



**President's Cabinet
Agenda
May 16, 2024
11 a.m. – 12:30 p.m.**

HIGH LEVEL SUMMARY ITEMS

- Enrollment and retention numbers are both up
- Revamp of the external facing strategy website and an internal SharePoint are both forthcoming to provide a central hub of information for all things strategy
- Graduation Tuition Benefit proposal – offer tuition benefit for employees (not dependents yet) for a maximum of nine credits per academic year; 50% of credit paid for by university, student pays all fees
- Withdrawal Date Deadline proposal – propose moving withdrawal date from ~week 10 to ~week 14 of a 16-week semester
- Academic Policy Enactment Policy first read – cleaning up policy language and definitions, and aligning with current practices
- Faculty Employment Handbook Policy first read – propose adding two additional voting members to committee makeup
- Survey Management Policy first read - To minimize students' survey fatigue this policy proposes a creation of procedures for survey deployment and creation of one centralized calendar
- Creation of a 2024 Election Season Coordinaton Group with representation from faculty, staff, students, and administrators that addresses several lines of effort with an anchor in communications
 - [MSU Denver Civic Guide](#) – Share out with constituents!
- See notes below for shared governance updates, homecoming information, and announcements from HR

ACTION ITEMS

- Share any questions, comments, concerns about two decision memos by Wednesday, August 28 via email to Edward Brown or through Qualtrics link
- Review first-read of policies, socialize with consitutents, and be prepared to vote at second read at September 26, 2024 President's Cabinet meeting.
- DIGIT and Alumni Relations to connect on survey policy definitions
- David Fine provide input on Civic Guide (re: Classroom Management)
- Public feedback for 8/22 President's Cabinet can be submitted through this [Qualtrics link](#).
 - Submissions are confidential unless stated otherwise.
 - **Deadline to submit feedback is September 18** – eight days before next President's Cabinet Meeting

I. Approval of minutes from [5/16/24](#)

- Approved

II. President's Update – Janine Davidson

- Enrollment update:
 - Undergrad is up 2% in FTE and up 0.5% in headcount
 - Fall to fall retention is 68.8%, 1.3% better than same time last year;
 - Grad is up 4.9% in FTE and 1.4% in headcount
- Gave kudos to MSU Denver's ITS team who swiftly responded to the CrowdStrike issue; MSU saw little to no impact thanks to their diligence
- Protest updates
 - Emphasized that free speech and peaceful protests are rights on campus; disrupting

- the university's mission and fellow students' learning is not
 - Student conduct process is mostly complete
- Preparation for upcoming election season
 - MSU Denver Civic Guide – refer to and share this resource!
 - Tiger team coordinating on several lines of efforts (see 2024 Election Season Coordination Group / PGM notes below)
 - Friendly reminder that employees cannot use university resources/university name to speak for the university
- Project B is on schedule; West Classroom is open and Sim Labs are opening soon
- Legislative Updates
 - MSU's Board of Trustees (BOT) & Auraris Board of Directors (ABOD) published a resolution in opposition to Initiatives 50 & 108
 - These initiatives attempt to address the issue of rising property taxes, promising local municipalities that the state will backfill the budget through the general fund, which is how HE gets funded. No guarantee that the state has to fund HE
 - Some analysis have tuition going up over 40%; schools might have to close or merge; catastrophic – cannot happen
 - Potentially on the ballot (special session in progress to come to a legislative solution/compromise)
 - MSU is in support of a responsible solution that protects higher education
 - [Fall Welcome Back on Thursday, August 29](#)
- Roadrunner Shoutouts
 - Faculty winner – J Renee Trombley
 - Staff winner – Whitney Simkins
 - Student winner – Valeria Colin Sixtos
 - MSU Denver Club Baseball Team

III. Strategy Update – Meredith Jeffers

- Handout provided at Cabinet: [August 2024 President Cabinet.docx](#)
- Learned a lot in the last year, including refining OKRs to focus, align, and track goals
- Continuing to improve on the strategic process by focusing on outcomes and aligning objective statements with goals already in strategic plan
- Strategy team is revamping the [external facing website](#) and creating an internal SharePoint in response to feedback for a centralized hub of information – both ready in September 2024; more information at Sept. Cabinet meeting
- New OKRs are forthcoming
- Seeking feedback on how best to recognize strategy superstars that go above and beyond – send feedback directly to Meredith
- Strategic efforts are gaining recognition amongst peers; team is presenting to Colorado Association of Non-profits this fall

IV. Decision Memos

- Graduate Tuition Benefit (GTB) Proposal
 - Link to Presentation: [Partial GBT- PC 08-22-24.pptx](#)
 - Presentation answered questions such as: What is GTB? Who can obtain? What kind of grad education is available? What is the process? Are there any taxes? When will it become available?
 - Now goes to President for final approval
 - Target implementation date is January 1, 2025
- Withdrawal Deadlines SSL Decision Memo
 - Link to Presentation: [Withdrawal Date Proposal for Cabinet 8.22.24.pptx](#)
 - Link to Decision Memo: [Decision Memo Withdrawal Date Calculation 2024 7.29.24.pdf](#)
 - Current withdrawal date is set at week 10 (of 16-week course); 67%

- Proposal to move withdrawal date back to week 14 at 85% effective Spring 2025
- Pros:
 - Giving students who might “panic” on learning outcomes an opportunity to be successful by giving them more time
 - Supporting students
- Cons:
 - May be an issue for condensed courses
 - SRI consideration – students who know they will need to withdrawal due to failing grade can still submit an SRI. May negatively impact instructor’s SRI. Need to clarify if students can still fill out an SRI even if they withdrawal
- The norm for the community college system week 13; others is set at week 12
- Need to be thoughtful WHY students withdrawal (DF vs. W rates)
- Provost will take SRIs into consideration but will not hold up the Decision Memo
- Proposed decision timeline – Sept 1, 2024
- Share concerns no later than Wednesday, August 28 as it moves to President for final action

V. First Read - Policies

- Academic Policy Enactment Policy
 - Link to Presentation: [Academic Policy Enactment Policy Cabinet August 1.pptx](#)
 - Link to proposed policy: [UPAC.PolicyEnactment Policy update proposal \(1\) 1.docx](#)
 - Part of a regular 5-year review
 - Correction summary – grammar, spelling, etc.; clarification to roles/responsibilities; change in the archival process aligning with process that is actually used; added two definitions, some clarifications on procedures on managing and sharing policies
- Faculty Employment Handbook (FEH) Committee Policy
 - Link to proposed policy: [Faculty Handbook Policy DRAFT20231018 \(1\).pdf](#)
 - Propose a revision to FEH committee composition by adding to additional voting members: (1) from MSU Denver Faculty Federation and (1) additional chair
 - Current committee composition: (2) Faculty Senate, (1) Faculty Trustee, (1) Chair, (1) Dean, (2) Academic Officer Representatives – non-voting, (1) Faculty Federation – non-voting
 - Pros
 - Since votes are recommendations, not final decisions (final decision lies with President/BOT), by adding two additional voting members records their positions and is a part of the executive summary
 - Faculty Senate voted in favor of addition two additional members; Chairs generally support this, however when separated they did not support the Federation representation but did support the additional chair representation
 - Cons
 - Concerns around duplication of faculty voice if Faculty Senate already has two votes
 - Deans and Provost are not in favor of additional voting members
 - Questions and concerns around recognizing a group doesn’t exist under law and how that might impact future policies
 - Concerns over the overall structure/makeup of the committee (not any individual person)
- Survey Management Policy
 - Link to presentation: [StudentSurveyPolicy PresCab 20240822.pptx](#)
 - Link to proposed policy: [Survey Policy 8.21.2024 1 \(1\).docx](#)
 - Summary: to minimize survey fatigue, policy proposes a creation of procedures for survey deployment with one centralized calendar

- Does not include department or college surveys; only university-wide student surveys
- Clarification requested on what approval means
 - This policy would provide conditional approval; suggesting coordination, de-conflicting, etc.
- Suggestion of a master timeline of ALL surveys including when all departments are sending surveys
- Suggestion that this be a process and master calendar rather than a formal policy

VI. 2024 Election Season Coordination Group / PGM

- Link to presentation: [2024 Election Season.pptx](#)
- MSU Denver Civic Guide website: <https://www.msudenver.edu/civic-guide/>
 - Friendly reminder that this is a living document that's updated regularly/as needed when information is available
 - Two primary goals of website: (1) provide university with productive and impactful ways to advocate and (2) make sure the laws, policies, guidelines, and best practices are easily accessible
- Cross functional coordination group to meet needs of community with respect to safety, education, and mental/emotional support
- Lines of effort: anchor in comms, student support, dialogue series, voter engagement, external relations, policy, contingency planning
- Friendly reminders of how employees can engage: best practice is to make clear the views and activities are your own
 - Cannot use university resources for political campaigning
- Section on classroom management; requesting more advice on how to handle disruptive students in the classroom

VII. Shared Governance Updates (12:20 PM -12:30 PM)

- **TSAC** – Updates forthcoming on new chair and co-chair as well as goals for the term
- **Staff Senate** - putting together a code of ethics for Staff Senate; if there are any suggestions of people to serve on said committee please reach out to Ruby Matheny
- **Chairs** – first chair retreat held on August 6 and will continue with lunch trainings preceding council meetings; themes listed on website; finalizing chair reps on committees across campus
- **Faculty Senate** – first meeting in the books; goals are forthcoming; [link on website](#) for anyone interested in presenting to Faculty Senate; working on academic policy process to be more automated and transparent – link forthcoming; let Liz know if you are not on list to get agendas/meetings or if you want to be taken off said list

VIII. Key Updates

- Homecoming
 - Link to handout: [Homecoming Handout.pdf](#)
 - Website – www.msudenver.edu/homecoming
 - Several fun events for students, faculty, staff, and alumni
 - Call to action – get involved!
- HR Announcements
 - Highlighted leadership and organizational engagement program – registration for GROW program is open
 - Goal setting is due in workday by Aug 30; available all year to adjust as needed
 - Sent out tools for career conversations; complete by Sept. 30
 - Senior HR partners presenting branch HR metrics in September
 - Comp equity study results will be discussed at President's Welcome Back and three scheduled town hall sessions