# Council of Chairs and Directors – General Meeting

December 6th, 1-2:30pm

Location(s): JSSB 400 and Teams

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| **Topic** | **Presenter(s)** | **Min** | **Comments** | **Voting Item?** |
| Welcome &Announcements | Jess | 5 |  | No |
| Dean of Students | Taylor Tackett & Team | 15 | Dean of Students Office Presentation | No |
| Dean and Chair Evaluations | Catherine (Cath) Kleier | 15 | Share current eval questions to get feedback. Help Cath strategize how to get a higher response rate & What to dowith the evaluation data. | No |
| University Communications and Marketing | John Arnold, senior director of communications | 15 | Explain at high level what Un Comms and how we can help support colleges/schools and departments with their communications needs | No |
| Faculty Salary Assessment | Catherine (Cath) Kleier & Garryfrom Salary.com | 20 | Faculty Salary Assessment- Peer Institutions, ect. | No |
| Committee Report Outs/ Current Topic Discussion |  | 20 | Preparing for Spring | No |

**Welcome**

* Roadrunners Who Soar, as of 11/20, no faculty nominees for the “Soar Award”. These are different than the faculty designated awards but faculty are absolutely eligible and they’d like to see some nominations. Please submit BEFORE Dec 15th. Nominate here: <https://www.msudenver.edu/roadrunners-who-soar/soar-awards/>

**Dean of Students - Taylor Tackett**

* Want to address the “road runner runaround” when students are in crisis. When students end up bouncing between offices when they are in need.
* 800 errant referrals for CARE team (like when students are just trying to drop a class) this semester. Unclear if perhaps there were other issues included in these referrals.
* Accommodations vs. exceptions
* Difference between the need for clinical support needed versus just general support structures.
* Psychiatric services are available via the Health Center
* Student behavioral concerns, including academic integrity, also fall within the duties of this office. Want to ensure adequate support for chairs and faculty.

Three Initiatives:

1. The red folder program - put immediate services and resources at the fingertips of faculty
2. Dean of student’s annual tour – Director of access center, dean of students and CARE team visit departments to get better idea of supports needed to clarify expectations
3. Roadrunners helping roadrunners- capitalize on pre-existing peer mentoring programs to help students get to the right places when they have needs.

**Dean and Chair Evaluations- Cath Kleier**

* List of questions and one pager attached to agenda email from Jess
* Faculty and staff will evaluate chairs.
* Faculty and chairs will evaluate deans.
* This does not replace the HR evaluation that Dean’s complete on chairs.
* Seeking feedback on the questions and process.

Comment: Concern that there are not clearly defined expectations outlined for the items on the evaluation. What would be considered meeting expectations?

Comment: Why a 5-point likert scale?

Comment: This assumes that faculty actually know what the scope of the chairs job is. Might be good to include a description before the questions.

Comment: This is a lot of questions to include

Comment: Lot of questions have “I”, “me”, “my”. Should there be more specific questions that focus on the benefit of the entire department?

Comment: Should there be an N/A option?

**University Communications and Marketing (UCM)– John Arnold**

* Strategic Communications Team available to meet lots of different needs for chairs
* Overarching role is brand awareness, bolstering reputation and recruitment of students
	+ Paid advertising campaigns
	+ University website and digital properties
	+ Internal communications like the Early Bird
	+ External communications like Red newsroom and magazine
	+ Crisis communications
* See slide show for more specific details about brand journalism and specific strategies, including the strategic communications liaisons table and toolkit links
* Developing a new Early Bird site for more permanent information access.

**Faculty Salary Assessment – Cath Kleier and Amanda Berry**

* Compensation Equity study with Salary.com (Garry Straker)
* Importance of transparency and including all relevant stakeholders
* See slides for peer cohort summary, academic/accreditations profiles and recommended cohort additions, along with several addenda items.

**Committee Report Outs & Standing “Watch” Items**

**Student Success Launch –** Email from Jess forthcoming. Please look at individual areas and provide feedback before start of spring semester. Meredith Jeffers will be coming twice to CoCD in the spring to update.

**UPBAC –** Read through budget circular if you would like to see the baseline statistics that the budget team is working from.

**Academic Policy Committee** – Semester work has wrapped up. Waitlist policy/plan and military credits are first up in January.

**Guests:**

Sam Jay

Cath Kleier

John Arnold

Garry Straker

Taylor Tackett

Andrea Smith

Amanda Berry

Courtney LeCompte

**Attendees:**

Andreas Mueller

Greg Clifton

Lisa Badanes

Maria Akrabova

Andrew Bonham

Chris Jennings

Ford Lux

Hyon Namgung

Adriana Nieto

Jessica Rossi-Katz

Jess Retrum

Corey Sell

Alex Padilla

Deanne Pytlinski

Jennifer Seeley

Theresa Buxton

Kathy Whitmore

Henc Bouwmeester

Ted Shin

Tricia Hudson-Matthew

Rachel Sinley

Abel Moreno

Steve Beaty

Matt Makley

Nick Recker

Brandon Matthews

Jacob Welch

Caleb Cohoe

Sara Jackson

Sally Baalbaki-Yassine

Rob Preuhs

Eric Olson

Eric James

**Executive Committee 23-24**

*Officers*

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

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

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

*Members*

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

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

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

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

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

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

Student Success Launch Implementation Team

* Work Groups—chair reps, shout out:
	+ Exploratory/ Meta majors/ Undeclared: Terry Buxton & Jess Retrum
	+ Student Engagement (includes Community Hour): Sally Baalbaki-Yassine
	+ Change Major & Withdrawals: Matt Makley & Rachel Sinley
	+ Others? gather information, who else is representing chairs on these?

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

Graduate Council

* Andreas Mueller

Veteran Military Advisory Council

* Rachel Sinley
* Eric Olsen
* Chris Jennings