

University of Minnesota Morris Digital Well
University of Minnesota Morris Digital Well

Consultative Committee

Campus Governance

12-12-2013

Consultative minutes 12/12/2013

Consultative Committee

Follow this and additional works at: <http://digitalcommons.morris.umn.edu/consult>

Recommended Citation

Consultative Committee, "Consultative minutes 12/12/2013" (2013). *Consultative Committee*. 51.
<http://digitalcommons.morris.umn.edu/consult/51>

This Minutes is brought to you for free and open access by the Campus Governance at University of Minnesota Morris Digital Well. It has been accepted for inclusion in Consultative Committee by an authorized administrator of University of Minnesota Morris Digital Well. For more information, please contact skulann@morris.umn.edu.

Consultative Committee
December 12, 2013
Prairie Lounge
10:00 am

Committee members present: Co-chair, Ray Schultz; Jim Barbour, Chad Braegelmann, Molly Donovan, Jean Rohloff, LeAnn Dean, Allison Wolf, Nancy Helsper, Heather Waye, Janet Ericksen, Jim Hall.

Guest: VCAA/Dean, Bart Finzel.

Ray welcomed Dean Finzel who distributed a handout on the proposed ACE (Academic Center for Enrichment) office reorganization. He is planning to conduct an internal search to hire an ACE Coordinator. This position will have a P&A classification. He asked our committee for suggestions for names of people to serve on the search committee for this hiring process. He suggested that one of the members be from the Enrichment Council and one person from the current ACE office staff. In some respects, this reorganization harkens back to the CERP office responsibilities. For example, summer programs and domestic travel opportunities will fall in its area. Bart answered questions about the qualifications for the Coordinator. The MA required and PhD preferred degrees reflects the need for expertise and background in the areas within ACE. When asked about the title of Coordinator (rather than Director) he replied that this reflects a desire to strengthen the role of the Enrichment Council. There was a discussion about the need or requirement of having Council members have office hours in the ACE office. Some members of the committee expressed the opinion that it is very important that this be a requirement. Bart indicated that his hope is to post the position by January with an application deadline in early February. A mid-March start date is envisioned.

After receiving the thanks of the committee, Bart left the meeting. The committee then discussed recommendations of names of ACE Coordinator search committee members. The following individuals comprise our recommendation list: Molly Donovan (student), Marynel Ryan Van Zee or Jimmy Schryver (Council members), Stephanie Ferrian (staff member), Brad Deane or Nic McPhee (faculty members), and Brenda Boever.

We discussed and decided on a meeting time for spring semester: Thursdays from 8:30 to 9:30 am.

Respectfully submitted,

LeAnn Dean

[Proposed ACE Reorganization document included below]

ACE Re-organization

The Academic Center for Enrichment (ACE) provides assistance and guidance to Morris students seeking to identify opportunities to compete for fellowships and awards, participate in the National Student Exchange, undertake undergraduate research, study abroad, or join the Morris Honors Program.

From its inception, the ACE office has been overseen by a Director, drawn from the faculty ranks, with 35-40% of his/her time dedicated to the office during the academic year. The Director also has received a summer supplement for assisting with summer programming, summer registration, and the like. The Director supervised one full-time 12 month staff position and organized volunteers to keep the office open as much as possible and assumed primary responsibility for ensuring UMM students pursued National Scholarships. In 2011, an additional 50% time, 10 month study abroad advisor position (funded through the fees generated by students going abroad) was added to the ACE office. This position was refined to include some support for GST and ELTAP and expanded to 100% time at 10 months in the Fall of 2013.

There are several problems with the current structure of the ACE office:

- 1) The part-time faculty director model tends to be unstable. Frequent turnover in this position makes continuity in the office difficult to sustain and it makes long-range planning more difficult to realize.
- 2) Directors who are teaching faculty are unable to be a full-time presence in the office.
- 3) The office is not open consistently in the summer months, and it is unable to assist in summer programming.
- 4) Insufficient time is available for assessing our current enrichment activities and for strategic planning regarding these, including seeking external support.
- 5) The Office will unavoidably emphasize activity that reflects the Directors specific enrichment priorities. Given the importance of enrichment to campus-wide objectives for recruitment and retention, decision-making should reflect a wider range of opinion.

While these problems are serious, a faculty director does have one very strong advantage: peer to peer relationships with other faculty members make it relatively easier for the ACE director to enlist other faculty in the Center's programming. Without faculty being fully behind ACE's work, it is unlikely to succeed.

Given the change in the ACE office, there is an opportunity to make some changes in the kind and level of support we give to the various areas under ACE's purview that will address many of the current weaknesses of the office while ensuring the necessary strong faculty role. Problems 1) – 4) may be addressed by having ACE be coordinated by a full time, 12 month coordinator reporting to the VCAA and Dean. To address number 5) while ensuring a strong faculty connection to the Office, the Coordinator would be charged with responding to the needs and initiatives of the faculty members constituting an "Enrichment Council."

This two pronged approach is explained below.

The “Enrichment Council”

An Enrichment Council will include faculty members entrusted to advocate for the enrichment areas under ACES’s purview, including Honors, Undergraduate Research, Study Abroad, and our efforts with National Scholarships. The faculty members on the Council will be given a modest course reduction or other work reduction and/or a summer stipend, be asked to serve 3 years (terms may be initially staggered to ensure we have some continuity of leadership on the Board) and are expected to provide direction and leadership to the area of enrichment under their charge while working with the ACE Coordinator and ACE support staff to implement programming. This “Council” would consist of 5 faculty members including

The Honors Program Director (currently Tammy Berberi; term expires May, 2015)

Campus Coordinator for National , International, and All-University Scholarships and Fellowships (currently Marynel Ryan Van Zee; term expires May, 2017)

Campus Advocate for Study Abroad (currently Sarah Buchanan, term expires May 2014)

Campus Advocate for Undergraduate Research in the STEM fields (currently Sylke Boyd, term expires May 2015)

Campus Advocate for Undergraduate Research in Non-STEM fields (currently Jimmy Schryver, term expires May 2016)

Initially, the Council is to 1) identify how the different areas of enrichment might work better together 2) identify needed change in ACE’s support to each of the enrichment areas and 3) identify and articulate the supporting role of the ACE Coordinator and ACE office in the specific enrichment area. In the long – run, Council members should be viewed as subject experts who can assist the ACE Coordinator and staff with creating promotional material and providing them the information needed to keep the website up to date. They will serve as spokespersons for the value of their specific enrichment activity, identify how their activity may support the work of other enrichment areas, and articulate and argue for new programming ideas to support enrichment efforts.

The Council is expected to meet approximately 3 times a semester, and may occasionally be called upon to represent their specific areas to help publicize enrichment activities. Council members are also expected to be visible, active advocates for their enrichment area by assisting in programming related to it, albeit as Learning Abroad Center liaison for faculty planning study abroad, overseeing UROP awards, or helping to plan the Undergraduate Research Symposium. Other Council contributions to the work of the ACE office (holding occasional office hours, developing the ACE website) are encouraged.

Council members will be chosen by the VCAA/Dean after appropriate consultation.

The ACE Coordinator

The ACE Coordinator will carry out the day to day administrative functions supporting our campus efforts to provide and connect UMM students to enrichment opportunities, including fellowships and

awards, the National Student Exchange, undergraduate research, study abroad, and the Morris Honors Program. The position will work with the Enrichment Council to identify priorities, and to determine the needs in each area for publicity, event coordination, and other administrative support.

Responsibilities include:

75%- administrative responsibilities

- Helping to grow and diversify the number of students engaged in Enrichment Activities at UMM
- Promoting and articulating the value of enrichment activities
- Together with other stakeholders, articulating a vision for summer enrichment programming, piloting summer programs, and assessing their effectiveness.
- Convening the Enrichment Council at least three times per semester
- Supervising the ACE Administrative Assistant and the Study Abroad and Exchange Coordinator
- Representing the ACE Office and ACE programming at Admissions events, New Student Registration, and New Student Orientation
- Provide liaison between the Morris campus and the all-University Offices supporting Enrichment efforts system-wide.
- Developing an annual budget for the operation of the ACE Office and related programming
- Seeking external funding to support Enrichment activities, including grant writing and working with Fund Development to identify possible individual or Foundation support.
- Undertaking periodic review of UMM Enrichment activities, reporting on trends in program utilization, and undertaking student outcome assessment
- Promoting a culture of excellent student service
- Cooperating with the Associate Director of Retention and the Coordinator of Advising to ensure the effective utilization of support and student staff

25%-supporting office operations

- Being a part of UMM's 24/7 emergency contact team for students abroad
- Coordinating vacation schedules with the Administrative Assistant to ensure regular summer hours of operation.
- Answering front-line questions from students about ACE programs and making referrals to appropriate subject experts.
- Providing individual advising to students to identify enrichment programs to match their academic goals.
- Providing individual assessment and guidance regarding the use of Prairie Scholarship Awards and giving signature approval for the issuance of these awards.
- Developing and delivering ongoing programming

Job Description

Job Title: Coordinator of the Academic Center for Enrichment

University Classification: 9354, Coordinator

Series: Academic Professional/Admin

Department: Academic Affairs

Position Reports to: VCAA and Dean

Term: A-12 month apt

Type: Continuing

Time: 100%

Purpose of the position

The Office of Academic Affairs is looking to fill an essential position that will carry out the day to day administrative functions supporting our campus efforts to provide and connect UMM students to enrichment opportunities, including fellowships and awards, the National Student Exchange, undergraduate research, study abroad, and the Morris Honors Program. The position will work with a group of faculty constituting the Enrichment Council who are advocates for each of these opportunities to identify priorities, determine the needs in each area for publicity, event coordination, and other administrative support.

Job Duties

75%- administrative responsibilities

Helping to grow and diversify the number of students engaged in Enrichment Activities at UMM

Promoting and articulating the value of enrichment activities

Together with other stakeholders, articulating a vision for summer enrichment programming, piloting summer programs, and assessing their effectiveness.

Convening the Enrichment Council at least three times per semester

Supervising the ACE Administrative Assistant and the Study Abroad and Exchange Coordinator

Representing the ACE Office and ACE programming at Admissions events, New Student Registration, and New Student Orientation

Provide liaison between the Morris campus and the all-University Offices supporting Enrichment efforts system-wide.

Developing an annual budget for the operation of the ACE Office and related programming

Seeking external funding to support Enrichment activities, including grant writing and working with Fund Development to identify possible individual or Foundation support.

Undertaking periodic review of UMM Enrichment activities, reporting on trends in program utilization, and undertaking student outcome assessment

Promoting a culture of excellent student service

Cooperating with the Director of Retention and the Coordinator of Advising to ensure the effective utilization of support and student staff

25%-supporting office operations

Being a part of UMM's 24/7 emergency contact team for students abroad

Coordinating vacation schedules with the Administrative Assistant to ensure regular summer hours of operation.

Answering front-line questions from students about ACE programs and making referrals to appropriate subject experts.

Providing individual advising to students to identify enrichment programs to match their academic goals.

Providing individual assessment and guidance regarding the use of Prairie Scholarship Awards and giving signature approval for the issuance of these awards.

Developing and delivering ongoing programming

All the time

This position must demonstrate sensitivity, knowledge and understanding of diverse academic, socioeconomic, gender, cultural and ethnic backgrounds.

Essential Knowledge, skills and abilities

Masters degree

Supervisory experience

Knowledge of and enthusiasm for enrichment activities

Ability to handle multiple projects simultaneously

Ability to interact professionally with faculty, staff, and students

Ability to work in a collegial and collaborative environment

Ability to work both independently and in a team environment

Experience and ability in planning and coordinating higher education programming

Preferred

Ph.D and/or Masters degree in field relevant to the liberal arts

Experience in enrichment programming

Previous grant writing experience