The ASC Cabinet convened a regular meeting on Wednesday November 14, 2012 in the Student Union Building (SUB), Room 315.

Call to Order:
Mr. Mansheim called the meeting to order at 1:05 P.M.

Roll Call of Members:
Mr. Eric Carpio - Absent
Mr. Jeff Cook – Present
Mr. Kevin Daniel - 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. Matt Nehring - Present
Dr. Frank Novotny – Absent
Ms Judy Phillips - Present
Ms Tracy Rogers - Present
Mr. Walter Roybal - Present
Mr. Mark Schoenecker - Present
Dr. Dave Svaldi - Absent
Mr. Erik van de Boogaard - Absent

Approval of Agenda:
The agenda was amended to include Discussion Item C. Archival of Portal Announcements.

MOTION: Mr. Daniel moved to approve the agenda as amended. Mr. Schoenecker seconded. All were in favor.

Consent Agenda:

- October 10, 2012 Meeting Summary

MOTION: Mr. Marquez moved to approve the Consent Agenda as presented. Mr. Schoenecker seconded. All were in favor.

Action Items:

**SPSS Predictive Analytics Software (SPSS) Course Specific Fee Approval:**
The departments of Psychology and Sociology propose the addition of a permanent $25.00 course specific fee per each student enrolled in the following academic courses:

- PSYC 211 – Introduction to Statistics
- PSYC 355 – Research Methods in Psychology
- PSYC 345 – Psychological Testing and Assessment
- SOC 311 – Social Statistics
- SOC 455 – Sociological Research Methods

Monies generated from this fee will be used to support this SPSS technology related to the instruction of these courses. Students that select to be Psychology and Sociology majors or minors are expected to learn how to use SPSS Predictive Analytics Software. SPSS is the primary statistical analysis tool for both the psychology and
sociology disciplines. Learning the software has been incorporated into the expected student outcomes for these courses. In addition, SPSS-based topics, discussions, and assignments are included in the texts that are available for the above classes. Within the field of psychology, knowledge of SPSS is tested on the Graduate Record Examination (GRE) Psychology Subject Test, which is a requirement for many graduate programs.

Over the previous few years the cost of SPSS has risen to a point where departments can no longer absorb the technology cost within their budgets. At the same time, SPSS is not used by enough departments or enough students to meet the threshold so that ASU can purchase and support it. Therefore it is believed that a course specific fee is the only option that will allow this needed technology to be provided to our students.

MOTION: Dr. Nehring moved to approve the SPSS Course Fee Proposal. Mr. Daniel seconded. All were in favor.

Counselor Education Ph.D. Online Program Proposal Approval:
A request to offer a Ph.D. in Counselor Education was presented. Currently, there are no other Ph.D. programs in Counselor Education offered online in Colorado; ASU would provide a unique opportunity. The proposed doctoral program will follow the current MA in counseling online model offering the Ph.D. to those students who cannot attend a traditional campus, because of financial situation or geographic location.

The Counselor Education Program at ASU is accredited by the Council for Accreditation of Counseling and other Related Educational Programs (CACREP). This accreditation is the standard for counseling programs and all states use this standard for setting requirements for licensing counselors. The Counselor Education Department will seek CACREP accreditation for its doctoral degree as well. There is a growing need for counselor educators in the field, and there are only a few doctoral programs in counselor education that are offered online at private schools. The ASU Program will meet a pent up need for an affordable online Ph.D. in Counselor Education.

Students must enter the doctoral program with a 48 hour master’s degree in Counseling from a CACREP approved program. If the student’s degree is from a non-CACREP Program, additional hours will be assessed. Students will be required to come to the Alamosa campus for intensives, while academic courses will be offered online. The ASU Counselor Education Ph.D. Program requires 66 hours-worth of coursework. Within those 66 hours are 24 hours of core courses; 14 hours of research; 10 clinical hours; 3 elective courses; and 15 dissertation hours.

The following breakdown comprises the proposed budget:

**Counselor Education**

**PhD Program**

**Proposed Budget**

<table>
<thead>
<tr>
<th>Year</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
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<tbody>
<tr>
<td><strong>Enrollment</strong></td>
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<tr>
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<tr>
<td>Cohort 4</td>
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<td></td>
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<tr>
<td>Number of Students</td>
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</tr>
<tr>
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<tr>
<td>Tuition Rate</td>
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<td>$570</td>
<td>$580</td>
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<tr>
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<td>181,440</td>
<td>256,500</td>
<td>334,080</td>
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</table>
The Cabinet discussed the fact that the Graduate Council and Dr. Novotny support the proposal.

MOTION: Dr. Nehring moved to positively recommend the Counselor Education Program Proposal. Ms. Laske seconded the motion. All were in favor.

Discussion Items:

Adapted Intervention Mapping (AIM) Task Force:

Mr. Roybal presented the AIM initiative. This initiative is a strategic planning process for assessing, investigating, and implementing evidenced-based changes to improve health eating and physical activity in school environments. This AIM process has three phases: Assess, Investigate, and Make it Happen. In the Assess Phase (2 meetings), task force members look at the school environment and determine what policies, practices, and built environment features facilitate or impede healthy eating and physical activity opportunities. In the Investigate Phase, (3 meetings), the task force is guided to identify four, evidence-based changes to implement at the school (two changes for healthy eating, two changes for physical activity). In the Make It Happen Phase, (6 meetings), the task force is guided in developing action plans for implementing the changes, which may include gathering information, collecting surveys, and/or conducting interviews, creating slogans for promoting enthusiasm for the changes amongst the school community, and identifying strategies for ensuring that changes are sustained.

The 2012-2013 program consists of 11, two-hour meetings, over a 12-month period. The first two meetings typically occur in October, with one meeting per month until April or May, then two meetings the following October or November. Meetings are led by the AIM Facilitator and there is a Co-Facilitator from the school who helps manage the team and takes increasing levels of responsibility for co-leading meetings as the year progresses.

During the 2011-2012 year, RMPRC AIM Facilitators led eleven elementary school taskforces in the SLV and SEC through the AIM Process. The RMPRC would be thrilled to pilot AIM at Adams State University, which could lead the way to expanding AIM into higher education.

1st Reading Academic Policies:

The following Academic Policies were presented, and the Cabinet was asked to review them and provide feedback:

- Transfer Pre-Approval
- Student Rights-Responsibilities
Archival of Portal Announcements:
Mr. Daniel indicated that the ABM Policy should include a section on the archival of Portal announcements. He inquired with the Cabinet as to how long these announcements should be kept or whether they should be kept at all. The Cabinet SUGGESTED THAT Computing Services should decide the recommended time-frame for keeping Portal Announcements based on data storage space. IT WAS ALSO SUGGESTED to keep this time-frame consistent with other policy time-frames with regard to data usage.

Information Items:
ASU’s Presidential Executive Committees:
Mr. Marquez reported that at the summer Executive Council Retreat, a sub-committee was established to research the functionality of the current presidential executive committee structure. Each has a specific charge with regard to communication:

Members have the responsibility of serving as a communication link between committee and university constituents. This communication, which must be reciprocal, involves anticipating issues, seeking perspective and advice, and sharing information before and after decisions are made.

The following 3 committees were restructured:

Executive Council (EC): Advises the university president on matters of broad institutional significance. Responsibilities of the Council include:
- Implementation of the strategic plan
- Development of an annual budget to support the strategic plan
- Advise on day-to-day operational and personnel matters
Meetings are held the first and third Monday of each month and chaired by the university president.

**President’s Cabinet (Cabinet):** The Cabinet is the primary planning body of the university. The Cabinet is responsible for setting the strategic vision of the University and writing its strategic plan. It reviews and recommends approval of other major planning and policy documents to the university president.

Meetings are held monthly and chaired on a rotating basis by members of the Executive Council.

**Campus Renewal and Planning Committee:**
The facilities planning process is a year-round activity tied to specific budgetary planning schedules that are a part of the State budget process. The role of the committee is to assure that the Cabinet receives all relevant advice before making major and minor capital planning decisions, including the campus’ long-range facilities master plan. Therefore, the role of the University Facilities Planning Advisory Committee includes the following elements:

- **Review:** Serve as a review panel for the Facilities Services department for the institutional facilities master plan, the two and five year cash capital construction plans, and the State capital and controlled maintenance requests.
- **Consultation:** Serve as a communication channel for the various constituencies affected by the planning and design of physical facilities, including faculty, students, staff, and the surrounding community.
- **Advice:** Formulate recommendations to the Executive Council and Cabinet on major and minor capital outlay, and the campus’ long-range physical development proposals and plans.

Meetings are held quarterly and chaired by the Associate Vice President of Facilities Services. Meetings will be held the 4th Friday of January, April, July, and October.

**Operations:** This group will no longer exist.

**Budget:**
Mr. Mansheim announced that the Governor has made a request to fund higher education by $30 million with an additional $5.3 million increase to need-based Financial Aid. This model produces a $648,000 increase for ASU. It is uncertain as to whether there will be any additional monies, we could possibly know with the January Forecast.

Internally, senior administration has been meeting weekly to evaluate enrollment trends, tuition revenues, cash balances, vacancy savings, and state funding scenarios. A recommendation was made pending presidential approval to suspend the 2013-2014 budget request process. The only types of budget requests to be considered will be those that are required to address health/life/safety issues. This group has been meeting with budget managers and making enrollment-based adjustments in adjunct lines and other variable expense categories. This process will continue over the next couple of months. As a first step, an amount equal to 10% of the prior year’s travel expenditures will be cut from campus operating budgets in the current year. In 2013-2014, budgets will be reduced by 20% of the 2011-2012 actual travel expenditures. Admissions and athletic team travel will be exempted from this reduction.

A special meeting will be held with ASU’s Board of Trustees to communicate this plan. There is a $2 million hole in the current-year budget that must be fixed by additional cuts. At this point, it is premature to communicate anything further with the campus.

**IT IS IMPORTANT TO** note that had ASU not approved all of the spending last year, we would still be in the same budgetary situation due to enrollment decreases.
Strategic Planning Updates: Mission/Vision Statements:
The Cabinet TABLED this item for the upcoming November 28, 2012 meeting. Everyone was asked to bring feedback from respective internal small groups.

New Business:
Admissions Bus Tour:
Dr. Mumper reported 90 students on campus from the Denver area, 50 from the Albuquerque area and 10 from the Front Range. It’s important to note, that 90% of those that signed-up, showed-up. Based on historic data, this is a good measure of interest.

Adjournment:
The meeting adjourned at 1:55 P.M.

Respectfully Submitted,

[Signature]

Donna L. Griego,
Assistant to the Senior Vice President