# Council of Chairs and Directors – General Meeting

October 1st 1-2:30pm Location(s): JSSB 400 and [Teams](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NWFkMTk2OWEtMzBhMy00NTc5LWJkNzItNzVmZjE1NDc4NDA5%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** | **Lead** | **Min** | **Voting Item?** |
| Welcome | Lisa Badanes |  5 | No |
| **Office of Online Learning - 2026 Development Cycle/ AI-Assisted Course Design Tool** | Sam Jay and KC Coburn | 20 | No |
| **Strategic Plan Working Groups Updates** | CoCD Working Group Reps | 20 | No |
| **CoCD Break Out – “My Department Chair is Out to Get Me”**  | Lisa Badanes | 45 | No |

Meeting Notes:

Welcome:

* Structure overview for the meeting
* Working Group representatives give 5-minute update
	+ Purposes/goals:
		- What the chair’s role might be to make our efforts more actionable?

**Office of Online Learning**

2026 Development Cycle/ AI-Assisted Course Design Tool

* Sam Jay

Please be sure to reach out to the Office of Online Learning (OOL) for support on any of the following:

Sam Jay - sjay@msudenver.edu

Bridget Wetzel - bwetzel2@msudenver.edu

OOL

<https://www.msudenver.edu/online/about/>

Topics reported:

* Overview of the **online marketabilit**y of an online program
* Support for **online course enhancement** of faculty teaching online
* **Recruitment and marketing supports** are available
* **Student retention**:
	+ Programs can be supported through the online resources that the CTLD team gathered
* “Curi” (spelling)
	+ 50 slots left for a 12-month contract
	+ Integrating tech. into courses
		- Try the pilot to see of the course could be supported based on limited resources in CTLD
	+ Contact Sam Jay sjay@msudenver.edu if you are interested

Question/inquiry:

* What might we do with the courses created that are stellar and others could benefit from? How is ownership considered?
	+ Sam Jay – Appropriate for shells to be offered openly across departments to support affiliate and other faculty.
* What happens when the shell is given to the affiliate and they need more support? Can we send the affiliate to CTLD to get continued support with the course?
	+ Sam Jay – I will make a note of that and see if we can make it happen. That is a prime example of enhancing the success of the process.
		- Idea: At what point might we (CTLD) offer support directly to departments to make resources accessible for anyone at any time?
		- Not all of the courses that are being supported for 100 Hours. This may allow us to disperse the limited resources across more courses.
	+ KC Coburn kcoburn@msudenver.edu – We are very interested in supporting faculty and courses for smaller amounts of support (i.e., 10 hours of development support).
* How do we know if an online course is effective and structured in a way to highly support students?
	+ Sam Jay – If we can look to a tool like Curie, you can give your faculty support directly.
		- If you are interested in looking at faculty shells, please reach out to your dean.
* How might we get feedback from students on the online (asynchronous and synchronous) courses?
	+ Idea: One department made a policy where 1 designated person has access to all of the shells for the department on Canvas.
	+ Idea: Ask faculty for access with clear purposes for accessing the course.
	+ Idea: Qualtrics Survey is used at the mid-term to see what is working, what might be changed, and other insights from students.
	+ Idea: Establish the review of online courses as a norm of the observation and reflection of teaching.

* + Sam Jay – We are working on reports that show trends in Canvas shell use and access that may help in this process.

Artificial Intelligence (AI)

Question/Inquiry:

* How do we overcome the challenges associated with the reports of wide-range AI use by students to complete assignments?
	+ Todd Laugen – The main focus right now is on assessment. How do we assess student thinking in authentic and accurate ways in the realm of AI use?
	+ Sam Jay – We have to completely rethink assessment in education. We will figure this out in a purposeful way that is focused on human interaction. I would encourage us all to ask our students what they want to learn and how we might engage them.
	+ Sam Jay – AI can be transformative when students are trained in how to purposefully use the tools.
* We can’t penalize our students for using AI when we are using it ourselves to develop courses, assignments, etc.
	+ Sam Jay – If any of you have a faculty member that needs support in seeing the value of purposeful AI use, send them to me. It is our obligation to help faculty and students learn how to use AI well.
	+ Idea: Every student in a course takes the exam at the exact same time, in the same space.
	+ Idea: Simulated scenario-based assignments create space for performance-based assessment.

* + Sam Jay – Email will be sent out the week of October 6th from Sam Jay and CTLD giving **access to resources, tools, and ideas for purposeful AI use**.

**Strategic Plan Working Groups Updates**

**Strategic Plan for the University**

* **Recruitment**
	+ Immense effort goes into recruitment
		- **Challenge**:
			* Encourage faculty/chair/advisors, who have worked with a student, to reach out to students who have stopped coming to class.
			* Attend events in the community to showcase the opportunities for attending MSU of Denver.
			* Enhance [experiential learning](https://www.msudenver.edu/experiential-learning-for-all/) opportunities at the university.
			* Get chair representation on additional like the recruitment HUB
* **Retention**
	+ DFWI Retention efforts
	+ There is a team that is reviewing the DFWI Playbooks in order to report back to all of us.
		- **Challenge:**
			* When talking about DFWI rates with our teams, be thinking about ways to create modules (etc.) that students can access to overcome challenges?
				+ Modules on topics that pertain to typical topics:

Organization Skills

Anxiety and Depression

* + - * Allocate 2 minutes at the beginning of every class to attend to key challenges and resources (i.e., Resource showcase, Trauma Informed Practices, college culture, etc.).
* **Completion**
	+ Some students do not apply for graduation
	+ TCA Training
		- **Challenge:**
			* Tamarra Mccool is the representative from the registrar’s office – Please reach out to her if you need support with TCA training.
			* Reach out to students who have not declared their major or applied for graduation.
* **Post Graduate Outcomes Working Group**
	+ 100% outcomes reported for experiential learning and career engagement
		- **Challenge:**
			* Reach out if you are interested in serving on this work.

**CoCD Break Out – “My Department Chair is Out to Get Me”**

This topic was not covered. Future efforts to attend to this topic and insights will be showcased at a later date.