The ASC Cabinet convened a regular meeting on Thursday June 12, 2012 in McDaniel Hall, Room 387.

Call to Order:
Dr. Mumper called the meeting to order at 2:00 P.M.

Roll Call of Members:
Mr. Eric Carpio - Present
Mr. Jeff Cook – Present
Mr. Kevin Daniel - Present
Professor Margaret Doell - Present
Ms. Heather Heersink – Present
Dr. Brent King - Present
Ms. Lori Laske - Present
Ms. Tammy Lopez - Absent
Mr. Bill Mansheim – Facilitator
Mr. Ken Marquez - Present
Mr. Larry Mortensen - Present
Dr. Michael Mumper - Present
Dr. Frank Novotny – Present
Ms. Judy Phillips - Absent
Ms. Tracy Rogers - Absent
Mr. Walter Roybal - Absent
Mr. Mark Schoenecker - Present
Dr. Dave Svaldi - Absent
Mr. Erik van de Boogaard - Absent

Guest: Mr. Aaron Miltenberger, Assistant Director of Student Life; Ms. Karla Hardesty, Assessment Officer and Enrollment Management Program Director.

Approval of Agenda:
One discussion item was added to the agenda: D. University Name Change Concert and one Action Item under V. F. Approval of Tabled Academic Policies was removed, Class Absence – Attendance Policy.

MOTION: Ms. Laske moved to approve the Agenda as amended. Professor Doell seconded the motion. All were in favor.

Consent Agenda:
The following items were presented:
  • June 28, 2012 Meeting Summary
  • Intent to Apply for a Grant: USDA Sustainable Environmental Economic Development (SEED)

MOTION: Dr. Novotny moved to approve the Consent Agenda as presented. Dr. Mumper seconded the motion. All were in favor.
Action Items:

Approval of Tabled Capital Fee Request for Student Life for $19,379:
Mr. Marquez explained that this request had been presented at a previous Cabinet meeting. However it was tabled pending a price re-evaluation. The new price quote is as follows:
- Rex Security on Back Doors-$486.50
- Loft Security Gates-$8667.70
- ASAP Flooring-$2600.00
- Student Life Center Flooring-$7625

MOTION: Dr. Novotny moved to approve the Tabled Capital Fee Request for Student Life for $19,379. Mr. Mansheim seconded. All were in favor.

Technical Support: Part Time Contract for Charlie Johnson:
This item was tabled due to insufficient information regarding the duration of the contract and the amount to be paid. Mr. Mortensen will bring back a proposal for the next meeting.

Supplemental Budget Request for Art Department Spray Booth/Exhaust Hood for $9400:
Professor Doell presented a request to install an exhaust hood for use by painting, printmaking, ceramics, sculpture, metalsmithing, and jewelry students. Currently the building has no location to spray fixatives, paints, patinas and glazes that pose a health risk to students through airborne delivery of hazardous materials. An exhaust hood will provide a safe place to spray such substances. This purchase will help carry out program Goal 2 and Goal 4 and their associated learning outcomes, by enabling students to work the required number of hours while monitoring safety and building activity. This request was original part of a ventilation overhaul in sculpture, but was cut when that project went over budget.

The original request to install an exhaust hood for sculpting in the Art Building was approved for $7000. However the quote was obtained several years ago, and now there is an increase of approximately $2000. The Cabinet discussed paying this additional cost from this year’s Capital Fee funds.

MOTION: Mr. Daniel moved to approve the Supplemental Budget Request for Art Department Spray Booth/Exhaust Hood for the additional $2000 to be paid from this year’s Capital Fee monies  Ms. Laske seconded, and all were in favor

2012-2013 Concurrent Enrollment Tuition Proposal
Mr. Carpio explained that with the start of the 2012-13 academic year, high school concurrent students now have a different tuition rate, equivalent to the resident Colorado community college rate ($112.75 after COF). In addition, concurrent students will be assessed a special college service fee rate of $20 per credit hour. As in the past, capital fees and technology fees will not be assessed to students classified as high school concurrent.

Students classified as high school concurrent are those where ASU and the school district have a signed concurrent agreement on file. The school district will cover the tuition costs for specific students they refer to ASU. Currently, all other "high school" or homeschool students are
classified as avocational and would be required to pay regular tuition and all fees. They are not eligible for this new rate.

This proposal suggests that self-pay high school and home school students be charged the same rate as high school concurrent students, rather than the avocational tuition & fee rate. Approval of this request would provide consistency in tuition/fees across all categories of high school students taking ASU courses and would likely impact fewer than 10 students per year.

MOTION: Professor Doell moved to approve the 2012-2013 Concurrent Enrollment Tuition Proposal as presented. Dr. Mumper seconded, and all were in favor

Approval of the Electronic Course Schedule and Preregistration Editing Policy:
Ms. Griego indicated the Policy has been presented to the Operations group, and Dr. Novotny has sent it to department chairs asking for feedback. The academic unit administrative assistants, directors, and managers have also been solicited for feedback. Ms. Griego explained the Policy has been placed in the proper format; however, she was uncertain as to the policy numbering system. At this point, all that lacks is the ASU Seal and final approval.

MOTION: Professor Doell moved to approve the Electronic Course Schedule and Preregistration Editing Policy as presented. Dr. Novotny seconded, and all were in favor

Approval of Tabled Academic Policies:
The following policy was presented for approval. Dr. Novotny indicated minor changes have been made based on feedback that resulted from first reading.

- Pass Grade – GPA Requirements

Approval of Academic Policies:
The following policies were presented for approval. Dr. Novotny indicated minor changes have been made to them based on feedback that resulted from first reading.

- Reading Writing Placement
- Academic Dishonesty
- Faculty Rights
- Institutional Syllabi
- Program Reviews
- Number of Credit Hours BA-BS
- Courses Not Applicable to Degree Requirements
- Second-Additional Majors
- Writing Proficiency
- Minor Completion
- Second Bachelor’s Degree
- Guaranteed Transfer Courses
- Gen Ed Goals, Outcomes & Requirements
- Number of Credit Hours
- Adjunct Salary Policy
- Intellectual Property
- Developmental-Remedial
- GPA Computation
- Grading System
- Honors
- IF Grades
- Incompletes
- Pass-Fail
- Repeating Courses
- Satisfactory- Unsatisfactory Courses
- Semester Honors
- Technical Satisfactory (TS) Grade
- Commencement
- Eligibility for Admission
- Transferrable Grades
- CLEP Dantes Scores
- AP CLEP Scores
- Transfer Vocational Credits
- Coursework Transfers
- Transfer AA-AS
- Transfer AAS-AGS
- BA-BS Transfers
- Credits Over 10 Years

The Cabinet questioned the General Education Goals, Outcomes and Requirements Policy. There are still references to Adams State College that need to be changed to University, and it remains unclear that the 2.0 GPA requirement still applies. IT WAS SUGGESTED TO add the 2.0 GPA requirement statement to the General Education Degree Plan, and to provide training to advisors who have access to the CAPP Module in Banner.

MOTION: Professor Doell moved to approve the Academic Policies presented with minor adjustments to the General Education Goals, Outcomes and Requirement Policy. Dr. Brent King seconded, and all were in favor

Discussion Items:
Requests to Spread Cremated Remains on Campus:
Ms. Laske inquired with the Cabinet as to how to handle requests to spread cremated remains on campus. She has searched and found no such policy, and does not know how to move forward with this topic. She inquired as to whether ASU should develop a policy, or at least develop a best practice statement. The Cabinet suggested that ASU not allow anyone to spread cremated remains on the campus, unless an exception can be obtained by the president.
**Quality Initiative Proposal: HLC Accreditation:**
Ms. Hardesty reported that ASU has chosen to undertake the Open Pathway Quality Initiative in obtaining Higher Learning Commission (HLC) Accreditation. The Quality Initiative takes place during years 5 and 9 of the 10-year cycle. ASU’s Quality Improvement Committee (QIC) has developed a document called, *Possible Quality Initiative Projects for Accreditation.* This document specifies the following:

- **Student Pathways:** The student Pathways Initiative would ensure students reach the goals they came to ASU to fulfill. The campus would support student completion of their desired path such as a certificate program, associate degree, bachelor’s degree, etc.
- **Increase Four-year Graduation Headcount:** With this initiative, the campus would improve processes and programming across campus to encourage and support bachelor’s degree attainment within four years (Finish in Four).
- **Leadership:** The Leadership Initiative entails improving leadership of ASU’s faculty and staff to make ASU a better place. “You own what matters to you.”
- **Quality of Academic Programs:** This initiative would focus on analyzing and improving the quality of our academic programs.

Ms. Hardesty asked the Cabinet to review the document and make suggestions. After review, the Cabinet suggested looking at 1 and 2 of the document. Number 1 should address credentials rather than goals, and number 2 should incorporate bachelor degree attainment in the shortest time frame possible. Dr. Mumper AGREED TO meet with the QIC to develop appropriate language.

**1st Reading: Academic Policies:**
Dr. Novotny presented the following policies, and the Cabinet was asked to review them and provide feedback. He indicated that there still are more academic policies that must go through this review and approval process; once this process is finished, an academic policy schedule will be established to allow for a more in-depth review in the future.

- Evaluation of Degree Requirements
- Course Descriptions – Undergraduate Catalog
- New Program Approval – Undergraduate Programs
- Change to gtPathways Approved Courses
- Catalog-Program Changes – Undergraduate Programs
- New Course Approval/Course Changes – Undergraduate Courses
- Program Changes – Undergraduate Programs

**Name Change Concert:**
Mr. Miltenberger reported the focus of the Grizzly Activity Board (GAB) has changed to provide less frequent, higher-level, major-label bands throughout the year instead of having frequent events featuring less prominent artists. This change is based on feedback obtained after last year’s programming.

This year, a decision was made to incorporate the *Name Change Celebration* into Welcome Week activities. Each year a concert is provided during Welcome Week. After considering last year’s feedback, GAB was able to negotiate a $25,000 plus motel and backline cost for bringing Los Lobos to the campus on August 24 for the culminating concert of the *Name Change Celebration.*
To do so, Mr. Miltenberger requests permission to use the Grizzly Activity Board’s Reserves funding to pay these costs.

The Cabinet discussed issues and opportunities of bringing a big name band to the campus. The benefit of linking the campus to the community is great by providing this extra touch of bringing in a big label artist for a celebration of this caliber. Mr. Mansheim expressed the fear of going too far into GAB’s Reserve funding especially when the budget is so uncertain, and also the perception the community may have that the campus is spending a large amount of money for a concert could have a negative impact.

The Cabinet discussed the need to bring this request to Monday’s Executive Council for further review.

MOTION: Mr. Marquez moved to recommend using GAB’s Reserves funding to pay for the Los Lobos Concert AND THAT Mr. Miltenberger bring the recommendation to Monday’s Executive Council meeting. Dr. Novotny seconded.

**Information Items:**

**Budget:**
Mr. Mansheim announced a few concerns with this year’s budget. The budget factored in 2% graduate and undergraduate enrollment growth before the New Sports Proposal was included. Overall, the budget was developed using 10% enrollment growth calculations. It is taking some time to fill the sports rosters and enrollment numbers do not seem to be heading to 2%. Even with cuts to the New Sports Proposal, we are still negative $120,000. Rodeo is not doing well, Triathlon and Mountain Skiing have been deleted. The New Sports Proposal will be reviewed once again on the 19th and further adjustments will be made. Based on our Period 12 Financials, summer undergraduate enrollment rebounded; but we are still down. Graduate enrollment is up, but not enough to compensate for the decrease in undergraduate enrollment.

**Enrollment Updates:**
Fall undergraduate registrations are down 100 from last year at this time.

**Strategic Planning Updates:**
Three Board members and President Svaldi attended a Statewide Strategic Planning meeting, metrics are being reviewed with the ASU Board of Trustees. Mr. Mansheim will forward these metrics to the Cabinet.

**New Business:**
No new business was presented.

**Adjournment:**
The meeting adjourned at 3:21 P.M.

Respectfully Submitted,
Donna L. Griego,
Assistant to the Senior Vice President