marc Rabinoff Professor Emeritus-Human Performance & Sport

AGENDA ITEM: University Logo Review and Seal Approval

BACKGROUND:

On April 18, 2012, Colorado Gov. John Hickenlooper signed SB12-148, authorizing Metro State to change its name to Metropolitan State University of Denver. The new name will become official on July 1, 2012.

The primary reason for the name change was to increase the value of a Metro State degree, while eliminating the misperception that the institution is a community college. The University's new branding efforts must support these core goals.

ANALYSIS:

Marketing and Communications has worked with Scott Surine, who is an affiliate faculty member in the Art Department's Communication Design Program, and a college-wide committee of staff, faculty and students to review and provide feedback on a series of new formal and informal logos and seals.

Through this process, a new university seal and new formal, informal and athletics-only logos have been developed for Trustee review.

Logos

Logos are the most fundamental visual elements of our brand. The formal Metropolitan State University of Denver logo will be our primary mark, which is to be used when communicating with an external audience of the institution. The informal logo represents our shortened name and may only be used when our message is intended for an internal audience that is already familiar with the full name of Metropolitan State University of Denver. The athletics logo is to be used only for promoting athletics or University spirit events.

Seal

The University seal is reserved for limited official use. It is only used on documents and ceremonial materials such as certificates, diplomas and Trustee documents.

As part of this process, Sector Brands was contracted to perform a survey and analysis on the informal name choices: Metro State, MSU Denver and Metro State U. The online survey was sent to faculty, staff, students, alumni and external constituents such as the Board of Trustees, Foundation Board and President's Community Cabinet. When available, the results will be reported to the Board.

RECOMMENDATION:

The Governance Committee recommends approval of the attached University seal as the official mark of the Board of Trustees.

AGENDA ITEM: **Handbook Changes for Chapter V regarding promotion, post tenure review, and emeritus designation from the Faculty Evaluation Task Force**

BACKGROUND:

Last year, following a vote by the tenure-line faculty, the Board approved changes to the evaluation process for probationary faculty earning tenure. Presently, the Faculty Evaluation Task Force is proposing, and the tenure-line faculty have once again voted to support, a second-round of *Handbook* changes encompassing the processes for promotion, post tenure review, and emeritus designation.

In addition, the new Chapter V merges the former Chapter V and Chapter VII, thereby reducing redundancy and creating a single chapter (Chapter V) dedicated to the evaluation processes of tenure-line faculty.

- Members of the Faculty Evaluation Task Force offer this “template,” with respect to how purpose, definitions, roles and responsibilities, etc. are articulated, as a model for future *Handbook* changes.
- The Provost’s Office and the Office of Legal Counsel are collaborating to ensure that items from the old chapters that have been inadvertently or intentionally removed from this new Chapter V are reviewed/revised and placed in other chapters of the *Handbook* or eliminated purposefully.

ANALYSIS:

Executive Summary of Faculty Evaluation Task Force Recommended Changes to Chapters V & VII in the merged Chapter V

The Faculty Evaluation Task Force has completed its review of the *Handbook for Professional Personnel* related to policies and procedures for faculty promotions to Associate Professor and to Professor, for Post Tenure Review, and for Emeritus Status.

As a part of our review, we discovered that Chapter V and Chapter VII both address policies and processes related to faculty evaluation for tenure and/or promotion. Originally, Chapter V dealt primarily with **annual reviews**, whereas Chapter VII dealt with evaluations for promotion, appointment with faculty rank, post tenure review, and emeritus status. In many ways the two Chapters were redundant and used confusing language to describe the various processes. The Task Force, therefore, decided it made sense to merge the two Chapters in the interest of providing a more streamlined and clearly delineated articulation of what was required for each of these critical moments in time for faculty at Metropolitan State College of Denver.

The key changes the Task Force is recommending for policy and procedure related to promotion to Associate Professor and/or Professor align with the basic principles guiding the changes in evaluation for the award of tenure that were approved last year:

1. Use of a Portfolio rather than a Dossier; the former allows faculty to tell a more complete and holistic story about their work and to highlight their successes in all areas of their work.
2. Ability to assemble the Portfolio electronically if the faculty member so chooses.
3. No changes to the minimum “time-in-rank” for promotion except in cases where faculty may choose to seek an award of early tenure and simultaneous promotion to Associate Professor (see below with regard to time in rank).
4. We have clarified the following:

- a. To be awarded tenure, (Section V.B.1.a.iii.) "...requires
 - (1) adherence to all contractual requirements;
 - (2) a record of conduct consistent with professional standards;
 - (3) faculty holding the appropriate terminal degree for the discipline; the Provost may make an exception after consultation with the affected Department Chair and Dean; and
 - (4) demonstration of performance that meets the standards defined by departmental guidelines, which
 - (a) should recognize contributions to teaching as the most significant factors in evaluating faculty for tenure, but acknowledge that outstanding teaching will not be sufficient to justify tenure; and
 - (b) may allow for faculty to demonstrate a holistic performance record, where extraordinary accomplishments in one area might compensate for less robust accomplishments in another."
- b. However, to be promoted to Professor, Section V.H.2.a.-c., "...candidates must
 - i. meet the performance expectations defined in this *Handbook*,
 - ii. adhere to all applicable policies set forth in this *Handbook* as a prerequisite to promotion, and
 - iii. have met the following minimum time-in-rank to be eligible for promotion to a higher rank, regardless of discipline:
 - (a) Instructors – no requirement
 - (b) Assistant Professor – no requirement
 - (c) Associate Professor – a minimum of six years total in rank as Assistant Professor at a regionally accredited baccalaureate-granting institution of higher education, two of which must have been at Metro State; the six-year minimum may be relaxed for faculty seeking the award of early tenure and simultaneous appointment to the rank of Associate Professor.
 - (d) Professor – a minimum of four years in rank as Associate Professor at a regionally accredited baccalaureate-granting institution of higher education, two of which must have been at Metro State.
 - (e) In determining years in rank, the current year (year in progress) during which application for promotion is made is counted as a year of service toward the requirement for time in rank.
- c. For promotion to Professor, there is an expectation for a record of significant accomplishment in all three areas of performance.

The key changes the Task Force is recommending for policy and procedure related to Post Tenure Review likewise align with the basic principles guiding the changes in evaluation for the award of tenure that were approved last year. As with all our other work, we based our recommendations on the research literature regarding best practice, including a customized report prepared for us by the University Leadership Council¹:

- 1. We have clarified purpose in Section VII.B.2.b.i.-ii.:

¹ Nyatepe-Coo, Ehui and Allison Thomas, "Promotion and Post-Tenure Review at Teaching Institutions," Custom Research Brief, Washington, DC: The Advisory Board Company, January 12, 2012.

- d. Post Tenure Review: Affords faculty members and their supervisors with periodic opportunities to assess the faculty member's performance and shall be conducted for two primary reasons:
 - i. To offer tangible recognition to those faculty members who have demonstrated high or improved performance, and
 - ii. To assist tenured faculty members to improve performance if necessary by providing formative feedback.
 2. We have defined Portfolio documentation in Section VII.C.b.i.-x.:
 - a. Cover Sheet
 - b. 1-3 page Narrative Statement
 - c. Annotated *Curriculum Vitae*
 - d. Student Ratings of Instruction
 - e. Letters of Review from the most recent comprehensive evaluation, e.g., tenure, promotion, or post tenure review
 - f. Reassigned Time Reports and Evaluations
 - g. Required Additional Materials for Review – for Post Tenure Review, none, beyond what is required in Department Guidelines
 - h. Peer Observation – for Post Tenure Review, none, beyond what is required in Department Guidelines
 3. Review Levels for Post Tenure Review
 - a. Department/Peer Review Committee
 - b. Department Chair
 - c. School Dean
 - d. College-level Post Tenure Review Committee: In the event that any level of review recommends that a faculty member needs improvement, this Committee will review the Portfolio
 - e. Provost
 4. Have redefined the purpose of the College Post Tenure Review Committee; membership will be as follows; purpose (as noted above) is to review **only** those files which receive a rating of “needs improvement”:
 - a. Section VII.C.2.e.: College Post Tenure Review Committee: Shall consist of
 - i. Four tenured faculty elected from the School of Letters, Arts and Sciences;
 - ii. Two tenured faculty elected from the School of Business;
 - iii. Two tenured faculty elected from the School of Professional Studies; and
 - iv. One at-large tenured faculty elected from the Faculty Senate.
 5. Have created a new Standing Appeals Committee
 - b. Section VII.C.2.f.: a **Standing** Appeals Committee that would be convened for any tenure-related appeals process, including for Post Tenure Review appeals: Appeals Committee: Shall consist of
 - i. Two tenured faculty elected from the School of Letters, Arts and Sciences;
 - ii. One tenured faculty elected from the School of Business;
 - iii. One tenured faculty elected from the School of Professional Studies; and
 - iv. One at-large tenured faculty elected from the Faculty Senate.
 6. Improved and clarified the Appeals process – see Section VII.I.5.

The key changes the Task Force is recommending for policy and procedure related to Faculty Emeritus Status are the following:

1. VII.J.3.c.: now that the catalog is on-line – “Be listed in the College Catalog following retirement for life”
2. Added two benefits:
 - a. Entitled to retain a college e-mail account
 - b. Retain library privileges

PLEASE NOTE: The section on Faculty Contractual Obligations will be moved elsewhere within the *Handbook* as will the sections dealing with evaluation of department chairs, administrators and others (previously Sections I-L). All of Chapter V will deal only with tenure-line faculty evaluations.

**V. POLICIES AND PROCEDURES FOR TENURE-LINE FACULTY:
REAPPOINTMENT, TENURE, PROMOTION, POST-TENURE REVIEW, AND
EMERITUS STATUS**

- B. Overview of Faculty Performance Reviews: In accordance with AAUP Guidelines, Section V outlines institutional performance expectations for tenure-line faculty seeking reappointment, tenure, promotion, successful post-tenure review, and/or emeritus status. Beyond meeting faculty performance expectations delineated in section XXX, the duties of higher education professionals are complex and diverse. No one source can adequately reflect an individual’s performance or carry the burden associated with important personnel decisions. Therefore, the review process requires multiple sources of information that encompass the complex and diverse work of faculty; collectively these data should present a holistic picture of individual faculty as each seeks tenure and/or promotion.
- C. Purpose of Faculty Performance Review: Performance review is critical to individual and institutional accountability and renewal. Only after reviewing the performance of faculty will the College be able to recognize outstanding contributions and be able to support, guide, and foster the development of individual talents and knowledge.
 1. Tenure-Track Faculty: Shall undergo annual performance reviews for the following reasons:
 - a. Reappointment and Awarding of Tenure:
 - i. All performance reviews of a tenure-track faculty member will be part of the documentation for reappointment and for the awarding of tenure.
 - ii. The reviews shall be cumulative in nature as tenure-track faculty progress through the probationary period, normally a six-year time period.
 - iii. An award of tenure requires
 - (5) adherence to all contractual requirements;
 - (6) a record of conduct consistent with professional standards;
 - (7) faculty holding the appropriate terminal degree for the discipline; the Provost may make an exception after consultation with the affected Department Chair and Dean; and
 - (8) demonstration of performance that meets the standards defined by departmental guidelines, which
 - (a) should recognize contributions to teaching as the most significant factors in evaluating faculty for tenure, but acknowledge that outstanding teaching will not be sufficient to justify tenure; and

- (b) may allow for faculty to demonstrate a holistic performance record, where extraordinary accomplishments in one area might compensate for less robust accomplishments in another.
 - b. Promotion: Tenure-track faculty seeking promotion to Associate Professor may use the same portfolio they submit for tenure.
 - c. Termination for Cause: All performance reviews will be part of all discussions and records concerning the termination of a faculty member, if the termination is performance-related. See XXX for reasons tenure track faculty may be terminated for cause.
2. Tenured Faculty: Shall undergo periodic reviews as defined below (depending on the performance review) for the following reasons:
- a. Promotion: Performance reviews conducted since the last promotion, if any, or since the time of the first tenure-track contract will be part of the documentation for promotion submitted by faculty applying for advancement in academic rank.
 - b. Post Tenure Review: Affords faculty members and their supervisors with periodic opportunities to assess the faculty member's performance and shall be conducted for two primary reasons:
 - i. To offer tangible recognition to those faculty members who have demonstrated high or improved performance, and
 - ii. To assist tenured faculty members to improve performance if necessary by providing formative feedback.
 - c. Termination for Cause: All performance reviews will be part of all discussions and records concerning the termination of a faculty member, if the termination is performance-related. See XXX for reasons tenured faculty may be terminated for cause.

D. Definitions

1. Portfolios

- a. Constitute a cumulative record of a faculty member's performance.
- b. Shall include the following:
 - i. Cover Sheet:
 - (1) Published by the Office of the Provost and Vice President of Academic and Student Affairs [hereinafter Provost].
 - (2) Used to enter recommendations for/against reappointment, tenure, or promotion *and* Committee vote tallies.
 - ii. Narrative Statement:
 - (1) Presents a reflective self-assessment, highlights accomplishments, and indicates plans for the future.
 - (2) Should present one's best case to disciplinary colleagues *and* to colleagues across the College community.
 - (3) Is expected to be cumulative and to grow in length from one iteration to the next. Accordingly, length expectations for narratives are as follows:
 - (a) 2nd year: 1-3 pages
 - (b) 3rd year: 2-5 pages
 - (c) 6th year: 3-8 pages
 - (d) For promotion to Professor: 3-8 pages
 - (e) For Post Tenure Review: 1-3 pages
 - iii. Curriculum Vitae:

- (1) Annual annotated *Curriculum Vitae* (CV) shall include a comprehensive and detailed listing of faculty work in the Areas of Performance. (An example of an annotated CV can be found in the *Guidebook for Portfolio Preparation*, published by the Office of the Provost.)
 - (2) Annotations should provide brief explication of scholarly work completed or in progress or of service contributions.
 - (3) When possible, listings should include World Wide Web citations.
- iv. *Student Ratings of Instruction:*
- (1) All performance reviews shall include student ratings of instruction for all classes assigned using the approved “Student Ratings of Instruction” (SRIs) form. Exceptions include
 - (a) Field experiences and internships as determined by the Department, and
 - (b) Classes with fewer than five students must be evaluated according to Department Guidelines.
- v. *Letters of Review and Faculty Responses:*
- (1) Letters of Review:
 - (a) Are required at each level of review and
 - (b) Must
 - (i) Be based on the evidence and the criteria established by departmental evaluation guidelines;
 - (ii) Contain substantive comments useful to subsequent reviewers and to the faculty candidate;
 - (iii) Include recommended conditions for subsequent reappointment when relevant;
 - (iv) Include a rationale noting, if appropriate, commendable performance; and
 - (v) Address any changes made to the Portfolio during the review and the reasons for those changes.
 - (c) As Letters of Review are added to the Portfolio, the Committee Chair, Department Chair, or Administrator at each level of review shall promptly provide to the faculty member a copy of the Letter of Review.
 - (d) Upon receipt of the Letter of Review and a copy of any Provost-approved information added to the Portfolio pursuant to Section XXX below, the faculty member has the option of providing a written response within five work days. The written response will become part of the Portfolio.
 - (2) Reappointment or tenure/promotion portfolios for faculty in years two through six shall include
 - (a) All previous Letters of Review for reappointment, and
 - (b) Any responses by the faculty member.
 - (3) Portfolios for promotion to Professor shall include
 - (a) All Letters of Review from the previous tenure/promotion review, and
 - (b) All Letters of Review from post-tenure reviews, and
 - (c) Any responses to the above from the faculty member.

- (4) Portfolios for Post Tenure Review shall include Letters of Review from the most recent comprehensive evaluation, e.g., tenure, promotion, or post tenure review.
- vi. Reassigned Time Reports and Evaluations: If faculty have received reassigned time to conduct work beyond normal duties – e.g., to engage in grant-funded activities, to work on projects for the College such as program review or assessment, to administer a program – the faculty member must provide
 - (1) Reports of their accomplishments and
 - (2) The evaluations of this work.
- vii. Additional Materials for Review Required
 - (1) For Years Three and Six:
 - (a) Faculty must include additional materials to document the work they have done.
 - (b) Faculty members can choose to include as many as nine items or as few as four items.
 - (c) At least two must be from the Teaching category and one each from the Scholarly Activities and Service categories.
 - (2) For promotion to Professor:
 - (a) Faculty must include additional materials to document the work they have done.
 - (b) Faculty members can choose to include as many as nine items or as few as four items.
 - (c) At least two must be from the Teaching category and one each from the Scholarly Activities and Service categories.
 - (3) For Post Tenure Review: None beyond what is required in Department Guidelines.
- viii. Peer Observation:
 - (1) Faculty must include one summative Peer Observation conducted by a trained classroom observer in their tenure Portfolio.
 - (2) For promotion to Professor, faculty must include one summative Peer Observation conducted by a trained classroom observer in their promotion Portfolio.
 - (3) For Post Tenure Review: None beyond what is required in Department Guidelines.
- ix. Materials Addressing Previous Years' Reviews:
 - (1) For years Four and Five: If the review letters from the previous year indicated specific areas of concern that may prevent a successful tenure application, the faculty member must include documentation addressing progress in such areas.
- x. Supplementary Documentation and Other Official and Relevant Information:
 - (1) Documents should be available for review to supplement, substantiate, or explain materials referred to in the faculty member's Portfolio.
 - (2) Any level of review may request relevant and official information not present in the faculty Portfolio to assist the evaluation process.
 - (a) Only Provost-approved requests constitute official and relevant information.

- (b) Any additional Provost-approved materials must be addressed in the Letters of Review and supporting documents included as an appendix thereto.
 - (c) The faculty member will be provided copies of the correspondence *to and from* the Provost and have the opportunity to respond according to Section XXX.
- 2. Review Committees for Reappointment, Tenure, Promotion, and Post Tenure Review
 - a. Eligibility
 - i. Committee members must be tenured.
 - ii. Any person on a full time administrative contract is not eligible to serve or vote on faculty review committees, regardless of faculty rank and tenure.
 - iii. Faculty members serving on review committees and simultaneously being considered for promotion cannot participate in the discussion and vote on promotion decisions for the rank they are seeking.
 - iv. No faculty member may serve as a voting member of more than one review Committee (Department/Peer Review, School, or Senate).
 - b. Department/Peer Review Committees
 - i. Shall consist of at least a majority of the eligible tenured faculty members in the department.
 - ii. If a Department cannot constitute a three-member Department/Peer Review Committee, a Department/Peer Review Committee will be established by the Department which may include members from cognate departments.
 - c. School Review Committees
 - i. Must be representative of the range of disciplines in a School. Half of the members of the School Committee shall be elected by the School faculty and half appointed by the Dean.
 - ii. Size will be determined by the tenured faculty of the School and a vote of the tenured faculty will be required to change the number of members of the Committee.
 - iii. NOTE: Post Tenure Review does not require a School Review Committee.
 - d. Faculty Senate Committee: Membership of the Faculty Senate Reappointment, Tenure, and Promotion Committee is established by the Senate Bylaws.
 - e. College Post Tenure Review Committee: Shall consist of
 - i. Four tenured faculty elected from the School of Letters, Arts and Sciences;
 - ii. Two tenured faculty elected from the School of Business;
 - iii. Two tenured faculty elected from the School of Professional Studies; and
 - iv. One at-large tenured faculty elected from the Faculty Senate.
 - f. Appeals Committee: Shall consist of
 - i. Two tenured faculty elected from the School of Letters, Arts and Sciences;
 - ii. One tenured faculty elected from the School of Business;
 - iii. One tenured faculty elected from the School of Professional Studies; and
 - iv. One at-large tenured faculty elected from the Faculty Senate.
- 3. Areas of Performance: College faculty are reviewed on their performance in three areas: teaching, scholarly activities, and service.
 - a. Teaching: Teaching is a complex and reflective human activity that, in the higher education context, is offered in a forum that is advanced, semi-public, and essentially critical in nature. No single definition can possibly suffice to cover

the range of talents that go into excellent teaching or that could be found across the board in the varied departments and disciplines of an entire college. Good teachers are scholars, researchers, inventors, scientists, creators, artists, professionals, investigators, practitioners or those with advanced expertise or experience who share knowledge, using appropriate methodologies, and who demonstrate and encourage enthusiasm about the subject matter in such a way as to leave the student with a lasting and vivid conviction of having benefited from that interaction.

Effective teachers typically maintain high academic standards, prepare students for professional work and development, facilitate student achievement, and provide audiences for student work. Some might add that the best teaching transmits specific skills or enhances talents that students possess, while others would note that good teaching develops habits of mind or provides models of scholarly, scientific, artistic or professional behavior and inquiry much more important than particular information. Faculty typically aspire to a number of other civic purposes in the classroom that may also include encouraging their students to long for the truth, to aspire to achievement, to emulate heroes, to become just, or to do good, for example.

At the instructional level, the most important responsibilities of a teacher to his/her students are the following:

- i. Content Expertise: To demonstrate knowledge and/or relevant experience: Effective teachers display knowledge of their subject matters in the relevant learning environment (classroom, on-line, hybrid, field work, etc.), which typically includes the skills, competencies, and knowledge in a specific subject area in which the faculty member has received advanced experience, training, or education.
- ii. Instructional Design: To re-order and re-organize this knowledge/experience for student learning: Effective teachers design course objectives, syllabi, materials, activities, and experiences that are conducive to learning.
- iii. Instructional Delivery: To communicate and “translate” this knowledge/experience into a format accessible to students: Effective teachers communicate information clearly, create environments conducive to learning, and use an appropriate variety of teaching methods.
- iv. Instructional Assessment: To evaluate the mastery and other accomplishments of students: Effective teachers design assessment procedures appropriate to course objectives, ensure fairness in student evaluation and grading, and provide constructive feedback on student work.
- v. Advising In and Beyond the Classroom: To provide guidance for students as they pursue undergraduate and post-baccalaureate education and/or employment: Effective advisors interact with students to provide career guidance and information, degree program guidance and information (e.g., advice on an appropriate schedule to facilitate graduation), and answers to questions relating to a discipline.
- vi. NOTE: Teaching performance will be evaluated based on the teaching done by a faculty member; faculty, who teach less than 12 credit hours each semester, will not be penalized for performing other critical duties needed by the Department, School, or College. Normally, these responsibilities will be

delineated in and accounted for through reassigned time awards and evaluations.

- b. Scholarly Activities: Scholarly and creative activities are disciplinary or interdisciplinary expressions or interpretations that develop ideas, frame questions, create new forms of representation, solve problems, or explore enduring puzzles.

Purposes include, but are not limited to, the following: advancing knowledge or culture through original research or creative activities; interpreting knowledge within or across disciplines; synthesizing information across disciplines, across topics, or across time; aiding society or disciplines in addressing problems; or enhancing knowledge of student learning and effective teaching.

Typically, to be considered scholarship, findings should be disseminated to either peer review by disciplinary scholars or professional or governmental organizations; or critical reflection by a wider community, including corporations or non-profit organizations, for example.

In addition to these scholarly activities, and depending on the specific Department Guidelines, this category may also include activities in which the faculty member shares other knowledge with members of the learned and professional communities; continued education and professional development activities appropriate to professional status or assignments; and other activities specific to the faculty member's discipline or assigned responsibilities.

- c. Service: Faculty engage in service when they participate in the shared governance and good functioning of the institution; service to the institution can be at the program, department, school, or college level. Beyond the institution, faculty engage in service when they use their disciplinary and/or professional expertise and talents to contribute to the betterment of their multiple environments, such as regional communities, professional and disciplinary associations, non-profit organizations, or government agencies. Examples of service might include:
 - i. Committee participation
 - ii. Committee leadership
 - iii. Program or department contributions
 - iv. Board participation
 - v. Unpaid public service to community and/or professional organizations
 - vi. Contributions to disciplinary associations

- d. Other: Projects and tasks completed or undertaken on reassigned time will be evaluated in accordance with the three areas of performance delineated above as appropriate.

4. Departmental Guidelines:

- a. In accordance with AAUP Guidelines, this section delineates requirements for discipline-specific guidelines that clearly describe performance expectations for tenure-line faculty seeking reappointment, tenure, promotion, a successful post-tenure review, and/or emeritus status.
- b. Differences in disciplines and faculty activities among departments will be reflected in the departmental guidelines for teaching, scholarly activities, and service.
- c. Departmental guidelines may include a mission statement that is aligned with the School and College mission statement.
- d. Departmental guidelines shall include criteria for performance in each area of teaching, scholarly activities, and service.
- e. All guidelines shall establish rigorous performance standards consistent with the goal of academic excellence. Departments should clearly delineate among expectations for successful reviews at each level, including reappointment, tenure, promotion, a successful post tenure review, and emeritus status.
 - i. Guidelines must include qualitative and, if appropriate, quantitative standards of achievement and examples of activities for achieving each review status.
 - ii. Guidelines shall also be the basis for the narrative used for tenure and promotion evaluation.
 - iii. Departments may use guidelines to establish expectations for additional review activities, such as peer observations.
- f. Each Department Chair, with the input and advice of departmental faculty, shall write guidelines specific to the needs of the Department pertaining to the performance areas of teaching, scholarly activities, and service, which are consistent with the School's and College's mission statements.
- g. Departmental Guidelines must be approved before they take effect.
 - i. To ensure School-level equity in Departmental Guideline performance standards, the School Dean will convene a Committee of All Department Chairs in the fall semester to review all Departmental Guidelines and recommend changes or forward to the Dean and Provost for approval.
 - ii. In the event there is disagreement concerning Departmental Guideline content, the Provost will make the final decision.

- h. Guidelines should be reviewed annually, *but only updated if deemed necessary*. If Department Guidelines are changed, the Chair must submit the current Department Guidelines and revised Department Guidelines, highlighting and explaining the rationale for any changes, to the School Committee of Department Chairs, the School Dean, and Provost for approval no later than March 1 of each year. The Provost may make revisions to such guidelines. The revised guidelines will be effective for the next evaluation period.
- E. Roles and Responsibilities: Persons at all levels are responsible for ensuring that all policies, procedures, and criteria involved in the review procedure are followed.
 - 1. Responsibilities common to each level of review: Each level of review
 - a. Must maintain the strictest confidentiality: Except as may be allowed by the open records law (C.R.S. § 24-72-201, et seq.) or if granted permission by the faculty member, access to faculty Portfolios is limited to the candidate, the members of all recommending bodies, the President, the appropriate College staff, the Trustees, and the Appeals Committee as required;
 - b. May ask for information not present in the Portfolio by submitting a written request to the Provost, with a copy sent to the faculty member at the same time. The faculty member will be provided copies of the correspondence *to and from* the Provost and have the opportunity to respond according to Section XXX. Such Provost-approved additional information shall become part of the faculty member's Portfolio;
 - c. Shall review the Portfolio using departmental guidelines to determine the recommendations to be included in the Letter of Review;
 - d. Shall write a Letter of Review as defined in Section XXX, and submit the Letter of Review to the candidate's Portfolio no later than the first day of the next review level so that all previous review levels, the Faculty Candidate, and subsequent reviewers have access to it.
 - e. Shall retain a record of procedures, actions, votes (in the case of review committees), recommendations, and comments until time limits for appeals have expired; and
 - f. Shall forward the complete Portfolio to the subsequent level of review according to the published Procedural Calendar.
 - 2. Level-Specific Review Responsibilities:
 - a. Faculty Candidates for Reappointment, Tenure, Promotion, Post-Tenure, or Emeritus Status
 - i. Must maintain a Portfolio that contains information sufficient to permit evaluation of their performance for purposes of reappointment, tenure, promotion, post-tenure review, and/or emeritus status;
 - ii. Must update Portfolios as required by Academic Calendar deadlines;
 - iii. Shall submit the Portfolio to the first level of review, either the department chair or the Department/Peer Review Committee chair;
 - iv. May respond to any Letter of Review within five working days; and
 - v. Faculty hired on joint appointments will select one Department at time of hire for retention, tenure, promotion, and post-tenure review.
 - b. Department/Peer Review Committee
 - i. Shall comply with all responsibilities delineated in section V.D.1.a.-f.
 - ii. Shall determine all decisions based on a simple majority vote of Committee Members.

- iii. Shall elect a Chair from among members, who will
 - (1) Record the Committee vote on the Portfolio cover sheet; and
 - (2) Prepare a Letter of Review reflecting the Committee's recommendation; any Committee member may provide additional signed comments.
- c. Department Chair
 - i. Must review each faculty member's Portfolio for accuracy and for compliance with the *Guidebook for Portfolio Preparation*;
 - ii. Should suggest to the faculty member the addition of missing material and/or request clarification of material before the Portfolio leaves the department. NOTE: Any alterations made to this point to the Portfolio do not require approval by the Provost.
 - iii. Shall meet annually with probationary faculty to help clarify any issues and answer any questions raised by the candidate's performance review.
- d. School Review Committee
 - i. Shall comply with all responsibilities delineated in section V.D.1.a.-f.
 - ii. Shall determine all decisions based on a simple majority vote of Committee Members.
 - iii. Shall elect a Chair from among members, who will
 - (1) Record the Committee vote on the Portfolio cover sheet; and
 - (2) Prepare a Letter of Review reflecting the Committee's recommendation; any Committee member may provide additional signed comments.
 - iv. Shall interview applicants for tenure and/or promotion.
- e. School Dean
 - i. Shall comply with all responsibilities delineated in section V.D.1.a.-f.
- f. Faculty Senate Retention, Tenure, and Promotion Committee (FSRTPC)
 - i. Shall comply with all responsibilities delineated in section V.D.1.a.-f.
 - ii. Shall determine all decisions based on a simple majority vote of Committee Members.
 - iii. Shall elect a Chair from among members, who will
 - (1) Record the Committee vote on the Portfolio cover sheet; and
 - (2) Prepare a Letter of Review reflecting the Committee's recommendation; any Committee member may provide additional signed comments.
- g. College Post Tenure Review Committee:
 - i. Shall comply with all responsibilities delineated in section V.D.1.a.-f.
 - ii. Shall determine all decisions based on a simple majority vote of Committee Members.
 - iii. Shall elect a Chair from among members, who will
 - (1) Record the Committee vote on the Portfolio cover sheet; and
 - (2) Prepare a Letter of Review reflecting the Committee's recommendation; any Committee member may provide additional signed comments.
- h. Office of the Provost
 - i. Shall provide written suggestions for the preparation of Portfolios in the *Guidebook for Portfolio Preparation*;

- ii. Shall publish procedural timetables for reappointment, promotion, tenure review, post-tenure review, and emeritus status and distribute to faculty and academic administrators;
 - iii. Shall publish any forms and documents used in the reappointment, tenure review, post-tenure review, and emeritus status;
 - iv. Shall notify affected faculty of approved changes to Department Guidelines by the last day of classes each spring semester;
 - v. Shall, in the sixth probationary year, indicate in writing to eligible faculty that the tenure process should be initiated.
 - vi. Shall archive each tenure Portfolio as part of the faculty member's official records. NOTE: Reappointment, promotion, and post-tenure review Portfolios are the property of the faculty member, will not become part of the faculty member's official records, and may be archived for the sole purpose of providing a copy to said faculty member in future years upon request; and
 - vii. Shall, in the event of an appeal of any tenure, or post-tenure review decision, make available to relevant parties any relevant Portfolios until the appeal process is completed.
 - i. Appeals Committee:
 - i. Shall comply with all responsibilities delineated in section V.D.1.a.-f.
 - ii. Shall determine all decisions based on a simple majority vote of Committee Members.
 - iii. Shall elect a Chair from among members, who will present the Committee recommendation, in the form of a letter, to the appropriate level of review/decision:
 - (1) For tenure appeals, the Appeals Committee recommendation will be forwarded to the Board of Trustees.
 - (2) For Post-tenure Review appeals, the Appeals Committee recommendation will be forwarded to the President.
- F. Review Process Steps: Depending upon whether the review is for reappointment, tenure, promotion, or post-tenure, the review process will involve up to 9 steps.
- 1. Portfolio Submission.
 - 2. The Department/Peer Review Committee.
 - 3. The Department Chair – NOTE: In the case of a Department Chair being a candidate for tenure and/or promotion, the Portfolios will go directly from the Department/Peer Review Committee to the School Committee for review.
 - 4. The School Committee.
 - 5. The School Dean.
 - 6. The Faculty Senate Retention, Tenure, and Promotion Committee (FSRTPC).
 - 7. The Provost.
 - a. Reconciliation Meeting: In the event that there is disagreement in the recommendations for tenure or promotion at any previous level of review, the Provost shall convene a reconciliation meeting. Participants shall include individual reviewers – e.g., Department Chair and School Dean – and the Chairs of the Department, School, and Faculty Senate RTP Committees.
 - i. This meeting shall take place within seven days after the designated deadline for the candidate to respond to the Faculty Senate RTP Committee.

- ii. The candidate shall not be a part of this meeting.
 - iii. The purposes of the meeting will be twofold:
 - (1) to understand the reasoning behind the differing evaluations, and
 - (2) to attempt to resolve differences before the Portfolio for reappointment, tenure, and/or promotion is forwarded to the President.
- 8. The President.
 - a. The President shall make a recommendation or decision based on a review of the Portfolio.
 - b. The final responsibility for reappointment or promotion rests with the President.
 - c. The final responsibility for recommending that the Trustees award or deny tenure rests with the President.
- 9. The Board of Trustees retains the final decision-making authority with respect to the granting or denial of tenure. To make its decision, the Board of Trustees will consider the recommendations of the President regarding tenure and may consider any relevant information in making its decision.
- 10. The recommendations made by reviewing persons and review committees are not binding on the President or the Trustees.
- G. Reappointment of Tenure-Track Faculty
 - 1. General Policies
 - a. Reappointment policies and procedures are intended to support faculty in meeting the College criteria for tenure.
 - b. Tenure-track faculty will be reviewed annually.
 - c. It is the responsibility of the faculty candidate to seek advice and assistance in efforts to achieve reappointment and prepare for the tenure evaluation.
 - d. A Portfolio is required for all reviews. Portfolios will be due at a time set by the academic calendar.
 - e. There is no appeal of a decision not to reappoint.
 - 2. Criteria for Reappointment
 - a. Candidates for reappointment will be evaluated in the performance areas of teaching, scholarly activities, and service as outlined in C.3.a.-d. above, and as further delineated in Departmental Evaluation Guidelines in C.4.
 - b. The faculty member must meet the contractual responsibilities defined in this *Handbook* and adhere to all policies and procedures set forth in this *Handbook* as a prerequisite to reappointment consideration.
 - 3. Procedures for Reappointment
 - a. Recommendations for reappointment by each level of review shall be provided to subsequent levels and to the President, who shall make the decision whether to reappoint the tenure-track faculty member.
 - b. Recommendations are not binding on any subsequent levels.
 - c. Review procedures for reappointment will differ as stated below.
 - i. First Year: During the Spring Semester of year one, as defined in the Academic Calendar,
 - (1) Each tenure-track faculty member will submit an annotated *Curriculum Vitae* for review by the Department Chair and School Dean for purposes of reappointment.

- (2) In cases of a recommendation of nonretention, the Provost and the President will review such recommendations, and the President will make a final determination.
- ii. Second year: In the Fall of year two,
 - (1) Each tenure-track faculty member will, for review by the Department Chair, School Dean, and Provost, for purposes of reappointment, submit a
 - (a) *Curriculum Vitae*,
 - (b) all Student Ratings of Instruction,
 - (c) a Narrative Statement (1-3 pages in length),
 - (d) previous review letters by the levels of review from year one and any relevant responses by the faculty member, and
 - (e) all reassigned time evaluations and reports, if relevant.
 - (2) In cases of a recommendation of nonretention, the President will review such recommendations and make a final determination.
 - (3) If the tenure-track faculty member is a Chair, the recommendation of the Department/Peer Review Committee substitutes for the recommendation of the Chair.
- iii. Third Year: In the Fall of year three,
 - (1) Each tenure-track faculty member will submit a Portfolio, consisting of the following materials for review:
 - (a) Annotated *Curriculum Vitae*,
 - (b) All Student Ratings of Instruction,
 - (c) A Narrative Statement, two-to-five pages in length,
 - (d) All previous review letters by the levels of review for reappointment and any relevant responses by the faculty member,
 - (e) All reassigned time evaluations and reports, if relevant, and
 - (f) Selected additional materials for review (a minimum of four items and a maximum of nine items).
 - (2) These items will be reviewed by the Department/Peer Review Committee; Department Chair; School Review Committee; School Dean; Faculty Senate Retention, Tenure, and Promotion Committee; and Provost for purposes of reappointment.
 - (3) The President will review these recommendations and determine whether or not said tenure-track faculty member will be retained and will inform the faculty member of reappointment status.
- iv. Fourth Year: In the Fall of year four,
 - (1) Each tenure-track faculty member will, for review by the Department Chair and School Dean for purposes of reappointment, submit a
 - (a) *Curriculum Vitae*,
 - (b) all Student Ratings of Instruction,
 - (c) all previous review letters by the levels of review for reappointment and any relevant responses by the faculty member,
 - (d) all reassigned time evaluations and reports, if relevant, and

- (e) If the review letters for year three indicate specific areas of concern that may prevent a successful tenure application, relevant documentation addressing progress on such areas should be included in the faculty member's Portfolio for year four.
 - (2) In cases of a recommendation of nonretention, the Provost and the President will review such recommendations, and the President will make a final determination.
 - (3) If the tenure-track faculty member is a Chair, the recommendation of the Department/Peer Review Committee substitutes for the recommendation of the Chair.
- v. Fifth Year: In the Fall of year five,
- (1) Each tenure-track faculty member will, for review by the Department Chair, School Dean, and Provost, for purposes of reappointment, submit a
 - (a) *Curriculum Vitae*,
 - (b) all Student Ratings of Instruction,
 - (c) all previous review letters by the levels of review for reappointment and any relevant responses by the faculty member,
 - (d) all reassigned time evaluations and reports, if relevant, and
 - (e) If the review letters for year four indicate specific areas of concern that may prevent a successful tenure application, relevant documentation addressing progress on such areas should be included in the faculty member's Portfolio for year four.
 - (2) In cases of a recommendation of nonretention, the President will review such recommendations and make a final determination.
 - (3) If the tenure-track faculty member is a Chair, the recommendation of the Department/Peer Review Committee substitutes for the recommendation of the Chair.
- d. A majority of members voting at each of the department, school or College committees must vote in favor of reappointment for a recommendation in favor of reappointment at that level. Review committee members are obliged to vote for or against recommending approval of each application before the committee. Failure to recommend reappointment shall not preclude the faculty member's application from proceeding to the next level of the review process.

H. Tenure

1. General Policies

- a. An award of tenure is not a right, but a privilege which must be earned on the basis of performance during a probationary period, as evaluated by peers, appropriate administrators (as defined herein, e.g., Academic Dean, Provost, etc.), the President, and the Trustees.
 - i. Tenure is not acquired automatically by length of service.
 - ii. The decision to award tenure is committed to the Trustees' sole discretion.
- b. When awarded, tenure shall begin with the first day of the subsequent academic year contract.
- c. Normally, eligible faculty shall be considered for tenure during their sixth year.
 - i. Time on leave for one or more semesters, with or without pay, may not be counted in the probationary period.

- ii. Temporary contracts and contracts for less than a full academic year shall not be counted in determining eligibility for consideration for tenure.
- d. In all cases, it is the faculty member's responsibility to apply for tenure. Failure to apply for tenure by the sixth year deadline will result in an offer of a terminal seventh year contract for the next academic year, followed by automatic nonrenewal at the end of that terminal contract.
- e. An application by an Assistant Professor for regular tenure also may constitute an application for promotion to the rank of Associate Professor. The Portfolio must be submitted to the Department/Peer Review Committee Chair to begin the review process for promotion.
- f. Faculty who are denied tenure during their sixth year review will be offered a seventh year terminal contract for the following academic year. The President may, at his or her discretion, offer additional one-year contracts to any such faculty member.
- g. Special Cases
 - i. Leaves of absence (medical, without pay):
 - (1) Faculty granted a leave of absence for no more than one semester will submit a Portfolio to evaluate their activity only during that part of the year in which they were fulfilling their responsibilities as a faculty member.
 - (2) Faculty on leave for more than a semester will have no evaluation conducted during that time.
 - ii. The President may extend a faculty member's probationary period toward tenure for an additional year if there are extenuating circumstances.
- 2. Eligibility for Tenure
 - a. Only full-time faculty members on probationary contracts, who hold the rank of Assistant Professor, Associate Professor and Professor, may acquire tenure.
 - i. Candidates for early tenure may withdraw their applications without prejudice at any time prior to review by the President.
 - ii. Candidates for regular tenure who withdraw their applications for tenure will receive a one-year terminal contract followed by an automatic nonrenewal at the end of the terminal contract.
 - b. Except as provided herein, administrators, non-instructional personnel, athletic coaches, and faculty on temporary contracts (whether full- or part-time) are not eligible for tenure.
- 3. Criteria for Tenure
 - a. Candidates for tenure will be evaluated in the areas of teaching, scholarly activities, and service as defined in **V.C.3.a-d**, as further delineated by Department Guidelines.
- 4. Procedures for Tenure
 - a. Recommendations for tenure by each level of review shall be provided to subsequent levels and to the Board of Trustees, who shall make the decision whether to confer tenure upon faculty candidates.
 - b. Steps 1 through 9 as listed in Section **XXX** shall be followed.
 - c. In the Fall of year six, candidates for regular tenure must
 - i. submit a Portfolio, consisting of the following materials for review:
 - (1) *Annotated Curriculum Vitae*,
 - (2) All Student Ratings of Instruction,

- (3) A Narrative Statement, three-to-eight (3-8) pages in length,
 - (4) A Summative Peer Observation conducted by a trained observer,
 - (5) All previous review letters by the levels of review for reappointment and any relevant responses by the faculty member,
 - (6) All reassigned time evaluations and reports, if relevant, and
 - (7) Selected additional materials for review (a minimum of four items and a maximum of nine items).
 - ii. These items will be reviewed by the Department/Peer Review Committee; Department Chair; School Review Committee; School Dean; Faculty Senate Retention, Tenure, and Promotion Committee; and Provost. The President and Board of Trustees will review these recommendations and determine whether or not said tenure-track faculty member will be awarded tenure and will inform the faculty member of tenure status.
 - d. In addition, if said tenure-track faculty member has applied for promotion at the same time as candidacy for tenure, the President will inform the faculty member of promotion status at the same time as notification of tenure status.
 - e. A majority of members eligible to vote at each of the Department/Peer Review, School or College Committees must vote in favor of awarding tenure in order for tenure to be recommended at that level. Review Committee members are obliged to vote for or against recommending approval of each application before the Committee. Failure to recommend tenure shall not preclude a faculty member's application for tenure from proceeding to the next level of the review process.
5. Appeal of Tenure Denial: A candidate who receives notice of a negative tenure recommendation by the President and who believes there has been a procedural or substantive error during the Tenure review process may request reconsideration through the following appeals process.
- a. The candidate must appeal to the President and to the Chair of the Appeals Committee in writing within 10 working days of the notification of the negative tenure recommendation.
 - b. The Appeals Committee will review the faculty member's Portfolio, any relevant documentation of the review procedures followed up to that point, and information, including Portfolios, relating to other faculty members in order to reach an informed appeals recommendation.
 - c. The candidate will have the right to make a presentation to the Appeals Committee.
 - d. The Appeals Committee must submit a written recommendation and rationale to either uphold or reconsider the President's negative tenure recommendation. The Appeals Committee recommendation shall be shared with the President and the appellant and forwarded along with the President's recommendation to the Board of Trustees for consideration and final decision.
6. Early Tenure: Probationary faculty members who meet the minimum eligibility qualifications enumerated above may be awarded early tenure during their fourth through fifth probationary contract years. Early tenure applications shall be submitted and considered in accordance with the same *Handbook* and institutional criteria, policies, procedures, and timetables applicable to other tenure applications:
- a. Specifically, candidates must meet all criteria articulated in Departmental Guidelines required for a sixth-year review.
 - b. Denial of early tenure applications shall be final and un-appealable.

- c. Unsuccessful candidates for early tenure may be reappointed according to the normal policies and procedures articulated in this *Handbook*.
- 7. Granting Year(s) of Credit toward Earning Regular Tenure
 - a. Year(s) of credit toward earning regular tenure must be offered in writing at the time of initial appointment toward probationary status. The candidate must accept or reject the service credit offer no later than December 15 of the appointment year for a fall appointment or no later than May 15 of the appointment year for a spring appointment.
 - b. Years of credit may be awarded for tenure track faculty service at a 4-year accredited institution of higher education, or comparable experience (e.g., faculty who served in full-time positions at institutions of higher education which do not offer tenure).
 - c. A year of service for faculty in an academic year position is two (2) consecutive semesters, or the equivalent. A year of service for faculty in a twelve (12) month position is twelve (12) months of full-time employment. A maximum of two (2) years credit may be offered.
 - d. Any faculty awarded years of credit *must* apply for tenure no later than the number of credit years granted subtracted from the normal six-years of probation. For example, a faculty member who was granted two years of service credit would have to apply for tenure in the fourth year of service at Metro State. If denied tenure, the faculty would receive a terminal one-year contract as with any other faculty denied tenure.
 - e. Expectations for tenure when a faculty member is offered and accepts service credit for work completed are the same as for any tenure-track faculty member applying for tenure at the “normal” six-year mark.
- 8. Tenure Upon Appointment/Immediate Tenure: Tenure may be granted to a faculty member upon appointment subject to the following:
 - a. Upon a request of a Chair or a Department Search Committee that a faculty candidate be awarded tenure upon appointment, a majority of the tenured faculty of the affected Department must recommend to support such a request. Any such candidate must meet the following criteria:
 - i. The appointee was previously tenured at a regionally accredited, baccalaureate-granting institution of higher education; or
 - ii. The appointee has achieved recognized, outstanding distinction in public service or the private sector.
 - b. If the tenured faculty members of the Department recommend that tenure upon appointment be awarded, that recommendation shall be reviewed by the Chair, the Dean, and the Provost, who shall each make a recommendation to the President.
 - c. After review of the prior recommendations, the President may recommend to the Trustees that a candidate be appointed with tenure.
 - d. Per Section VII.C.9., above, the Board of Trustees retains the final decision-making authority regarding the conferring of tenure.
- 9. Faculty Tenure for Academic Administrators
 - a. The President may recommend to the Trustees that an academic administrator be awarded tenure upon appointment as an academic administrator if
 - i. The administrator has been previously tenured at a regionally-accredited, baccalaureate-granting institution of higher education; and

- ii. The immediate supervisor of the academic administrator, as well as the chair and tenured faculty in the affected department, are consulted and are provided an opportunity to vote and make a written recommendation.
- b. Normally, individuals appointed to an academic administrative position should negotiate for tenure rights at the time of hire; the President may make an exception based on consultation with the relevant Department Tenured Faculty and Chair, School Dean, and the Provost.
- c. Rights of an Academic Administrator with Tenure
 - i. An academic administrator awarded tenure will have the rights of a tenured faculty member upon returning to faculty status.
 - ii. Up to one year of service as an interim administrator may count toward seniority as a faculty member.
 - iii. Tenure is a relevant, but not a dispositive, factor if there is a reduction in force within a program.
 - iv. Academic administrators may not use the appeal process available to terminated faculty to appeal termination of their administrative positions.
- d. Tenure for the President will be governed by procedures established by the Board of Trustees.

I. Promotion

1. General Policies

- a. Promotion can only be granted based on a comprehensive evaluation.
- b. Judgments on the merit of candidates will be based on performance already demonstrated.
- c. Faculty applying for tenure may use their tenure Portfolio – or, where relevant, their Post-Tenure Review Portfolio – to apply for promotion if both reviews occur in the same academic year and if time in rank warrants it.

2. Performance Areas

- c. Candidates for promotion will be evaluated in the areas of teaching, scholarly activities, and service as indicated above and as further delineated in Departmental Evaluation Guidelines.
- d. In addition, candidates for promotion must
 - i. meet the performance expectations defined in this *Handbook*,
 - ii. adhere to all applicable policies set forth in this *Handbook* as a prerequisite to promotion, and
 - iii. have met the following minimum time-in-rank to be eligible for promotion to a higher rank, regardless of discipline:
 - (f) Instructors – no requirement
 - (g) Assistant Professor – no requirement
 - (h) Associate Professor – a minimum of six years total in rank as Assistant Professor at a regionally accredited baccalaureate-granting institution of higher education, two of which must have been at Metro State; the six-year minimum may be relaxed for faculty seeking the award of early tenure and simultaneous appointment to the rank of Associate Professor.
 - (i) Professor – a minimum of four years in rank as Associate Professor at a regionally accredited baccalaureate-granting institution of higher education, two of which must have been at Metro State.

- (j) In determining years in rank, the current year (year in progress) during which application for promotion is made is counted as a year of service toward the requirement for time in rank.
 - e. For promotion to Professor, there is an expectation for a record of significant accomplishment in all three areas.
- 3. Procedures for Promotion
 - a. Reviews for Promotion will include the same Steps 1 through 8 as listed in V.E.1-8 for a third or sixth year Portfolio.
 - b. Specific circumstances in the promotion process are addressed under the appropriate steps.
 - c. Portfolios for Promotion shall include the following:
 - i. Promotion to Associate Professor
 - (1) Faculty seeking the award of tenure may submit the same Portfolio for simultaneous promotion to Associate Professor
 - (2) Faculty seeking promotion to Associate Professor without application for tenure shall include the same documentation items as delineated below for Portfolios for promotion to Professor.
 - ii. Promotion to Professor
 - (1) Cover Sheet
 - (2) Narrative Statement – 3-8 pages in length
 - (3) Annotated *Curriculum Vitae*
 - (4) Student Ratings of instruction since last major review – for the award of tenure, post tenure review, or promotion to Associate Professor, whichever came most recently
 - (5) Letters of review and faculty responses (if any) since the tenure Portfolio (inclusive of those letters) and including also all letters/responses from post-tenure reviews
 - (6) Reassigned time reports and evaluations, when relevant, since most recent major review
 - (7) Selected additional materials for review – a minimum of four (4) and a maximum of nine (9)
 - (8) One (1) summative peer observation
 - (9) Supplementary documentation and other official and relevant information as determined by the Provost
 - d. There is no appeal for a denial of promotion.
 - e. A faculty member who is denied promotion may apply for promotion in any subsequent year.
 - f. A majority of members voting at each of the Department, School or College Committees must vote in favor of awarding promotion in order for a promotion to be recommended at that level. Review committee members are obliged to vote for or against recommending approval of each application before the committee. Failure to recommend promotion shall not preclude a faculty member's application for promotion from proceeding to the next level of the review process.
- J. Post-Tenure Review
 - 1. General Policies:
 - a. Post-tenure review is a comprehensive evaluation of the performance of tenured faculty, conducted on a five-year cycle.

- b. As noted in VII.H.1.c. above, where appropriate, faculty may submit a Portfolio for promotion in lieu of a Post Tenure Review if both reviews occur in the same academic year and if time in rank warrant it.
 - c. It is the responsibility of the faculty member to submit Post-Tenure Review Portfolio according to the appropriate five-year cycle.
 - d. Failure to submit a Post-Tenure Review Portfolio constitutes a violation of contractual obligations.
2. Criteria for Post-Tenure Review
- a. Faculty undergoing Post-Tenure Review will be evaluated in the performance areas of teaching, scholarly activities, and service as outlined in C.3.a.-d. above, and as further delineated in Departmental Evaluation Guidelines defined in C.4.
 - b. All faculty must meet the contractual responsibilities defined in this *Handbook* and adhere to all policies and procedures set forth in this *Handbook* as a prerequisite to successful Post-Tenure Review.
3. Procedures for Post-Tenure Review
- a. No later than the second Monday in February and every fifth year after the last comprehensive evaluation, the tenured faculty member shall prepare and submit a Post-Tenure Review Portfolio (see I.3.d.1.-5. below).
 - b. Following faculty submission of a Portfolio Post-Tenure Review, reviews shall be conducted by the following:
 - i. The Department/Peer Review Committee.
 - ii. The Department Chair – NOTE: In the case of a Department Chair being evaluated for Post-Tenure Review, the Portfolios will go directly from the Department/Peer Review Committee to the School Dean for review.
 - iii. The School Dean.
 - iv. The College-level Post-Tenure Review Committee: In the event that any level of review recommends that a faculty member needs improvement this College-level Post Tenure Review Committee will review the Portfolio.
 - v. The Provost.
 - c. Post-Tenure Review Portfolio shall include the following:
 - i. Cover Sheet
 - ii. Narrative Statement – 1-3 pages in length
 - iii. Annotated *Curriculum Vitae*
 - iv. All Student Ratings of Instruction since the last comprehensive evaluation.
 - v. All Reassigned Time Evaluations since the last comprehensive evaluation.
4. Post-Tenure Performance Improvement Plan: If it is determined that a faculty member needs improvement in any performance area, a post-tenure performance improvement plan (the “Plan”) will be developed designed to raise the faculty member’s performance to a satisfactory level using the following process:
- a. The Chair, in consultation with the faculty member and the department review committee, will develop a proposed Plan within 90 days of the final recommendation from the Provost.
 - b. The Plan must address the following:
 - i. Establish specific goals and requirements, based upon post-tenure review criteria and Department Guidelines, designed to assist the faculty member to achieve satisfactory performance;
 - ii. Describe specific actions to be taken by the faculty member that are designed to help the faculty member achieve the goals; and,

- iii. Specify that the Plan's goals be met by a specific evaluation date, not to exceed three years from the date the Plan is approved by the Dean (or the Provost, in the event of an appeal).
- c. The Chair will review the proposed Plan with the faculty member and submit it to the Dean with the faculty member's comments.
- d. The Dean, after consultation with the Chair and the faculty member, will approve the Plan as presented, or modify the Plan and provide copies of the final Plan to the Chair and the faculty member.
- e. A faculty member who is dissatisfied with the Plan as approved or modified by the Dean may appeal to the Provost by submitting written objections to the Plan within five working days of receiving the Dean's decision. The Provost may modify the Plan, after consultation with the Dean and the Chair.
- f. Any continuous service requirement of the Plan will be adjusted to the extent necessary to accommodate exceptional circumstances that are inconsistent with such a requirement, including cases in which the faculty member qualifies for forms of extended leave such as sick leave, maternity leave, family leave, or disability leave.
- g. Performance Under the Improvement Plan
 - i. The Dean, in consultation with the chair of the Department Review Committee, will review the faculty member's performance under the Plan, and the Dean will make a final determination whether the faculty member has satisfied the terms and conditions of the Plan.
 - ii. A faculty member who meets the terms and conditions of the Plan by the evaluation date specified in the Plan will have met the post tenure requirements satisfactorily. .
 - iii. The faculty member shall begin a new five-year cycle of annual performance reviews and periodic comprehensive evaluations.
 - iv. A faculty member who fails to satisfy the terms and conditions of the Plan with respect to any performance area will be subject to sanctions as specified in Sections XIII and XV of this *Handbook*. Sanctions or termination shall be appealable and must follow the due process procedures in Sections XIII and XV of this *Handbook*.
 - v. A faculty member who is under a Performance Improvement Plan remains subject to generally applicable criteria, guidelines, and expectations of performance. However, such faculty members will have the option of submitting an annual evaluation in March of each year (while on the Improvement Plan).
- 5. Appeal: If the Provost determines that a faculty member needs improvement in any performance area, the faculty member may appeal the determination using the following procedure:
 - a. Within 10 working days of the Provost's final determination, the faculty member must deliver a written notice of appeal to the President, which specifies the errors in the Provost's analysis and identifies the criteria, guidelines, and evidence from the Post Tenure Review Portfolio that the faculty member relied upon to support a successful post tenure evaluation in the particular performance area(s).
 - b. The faculty member may also submit a maximum of five written statements from other tenured faculty members who wish to support a successful post tenure

evaluation for the faculty member, based on the Portfolio, the criteria, and the guidelines.

- c. The Provost will review the notice of appeal and supporting documentation.
 - i. If the Provost finds them persuasive, the determination will be changed; in which case the appeal process shall terminate.
 - ii. If the Provost does not find the materials persuasive,
 - (1) The Provost will respond in writing, to the faculty member's notice and supporting statements no later than 10 working days after they are submitted to the President.
 - (2) The Appeals Committee will convene within three working days of the President's receipt of the Provost's response to the notice of appeal.
 - (3) The Appeals Committee shall review the written record and submit a written report and recommendations to the President within 15 working days thereafter.
 - (4) The President will meet with the Appeals Committee and review its recommendation.
 - (5) The President will issue a written decision to the faculty member and the Provost within five working days after meeting with the appeal committee.
 - (6) The President's decision shall be final.
 - (7) The 10-day time for filing a notice of appeal may be extended to the beginning of the fall semester by the President for good cause, including but not limited to the unavailability of other faculty members who would otherwise be willing to submit written statements. The faculty member must submit a written request for an extension demonstrating good cause, within the above 10-day time limit.

- 6. Due Process Policies: Procedures set forth in **Sections XIII and XV** of this *Handbook* afford tenured faculty members the due process required by law in the event sanctions are imposed for failure to complete the requirements of a performance plan satisfactorily. These sections set forth the respective burdens and responsibilities of the parties in such proceedings. They generally require that notice of the action be provided to the faculty member, that the faculty member be afforded an opportunity to reply to the notice before it takes effect, that the faculty member be afforded a hearing on the action before a hearing officer, and that the hearing officer's decision be subject to review by the Trustees.

K. Emeritus Status of Faculty

1. Eligibility

- a. All faculty who have completed ten years or more of full-time service at the College shall be eligible at the time of their retirement for an emeritus title equivalent to their highest professional rank.
- b. Faculty who participate in the transitional retirement program or who continue to teach full-time at the College after retirement are considered to be members of the faculty and therefore are not yet eligible for emeritus status.

2. Selection

- a. A department chair or any faculty member of the department may nominate faculty for emeritus status. The nomination should be substantiated in terms of length of service, excellence in teaching, and other contributions to the College.
 - b. The nomination must be endorsed by a majority of the tenured members of the department and by the dean, who then will forward the recommendation to the Provost.
 - c. If the Provost concurs with the nomination, the Vice President shall forward the nomination to the President.
 - d. If the President concurs with the nomination, the President will transmit it to the Board of Trustees for final determination and approval.
 3. Benefits: Faculty awarded emeritus status will have the following benefits:
 - a. Be a nonvoting member of the department;
 - b. Have an opportunity to teach up to nine credit hours per semester as a part-time faculty member, if requested by the department;
 - c. Be listed in the College Catalog following retirement for life;
 - d. Be recognized at an appropriate campus function;
 - e. Be given support staff and materials as available and deemed appropriate by the chair;
 - a. Be entitled to retain a college e-mail account.
 - f. Retain library privileges; and,
 - g. Be entitled to all other benefits of retired faculty
- L. Emeritus Status for Administrators.
 1. Eligibility
 - a. All administrative personnel who have completed ten years of full-time service at the College shall be eligible at the time of their retirement for an emeritus title equivalent to their highest professional title.
 - b. Personnel who participate in the transitional retirement program or who continue to work for the institution full time after retirement are considered to be employees at the College and therefore are not yet eligible for emeritus status.
 2. Selection
 - a. The awarding of the emeritus status may be initiated by any member of the administrative unit in which the individual is employed.
 - b. The nomination shall be substantiated in terms of length of service, excellence of performance, and other contributions to the College.
 - c. The nomination shall be endorsed by the members of the administrative unit and by the respective senior administrator, who then will forward the recommendation to the appropriate vice president.
 - d. If the vice president concurs with the nomination, the vice president shall forward the nomination to the President.
 - e. If the President concurs with the nomination, the President will transmit it to the Board of Trustees for final determination and approval.
 3. Benefits: Administrators awarded emeritus status will have the following benefits:
 - b. Be listed in the College's Catalog following retirement for life;
 - c. Be recognized at an appropriate campus function;
 - d. Be entitled to all other benefits of retired administrators; and,
 - e. Based on department needs, the opportunity to teach as a part-time faculty member at the current part-time compensation.
 - f. Be entitled to retain a college e-mail account.

g. Retain library privileges

Faculty Evaluation Task Force Members:

Role	Who	What
Expert on RTP	Mark Potter	Director, Center for Faculty Development
LAS RTPC Rep	Mary Ann Watson	Psychology
SCOB RTPC Rep	Jeff Lewis	Marketing
SPS RTPC Rep	Chris O'Dell	HPS
LAS CoC Rep	Karen Lollar	Chair, Communication Arts & Sciences
SCOB CoC Rep	Debbie Gilliard	Chair, Management
SPS CoC Rep	Tara Tull	Human Services
LAS Tenured Rep	Eric Ball	Chemistry
SCOB Tenured Rep	Juan Dempere	Finance
SPS Tenured	Henry Jackson	Criminal Justice & Criminology
LAS Tenure-Track Rep	Bethany Fleck	Psychology
SCOB Tenure-Track Rep	Katie Sauer	Economics
SPS Tenure-Track Rep	Kathleen Luttenegeger	Elementary Education
Dean's Rep	Ann Murphy	Dean, SCOB
RTP Senate Committee	Madison Holloway	FSRTPC Chair
College PTR Committee	George Donovan	Mathematics
Senate President/Designee	Kamran Sahami	Senate President
Provost/Designee	Vicki Golich	Provost

RECOMMENDATION:

Staff recommends approval of Handbook Changes for Chapter V regarding promotion, post tenure review, and emeritus designation from the Faculty Evaluation Task Force.

AGENDA ITEM: Proposed FY2012-13 Student Charges

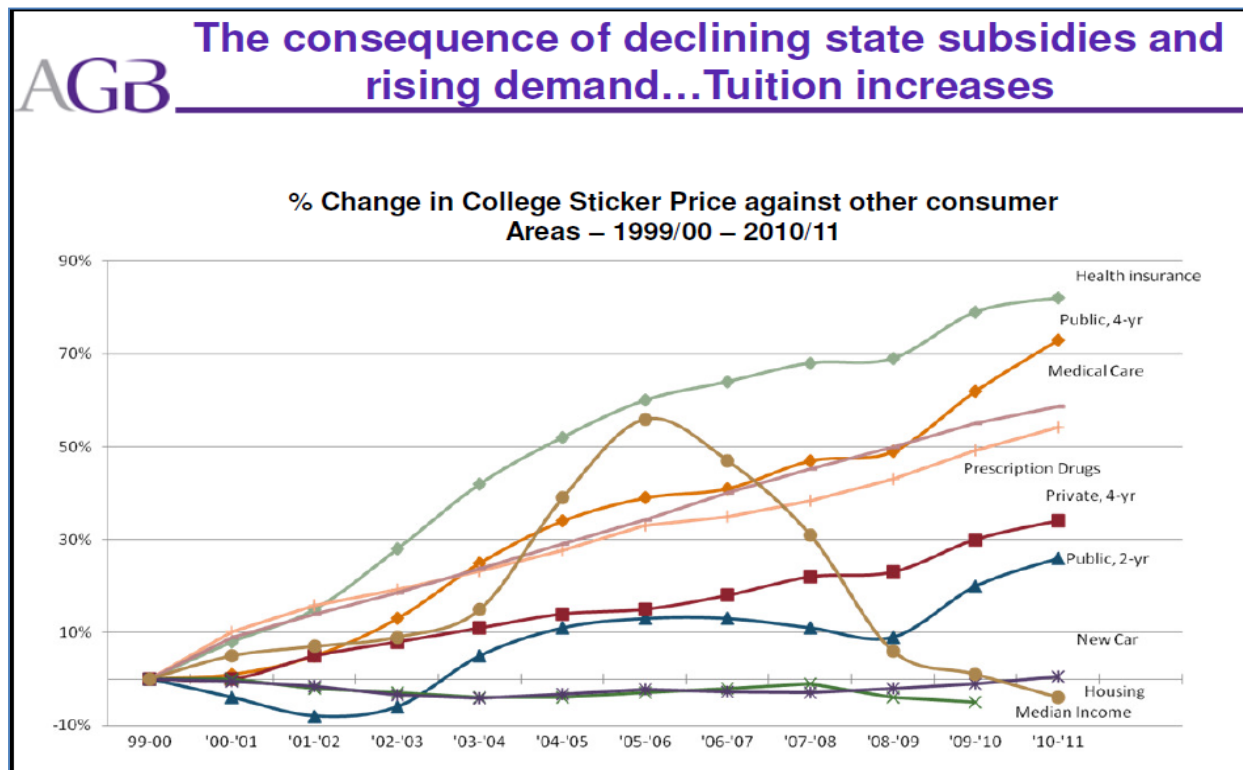
Consistent with the Trustee Policy Manual Section 4.2, the Board of Trustees has responsibility and authority to set tuition and fees in accordance with policies established by the Colorado Commission on Higher Education (CCHE) and the Legislature.

BACKGROUND:

At public universities, tuition revenue is covering a higher percentage of the total cost of educating students. Metro State is in the process of establishing benchmarks and developing detailed analysis on the effect of tuition increases on enrollment. This analysis should include benchmarks pertinent to the Colorado average household income, state general fund appropriation, and student aids. The current national trend for public institutions of Higher Education includes:

- Declining State Revenue
- Increasing Tuition
- Decreasing student aid
- Effect on Affordability and Access
- Becoming more similar to private institutions

Affordability and access are major components of Metro State's strategic planning and goals along with our strong commitment to students' success. Metro's Financial Accountability Plan (FAP) and the Fiscal Year 2012-13 Budget have been developed to align our spending with these goals. Metro's State support for FY11-12 and 12-13 is over \$2 million lower than FY2005-06 State support while our enrollment has increased by 15% from 15,087 to 17,347 full year FTE. The following graph from the Association of Governing Boards (AGB) represents the national percentage of cost of education against other household spending and median income.



ANALYSIS:

Attached are the proposed tuition and fee schedules for FY2012-13 using the rate increase parameters approved in the April 04, 2012 BOT Finance Committee meeting and subsequently approved in the April 5th full BOT meeting. These rates are consistent with the rates outlined in the Financial Accountability Plan (FAP). At a time when many institutions are compelled to reduce/close the tuition window, Metro State strives to maintain the window between 12 and 18 credit hours to ensure accessibility and the timely graduation of students.

The following attachments will illustrate our tuition and fee model:

- Table (A) presents a summary of the dollar and percentage change of tuition and fees from FY2012 to FY2013 for undergraduate students.
- Table (B) presents the proposed mandatory fee schedule for undergraduate and graduate students.
- Tables (C) present the tuition schedule for graduate students.

Undergraduate Tuition Rates:

Resident

Following Metro State's approved Financial Accountability Plan (FAP) there is a proposed student share tuition rate increase of 13% or \$20.65 per credit hour capped at \$2,152.20 for 12 to 18 credit hours. This represents an increase of approximately 9% in total resident tuition, due to no increase in the COF stipend from FY2012 to FY2013. The 13% increase in student share of tuition applies to the Extended Campus rates.

Non-Resident

For students that are considered non-resident there are three proposed tuition rate schedules, these are the Colorado High School/GED, WICHE-WUE and Out of State.

Colorado High School/GED Tuition Rate:

In February 2008, the Hispanic Serving Institution (HSI) Task Force unanimously voted to support in-state tuition for undocumented students. In previous years the Board has also supported federal and state legislation regarding undocumented students. During the 2012 Colorado legislative session, legislation was introduced (the Asset Bill or SB 015) that proposed an "unsubsidized" tuition rate of in-state tuition plus the College Opportunity Fund (COF) amount for undocumented students. The proposed legislation failed to pass, and based upon previous discussions with the Board the President offers the following proposals for a possible nonresident unsubsidized tuition rate structure to address undocumented, unclassified, or other students who cannot prove citizenship but meet the following criteria:

- attended a Colorado high school for at least three years,
- graduated from a Colorado high school or received a general equivalency diploma in this state, and
- provides a statement that they are in good legal standing, other than their undocumented or unclassified status, and are seeking or intend to seek lawful status when eligible.

The proposed tuition rate model would reside in the nonresident tuition category and does not include any state subsidy in keeping with Colorado statutes which prohibit any undocumented

person from receiving state benefits, and Federal statutes which disallow an unqualified alien from being eligible for any state or local public benefit defined to include “postsecondary education.”

The College has continued to work toward the original goals of the HSI Task Force. As of fall 2011, enrollment for this initiative has exceeded the planned goal by more than 1%. There are many reasons for this growth. One key reason is the change in collecting race & ethnicity classification data from students.

HSI 10-year Enrollment Projections , as presented February 2008 At 1.5% College Growth and 8.25% Latino Growth per year		
<u>Predicted Enrollment % Hispanic</u>	<u>Plan</u>	<u>Actual</u>
Fall 2007 – Baseline	13.20%	13.20%
Fall 2008	14.06%	13.30%
Fall 2009	14.99%	13.50%
Fall 2010	15.99%	16.00%
Fall 2011	17.05%	18.20%
Fall 2012	18.19%	
Fall 2013	19.40%	
Fall 2014	20.69%	
Fall 2015	22.06%	
Fall 2016	23.53%	
Fall 2017	25.10%	

To meet the goal of providing increased access to the fastest growing segment of the state population and to reach HSI status by fall 2017, specific efforts must be implemented to recruit and educate these students.

Along with the HSI initiative, the benefits of a college education are well documented. Studies have found that there are several positive economic impacts on the community. These include:

- increased tax revenues,
- greater productivity,
- increased spending on consumer goods and services,
- increased workforce flexibility, and
- decreased support on state and federal support.

There are positive social impacts to the community including:

- reduced crime rates,
- increased charitable giving and community services,
- increased quality of civic life, and
- improved ability to adapt to and use technology.

In addition to the public benefits, there are positive impacts to the individual, which are:

- higher salary and benefits
- Improved health life expectancy
- higher savings
- improved working conditions

These are values along with increased access that are reflected in the College's role, mission and strategic plan.

Proposed Tuition Rate:

The proposed tuition structure is comprised of two parts. The first part reflects the cost of education. This is total tuition (student share and COF stipend) and fee-for-service per FTE. The second part is a calculation for capital contribution, which recognizes the state contribution for building/grounds.

The proposed FY2013 academic year tuition rate at 15 credit hours is:

Cost of Education	
Student Share of Tuition	\$4,304.40
COF Stipend	<u>1,860.00</u>
Total Resident Tuition	\$6,164.40
FFS per Resident FTE	<u>342.00</u>
Total Cost of Education	\$6,506.40
Capital Contribution	<u>\$ 650.60</u>
Proposed Tuition Rate	<u>\$7,157.00</u>

In addition to the above tuition, students eligible for this tuition rate will be assessed the mandatory student fees and if applicable the student health insurance.

The following table shows the proposed Colorado High School/GED tuition rate per semester compared to the Resident, WICHE-WUE and Out-of State rates:

FY2012-13 Proposed Tuition Rates						
	Resident			Non Resident		
Credit Hours	Student Share	COF Stipend	Total Tuition	Colorado High School/GED	WICHE-WUE	Out of State
1	179.35	62.00	241.35	279.86	362.03	666.05
2	358.70	124.00	482.70	559.72	724.05	1,332.10
3	538.05	186.00	724.05	839.58	1,086.08	1,998.15
4	717.40	248.00	965.40	1,119.43	1,448.10	2,664.20
5	896.75	310.00	1,206.75	1,399.29	1,810.13	3,330.25
6	1,076.10	372.00	1,448.10	1,679.15	2,172.15	3,996.30
7	1,255.45	434.00	1,689.45	1,959.01	2,534.18	4,662.35
8	1,434.80	496.00	1,930.80	2,238.87	2,896.20	5,328.40
9	1,614.15	558.00	2,172.15	2,518.73	3,258.23	5,994.45
10	1,793.50	620.00	2,413.50	2,798.58	3,620.25	6,660.50
11	1,972.85	682.00	2,654.85	3,078.44	3,982.28	7,326.55
12	2,152.20	744.00	2,896.20	3,358.30	4,344.30	7,992.60
13	2,152.20	806.00	2,958.20	3,431.70	4,437.30	7,992.60
14	2,152.20	868.00	3,020.20	3,505.10	4,530.30	7,992.60
15	2,152.20	930.00	3,082.20	3,578.50	4,623.30	7,992.60
16	2,152.20	992.00	3,144.20	3,651.90	4,716.30	7,992.60
17	2,152.20	1,054.00	3,206.20	3,725.30	4,809.30	7,992.60
18	2,152.20	1,116.00	3,268.20	3,798.70	4,902.30	7,992.60

Enrollment Estimates:

To determine the fiscal impact of implementing the proposed new tuition rate it is necessary to estimate the enrollment change which might occur. The following methodology was used to estimate the enrollment growth:

Determine baseline for study –

- Identify the current number of students attending Metro who are considered unclassified.
- Project the five-year enrollment growth assuming no change in tuition. We used the Noel Levitz study completed by the Colorado Commission on Higher Education to perform this analysis. The growth percentages ranged from 2.61% to 2.80%.

Likely Enrollment growth, with CO HS/GED rate –

- Reviewed the documentation used to support SB12-015.
- A statewide estimate of students who may benefit from this new tuition rate is 500 in year one, and the 250 each following year.
- Assuming 60% of these students are in the 7-county area, the estimated growth for Metro State in year one is 300 (500*60%) and 150 (250*60%) each following year.

The five-year net revenue impact is based on the identified enrollment criteria and the FY2012-13 tuition rates are:

	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17
I. Baseline					
Headcount enrollment	106.0	108.9	111.2	114.2	117.5
Revenue					
At current nonresident rate	\$546,028	\$561,613	\$573,136	\$588,988	\$606,239
II. Likely					
Enrollment (300 yr 1; 120 all other)	403.0	553.3	703.5	853.5	1003.3
Revenue					
At Proposed new Rate	\$884,481	\$1,214,523	\$1,544,156	\$1,873,675	\$2,202,777
Net impact on Revenue	\$338,453	\$652,910	\$971,020	\$1,284,687	\$1,596,538

We believe the revenue estimates calculated with the likely enrollment model are realistic, particularly since the analysis already takes into account that only 60% of eligible students would attend Metro State.

This proposed tuition rate aligns Metro State's mission of providing access and affordable higher education to potential students in the 7-county area. As well as, the statewide master plan that has identified the following goals:

- increase credential attainment,
- improve student success,
- reduce attainment gaps, and
- restore balance in revenues and maintain productivity.

WICHE-WUE

The Western Undergraduate Exchange allows students from 14 western states to attend Metro State and pay 150 percent of the total in-state resident tuition. The participating states are: Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming. Student acceptance in this program is not guaranteed, but for students who meet all the requirements the savings is significant compared to out of state tuition. The WICHE-WUE rate is projected to increase by 9%. This is consistent with the percent increase for resident total tuition.

Out-of-State

A proposed tuition rate of \$55 per credit hour, capped at \$7,992.60 for 12 to 18 credit hours, which represents an increase of 9% for non-resident undergraduate students.

Accelerated Nursing

The Accelerated Nursing program will have no tuition increase for its program.

Student Mandatory Fees

There are no proposed Consumer Price Index (CPI) increases to any student fees.

Increases in student fees are:

- A student approved increase of \$4 for the RTD Bus Pass Fee (from \$70 to \$74). This fee is not a fee of Metro State, but it is a fee collected for AHEC.

The tables below summarize the above tuition and mandatory fee increases for both resident and non-resident undergraduate students taking 15 credit hours. The net increase for a resident undergraduate student taking 15 credit hours each semester would be 10.40% (total of \$503.60 in an academic year) and for a non-resident student taking 15 credit hours each semester it would be 8.50% (total of \$1,328 in an academic year).

Undergraduate In-State Resident - Student Share:				
Semester			Academic Year	
At 15 hours	FY12	Proposed FY13	FY12	Proposed FY13
Tuition	1,904.40	2,152.20	3,808.80	4,304.40
Mandatory Fees	512.46	516.46	1,024.92	1,032.92
Total	2,416.86	2,668.66	4,833.72	5,337.32
\$ Change		251.80		503.60
% Change		10.40%		10.40%

Undergraduate Non-Resident Student:				
Semester			Academic Year	
At 15 hours	FY12	Proposed FY13	FY12	Proposed FY13
Tuition	7,332.60	7,992.60	14,665.20	15,985.20
Mandatory Fees	512.46	516.46	1,024.92	1,032.92
Total	7,845.06	8,509.06	15,690.12	17,018.12
\$ Change		664.00		1,328.00
% Change		8.50%		8.50%

Graduate Tuition Rates

Masters of Accountancy

Masters of Accountancy has two components to accommodate the 3+2 program: 1) Tuition which is the same as Undergraduate rate and 2) Graduate Course Fee

○ Tuition:

For the resident graduate tuition, the proposed tuition rate increase is the same as undergraduate program, with an increase of \$20.65 per credit hour or 13% (from \$158.70 to \$179.35), capped at 12 credit hours. For non-resident students this increase is \$55 per credit hour, which is the same as undergraduate program.

○ Graduate Course Fee:

The proposed increase to the program fee is \$21.60 per credit hour or 13% (from \$166.30 to \$187.90), capped at 12 credit hours for both resident and non-resident students.

The tables below summarize the tuition and fee proposed increases for the Master of Accountancy for both resident and non-resident graduate students:

Masters of Accountancy				
Resident - Graduate Tuition and Fees				
Semester			Academic Year	
At 15 hours	FY 12	Proposed FY13	FY12	Proposed FY13
Tuition	\$1,904.40	\$2,152.20	\$3,808.80	\$4,304.40
Graduate Course Fee	\$1,995.60	\$2,254.80	\$3,991.20	\$4,509.60
Mandatory Fees	512.46	516.46	\$1,024.92	\$1,032.92
Total	<u>\$4,412.46</u>	<u>\$4,923.46</u>	<u>\$8,824.92</u>	<u>\$9,846.92</u>
\$ Change		\$511.00		\$1,022.00
% Change		11.58%		11.58%

Masters of Accountancy				
Non-Resident - Graduate Tuition and Fees				
Semester			Academic Year	
At 15 hours	FY 12	Proposed FY13	FY12	Proposed FY13
Tuition	\$7,332.60	\$7,992.60	\$14,665.20	\$15,985.20
Graduate Course Fee	\$1,995.60	\$2,254.80	\$3,991.20	\$4,509.60
Mandatory Fees	512.46	516.46	\$1,024.92	\$1,032.92
Total	<u>\$9,840.66</u>	<u>\$10,763.86</u>	<u>\$19,681.32</u>	<u>\$21,527.72</u>
\$ Change		\$923.20		\$1,846.40
% Change		9.38%		9.38%

Masters of Teaching Education and Masters of Social Work

The proposed tuition increase is the same as undergraduate program at 13% or an increase of \$37.70 per credit per semester (from \$290 to \$327.70) for resident students and an increase of \$85.75 per credit per semester for non-resident students.

The tables below summarize the above proposed increase for Masters of Teaching Education and Masters of Social Work:

Masters of Teacher Education and Social Work Resident - Graduate Tuition and Fees				
Semester			Academic Year	
At 15 hours	FY 12	Proposed FY13	FY12	Proposed FY13
Tuition	\$3,480.00	\$3,932.40	\$6,960.00	\$7,864.80
Mandatory Fees	512.46	516.46	\$1,024.92	\$1,032.92
Total	<u>\$3,992.46</u>	<u>\$4,448.86</u>	<u>\$7,984.92</u>	<u>\$8,897.72</u>
\$ Change		\$456.40		\$912.80
% Change		11.43%		11.43%

Masters of Teacher Education and Social Work Non-Resident - Graduate Tuition and Fees				
Semester			Academic Year	
At 15 hours	FY 12	Proposed FY13	FY12	Proposed FY13
Tuition	\$7,913.40	\$8,942.40	\$15,826.80	\$17,884.80
Mandatory Fees	512.46	516.46	\$1,024.92	\$1,032.92
Total	<u>\$8,425.86</u>	<u>\$9,458.86</u>	<u>\$16,851.72</u>	<u>\$18,917.72</u>
\$ Change		\$1,033.00		\$2,066.00
% Change		12.26%		12.26%

Program Fees

The following program fees have already been approved by the students and presented and approved by the full BOT at the April 5, 2012 meeting:

- Music Program Fee - an increase of \$3 (from \$3.95 to \$6.95) per credit hour.
- Journalism – an increase of \$.24 (from \$1.26 to \$1.50).
- Speech Communication – an increase of \$.30 (from \$.20 to \$.50) per credit hour.
- Speech, Language and Hearing Science – establishing this new program fee of \$1.00 per credit hour.
- Sociology – establishing this new program fee of \$2.06 per credit hour.
- Anthropology – establishing a new program fee of \$2.32 per credit hour.
- Communication Design – establishing a new program fee of \$6.37 per credit hour.

Student Health Insurance

Billing for the offered student health insurance will be through the College as part of a student's tuition and fee assessment beginning in the Fall of 2012. For the first time in 2011-2012 academic year, billing for the student health insurance was performed by an outside third party vendor. Returning the insurance billing responsibility to the College:

- Ensures the lowest possible premium rates for Metro State students (a savings of \$500 compared to the outside billing option),
- Simplifies the enrollment process without the need to place account "holds" on student accounts,
- Enables Veteran students to have the cost of the insurance paid for by the VA (which was not permitted when billing was done by a third party vendor),
- Stabilizes plan enrollment while avoiding adverse selection and
- Was fully supported by the Student Government Association.

2012-2013 Student Health Insurance Rates

- \$770 Fall Semester 2012 Premium (5 months)
- \$1,078 Spring Semester 2013 Premium (7 months, includes Summer)

Phoenix Center Fee

In April 2012 a fee of \$2 per semester was approved by students without following the approval process outlined in the Metro State's Student Fee Plan with CCHE. The fee is to support the Phoenix Center at Auraria, which works on domestic violence issues and it is also supported by CCD and UCD.

The administration recommends **not** approving this fee for the fiscal year 2012-13 for the following reasons:

- The services supported by this center are already available at Metro's Health and Counseling Center.
- The failure to comply with the Student Fee Plan Policy.

Graduate- Other Fees

Proposed increase of \$20 for international graduate student's application fee (from \$50 to \$70).

RECOMMENDATION:

The Board of Trustees Finance Committee recommends approval of the proposed FY 2012-13 Student Charges as presented with the exception of the Phoenix Center Fee.

Metropolitan State College of Denver
Proposed Undergraduate Change Tuition and Fee
Effective Fall 2012

Table A

Credit Hours	Resident Tuition				Student Fees				Total Cost Resident			
	13% Incr	Dollar	Percent		Dollar	Percent			Dollar	Percent		
	Fall 2012	Fall 2013	Change	Change	Fall 2012	Fall 2013	Change	Change	Fall 2012	Fall 2013	Change	Change
1	158.70	179.35	20.65	13.00%	232.98	236.98	4.00	1.70%	391.68	416.33	24.65	6.30%
2	317.40	358.70	41.30	13.00%	252.78	256.78	4.00	1.60%	570.18	615.48	45.30	7.90%
3	476.10	538.05	61.95	13.00%	272.58	276.58	4.00	1.50%	748.68	814.63	65.95	8.80%
4	634.80	717.40	82.60	13.00%	301.70	305.70	4.00	1.30%	936.50	1,023.10	86.60	9.20%
5	793.50	896.75	103.25	13.00%	321.50	325.50	4.00	1.20%	1,115.00	1,222.25	107.25	9.60%
6	952.20	1,076.10	123.90	13.00%	364.70	368.70	4.00	1.10%	1,316.90	1,444.80	127.90	9.70%
7	1,110.90	1,255.45	144.55	13.00%	395.87	399.87	4.00	1.00%	1,506.77	1,655.32	148.55	9.90%
8	1,269.60	1,434.80	165.20	13.00%	415.67	419.67	4.00	1.00%	1,685.27	1,854.47	169.20	10.00%
9	1,428.30	1,614.15	185.85	13.00%	435.47	439.47	4.00	0.90%	1,863.77	2,053.62	189.85	10.20%
10	1,587.00	1,793.50	206.50	13.00%	455.27	459.27	4.00	0.90%	2,042.27	2,252.77	210.50	10.30%
11	1,745.70	1,972.85	227.15	13.00%	475.07	479.07	4.00	0.80%	2,220.77	2,451.92	231.15	10.40%
12	1,904.40	2,152.20	247.80	13.00%	512.46	516.46	4.00	0.80%	2,416.86	2,668.66	251.80	10.40%
13	1,904.40	2,152.20	247.80	13.00%	512.46	516.46	4.00	0.80%	2,416.86	2,668.66	251.80	10.40%
14	1,904.40	2,152.20	247.80	13.00%	512.46	516.46	4.00	0.80%	2,416.86	2,668.66	251.80	10.40%
15	1,904.40	2,152.20	247.80	13.00%	512.46	516.46	4.00	0.80%	2,416.86	2,668.66	251.80	10.40%
16	1,904.40	2,152.20	247.80	13.00%	512.46	516.46	4.00	0.80%	2,416.86	2,668.66	251.80	10.40%
17	1,904.40	2,152.20	247.80	13.00%	512.46	516.46	4.00	0.80%	2,416.86	2,668.66	251.80	10.40%
18	1,904.40	2,152.20	247.80	13.00%	512.46	516.46	4.00	0.80%	2,416.86	2,668.66	251.80	10.40%

Resident Tuition is shown net of COF Stipend

Credit Hours	Non-Resident Tuition				Student Fees				Total Cost Non-Resident			
	9% Incr	Dollar	Percent		Dollar	Percent			Dollar	Percent		
	Fall 2012	Fall 2013	Change	Change	Fall 2012	Fall 2013	Change	Change	Fall 2012	Fall 2013	Change	Change
1	611.05	666.05	55.00	9.00%	232.98	236.98	4.00	1.70%	844.03	903.03	59.00	7.00%
2	1,222.10	1,332.10	110.00	9.00%	252.78	256.78	4.00	1.60%	1,474.88	1,588.88	114.00	7.70%
3	1,833.15	1,998.15	165.00	9.00%	272.58	276.58	4.00	1.50%	2,105.73	2,274.73	169.00	8.00%
4	2,444.20	2,664.20	220.00	9.00%	301.70	305.70	4.00	1.30%	2,745.90	2,969.90	224.00	8.20%
5	3,055.25	3,330.25	275.00	9.00%	321.50	325.50	4.00	1.20%	3,376.75	3,655.75	279.00	8.30%
6	3,666.30	3,996.30	330.00	9.00%	364.70	368.70	4.00	1.10%	4,031.00	4,365.00	334.00	8.30%
7	4,277.35	4,662.35	385.00	9.00%	395.87	399.87	4.00	1.00%	4,673.22	5,062.22	389.00	8.30%
8	4,888.40	5,328.40	440.00	9.00%	415.67	419.67	4.00	1.00%	5,304.07	5,748.07	444.00	8.40%
9	5,499.45	5,994.45	495.00	9.00%	435.47	439.47	4.00	0.90%	5,934.92	6,433.92	499.00	8.40%
10	6,110.50	6,660.50	550.00	9.00%	455.27	459.27	4.00	0.90%	6,565.77	7,119.77	554.00	8.40%
11	6,721.55	7,326.55	605.00	9.00%	475.07	479.07	4.00	0.80%	7,196.62	7,805.62	609.00	8.50%
12	7,332.60	7,992.60	660.00	9.00%	512.46	516.46	4.00	0.80%	7,845.06	8,509.06	664.00	8.50%
13	7,332.60	7,992.60	660.00	9.00%	512.46	516.46	4.00	0.80%	7,845.06	8,509.06	664.00	8.50%
14	7,332.60	7,992.60	660.00	9.00%	512.46	516.46	4.00	0.80%	7,845.06	8,509.06	664.00	8.50%
15	7,332.60	7,992.60	660.00	9.00%	512.46	516.46	4.00	0.80%	7,845.06	8,509.06	664.00	8.50%
16	7,332.60	7,992.60	660.00	9.00%	512.46	516.46	4.00	0.80%	7,845.06	8,509.06	664.00	8.50%
17	7,332.60	7,992.60	660.00	9.00%	512.46	516.46	4.00	0.80%	7,845.06	8,509.06	664.00	8.50%
18	7,332.60	7,992.60	660.00	9.00%	512.46	516.46	4.00	0.80%	7,845.06	8,509.06	664.00	8.50%

Academic Year (Fall and Spring) at 15 Credit Hours

Resident	3,808.80	4,304.40	495.60	13.0%	1,024.92	1,032.92	8.00	0.8%	4,833.72	5,337.32	503.60	10.40%
Nonresident	14,665.20	15,985.20	1,320.00	9.0%	1,024.92	1,032.92	8.00	0.8%	15,690.12	17,018.12	1,328.00	8.50%

Metropolitan State College of Denver
Proposed Undergraduate and Graduate Fee Schedule for Fall 2012, Spring 2013, and Summer 2013

Table B

Credit Hour	FY 2012 Fees	<div> <div>No Increase</div> <div>5.71%</div> </div>								Total Preliminary FY 2013 Fees
		Student Affairs Fee	Athletics	Health Services	Immuniz Fee	AHEC Facilities Bond Fee	Metro Bond Fee	Clean Energy Fee	RTD Bus Pass	
1	232.98	38.20	29.55	31.20	2.00	37.23	19.80	5.00	74.00	\$ 236.98
2	252.78	38.20	29.55	31.20	2.00	37.23	39.60	5.00	74.00	\$ 256.78
3	272.58	38.20	29.55	31.20	2.00	37.23	59.40	5.00	74.00	\$ 276.58
4	301.70	38.20	29.55	31.20	2.00	46.55	79.20	5.00	74.00	\$ 305.70
5	321.50	38.20	29.55	31.20	2.00	46.55	99.00	5.00	74.00	\$ 325.50
6	364.70	61.60	29.55	31.20	2.00	46.55	118.80	5.00	74.00	\$ 368.70
7	395.87	61.60	29.55	31.20	2.00	57.92	138.60	5.00	74.00	\$ 399.87
8	415.67	61.60	29.55	31.20	2.00	57.92	158.40	5.00	74.00	\$ 419.67
9	435.47	61.60	29.55	31.20	2.00	57.92	178.20	5.00	74.00	\$ 439.47
10	455.27	61.60	29.55	31.20	2.00	57.92	198.00	5.00	74.00	\$ 459.27
11	475.07	61.60	29.55	31.20	2.00	57.92	217.80	5.00	74.00	\$ 479.07
12	512.46	61.60	29.55	31.20	2.00	75.51	237.60	5.00	74.00	\$ 516.46
13	512.46	61.60	29.55	31.20	2.00	75.51	237.60	5.00	74.00	\$ 516.46
14	512.46	61.60	29.55	31.20	2.00	75.51	237.60	5.00	74.00	\$ 516.46
15	512.46	61.60	29.55	31.20	2.00	75.51	237.60	5.00	74.00	\$ 516.46
16	512.46	61.60	29.55	31.20	2.00	75.51	237.60	5.00	74.00	\$ 516.46
17	512.46	61.60	29.55	31.20	2.00	75.51	237.60	5.00	74.00	\$ 516.46
18	512.46	61.60	29.55	31.20	2.00	75.51	237.60	5.00	74.00	\$ 516.46

Metropolitan State College of Denver
Proposed Graduate Tuition Schedule for Fall 2012, Spring 2013, and Summer 2013

Table C

Masters in Accountancy

RESIDENT														
Tuition						Graduate Fee					Total Rate			
Credit Hours	FY2012	13.00%	Proposed	FY2013	Tuition	FY2012	13.00%	Proposed	FY2013	Fee	FY2012	Total	Proposed	Incremental
	Tuition	Tuition	Tuition	%	Incremental	Course Fee	Fee	Fee	%	Incremental	Total	Total	FY2013	%
	Rates	Increase	Rate	Change	Credit hour	Rates	Increase	Rate	Change	Change	Rates	Increase	Rate	Change
1	\$158.70	\$20.65	\$179.35	13.00%		\$166.30	\$21.60	\$187.90	13.00%		\$325.00	\$42.25	\$367.25	13.00%
2	\$317.40	\$41.30	\$358.70	13.00%	\$179.35	\$332.60	\$43.20	\$375.80	13.00%	\$187.90	\$650.00	\$84.50	\$734.50	13.00%
3	\$476.10	\$61.95	\$538.05	13.00%	\$179.35	\$498.90	\$64.80	\$563.70	13.00%	\$187.90	\$975.00	\$126.75	\$1,101.75	13.00%
4	\$634.80	\$82.60	\$717.40	13.00%	\$179.35	\$665.20	\$86.40	\$751.60	13.00%	\$187.90	\$1,300.00	\$169.00	\$1,469.00	13.00%
5	\$793.50	\$103.25	\$896.75	13.00%	\$179.35	\$831.50	\$108.00	\$939.50	13.00%	\$187.90	\$1,625.00	\$211.25	\$1,836.25	13.00%
6	\$952.20	\$123.90	\$1,076.10	13.00%	\$179.35	\$997.80	\$129.60	\$1,127.40	13.00%	\$187.90	\$1,950.00	\$253.50	\$2,203.50	13.00%
7	\$1,110.90	\$144.55	\$1,255.45	13.00%	\$179.35	\$1,164.10	\$151.20	\$1,315.30	13.00%	\$187.90	\$2,275.00	\$295.75	\$2,570.75	13.00%
8	\$1,269.60	\$165.20	\$1,434.80	13.00%	\$179.35	\$1,330.40	\$172.80	\$1,503.20	13.00%	\$187.90	\$2,600.00	\$338.00	\$2,938.00	13.00%
9	\$1,428.30	\$185.85	\$1,614.15	13.00%	\$179.35	\$1,496.70	\$194.40	\$1,691.10	13.00%	\$187.90	\$2,925.00	\$380.25	\$3,305.25	13.00%
10	\$1,587.00	\$206.50	\$1,793.50	13.00%	\$179.35	\$1,663.00	\$216.00	\$1,879.00	13.00%	\$187.90	\$3,250.00	\$422.50	\$3,672.50	13.00%
11	\$1,745.70	\$227.15	\$1,972.85	13.00%	\$179.35	\$1,829.30	\$237.60	\$2,066.90	13.00%	\$187.90	\$3,575.00	\$464.75	\$4,039.75	13.00%
12	\$1,904.40	\$247.80	\$2,152.20	13.00%	\$179.35	\$1,995.60	\$259.20	\$2,254.80	13.00%	\$187.90	\$3,900.00	\$507.00	\$4,407.00	13.00%
13	\$1,904.40	\$247.80	\$2,152.20	13.00%	\$0.00	\$1,995.60	\$259.20	\$2,254.80	13.00%	\$0.00	\$3,900.00	\$507.00	\$4,407.00	13.00%
14	\$1,904.40	\$247.80	\$2,152.20	13.00%	\$0.00	\$1,995.60	\$259.20	\$2,254.80	13.00%	\$0.00	\$3,900.00	\$507.00	\$4,407.00	13.00%
15	\$1,904.40	\$247.80	\$2,152.20	13.00%	\$0.00	\$1,995.60	\$259.20	\$2,254.80	13.00%	\$0.00	\$3,900.00	\$507.00	\$4,407.00	13.00%

NONRESIDENT														
Tuition*						Graduate Fee					Total Rate			
Credit Hours	FY2012	9.00%	Proposed	FY2013	Tuition	FY2012	13.00%	Proposed	FY2013	Fee	FY2012	Total	Proposed	Incremental
	Tuition	Tuition	Tuition	%	Incremental	Course Fee	Fee	Fee	%	Incremental	Total	Total	FY2013	%
	Rates	Increase	Rate	Change	Credit hour	Rates	Increase	Rate	Change	Change	Rates	Increase	Rate	Change
1	\$611.05	\$55.00	\$666.05	9.00%		\$166.30	\$21.60	\$187.90	13.00%		\$777.35	\$76.60	\$853.95	9.85%
2	\$1,222.10	\$110.00	\$1,332.10	9.00%	\$666.05	\$332.60	\$43.20	\$375.80	13.00%	\$187.90	\$1,554.70	\$153.20	\$1,707.90	9.85%
3	\$1,833.15	\$165.00	\$1,998.15	9.00%	\$666.05	\$498.90	\$64.80	\$563.70	13.00%	\$187.90	\$2,332.05	\$229.80	\$2,561.85	9.85%
4	\$2,444.20	\$220.00	\$2,664.20	9.00%	\$666.05	\$665.20	\$86.40	\$751.60	13.00%	\$187.90	\$3,109.40	\$306.40	\$3,415.80	9.85%
5	\$3,055.25	\$275.00	\$3,330.25	9.00%	\$666.05	\$831.50	\$108.00	\$939.50	13.00%	\$187.90	\$3,886.75	\$383.00	\$4,269.75	9.85%
6	\$3,666.30	\$330.00	\$3,996.30	9.00%	\$666.05	\$997.80	\$129.60	\$1,127.40	13.00%	\$187.90	\$4,664.10	\$459.60	\$5,123.70	9.85%
7	\$4,277.35	\$385.00	\$4,662.35	9.00%	\$666.05	\$1,164.10	\$151.20	\$1,315.30	13.00%	\$187.90	\$5,441.45	\$536.20	\$5,977.65	9.85%
8	\$4,888.40	\$440.00	\$5,328.40	9.00%	\$666.05	\$1,330.40	\$172.80	\$1,503.20	13.00%	\$187.90	\$6,218.80	\$612.80	\$6,831.60	9.85%
9	\$5,499.45	\$495.00	\$5,994.45	9.00%	\$666.05	\$1,496.70	\$194.40	\$1,691.10	13.00%	\$187.90	\$6,996.15	\$689.40	\$7,685.55	9.85%
10	\$6,110.50	\$550.00	\$6,660.50	9.00%	\$666.05	\$1,663.00	\$216.00	\$1,879.00	13.00%	\$187.90	\$7,773.50	\$766.00	\$8,539.50	9.85%
11	\$6,721.55	\$605.00	\$7,326.55	9.00%	\$666.05	\$1,829.30	\$237.60	\$2,066.90	13.00%	\$187.90	\$8,550.85	\$842.60	\$9,393.45	9.85%
12	\$7,332.60	\$660.00	\$7,992.60	9.00%	\$666.05	\$1,995.60	\$259.20	\$2,254.80	13.00%	\$187.90	\$9,328.20	\$919.20	\$10,247.40	9.85%
13	\$7,332.60	\$715.00	\$7,992.60	9.00%	\$0.00	\$1,995.60	\$259.20	\$2,254.80	13.00%	\$0.00	\$9,328.20	\$919.20	\$10,247.40	9.85%
14	\$7,332.60	\$770.00	\$7,992.60	9.00%	\$0.00	\$1,995.60	\$259.20	\$2,254.80	13.00%	\$0.00	\$9,328.20	\$919.20	\$10,247.40	9.85%
15	\$7,332.60	\$825.00	\$7,992.60	9.00%	\$0.00	\$1,995.60	\$259.20	\$2,254.80	13.00%	\$0.00	\$9,328.20	\$919.20	\$10,247.40	9.85%

*Tuition part of the Master of Accountancy should be the same as the undergraduate rate; therefore, the increase is 9%.

Metropolitan State College of Denver
Proposed Graduate Tuition Schedule for Fall 2012, Spring 2013, and Summer 2013

Table C

Masters in Teacher Education and Social Work

RESIDENT					
Credit Hours	FY 2012 Rates	13.00% Increase	Proposed FY 2013 Rates	% Change	Incremental Credit hour Change
1	\$290.00	\$37.70	\$327.70	13.00%	
2	\$580.00	\$75.40	\$655.40	13.00%	\$327.70
3	\$870.00	\$113.10	\$983.10	13.00%	\$327.70
4	\$1,160.00	\$150.80	\$1,310.80	13.00%	\$327.70
5	\$1,450.00	\$188.50	\$1,638.50	13.00%	\$327.70
6	\$1,740.00	\$226.20	\$1,966.20	13.00%	\$327.70
7	\$2,030.00	\$263.90	\$2,293.90	13.00%	\$327.70
8	\$2,320.00	\$301.60	\$2,621.60	13.00%	\$327.70
9	\$2,610.00	\$339.30	\$2,949.30	13.00%	\$327.70
10	\$2,900.00	\$377.00	\$3,277.00	13.00%	\$327.70
11	\$3,190.00	\$414.70	\$3,604.70	13.00%	\$327.70
12	\$3,480.00	\$452.40	\$3,932.40	13.00%	\$327.70
13	\$3,480.00	\$452.40	\$3,932.40	13.00%	\$327.70
14	\$3,480.00	\$452.40	\$3,932.40	13.00%	\$327.70
15	\$3,480.00	\$452.40	\$3,932.40	13.00%	\$327.70

NONRESIDENT					
Credit Hours	FY 2012 Rates	13.00% Increase	Proposed FY 2013 Rates	% Change	Incremental Credit hour Change
1	\$659.45	\$85.75	\$745.20	13.00%	
2	\$1,318.90	\$171.50	\$1,490.40	13.00%	\$745.20
3	\$1,978.35	\$257.25	\$2,235.60	13.00%	\$745.20
4	\$2,637.80	\$343.00	\$2,980.80	13.00%	\$745.20
5	\$3,297.25	\$428.75	\$3,726.00	13.00%	\$745.20
6	\$3,956.70	\$514.50	\$4,471.20	13.00%	\$745.20
7	\$4,616.15	\$600.25	\$5,216.40	13.00%	\$745.20
8	\$5,275.60	\$686.00	\$5,961.60	13.00%	\$745.20
9	\$5,935.05	\$771.75	\$6,706.80	13.00%	\$745.20
10	\$6,594.50	\$857.50	\$7,452.00	13.00%	\$745.20
11	\$7,253.95	\$943.25	\$8,197.20	13.00%	\$745.20
12	\$7,913.40	\$1,029.00	\$8,942.40	13.00%	\$745.20
13	\$7,913.40	\$1,029.00	\$8,942.40	13.00%	\$745.20
14	\$7,913.40	\$1,029.00	\$8,942.40	13.00%	\$745.20
15	\$7,913.40	\$1,029.00	\$8,942.40	13.00%	\$745.20

AGENDA ITEM: FY 2012-13 Revenue Increases with Base and Non-Base Increased Expenses

ISSUE:

Consistent with the Trustee Policy Manual, Sections 4.1 and 4.2, the Board of Trustees for Metropolitan State College of Denver has the responsibility and authority to review and approve the operating budget. This Agenda Item includes the FY 2012-13 additional revenue and expenses for Metropolitan State College of Denver.

BACKGROUND:

Attached for your review is the proposed FY 2012-13 Operating Budget per the budget parameters approved in the April 04, 2012 BOT Finance Committee meeting.

The annual budget allocation process includes the use of multiple funding sources as follows:

- State Funds
 - New Revenue from Tuition, College Opportunity Fund (COF) Stipend, and Fee For Services.
 - Prior Year Estimated Fund Balance (for one-time expenses).
 - Internal Reallocations.
- Auxiliary Funds
 - Metro Bond Fee designated for Scholarships and for academic department equipment and the enhancement and renovations of classrooms (student approved).
 - Master's programs.
 - All other Auxiliary Revenues.
- Grants and Sponsored Programs

FISCAL ANALYSIS:

Operating and State Support Revenue

The Fiscal Year 2012-13 operating revenue estimates have been developed considering the following assumptions:

- No enrollment growth for undergraduate programs for Fiscal Year 2012-13.
- A 13% tuition increase for undergraduate resident and graduate students and 9% tuition increase for undergraduate non-resident students.

The Operating Budget for FY2012-13 has been developed to distribute:

- \$11,228,728 new revenue from Tuition, COF Stipend, and Fee for Services for Base expenses.
- \$4,900,000 is for Non-Base allocations from the Fiscal Year 2011-12 estimated Fund Balance.

The following table shows a summary of revenue available for Metro State's Fiscal Year 2012-13 Base allocations:

		FY 2011-12 Revised Budget as of 04/04/12	FY 2011-12 Anticipated Budget Per HB 12-1335	FY 2012-13 Beginning Budget	FY 2012-13 Anticipated Changes
1	<u>State Support</u>				
2	COF Stipend (per HB 12-1335)	\$ 30,778,457	31,253,580	31,220,100	(33,480)
3	Fee For Service (FFS, per HB 12-1335)	4,451,599	5,707,899	5,761,905	54,006
4	Total State Support	\$ 35,230,056	36,961,479	36,982,005	20,526
5					
6	<u>Operating Revenue</u>				
7	Student Share of Tuition, Resident	\$ 76,420,100		86,674,123	10,254,023
8	Tuition Non-Resident, WICHE-WUE & Out of State	6,819,463		7,455,715	636,252
9	Tuition, Colorado High School/GED			338,453	338,453
10	Other Than Tuition Revenue (OTT)	4,666,785		4,666,785	-
11	Total Tuition and OTT	\$ 87,906,348		99,135,076	11,228,728
12					
13	Total Available for Base Allocations	\$ 123,136,404		136,117,081	11,249,254

Operating Expenses (Uses)

Recommended additions to the College's Base operating expenses include mandatory distributions such as Institutional Scholarships, AHEC, Library, and Bad Debt. The Fiscal Year 2012-13 Budget allocations were developed in view of Metro State's strategic planning/goals, as well as addressing the Divisions' core needs, which include employee compensation, professional development, technology enhancements for classrooms, and infrastructure support. In summary:

Institutional Allocations of Available State Funds (Base and Non Base Expenditures):

- Institutional Base scholarships of \$1,369,330 to ensure access and affordability for our low and middle income students.
- AHEC
 - Base = \$382,758
 - Non-Base = \$300,000
- Library
 - Base = \$157,897
 - Non-Base = \$165,375
- Faculty Compensation for a total of \$1,906,560 (Base)
 - 3% Compensation Increase for Tenure/Tenure-Track Faculty = \$1,013,921
 - Post-Tenure Review (PTR, \$2,000) = \$73,200
 - Promotions, Compensation (31 from Asst to Assoc; 10 from Assoc to Prof) = \$224,480
 - Equity Adjustments for Faculty to 85% of New CUPA = \$127,894
 - 3% Increase for Category II Compensation = \$191,363
 - 3% Increase for the Summer Faculty Compensation = \$72,213
 - Faculty Chairs Compensation (3%) = \$29,829
 - 2% Compensation Increase for Affiliate Faculty = \$173,660
 - \$1 million Base and \$500,000 Non-Base to fund existing Affiliate Faculty.

- Administrative Compensation (Base)
 - 2% Compensation Increase of \$323,400
 - Equity for Administrators to 85% New CUPA = \$154,535
- Classified Personnel (Base)
 - Non-Monetary Incentives and Other Adjustments = \$139,980
 - Estimated Health Insurance Increase = \$140,000
- Reinstating 2.5% for PERA, plus increases in PERA AED and SAED for all PERA eligible employees and the Faculty and Administrative Personnel Health Insurance = \$585,500

New Staffing Needs:

- Five New Base Faculty Positions = \$353,045
- Additional 46 Base FTEs to address staffing needs of various departments in order to make progress in Metro State's strategic initiatives (26 of these positions, or \$1,509,583, are to support Academic areas) = \$2,914,713

Other Core Needs:

- Base
 - Other Current Operating Expenses (OCE) and Miscellaneous Expenses = \$434,400
- Non-Base
 - Professional Developments, Diversity Initiatives and General Awards = \$1,207,000
 - OCE and Other initiatives such as H.S.I., Data Warehouse, Banner Workflow, Advancement and External relations (AER) and Communications Initiatives = \$2,727,117

The Tables below summarizes the FY12-13 General and State Funds Budget Distribution (Sources and Uses)

FY12-13 Summary Projected Incremental Budget:

		Base New Revenue	Non-Base Prior Year Fund Balance	Internal Reallocation
1	<u>Sources</u>			
2	Tuition Increases	\$ 11,228,728		
3	COF Stipend and Fee For Services	20,526		
4	Estimated Prior Year Fund Balance		4,900,000	
5	Existing Budget Reallocation for Specific Projects			716,400
6	Available from Indirect Cost Recoveries (ICRs)			190,000
7	Available for Distribution Subtotal	\$ 11,249,254	4,900,000	906,400
8				
9	Institutional Reserve (Enrollment Shortfall)			2,055,000
10				
11	Grand Total FY2012-13	\$ 11,249,254	4,900,000	2,961,400

FY12-13 Summary Additional Expenses:

		Base		Non-Base	
		New Revenue	FTE	Prior Year Fund Balance	Internal Reallocation
Uses:					
1	Institutional Scholarships	\$ 1,369,330			
2	AHEC	382,758		300,000	
3	Library	157,897		165,375	
4	Bad Debt	210,666			
5	Land Debt Service			(220,000)	360,000
6	Faculty Compensation Increases, Equity Adjustments, PTR, and Promotions including Affiliate Faculty	1,906,560			
7	Affiliate Faculty Base & Non-Base Budget Increase	1,000,000		500,000	
8	Administrative Personnel Compensation Increases & Equity Adjustments	477,935			
9	Fringe Benefit Increases	585,500			356,400
10	Five New Faculty Positions	353,045	5.0		
11	Classified Personnel Conversions, Non-Monetary Incentives, & Fringe Benefits	279,980			
12	Additional Staffing Needs:				
13	CAVEA Director and Support Staff	164,800	2.0		
14	Provost (Acad. Affairs and Student Services)	2,117,743	35.0		
15	Administration, Finance and Facilities	357,320	4.5		
16	President's Office (W/ Ombudsman)	157,710	3.0		
17	Advancement and External Relations	81,600	1.5		
18	Additional Student Hourly	35,540			
19	Additional Staffing Needs Subtotal	2,914,713			
20					
21	Position Upgrades	210,000			
22	Professional Development, Diversity Initiatives, and General Awards			1,207,000	
23	Other Current Expenses (OCE), Special Initiatives and Projects	434,400		2,727,117	
24	CAVEA Operations and Marketing	50,000			
25	One World, One Water (OWOW)	55,530			
26	General Increase for Rent Expenses	142,000			
27	Others (including Deferred Compensation)			220,508	
28	Community Outreach and Branding				190,000
29	Enrollment Shortfall/Reserves	718,940			2,055,000
30		\$ 11,249,254	51.0	4,900,000	2,961,400

Designated Auxiliary Funds Internal Allocations (New Revenue and Prior Year Fund Balance):

The internal distributions of the Metro Bond Fee are as follows:

- Scholarships (20% of the fee net revenue) from the student approved designated Metro Bond Fee = \$1,500,000
- Academic Equipment and Classroom Enhancements (10% of the net fee revenue) from the Metro Bond Fee = \$2,058,000

Operating – Summary of All Auxiliary Funds

The Auxiliary Funds' projected revenue shows an estimated increase of \$1.4 million per the following table:

FY13 Auxiliary Revenue Estimate

Assuming No Enrollment Growth for Undergraduate & 22.78% Increase for Graduate

		FY2011	FY2012	FY2013
		Actuals	Projected	Projected
Student Affairs	\$	3,760,620	3,615,463	3,622,795
Athletics		1,538,226	1,499,247	1,502,882
Extended Campus		4,555,544	4,074,888	4,406,884
Health Center		5,542,749	5,324,648	5,542,000
Information Technology		3,527,251	345,635	-
Internet Fee		2,004,652	445,830	-
Admin Recharge		3,858,898	3,335,566	3,648,660
Accelerated Nursing		924,090	1,161,706	1,314,120
Metro Bond Fee				
70% Fund, Principal & Interest		3,851,239	7,361,827	7,670,015
20% Scholarship from Bond Fee		1,539,947	1,751,015	1,834,134
10% FF&E from Bond Fee		769,974	875,509	917,067
Subtotal Metro Bond Fee	\$	6,161,160	9,988,351	10,421,216
Masters Programs		242,186	1,342,713	2,156,163
Other		2,057,513	1,537,204	1,537,204
Total	\$	34,172,889	32,671,251	34,151,924

The detailed worksheet for the Master's Programs providing a summary of estimated fiscal years 2011-12 and 2012-13 revenue and expenses is attached as Schedule A.

RECOMMENDATION:

The Board of Trustees Finance Committee recommends approval of the FY 2012-13 Estimated Initial Operating Budget for Metro State as presented.

Metropolitan State College of Denver
Board of Trustees Meeting
Thursday, June 7, 2012

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Action Item

Metropolitan State College of Denver
FY2011-12 & 12-13 Master's Programs
As of May 10, 2012

Schedule A

Headcount & FTE information:

Master's of Accountancy		Master's of Arts in Teaching		Master's of Social Work		Other Master's Costs		Grand Total Master's Programs		
FY11-12 Estimated Headcount*	FY12-13 Estimated Headcount	FY11-12 Estimated Headcount*	FY12-13 Estimated Headcount	FY11-12 Estimated Headcount*	FY12-13 Estimated Headcount	FY11-12 Estimated Headcount*	FY12-13 Estimated Headcount	FY11-12 Estimated Headcount*	FY12-13 Estimated Headcount	
-	-	27	27	-	-	N/A	N/A	27	27	
62	100	81	81	114	179			257	360	
67	100	94	94	107	169			268	363	
FTE	FTE	FTE	FTE	FTE	FTE			FTE	FTE	
2.00	2.00	3.33	3.33	6.80	11.00			12.13	16.33	

Revenue and Expense Statement:

FY11-12 Year-End Estimate	FY12-13 Initial Estimate	FY11-12 Year-End Estimate	FY12-13 Initial Estimate	FY11-12 Year-End Estimate	FY12-13 Initial Estimate	FY11-12 Year-End Estimate	FY12-13 Initial Estimate	FY11-12 Year-End Estimate	FY12-13 Initial Estimate
124,000	225,622	456,136	605,262	613,900	1,065,025	-	-	1,194,036	1,895,909
124,077	236,378	-	-	-	-	-	-	124,077	236,378
-	-	-	-	-	-	13,500	16,470	13,500	16,470
-	-	-	-	-	-	11,900	14,518	-	-
20,234	-	560	-	-	-	-	-	20,794	-
1,675	3,000	3,200	4,240	4,209	7,280	-	-	9,084	14,520
-	-	-	-	-	-	(13,597)	(12,776)	(13,597)	(12,776)
269,986	465,001	459,896	609,502	618,109	1,072,305	11,803	18,212	1,347,894	2,150,502
50,561	84,598	-	-	-	3,110	10,255	-	60,816	87,708
292,158	331,033	334,582	374,659	608,715	937,672	46,245	47,780	1,281,700	1,691,144
11,865	8,149	20,328	7,661	12,504	13,758	(44,697)	(29,568)	-	-
354,584	423,780	354,910	382,320	621,219	954,540	11,803	18,212	1,342,516	1,778,852
(84,598)	41,221	104,986	227,182	(3,110)	117,765	-	-	5,378	371,650
(84,598)	-	-	-	(3,110)	-	-	-	(87,708)	-
-	41,221	104,986	227,182	-	117,765	-	-	104,986	386,168
(84,598)	41,221	104,986	227,182	(3,110)	117,765	-	-	17,278	386,168

* Headcount for Summer and Fall 2011 are final. Headcount for Spring 2012 based on census number

AGENDA ITEM: **Adoption of Annual Meeting Schedule for 2012-2013**

BACKGROUND:

Pursuant to Section 1.10 of the Bylaws of the Board of Trustees, the annual meeting schedule and location of Board meetings shall be adopted at the annual meeting of the Board by majority vote.

RECOMMENDATION:

Staff recommends that the Board adopt the attached Board and Committee meeting schedule for 2012-2013.

Proposed Board of Trustees Meeting Schedule 2012-2013

Wednesday, September 5, 2012	Board Committee Meetings
Thursday, September 6, 2012	Board Meeting
Thursday, October 18, 2012	Board Retreat
Friday, October 19, 2012	
Wednesday, November 28, 2012	Board Committee Meetings
Thursday, November 29, 2012	Board Meeting
Wednesday, February 6, 2013	Board Committee Meetings
Thursday, February 7, 2013	Board Meeting
Wednesday, April 3, 2013	Board Committee Meetings
Thursday, April 4, 2013	Board Meeting
Wednesday, June 5, 2013	Board Committee Meetings
Thursday, June 6, 2013	Board Meeting

AGENDA ITEM: **Nomination and Election of Board Officers**

BACKGROUND:

Pursuant to Article III of the Bylaws of the Board of Trustees, officers of the Board shall be elected at the annual meeting of the Board. All officers shall be elected by a vote of the majority of a duly constituted quorum of the Board

RECOMMENDATION:

Nominations shall be accepted from the floor and a vote of the Trustees shall be held to elect the Board Chair and Vice Chair. The one-year term of office of the Chair and Vice Chair shall begin at the conclusion of the annual meeting. The current Secretary and Treasurer shall continue to serve in their respective offices at the pleasure of the Board.

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Grant Supports New CUE Effort to Improve Academics at Five DPS Schools

Supported by a five-year federal grant, Metro State's Center for Urban Education will launch a wide-ranging effort called the 21st Century College Readiness Center that combines after school tutoring, enrichment activities and family support programs to improve the academic performance and college readiness of students at five high-need Denver public schools.

The \$655,249 21st Century Community Learning Center grant was awarded in late March through the Colorado Department of Education in what the state coordinator for the program called a highly competitive process that attracted 52 proposals. Metro State, one of 34 successful applicants, will receive \$148,500 in the first year. The program begins in May.

In Colorado, the 21st Century Community Learning Center grants have traditionally been awarded to school districts, community-based organizations and nonprofits. Metro State is the first institution of higher learning in the state to receive the funding, said Tom Denning, state coordinator for the grant program.

"This will be an opportunity for us to make important connections and to showcase how this College bridges the community," said Esther Rodriguez, director of the Center for Urban Education.

The program is aimed at Fairview Elementary, Cheltenham Elementary, Abraham Lincoln High School, Martin Luther King, Jr. Early College and West High School. The schools have a combined enrollment of about 5,000. "Their student populations tend to be high-poverty and academic achievement levels are low," Rodriguez said.

The goals are ambitious: measurable improvement in reading, writing and math test scores and higher homework completion, better school attendance and class participation, higher ACT scores and increased parent engagement and support of student achievement and college readiness.

Sales Certificate Program One of Only 50 Nationally

The Marketing Department's sales certificate program offers Metro State students a leg up in their job search and a guarantee to employers that graduates are ready to work.

At a time when less than 50 percent of college graduates have a job offer when they leave school, the sales certificate provides students with valuable training. There are up to 1 million sales jobs available in the United States, many with starting salaries averaging \$60,000.

The Metro State program is the only one of its kind offered in the Rocky Mountain region and is one of only 50 in the nation. The 18-credit hour certificate program is open to any junior-level undergraduate student regardless of major.

“We provide real-world experience for our students. We work with local businesses and give them the opportunity to come to our classes and meet our students,” says Clay Daughtrey, interim associate dean in the School of Business. Metro State has partnered with Northwestern Mutual’s Greenwood Village office for the certificate program and for internship opportunities.

As the program grows, Daughtrey and Scott Sherwood, sales professional in residence for the Marketing Department, hope to add business partners. Both sides will benefit. Partners will be able to select qualified candidates for internships and employment and bring their sales expertise to the classroom.

The sales certificate has also shown to increase the retention rate of employees and lower their overall training costs, according to Sherwood.

Eric McGough, managing director of the Northwestern Mutual’s Greenwood Village office, says there are high expectations for interns, adding that he’s impressed by Metro State students. He said the sales certificate program matches Northwestern Mutual’s sales approach—both focus on consultative, low-pressure, relational sales techniques, according to McGough. “What makes a good sales person is the ability to build trust quickly with people and to be able to genuinely care about people. You can’t fake that,” McGough explains.

“If you are majoring in history or English or chemistry or engineering, by adding a sales component to your degree, you are coming out with a specific marketable skill that is in high demand,” Daughtrey says.

Metro State Planning for Early Childhood Education Degree

Metro State’s Early Childhood Education Program (ECE) will be expanded and deepened now that Colorado has opened the door for a four-year bachelor’s degree in a field that is increasingly seen as essential to a young student’s future achievement.

Planning is under way on a degree program following the Colorado Commission on Higher Education’s decision this month to reverse a 1986 ruling prohibiting colleges and universities in the state from granting bachelor’s degrees in early childhood education. That ruling reflected the belief at the time that education degrees lacked rigor, as one report put it.

But much has changed over the last 26 years.

“This is an amazing time to be in early childhood because on a national level and at the state level, policymakers recognize...that there is a direct relationship between what goes on in the lives of very young children and their later success in school,” says Malinda Jones, assistant professor of ECE.

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The commission said its decision does not in itself create an early childhood degree; rather it presents “a pathway for institutions to begin this work.” And leading the way at Metro State is Jones, with strong backing from Cynthia Lindquist, chair of special education, early childhood education, reading and educational technology and assistant professor of special education.

Currently students can minor in ECE or obtain a license to teach pre-kindergarten through third grade in Colorado public schools. They must select one of three approved majors. Human Development is highly recommended because its curriculum provides a strong foundation in child development. Some ECE courses are included in its requirements and electives.

For Metro State, the CCHE ruling means it can begin to re-examine the ECE curriculum, separating content that has been combined due to credit constrictions and adding field practicums and new classes to better prepare teachers for the entire developmental range of birth to age 8. Jones says. Ideally, an ECE degree program could include minors in specialized disciplines such as special education, linguistically diverse and literacy, filling growing classroom needs and improving students’ education and job prospects.

The ruling also benefits students transferring from community colleges: In a degree program, Metro State can offer lower-division coursework that aligns directly with the coursework required for the associate’s degree in early childhood.

The degree program must be approved by the curriculum committees of the School of Professional Studies and the institution, and be voted on by the Faculty Senate. Then the package goes to the state. Beyond all that, new faculty will have to be recruited and hired. So, the best case, Jones says, is for a fall 2013 launch of the ECE degree.

As she builds a new curriculum, Jones is soliciting feedback from the early childhood community, state departments and community colleges on the ingredients to include in the Metro State ECE degree. It’s all part of an ambitious goal: to create what Jones called “the absolute best program that will meet the needs of students and teachers.”

MSW Program Takes Important Step Toward Accreditation

The master’s degree in social work, which launched last fall, has reached a major milestone in its young life, taking a key step toward accreditation by the Council on Social Work Education (CSWE).

The sole accrediting agency for social work education in the United States, the CSWE has granted the Metro State program “candidacy” status, allowing it to continue its march to win the agency’s stamp of approval.

Candidacy is important for students as well as the program. It ensures that current students will be grandfathered into the accredited program, joining those who will earn degrees in the future.

“There are schools out there and programs out there that call themselves social work programs but may not be connected to the Council on Social Work Education,” says Amy Middleton, department coordinator. “So the fact that we are in candidacy is a huge benefit to the students...It makes us prestigious in a way.”

The Metro State MSW Program has 96 students, 33 of whom will graduate this May; 114 master’s candidates will start in the fall. Students with an undergraduate degree in social work can earn a master’s in one year, while those with a bachelor’s degree in another field spend two years in the program.

Gaining accreditation for the master’s program—the bachelor’s program has been accredited by CSWE since 1997—is a rigorous process that the Social Work Department began in summer 2009 and expects to complete by 2015.

Metro State Claims 13 Journalism Awards

The Metropolitan has been named Best All-Around Non-Daily Student Newspaper in the Society of Professional Journalists Region IX Mark of Excellence contest. SPJ Region IX includes Colorado, New Mexico, Utah and Wyoming. This year, the contest received more than 4,000 entries across SPJ’s 12 regions.

Following is a list of other awards received by Metro State students:

Breaking News Photography

Second Place: Denver under occupation – by Jessica Wacker

Feature Photography

Third Place: Inside Ramadan – by Mike Fabricius, Rachel Fuenzalida and Brian T. McGinn

General News Photography

First Place: Denver shows its pride in style – by Rachel Fuenzalida

Third Place: A closer look at Ramadan – by Rachel Fuenzalida

Sports Photography

Third Place: Softball sweeps away Regis – by Ryan Borthick

Sports Column Writing

First Place: Daniel Laverty, Thomas Belinski and Matt Hollinshead

Best Affiliated Website

Second Place: The Metrosphere

Radio Sports Reporting

First Place: Inside 'NFL Blitz' – by Colton Denning, Ryan Garbarino and Jon Lander

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Best All-Around Television Newscast

Third Place: The Met Report

Television Feature Reporting

Third Place: High school quarterback reaches beyond his limits – by Simone VonRivenburgh

Television General News Reporting

Third Place: Obama talks student debt at Auraria – by staff

Television Sports Reporting

Second Place: An oft overlooked trio – by Kevin Hall

Metro State Honored by Hispanic Chamber of Commerce

Metro State has received the President's Award from the Hispanic Chamber of Commerce of Metro Denver in recognition of its support of the chamber's leadership programs and its outreach to Latino students. The chamber presented the award Thursday, April 26, during its 26th annual business awards luncheon.

Former Denver Mayor Guillermo "Bill" Vidal, chamber president and CEO, cited President Stephen Jordan's leadership of a young professional's group and Metro State's assistance in developing a chamber leadership program "where we're taking some of our young, emerging leaders and asking them to stretch themselves to really include in their own personal legacies a contribution to a greater good."

He also applauded Metro State for reaching out to people of color, especially Latinos, and providing students a high-quality education.

"Metro this past year has really done a great job engaging the minority community, helping out the chamber...and overall has been a great asset to the community as a whole," Vidal said.

In accepting the award, Deputy Provost Luis Torres said that the timing was perfect, given Metro State's change to university status. He also reiterated the institution's commitment to accessibility, particularly for students of color.

That commitment is reflected in Metro State's Hispanic Serving Institution (HSI) initiative, which has made significant progress in increasing the Latino student population. To achieve the federal designation of HSI, 25 percent of students must be Latino.

Committee Works to Ensure Technology is Accessible to All

Technology is reshaping the landscape of higher education, and Metro State is working to ensure the new scenery stays free of barriers and accessible to all students. The Metro State Technology

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Accessibility Initiative started in fall 2011 and a 14-person committee was formed to make sure technology is accessible to students with disabilities.

As a result of the committee's work, Metro State has adopted an institutional accessibility statement, and the committee is drafting a policy on the accessibility of current and future online content. In addition, the committee will address purchasing processes that consider the accessibility of software and other technology-related services. A central website for all accessibility-related resources for students, faculty and staff also is in the works.

"Most of the information and the services we provide have an online component," says James Lyall, committee chair and chief information officer and associate vice president of academic computing. As new technology is developed and acquired, there will be purchasing guidelines in place to ensure accessibility.

"Metro has always been on the cutting edge, and we've always tried to be in compliance and we will always continue to meet that goal," says Percy Morehouse, executive director of equal opportunity and assistant to the president.

The Department of Education issued new accessibility requirements for all institutions of higher education and K-12, Morehouse explains. Just as buildings have been renovated and built for accessibility, technology will be treated the same way, Morehouse says.

Greg Sullivan, director of the Access Center for Disability Accommodations and Adaptive Technology and a member of the committee, says there are approximately 1,300 students who self-identify as having a disability and are registered with the Access Center.

Sullivan says the initiative is a proactive measure and is pleased Metro State is committed to providing an accessible educational environment for everyone. The federal mandate for accessibility is unfunded, but Sullivan says the institution has always fully supported his office with the resources needed to accommodate students with disabilities.

One accessibility issue involves online materials for courses. Faculty members are sometimes unaware of how certain formats of instructional materials are inaccessible to students who use various types of adaptive technology. But once faculty become aware, they are very responsive, Sullivan says.

Undergraduate Research Conference Exceeds Expectations

The inaugural Undergraduate Research Conference attracted more than 300 students from 30 majors, exceeding event organizers' expectations.

Not all participants at the conference were competing for the seven cash awards. Students had the option of presenting orally or designing a poster, for competition or just for practice. A special award was also given to the student with the best research project on water, in honor of the new One World, One Water Center for Urban Water Education and Stewardship.

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Those who were there to compete were judged on: organization, the value of the content, the quality of the conclusion, public speaking skills and the quality of response to judges' questions. Individual as well as team projects were presented at the conference.

Organizer Pam Ansburg, associate professor of psychology, says the contest portion of the conference would not have been possible without Assistant Professor of Theatre Scott Lubinski and the team of faculty who judged the posters and presentations.

The **President's Awards** recognized students for the best presentation:

- \$150 for Best Student Presentation: *Coronal cavities and their relation to coronal mass ejections*.
Blake Forland, senior, physics
- \$100 for Outstanding Student Presentation: *STK Airspace Flight Simulation for Denver*
 - Chukwuemeka Akotaobi, junior, aviation technology
 - Magens Orman, junior, industrial design
 - Nicholas Schrand, senior, aviation technology
 - Ken Tai, senior, aerospace system engineering technology
- \$50 for Honorable Mention Student Presentation: *The Application of the Law of Armed Conflict to Cyberwarfare*.
Ian Dehmel, senior, political science

Provost's Awards recognized students with the best poster:

- \$150 for Best Student Poster: *Insertion of Simian immunodeficiency virus-gag Sequence into Simian Varicella Virus Genome*.
Martin Lapel, senior, biology
- \$100 for Outstanding Student Poster: *Metro State Biodiesel Research Project*
 - Keith Hensley, junior, biology/chemistry
 - Jennifer Wood, senior, biology, chemistry
 - Andrew Williams, junior, environmental science
 - Lee Foley, senior, chemistry
- \$50 for Honorable Mention Student Poster: *Recognizing Object Location With Picture*
 - Shericka D. Edwards, senior, psychology

OWOW Award –

- \$100 for Best Presentation or Poster Addressing some Topic of Water: *Spatial Assessment of Possible Waterborne Transport Pathways for Radiological Contamination from the Schwartzwalder Uranium Mine*.
 - Wesley Underwood, senior, earth and atmospheric science

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Metro State Contributes to Award-Winning Work by Denver Sister Cities International

Denver Sister Cities International has been honored for the work of its Axum Committee, which collaborates with Metro State to support a variety of educational projects in the northern Ethiopian city.

Denver Sister Cities won a Sister Cities International 2011 Innovation: Youth & Education Award, which recognizes “the accomplishments of outstanding community and individual sister city programs that promote peace through mutual respect, understanding and cooperation.”

Metro State has several ties to Axum (also spelled Aksum), which is Denver’s ninth sister city.

In 2010, Metro State in partnership with Denver Sister Cities’ Axum Committee collected several tons of books for Aksum University and supplies for a school. Metro State in 2011 helped raise money to build the four-room Gessesso School, and Stuart Monroe, a Metro State computer information systems professor, taught at Aksum University and supervised construction of the elementary school.

Metro State’s partnership with Aksum University received a Building Sustainable Study Abroad Capacity grant for \$272,425 from the U.S. Department of State. A delegation from the Metro State visited Ethiopia last summer, and Metro State President Stephen Jordan led a second delegation there as part of the Metro State Aksum University partnership.

Fifteen Metro State students, three faculty members and a staff member will spend this summer in Ethiopia, including at the university.

The award to Denver Sister Cities “speaks highly of Metro’s engagement in the community, both locally and internationally,” says Ali Thobhani, executive director of the Metro State Office of International Studies. “It’s been a mutually beneficial relationship.”

New Policy Adopted for Children in Classrooms and Workplaces

Citing safety issues and Metro State’s mission as an academic institution, a new policy sets out the rules for children in classrooms and workplaces on campus.

“For reasons that include safety of children and assuring professional and efficient performance of academic pursuits and campus operations, the College cannot routinely accommodate children in campus workplaces or classrooms,” the policy says. “Unless properly supervised, and with pre-approval, children are not permitted in labs, shops, construction/repair sites or other areas where potential hazards exist,” according to the policy.

The policy says classrooms are restricted to enrolled students or visitors—adults or minors—who “have been invited for the purpose of making special announcements, guest lecturing or other authorized reasons.”

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However, instructors can “make infrequent exceptions due to temporary, unforeseen emergencies,” such as when a parent must bring a child to class when a school system declares a snow day. In such cases, the policy says, children must remain in the classroom and are not allowed to sit in the hallway or be unsupervised in any location on campus.

“Regular, repeated visits by children or others without a legitimate purpose are not permitted...Children brought on campus must be directly supervised at all times by their parent or guardian.”

The policy defines children as minors under age 18. But, it adds, enrolled students under 18 “have the rights and privileges of any other student in the classroom and on campus grounds.”

The Metro State policy is modeled after those at similar institutions and stems from concerns by students about small children disrupting classes, says Vicki Golich, provost and vice president for academic and student affairs.

**Metropolitan State College of Denver
2012 State Legislative Session Sine Die Report
May 2012**

2012 Session Facts

Democrat/Republican split in House of Representatives: 32/33

Democrat/Republican split in the Senate: 20/15

Number of bills introduced during the 2012 Regular Legislative Session: 544

Number of bills signed by the Governor as of 5/09/12: 156

Number of bills vetoed as of 5/09/12: 1 bill, SB12-124 Concerning the Regional Tourism Authority

Last day for the Governor to act: June 12, 2012

The 2012 legislative session began at the end of a bitterly partisan reapportionment battle that resulted in multiple legislative incumbents drawn into the same districts. The press insisted that no significant work would occur this session because of fallout from reapportionment, disagreement on whether to fund the Senior Homestead Exemption, and election year politics. However, for most of the 120 days, legislators worked together to prove all the critics wrong. From economic development bills brought by the legislature and the executive branch to health care reform, continued work on improving education in Colorado, and a budget that saw the most widespread bipartisan support in recent history, the legislature did accomplish some significant policy changes. Then in the last week of legislative session, SB12-002, which would have legalized civil unions in Colorado, unexpectedly passed three Republican-controlled House Committees and began an intense media firestorm centered on the state legislature.

Metro State Priorities 2012 Session

SB 148 changing the institutions' name to Metropolitan State University of Denver passed with significant support in the Senate and House and was signed in to law by Governor Hickenlooper at an event at Metro State's Student Success Building on April 18th.

Gov. Hickenlooper's proposed budget, submitted on November 1, included a significant cut to student financial aid and to institutions in order to reach a balanced budget. An improved revenue forecast in December presented an opportunity to eliminate the cut to financial aid; and an improved March forecast allowed for restoration of 80% of the initial proposed cut to institutions. We advocated for a restoration that included a factor for enrollment, which mitigated even further the negative impact to Metro and in fact led to a small increase over last year's funding from the State.

Metro State also spent a significant amount of time in front of the Capital Development Committee this session. The CDC approved Phase One of Metro State's athletic fields proposal, and acted at the end of the legislative session to introduce legislation that will proportionately refund AHEC and its institutions for the match provided on the 2008 FML COP issuance for the Science Building. HB 12-1357 will bring as much as \$1,000,000 back to the Auraria campus for controlled maintenance projects or to pay down debt on capital projects.

HB 1155 Improvements in College Completion included important provisions to support Metro State's First Year Success program efforts. The legislation was actively supported by the Department of Higher Education and was sponsored by the chairs of the House and Senate Education Committees.

Other Legislation Metro State Actively Supported:

HB 1061 Skills for Jobs – passed and signed in to law.

HB 1081 Auraria Higher Education Center Operations – passed and awaiting action by the Governor.

HB 1135 Teacher Prep Programs – pulled by sponsor for more research and stakeholder outreach over the interim.

HB 1144 Employment Contracts Non-tenure-track Professors (as amended) – passed and signed in to law.

SB 045 Reverse Transfer – passed and signed in to law at Metro State on April 18th.

Finally, five of Metro State's Board members stood for confirmation in the Senate during the 2012 session. Newly appointed Trustees Walt Isenberg and Jack Pogge and returning Trustees Rob Cohen, Dawn Bookhardt and Melody Harris were all confirmed unanimously by the full Senate.

FY2012-13 Budget Process

After more than five months of work by the Joint Budget Committee, staff, 100 members of the legislature, and the Governor's Office, the FY 2012-13 budget was one of the shining stars of the 2012 session. This year's budget received unprecedented support. During the figure setting process most decisions were passed unanimously on a 6-0 vote. When votes broke 3-3 along party lines, the committee was forced to negotiate a compromise to break the logjam. The final product from the JBC, HB12-1335, passed the House on a vote of 64-1, passed the Senate on a vote of 30-5, and was signed by the Governor with no line item vetoes. The budget and its ten companion bills were able to fund important state services while also being fiscally restrained. Slightly improved revenue forecasts in December and March helped avoid some steep cuts contained in the Governor's initial proposal. Some of the highlights include:

- No cuts to K-12 education, holding the budget harmless at last year's level
- Smaller than anticipated cut to higher education institutions and holding student aid money level with last year
- Co-pays implemented for certain Medicaid and CHP+ services
- \$13 million to the controlled maintenance trust fund
- Increase appropriation to the developmentally disabled emergency waitlist
- \$1 million in increased funding for veterans mental health services
- Dedicated up to \$4 million excess funds after the June revenue forecast to the Economic Development Commission
- \$5.7 million for the development of K-12 social studies and science assessments

K-12 Education

Education reform continues to be a key focus of the Colorado state legislature. The general assembly approved the SB10-191 rules adopted by the state board of education. These rules and regulations are the framework for the teacher effectiveness evaluation, assessments, appeals process that will go into effect across Colorado in school year 2012-13.

Education reform advocacy groups and business organizations partnered with Gov. Hickenlooper's administration to strengthen Colorado's child literacy statutes. HB12-1238, by Representative Hamner and Massey and Senator Johnston and Spence, puts in place new assessment and intervention policies and procedures to make sure that every child has the best opportunity possible to read at grade level by the time they reach third grade. The Governor has signed the bill into law. Legislators also introduced a bill to direct Colorado to join national assessment consortia to develop skills-based assessments for math, reading, and writing. The bill was one of the 30 plus that died on the House 2nd reading calendar on the second-to-last night of the regular session. The sponsor, Senator Johnston, was able to amend it into HB12-1240: Concerning Statutory Changes to K-12 Education.

For the sixth year running lawmakers brought the ASSET bill to the General Assembly. SB12-015 would have created an opportunity for undocumented students to receive unsubsidized instate tuition for undocumented high schools students. The bill passed through the Senate along partisan lines. In the House, Representatives Duran and Williams were able to steer the bill through the House Education committee with the support of Republican Chair Tom Massey. The bill was killed the next afternoon in the House Finance Committee on a party line vote.

HB12-1345, The School Finance Act, dictates spending for Colorado's public schools every year. This year, the School Finance Act was funded at a level that allowed education funding to match last year's per pupil revenue.

Closing of Session

The legislature defied the odds and avoided partisan fights for the most part. However, the initial success in multiple House Committees of a bill to allow civil unions brought all work to a standstill in the final two days. When the Democrats tried to force floor debate on the second-to-last day of session on civil unions by procedural moves, Republican leadership immediately recessed as they didn't have enough votes to kill that motion. The House stayed in recess until past 11 PM, when House leadership confirmed that legislators were at an impasse, and that leadership would not allow civil unions to be debated on the House floor. Since bills have to be heard on 2nd reading at least one day before 3rd reading, any bill that wasn't heard on 2nd reading Tuesday night died. About 30 bills met this fate, including civil unions.

The next morning, Governor John Hickenlooper announced that he would call the legislature back in to special session to deal with the bills that died. The legislature convened again on Monday, May 14 and met for three days. During the special session the civil unions bill was killed in its first hearing in the House State Affairs Committee. The legislature passed three measures on to the Governor for action as a result of the special session; specifically, the annual water projects bill, a measure to reduce unemployment insurance costs for small businesses, and a bill related to registration of special mobile machinery.

Of the 100 legislators in the House and Senate, 33 will not be returning for next year's session either because of term limits or the new legislative boundaries. This number is a minimum, as it doesn't account for legislators who are running in districts that are competitive or the primaries where two

current members are running against each other. The following 33 legislators will not be returning for the 2013 session.

Term Limited: Sen. Bob Bacon, D-Fort Collins; Sen. Betty Boyd, D-Lakewood; Sen. Suzanne Williams, D-Aurora; Sen. Shawn Mitchell, R-Broomfield; Sen. Nancy Spence, R-Centennial; Rep. Jim Kerr, R-Littleton; Rep. Tom Massey, R-Poncha Springs; Rep. Wes McKinley, D-Cokedale; Rep. Judy Solano, D-Brighton; Rep. John Soper, D-Thornton

Reapportionment: Sen. Keith King, R-Colorado Springs; Sen. Tim Neville, R-Littleton; Rep. Jon Becker, R-Fort Morgan; Sen. Joyce Foster, D-Denver; Rep. B.J. Nikkel, R-Loveland; Rep. Keith Swerdfeger, R-Pueblo West; Rep. Roger Wilson, D-Glenwood Springs; Rep. Amy Stephens or Rep. Marsha Looper, R-El Paso County (drawn into the same district; facing off in a primary election)

Running for State Senate Rep. Matt Jones, D-Louisville; Rep. John Kefalas, D-Fort Collins; Rep. Glenn Vaad, R-Meade; Rep. Nancy Todd, D-Aurora; Rep. Andy Kerr, D-Lakewood; Rep. Ken Summers, Lakewood; Rep. Larry Liston, R-Colorado Springs; Rep. David Balmer, R-Centennial; Rep. Randy Baumgardner, R-Cowdrey

Running for Congress: Rep. Joe Miklosi, D-Aurora, Rep. Sal Pace, D-Pueblo, Sen. Brandon Shaffer, D-Longmont

Not Seeking Reelection: Rep. Don Beezley, R-Broomfield; Rep. Laura Bradford, R-Colbran; Rep. Edward Casso, D-Commerce City

Campaigns are already in full-swing. With a new primary date in late June and Colorado a point of interest in the Presidential race, it's guaranteed to be a busy political season! The 2013 budget, higher education policy agenda and policymaker's approach to jobs and the economy are very much dependent on the November election and resulting make-up of the State House and Senate.

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AGENDA ITEM: **Archiving of Bachelor of Arts in Behavioral Science**

BACKGROUND:

The Sociology, Anthropology and Behavioral Science department, housed within the School of Letters, Arts and Sciences, proposes the archiving of the Bachelor of Arts in Behavioral Science to the Board of Trustees for approval per Section 5.3 of the Trustees Policy Manual. Archiving of this degree program has been approved by the School of Letters, Arts and Sciences Curriculum Committee, the Faculty Senate Curriculum Committee, and the Faculty Senate.

The faculty in the Department of Sociology, Anthropology and Behavioral Science propose archiving of the Bachelor of Arts in Behavioral Science for a number of reasons. Given the highly interdisciplinary nature of such a program, there are no dedicated Behavioral Science faculty members. In addition, students receiving this degree in the past have struggled to receive adequate upper division credit hours for a Bachelors degree because they are required to take a large number of introductory courses across the behavioral science range of disciplines. The distributed nature of this program across multiple disciplines and departments made program assessment very difficult, as well. Many students with this major are seeking elementary education licensure. Feedback from elementary education faculty and in-service teachers indicates that because the degree is so broad it does not adequately prepare students for their roles as elementary teachers.

ANALYSIS:

A coordinated effort encompassing personnel from the Academic Advising Center, Teacher Education faculty, History faculty, Associate Deans from LAS and SPS, and the Associate Vice President of Curriculum and Academic Effectiveness is already underway to identify students with a declared Behavioral Science major and assist them in determining their most effective path to degree completion. Many will receive the Behavioral Science degree since they are close to completion already, but others will be advised into another degree program linked with elementary licensure (of which there are eight) or into a related degree program such as Psychology, Sociology or Anthropology if they are not interested in teacher licensure.

RECOMMENDATION:

The Academic & Student Affairs Committee recommends approval of archiving of the Bachelor of Arts in Behavioral Science.

AGENDA ITEM: Bachelor of Arts in Chicana/o Studies concentrations

BACKGROUND:

The Chicana/o Studies department, housed within the School of Letters, Arts, and Sciences, presents two new concentrations to the Board of Trustees for approval per Section 5.3 of the Trustees Policy Manual. These concentrations have been approved by the School of Letters, Arts and Sciences Curriculum Committee, the Faculty Senate Curriculum Committee, and the Faculty Senate.

The Department of Chicana/o Studies offers vibrant, interdisciplinary programs that allow students to study the historical, cultural, social and economic dynamics of Chicana/o and Latina/o communities in the United States. Adhering to the core values of academic excellence, social justice, human rights, self-empowerment, cultural competence, and responsiveness and service to community, the department works with students to fulfill their diverse academic and professional goals. Students have the following options for majoring in Chicana/o Studies: the Bachelor of Arts; and the Bachelor of Arts with teacher licensure in elementary education and secondary education social studies. Students can also earn a minor in Chicana/o Studies.

ANALYSIS:

Depending on their educational and professional goals, majors will choose from either “Cultural Studies” or “Social Practice” as a concentration. These concentrations are not mutually exclusive, and some courses count in both; however, the concentrations are designed to guide students to courses that best meet their needs.

Cultural Studies Concentration

The Cultural Studies concentration is designed for students who are interested in topics that study aspects of Chicano/a-Latino/a cultural production which range from Chicano/a art, film, popular culture; music; religion; literature.

The Social Practice Concentration

This concentration is designed for students interested in working within the diverse Chicano/a and Latina/o communities locally, regionally, nationally and internationally. Potential employment opportunities include, but are not limited to, human services, governmental services, the non-profit sector, legal professions, education, family literacy, community organizing, and labor. Adhering to the interdisciplinary nature of Chicana/o Studies, these courses will rely on the vast scholarship on the above-mentioned fields, in addition to having opportunities to work with identified community partners in service learning, internships, and field study.

Core: Required of all concentrations-25 hours

CHS 1000 Introduction to Chicano/a Studies3

SPA 1010 Elementary Spanish I5

SPA 1020 Elementary Spanish II.....5

SPA 2110 Spanish Reading and Conversation I

or

SPA 2120 Spanish Reading and Conversation II.....3

CHS 2010 Survey of Chicana/o Literature (ENG 2410)3

CHS 3460 Chicana Feminisms (formerly “La Chicana”).....3

CHS 4850 Research Experience in Chicano/a Studies.....3

Social Practice Concentration: 15 hours

Required-9 credit hours

3100-Social Justice and Activism in Chicano/a Community

3200 (CJC 3720)-Chicanos and the Law

3300-Education of Chicano Children

Electives-choose 6 credit hours

3210-Chicano Family

380L (WMS 3660, SWK 3660, SOC 3660)-Women and Poverty

4010-Chicano Movement

4050-Mental Health Perspectives

Cultural Studies Concentration: 15 hours

Required-9 credit hours

2200-Survey of Chicano/a Cultural Studies

3410-Chicano Folklore of the SW

3400-The Chicano Novel

Electives: options-6 credit hours

1010 (HIS 1910)- History of Meso-America: Pre-Columbian and Colonial Periods

1020 (HIS 1920)-History of the Chicana/o in the Southwest

2000-Living Culture and Language of Mexican and Chicano

2600-Chicana/o & Latina/o Religious Cultures

3010-Mexican Revolution

4210-Chicanas and the Politics of Gender

For either concentration students may choose from among the following for electives

2020-Chicano Poetry and Drama

2100- Women of Color

2500-Borderlands Studies: Variable Topics

3025-Contemporary Chicana/o Art

3210-Chicano Family

3600-Mexico and Chicano Politics

RECOMMENDATION:

The Academic & Student Affairs Committee recommends approval of the Chicana/o Studies concentrations.

AGENDA ITEM: **Biology Field Experience: South Indian Tropical Biodiversity Studies Study Abroad course**

BACKGROUND:

The Biology department, which is housed in the School of Letters, Arts and Sciences, proposes a three credit hour course titled “Biology Field Experience: South Indian Tropical Biodiversity Studies.” The course (BIO 4000) has been approved by the College Committee on International Education, the Office of International Studies, and the Office of Academic Affairs. Per Section 5.3 of the Trustees Policy Manual, the Board of Trustees must approve all new study abroad courses.

The proposed course is designed to provide students with first-hand field biology experience including surveying methods, impact studies, and data collection and management. Through carefully designed team-based field projects, students will assess the terrestrial and aquatic biodiversity of mainland Kerala and portions of the Lakshadweep Islands. Students will also evaluate the impacts of human civilization on the diversity and abundance of living organisms. In addition, facilitation of a cultural and scholarly exchange between Indian scientists and students and Metro State students is one of the articulated goals of the course. The trip begins in Cochin, with travel to Kottayam, Kumily, and Thattekkadu, and Kavaratti in the Lakshadweep Islands.

ANALYSIS:

The course will be led by Dr. Robert Hancock, Associate Professor of Biology. Dr. Hancock has extensive experience organizing study abroad programs at his previous college, including 7 trips to England for a British Endeavors in Biodiversity course, 4 trips to the Bahamas for a Subtropical Ecology course, and 2 trips to Hawaii for an Island Arthropods course.

The program is proposed to run December 26, 2012 through January 11, 2013. The program cost to students is anticipated at approximately \$4,961, including room and board, airfare, excursions, tuition and fees, and an estimate of \$500 in personal expenses. Students are responsible for providing documentation of health insurance; travel insurance is optional and paid by the student. The minimum number of participants is ten students and the maximum number is eighteen.

RECOMMENDATION:

The Academic & Student Affairs Committee recommends approval of Biology Field Experience: South Indian Tropical Biodiversity Studies Study Abroad course.

AGENDA ITEM: **Humanitarian Engineering Study Abroad course**

BACKGROUND:

The Engineering Technology department, which is housed in the School of Professional Studies, proposes a three credit hour course titled “Humanitarian Engineering.” The course (MET 290A) has been approved by the College Committee on International Education, the Office of International Studies, and the Office of Academic Affairs. Per Section 5.3 of the Trustees Policy Manual, the Board of Trustees must approve all new study abroad courses.

The proposed course is designed to provide students with hands-on experience designing and executing a sustainable engineering project in San Jose, Costa Rica to support the local community’s water needs. Humanitarian engineering is the research and design under constraints to directly improve the well-being of marginalized communities. It places strong emphasis on the cultural context of engaging in engineering activities that impact these communities. Through this project, students are expected to broaden their engineering skills and confidence, in addition to broadening their view of the world.

ANALYSIS:

The course will be led by Professor Aaron Brown, Assistant Professor of Mechanical Engineering Technology. He speaks the Spanish language, understands Costa Rican history and is familiar with ongoing projects in the region. He is also an active member of the Humanitarian Engineering field and of Engineers without Borders. He has negotiated an arrangement with Pacific College of Costa Rica for use of its campus facilities and provision of lodging and meals for students.

The program is proposed to run January 2 through January 14, 2013. The program cost to students is anticipated at approximately \$2,441, including room and board, airfare, excursions, tuition and fees, and an estimate of \$250 in personal expenses. Students are responsible for providing documentation of health insurance; travel insurance is optional and paid by the student. The minimum number of participants is ten students and the maximum number is twelve.

RECOMMENDATION:

The Academic & Student Affairs Committee recommends approval of the Humanitarian Engineering Study Abroad course.

AGENDA ITEM: **Merging of the Journalism Program and the Department of Technical Communication and Media Production.**

BACKGROUND:

Shifting in the field of journalism to incorporation of electronic media has created greater synergies between the Department of Technical Communication and Media Production (TCM) and the Journalism program (JRN). These two academic areas have much in common with respect to curriculum, student needs, future program plans, and similar pedagogy. Because of the synergy between the two departments, we are recommending moving the Journalism (JRN) program from the Department of Communication Arts and Sciences (CAS) in the School of Letters, Arts, and Sciences (LAS) to the Department of Technical Communication and Media Production (TCM) in the School of Professional Studies (SPS). With this move, TCM would also like to change its name and become the Department of Journalism and Media Communication (JMC).

ANALYSIS:

Faculty in CAS and TCM have discussed this change and support it because the shift is a more appropriate disciplinary alignment and will facilitate collaboration in the growing field of convergent media. The two Deans, AVP for Curriculum and Provost likewise support this change.

There are no costs to the college to merge these two entities. The two programs were already scheduled to move into a conjoined office area next fall. The two programs expect to coordinate their individual moves and maintain the space designations that have been recommended. All consumable goods such as business cards will be used until gone and replaced with materials reflecting the name change of the college to university and the department name change.

JRN is a stand-alone program; hence, there are no major curriculum issues that the newly-constituted department needs to address.

Modification of the catalog is needed to recognize the name change and a move of the JRN curriculum from CAS to TCM/JMC. OIR data will also need to reflect the movement of JRN from LAS to SPS. These entities have been notified that a change is in process.

JRN program fees need to be transferred as a separate account to TCM so that they can be administered by the new department. \$13,665 in OCE will be transferred from CAS to JMC along with the four faculty lines currently occupied by JRN faculty.

RECOMMENDATION:

The Academic & Student Affairs Committee recommends approval of merging the Journalism program and the Department of Technical Communication and Media Production.

AGENDA ITEM: **Approval of Revised Bylaws**

BACKGROUND:

As part of the work of the Governance Committee to review the existing Board Policy Manual and Handbook for Professional Personnel, the Committee determined that it was important to update and revise the Bylaws and create a standalone document for ease of use by the Board.

ANALYSIS:

The attached revised Bylaws were developed by the Governance Committee in consultation with the General Counsel's office. Because the revised Bylaws are substantively and structurally different than the current Bylaws, a redlined document has not been provided. The Committee was provided, however, with an outline of the changes and the rationale therefore, which can be found in the Governance Committee packet.

RECOMMENDATION:

The Governance Committee recommends approval of the attached revised Bylaws, effective July 1, 2012.

BYLAWS of the Board of Trustees Metropolitan State University of Denver

ARTICLE I

AUTHORITY AND POWERS

Colorado law vests the supervision and control of Metropolitan State University of Denver in the Board of Trustees. The University is a body corporate of the State of Colorado.

A. Authority and Powers

As provided by section 23-54-101, C.R.S., *et seq.*, the Board has full authority and responsibility for the governance of the University. The Board has such powers, rights, and privileges as are granted to it by Colorado law, including, but not limited to, suing and being sued; taking and holding personal property and real estate; contracting and being contracted with; selling, leasing, or exchanging real property; controlling and directing all monies received by it; authorizing revenue bonds and other lawful financial transactions to raise money; and determining personnel matters.

B. Delegation

Except for powers that are legislative or judicial in nature, the Board may delegate authority to perform such duties as the Board deems proper and necessary.

ARTICLE II

BOARD MEMBERSHIP

The Board includes eleven statutory members, consisting of nine voting members and two non-voting advisory members, who shall have such qualifications, and subscribe to the oath, as prescribed by law. In addition, pursuant to Board policy, the Board includes one alumni representative who serves as a non-voting advisory member.

A. Voting Members

The voting members are appointed by the Governor of the State of Colorado, with the consent of the State Senate, for terms of up to four years expiring on December 31 of the third calendar year following the calendar year in which the voting member is appointed. A vacancy in the unexpired term of a voting member shall be filled by appointment of the Governor for the unexpired term.

B. Advisory Members

Advisory members shall not vote on matters before the Board, nor shall they attend executive sessions of the Board. Advisory members shall include one full-time member of the University's teaching faculty at large, elected by the faculty at large; one full-time junior or senior University student, who has been a Colorado resident for at least three years immediately prior to election by the student body at large; and one alumnus of the University, who shall serve as an alumni representative. A vacancy in an unexpired term of an advisory member shall be filled by election for the unexpired term. Advisory members shall serve for a term of one year expiring June 30.

ARTICLE III

OFFICERS

The officers of the Board include the Chair, Vice Chair, Treasurer, and Secretary. Such officers shall be elected by a majority of a duly constituted quorum of the Board.

A. Election

Election of officers shall take place at the annual Board meeting. The Chair and Vice Chair shall hold office for a period of one year until their successors are elected. The Secretary and Treasurer shall hold office at the pleasure of the Board.

B. Removal

The Board may remove any of its officers whenever in its judgment the best interests of the Board will be served thereby.

C. Chair

The Chair shall be a member of the Board. The Chair shall preside at meetings of the Board and shall sign contracts and documents required to be executed by the Board. The Chair shall appoint members of the Board to committees and as representatives to other bodies. The Chair shall also perform such additional tasks as may be necessary to implement actions approved or taken by the Board.

D. Vice Chair

The Vice Chair shall be a member of the Board. The Vice Chair shall, in the absence of the Chair, perform the duties of the Chair. The Vice Chair shall also serve as the Chair of the Presidential Evaluation Committee.

E. Secretary

The Secretary shall not be a member of the Board. The Secretary shall make certifications on behalf of the Board and perform such other duties as are normally performed by the Secretary of a public entity, and those which may be assigned by the Board. The Secretary shall cause all notices to be sent that may be required by these Bylaws and the law. The Secretary shall also cause a record to be kept and maintained of all actions, proceedings, and policies of the Board.

F. Treasurer

The Treasurer shall not be a member of the Board. The Treasurer shall cause statements of the financial condition of the Board and other such other financial documents as may be requested by the Board to be prepared, compiled, and provided to the Board.

G. Assistants

The Board may appoint such assistants as it deems necessary to accomplish the duties of the officers of the Board.

H. Vacancies

In the event of a vacancy in any office of the Board, a successor shall be elected by a majority of a duly constituted quorum of the Board to serve for the period of the unexpired term.

ARTICLE IV

MEETINGS

A. Annual Meeting

The annual meeting of the Board shall be held in June of each year or at such time and place as may be designated by the Board by resolution. The annual meeting shall be for the purpose of electing officers and the transaction of other business.

B. Regular Meetings

Regular meetings of the Board shall be held at such time and place as established yearly by resolution of the Board.

C. Special Meetings

The Board Chair may call special meetings of the Board at any time, and shall do so upon the written request of a majority of the Board.

D. Committee Meetings

A Committee Chair may call meetings at such time and place as is necessary to discharge committee duties.

E. Notices

Notice of the time, place, and agenda of all meetings of the Board and any of its committees shall be given in accordance with the Colorado Open Meetings Law.

F. Agendas

No less than five days before the annual meeting or any regular meeting, an agenda setting forth the matters to be considered at the meeting shall be sent to Board members. An agenda for any special meeting or committee meeting shall be sent to Board members as early as is practicable.

G. Records of Meetings

In accordance with the Colorado Open Meetings Law, a recording and minutes shall be kept of all Board and committee meetings, with the exception of certain matters discussed in executive session.

H. Presence of Members at Meetings

Board members may attend meetings by telephone. Meetings may be held by telephone, video conferencing, or other forms of electronic communication.

I. Motions and Seconding

All members of the Board may make and second motions.

J. Voting

Only voting members of the Board may vote on actions before the Board. Only members of a committee may vote on actions before committees. In extraordinary circumstances, a Board member who is unable to attend may vote by written proxy as to a specific question.

K. Executive Session

Upon a two-thirds vote of the voting members, an executive session may be held to discuss matters as permitted by the Colorado Open Meetings Law.

L. Adjournment

Any meeting may be adjourned and its business continued to an appointed day by a vote of the majority of the voting members present even though there may be less than a quorum.

Rules of Procedure

To the extent a meeting procedure is not addressed by these Bylaws or the law, the Board and its committees may consult ROBERT'S RULES OF ORDER for guidance.

ARTICLE V

EXERCISE OF POWERS

Official action of the Board or recommendations of any committee shall occur only in open session at meetings duly called and held at which a quorum is present. Matters coming before the Board or its committees at meetings shall be determined by a majority of the voting members who are present.

ARTICLE VI

QUORUM

A quorum of the Board shall be a majority of its voting members. A quorum of any committee of the Board shall be a majority of its voting members.

ARTICLE VII

COMMITTEES AND OTHER BODIES

The Board shall have the committees described in these Bylaws and may create ad hoc committees as needed. Formal actions of all committees shall be limited to recommendations made to the Board and shall in no way bind the Board. Committees of the Board include:

A. Academic and Student Affairs Committee

The purpose of the Academic and Student Affairs Committee is to review and make recommendations to the Board regarding academic and student issues, including but not limited to the addition of new academic requirements, programs, degrees, majors, and fees, significant changes in policies, and other areas essential to the academic endeavor of the University and the welfare of its students. The Provost and Vice President for Academic Affairs shall serve as staff to the committee.

B. Finance Committee

The purpose of the Finance Committee is to review and make recommendations regarding the University's finances and budget and significant changes thereto, including but not limited to setting annual budget parameters, tuition rates, salary rates, financial aid, parameters for issuance of debt, and other areas essential to the fiscal soundness of the University. The Finance Committee also serves as the Board's audit committee and shall review annually and report to the Board any material issues or findings pertaining to the University's annual audit or any significant interim audit or risk management issues. The Vice President for Administration, Finance and Facilities/Treasurer shall serve as staff to the committee.

C. Board Governance Committee

The purpose of the Board Governance Committee is to review and make recommendations to the Board regarding Board operations, including but not limited to Board policies, these Bylaws, records management and retention, technology, materials and communications, website, staffing, budget, orientation, and other areas essential to effective operation of the Board. The General Counsel/Secretary shall serve as staff to the committee.

D. Presidential Evaluation Committee

The purpose of the Presidential Evaluation Committee is to review the President's performance per the requirements of the employment contract and Board policies, report its findings to the Board, and make recommendations to the Board regarding the terms and conditions of the President's employment and compensation. The General Counsel/Secretary shall serve as staff to the committee.

In addition to serving on committees, Board members also serve on the governing boards of other bodies. These other bodies include:

A. Auraria Higher Education Center

The purpose of this enterprise is to support the University, Community College of Denver, and the University of Colorado Denver and to facilitate the achievement of their goals and objectives on the Auraria campus.

B. Metropolitan State College of Denver Foundation, Inc.

The purpose of this nonprofit, direct-support corporation is to promote the development and general welfare of the University by receiving, investing, and administering private support.

C. HLC@Metro, Inc.

The purpose this special purpose corporation is to own the hotel and hospitality learning center and provide for its financing, construction, operation, and management.

D. MSCD Roadrunner Recovery and Reinvestment Act Finance Authority

The purpose of this finance authority is to issue bonds necessary to finance the hotel and hospitality learning center project and loan the proceeds to HLC@Metro, Inc. This finance authority is also available for the financing of future projects.

ARTICLE VIII

CONFLICT OF INTEREST

All decisions of the Board and its members must be made solely on the basis of a desire to promote the best interests of the University. A conflict of interest exists when a Board member has or represents interests that may compete with or be adverse to those of the Board and the University. A conflict of interest exists not only when there is any benefit, direct or indirect, received by such Board members or their affiliates, in connection with the official actions of the Board and University, but also when the Board or University interests are, or could be, adversely affected by a conflict of interest or perception or appearance of a conflict. Although Board members may have allegiances to and associations with other outside interests, their paramount fiduciary obligation is to serve the best interests of the Board and the University. All conflicts of interest must be fully disclosed and the interested Board member shall refrain from participation in and consideration of the proposed matter.

Each Board member shall maintain on file a statement with the Secretary identifying: all business or other undertakings in which such Board member has a direct or substantial financial interest; all contracts and/or contract proposals with the University; or, that to the best of the Board member's knowledge after diligent inquiry, no such financial interests exist.

ARTICLE IX

INDEMNIFICATION

The University shall indemnify any Board member who is a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of service as a Board member against expenses and judgments if the person acted in good faith and in a manner reasonably believed to be in or not opposed to the interests of the University, and with respect to any criminal action or proceedings, had no reasonable cause to believe the conduct was unlawful.

ARTICLE X

EXPENSE REIMBURSEMENT

Board members may be reimbursed for reasonable and necessary expenses incurred in the performance of Board duties.

ARTICLE XI

NECESSARY POLICIES AND PROCEDURES

The Board has the responsibility and authority to promulgate Board policy by resolution or otherwise.

ARTICLE XII

AMENDMENT AND REPEAL OF BYLAWS

These Bylaws may be amended or repealed, consistent with the law, at any meeting of the Board by majority vote, so long as written notice is given to each Board member prior to the meeting at which such amendment or repeal is to be considered.

AGENDA ITEM: **Office of Human Resources report of personnel actions for the Board's information, that have occurred since the last Board Meeting on April 5, 2012.**

BACKGROUND: Report of personnel actions that have occurred since the last Board agenda of April, 2012. Temporary appointments, resignations, terminations, retirements, transitional retirements, promotions, reassignments, reclassifications, leave without pay, non-renewal, and final sabbatical reports which are delegated to the President and do not require approval by the Board.

ANALYSIS:

RECOMMENDATION: The following personnel items are presented to the Board of Trustees as information only.

APPOINTMENTS

Mr. Thomas Cech, Director, One World One Water Center, Annual Salary: \$104,000.00 – Effective December 1, 2011. (TEMPORARY/ADMINISTRATIVE)

RESIGNATIONS

Ms. Lisa Axel, Assistant Women's Volleyball, Coach - Travel Coordinator, Effective March 30, 2012.
(Accepted position outside of College)

Ms. Camille Fangue, Director of IT User Services, Effective March 30, 2012.
(Personal Reasons)

Ms. Nickie Taylor, Paralegal/Assistant to General Counsel, Effective April 6, 2012.
(Accepted position outside of College)

Mr. Tyler Cline, Assistant Women's Basketball Coach, Effective April 16, 2012.
(Accepted position outside of College)

Ms. Raenea Gomez, International Admin Counselor, Effective April 27, 2012.
(Personal Reasons)

Mr. David M. Dominguez, Equity Specialist Coordinator, Effective April 30, 2012.
(Personal Reasons)

Ms. Susan Noble, Director of Development for Major & Planned Gifts, Effective April 30, 2012.
(Personal Reasons)

Ms. Linda Garrison, Director of Campaigns and Major Gifts, Effective April 30, 2012.
(Personal Reasons)

Mr. Guiseppe Ciano, Facilities Planning Administrative Assistant, Effective April 30, 2012.
(Accepted position outside of College)

Ms. Sandee L. Mott, Interim Associate Athletic Director, Effective May 31, 2012.
(Accepted position outside of College)

Ms. Thilo Diacko-Mariney, Centralized Registration/DD Grant Fiscal Manager, Effective June 29, 2012.
(Attending Graduate School)

Ms. Delia Armstrong, Director, CASEL Program, Effective July 13, 2012.
(Personal Reasons)

RETIREMENTS

Ms. Arliss Sunderwirth Webster, Associate Director of Program Development, Effective June 1, 2012.

Dr. Nishat Abbasi, Associate Professor of Accounting, Effective May 17, 2012.

PROMOTIONS

Ms. Stephanie Protsman, Associate Registrar, Annual Salary: \$60,000.00 – Effective March 1, 2012. (FROM Assistant Registrar (\$45,900.00) TO Associate Registrar (\$60,000.00))

REASSIGNMENTS

Ms. Laura Roth, Assistant Dean/Student Judicial Officer, Annual Salary: \$57,000.00 – Effective April 1, 2012. (FROM INTERIM TO PERMANENT (no increase in salary))

Dr. Akbarali Thobhani, Executive Director of International Studies, Annual Salary: \$94,985.00 – Effective July 1, 2012. (FROM INTERIM TO PERMANENT (no increase in salary))

Dr. Clayton Daughtrey, Associate Dean of School of Business, Annual Salary: \$131,070.00 – Effective July 1, 2012. (FROM INTERIM TO PERMANENT (includes 2% increase for 2012-13)

TRANSITIONAL RETIREMENT

Dr. Nishat Abbasi, Associate Professor of Accounting, Effective August 16, 2012.
(Retired May 17, 2012)