# Council of Chairs and Directors – General Meeting

September 6th, 1-2:30pm

Location(s): JSSB 400 and Teams:

# Agenda

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Topic** | **Presenter(s)** | **Min** | **Comments** | **Voting Item?** |
| Welcome, Review of CoCD Purpose | Jess Retrum | 5 | See below and on website | No |
| Welcome to new Chairs & Networking | All  (Jess & Jacob poll at end) | 15 | * What advice would you give to your “First-year as chair self”? * In-Person/Hybrid Rotation or keep as is? | No |
| Chair Happy Hour! | Eric | 5 |  | No |
| Cease of University-wide Minor Requirement, Catalog 24-25: Next Steps | Jess & Caleb | 20 | * Survey of Chairs to assist with future planning * Review of FAQ & Info from Registrar & Academic Policies | No |
| Diversity Task Force Update | Katia | 5 | Updates on Summer work | No |
| Topics we are putting “On Watch” for Chairs | Jess | 5 | Next meetings with Senior Leaders we’ll inquire for more info about: Faculty Workload, Student Success, Work Study Funds, Community Hour, Others? | No |
| CoCD Committee Reps |  | 5 | See below and on website   * Are reps listed on website, correct? * Any Time sensitive committee report outs? | No |
| Online Learning | Sam Jay | 25 |  | No |

Meeting Minutes:

Alex Padilla recognized for faculty excellence in curriculum – Shaun Schafer

Purpose of the Council of Chairs and Directors

* To foster the individual and collective effectiveness of the Chairs, School, and Institute Directors in the performance of their duties
* To provide the Administration of the University, prompt and accurate information about the needs, problems and viewpoints of Chairs and Directors
* To provide Chairs and Directors with the opportunity for professional growth and development and for increased knowledge of the issues relevant to their roles as Chairs and Directors
* To promote and protect the welfare, safety, and satisfaction of the Chairs and Directors

Welcome of new chairs

Breakout – Networking and Get-to-Know Each Other

* + Advice for first year self

Social/Happy Hour in October or November? – Eric Ohlson

Poll on how we should meet this year:

* + 6% all in person
  + 25% half online/ half in person
  + **65% as is – hybrid**

University-wide Minor Requirement Ending – Shaun Schafer and Connie Sanders

* + Shaun and Connie have created and FAQ PDF
  + Effective fall 2024
  + Discussion and questions:
    - Q: How retroactive is this?

A: Perfect world, move them to current catalog year. If not, and you have met all other requirements for graduation, drop minor and do a PDE that allows graduation without minor (check other box on PDE)

* + - Q: Who is the audience for the FAQ document? Will advisors have this? Concerned that best advice is a blanket suggestion to just move to the most current catalog. Might have unintended consequence on small departments

A: Stephane Allen and her team helped put this document together. Agree that advice should be on a case-by-case basis.

* + - Q: Seems like implementation is moving forward quickly and that it will be difficult for departments to retain a minor (or some version). What are other departments doing?

Poll: My department is considering a minor

11% (3) – Yes absolutely

22% (6) – Maybe

**66% (18) – No, absolutely not.**

* Q: Difficult to ascertain whether or not removing the minor will have a positive of negative impact on student retention and graduation. What kind of burden of proof are we asking departments to bring?

A: Provost wants you to make a case that a minor is critical for a completing a degree. We did not do an analysis of the number and size of our minors. Hard considering the extended majors. Also hard to consider given the double dipping policy.

* Several departments stating that they are not sunsetting their minors.
* Q: Minor helps with 40 upper division credits. Most upper divisions now will be through the major and electives. Difficult to do for electives given prerequisites.

A: Minors are not required but won’t go away. Considering changing upper division requirement to 39 or 42 because most classes are 3 credits. We are right in the middle when it comes to upper-division requirements among the institutions we have looked at.

* Q: Departments could recommend but not require minors. A small language change that might be helpful to students.
* Q: Potential other solution would be to change courses to 4 credits. Students would have fewer classes to take and might help teaching load

A: I suggested that this morning in FSAPC and it was met with thundering silence.

* Q: Minors are a good fallback for students who end up not liking their minor. Any advising advice for declaring a minor?

A: Potential change for when new students can declare a minor. Change is at least a year out.

Diversity Task Force Update on Changes to Faculty Employee Handbook – Katia Campbell

1. The Taskforce heard the different feedback from various stakeholders and worked on taking a more holistic yet operational approach to the handbook language changes.
2. Our next step is to make the faculty aware of the suggested changes and engage with the language, provide their perspective, and have that discussion within their departments. To do that, we have prepared a Qualtrics survey to systematically capture specific suggestions that can be incorporated to better capture faculty perspective in the handbook language.
3. Encouraging Department chairs to meet with their faculty to have a discussion on the changes and encouraging faculty to provide the taskforce with their feedback through the Qualtrics survey.

Topics “On Watch” List – Jess Retrum

* + Executive Committee hasn’t had first meeting with Provost or senior leaders yet, but these are likely issues on the radar

1. What is going on with faculty workload
   1. There is a presentation tonight in senate
   2. There will also be a steering committee that continues to meet
2. What is this 3-year student success initiative?
   1. Will have a chair rep at the meetings
   2. Weekly, bi-weekly and then monthly meetings
3. Potential problems with work-study funds?
4. Community Hour?
   1. Is it just postponed or are we rebooting it and trying out a different option?
5. Others?
   1. Building Access, especially those with community facing purposes (like the King Center)
      1. Signage for students has also been lacking along with communication, lots of students have been locked out
      2. CADRE – what does this mean for the “A”?
   2. Update on the credit banking

Committee Report-Outs

1. Academic Policies Committee – Chris Jennings
   1. Proposal to reduce upper division credit to 39 or increase to 42 that is easier to divide into our typical 3 credits. Chris wants to just get a pulse in the room on this issue
      1. Raise your hand if you have a preference for either? No one raised their hand.
      2. Shaun Shaffer clears up the question that Departments can make their own policies on upper division credits

Online Learning – Sam Jay, interim director of online learning

* + Want to make sure we have academic integrity in our online classes
  + Working closely with CTLD to ensure academic integrity
  + Same level of DFW rates in our online classes as our in-person classes (except for our intro-level classes, which are largely taught by affiliates)
  + Post-COVID, students still prefer a mix of online and in-person classes. Half of our students are enrolled in online courses. 800 students who are online-only.
  + Encouraging Chair’s to reach out to help expand online offerings and branding of those courses
  + Losing students to CSU Global, whose online programs are not as good as ours
  + $225,000 in scholarships to online students
  + Q&A:

Q: Labs are hard to do online. Also concerned about the integrity of testing online without a good online testing center

A: Looking into options for this, gathering data from other institutions.

Q: Can we put together a working-group for departments that don’t offer a lot of online courses?

A: Good idea

Q: CTLD resources for faculty cohorts?

A: Had previous fundings to build out a second space, which should happen with the new Health Institute. Growth will occur and should be ready next fall

Q: Resources for students, much like the writing center for online-specific classes?

A: Online/Students already has lots of resources for our students, including open office hours with Meredith Laurel

Q: What is the right size for a high-quality online class?

A: There is a range. But I can’t answer that question for you effective. Need more data

**Upcoming meeting:**

o Next CoCD Full Meeting is October 4th 1-2:30 in SSB 400 or on Teams

**Adjourn:** Thank you for all you do!

**Executive Committee 23-24**

*Officers*

**Jess Retrum**, *President* (Social Work, College of Health and Human Sciences rep) [jhaxton1@msudenver.edu](mailto:jhaxton1@msudenver.edu)

**Eric Olson**, *Vice President* (Rita & Navin Dimond Department of Hotel Management, School of Hospitality rep) [eolson23@msudenver.edu](mailto:eolson23@msudenver.edu)

**Lisa Badanes**, *Secretary* (Psychological Sciences, CLAS, Division of Math & Science rep) [lbadanes@msudenver.edu](mailto:lbadanes@msudenver.edu)

*Members*

**Steven Beaty** (Computer Science, College of Aerospace, Computing, Engineering and Design rep) [beatys@msudenver.edu](mailto:beatys@msudenver.edu)

**Greg Clifton** (Accounting, College of Business rep) [gclifto4@msudenver.edu](mailto:gclifto4@msudenver.edu)

**Adriana Nieto** (Chicana/o Studies, CLAS, Division of Humanities & Social Sciences rep) [anieto1@msudenver.edu](mailto:anieto1@msudenver.edu)

**Corey Sell** (Elementary Education, School of Education rep) [csell2@msudenver.edu](mailto:csell2@msudenver.edu)

**Jacob Welch** (Theatre and Dance, CLAS Division of Fine and Performing Arts rep) [jwelch25@msudenver.edu](mailto:jwelch25@msudenver.edu)

**Council of Chairs and Directors Committee Representatives 23-24**

University Planning and Budget Advisory Council (UPBAC)

* Andrew Bonham
* Deanne Pytlinski

*Andrew and Deanne will provide regular post meeting updates to Greg Clifton as the main Executive Committee member contact. Andrew will represent CoCD by serving as our voting member and seek feedback from EC or all CoCD as needed.*

Faculty Handbook Committee

* Adrianna Nieto
* Jacob Welch

University Policy Advisory Committee

* Jacob Welch

Faculty Senate Academic Policies Committee

* Chris Jennings

Data Integrity Governance Team (DIGiT)

* Andrew Bonham

Faculty Diversity Task Force

* Katia Campbell

Transfer Pathways Committee

* Vacant

Veteran Military Advisory Council

* Rachel Sinley
* Eric Olsen
* Chris Jennings

**Guests:**

Sam Jay

Shaun Schafer

Connie Sanders

Erica Buckland

**Attendees:**

Andreas Mueller

Greg Clifton

Caleb Cohoe

Lisa Badanes

Maria Akrabova

Andrew Bonham

Andrea Borrego

Sara Jackson

Chris Jennings

Ford Lux

Matt Makley

Adriana Nieto

Rob Preuhs

Nick Recker

Jessica Rossi-Katz

Katia Campbell

Eric Olson

Jess Retrum

Corey Sell

Jacob Welch

Alex Padilla

Kevin Zeiler

Deanne Pytlinski

Mark Yoss

Jennifer Seeley

Theresa Buxton

Kathy Whitmore

Henc Bouwmeester

Ted Shin

Tricia Hudson-Matthew

Paul Nelson

Anahi Russo Garrido

Roland Schendel

Rachel Sinley

Sara Shumate