



Academic Affairs Update Fall 2008  
September 17, 2008

**1. CMU Chairs Website**

Meeting dates, national chair professional development workshops, and other resources of interest to chairs are posted here (<http://www.chairs.cmich.edu>). Please send suggestions to Suzanne or Leslie Devine ([devin1lk@cmich.edu](mailto:devin1lk@cmich.edu)).

**2. Two Online Resources You Might Find of Interest**

CMU has arranged for department chairs and faculty to get access to two valuable online resources. In case you are not already receiving these, here is the sign up information.

**Academic Leader:**

To register, link to: <http://www.magnapubs.com/aboutus/grouponlinereg.html>. Create your individual user name and password. Enter the following Voucher Code and PIN number where prompted in the registration form: Voucher Code: CMU / PIN: 2724

Once you have registered, view current and archived issues of the newsletter(s) to which you have access by visiting <http://www.magnapubs.com> selecting “newsletters,” and log in with your user name and password. You will receive an automatic e-mail notification when each new issue is posted.

**The National Teaching & Learning Forum (NTLF):**

Link to: <http://www.ntlf.com/>. If accessing from on-campus computer, click on “NTLFO Login,” no password is required. If accessing from home computer click on “NTLFS Login” and enter user name: SPOFFCAMPUS and password: vencor08.

**3. 7 Revolutions Webinar**

Provost Wallace invites you to a webcast and reflections by academic leaders: **Seven Revolutions: Scanning the World Out to 2025 on** Thursday, October 2, 2008 at 2:00 PM–4:00 PM in FaCIT. This rebroadcast is being heavily promoted by AACU and is described by them as follows.

*This “webcast explores the major trends that will shape our planet between now and 2025. 7 Revolutions is being used by a group of American Democracy Project (ADP) universities, working with Erik Peterson and the Center for Strategic and International Studies (CSIS), as well as The New York Times, to develop programming to create a new generation of globally-competent American citizens. This is a terrific, thought-provoking program that is essential viewing for anyone in higher education. “*

**4. Tracking our KPIs**

CMU’s 18 KPIs are tracking steady progress in a number of areas, with recent very positive results occurring for indicators of teaching and learning.

KPI Update		2004	2005	2006	2008
Academic Expectations (KPI 1)	FY	48.4	48.2	49.7 <sup>B</sup>	50.8 <sup>AB</sup>
	SR	52.9	51.8	52	53.5
Student Engagement with Faculty (KPI 2)	FY*	26.8	29.9 <sup>A</sup>	28.8	31.6 <sup>AC</sup>
	SR*	37.4	38.9	38.7	41.7 <sup>ABC</sup>
Campus Climate (KPI 9)	FY*	56.3	56.3	56.5	58.8 <sup>BC</sup>
	SR*	52.4	52.8	53.1	56.1 <sup>ABC</sup>

Weighted by gender and enrollment status within CMU.

\*Results were significantly tested at  $p < 0.05$ .

For each significant pair, the key (A, B, C, or D) of the smaller category appears under the category with the larger mean.

For other information on CMU's KPIs, you can see <http://planning.cmich.edu/kpis.shtml>. Areas not seeing progress are enrollments in graduate programs, off-campus enrollments in general and research funding.

#### 5. Final Round of CMU 2010 Funding

There is one more round of funding under CMU 2010. There will be no major research award this year. Proposals should summarize the project, anticipated outcomes and how those will be measured. Funded projects will be ones expected to have a significant and measurable impact on the accomplishment of the vision and priorities. The deadline for submission is October 17, 2008. Details can be seen at <http://planning.cmich.edu/rfp.shtml>

#### 6. Honors Entering Class

Honors has a record breaking number of entering students who have higher entrance scores than ever before. The recently established Honors Faculty will convene on November 21 for a full day focus on teaching honors students with four national experts coming to campus. See Jim Hill or the Honors website for details. <http://academicaffairs.cmich.edu/agreements/international.shtml>

#### 7. First Year Experience

- CMU welcomed 3,864 new, first-year students - the largest incoming class ever in our long history as an institution of higher learning (6.7% increase since 2003).
- 1062 new transfer students selected CMU as their school of choice (.8% decrease since 2003).
- 1,618 minority students selected to begin or return to an education at CMU (9% increase since 2003 but a 2.7% decrease from 2007).
- 520 international students call CMU home this year (34.7% increase since 2003).
- CMU's one-year retention rate (sophomore going rate from last year's FY class) increase from 76 to 77.5 percent and the two-year retention rate (junior going rate) increased from 65 to 67.3 percent from 2007.

#### 8. Faculty Center for Innovative Teaching Search

A search for the next director of CMU's Faculty Center for Innovative Teaching is underway. Information about the position and the national search that is now underway can be found on the Human Resources (<http://www.jobs.cmich.edu>) and FaCIT (<http://www.facit.cmich.edu>) websites. This is a great opportunity for an experienced faculty developer or pedagogy expert to work with a

talented and committed faculty to advance student learning. Steve Wagoner is chairing the search committee, hoping to bring a short list of candidates to campus in January. Chairs' input on these candidates will be welcomed.

#### **9. FaCIT Services**

Dan Bracken has graciously agreed to add interim director to his list of responsibilities. Thanks to its many talented staff, FaCIT's services will continue as we search for a new director, including the Lily Conference (<http://www.facit.cmich.edu/lilly/default.shtml>) and a full range of teaching and technology-based workshops (<http://www.facit.cmich.edu>). The newsletter, and the very popular First Fridays and Technology Tuesday workshops, will continue this year. We are awaiting the review of the outcomes of previous professional development grants to decide about funding this year. If you have colleagues who need to submit reports, please encourage them to do so in the next couple of weeks.

One area in which we will be supplementing FaCIT expertise is in the area of pedagogical mentoring. We are working with previous winners of the Teaching Excellence Awards to provide one-on-one mentoring for faculty who seek it. This service could be especially important for newer faculty who need assistance designing their courses and becoming effective teachers. Faculty seeking assistance should contact FaCIT directly for referral to these resources.

#### **10. Resources for Online Course Development**

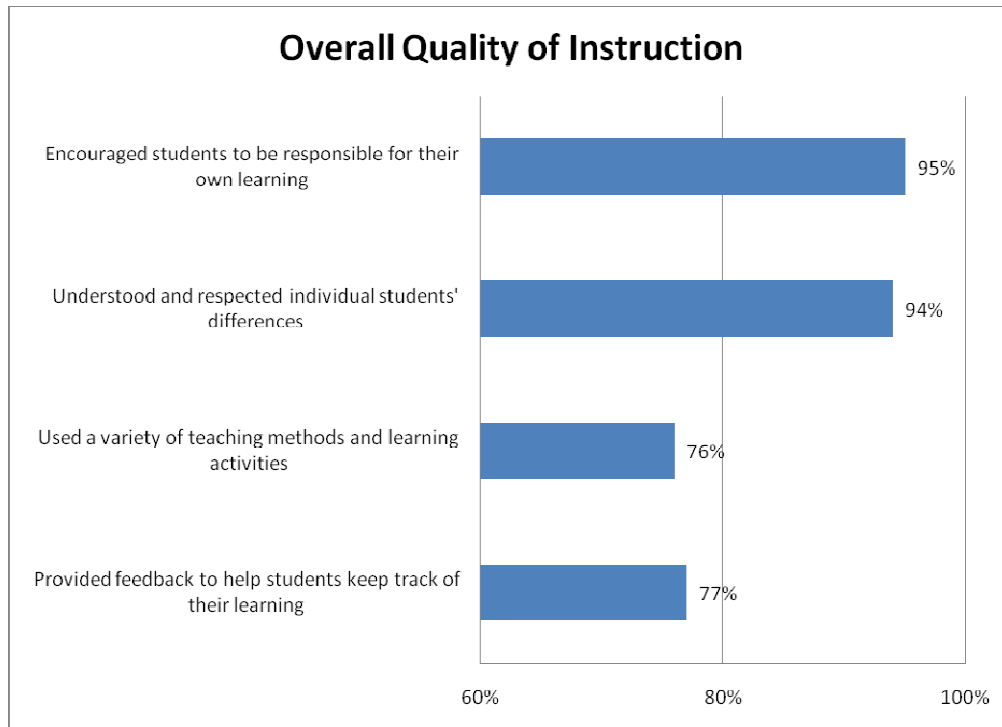
Faculty interested in developing online courses should take advantage of classes being offered by the Center for Instructional Design. "Teaching online is more than using Blackboard" is something participants in these classes will come to understand. Instructional design is absolutely critical to online courses. There are also many tips offered in these workshops that will help faculty develop better courses and have an easier time teaching them. See information about the workshops at <http://www.cel.cmich.edu/CID/workshops.html> and register at the same site or on the FaCIT site <http://www.facit.cmich.edu>.

#### **11. New Department Chair Orientation**

The orientation for new chairs was small this year; only five attended. The agenda was much the same as in previous years and the evaluation similarly positive—both documents can be seen at <http://academicaffairs.cmich.edu/chairs/What.shtml>. We have been asked to consider a one-day professional development session in January for all chairs in the week before classes begin. The program that has been recommended to us is one that uses a theatrical group to analyze some of the toughest departmental challenges.

#### **12. Survey of CMU's Graduates**

This past year, as part of the graduation process, CMU surveyed undergraduates about their experiences at CMU. The response rate was 61% so the Office of Institutional Research has sufficient numbers to be able to make the results available at the program level. You may go to [http://www.ires2.cmich.edu/survey/grad\\_exit\\_Full\\_Report.pdf](http://www.ires2.cmich.edu/survey/grad_exit_Full_Report.pdf) to see find the institutional results (global ID and password required). Below are the items with the two highest and two lowest scores. Great news and endorsement of the excellent work of CMU faculty!



### 13. Program Review

The following programs will be undergoing review this year:

Journalism (Journalism Major), Counseling and Special Education (Special Education Major, MA in Counseling, MA in Special Education, and Graduate Certificate in Autism), Teacher Education and Professional Development (MA in Educational Technology, MA in Elementary Education, MA in Library, Media and Technology, MA in Secondary Education, MA in Middle Level Education, and MA in Reading and Literacy K-12), School of Health Sciences (Doctor of Health Administration and Health Administration Major), History (History Major (non-teaching), MA in History, Joint MA in History, Joint PHD in History, and Graduate Certificates in Modern History, European History and United States History), Foreign Languages, Literatures and Cultures (MA in Spanish), Political Science (Political Science Major, Public Affairs Minor, MA in Political Science, and Master of Public Administration), Biology (Biology Major, Biology/Biomedical Science Major, Biology Major (Secondary), Science Minor, MS in Biology), and Interdisciplinary Programs (Integrative Public Relations Major, and Media Design, Production and Technology Minor, MA in Education, Latin American Studies Minor, Humanities Minor, Social Science Major, and Social Studies Major

For the programs undergoing review, by this time, an external review should have been identified for each of these programs. No later than the end of the month, department chairs or program directors will receive a link to their information online. We are working with OIT seeking access to this site for all departmental/program faculty to promote their engagement in the review process.

There are four new sources of data this year: the graduating senior survey, a list of books published, and reports from the University Science Indicators. We recognize the University Science Indicators data have limitations, particularly in non-science fields, but this is very interesting information, with CMU often scoring very well in comparison to our benchmarking institutions. We are actively

seeking input on the suitability of this database for specific CMU fields. Please send your comments to Becky Oosterhoff (ooste1b@cmich.edu). In the program review dataset, we have included records from OFIS, recognizing that not all information from the FID has been transferred, nor are we completely caught up on the CVs we are entering. Next year this portion of the report will be more useful.

#### **14. Online Degree Audit System (ODAS)**

CMU's continues to work toward establishing an online degree audit system for students and their advisors. We must wait for the next software version to get some of the functionality we need, and so progress will be slow until December, 2008. Thank you to the chairs and other faculty and staff of the PT, MA in Education and BSBA programs, which are guinea pigs for this new system. More information about the ODAS can be seen at <http://academicaffairs.cmich.edu/odas/>.

#### **15. Agreement Database**

Don't forget if you need to check the status of existing agreements or want to see if CMU already has a partnership with a particular organization, you can check <http://academicaffairs.cmich.edu/agreementsearch/>. You can search by program and agreement type as well as see digital versions of many of these agreements.

#### **16. Common Tuition Rate for International Student Cohorts**

Working with deans and other interested parties, the provost has established a common tuition rate for cohorts of international students that is 150% of the in-state tuition. This rate recognizes the value an internationally diverse student body adds to the learning process and our commitment to bringing in more international students. Rates for ELI will range between 120-150% of tuition. All agreements that include tuition must be approved by the dean, director of international programs (Mark Poindexter), and provost (through Carole Richardson) prior to students enrolling.

#### **17. International Agreements Handbook**

Don't forget there is a handbook designed to guide you through the development of international agreements. It is now expected that all new agreements will begin with the template included in the handbook. See this webpage for more details and a link to the International Agreements Handbook. <http://academicaffairs.cmich.edu/agreements/international.shtml>.

#### **18. Change of Major Authorization Forms**

As part of the automated degree audit it was discovered over 50% of the degree authorization forms that came from departments to the Registrar's Office contained errors. Additionally, there were many exceptions being made to the Senate-approved curricula. To correct this situation, in October of 2007 it was decided by the Council of Deans based on advice from the Vice Provost and Registrar to use a different form to authorize majors that would decrease the number of errors at initial signing, make clear that deviations from the Senate approved curricula are possible but that they that they are exceptions, and finally to allow reporting of deviations from approved curricula to departments to promote continuous review of curriculum, scheduling and advising. These forms and answers to questions that have come up appear at <http://academicaffairs.cmich.edu/odas/forms/forms.shtml>.

**Requested Follow Up on Worksheets****(fyi, from the Registrar, mailed to you earlier this year) WORKSHEETS**

We have looked at the current calendars and truly see the value of going back to 3 cycles (2 worksheets and then the printers copy). There have been some challenges with the new system in being able to get things done in a timely manner and getting the data out of the system that we needed to send to you. There have been adjustments made by OIT to help us in this area and we now feel we can better deal with three cycles. We would, however, like you to note some changes to the old calendar that allows us enough time to do our updating and for you to have sufficient review time. Below are the tentative calendars for spring and summer 2008-2009 and fall 2009-2010.

<b>DEVELOPMENT OF CLASS SCHEDULE - SPRING 2008-2009</b>	
July 1 (Tuesday)	Mail Worksheet #1 to Departments (Schedugraph Cards/Sheets no longer needed from Departments)
August 1 (Friday - 2 p.m.)	Worksheet #1 due to the Registrar's Office We cannot guarantee that changes received after the deadline could be done in time to appear on Worksheet #2.
August 18 (Monday)	Mail Worksheet #2 to Departments
September 8 (Monday - 2 p.m.)	Worksheet #2 due to the Registrar's Office We cannot guarantee that changes received after the deadline could be done in time to appear on the printers copy.
September 23 (Tuesday)	Deliver Printer's Copy worksheet to Departments
September 24 (Wednesday - 2 p.m.)	Printer's Copy worksheet due to the Registrar's Office Final time to make changes to be printed in the Class Schedule Changes received after 2:00 pm, would not appear in the printed Class Schedule
October 6 (Monday)	Class Schedule available on line at <a href="http://www.registrars.cmich.edu">www.registrars.cmich.edu</a> and CMU Portal
Mid-October (by October 10)	Class Schedule Books ready for distribution

<b>DEVELOPMENT OF CLASS SCHEDULE - Summer 2008-2009</b>	
November 3, 2008 (Monday)	Mail Worksheet #1 to Departments
December 1, 2008 (Monday - 2 p.m.)	Worksheet #1 due in Registrar's Office We cannot guarantee that changes received after the deadline could be done in time to appear on Worksheet #2.
December 16, 2008 (Tuesday)	Mail Worksheet #2 to Departments
January 14, 2009 (Wednesday - 2 p.m.)	Worksheet #2 due in Registrar's Office We cannot guarantee that changes received after the deadline could be done in time to appear on the printers copy.
January 27, 2009 (Tuesday)	Deliver Printer's Copy worksheet to Departments
January 28, 2009 (Wednesday - 2 p.m.)	Printer's Copy due in the Registrar's Office Final time to make changes to be printed in the Class Schedule Changes received after 2:00 pm, would not appear in the printed Class Schedule
February 9, 2009 (Monday)	Class Schedule available on line at <a href="http://www.registrars.cmich.edu">www.registrars.cmich.edu</a> and CMU Portal
Mid-February (by February 13)	Class Schedule Books ready for distribution

<b>DEVELOPMENT OF CLASS SCHEDULE - Fall 2009-2010</b>	
December 1, 2008 (Monday)	Mail Worksheet #1 to Departments (Schedugraph Cards/Sheets no longer needed from Departments)
February 4, 2009 (Wednesday - 2 p.m.)	Worksheet #1 due to the Registrar's Office We cannot guarantee that changes received after the deadline could be done in time to appear on Worksheet #2.
February 17, 2009 (Tuesday)	Deliver Worksheet #2 to Departments
February 23, 2009 (Monday - 2 p.m.)	Worksheet #2 due to the Registrar's Office We cannot guarantee that changes received after the deadline could be done in time to appear on the printers copy.
March 3, 2009 (Tuesday)	Deliver Printer's Copy worksheet to Departments
March 4, 2009 (Wednesday - 2 p.m.)	Printer's Copy worksheet due to the Registrar's Office Final time to make changes to be printed in the Class Schedule Changes received after 2:00 pm, would not appear in the printed Class Schedule
March 9, 2009 (Monday)	Class Schedule available on line at <a href="http://www.registrars.cmich.edu">www.registrars.cmich.edu</a> and CMU Portal
Mid-March (by March 13)	Class Schedule Books ready for distribution