# Council of Chairs and Directors – General Meeting

October 4, 2023, 1-2:30pm

Location(s): JSSB 400 and Teams:

# Agenda

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Topic** | **Presenter(s)** | **Min** | **Comments** | **Voting****Item?** |
| Welcome | Jess | 5 |  | No |
| Introductions | Catherine “Cath” Kleier, PhD | 10 | Intro to New Associate Vice President of Faculty Affairs and Updates on OFA work | No |
| MSU Denver Graduate Studies Opportunities | Inge Wefes, PhD Professor and Associate Vice President | 15 | Intro to New Associate Vice President, MSU Denver Graduate Studies and connect w/ chairs about OGS: Opportunities for programsand students | No |
| Updates and Discussion on Topics on our “Watch List” | Jess & EC members | 30 | * Community Hour
* Student Success Implementation Team
* Faculty Workload
* Work Study Funds
* Meeting 10/3 with Interim Provost Mora
* Provost Search Timeline
* Pres Davidson visit Nov 1
 | No |
| Roadrunners Who Soar | Stacy Dvergsdal & Leone Dick | 10 | Roadrunners Who Soarplanning committee presentation | No |
| Committee Report Outs &Other Timely Updates from Council Members | CoCD Reps for Committees | 20 | See list of Committees and Reps below. | No |

Meeting Minutes:

**Catherine Kleier**

Introductions and a reminder about faculty affairs faculty fellowship

Q&A’s:

Q: Does she have any thoughts on community hour?

A: Had experience with a community hour framework at her previous institute. If we do end up moving forward with this at MSU her advice is to no over-book faculty during the community hour period.

Q: Tell us a bit more about the leadership academy?

A: Meets once per month with different topics. Feel free to come to whichever session you can.

Q: What is going on with sabbatical funding?

A: Revised guidelines are waiting official approval. Funding will be available but will be using a different process. No need to reapply. Shuffling around some money to decentralize the process further.

Q: Community hour concerns especially around using the very popular 12:30pm timeslot. Also concerns about space and how to accommodate students. What are your thoughts?

A: Dept. Chairs are the front lines, and the deans are hearing your concerns.

**Inge Wefes**

Name change to MSU Denver Graduate Studies

Chair rep is Andreas Mueller

Mission to advocate for students, faculty and programs and the importance of graduate education

10 master’s program 11 graduate certificate programs

Waiving application fee for one year (U.S. residence only)

New Guidelines for new program proposals

Changes to gainful employment rules

Instructors must have at least one degree higher than the students they are instructing

Five new opportunities for students and faculty:

 1. Graduate Research Assistantship

 2. Graduate Student International Engagement Board

 3. Faculty Travel Support for Conferences

 4. Graduate Coordinators

 5. Graduate Student Travel Support

Events and opportunities including “Grad Talk”, and graduate school fair in collaboration with C2Hub and Trio.

Q: Course release or lines to develop graduate programs?

A: Discuss with your department on how to juggle this. Likely space issues too. Might consider supplemental payment. MSU Denver Graduate Studies here to support the proposal and how to get it on to paper. Programs are currently cash-funded which is burdensome, but does allow for flexibility and innovations.

**Updates and Discussion on Topics on our “Watch List”-CoCD exec comm**

1. Community Hour- Will Simpkins presented the idea to us last spring. After it was announced earlier this fall that it was going to happen, Jess heard from lots of folks with concerns. The CoCD exec committee started asking questions and put together the letter Jess sent out to the CoCD. CoCD exec committee met with Interim Provost yesterday. Dr. Mora was happy to have received the letter and to have these questions posed. Will be responding to the letter via email. Dr. Mora was unaware that these issues had not been resolved and walked the CoCD exec. committee through the next steps. Series of more discussions will take place and then a decision made. Placed in the hands of deans to work out the details should it move forward. Dr. Mora explained that a communication break-down had occurred and that she has not been made aware of the concerns expressed by various stakeholders when the decision was made over the summer. Dr Mora offered an apology for this communication breakdown. Potentially piloting the community hour and making it a “strong recommendation” rather than a requirement. Need for strategic approach since this might not be desired by all students or departments. Data from the survey does not support the decision to move forward.
2. Student Success Launch – Committee has had three meetings. Goal is to understand measurements of student success including retention, enrollment, graduation completion and to remove barriers for each of the colleges and schools to do the work needed. 30/60/90 day plans are moving forward and will continue to brainstorm the ways that we are “getting in our own way”. Next step to determine the themes of each of the long- and short-term barriers so that we can prioritize our resources and time to address them.
3. Workload- Three short term ways to address. Teaching Load Credits (TLC), minimize faculty preps, office hour adjustments. Deans tasked with createing a three-year plan to implement differentiated workloads in each college or school. These plans are due by December.
4. Budget – Provost would like to increase transparency on the budget requests before they reach the level of UPBAC so folks can actually see the “asks” before the decisions are made on what to fund.
5. Work-Study Funds – We overspent so there are fewer funds available.

Email from Long:

* Was there a work study fund shortage this semester?
	+ *Yes, we received much less funding for work study for this year. F/A office is trying their best to award to as many students as possible. They are also setting the deadline on when students must accept their award by so that they can quickly reallocate the funding to other eligible students.*
* How is this lack of work-study funds shortage being reconciled or mitigated given the launch of the retention campaign?
	+ *As I mentioned above, should there is a need to hire student workers, departments can do so by using their budget (or request for additional institutional funding through their department).*
* Work-study programs are arguable one of the most effective ways to engage and retain and support students- what are our plans?
	+ *I agree and understand the need to hire student workers. Though I wanted to point out that it is a compliance issue if we are hiring work study to replace/do the job of a staff member. It is also changes from year to year depending on their EFC. For example, the total work study amount awarded could change significantly if they receive additional scholarships, pell grant, or other sources of income afterwards.*
1. Workday – Still plenty of growing pains including the inability to see our updated budgets.

**Road Runners Who Soar – Leone Dick**

Recognition event for the University. People do not feel recognized for their work. SOAR award. Individual who has gone above and beyond. Team ROAD RUN award for a team that has excelled. Nominations close Nov. 30th. Awards given in April Encouraging chairs to nominate faculty and staff.

**Committee Reports**

UPBAC

Email from Dianne:

I wanted to make sure I sent you all a quick update after the last UPBAC meeting on the 15th. I’m attaching the powerpoint that they went through. The first part of the meeting actually had Buffy giving everyone some encouraging enrollment data. This is not included in the powerpoint, but she went through her data. The good news she shared is that the university is up almost 3% compared to last year, and that is the first time we have had that kind of an increase in a decade. So Buffy’s presentation was cautiously optimistic. The trend is that the number of applications is up, and although our yield overall is not as high as last year, the actual number of students is higher because the applications are higher. In general, the demographic that is up is high school, First time students. Transfers did not change much nor did our retention, which is 67.4%. The goal for retention is 80%.

Secondly, they gave a short update on the Budget Director Search and told us they would be starting to bring candidates to campus this week. Andrew, you should have received an invite for the first one tomorrow at 3:15. Not sure if you can make it, but hope you got the invite. I have to teach at 3:30, so will not be able to attend.

The rest of the meeting was spent gathering feedback from the group on the proposed recommended budget priorities. There are slides about this in the powerpoint, but the basic recommendation was to group them under the following:

(slide 7) ***Priorities:***

* Student Success/Advising Structures
* Preparing Coloradans for the modern workforce
* Investing in our people
* Infrastructure development
* Preserving fiscal health

This was a consolidation of priorities that were outlined in more detail on slide 6:

***Priorities for FY25***

* Preparing Coloradans for the modern workforce
* Student Success launch and work to support it:
	+ Advisors and Holistic Advising Structures
	+ Efficiencies in Technology and Software (continue to develop and enhance student-facing technology for scheduling, etc.)
* Neglected classroom spaces in AHEC Buildings
* Investing in people
	+ Compensation (salaries *and*benefits)
	+ Faculty Workload
	+ Work/life balance for staff and faculty
* Fiscal health: balanced budget and building reserves
* Investing in our Data team

In terms of how to spend any new funding, this was the proposed hierarchy:

1. Compensation adjustments from pay equity study or Total Rewards Sub-Committee
2. Mandatory costs…inflationary impacts
3. Items previously funded with one-time sources that fully align with budget priorities and have demonstrated positive ROI or effectiveness
4. New or expanded items that fully align with budget priorities and have demonstrated positive ROI or effectiveness

* Most of the group suggested that #2 Mandatory costs should be #1. There was only a little bit of feedback from a couple of us about whether faculty workload would be addressed. If it is, it would be in #4. There was also some discussion about an item on slide #6 “Neglected classroom spaces in AHEC Buildings” and that it would require an increase in payments made to AHEC, which might be difficult. Someone from AHEC is coming to our next meeting, which is October 6.

Faculty Handbook Committee- Chairs reps were not invited to the first meeting but will be present moving forwards. Liaisons being established for different projects.

Faculty Senate Academic Policies – Wordsmithing and cleaning up language. Some things being sent to a first reading for faculty senate. 39 was most popular choice in changing from 40 UD credits. Department Chair will now be a voting member of this committee rather than just a representative.

Faculty Diversity Taskforce – Adrianna seeking feedback on document uploaded to Chat. This will also be vetted in faculty senate for feedback.

Project B – 8-week courses in the spring will help to alleviate space issues. Also trying to figure out office space for faculty and should have a plan by end of October. Largely will be housed in Tivoli or hotel cubical-like setup. Also will use 9th Street Park.

**Upcoming meeting:**

* Next CoCD Full Meeting is Nov 1st, 1-2:30 in SSB 400 or on Teams

**Adjourn**

**Guests:**

Sam Jay

Shaun Schafer

Inge Wefes

Catherine Kleier

Leone Dick

**Attendees:**

Andreas Mueller

Greg Clifton

Lisa Badanes

Maria Akrabova

Andrew Bonham

Andrea Borrego

Sara Jackson

Chris Jennings

Ford Lux

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

Jennifer Seeley

Theresa Buxton

Kathy Whitmore

Henc Bouwmeester

Ted Shin

Tricia Hudson-Matthew

Paul Nelson

Anahi Russo Garrido

Rachel Sinley

Abel Moreno

Steve Beaty

Todd Laugen

Deborah Gilliard