Downtown Denver Colorado - Faculty Assembly  
December 4, 2012  
12:00 pm - 2:00 pm  
LSC – 14th Floor - Chancellors Conf. Room  

**DRAFT Minutes**

**Attending Members**: David Bondelevitch, Bruce Neumann, Chris Daniels, Robert Flanagan, Pamela Laird, Mary Guy, Joann Addison, John Brett, Kathryn Cheever, Dorothy Garrison-Wade, Nathan Thompson, Peter Schneider, Stephanie Santorico, John Wyckoff, Amanda Charlesworth, Kariann Yokota, Eric Baker, Edward Cannon, Rebecca Hunt, Randall Tagg, and Sondra Bland

**Guests**: Regina Kilkenny, David Thomas, and Christine Stoup-Denham

**12:07 PM**  
**Robert Flanagan, Chair**

- Meeting brought to order – please remember to sign in
- November Meeting Minutes
  - Motion to Approve: Bruce Neumann - Seconded: Dorothy Garrison-Wade
  - Unanimously Approved (w/ revisions)

**12:10 PM**  
**Provost Nairn**  
*Office of the Provost Updates*

- **Board of Regents Update**: Ethnic Studies has been approved as a Major as well as several programs at AMC. The Sabbatical request and Tenure request has also been approved. Please look at the Board of Regent’s website @ [https://www.cu.edu/regents/](https://www.cu.edu/regents/) for more details.

- **Budget**: Governor Hickenlooper is recommending more money for higher education. Budget discussions are focusing on how to increase more revenue and not to expect any funding. If the one time monies are received, the DDC could anticipate 3 million of a guesstimated 9 million for all of CU.

- **DDC Dean’s Budget Retreat**: The retreat is scheduled for December 2012. The goal is to work with each school and college for at least a half day to determine next year’s needs and goals.

- **Academic 1 Building**: Parking Lot R will soon be closing for construction of the new Academic 1 building to begin. Areas for discussion are that the anticipated lecture halls remain flexible for everyone that would utilize these spaces and to try and maintain technological innovations.

- **Campus Updates**:
  - International Affairs Office - English as a Second Language is currently looking to expand on the 16th Street Mall. This would be funded as an auxiliary. This department continues to grow and is a very important program for all international students to be prepared for college level classes. Areas in the CU building are being looked at for the anticipated CAP undergraduate programs.
  - Space in the Tivoli is also being looked at to provide better student services.
  - Brenda Allen will be working on the Diversity Summit to be held Spring of 2013.
  - The College of Arts and Media (CAM) Dean search is still underway.
  - CEAS is starting a new Motorsports Program.
  - SEHD / CAP are beginning to focus on undergraduate programs.
- UPAC is circling back to focus on short term strategic planning. The hope is to move toward goals that were discussed during the State of the University Address. Some focuses include getting more students prepared in programs and retention to completion of desired degrees.

**Guest Speaker(s):**

**12:30 PM**  
**Dr. Regina Kilkenny / David Thomas / Randy Tagg**  
*Learning Management Systems (LMS) Update*

Randy Tagg discussed the background on the decision on the newly announced LMS, Canvas. The next steps will include gathering feedback from CU Online. The DDC FA LETTS Committee is working to assist CU Online with the pilot program. David Thomas is asking any faculty that is participating in the pilot program to send any issues or feedback to him @ David.Thomas@ucdenver.edu. There is currently enough staff participating. There will be in opting- in opportunity during the summer of 2013, CU Online is currently looking to hire a Conversion Manager who will focus on conversions and implementation. There will also be support for faculty to migrate their information into Canvas. Open sessions will be offered for staff to bring questions and concerns to support staff. Funding & Hybrid courses are the most crucial topics at this time. Support for Blackboard and eCollege will remain in place until these contracts are final. If you are interested in having CU Online visit for a presentation within your school / college, please contact David Thomas. Faculty is also invited to the Winter Web Camp. It will be the week before spring class’s start. You will be able to participate online or live at the LSC. The morning will focus on the features of Canvas. The afternoon sessions will look at MOOCS and integrating media more opportunities into teaching. Please look for announcements.

**12:56 PM**  
**Dr. Christine Stroup-Benham**  
*FRPA – Online Initiative – Christine Stroup-Benham*

Dr. Christine Stroup-Benham discussed the Faculty Report of Professional Activities (FRPA) Online Initiative. Discussion began with background on the previous paper version of the FRPA. This form was completed each year and would become part of each schools / colleges merit review packet. The online form is currently is a pilot phase. The implementation will begin in January and run through mid-January. Jeff Finch and Keith Woodell have been working diligently on the beta pilot and have done a great job. Currently the new electronic form is pulling courses from the last semester. If this is not accurate, please contact the Registrar’s office. In the event that faculty is teaching courses off campus, this information can also be updated on the electronic version. Information will then be on a rolling information tracking system. There is work with Grants and Contracts to extract PI information to be added to the online FRPA. If each school and college is not prepared to go online, they can choose to run a pilot in their school / college. Options to print the form will be after the beginning of the year. At this time, each process in each school / college is currently not consistent and current routing approval of this form is being discussed. It has been requested that the Office of Institutional Research and Effectiveness start a Governance Committee to provide guidance on this process. If you are interested in helping serve on this committee, please contact Dr. Stroup-Benham. Suggestions from the assembly included; having a current committee to oversee this implementation process and adding fields where CU service can be noted for work not only on the DDC or projects just at the campus level. Pam Laird, Chair of APC, suggested that Dr. Stroup-Benham attend the next APC meeting to discuss overseeing this process. If you have any feedback or suggestions, please contact Dr. Christine Stroup-Benham @ Christine.Stroup-Benham@ucdenver.edu.
1:35 PM  **DDC Faculty Assembly - Committee Reports:**

**Academic Personnel Committee (APC):** *Pam Laird* – APC will begin to look at working with Christine Stroup-Benham on the FRPA online initiative. If you have any suggestions or concerns, please contact Pam Laird. Peter Bryant and Mary Chavez spoke with the group on the resources that the OMBUDS office can provide. After discussion with the OMBUDS Team, it was decided that APC should be involved in future grievance processes and build procedures.

**Budget Priorities Committee (BPC):** *Pam Laird* – The BPC has been discussing the tentative one time monies from Governor Hickenlooper’s proposed budget. Unfortunately this fall, the campus did not meet enrollment projections. The administration will meet with each of the schools and colleges, and the BPC hopes that elected members of shared governance will share in these budget committees. Faculty is encouraged to speak with the Dean of their school / college to begin to have budget meetings. Budget meetings between central administration with schools and colleges are tentatively scheduled for the following dates: CLAS – 12/9/12, CEAS – 12/20/12, Grad. – 1/8/13, BUS – 1/14/13, CAM – 1/24/13, SEHD – 1/25/13, CAP – 1/30/13, and SPA – 1/25/13.

**Educational Policy and Planning Committee (EPPC):** *Rebecca Hunt* – The EPPC group is working on rebuilding structure in the committee. Current focuses include working with the schools and colleges on current availability for participation on the committee. Rebecca Hunt, a member of EPPC, has been elected to be a member on the Faculty Council EPUS Committee.

**Faculty Advisory Committee to the Auraria Board (FACAB):** - *No report at this time*

**Learning, Educational Technology, Teaching & Scholarship Committee (LETTS):** *Randall Tagg* – Randy Tagg thanked Rebecca Hunt from the EPPC for her help with the LETTS committee as an ad-hoc member. LETTS has also been looking at the recent results from the Center for Faculty Development external review report and participation in the Center for Faculty Development Advisory Board, MOOCS, and work with the Denver Campus Home Run Committee. Randy is working to find a standing meeting time that will work with all the members schedules.

**Diversity Committee (DC):** - *No report at this time*

- **Disabilities:** - *No report at this time*
- **Gay, Lesbian, Bisexual, Transgender, & Intersex (GLBTI):** - *No report at this time*
- **Minority Affairs (MAC):** *Dorothy Garrison-Wade* – An executive summary based on results from the focus group meetings was handed out. Students concerns included; help with financial aid process, advising and how to get involved in peer committees. Faculty concerns included; the lack of grants and scholarships and intramural educational opportunities. Across the board there showed concerns of branding.
- **Women’s Issues (WIC):** *Sondra Bland* – The WIC recently had their brown bag with Brenda Allen. The event was successful and the committee is excited to work with the Office and Inclusion. The group also will be working with the Center for Faculty Development in the spring.

**Student Government Association (SGA):** - *No report at this time*

**UCD Assoc. of Lecturers & Instructors (UCDALI):** *Sam Walker* – Recent discussion has included instructor’s service. Contracts currently are at 100% 5/5 teaching load. A suggestion to have 100% - 5/4 teaching load, which would equal a course release is being reviewed. Multi-year
contracts have been another area of focus. This topic is currently being reviewed by the Deans of the schools and colleges and will then need to return back to the DDC Faculty Assembly. Michel Dahlin is asking for any feedback until 12/14/2012. Please contact her @ Michel.Dahlin@ucdenver.edu.

- **Auraria Library:**  - No report at this time

- **University Benefits Advisory Board (UBAB): Bruce Neumann** – Rate setting of benefits has been a primary concern of UBAB. With more members with recent additions of hospital affiliates, it has created an imbalance in rates. Bruce had requested to be able to take concerns of the DDC Faculty Assembly to UBAB to address current rate setting options. A suggestion to keep in mind all protections. The group unanimously agreed to have Bruce take his concerns to UBAB and give faculty a voice on decisions in the Healthcare Trust.

1:50 PM **Chairs Report**

*Robert Flanagan, DDC FA Chair*

Robert thanked Rod Muth for his help in rebuilding structure in the DDC Faculty Assembly supported committees. With Joann’s expertise, Robert would like to schedule a presentation in the spring on online courses, upcoming challenges, benefits of online courses, and how to get up to speed. The DDC Faculty Assembly will continue to support the Center for Faculty Development in its roll to support faculty.

1:55 PM **New Business**

Joann Addison – The Faculty Council has been discussing redefining service. As more faculties get involved in administrative level activities, etc. the wording becomes outdated. If anyone has suggestions or ideas that could assist with the implementation to begin the steps in the approval process, please contact Joann Addison @ Joann.Addison@ucdenver.edu.

David Bondelevitch – There have been more security issues on campus. With no cameras, no security and no processes in place, David would like to discuss options to help implement better security throughout campus. This topic will be scheduled for an upcoming meeting.

2:05 PM **Adjourn**