METROPOLITAN STATE COLLEGE of DENVER
Academic and Student Affairs Subcommittee
Wednesday, March 10, 2010
9:30 a.m. – 12:00 p.m.
CN 301

AGENDA

I. CALL TO ORDER

II. APPROVAL OF MINUTES
   a. Approval of October 7, 2010 Academic and Student Affairs Subcommittee Meeting Minutes
   b. Approval of January 13, 2010 Academic and Student Affairs Subcommittee Meeting Minutes

III. INFORMATION ITEMS
   a. Hiring of Academic Director of First Year Success & Learning Communities
   b. Reappointment of First-year Faculty to Second-Year

IV. ACTION ITEMS
   a. Department Chair Compensation
   b. Sabbatical Leave Recommendations for 2010-11
   c. Granting of Faculty and Administrator Emeritus status
   d. Bachelor of Arts to Bachelor of Science in Human Performance and Sport (K-12 and Adult Fitness and Exercise Science)
   e. Civil Engineering Technology credit hour increase from 126 to 129
   f. Women’s Studies Major
   g. Study Abroad Program in Mexico (Nutrition)
   h. Study Abroad Program in Hungary (Civil Engineering Technology)
   i. Program fee for Music
   j. Program fee for Accelerated Nursing

V. REQUEST FOR FUTURE AGENDA ITEMS

VI. FEEDBACK ON MEETING
   1. Did we cover the agenda items?
   2. What should the chairperson do more (or less) of?
   3. What can we do differently at future meetings to improve their effectiveness for you?
   4. What two things do we need to pay more attention to?

VII. ADJOURNMENT
METROPOLITAN STATE COLLEGE of DENVER
Academic and Student Affairs Subcommittee Meeting

Wednesday, October 7, 2009
8:30 a.m. – 11:00 p.m.
CN301
Auraria Campus

MINUTES

I. CALL TO ORDER
A. The meeting was called to order at 8:35 a.m. The chair requested to modify the agenda to include an additional action item of pending approval of the Masters’ packets.

Board of Trustees Present:
Trustee Esquibel, Trustee Lucero; Trustee Phelan; Student Trustee Higginson; Faculty Trustee Nees

Metro State Personnel Present: Vicki Golich, Provost and Vice President for Academic Affairs; Kathleen MacKay, Vice President for Student Services; Judi Diaz-Bonacquisti, Associate Vice President for Enrollment Services; Sheila Thompson, Director of Student Learning Assessment; Sandra Haynes, Dean, School of Professional Studies; Joan L. Foster, Dean, School of Letters, Arts & Sciences; John Cochran, Dean, School of Business; Lynn Kaersvang, President, Faculty Senate; John Cochran, Dean, School of Business; Elena Sandoval-Lucero, Director of Admissions and Outreach; Eriks Humeyumptewa, Coordinator of Academic Policy Oversight; Linda Sivertson, Program Assistant, Academic Affairs

II. APPROVAL OF MINUTES
A. Approval of the July 27, 2009 Academic & Student Affairs Subcommittee minutes: It was moved and seconded to approve the July 27, 2009 minutes as written. The motion passed unanimously. The chair requested that minutes be sent as soon as possible after meetings.

III. INFORMATION ITEMS
A. Admission Strategy: Elena Sandoval-Lucero

Elena Sandoval-Lucero presented a PowerPoint presentation on recruitment initiatives. Admissions actively attends college fairs as well as participates with the Colorado Council on High School and College Relations.

She also presented information on the “Excel Program.” The program serves 15 high schools and helps to build relationships for higher education as well as offering pre-collegiate activities.
Dr. Sandoval-Lucero also presented information about transfer rates to Metro State. Currently, Metro State is the top school to which students transfer. Also, the Admissions office regularly meets with area community colleges about transfer issues.

Ms. Diaz-Bonacquisti noted that Metro State Transfer Services staff are nationally recognized as leaders in their field and are frequently queried about best practices.

There was some discussion about the PSEO (Post-Secondary Options) and FASTRACKS programs as they pertain to Metro State.

The board members thanked Dr. Sandoval-Lucero and Ms. Bonacquisti for the information presented.

B. Masters Programs Update: Sheila Thompson

Dr. Sheila Thompson presented a brief progress report of the Masters Program initiative. The site visit from the Higher Learning Commission (HLC) is scheduled for February 1 – 2, 2010. The HLC team will no doubt wish to speak to board members.

Also, there is a Metro State website with an FAQ and submission form that interested parties may use if they are interested in the programs.

The faculty senate has approved the Accountancy program and is expected to approve the Teacher Education and Social Work programs soon.

Dr. Thompson, the deans, and the provost are discussing policies and hope to have minimum standards created for such things as admissions criteria, enrollment, and other academic policies.

IV. ACTION ITEMS

A. Proposal for five new certificates in Hospitality, Tourism, and Events: Sandra Haynes

Dean Sandra Haynes presented the five new certificates in Hospitality, Tourism, and Events (HTE). The certificates of completion are designed to help returning students re-tool their skill set.

The certificates are for post-baccalaureate students only. John Dienhart, chair of HTE, noted that current Metro students would be unable to choose to complete a certificate program, but would instead choose a major with minor. Current students would graduate with a bachelor’s degree in the field of HTE with specific emphases and that the certificates were primarily designed for workforce individuals who needed additional certification or additional skills and networking. The trustees did have some questions about that and pointed out that advising would be key in making sure students were aware of this.
The Trustees recommended that the proposal for the five new certificates in Hospitality, Tourism, and Events be presented for approval to the full Board at the November 2009 meeting.

B. Graduate Programs: Sheila Thompson, Sandra Haynes, John Cochran, and Joan Foster

Dr. Sheila Thompson handed out copies of the proposed catalog copies for the three masters programs. The Chair requested a five-minute break so the trustees could review the materials.

The meeting reconvened at 9:47 a.m. The trustees elected to discuss each program. However, they also chose to defer any recommendations until the financial modeling data could be presented in conjunction with the curriculum. Approval for recommendation would be made at a later date, most likely via conference call. The presentations at this meeting were informational in nature.

Dean John Cochran presented the MPAcc (Master of Public Accountancy) proposal. The program is based on other regional programs and would allow graduates to sit for the CPA exams upon graduation. The program includes both a 3+2 and 4+1 program.

The board members noted that between the three programs, there were not uniform admissions criteria. However, Dr. Thompson noted that a baseline index was being developed and that programs could choose to be more rigorous.

Dean Joan Foster presented the Social Work program. Currently, the program requires external agency accreditation and the Social Work department has a very strict timeline and milestones that must be met. Therefore, the program will begin no sooner than Fall 2011.

The program will meet community needs as well as that of students in the field of Social Work.

Dean Sandra Haynes presented the Masters of Teaching program. The Teacher Education department based this program on such variables as post-baccalaureate student numbers, market analyses, and also the general population.

Program options include taking classes for licensure and then sitting for the licensure exam. Admissions standards to the program are based on criteria set by the Colorado Department of Education.

Although most peer schools for teacher education do not require GRE scores, it is likely that Metro State would set-up an index score criteria as this would demonstrate the quality of the program.
The trustees reiterated that they could agree conceptually to all three proposed programs, but would need to see both the curriculum and financial views in tandem before making any recommendations.

No motion to recommend was made. This will be conducted via conference call at a later date.

V. REQUEST FOR FUTURE AGENDA ITEMS
   A. The request was made for discussion of the following:
      i. Stimulus money allocation
      ii. Low demand programs

VI. FEEDBACK ON MEETING
   A. Did we cover the agenda items?
      i. Yes.
   B. What should the chairperson do more (less) of?
      i. Trustee Phelan commended Chairman Esquibel on his flexibility.
   C. What can we do differently at future meetings to improve their effectiveness for you?
      i. The chair requested that the minutes be provided as soon as possible.
   D. What two things do we need to pay more attention to?
      i. The trustees present felt the meetings were running well.

VII. ADJOURMENT
   A. The meeting was adjourned at 10:20 a.m.
METROPOLITAN STATE COLLEGE of DENVER
Academic and Student Affairs Subcommittee Meeting

Wednesday, January 13, 2010
9:30 a.m. – 12:00 p.m.
CN 301
Auraria Campus

MINUTES

VIII. **CALL TO ORDER**
A. The meeting was called to order at 9:32 a.m. The chair noted that there would not be a quorum but requested that the meeting continue as planned. The trustees present would hear and discuss the agenda items. Certain time sensitive items will be forwarded to the full Board meeting in February 2010. Materials presented at this meeting will also be forwarded to the committee members, along with the minutes.

Board of Trustees Present:
Trustee Esquibel; Student Trustee Higginson; Faculty Trustee Nees
Metro State Personnel Present: Vicki Golich, Provost and Vice President for Academic Affairs; Kathleen MacKay, Vice President for Student Services; Luis Torres, Deputy Provost; Richard Wagner, Director of Program Review; Sheila Thompson, Interim Associate Vice President for Academic Affairs; Sandra Haynes, Dean, School of Professional Studies; Joan L. Foster, Dean, School of Letters, Arts & Sciences; John Cochran, Dean, School of Business; Lynn Kaersvang, President, Faculty Senate; John Cochran, Dean, School of Business; Akbarali Thobhani, Executive Director of International Studies; Paula Martinez, Registrar; Vaughn Toland, Associate Director of Transfer Services; Eric Dunker, Director of Assessment and Testing Center; Eriks Humeyumptewa, Coordinator of Academic Policy Oversight; Linda Sivertson, Program Assistant, Academic Affairs; Vonda Knox, Executive Assistant to the Provost.

IX. **APPROVAL OF MINUTES**
A. Approval of the October 7, 2009 Academic & Student Affairs Subcommittee minutes:
Approval of the minutes was deferred until the March 10, 2010 meeting.

X. **INFORMATION ITEMS**
a. General Studies Policy Enforcement – Sheila Thompson
Dr. Thompson discussed the General Studies Completion Task Force and noted that several members of that group were in attendance, including Vaughn Toland, Paula Martinez, and Eric Dunker.

The committee is creating procedures to enforce the existing policy requiring students to complete their Level I General Studies courses within the first 30 credit hours at Metro State. In the past, students have taken these courses often as juniors or seniors. Beginning with students who have a catalog year of Fall 2009, a registration hold is
placed on their account that requires them to take all three Accuplacer placement examinations prior to registration.

In looking at student data, there are approximately 1600 students with 60 hours and above that have yet to take their Level I Mathematics or even the placement examination. As more data becomes available, they will be presented to the trustees. The process of notifying students of this hold and requirement is ongoing.

b. General Studies Program Revision Updates – Vicki Golich
Provost Golich discussed the overall General Studies Program revisions. Significant progress has been made and specific outcomes for Goal One have been drafted and reviewed by the faculty. Outcomes for Goal Two have been identified and are being drafted. The next step will be to examine Goals Three and Four.

It was noted that Metro has looked at other schools’ models and their success records of implementing General Education revision. The designations of “Level I” and “Level II” will also be changing to a more matrix-based framework whereby course categories are linked to the student learning outcomes. This should also help students in understanding that the knowledge and skills articulated in the learning outcomes are also important for lifelong learning.

Provost Golich congratulated everyone on the committee for their dedication and hard work on this important initiative.

c. Faculty Hiring Updates – Vicki Golich
Provost Golich presented data on faculty hires to-date. Currently, Metro has approximately 79% of the full-time faculty as Tenure/Tenure-Track. This is in accordance with the goal of hiring more tenure-track faculty. The positions are available due to open lines from retirements and conversions of visiting or full-time temporary lines. There was discussion about increasing the number of new lines available. Once the economy improves, the goal will be to increase the number of new lines available, as opposed to re-staffing retirement and conversion lines.

d. Tenure and Promotion Updates – Vicki Golich
Provost Golich noted that the Tenure and Promotion updates were linked to the previous agenda item of faculty hiring updates. To date, 24 faculty members have applied for tenure and/or promotion to Associate Professor; 15 have applied for Full Professor. The large number is a result of the ongoing focus on hiring tenure-track faculty.

Vice President MacKay also discussed the possible use of a software package that might help in converting the hardcopy dossier process to an electronic filing format. A faculty committee has been examining the possibility of using the software. However, there are still issues of intellectual property rights that need to be addressed before further discussion.
XI. ACTION ITEMS

a. Program Review – Richard Wagner
Dr. Wagner discussed the Program Review schedule and also presented some additional handout materials on Program Review. He noted that the review schedule was fluid because the program review year might be changed to align it with a program’s external accreditation visit or other such needs. He also noted that the Program Review is conducted by the Program Review Committee, but that other constituents are sometimes called on for assistance or expertise. Membership on the committee is a commitment of three years, due to the depth and breadth required to successfully serve on the committee. Dr. Wagner also thanked Jennifer Caine in absentia for her past work as Director of Program Review (she retired at the end of AY 2008-09).

There was some discussion about linking program review with strategic planning. This would create more continuity in attention to the issues raised in program review, rather than just a comprehensive review every seven years. It is important that items like space, materials, and resources be continually reviewed as to how they affect a program and any accreditations it may have.

Dr. Wagner presented executive summaries of the most recent reviews. Included were Chicano Studies, Health Care Management, Human Performance and Sport, Mathematics, Music, Physics, and Women’s Studies. Discussion about each of the programs followed. Questions that arose included how courses are crosslisted, faculty lines, space and resource needs – in particular a possible Field House for Human Performance and Sport and a building of Fine Arts for Music, Theatre, and Art. Also discussed were the number of credit hours for Music and the interest the program has in increasing the state-mandated credit-hour cap.

Dr. Wagner briefly discussed the process by which external reviewers are chosen and how they might better ensure the quality of the reviewer. Some ideas would be to seek input from like institutions as well as accrediting agencies in specific disciplines.

Trustee Esquibel requested that approval of this action item be deferred until the March meeting, as it is not extremely time-sensitive.

b. Handbook Updates – Vicki Golich
Provost Golich presented two handbook updates. Wording changes related to retention, tenure, promotion, and post tenure review were precipitated by past occurrences where additional material was added without the faculty member’s knowledge. These changes are intended to protect faculty members undergoing any of the above evaluation processes, once they have submitted their materials. The wording changes state that no additional materials may be added to faculty dossiers without notifying them first.
Should additional materials need to be added to a faculty’s file, they will be notified and given a chance to respond, if necessary, to the additional material.

During this academic year, Metro State has been following this notification process and has notified faculty members if additional materials need to be added. It is important that this become explicit policy the Handbook as part of the guidelines and practices of the College. Faculty Senate President Lynn Kaersvang noted that while a vote on this item could be delayed, it would be best to try and move this forward to the full board as soon as possible. Such action would help allay faculty concerns.

The trustees present acknowledged that the standards were already in practice, that they were in support of the Handbook changes, and had no concerns about recommending approval.

The second Handbook change dealt with the hiring criteria for the Criminal Justice Program. Dean Haynes gave a brief overview, explaining that in the changes to an effort to move towards preeminence and accreditation standards, the Criminal Justice program has requested that their hiring standards be a JD, PhD, or ABD. Currently it is JD, PhD, or MA. If approved, this would become effective in Fall 2010. As the CJC program is already in the process of hiring new faculty, this agenda item is not time critical at this point. Trustee Esquibel noted that this item will be deferred to the next meeting in March.

c. Study Abroad Program in Ethiopia – Ali Thobhani

This study abroad trip has grown out of one of President Jordan’s initiatives to partner with various educational institutions in Ethiopia, but in particular, with Aksum University. Metro State currently has regular communications with them and there are long term goals of having faculty exchange programs as well as continued study abroad trips. Aksum University is a relatively new institution (5 years old) and there are many opportunities to partner with them on student learning opportunities as well as the aforementioned faculty exchanges.

Dr. Thobhani has led many study abroad trips to various parts of Africa and has taken numerous planning trips to Ethiopia. As with all study abroad trips, financial issues for students tend to impact enrollment. Dr. Thobhani has been working with Institutional Advancement and other entities about creating scholarships and other avenues of funding for Study Abroad. Many universities subsidize study abroad funding by implementing a campus-wide student fee that provides a certain income to the study abroad programs. If no students apply for this trip to Ethiopia, faculty research and activities will still continue.

Dr. Thobhani did point out that study abroad trips are now a national priority and there is much encouragement for students to partake in this activity. Of interest is one trend
where study abroad trips are moving away from the traditional language immersion type of courses and are now more multidisciplinary or service-based. Some newly popular countries in which to study include China, Argentina, Republic of South Africa, and Ethiopia, to name a few.

Currently, Metro State has approximately 200 students who participate in study abroad in any given year. While this is only about 1% of our total enrollment, it is in line with national trend data.

The trustees present requested that this item be moved for approval by the full board in February. None of the trustees had any concerns.

XII. REQUEST FOR FUTURE AGENDA ITEMS
   a. Additional Discussion
      There were no specific requests for future agenda items.

      However, the trustees present did note that there were no concerns with the Handbook Updates item (IV.b.) and the Ethiopia Trip item (IV.c.) and will request that the full board of trustees approve these two items at the February 2010 Board of Trustees meeting.

XIII. REQUEST FOR FUTURE AGENDA ITEMS
   a. Did we cover the agenda items?
      a. Yes.
      b. What should the chairperson do more (or less) of?
      c. What can we do differently at future meetings to improve their effectiveness for you?
         a. Contact the board members more often and send reminders about meetings dates.
         b. The trustees noted that they appreciated having the meeting materials sent to them in a timely manner for their review.
      d. What two things do we need to pay more attention to?
         a. No comment.

XIV. ADJOURNMENT
   a. The meeting was adjourned at 11:25 a.m.
Information Item IIIa

AGENDA ITEM: Hiring of Academic Director of First Year Success & Learning Communities

BACKGROUND:
The Division of Academic Affairs initiated a search for the Academic Director of First Year Success & Learning Communities in late summer 2009, following a failed search in spring 2009. The ideal candidate must have a scholarly record and teaching experience that demonstrates eligibility for tenure and rank at either Associate Professor or Professor at Metropolitan State College of Denver. The Academic Director is responsible for the vision, leadership and administrative oversight of all academic programs and initiatives of the First Year Success Program and of general learning communities that serve students beyond the first year.

The Academic Director coordinates the First-Year Success program in collaboration with the Division of Student Services on co-curricular components and with Deans and Faculty on curricular components including First-Year Learning Communities and general learning communities. The Director will lead the development of future Learning Communities. Primary responsibilities include program development, scheduling of semester course schedules, and integration of multiple program elements provided by various units on campus.

INFORMATION:
Dr. Sandra Posey has been hired as Academic Director for First-Year Success & Learning Communities. Her most recent appointment is as Associate Professor in the Interdisciplinary General Education Department at California State Polytechnic University. She also serves as Interim Director of the Center for Community Service-Learning at Cal Poly. Her PhD in Folklore and Mythology was received in 1999 from the University of California at Los Angeles. Dr. Posey has published articles in a variety of journals including Western Folklore, the Journal for Civic Commitment, and Women’s Studies: An Interdisciplinary Journal. She has also served as Project Director for several grants, including a Brimstone Grant from the National Storytelling Network, an AmeriCorps grant, and a California Stories Grant from the California Council for the Humanities.

Dr. Posey will start as Director on May 3, 2010.
Information Item IIIb

AGENDA ITEM: Reappointment of First-Year Faculty to Second-Year

BACKGROUND:
The policies and procedures for the annual evaluation of tenure-track faculty are explained in the Handbook for Professional Personnel, section V.A-H, and for reappointment, section VII.A-E. For first-year faculty reappointments, the Department Chairs, Deans, and Provost evaluate the faculty and make recommendations to the President, who has the final responsibility for reappointment. Academic Affairs has completed the review of the reappointment recommendations by the Chairs and Deans of the twenty-two first-year faculty members.

INFORMATION:
Academic Affairs recommended reappointment for all twenty-two first-year faculty members:

School of Business (2)

Gregory S. Black, Marketing
Nicole S. Vowles, Marketing

School of Letters Arts and Sciences (9)

John Ethier, Mathematical & Computer Science
Claire M. Hay, Earth & Atmospheric Science
Kimberly A. Klimek, History
Laura K. Love, Theatre
Brandon Stephen Matthews, Music
Louis Montoya, Social Work
Adriana Pilar Nieto, Chicana/o Studies
Julie A. Reyes, Sociology, Anthropology & Behavioral Sciences
Luis Balmore Rivas, English

School of Professional Studies (11)

Jennifer E. Capps, Criminal Justice & Criminology
Diane Carroll, Teacher Education- Special Education, Early Childhood Education, Reading & Educational Technology (SECRET)
Dennis N. Corash, Teacher Education- Elementary, Secondary, Linguistically Diverse & K-12 Education (ELKS)
Amy K. Dore, Health Professions
Kara F. Halley, Teacher Education-SECRET
Tina J. Herring, Teacher Education-SECRET
Henry Jackson, Jr., Criminal Justice & Criminology
Vicki L. Nilles, Teacher Education-ELKS
Jan Perry-Evenstad, Teacher Education-ELKS
Deborah B. Poling, Nursing
Jean Rother, Nursing
Action Item IVa

AGENDA ITEM: Department Chair Compensation Proposal

BACKGROUND:
Throughout the fall and spring semesters, the Provost, Deans, and Council of Chairs have discussed the overall approach to Department Chair Compensation. They have reviewed the current Handbook language, a 5 year trend analysis of Chair compensation, and comparative institution practices. Based on this contextual information, a number of different approaches have been proposed and discussed.

INFORMATION:
We plan for the new Department Chair compensation approach to take effect on July 1, 2010 commencing with the FY11 budget year. Department Chairs will be paid 130% of their base faculty salary and will be placed on a 12-month administrative contract.
**Action Item IVb**

**AGENDA ITEM:** Sabbatical Leave Recommendations for 2010-2011

**BACKGROUND:**
The policies and procedures for sabbatical leaves are explained in the *Handbook for Professional Personnel*, section IX.A. Sabbatical leaves are especially significant as they represent the highest level of professional development we offer our faculty. The process for faculty to apply for Sabbatical Leaves for the 2010-2011 academic year has concluded, and the applications have been evaluated by the appropriate levels—Department Chairs, Deans, Faculty Senate Sabbatical Leave Committee, and Academic Affairs. Faculty may request a Sabbatical Leave for one semester at full pay or two semesters at half pay.

**INFORMATION:**
Eight faculty members applied for sabbatical leaves for 2010-2011. All previous levels recommended all eight applicants, but Academic Affairs has recommended only seven. Of these, four requested leave for Fall 2010, two for Spring 2011, and one for the full academic year.

Funding these sabbatical leaves represents 28 sections to cover with Affiliate faculty assuming 4 classes of 3 hours each per faculty member. Faculty may also request support for travel and supplies to more fully realize their sabbatical activities and projects.

The total amount required to fund seven sabbaticals is $117,706: $99,064 is teaching replacement costs and $18,642 is for additional expenses.

**RECOMMENDATIONS:**

1. Paul Camp, Finance
2. Christy Ann Carello, Biology
3. Russell A. Cormier, Chemistry
4. Roberto Forns-Broggi, Modern Languages
5. Madison Holloway, Management
6. Thomas McInerney, History
7. Margaret “Peggy” O-Neill-Jones, Technical Communications and Mass Media
AGENDA ITEM: Granting of Faculty and Administrator Emeritus Status

BACKGROUND:
The policies and procedures for granting Emeritus status for faculty are explained in the Handbook for Professional Personnel, section VII.I, and for administrators, VII.J. To be eligible, faculty and administrators must have completed at least ten years of full-time service. Their nomination must also be substantiated by excellence of performance and other contributions to the College.

INFORMATION:
This year, six faculty members were nominated by their respective departments and Deans and one administrator by her administrative unit and senior administrator. Academic Affairs has recommended all seven to President Jordan, who has supported Emeritus status for all seven. These individuals have provided Metro State with excellent service and have left legacies upon which the College will continue to build. Their length of service ranges from 19 to 42 years.

RECOMMENDATION:
Academic Affairs is recommending all seven for Emeritus status: six for Faculty Emeritus and one for Administrator Emeritus.

Faculty

Dr. Tadini Bacigalupi — Professor Emeritus—Sociology
Department of Sociology, Anthropology & Behavioral Sciences; School of Letters, Arts and Sciences
19 years of service

Mr. Thomas J. Corona — Associate Professor Emeritus—Meteorology
Department of Earth & Atmospheric Science; School of Letters, Arts and Sciences
27 years of service

Dr. Earl E. Hasz — Professor Emeritus—Mathematical and Computer Sciences
Department of Mathematical & Computer Science; School of Letters, Arts and Sciences
39 years of service

Dr. John C. Krenetsky — Professor Emeritus—Biology
Department of Biology; School of Letters, Arts and Sciences
42 years of service

Dr. Laszlo A. Pook — Professor Emeritus—Computer Information Systems
Department of Computer Information Systems; School of Business
25 years of service

Dr. Ellen P. Susman — Professor Emeritus—Psychology
Department of Psychology; School of Letters, Arts and Sciences
35 years of service

Administrator

Ms. Jayne James — Administrator Emeritus—The Internship Center
Division of Academic Affairs
30 years of service
**Action Item IVd**

**AGENDA ITEM:** Human Performance and Sport Bachelor of Science proposal

**BACKGROUND:**
The Department of Human Performance and Sport, housed in the School of Professional Studies, offers a major in Athletic Training Education Program (resulting in a Bachelor of Science Degree) and in Human Performance and Sport (resulting in a Bachelor of Arts Degree). Students majoring in Human Performance and Sport may choose from three concentrations: K-12 Physical Education, Adult Fitness and Exercise Science, and Sport Industry Operations.

**INFORMATION:**
The Human Performance and Sport faculty proposed a change from the Bachelor of Arts to the Bachelor of Science degree for the K-12 Physical Education and the Adult Fitness and Exercise Science concentrations. The faculty report that both K-12 and Adult Fitness and Exercise Science students are exposed to a curriculum with roots in the basic sciences. The College Program Review committee recommended adopting the Bachelor of Science degree for the K-12 and Adult Fitness and Exercise Science concentrations within the Human Performance and Sport major. The College Program Review committee recommended retaining the Bachelor of Arts designation for the Sport Industry Operations concentration.

The Adult Fitness and Exercise Science concentration will be applying for accreditation to the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The change to a Bachelor of Science degree would support the accreditation request. All 14 of the Exercise Science programs accredited by the CAAHEP confer a Bachelor of Science degree. The k-12 Physical Education program would benefit from the change to a Bachelor of Science degree through enhancement of recruiting and retention efforts.

The Faculty Senate approved the request to change the Bachelor of Arts degrees to Bachelor of Science degrees for the K-12 Physical Education and the Adult Fitness and Exercise Science concentrations in the Human Performance and Sport major. The Board of Trustees must approve any change in the title of a degree.

**RECOMMENDATION:**
The Office of Academic Affairs recommends approval of changing the Bachelor of Arts degrees to Bachelor of Science degrees for the K-12 Physical Education and the Adult Fitness and Exercise Science concentrations in the Human Performance and Sport major.
**Action Item IVe**

**AGENDA ITEM:** Civil Engineering Technology Major credit hour increase proposal

**BACKGROUND:**
Presently, the Bachelor of Science in Civil Engineering Technology requires successful completion of 126 credit hours. The Civil Engineering Technology program is accredited by ABET which sent a team for a reaccreditation site visit in Fall 2009. Following this visit, the program faculty proposed several curricular changes, including the addition of three courses, deletion of two courses, modification of two other courses, specification of a General Studies Arts and Letters course, and addition of a computer programming course option. All of these changes were approved by the Faculty Senate.

**INFORMATION:**
The net result of the Civil Engineering Technology curriculum changes is an increase in the number of credit hours required for the major, and consequently for the degree. Previously, 57 credit hours were required for the major, 51 credit hours were required for General Studies and various ancillary courses, and 18 credit hours were required for a concentration. The proposed changes result in a requirement of 60 credit hours for the major. The General Studies and ancillary requirements remain at 51 credit hours and the concentration requirements remain at 18 credit hours. With the proposed change, a total of 129 credit hours is required for the degree. The Board of Trustees must approve any changes that increase students’ requirements to graduate, including increasing the credit hours in a major.

**RECOMMENDATION:**
The Office of Academic Affairs recommends approval of the credit hour increase for the Civil Engineering Technology Major.
AGENDA ITEM: Women’s Studies Major proposal

BACKGROUND:
The Institute for Women’s Studies and Services offers curriculum in women’s studies and provides services to support students and educate the campus and community about women’s lives, histories, and experiences. Since 1973, Metro State has offered a minor in Women’s Studies and an emphasis in Women’s Studies via the Individualized Degree Program (IDP). For each of the last twenty years, the program has generally sustained approximately 30 IDP majors and 54 minors. Recent program review alumni and employer surveys indicate that graduates are well prepared and satisfied with their educational experience. Program reviews in 1998 and 2008 both resulted in a recommendation for an independent Women’s Studies major. Of the state-supported higher education institutions in the region, only the University of Colorado at Boulder offers a major in Women’s Studies. Other two-year and four-year institutions offer women’s studies courses only. The Institute for Women’s Studies and Services is housed in the School of Letters, Arts, and Sciences. The Dean of the School of Letters, Arts and Sciences and the Director of the Individualized Degree Program endorse this major (see attached). The Faculty Senate voted to approve this proposal.

INFORMATION:
The proposed Women’s Studies major comprises 39 semester hours, including specific area requirements in Feminism and the Human Condition, Diverse Women’s Experience, and an Experiential Elective. In addition, students select a focus area consisting of an integrated cluster of at least 15 credit hours in women’s studies. The focus area is based on a written rationale prepared by the student and developed in consultation with the student’s advisor. Women’s Studies is fundamentally a multidisciplinary field of study which prepares students to pursue graduate education, as well as a variety of careers including nonprofit leadership, social services, law, health care, community organizing and entrepreneurship. The city of Denver is a core component of the program in that the affiliate faculty bring community expertise to the classroom and student projects, class field trips, and internships are facilitated through community agencies, organizations and nonprofits. At present, courses are offered at Auraria, Metro North, Metro South and in an online format in order to serve the needs of Metro State students. An independent major will reduce paperwork related to the IDP major, increase student connection to the Institute for Women’s Studies and Services, and facilitate student recruitment and resource allocation requests.

Presently, the Institute for Women’s Studies and Services is staffed by two tenured, one tenure-track and 11 affiliate faculty members. Because students are already accessing Women’s Studies courses through IDP, the proposed major will not require any new faculty or staff at this point in time. The faculty have identified both knowledge and skill-related student learning outcomes, including writing, research, critical thinking, oral communication and praxis skills. The Women’s Studies program received the Assessment Achievement Award in 2008-09 as a result of its progress in developing and implementing a meaningful and useful program assessment plan.

RECOMMENDATION:
The Office of Academic Affairs recommends approval of the Women’s Studies Major.
TO: Maurice Hamington, Director of the Institute for Women’s Studies  
FROM: Joan Laura Foster, Dean, Letters, Arts and Sciences  
DATE: 31 August 2009  
SUBJECT: Approval to Pursue the Development of a Women’s Studies Major

I am aware of your interest in developing a Women’s Studies Major. The Institute for Women’s Studies and Services is in a strong position to offer this major. There is interest in the student population for this major as evidenced by the substantial number of students that have crafted IDP’s with Women’s Studies as the focus. The Institute has outstanding faculty and staff that are more than capable of supporting a Women’s Studies major. The collaborative nature of your department results in an increased number of course offerings through cross-listing agreements with other departments. Not only do I support your endeavor in developing a Women’s Studies Major, I am also encouraging you in this endeavor.
October 22, 2009

Dr. Maurice Hamington, Director
Institute for Women’s Services and Studies

Dear Maurice,

I wholeheartedly support the proposal to create a permanent major in Women’s Studies led by the Institute for Women’s Services and Studies (IWSS) at Metro. This major has been “incubated” through the Individualized Degree Program for several years and it is an extremely solid, well-organized and academically compelling program. While we at the Center for Individualized Learning will be sad to lose our direct advising relationship with the wonderful students who seek out this major, it is eminently sensible to have Women’s Studies become a standard major at Metro State.

Over the last several years, the number of students pursuing a major related to Women’s Studies has steadily increased and the faculty and staff at the IWSS have consistently provided these students with excellent advising and academic content. By making this program a standard major, more students will learn about it as an option and Metro will join the ranks of so many other outstanding institutions with a major in Women’s Studies.

I must observe that we are extremely pleased with the way the IWSS has developed the major, allowing for a delicate balance between core courses that provide a fundamental understanding of the field, and broad curricular options that maintain a certain element of individuality in each student’s program. This balance ensures that the program will be both academically substantive and individually appealing for each student. The incorporation of student writing to explain individual course selections and reflect upon goals and interests also ensures that each student will gain an exceptionally strong academic experience based on both proven academic content and individual growth as a self-directed and reflective learner.

Finally, I must only add that I expect the new WMS major will further strengthen the important role of the IWSS at Metro and look forward to continuing our own close cooperation with the both the academic and the service sides of the Institute. We have so appreciated this collaboration over the past several years and look forward to continuing to develop ever stronger programs for all Metro students through such efforts.

Cordially,

Elizabeth Parmelee, Ph.D.
Director
**Action Item IVg**

**AGENDA ITEM:** Nutrition and Foods of Mexico Study Abroad course

**BACKGROUND:**
The Nutrition program, which is housed within the Health Professions Department in the School of Professional Studies, proposes a three-credit hour course titled “Nutrition and Foods of Mexico” to be offered in Cuernavaca, Mexico concurrently with an ongoing Metro State Spanish language program offered on a regular basis at the Kukulcan language school in Cuernavaca. The course NUT390H has been approved by the College Committee on International Education, the Office of International Studies, and the Office of Academic Affairs. The Board of Trustees must approve all new study abroad courses.

**INFORMATION:**
There is a significant need for Spanish speaking dietitians in the United States to work with immigrant populations from Latin America, especially Mexico. The program goals include:

- Providing an immersion experience for dietetic students to study Spanish including dietetic specific Spanish
- Providing an immersion experience for dietetic students to learn about the foods and culture of Mexico
- Providing a forum for expanding intellectual horizons through travel and on-site study
- Providing a forum for students to compare food, cultural aspects of food, nutrition, food assistance programs, and nutrition policy differences from those common in the U.S.

Dr. Bruce Rengers, associate professor in the Nutrition program, will lead this course. He has traveled to Central and South America to provide health services in Guatemala and Bolivia. He is studying Spanish and has taught a course in global nutrition. He has visited the Cuernavaca site on two occasions as part of this course development. The Department of Modern Languages has provided a letter of support for this course.

The program is proposed to run July 3 through July 31, 2010. In addition to their study of nutrition and Spanish, the students will explore local cultural and historical sites at Tepoztlan, Mexico City, Puebla, and Taxco. The cost to students is anticipated at approximately $4860, including host country instructional costs, room and board, airfare, excursions and some personal expenses, and Metro State tuition and fees. Additional personal expenses would be anticipated including passport, health/travel insurance, and other miscellaneous items. The minimum number of participants is two students and the maximum number is 30.

**RECOMMENDATION:**
The Office of Academic Affairs recommends approval of the NUT390H Nutrition and Foods of Mexico course.
**Action Item IVh**

**AGENDA ITEM: Refurbishment of Structures Study Abroad course**

**BACKGROUND:**
The Civil Engineering Technology program, housed within the Engineering Technology Department in the School of Professional Studies, proposes to offer a three-credit hour course titled “Refurbishment of Structures” in Budapest, Hungary. The course CET490A has been approved by the College Committee on International Education, the Office of International Studies, and the Office of Academic Affairs. The Board of Trustees must approve all new study abroad courses.

**INFORMATION:**
The goals for this course include
- Exposing students to actual structure refurbishment of bridges, historical buildings, and contemporary structures
- Facilitating student exploration of the cultural and historical contexts of structures
- Providing an international experience for students related to their academic interests
- Exploration of a possible College partnership with the University of Pecs in Budapest, Hungary

In October, 2009, Dr. Jeno Balogh, faculty member in the Civil Engineering Technology program, and Professor Richard Pozzi, chair of the Engineering Technology Department, attended a symposium at the University of Pecs. At that time, they engaged in conversation with the Dean of Technology about the possibility of developing a partnership between the University of Pecs and Metro State College. This course would facilitate initial exploration of such a partnership.

Dr. Balogh will lead the course. He taught at Technical University in Budapest between 1996 and 1998 and is familiar with the Hungarian language and the country’s history. He has experience with the use of steel to refurbish buildings and wood structures such as bridges and with various reconstruction projects in Budapest. The timing of this course is particularly relevant as Pecs is designated the European Capital of Culture for 2010. The European Capital of Culture is a city designated by the European Union for a period of one calendar year during which it is given a change to showcase its cultural life and development.

The course is proposed to run May 14 through May 28, 2010. Students will study refurbishment projects in both Pecs and Budapest. The estimated cost to students is approximately $3500, including air and ground transportation, room and board, Metro State tuition and fees, and some personal expenses. Additional personal expenses including passport expenses are not included. The minimum number of participants is eight students and the maximum number is 12.

**RECOMMENDATION:**
The Office of Academic Affairs recommends approval of the CET490A Refurbishment of Structures course.
**Action Item IVi**

**AGENDA ITEM: Music program fee increase proposal**

**BACKGROUND:**
The Music program fee has not increased since its inception more than five years ago. The existing program fee is $2.95 per credit hour. From Fall 2003 to Fall 2008, the Department's Credit Hour production increased by 18%. While the increase in credit hour production has resulted in an increase in the total revenue generated by the program fee, that increase is offset by the need to also purchase more items for the students enrolled in Music courses, such as ensemble music, musical instruments, technology course items, and visiting artists. Thus the increasing cost of these items is not offset by the total increase in the fee. In the same five year period, private lesson enrollments increased 38%, ensemble enrollments increased 48%, and class piano and lab enrollments increased 78%. Meanwhile, the Department's OCE Budget has not kept pace with inflation for nearly two decades.

**INFORMATION:**
The proposed program fee increase is $1.00 per credit hour, resulting in a new program fee of $3.95 per credit hour. With estimated credit hour production of 12,844 the fee increase would generate $12,844 per year. The attached announcement seeking student input about the fee was emailed to all Music students and posted on the Department bulletin board. In addition, feedback was requested from students enrolled in the Fall 2009 sections of Music History I. The Department reports that very little feedback was received but that all feedback was positive, submitting the quotes below as documentation. The Student Government Association voted to approve this program fee.

- “I have no problem with it. I think it is a great idea.”
- “I have no problem with this fee increase. I am getting a quality music education at a low cost, even with the fee increase.”
- “I appreciate the enrichment of the Department and support the necessary fees. I know you’re being conscious of keeping costs down to the best of your ability.”
- “I think this fee is fine, and good for the growth of our music department. Thanks for all the opportunities.”
- “When I first read about it on email, my first reaction is still the same as the one I have today—I think a $2.00 increase is probably more necessary – or let us know it will probably need to go up next year. I am OK with the increase.”
- “I think a $1.00 fee increase every 5 years is completely reasonable.”
- “I want to be able to have music (i.e. Carmina Burana) for choir class that is covered in this fee.”
- “Do what you gotta do.”
- “I am OK with the change.”
- “OK by me. Onward and upward!”

**RECOMMENDATION:**
The Office of Academic Affairs recommends approval of the program fee increase for Music courses.
To all students in the Department of Music:

The Department of Music relies heavily on funding from a variety of sources to provide a high quality educational experience for each of our students. One source of funding is a Program Fee paid by each student enrolled in a Music course. The Department seeks an increase in this fee of $1.00 per credit hour, effective in Fall 2010.

The Music program fee has not increased since it was established at $2.95 over five years ago. From Fall 2003 to Fall 2008, enrollment in our courses increased 18%. In that same time frame, enrollments in private lessons increased 38%, enrollments in ensembles increased 48%, and enrollments in Class Piano and Lab courses increased 78%!

The Department offers 21 ensembles to students currently, including not only band, orchestra, choir, and jazz ensembles, but such diverse ensembles as Chamber Music, Guitar Ensemble, Percussion Ensemble, African Drumming Ensemble, Early Music Ensemble, our newly-formed Flute Ensemble, and our Opera program. The primary use of the Program Fee is to provide ensemble music for students enrolled in these groups – music for which we do not charge students.

Other current and potential uses of this fee include purchasing musical instruments for Techniques classes, recording of concerts and recitals, technology items for students and student labs, and visiting artists who lecture and play for a wide variety of our music courses.

We welcome your input regarding this fee increase. If you have any comments, please visit the Music office any time between now and October 16, 2009.

Thank you very much!
Action Item IVj

AGENDA ITEM: Accelerated Nursing program fee proposal

BACKGROUND:
The Accelerated Nursing program has not previously had a program fee. According to the program, the fee is necessary to maintain a state-of-the-art nursing program. The proposed fee will fund ongoing skills lab costs, provide funds to purchase computer software and laboratory equipment for students. It would also fund continued use of the Health Education Systems Incorporated (HESI) testing program, including a review course for students at the end of the nursing program. The HESI exit exam is considered predictive for performance on the Registered Nurse National Licensing Exam.

INFORMATION:
The proposed program fee is $14.37 per credit hour. The estimated credit hour production is 2,268 which would result in annual revenue from the fee of $32,591. The attached notice was emailed to Accelerated Nursing students and posted on the Department bulletin board. Written feedback was received via email from 5 students. In addition, four open forums were held with a total of 33 students attending. Feedback from these 38 students was positive overall, with strong support expressed for the value of the HESI tests and for maintaining state-of-the-art laboratory equipment and software. Feedback included notation that other academic departments with labs have a program fee. Students also commented that the clear link between the fee and additional resources for students was helpful. Some students expressed a preference for including this additional cost into tuition rather than as a program fee. It was also pointed out that the current tuition is already higher than the government loan maximum, so additional government loans would not be available to help defray these extra costs. Students needing additional aid would need to seek it from private sources. One student indicated she “would be very angry” if the program fee revenue were not used to benefit the students from whom the money had been collected.

The Student Government Association voted to approve this program fee.

RECOMMENDATION:
The Office of Academic Affairs recommends approval of the Accelerated Nursing program fee.
The Department of Nursing is proposing a $14.37 per-credit hour program fee for the NURA (Accelerated Nursing Option) courses. The fee will be used to support two critical program areas – laboratory and testing/assessment.

Rationale:

A program fee is necessary to keep current with new educational technology available in nursing education. The fee will allow the department to purchase computer software as well as necessary laboratory equipment and supplies that promote student critical thinking and clinical judgment skills. Also, the fee allows the department to keep current with new educational technologies, such as simulation, and maintain high fidelity mannequins and other equipment used in simulation educational experiences.

Over the last two years, the nursing department has piloted the use of the HESI testing program throughout the curriculum. Evaluation regarding the use of the HESI testing program indicates that the HESI program results in improved outcomes for student success. The proposed fee will allow for the continuation of the HESI testing system as well as provide each student with a review course at the end of the nursing program.

A program fee is necessary to maintain a state-of-the-art nursing program for students. The proposed fee will fund both ongoing costs as well as provide funds to purchase new computer software programs and laboratory equipment. These resources are essential to maintain a high quality educational experience for students.

We welcome your feedback regarding the proposed program fee.
Please email your comments to Sandra Franklin, Assistant Department Chair, at sfrank14@mscd.edu