Academic Council Retreat  
August 20, 2014  
MCD 387  
9:00AM – 4:00PM

Those present: Dr. Frank Novotny, Dr. Benita Brink, Dr. Ed Crowther, Professor Margaret Doell, Dr. Tracy Doyle, Dr. Shawn Elliott, Dr. Kim Kelso, Dr. David MacWilliams, Dr. Michael Martin, Dr. Matt Nehring, Dr. Beez Schell, Dr. Michael Tomlin, and Dr. Susan Varhely

Guest: Dr. Leslie Alvarez

I. Action items:

A. Minutes from the April 21, 2014 meeting approved.

B. Turnitin.com – This was an addition to the agenda – Dr. Novotny informed those present that the cost of Turnitin.com was going to increase from the present $5000 to $10,000 per year. All present were in favor of keeping Turnitin.com. Dr. Novotny will present a Supplemental Budget Request for the additional funds at the next Executive Team meeting.

II. Informational items: Supplemental Instruction (SI) – Dr. Leslie Alvarez was present to give an overview of Supplemental Instruction (SI). She presented a slide show, which compared Myth to Reality, Roles & Responsibilities, Benefits, and Resources. Per the request of Dr. Novotny the slide show will be sent to all chairs by Dodie via e-mail. Dr. Kelso stated that Psychology is keeping track of course measurable for HLC and using as part of assessment – assessment tool. Dr. Novotny stated that a portion of the additional work-study allocation received for the academic year would be used to pay work-study students to serve as SI leaders. There was concern shared regarding the limits on work-study pay rates compared to the pay rate of SI leaders through the Grizzly Testing and Learning Center. Dr. Novotny stated he would look into the work-study pay rate. Dr. Crowther mentioned that he had some funding that could be used to pay SI leaders. Please contact Dr. Crowther regarding the funding. Dr. MacWilliams raised the question if Honors and SI could be united in some way.

III. Discussion items:

A. Appreciative Advising (AA) – Dr. Brink provided several handouts and information on Appreciative Advising. She stated that at a later date an external speaker will be brought to campus and funded by Title V. Dr. Brink stated that she had attended a conference and was impressed by the information provided about AA. Retention rates and GPA’s are higher among those students who were recipients of Appreciative Advising. Dr. Novotny emphasized the importance of advising and that we need to create a culture within faculty that advising is important. He asked departments to look at advising week(s) and department
sessions at the beginning of each term. New Student Orientation should be faculty owned and take more ownership in the process. Dr. Novotny informed chairs that PIN’s have been given out over the phone and in some cases placed on the faculty member’s door for a student to pick up. This is not acceptable and he will address any future situations one on one with the faculty member. Dr. Novotny also mentioned Invasive Advising along with Degree Maps. Please send your ideas to Dr. Novotny for next steps.

B. Inclusion of Student Learning Outcomes (SLO’s) – Student Learning Outcomes are required by Higher Learning Commission (HLC). We have general education and course learning outcomes. Are program learning outcomes needed or can we state as course/program learning outcomes? What do students know about student learning outcomes? This should be made part of advising. Perhaps put banners or flyers on the walls about SLO’s. We need to find a way to make students aware of SLO’s. Place learning outcomes on the web under each department.

C. Writing Assessment – There was a discussion on the need for the Sophomore Writing Assessment. The Junior Rising Requirement, which was required by the Colorado Department of Higher Education, is no longer in force. It was felt by those present that there was no longer a need for the Sophomore Writing Assessment and that the assessment of student writing, making sure the student is ready for upper division writing, is imbedded within the department Assessment. A motion was made by Dr. Crowther and seconded by Dr. Nehring to eliminate the Sophomore Writing Assessment requirement/Junior Rising Requirement as a requirement for graduation. All were in favor. A recommendation to no longer require the Sophomore Writing Assessment as a graduation requirement will be made to Faculty Senate by Academic Council.

D. Higher Learning Commission (HLC) – Dr. Novotny gave an overview of HLC. There are several opportunities to serve/chair committees. Please help find people to fill positions when asked. There will be no big data room this time. Everything will be in electronic format. Traci Bishop will be in charge of naming files so everything is consistent. No sabbatical leaves for chairs Fall, 2016.

E. Fellowships – Dr. Leslie Alvarez has filled the Faculty Development – Administrative Fellowship position and Dr. Beez Schell has filled the Assessment Fellowship position. These are two year positions to be staggered positions ongoing. They will be carrying the lions load for HLC.

F. Grade Appeal Approval Process – The Vice President will be removed from the process unless the grade being appealed is a grade given by the chair of a department.

G. Student Complaint Policy – A link to Colorado Mesa Student Complaint Policy was provided. ASU will create a site listing where to go to file a complaint of
various types. The website will list links to existing sites. This will make it easier for students to find.

H. Academic Compliance Policy – Use same format as five year reviews for vitae form and attach to five year review. We must have a standard form. Take back to faculty and bring back to the next Academic Council meeting. December, 2015 is the target date to have in place.

I. Academic Policy Review – The following academic policies were reviewed/revised by Academic Council:

- 100-05-06 Class Attendance & Tuition/Fee Payment – Addition of “undergraduate, on-campus, state funded” to Policy, “or the VPAA’s designee” to item “C” under Procedures, and under Responsibility, item “D” “the instructor of the class and the VPAA or VPAA’s designee”. Deleted “and the instructor of the class”.
- 100-01-01 Academic Policy Process – Motion made to change to biannual by Dr. Schell and seconded by Dr. Crowther – all in favor.
- 100-02-01 Academic Advising/PIN
- 100-02-03 Course Substitutions – It was requested that the attached form be updated. This request has been made by Dodie to the Records office.
- 100-02-04 Graduation Applications/Degree Checks/Evaluation of Degree Requirements – It was requested that the graduation Application deadlines be added to the Academic Calendar. This request has been made by Dodie to the Records office.
- 100-02-05 Independent Study – Correction to page numbering.
- 100-02-06 Distance Education Courses – Off campus changed to Extended Studies and reference to location of Extended Studies deleted.
- 100-02-07 Late Adds – Correction to page numbering.
- 100-02-08 Course Disenrollment
- 100-02-09 Transfer Course Pre-Approval – Dodie will send attached form to Dr. Nehring for revision and then request that the Records office update the form.
- 100-02-10 Complete Withdraws – Correction to page numbering.
- 100-02-11 Overload Approval
- 100-02-12 Passing Grade/GPA Requirement for Graduation

All of the Undergraduate Academic Policies listed above will be sent to Cabinet for review and approval. At this time it was decided that Dr. Tracy Doyle will serve as the Academic Council representative on Cabinet Fall, 2014 and Dr. Matt Nehring will sever Spring and Summer 2015.

J. Summer 2016, Fall 2016 and Spring 2017 Academic Planning Calendars – Dodie will put together additional options for Fall 2016 and Spring 2017, which will eliminate the Labor Day holiday, Martin Luther King Day holiday, Monday Final Exam Study Days, October Fall Break and Final Exam time would be changed from 110 minutes to 150 minutes. Thanksgiving Break will add two day so there
would be a full week off for Thanksgiving. Spring Break would remain the same. There would be no time set aside for an emergency.

All chairs were in favor of extending the Summer term.

During this time, changing dates on offer letters was discussed with options to start the date on the Monday before classes start or August 15th. It was felt that a better job in planning the Friday before classes start events needs to be addressed.

K. Open Discussion – Dr. Novotny stated that he would like to find three Mondays outside the regularly scheduled Academic Council meeting to have time for open discussion. Dodie will look at the calendar to find three Mondays during the Fall, 2014 term to meet.

**Next Meeting:** The next AC meeting will be held on September 22, 2014

The meeting adjourned at 3:35PM.
Respectfully submitted by Dodie Day, Program Assistant II