# Council of Chairs and Directors – General Meeting

February 7th, 1-2:30pm

Location(s): JSSB 400 and [Teams](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTgyYTNiODEtMzk4OC00OTcxLWI1MjgtZDg4ZTYxMWQ2NDNk%40thread.v2/0?context=%7b%22Tid%22%3a%2203309ca4-1733-4af9-a73c-f18cc841325c%22%2c%22Oid%22%3a%22d2ebc670-22ef-4315-97a7-02206e866203%22%7d)

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| --- | --- | --- | --- | --- |
| **Topic** | **Presenter(s)** | **Min** | **Comments** | **Voting Item?** |
| Welcome & Announcements | Jess | 2 |  | No |
| Provost Laura Niesen de Abruña | All | 25 | First meeting with the chairs, vision of working together, share needs and curiosities |  |
| Shared Governance “Enaction” Working Group | Lisa Badanes | 5 | Please review and provide feedback via Qualtrics link. | No |
| Faculty Employment Handbook Items | Jacob, Corey, Cath, and Drs. Banerji & Lechuga | 20 | Review of changes proposed and timeline for votes and decision making (see below). | No |
| Dean & Chair Evals | Cath Kleier | 10 | Review final eval questions and best practices | No |
| Strategic Planning Pillars | Meredith Jeffers | 15 | ~2:00pm, Updates & Dashboard Tour, <https://www.msudenver.edu/strategy/> | No |
| Strategic Infrastructure & Development | James Mejía & Team; Buffy Ribble, Chris Bennett, Meredith Jeffers | 10 | Overview of the key infrastructure strategic initiatives on campus | No |
| Committee Report Outs/ Current Topic Discussion | All report outs via email this month. | 0 | See below for CoCD committee reps | No |

**Meeting Documents:**

[**https://msudenver.sharepoint.com/:f:/s/cocd-sharepoint/EoK8oJcMcQ9FgWg7fq1wcYwBd9B2AsSgSKVLqQLkd3mSPQ?e=4GT7vn**](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmsudenver.sharepoint.com%2F%3Af%3A%2Fs%2Fcocd-sharepoint%2FEoK8oJcMcQ9FgWg7fq1wcYwBd9B2AsSgSKVLqQLkd3mSPQ%3Fe%3D4GT7vn&data=05%7C02%7Clbadanes%40msudenver.edu%7C8ae1b8072e1a43dcf8b608dc22b543dc%7C03309ca417334af9a73cf18cc841325c%7C1%7C0%7C638423409869119517%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=vvl71brqHGSZ5jsWtfBUazEcJyBIIQbe337AsIcNEi4%3D&reserved=0)

**Provost Niesen de Abruna**

* Can call her Laura
* Leadership style is to be accessible to deans and chairs
* She has “our back”
* Chief academic officers should serve faculty
* Encourage conversations and open communication
* Priority of professional development for department chairs (like workshops, opportunities, like AI, workday)
* Provide clarify on how our university budget is built
* Send email to Cath about other workshops we might find useful on professional development
  + Suggestion from Jacob: more mental health counseling training for staff and faculty
* If people want to talk to the Provost council, she will also ask them to talk to the CoCD about the same information

**Shared Governance “Enaction” Working Group**

* examining and refining the decision-making process within our university.
* Stakeholders across various groups (faculty senate, staff senate, HR, senior leadership, chairs, general council)
* Recommendations:
  + Change shared governance statement to a policy
  + Adoption of shared governance principles and guidelines (link embedded in slide 6)
  + Create Shared governance council
    - framework to establish what decision-making matters should be subject to a shared governance process and those that may not necessitate such a formal process.
* Please take a good look at shared governance table embedded in slide 9

**Faculty Employment Handbook Items**

* Faculty Diversity Taskforce Revisions (see PPT for proposal specifics and FAQs)
  + Some concern over the “and” vs. “or” language
  + Need systems in place to ensure what counts as scholarship at the department level is specific and clear with new language proposed here
* Office hour proposal
  + Reduces office hours from 5-4 hrs a week and parallels the teaching modalities
* Disciplinary appeals committee selection changes – Deans tasked with findings members from their colleges, procedural changes

**Dean and Chair Evaluations**

* developed a rubric based on the duties outlined in the faculty handbook to promote objectivity
* Changed rating system from 5 points to 4 points
* See draft in SharePoint
* Feedback due by EOB 2/16/24
* This is just one piece of data. Deans will still evaluate chairs but can use this evaluation as a another data point. Results will only be shared with Chairs and Deans

**Strategic Planning Pillars**

* Rowdy dash demonstration (https://msudenver.shinyapps.io/rowdydash\_app/)
* <https://www.msudenver.edu/strategy/> for resources
* Demonstration of 2030 Strategic Plan OKRs tracking app

**Strategic Infrastructure and Development**

* Goals to be more proactive and forward looking
* Alignment with 3-year budget cycle
* See PPT in SharePoint for update

**Committee Reports:**

**Announcements will be in notes,** Committee Report in writing out summary:

* "The APC is seeking feedback regarding the attached Attendance Policy Proposal presented to us by the Associate VP for Faculty Affairs, Dr. Catherine Kleier. After you review, please provide your initial thoughts regarding what will work well in this proposal, any roadblocks in the proposal, and any other suggestions for this proposed policy. Thank you! Chris ([jenninct@msudenver.edu](mailto:jenninct@msudenver.edu))"
* Chairs Sinley and Makley are representing the COCD on the Student Success Launch Implementation “Change Major and Withdrawal” Team. See their update below.
* Others?

**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
  + Student Engagement (includes Community Hour): Sally Baalbaki-Yassine
  + Change Major & Withdrawals: Matt Makley & Rachel Sinley

Change Major & Withdrawals Committee Update

COCD, 2/7/2045

Chairs Sinley and Makley are representing the COCD on the Student Success Launch Implementation “Change Major and Withdrawal” Team. We have been meeting since October 2023. We have been mostly in the data collection stage of our work, but we are moving into the data analysis and recommendation work as the spring 24 semester progresses.

We recently received a “Student Course Withdrawal Analysis” which presents data related to the number of students who withdrew from courses over the past 3 semesters. Our team is looking at the data, along with information from other Colorado 4-year institutions to see if moving the withdrawal deadline later a semester is something we should do. We have also been discussing whether there should be a mechanism for catching students who withdraw from all courses in each semester, so that the university can perhaps intervene, or at least ask the student why they need to drop all courses.

With respect to major changes, we have been trying to determine what the process for declaring a major is across departments and colleges. The answer to this will help us determine how quickly changes are made, by whom, and what impacts this has on faculty and advisors. We are also interested in whether advising is required for a major change, if so, how extensive, and when, etc. We will eventually turn our attention to major change related to credit accumulation. Your responses to the Qualtrics survey last semester were used to develop a more comprehensive assessment. For now, please respond to a survey that was sent on behalf of our team by your respective deans. It should have arrived in the form of a Word document titled “Major-Minor Concentration Process Survey[88].” It should have been sent around February 1.

Thank you,

Matt and Rachel

* + 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**

* Corey Sell
* Jacob Welch

**Timing for Handbook Proposals:**

• Friday, March 8, 2024 – Final Version of Change Proposals due from Sponsor to FEH Committee

• Friday, April 26, 2024 – Final Votes on Proposed Changes Due from Sponsor and/or Constituent Groups to FEH Committee **(this means CoCD must vote & give direction to Jacob and Corey at April meeting or virtually!)**

• Friday, May 31, 2024 – Recommendations and Final Language Change Proposals Reported to President

• Friday, June 21, 2024 – FEH Change Proposal Decisions Finalized by President

• Monday, July 1, 2024 – FEH for Next Academic Year Finalized and Posted by Office of Faculty Affairs

**University Policy Advisory Committee**

* Jacob Welch

**Faculty Senate Academic Policies Committee**

* Chris Jennings

**•** "The APC is seeking feedback regarding the attached Attendance Policy Proposal presented to us by the Associate VP for Faculty Affairs, Dr. Catherine Kleier. After you review, please provide your initial thoughts regarding what will work well in this proposal, any roadblocks in the proposal, and any other suggestions for this proposed policy. Thank you! Chris ([jenninct@msudenver.edu](mailto:jenninct@msudenver.edu))"

**Data Integrity Governance Team (DIGiT)**

* Andrew Bonham

**Faculty Diversity Task Force**

* Katia Campbell & Chalane LaChuga

Transfer Pathways Committee

* Vacant

Graduate Council

* Andreas Mueller

Veteran Military Advisory Council

* Rachel Sinley
* Eric Olsen
* Chris Jennings

**Guests:**

Sam Jay

Cath Kleir

Laura Niesen de Abruña

Sam Jay

Denny Palacios

James Mejia

Meredith Jeffers

Devika Banerji

Buffy Ribble

Chris Bennett

**Attendees:**

Andreas Mueller

Greg Clifton

Chalane Lechuga

Eric Olson

Lisa Badanes

Maria Akrabova

Andrew Bonham

Andrea Borrego

Sara Jackson

Chris Jennings

Ford Lux

Adriana Nieto

Rob Preuhs

Jessica Rossi-Katz

Jess Retrum

Alex Padilla

Deanne Pytlinski

Jennifer Seeley

Theresa Buxton

Henc Bouwmeester

Ted Shin

Tricia Hudson-Matthew

Rachel Sinley

Abel Moreno

Steve Beaty

Sally Baalbaki-Yassine

Matt Mackley

Caleb Cahoe

Steve Beaty

Fred Barlow

Jacob Welch

Eric James

Anahi Russo Garrido