President’s Cabinet Minutes  
Monday, November 23, 2015  
Montesi Executive Center

Present: Dr. John Smarrelli, Jr., Dr. Divya Choudhary, Mr. Steve Crisman, Dr. Tim Doyle, Mr. Greg Eller, Br. Dominic Ehrmantraut, Dr. Paul Haught, Ms. Carolyn Head, Dr. James Moore, Mr. Brian Summers, and Ms. Wendy Sumner-Winter.

Excused: Dr. Anne Kenworthy and Mr. David Palmer

Dr. John Smarrelli brought the meeting to order at 10:05 am. Dr. Divya Choudhary led the cabinet in prayer. Dr. Smarrelli thanked everyone for all the work they are doing on campus. The Cabinet Retreat is scheduled for December 10 at The University Club. An agenda will be forthcoming with more details. The dinner scheduled after the retreat at the Smarrelli home will need to be postponed until after the first of the year due to scheduling conflicts. Dr. Smarrelli apologized for this change in the schedule.

The minutes of October 26, 2015 were approved unanimously. Dr. Smarrelli requested that approved Cabinet minutes be published on-line for the community to read. He asked Ms. Wendy Sumner-Winter to post the approved minutes on the President's website.

DISCUSSION ITEMS

New Policies (Dr. Paul Haught)

Dr. Paul Haught presented four new policies for approval by the cabinet (see Appendix). Dr. Haught indicated that the policies were reviewed by Academic Council and he answered several questions from members of the Cabinet. Mr. Greg Eller moved that the following policies be approved:

- Policy C.8: Determination of Credit Hours (F.R. 4.9; CR 2.7.1; CS 3.4.6) [Faculty Handbook, Sec. 2.8.6.2; Appendix M, Appendix CC]
- Policy C.4: Distance Education – Verification of Student Identity (F.R. 4.8.1; CS 3.13 B)
- Policy C.5: Distance Education – Protection of Student Privacy (F.R. 4.8.2; CS 3.13 B)
- Policy C.6: Distance Education – Additional Costs Associated with Identity Verification (F.R. 4.8.3; CS 3.13 B)

Seconded by Dr. Tim Doyle and the motion passed unanimously.

Update on ABET (Dr. Paul Haught)

Dr. Haught gave an update on the recent ABET site visit in early November. Overall the site visitors found the programs to be strong and in good standing. There were no damaging citations, but there were some deficiencies in regards to assessments. In particular, ABET has requested that each department in School of Engineering provide a report demonstrating the processes that led to each department’s assessments and what their processes will be in the future. Dr. Haught indicated that every department on campus needs to address the issue of assessments. He is looking into Compliance Assist, a computer program that may assist departments with assessment processes. Ms. Head stated that it would be helpful if the program was Banner friendly.
**Pension Plan (Ms. Carolyn Head)**

Ms. Head distributed the following items from the Christian Brothers Services. She briefly reviewed the information with special attention to *Actual Valuation Summary* and *Plan Participation Information*. She answered questions from the members of the Cabinet and she indicated that Christian Brothers Services Board of Directors have appointed Mr. Robert C. DeRose (Sr. VP for Finance/CFO from Lewis University) after several participating universities requested representation on the retirement committee.


3. Letter dated November 15, 2015: To All Participants and Beneficiaries in the Christian Brothers Employee Retirement Plan from The Pension Board regarding Summary of the Financial Condition for Christian Brothers Employee Retirement Plan – For the Plan Year Ended June 30, 2015.


**Review Meeting with Kierra Turner, SGA President (Dr. Smarrelli)**

Dr. Smarrelli stated that we need to be proactive about issues taking place on campus at this time. He recently met with Kierra Turner, SGA President and Lasallian Fellow, to discuss the most pressing issues for students on campus.

**Textbooks**

Students still have concerns about the cost of textbooks. Ms. Turner was contacted by Texts.com, an on-line textbook exchange program, about implementing a program on CBU campus. There was a general discussion about the current textbook situation on campus. Ms. Carolyn Head and Dr. Paul Haught are currently working with Rafter and they expect to receive some final costs for bundled book packages. There will need to be further discussion before any changes are made regarding the textbook situation.

**Panel Discussions**

Ms. Turner suggested that several panel discussions relating to student concerns be held on campus. Dr. Tim Doyle and Dr. Paul Haught are working on this and the President’s Office will provide support for such events. One suggestion for a panel discussion would be *Your Rights*, a session focusing on security and safety with a specific focus on understanding interactions with both Campus Security Officers and Memphis Police Department. Dr. Smarrelli indicated that he would like the first panel discussion to take place in late January 2016.

**Communication (with Students)**

The Cabinet discussed ways that administration can communicate better with the students. Ms. Wendy Sumner-Winter stated that communication with students is made through social media, texts, and emails. She stated that the students need to tell administration how they would like to receive communications. Ms. Turner had indicated to Dr. Smarrelli that she was not aware of the Emergency Alert System. There was a brief discussion about the Emergency Alert System and several suggestions were made to make sure the students are signed up for notifications. Dr. Smarrelli asked Ms. Wendy Sumner-Winter to look into the communication situation as we move forward into January 2016.

**Vendors**

Ms. Turner asked about student discounts from vendors. After a brief discussion, Dr. Smarrelli asked Dr. Tim Doyle to look into this situation and find ways to communicate vendor discounts to the students.
OTHER BUSINESS

Credo

There will be a Community Day event with Credo on February 5 from 2:00-5:00 pm. Dr. Paul Haught has notified the Deans of this date and asked that classes be cancelled at this time. More information will be forthcoming about this event.


Dr. Paul Haught stated that there needs to be a better way to access the Administrative Policies and Procedures Manual and Faculty Handbook on the web. The Intranet is difficult to access. Ms. Wendy Sumner-Winter is working on this and she will have a portal available so faculty/staff can obtain this information. The documents can be put on MYCBU.

Searches

Dr. Paul Haught gave an update on the current job searches for Academic Services and Dean of School of Science.

Gala

Mr. Steve Crisman gave an update on the Gala. There was a good turnout and it was very successful. Dr. Smarrelli thanked Mr. Crisman, Ms. Sumner-Winter and the Advancement staff for all their hard work to make the event successful.

Rosa Deal School of Arts/Dollar General Store

Ms. Head stated that a final construction budget for the Rosa Deal School of Arts was presented to and approved by the full board. The final budget is $10.3M to finish the project. The Investment Committee approved to purchase the Dollar General Property located at 2450 Central Avenue, Memphis, TN. The purchase will be funded through endowment funds. Mr. Crisman indicated there are additional naming opportunities for the Rosa Deal School of Arts and he asked members of the Cabinet to recommend potential donors.

Admissions

Dr. Kenworthy gave a brief update on admissions activities for Fall 2016. She indicated that things are going very well and new records are being set.

The meeting was adjourned 11:30 am. The next Cabinet Meeting will be held on January 11, 2015. The Cabinet Retreat will be held on December 10, 2015 at The University Club.

Melanie Bremer
Executive Assistant to the President
Christian Brothers University applies the federal definition of a “credit hour.” According to the Code of Federal Regulations (CFR) Section 600.2, “a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours.”

Christian Brothers University’s policy regarding the “credit hour” is also guided by the U.S. Department of Education’s “Guidance to Institutions and Accrediting Agencies Regarding a Credit Hour as Defined in the Final Regulations Published on October 29, 2010.” (http://ifap.ed.gov/dpcletters/attachments/GEN1106.pdf)

Christian Brothers University further bases the length of its semesters on the Carnegie definition, which calls for a minimum length of 14-16 weeks.

Christian Brothers University defines one hour of instructional time as 50 minutes clock time.

Traditional “Face to Face” Courses (UG):

1 credit hour = (1 hour of class time + 2 hours of homework each week) x 15 weeks
- 1 semester credit hour equals 2,250 minutes or 37.5 clock hours of work
- 2 semester credit hours equal 4,500 minutes or 75 clock hours of work
- 3 semester credit hours equal 6,750 minutes or 112.5 clock hours of work
- 4 semester credit hours equal 9,000 minutes or 150 clock hours of work

Hybrid and Online Courses (UG):

1 credit hour = (1 hour of direct engagement with course materials + 2 hours of out of class work) x 15 weeks
- 1 semester credit hour equals 2,250 minutes or 37.5 clock hours of work
- 2 semester credit hours equal 4,500 minutes or 75 clock hours of work
- 3 semester credit hours equal 6,750 minutes or 112.5 clock hours of work
- 4 semester credit hours equal 9,000 minutes or 150 clock hours of work

Graduate Courses (All Modes of Instruction):

In general, Christian Brothers University’s definition of the undergraduate credit hour also applies at the graduate level. However, in its “Guidance to Institutions and Accrediting Agencies Regarding a Credit Hour as Defined in the Final Regulations Published on October 29, 2010,” the U.S. Department of Education gives permission to institutions to adopt a flexible approach. Among other things, the letter states
- “A credit hour is expected to be a reasonable approximation of a minimum amount of student work in a Carnegie unit in accordance with commonly accepted practice in higher education.”
- “The definition does not dictate particular amounts of classroom time versus out-of-class student work.”
• “In determining the amount of work the institution’s learning outcomes will entail, as under current practice, the institution may take into consideration alternative delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.”
• “The credit hour definition does not emphasize the concept of “seat time” (time in class) as the primary metric for determining the amount of student work for Federal purposes.”
• “…the 37.5-hour requirement relates to undergraduate programs subject to the clock-to-credit-hour conversion requirements in §668.8(k) and (l). These requirements are not relevant to degree programs of at least two academic years and graduate programs…”

Christian Brothers University expects that the total amount of classroom time and out-of-class student work at the graduate level reflects the expectations for undergraduate courses. At the same time, the institution sanctions greater flexibility in the relationship between classroom time and out-of-class student work in graduate courses.

**Condensed Formats:**

Christian Brothers University offers courses which meet for fewer than 15 weeks. The institution expects that the time spent in the classroom (or online) and on out-of-class work is adjusted accordingly to meet the university’s credit hour requirements.

**Student Learning Outcomes:**

The university expects that the achievement of student learning outcomes is identical regardless of the course timeframe.

**Policy Review:**

This policy must be reviewed by the Vice President for Academics and Academic Council at least every three years to ensure compliance with federal regulations and Commission standards.

Approved by Academic Council on October 28, 2015.
Approved by President’s Cabinet on January 11, 2016.
DISTANCE EDUCATION – VERIFICATION OF STUDENT IDENTITY
(F.R. 4.8.1; CS 3.13 B)

In compliance with Federal Requirement 4.8.1 and in adherence with best practice in higher education, Christian Brothers University ensures that the student who registers in a distance education course or program is identical to the student who participates in and completes the course or program, and receives the academic credit.

Christian Brothers University uses the secure login and passcode as the primary and preferred method of verifying student identity.

Policy Review:

This policy must be reviewed by the Vice President for Academics and Academic Council at least every three years to ensure compliance with federal regulations and Commission standards.

Approved by Academic Council on October 28, 2015.
Approved by President’s Cabinet on ____________________.
DISTANCE EDUCATION – PROTECTION OF STUDENT PRIVACY
(F.R. 4.8.2; CS 3.13 B)

In compliance with Federal Requirement 4.8.2 and in adherence to the Family Educational Rights and Privacy Act (FERPA), Christian Brothers University has a written procedure for protecting the privacy of students who are enrolled in distance education courses or programs.

In order to protect the privacy and the confidentiality of the educational records of students enrolled in distance education courses or programs, the institution has the following procedure:

1. Students must use the secure login and passcode to access course materials and submit assignments in the learning management systems the university has chosen for distance education.
2. Access to postings to discussion boards, chat rooms, and class forums is limited to the instructor, the other students enrolled in the course, and appropriate university officials with demonstrable need-to-know.
3. Grades for course assignments and the final grade are accessible only to the instructor, the student, and appropriate university officials with demonstrable need-to-know.
4. Vendors who provide services for Christian Brothers University’s distance education courses and programs must comply with the requirements of the Family Educational Rights and Privacy Act to protect the confidentiality of student records.

Policy Review:

This policy must be reviewed by the Vice President for Academics and Academic Council at least every three years to ensure compliance with federal regulations and Commission standards.

Approved by Academic Council on October 28, 2015.
Approved by President’s Cabinet on ______________.
DISTANCE EDUCATION – ADDITIONAL COSTS ASSOCIATED WITH IDENTITY VERIFICATION (F.R. 4.8.3; CS 3.13 B)

Christian Brothers University uses the secure login and pass code as the primary and preferred method of verifying the identity of students enrolled in its distance education courses and programs. The university does not charge for this method of identity verification.

The university has the following procedure to notify students of any projected additional student charges associated with the verification of student identity:

Should it become necessary for the university to choose other federally approved methods of identity verification and should such methods lead to an additional cost which will be passed on to the student, then Christian Brothers University will notify its students in writing at the time of registration or enrollment of the projected additional cost associated with identity verification.

Policy Review:

This policy must be reviewed by the Vice President for Academics and Academic Council at least every three years to ensure compliance with federal regulations and Commission standards.

Approved by Academic Council on October 28, 2015.
Approved by President’s Cabinet on ____________.