

***EXCEEDING STANDARDS***



**THE COLLEGE OF PERFORMING AND VISUAL ARTS**

**ANNUAL REPORT**

**2009-2010**

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## I. EXECUTIVE SUMMARY

### COLLEGE OF PERFORMING AND VISUAL ARTS

With common purpose, we look to the College of Performing and Visual Arts' future as a distinctive division of the University of Northern Colorado that remains affordable and accessible yet uncompromised in our vision. The range of challenges facing arts colleges in public higher education will not change our vision for the present and future of the College: to be the very best of its kind.

The College of Performing and Visual Arts at the University of Northern Colorado is one of the most distinguished public university arts programs in the country, and has the highest percentage of arts majors on a university campus in Colorado; comprising the School of Art and Design, the School of Theatre Arts and Dance, the School of Music, the UNC Galleries, the Little Theatre of the Rockies, the UNC Jazz Festival, and the Center for Integrated Arts Education. The College of Performing and Visual Arts also hosts a myriad of other curricular and co-curricular programs in the arts. The College is home to two Colorado Programs of Excellence, and its statewide, regional, national, and global reputation in arts and arts education has been built and maintained for more than a century.

The College's theatre program was named by the Denver Post as the best undergraduate theatre program in Colorado. The College is also home to the UNC Symphony Orchestra, which has been selected by *Down Beat* magazine as Best College Orchestra numerous times over the last decade, including the 2009-2010 academic year. The Jazz Studies program has been the winner of over 100 awards in 25 years and was also recognized by *Down Beat* as the number one university Jazz Band in the nation during the 2009-2010 academic year. Current students and graduates of the College have received Fulbright awards, the Irene Ryan Acting Award, the ASCAP Foundation Award in composing, the Kennedy Center's American College Theatre Festival award for acting, directing, and design, the Colorado Press Associations award in photography, and our art and design students have been accepted into numerous national and international juried shows. College Alumni serve as arts educators in over 400 schools in Colorado and in many public and independent schools across the country and graduates are performing on Broadway and in national touring shows, as well as in film and on television. Other alumni are members of major symphonies and chamber ensembles throughout the United States and in celebrated opera companies in the USA and Europe. Our alumni include an award-winning playwright, a Grammy award winner, and artists exhibiting at the Guggenheim Museum and the National Gallery in Washington, D.C.

In the 2009-2010 Academic Year, College of Performing and Visual Arts' students were selected by *Down Beat* magazine for the following recognitions of their outstanding work: College Winner, Jazz Combo: Vanguard Jazz Combo, Jim White, director, College Winner, Classical Group: UNC Symphony Orchestra, Russell Guyver, conductor, Graduate College Winner, Instrumental Jazz Soloist: Ben Haugland, piano (faculty adviser: Dana Landry), Graduate College Winner, Jazz Arrangement: Jorge I. Currea (faculty adviser: Erik Applegate), Graduate College Winner, Original Composition: Joel Nagel (faculty adviser: Jim White), Graduate College Outstanding Performance, Original Composition: Ben Haugland (faculty adviser: Erik Applegate), Undergraduate College Outstanding Performance, Instrumental Jazz Soloist: Greg Johnson, tenor sax (faculty adviser: Andy Dahlke), Graduate College Outstanding Performance, Vocal Jazz Soloist: Kate Skinner, voice (faculty adviser: Dana Landry).

Recent graduates in the School of Theatre Arts and Dance were selected to perform in the following shows: **BROADWAY SHOWS:** Victoria Matlock – Million Dollar Quartet, Josh Buscher - West Side Story, Jenny Fellner – Wicked, Alena Watters - The Adams Family Musical and- West Side Story; **OFF BROADWAY SHOWS:** Catherine Philafas – Conviction, Jenny Fellner – Lizzy Borden, Andy Kelso – Deep Cover, Beth Malone – Marvelous Wonderettes, Victoria Matlock - Marvelous Wonderettes; **NATIONAL TOURS:** Ryan Jesse (Jersey Boys), Jason Watson (Mama Mia), Derek Hansen (A Chorus Line), Daniel Dawson (Cats), Kevin Sims (Beauty and the Beast), Jason Vesey (The Lion King), McKayla Marso (Wizard of Oz), Justin Michael Terry, John Bray, Spencer Townsend Hughes, Jason Burnside, Michael Grebe (Walking With Dinosaurs).

Students from the School of Art & Design have displayed their work at many venues including the City and County Building (Civic Center) in Denver, Information Visualization Conference in London, England, Imaging and Visualization Conference in Sydney, Australia, ACM SIGGRAPH International Conference in Los Angeles, California, Fabretto Foundation Exhibitions in New York City and Washington, D.C., and offices throughout campus and in community businesses. Others have earned internships at the Seattle Museum of Art and presented theses at the McNair Research Conference, Seattle, Washington, and Front Range Art History Symposium at the Museum of Contemporary Art in Denver, Colorado. Students received commissions or scholarships to create art for the City of Greeley Mural Project, the Texas Roadhouse Mural Project, the City of Brighton Cultural Arts Commission, and numerous private corporations such as Frito-Lay and Rehabilitation and Visiting Nurse Association. School of Art & Design students also distinguished themselves by winning first and second place awards at this year's AIGA Art Directors Club of Denver Student Portfolio review competition. Students have published materials in the form of illustrations for children's books, photographs for programs, posters, tickets, and website materials for the Colorado Eagles, professional hockey team. Service activities included fund-raising for the Earthquake victims in Haiti and participation in "The Fundred Project" to raise awareness of hazardous environment in the aftermath of Hurricane Katrina.



## **II. DESCRIPTION OF THE COLLEGE:**

### **THE ARTS AT THE UNIVERSITY OF NORTHERN COLORADO**

This section of this report sets forth a description and vision of the College as part of the UNC arts-infused campus with an overarching mission that immerses the campus community in the arts in every way possible while at the same time, preparing individuals for careers in the arts. The College of Performing and Visual Arts is a leader on and off campus in investing human, physical, and financial resources in pursuit of a fuller dialogue and spirit of cultural arts collaboration. In the process, the University of Northern Colorado's profile and programs are strengthened and the arts influence both the academic program and the cultural offerings of the University.

#### **Our Vision**

Our vision encompasses five strategic elements through which we fulfill and enhance our service to the constituents of the University and the citizens of Colorado:

1. *Building on Traditions*
2. *A Community of Learners*
3. *Unique Sense of Place*
4. *Best Practices*
5. *Building Bridges*

For each of these areas of concentration this document provides:

- Descriptions that highlight the core values and purposes that guide our strategic planning, policy development, and resource allocation.
- Strategic intentions that move the College toward realization of its overall vision. (Each intention and action step also notes in parenthesis direct connections with the University's Academic Plan)
- Action steps designed to augment and sustain the College's nature and character.
- Tasks completed to date



## **Our Values**

The College of Performing and Visual Arts is Colorado's distinctive public university program in the arts. From our nineteenth-century roots, we have achieved and will continue to achieve regional, national, and international recognition for the quality of our arts education and co-curricular programs. Our Front Range home is in the heart of a historically rich community that has emerged as a leader in a vibrant region preserving the positive elements of its history while embracing new social, cultural, and economic opportunities. Committed to serving the educational needs of the citizens of the state and the region, we bring the world to the University of Northern Colorado and the University to the world.

We center the College of Performing and Visual Arts experience on student development inspired by our commitment to the arts traditions embodied in the study of music, theatre, dance, art, and design, and to developing leadership in the arts;

We support collective and individual growth, enlightenment, and transformation;

We value the search for truth through reasoned and disciplined inquiry, innovation, and free expression;

We embrace tolerance and inclusivity and the broadest possible diversity of people and perspectives;

We share a strong sense of place -- a historic campus with a collegial, nurturing atmosphere; and

We fulfill and enhance the nature and character of the College through policies and resources that reflect and advance these ideals and aspirations.



## **Building on Traditions**

### **Degrees Offered**

Our focus on student learning, in academic, artistic, and personal terms, epitomizes the College of Performing and Visual Arts community. We believe that lifelong learning results from engagement in an arts educational experience that blends and infuses the most pertinent aspects of the history and philosophy of the arts, professional preparation in the arts, and leadership in the arts throughout the curriculum and co-curricular opportunities. We commit to ongoing professional and personal development, indicating a common understanding that what we learn is as important as what we teach.

We celebrate the gifts of all people and value individuals for the creations, achievements, and contributions with which they enrich our College. We wish to enrich and advance our lives and those of the people around us, and the culture and civilization in which we live. We expect all individuals to dedicate themselves to, and impart to those we commit to teach, the qualities of accountability, respectfulness, responsibility, collegiality, reflectivity, and insightfulness.

The University of Northern Colorado provides a strong liberal arts education matched by an emphasis on professional career paths in the arts. The College of Performing and Visual Arts offers a unique and comprehensive range of program of study choices that lead to the following degrees:

- Bachelor of Arts – Liberal Arts Emphasis
- Bachelor of Arts – Musical Theatre
- Bachelor of Arts – Theatre Arts
- Bachelor of Arts – Interdisciplinary Studies: Fine Arts
- Bachelor of Arts – Art and Design
- Bachelor of Arts – Music
- Bachelor of Music Education
- Bachelor of Music
- Master of Arts – Art and Design
- Master of Music
- Doctor of Arts – Music

The University of Northern Colorado offers a wide array of highly regarded teacher preparation programs. The College of Performing and Visual Arts is a leader in providing teacher preparation in art, music, and theatre on the undergraduate and graduate level.

- Bachelor of Arts in Art Education
- Bachelor of Music Education
- Bachelor of Arts in Theatre Education (secondary)
- Master of Music with an Education emphasis
- Master of Arts with an Arts Education emphasis
- Master of Arts in Theatre Education

The University of Northern Colorado cultivates the transforming power of the arts within all its students and within the community. The College of Performing and Visual Arts reaches the entire University of Northern Colorado student body in liberal arts education courses in the arts for non-arts majors.

The University of Northern Colorado provides the arena in which cultural meanings can be made and experienced. The College provides performance and exhibition opportunities on a regular basis by the following groups:

- Chamber Ensembles
- University Orchestras
- Women's Glee Club
- Men's Glee Club
- Concert Band
- Symphonic Band
- Wind Ensemble
- The University of Northern Colorado Art Galleries
- Vocal Jazz Ensembles
- Pride of the Rockies Marching Band
- Juventus Vocal Ensemble
- Jazz Lab Bands
- Theatre and Musical Theatre Productions
- Opera Theatre Productions
- Seasonal Dance Concerts
- Little Theatre of the Rockies

The University of Northern Colorado performs a vital role as impresario and sponsor of the arts in service to the community and as a model of excellence in cultural presentations, productions, and commissions. The University of Northern Colorado serves as a patron of the arts and is a leader in supporting artists in the region. The College of Performing and Visual Arts offers sustained artistic support to over 100 full and part-time faculty and staff and provides support for visiting artists.

**Building on Traditions Strategic Intentions:**

- Recruit members to the College community that builds upon the values as expressed in its nature and character. (*UNC Academic Plan Goal 2 – Objective 2a*)
- Emphasize the importance of accurate and instructive evaluation and assessment to ensure accountability. (*UNC Academic Plan Goal 2 – Objective 2c*)
- Establish a College-wide emphasis on leadership development.
- Enhance professional development opportunities. (*UNC Academic Plan Goal 5 – Objective 5b*)
- Increase and promote opportunities for students, faculty, and staff to understand tolerance and a diversity of people and perspectives. (*UNC Academic Plan Goal 1 – Objective 1b*)

### **Building on Traditions Strategic Intentions:**

- Increase efforts and methods of attracting students, faculty and staff from diverse and underrepresented groups and places. (*UNC Academic Plan Goal 1 – Objective 1b*)
- Provide a wide range of clear choices and strong incentives to retain faculty and staff. (*UNC Academic Plan Goal 2 – Objective 2b*)
- Place more emphasis on graduate programs and recognize the quality of these programs as a pillar of distinctiveness. (*UNC Academic Plan Goal 3 – Objective 3c*)
- Study academic credit, calendar, and scheduling issues in order to improve student learning, increase study abroad opportunities, and enhance faculty engagement. (*UNC Academic Plan Goal 3 – Objective 3a*)
- Prepare students to understand international issues with a global perspective. (*UNC Academic Plan Goal 3 – Objective 3a*)
- Pursue and maintain national accreditation for each program of the College for which national accreditation is offered. (*UNC Academic Plan Goal 5 – Objective 5c*)
- Continue to support an emphasis on the creative process. (*UNC Academic Plan Goal 5 – Objective 5c*)

### **Building on Traditions Action Steps:**

The College of Performing and Visual Arts is known for outstanding teaching at all levels that creates, in its students, an excitement about learning and the arts that lasts a lifetime. The College is committed to uncompromising quality in its academic and lifelong learning programs and to providing the excellent teaching and student support services necessary to help each student succeed. The College will enhance the current University of Northern Colorado liberal arts core curriculum to disseminate and infuse the arts at the University of Northern Colorado and its undergraduate and graduate programs of study through the following as they relate to the intentions listed above:

- Increase funds for minority faculty recruitment (*Provost Office*)(*UNC AP 2a*)
- Develop an outside peer review program (*Assistant Dean*)(*UNC AP 2c*)
- Development of an endowed guest professor program (*Dean, Development Officer*)(*UNC AP 2a, 2b, 5b, 5c*)
- Development of on-line courses and programs of study (*Potential CPVA Task Force*)(*UNC AP 1c, 3a*)
- Examine course load standards and differentiated faculty roles and rewards (*Assistant Dean, Potential CPVA Task Force*)(*UNC AP 2c*)
- CPVA proposes to establish scholarships and activities to bring talented, under-represented, and disadvantaged performing and visual arts student to the graduate degree programs in the arts environment provided by University of Northern Colorado. Activities include the identification, recruitment, retention and career counseling of undergraduate students and recent graduates in the United States from diverse backgrounds. The project will provide a foundation for the development of artists, musicians, arts educators and scholars committed to the practice of music and the visual arts and may be a basis for *growing-our-own* faculty in the future. (*UNC AP 1e, 3c*)

### **Building on Traditions Action Steps:**

- The College will look to establish a block of time of no classes in the weekly academic schedule in order to allow more time for professional and curriculum development activities. (*Provost*)(UNC AP 1a, 1c, 1d)
- Building on the excellence of the current graduate and undergraduate curricular offerings, the College plans to develop the following new degree programs:
  - MA in Arts Leadership (*Dean*)(UNC AP 3a, 5b, 5c)
  - BFA in Theatre (*Director STAD*)(UNC AP 3a)
  - Summer MM in Music Education (*Director SOM*)(UNC AP 3a)

### **Building on Traditions Completed Tasks:**

- Be more inclusive of minority representation in CPVA student body (*Search and Recruitment Committees*)(UNC AP 1b, 2a, 4a)
- Creation of a CPVA Arts Educators Advisory Board known as the CIAE Steering Committee (*Center for Integrated Arts Education*) (UNC AP 5a, 5b, 5c)
- Look to the development of more pre-collegiate summer programs and continued support for *Creative Spaces* – including potential summer camps in musical theatre and visual communication design(*Creative Spaces Coordinators, Office of Community Arts*)(UNC AP 1b, 5a)
- CPVA has increased Professional Development support for full-time members of the CPVA faculty (*Provost*)(UNC AP 2b, 5b, 5c)
- An increase of targeted funds for faculty to recruit an more inclusive student body took place in FY2008 and FY2009 (UNC AP 1b)
- The College has increased its efforts to internationalize the curriculum through the establishment of new student/faculty foreign exchanges, curricular development at the school and college levels, increase in the number of visiting artists and scholars, and by developing co-curricular and public programs that have a global perspective. (*Assistant Dean, Potential CPVA Task Force*)(UNC AP 3a)
- The College is seeking accreditation with NASAD and NAST and continuing to maintain its NASM accreditation status. (*School Directors*)(UNC AP 5c)
- Bi-lingual public programming took place through our Youth Theatre program and continues to be a programmatic item in the STAD(UNC AP 1b, 5a)
- An increase in scholarship funds to recruit underrepresented undergraduate students has already had an impact on the College's student body demographics, most significantly in the STAD (UNC AP 1b)
- CPVA has 100% of courses participating in the student evaluations of course and instructor assessment program (UNC AP 1d, 2c)
- CPVA has established an annual award to recognize CPVA faculty creative intellectual work starting in academic year 2008/2009 the CPVA Scholar of the Year is the recipient of this monetary award.(UNC AP 2c)
- School-based student advisement is in operation (UNC AP 1e)
- The CPVA Leadership Affinity Group has been energized and through the Dean's Office readings are disseminated and discussed on leadership topics for faculty and staff (*Dean's Office*)(UNC AP 2b)

## **A Community of Learners**

Guided by a strong commitment to outstanding teaching enhanced by research and service opportunities for faculty and students, the College of Performing and Visual Arts places learning at the forefront of all we do. We hold ourselves to high standards of scholarship and integrity and affirm the rights of all members of the community to express their views and to disagree respectfully with others. The College of Performing and Visual Arts attracts a diverse, highly qualified, achievement-oriented, and socially responsible student body from Colorado and beyond. The College of Performing and Visual Arts is an institution of choice for many arts students from Colorado. Our graduates are prepared to become leaders in their arts professions and in their communities.

### **A Community of Learners Strategic Intentions**

- Challenge students to excel, articulating and communicating high standards and high expectations for student achievement and engagement. (*UNC AP Goal 3*)
- Enhance the academic and social culture of the college by offering out-of-classroom events and experiences that consistently connect students to higher learning. (*UNC AP Goal 3*)
- Enhance college-based student services by improving their accessibility, awareness of, and convenience. (*UNC AP Goal 3*)
- Reflect the intimacy necessary to the College of Performing and Visual Arts experience by determining the capacity of the College of Performing and Visual Arts' student body. (*UNC AP Goal 3*)
- Provide appropriate support to allow each student to complete a meaningful culminating experience such as a research project, recital, service learning initiative, and/or internship in the major. (*UNC AP Goal 3*)
- Enhance and expand programs centered on service learning. (*UNC AP Goal 3*)
- Promote a college-wide emphasis on academic ethics and integrity. (*UNC AP Goals 1 and 3*)
- Review faculty roles, responsibilities, and rewards as driving forces in transforming the college. (*UNC AP Goal 2*)
- Creation of a professional development program for adjunct and part-time faculty and staff. (*UNC AP Goal 2*)
- Develop and implement a distinctive program of arts leadership (arts administration and arts management) studies. (*UNC AP Goals 3 and 5*)

### **A Community of Learners Action Steps:**

The College of Performing and Visual Arts is known for its nationally and internationally prominent faculty that excel in artistic activity, teaching, and service, as well as its talented and experienced staff that provide outstanding support for programs and student development. The reputation of the College and its ability to carry out its mission depends upon the quality of its faculty and staff. The recruitment and retention of faculty and staff who are preeminent in their fields, able to give students the highest caliber arts instruction and to serve as role models, advisors, and mentors is of supreme importance.

## **A Community of Learners Action Steps:**

It is also essential that the College's faculty and staff reflect the diversity of the region and the student body, and be committed to working together as a team for the benefit of the entire University community.

The College must fully support its faculty and staff, and provide the resources they need to carry out their duties and continue their own professional development for the greater good of the University and its students. The College is therefore committed to:

- The establishment of a brown-bag lunch series where-in CPVA faculty share their research, scholarship, and creative work with the CPVA community of learners (*Dean's Office*)(*UNC AP Goal 1 Objective 1a*)
- Implement a guest artists/scholars program (*Dean, School Director, Development Officer*)(*UNC AP Goal 3 Objective 3a, 3b*)

## **Community of Learners Completed Tasks:**

- Develop a CPVA Faculty/Staff eNewsletter to share the activities of faculty and staff with each other (*Office of Community Arts*) (*UNC AP Goal 1 Objective 1a*)
- Examination of gateways for all CPVA programs of study (*School Directors*)(*UNC AP Goal 1 Objective 1e*)
- Professional Association conferences, regional, national, and international hosted by CPVA (*School Directors*)(*UNC AP Goal 5 Objective 5b, 5c, 5d*)
- Posting of student handbooks on College and School websites (*School Directors, Office of Student Services*)(*UNC AP Goal 1 Objective 1a, 1c*)
- Explore more open studio and practice room hours (*School Directors, UNC Police*)(*UNC AP Goal 3 Objective 3a*)
- Developing additional honors courses for CPVA (*Deans and Directors*)(*UNC AP Goal 3 Objective 3a*)
- Require a culminating experience for all programs of study (*School Directors*)(*UNC AP Goal 3 Objective 3a*)
- Communication of intervention procedures for students-at-risk, academically and personally (*CPVA Office of Student Services*)(*UNC AP Goal 3 Objective 3a*)
- Explore more open studio and practice room hours (*School Directors, UNC Police*)(*UNC AP Goal 3 Objective 3a*)
- Developing additional honors courses for CPVA (*Deans and Directors*)(*UNC AP Goal 3 Objective 3a*)
- Require a culminating experience for all programs of study (*School Directors*)(*UNC AP Goal 3 Objective 3a*)
- Communication of intervention procedures for students-at-risk, academically and personally (*CPVA Office of Student Services*)(*UNC AP Goal 3 Objective 3a*)
- Training session for faculty on incorporating service-learning into the syllabus and curriculum as well as in the pedagogical uses of advanced technology has been incorporated into the Mentor/Protégé program (*UNC AP Goal 2 Objective 2b*)

### **Community of Learners Completed Tasks:**

- The development and implementation of signature cultural festivals to take place on the UNC campus and in the community: Pathways to China 2008 and Earth Reveries 2009(*UNC AP Goal 5 Objective 5a*)
- CPVA Freshmen Orientation Experience School Based (*UNC AP Goal 3 Objective 3a*)
- Development of skill levels as pre-requisites for certain dance classes is part of the STAD NAST accreditation self-study process(*UNC AP Goal 3 Objective 3a*)
- Insure music instruments (*School of Music*)(*UNC AP Goal 1 Objective 1c*)
- Implementation of portfolio and portfolio alternative for admission to the School of Art and Design has started (*SAD Faculty*)(*UNC AP Goal 1 Objective 1e*)



## Unique Sense of Place

The College of Performing and Visual Arts engenders a strong sense of place, reflecting our architectural history in our continuing development. We strive to provide and maintain high quality facilities for learning, creating, performing, and exhibiting. As stewards of our environment, we preserve its natural features and habitats to facilitate learning and to enhance the beauty of the campus.

### Sense of Place Strategic Intentions

- Continually review, update, and communicate to the University community and beyond a comprehensive plan for the preservation and development of the College's physical facilities. (*UNC AP Goal 1*)
- Implement a program of permanent outdoor commissioned artworks and integrate public art and the creation of green and spiritual spaces into the University's planning processes. (*UNC AP Goal 1 Objective 1b, 1c*)
- Establish a schedule of priorities and a funding mechanism for addressing safety and deferred maintenance needs that will result in bringing all college facilities to optimal condition. (*UNC AP Goal 1 Objective 1c*)

### Sense of Place Action Steps:

The College of Performing and Visual Arts highly prizes aesthetically pleasing and well-appointed buildings and attractive landscaping, which play a vital role in helping the College fulfill its many goals. Properly equipped studios and spacious, specially designed galleries, rehearsal, and performance facilities, arts resource centers, and classroom facilities are essential to enhance the teaching and learning efforts of students and faculty.

Through a well-planned process dedicated to preserving and enhancing the historic campus ambiance of the University while providing the functional, technologically sophisticated facilities required to fulfill its mission, the college has identified the following initiatives:

- To renovate and expand existing and new facilities on campus to provide the needed office space, studios, and instructional spaces required by the growth of the College's academic and cultural programs. (*Dean*) (*UNC AP Goal 1 Objective 1c*)

### **Sense of Place Action Steps:**

- To create a first class performing and visual arts center for the campus and the community. A professionally managed, state-of-the-art facility devoted to the presentation of a wide-range of performing and visual arts forms will be an important part of every student's cultural education while at the University of Northern Colorado and an indelible part of the region's cultural offerings. *(Dean)(UNC AP Goal 1 Objective 1c)*
- To fully implement a public arts program for all capital projects on campus and to have 1% of all construction costs devoted to public arts, with the aim to incorporate public arts in all new capital projects from the initial stages of the project planning. *(Dean, UNC Galleries Director, SAD Faculty) (UNC AP Goal 1 Objective 1c)*
- The establishment of a facilities manager position for the CPVA *(Dean)(UNC AP Goal 1 Objective 1c)*

## **Best Practices**

The College of Performing and Visual Arts provides systems and services consistent with the best practices nationally, enabling the smooth and efficient operation of the College in advancing its goals and the work of its community members. The College of Performing and Visual Arts has the flexibility and policies necessary to support the professional growth and development of faculty and staff, making the most effective and efficient use of their talents and experiences.

The College of Performing and Visual Arts provides a framework for the management of instructional and information technology, and ensures that information technology resources are used effectively and efficiently to support the mission, goals and objectives of the College.

### **Best Practices Strategic Intentions**

- Maintain and enhance advanced administrative and academic software applications that support the mission of the College. *(UNC AP Goal 1)*
- Explore and integrate new technologies into instruction and research. *(UNC AP Goal 1)*
- Enhance the accessibility and efficiency of the College's network systems and website to be a model for disseminating information and communication. *(UNC AP Goal 1)*
- Review and put in place budget processes and financial practices that reflect a sense of accountability *(UNC AP Goal 1)*
- Meet and exceed standards for safety and emergency procedures *(UNC AP Goal 1)*
- Establish arts resources environments where students, faculty, and visiting artists and scholars have an opportunity to stay in touch with current developments in the arts. *(UNC AP Goal 1)*

## Best Practices Strategic Intentions

- Provide the resources and support necessary to create outstanding arts study environments which exceed national standards for on-site arts research services (*UNC AP Goal 1*)
- Employ sophisticated methods of working with friends of the university, alumni, and the business community to build a culture of philanthropy (*UNC AP Goal 5*)
- Establish the human resources and the management information systems necessary to assure the maximum utilization of the resources of the College and maintain a CPVA E-Newsletter (*UNC AP Goal 1*)
- Develop a highly effective communications and marketing program that will enhance public understanding and appreciation of the College's programs and take steps to build a stronger and more cohesive external image (*UNC AP Goal 1*)
- Develop a planned giving program in cooperation with the UNC Foundation (*UNC AP Goal 5*)
- Have ongoing strategic thinking as part of the culture of the College (*UNC AP Goal 1*)

## Best Practices Action Steps:

- Providing equipment and staff support essential for the full functioning of arts resource centers, through the development of:
  - A theatre and dance archives and study center (*STAD Faculty*)(*UNC AP Goal 1 Objective 1c*)
  - An arts media technology center (*Office of Computing and Arts Technology*)(*UNC AP Goal 1 Objective 1c*)
- Development of a center for the co-curricular and public study and appreciation of contemporary art and as a place to create meaning through the interaction with original and tangible objects. (The UNC Museum of Contemporary Colorado Art – NoCo MoCCA) (*Dean, SAD Faculty, UNC Galleries Director*)(*UNC Goal 1, 5 Objective 1c, 5 a, 5b, 5c, 5d*)
- CPVA will explore the development of the Institute for Creative Change, a program that presents to the public, and civic and community leaders, outstanding individuals who have creatively contributed to positive change in contemporary society. (*Dean*)(*UNC AP Goal 5 Objective 5a, 5b, 5c, 5d*)
- Add an on-line opportunity for the purchase of student artwork (*SAD Faculty*)(*UNC AP Goal 5*)
- Explore opportunities to use advanced technology to share “Master Classes” with other institutions (*Office of Computing and Arts Technology*)(*UNC AP Goal 3*)
- Develop a CPVA Common Computer Lab and Café (*Dean*)(*UNC AP Goal 1 Objective 1a*)
- Look for off-site storage for CPVA (*Dean*)(*UNC AP Goal 1*)
- Move Ensemble Libraries (*SOM*)(*UNC AP Goal 1*)

### **Best Practices Action Steps:**

- Profile all CPVA Faculty in a moveable visual display for use at events such as the Gala and recruitment activities (*Senior Management Team*)(*UNC AP Goal 5 Objective 5d*)

### **Best Practices Completed Tasks:**

- Provide training and resources for faculty to create more on-line, web-based courses (*Office of Computing and Arts Technology*)(*UNC AP Goal 1 Objective 1c*)
- Add a search element to the College's website (*Office of Computing and Arts Technology*)(*UNC AP Goal 1 Objective 1c*)
- Add a current career opportunities function to the CPVA website for current students and alumni (*Office of Computing and Arts Technology, Office of Student Services*)(*UNC AP Goal 3*)
- Create a user friendly web-based CPVA calendar for faculty, staff, students, and the community (*Office of Community Arts*)(*UNC AP Goal 1*)
- Strengthened relationships with the CPVA Community Advisory Board members and the UNC University Trustees, the UNC Foundation Trustees, and constituents to enhance overall understanding of the College and to clearly articulate the needs and strengths of all CPVA programs and facilities.(*UNC AP Goal 5 Objective 5a*)
- Enhanced programs to secure grants from public and private agencies. (*UNC AP Goal 5*)
- A process is in place to assess technical needs and secure the resources necessary to realize these needs (*UNC AP Goal 1 Objective 1c*)
- The Rare Prints and Drawings Room Project has been developed and funding secured (*SAD Faculty*)(*UNC AP Goal 1 Objective 1c*)
- CETL now provides training and resources for faculty to better utilize advanced technology for instructional purposes, such as interactive syllabi and web-assisted courses (*Office of Computing and Arts Technology*)(*UNC AP Goal 2 Objective 2b*)

## **Building Bridges**

We envision no boundaries to the College of Performing and Visual Arts' influences and collaborations, reflecting our continuous interaction with the broader community and global society, and we share Greeley's and the region's ongoing commitment to cultural and economic growth. As an intellectual and cultural center, a leader in civic engagement and an engine for economic development, the College of Performing and Visual Arts centers its mission on serving and being accountable to the people of Colorado.

### **Building Bridges Strategic Intentions**

- Enhance opportunities to attract life-long learners and provide an enriching cultural environment (*UNC AP Goal 5*)

## **Building Bridges Strategic Intentions**

- Place a college-wide emphasis on expanding and enhancing partnerships with the elementary, middle, and secondary schools throughout the state and region. (*UNC AP Goal 5*)
- Maintain and enhance efforts to connect the campus to international and professional arts communities through advanced technology and related professional development and support and exchange. (*UNC AP Goal 5*)
- Advocate to the broader community the importance of the arts and education. (*UNC AP Goal 5*)
- Encourage students to undertake service learning opportunities and community internships that bring together theory and practice while enriching the community. (*UNC AP Goal 3*)
- Expand summer opportunities for current students and non-college students (*UNC AP Goal 3*)
- Continue to develop outreach and touring activities (*UNC AP Goal 5*)
- Continue a commitment to cultivate and build audiences for CPVA programs and productions (*UNC AP Goal 5*)
- Create support and patron groups for CPVA program areas (*UNC AP Goal 5*)

## **Building Bridges Action Steps:**

The College of Performing and Visual Arts promotes a sense of community and provides experiences rich in tradition and creativity that inspire enduring loyalty.

Public and special programs are an integral part of the College experience. They add excitement, build a sense of identity and pride, bring people to the University, stimulate support for the College, attract prospective students, and bring regional and national awareness and recognition to the University. Building upon this foundation of excellence, major new initiatives are needed, including:

- The College of Performing and Visual Arts is dedicated to developing programming opportunities to disseminate the arts throughout the University of Northern Colorado and its environs. The arts infused campus will be realized through such efforts as:
  - Promoting “Arts Everyday” at UNC with
    - Public Art on campus and in the community (*SAD*)(*UNC AP Goal 1 Objective 1a, 1b*)
    - Art Banner System on campus and in the community (*Office of Community Arts*)(*UNC AP Goal 1 Objective 1a, 1b*)
    - Arts Walk (*UNC Galleries Director*)(*UNC AP Goal 1, 5 Objective 1a, 1b, 5a, 5b, 5c, 5d*)
- Purchase a fleet of CPVA vehicles for student touring groups that also act as promotional vehicles for the College (*Dean*)(*UNC AP Goal 1 Objective 1c*)

## Building Bridges Completed Tasks:

- Attracting artists, composers, performing ensembles, theatre and dance companies, and others through residencies, project support, performance opportunities, and commissions. (*Senior Management Team*)(UNC AP Goal 1, 5 Objective 1a, 1b, 5b, 5d)
- Developed multi-disciplinary thematic approaches to programming across the campus and in the community that has provided linkages between curricular and cultural offerings and places learning in a larger context. Spring 2009 – Earth Reveries (UNC AP Goal 3, 4, and 5, Objective 3a, 3b, 4b, 5a, 5c, 5d)
- Integrated the offerings marketed by the Office of Community Arts with regional chambers of Commerce, Visitor and Convention Bureaus, and other such entities. Promoting the University of Northern Colorado campus as a regional destination for cultural activities. Founding partner of the Greeley Arts Alliance in 2008(UNC AP Goal 5 Objective 5a)
- Development of a learn and serve program for the College through the Mentor/Protégé program (UNC AP Goal 3 Objective 3b)
- Enhanced use of CPVA Arts in UNC Publications (*Office of Community Arts*)(UNC AP Goal 1 Objective 1b, 1c)
- Explore more public-based promotion through listings on corporate scrolling marquees (*Office of Community Arts, Development Officer*)(UNC AP Goal 5 Objective 5d)
- Highlight the role of the CPVA Community Advisory Board both on and off Campus (*Dean*)(UNC AP Goal 5 Objective 5a)
- Explore broadcast, narrowcast, and webcast opportunities for the College (*Office of Computing and Arts Technology, Office of Community Arts*)(UNC AP Goal 5)
- Explore a partnership with the Denver-based organization, Up With People (*School of Music Faculty*)(UNC AP Goal 5 Objective 5a)
- Develop a CPVA Parents' Association (*Dean, Office of Student Services, Development Officer*)(UNC AP Goal 5)
- Provide more cultural diversity in the Concerts Under the Stars series (*SOM*)(UNC AP Goal 5)
- Explore multi-lingual CPVA ephemeral literature and multi-lingual options on the CPVA website for international students (*Office of Community Arts, Assistant Dean*)(UNC AP Goal 5)

**IMAGINING THE ARTS**  
**AT THE UNIVERSITY OF NORTHERN COLORADO**

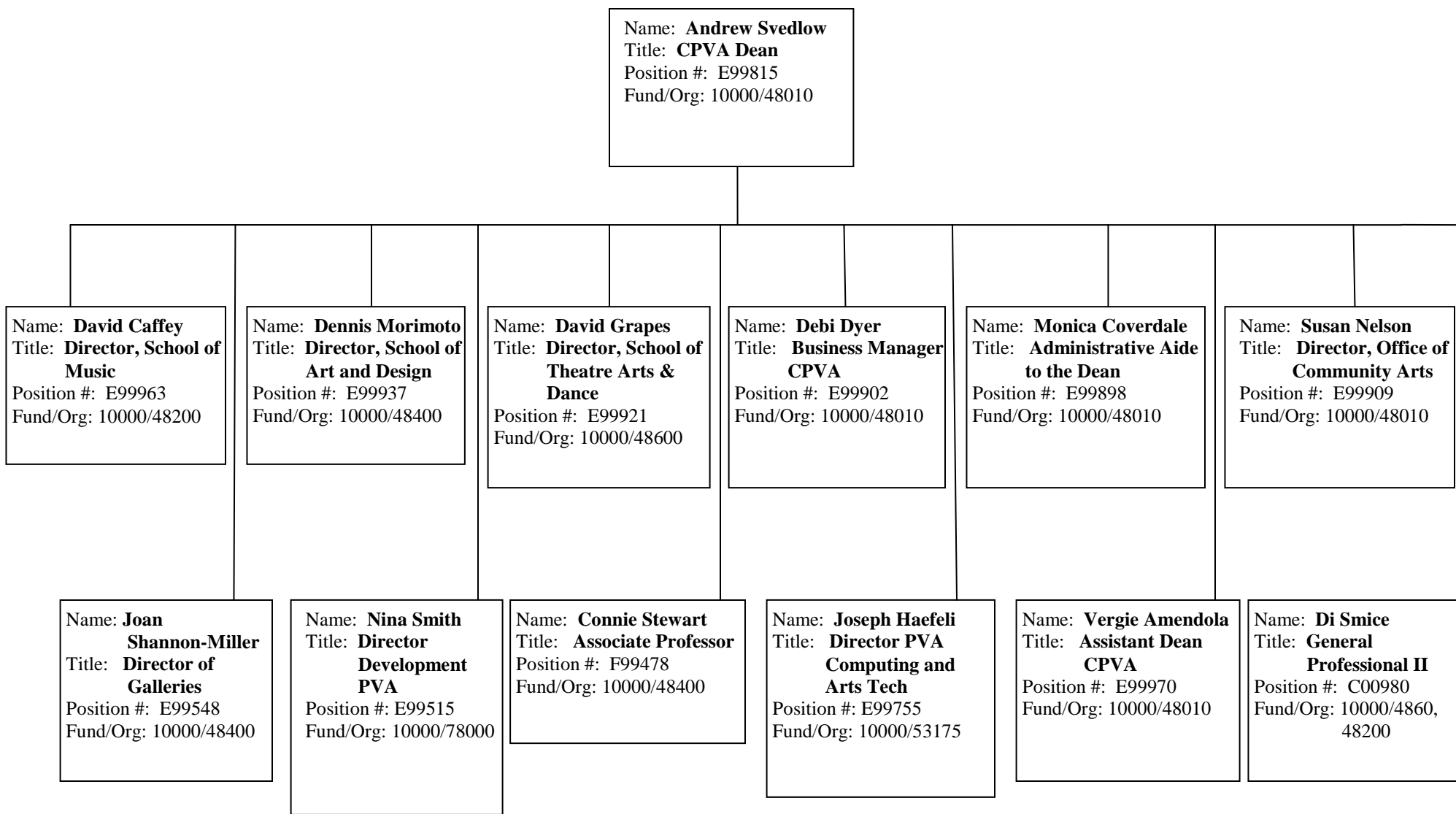
It is our belief that the arts can deepen and enhance our understanding, enjoyment, awareness, and appreciation of all aspects of our lives. Students are our number one priority in the College of Performing and Visual Arts and at the University of Northern Colorado. We believe that the arts infused campus plays a significant role in nurturing tolerance and a respect for diversity, enhancing the profile of the university as “the place to be” for relevant arts and cultural experiences, and orienting potential students, their families, and friends to the University of Northern Colorado experience and campus life.

The infusion of the arts at UNC plays a significant role in enhancing the University’s profile. The Arts at Northern Colorado is identified as one of the University’s and the community’s main strengths. The continued development of a high quality arts experience at UNC makes a profound and positive effect on the quality of life in the Greeley community, the state of Colorado, and beyond.

**TRANSFER ARTICULATIONS**

The College of Performing and Visual Arts has seamless articulation with all of the community colleges in Colorado. A transfer evaluation is done by UNC and the appropriate School in the College before credits or course substitutions are granted. UNC does not allow transfer of credit from institutions not accredited by a regional association of colleges and secondary schools. All information pertaining to articulation with other schools is published in the UNC Catalog and the UNC transfer guide online at <http://www.unco.edu/admissions/transfer/index.asp>.

## CPVA ORGANIZATIONAL CHART





## COLLEGE DATA

**Baccalaureate Degree Programs: 875 enrolled 123 graduated**

**Baccalaureate Liberal Arts Degree Programs: 372 enrolled 53 graduated**

**Master's Degree Program: 141 enrolled 7 graduated**

**Doctoral Degree Program: 46 enrolled 5 graduated**

**Non CPVA major students credit hours: 6558**

**CPVA major students credit hours: 22590**

**Total credit hour production: 29148**

## THE SCHOOL OF ART AND DESIGN

**Baccalaureate Degree Programs in Art Education: 123 enrolled 19 graduated**

**Baccalaureate Liberal Arts Degree Programs in Art/Design: 291 enrolled 46 graduated**

**Master's Degree Program: 32 enrolled**

**Non-Art/Design major students credit hours: 1545**

**Art/Design major students credit hours: 6329**

**Total credit hour production: 7874**

## THE SCHOOL OF MUSIC

**Baccalaureate Degree Programs: 387 enrolled 47 graduated**

**Baccalaureate Liberal Arts Degree Programs: 81 enrolled 7 graduated**

**Master's Degree Program: 69 enrolled 21 graduated**

**Doctoral Degree Program: 46 enrolled 5 graduated**

**Non-Music major students credit hours: 3201**

**Music major students credit hours: 9273**

**Total credit hour production: 12,474**



## **THE SCHOOL OF THEATRE ARTS AND DANCE**

**Baccalaureate Degree Programs: 365 enrolled 57 graduate**

**Master's Degree Program: 28 enrolled (new degree – first class will graduate in 2011)**

**Non-Theatre major students credit hours: 1812**

**Theatre major students credit hours: 5178**

**Total credit hour production: 6990**

### III. THE CPVA FACULTY

#### CREDENTIALS

##### Full Professors

	<b>#: </b>	<b># terminal degrees:</b>
<b>SAD</b>	<b>5</b>	<b>4</b>
<b>STAD</b>	<b>5</b>	<b>5</b>
<b>SOM</b>	<b>18</b>	<b>16</b>
<b>TOTAL CPVA</b>	<b>28</b>	<b>25</b>

##### Associate Professors

	<b>#: </b>	<b># terminal degrees:</b>
<b>SAD</b>	<b>3</b>	<b>3</b>
<b>STAD</b>	<b>0</b>	<b>0</b>
<b>SOM</b>	<b>9</b>	<b>8</b>
<b>TOTAL CPVA</b>	<b>12</b>	<b>11</b>

##### Assistant Professors

	<b>#: </b>	<b># terminal degrees:</b>
<b>SAD</b>	<b>6</b>	<b>3</b>
<b>STAD</b>	<b>8</b>	<b>8</b>
<b>SOM</b>	<b>11</b>	<b>11</b>
<b>TOTAL CPVA</b>	<b>25</b>	<b>22</b>

**Total Number of Faculty: 65      Total Number of Terminal Degrees: 58**

## **PROMOTION AND TENURE**

**Awarded in 2008/2009 – Effective in 2009-2010**

### **Promotion**

Connie Bethards – Assistant to Associate

Tom Stephens – Associate to Full Professor

Jim White – Assistant to Associate

Awarded 2009/2010 – Effective in 2010-2011

Promotion

Monte Black – Associate to Full Professor

Deborah Kauffman – Associate to Full Professor

Brian Luedloff – Assistant to Associate

Melissa Malde – Associate to Full Professor

Mark Montemayor – Assistant to Associate

Connie Stewart – Assistant to Associate

William Wilson – Assistant to Associate

### **Tenure**

Brian Luedloff

Connie Stewart

## **RETIREMENTS AND RESIGNATIONS AND SEPARATIONS**

David Chew

Marie Davis-Green

Vance Fulkerson

Karen Genoff Campbell

Kathy Moore

Lauren Murray

Robert Murray

## **SABBATICALS**

### **Awarded 2008-2009 Effective 2009-2010**

Monte Black – Spring 2009

Kathy Moore – Spring 2009

### **Awarded 2009-2010 Effective 2010-2011**

Andrew Dahlke

Galen Darrough

Marian Hesse

Anna Ursyn

## **FACULTY INTERNATIONAL ACTIVITIES**

The School of Theatre Arts and Dance established an articulation agreement/exchange program with Edith Cowan University in Perth, Australia. Our first two students travel to Perth the summer of 2010. Professor Gillian McNally participated in a Spanish language immersion program in Mexico and also attended the ASSITEJ Conference in Mexico City. School Director David Grapes conducted performance research for two weeks at the Stratford Shakespeare Festival and the Shaw Festival in Ontario, Canada. A STAD student participated in an internship program in Mexico. USITT Assistant Tour Manager, USA National Exhibit, Prague Quadrennial 2011.

## IV. INTELLECTUAL CREATIVE WORK

### THE CENTER FOR INTEGRATED ARTS EDUCATION

The Center for Integrated Arts Education was established at the University of Northern Colorado in fall 2006. Its mission is to provide leadership in achieving quality, comprehensive arts education for all students in Colorado. CIAE specializes in arts planning, formation of arts policy, professional collaborations and curriculum development.

The CIAE sponsors an annual working Leadership Institute at UNC for Colorado schools teams that wish to maintain and improve their arts education programs. The purpose of the forum is to support quality K-12 arts programs by providing time and facilitation for focused strategic planning. The goal of the institute is to develop standards aligned arts and arts-integrated programs that promote arts learning and infuse creative and critical thinking throughout the curriculum. In 2010 CIAE brought 16 school teams to the UNC campus to work with faculty members from the College of Performing and Visual Arts, master teachers and national experts in the arts, child development and education. Selected graduate and upper level undergraduate students were invited to participate in the Leadership Institute to gain internship experiences in standards alignment, school planning and arts integration.

In addition The Center for Integrated Arts Education:

- Provides arts program planning standards alignment and curriculum consultation to Colorado k-12 schools
- Convenes a statewide advisory network on arts education to inform arts education stakeholders on new arts education policy issues, including policy action alerts on education legislation that may affect arts education
- Coordinates an annual Arts Advocacy Day during the Colorado legislative session in partnership with private arts agencies.
- Collaborates with the private nonprofit organization Think 360 Arts Complete Education

### THE OFFICE OF COMMUNITY ARTS

**The Office of Community Arts** acts as a liaison between the Arts at UNC, the campus, and local and regional communities. Community Arts coordinates programs that provide individuals with life-long opportunities to encounter, enjoy and learn from various community-based arts activities either as audience or as hands-on participants. Our programs utilize the wide-reaching cultural and educational resources of the College of Performing and Visual Arts and the thriving regional community of artists, performers and teachers. As the arts are for everyone, we strive to serve the broadest and most diverse audiences possible. Highlights from 2009-2010: • introduced '1Day Arts' in which UNC arts faculty members teach a day-long community class on a favorite subject, attended by individuals ranging in age from high school to seniors; • provided pre-concert activities for families as people assembled for Concerts Under the Stars, included children choosing to continue the activity by interpreting the music with chalk on the sidewalks during the concert; • *Dia de los Muertos* activities workshop in collaboration with High Plains Libraries, attended by family groups from neighborhoods throughout the Greeley area; • popular

private music lesson program matches UNC students with local individuals of all ages for private instruction; • partnering with the University Galleries, Community Arts provided opportunities, for community groups to watch and talk with Denver artist Delton Demarest, which included school groups and Boys & Girls Club members, for life-long learners to expand their vision of their own capabilities – two grandmothers and a granddaughter, who were CA painting students, held their first gallery exhibition, “One Step Further;” • Community Drum Circle has been active for more than a year and often includes players coming from Denver to participate; • CA continues to offer community based classes on a variety of subjects; often design to compliment other CPVA events, and the annual campus/community collaboration.

### **Voices of the Americas: January through August 2010**

**Voices of the Americas** was the third annual UNC campus and community-wide collaboration to present a variety of events focused on a single theme.



• Events include a wide variety of activities for students, adults, children, and families. These activities provide participants with an opportunity to experience and explore issues about and celebrations of the diversity of cultures, languages, traditions, and people who are part of the ever-changing reality of the Americas. • These programs are intended to bring forward a range of perspectives on "Voices of the Americas" and to unfold the complexity of cultural traditions in the western hemisphere from a wide range of viewpoints.

- 57 individual came together to plan Voices of the Americas
- More than 30 organizations participated
- More than 50 events on campus and in the community
- More than 300 individuals subscribed to the monthly event announcements

### **Gala**

Business donations = \$22370; Tickets & private donations = \$31742; Persons attending = 1181; Students participating = more than 500 as performers, organizers, staff, technical support, public relations; Faculty & staff donating time and expertise = 34; Community volunteers = 21; Provides more than 25% of CPVA's annual private contributions for scholarships

**THE UNC GALLERIES**

The University of Northern Colorado Galleries includes the Mariani Gallery in Guggenheim Hall and the Oak Room Gallery in Crabbe Hall. The Lydia Ruyle Room of Women’s Art was also dedicated in January, adding a valuable resource and



compliment to the galleries and the School of Art and Design. During the 2009 – 2010 Academic Year the galleries hosted nine exhibitions including for the first time, a summer show celebrating the 75<sup>th</sup> anniversary of Little Theatre of the Rockies. Other noteworthy exhibitions included “Currents: Native American Forces in Contemporary Art” curated by Metropolitan State College in Denver, “Render Me Stupid” by emerging aerosol artist Delton Demarest, one faculty two-person show, one alumni exhibit, and four student shows. Gallery hours were extended to include Saturday hours. Attendance for each exhibition averaged 500 people. The “Currents” exhibition brought in over 800 people from the community and northern Colorado.

**GRANTS AND OTHER PROJECTS**

The Center for Integrated Arts Education was funded by the following grants in 2009-2010:

Funder	Amount	Purpose
Erion Foundation	\$75,000	Professional Development for Arts Education
Colorado Council on the Arts: Subcontracted by Think 360 Arts	\$46, 500	Arts Advocacy, Professional Development for Arts Education
Centennial Rotary Club	\$2,000	Professional Development for a Greeley School

**SCHOLARSHIP AND CREATIVE WORKS**

Scenic, lighting or costume designs for Pennsylvania Center Stage (PA), Inge Festival (KS), Virginia Shakespeare Festival (VA), Loveland Opera Company (CO), Rialto Theatre (CO) Little Theatre of the Rockies. Presentations at USITT Conference, AATE Conference, Colorado Thespian Conference, University of Pittsburgh’s Shakespeare in the Schools Program, American

## SCHOLARSHIP AND CREATIVE WORKS

Alliance for Theatre Educators: Leadership Development Workshop. Directed or choreographed productions at Dollywood (TN), Laguna Playhouse (CA), Theatre by the Sea (RI), Pittsburgh Light Opera (PA), Rocky Mountain School of Dance (WY). Workshops at Thompson Valley High School (CO), Ponderosa High School (CO), Greeley Central High School (CO), Pomona High School (CO), Windsor High School (CO), Northridge High School (CO), Garfield Elementary (CO), Loveland Integrated School of the Arts (CO), La Joya Independent School District (TX), Roosevelt High School (WA), Eugene Arts Magnet School (OR), TETA (TX), Arizona State Thespian Conference (AZ), Higher Education Arts Summit (CO). Performances at Openstage Theatre (CO). ACTF, ACDF, USITT, TYA USA, AATE, NAST, Denver Dance Festival, ASSITEJ, EdTA, Vail International Dance Festival, International Thespian Conference, Colorado Thespian Conference, Americans For the Arts advocacy Day, Greeley Arts Alliance, Alliance for Colorado Theatre Conference.

Grapes - Published a new musical adaptation: *Twelfth Night or Gun Fight at the Illyria Corral*

Grapes - Contributed material to the performance text Hit the Ground Running by Joanne Berry

Schuttler - Article in Arts Education Policy Review

Schuttler - Colorado Department of Education Standards Review, Drama and Theatre

Grapes -Published a 2009 season preview article of the Stratford Festival and Shaw Festival on line at <http://canadiantheatrefestivals.blogspot.com/>

Director Grapes had 30 productions of his plays/musicals produced throughout the United States and Canada

Womble – New adaptation of *The Importance of Being Earnest* – Eldridge Publishing

Sherman and Cays - The Little Theatre of the Rockies 75<sup>th</sup> Anniversary Program

## PRESENTATIONS, PERFORMANCES, AND EXHIBITIONS – FROM DIRECTORS

Six Mainstage Productions and one Opera; five Little Theatre of the Rockies Production; NYC Showcase (March) New York, NY; LA Showcase (May) Burbank, CA; 15 Student Directed One Acts; Freshman Musical Theatre Practicum; Freshman Acting Practicum; Musical Theatre Role Study; Creative Spaces – Summer Program; ATTENDANCE AT ALL EVENTS = 15,000+

## V. ACCOMPLISHMENTS, DISTINCTIONS, AND HONORS

In addition to the recognition given to the School of Music from *Down Beat Magazine*, students also receiving awards and honors 2009/10 include: Chris Pilsner: 1st Runner-up: 2010 National Band Association/Music for all Project; Greg Johnson: winner of the 2009 Yamaha Young artists jazz competition (received full scholarship and TA position for the masters in jazz studies program at the University of Southern California) and he won a Fellowship to the 2009 Betty Carter "Jazz Ahead" Program at the Kennedy Center in Washington D.C., as well as being the winner of the Steans Institute fellowship at the Ravinia Jazz festival in Chicago this summer, headed by David Baker and was a finalist for the 2010 North American Saxophone Alliance Jazz Competition; Joel Nagel was the winner of the National Jazz Trombone Solo Competition - Sponsored by the US Army Band: "Pershing's Own" and was a finalist in the J.J. Johnson Jazz Trombone Competition - Sponsored by the International Trombone Association; Samuel Williams: Winner of 2010 UNC Angie Southard competition; Cong Ji: 2009 MTNA Colorado State Young Artist Piano Competition Winner and Colorado representative to compete in the MTNA regional competition in Columbia, Kansas in March 2010; Xiangyu Zhao: 2nd place, 2009 Denver Steinway Concerto Competition; Kyle Etges: 2009 UNC jazz composition contest Undergraduate Winner; Kellan Toohey: Winner of the UNC concerto competition playing the Mozart clarinet concerto and finalist in the Grand Junction Symphony concerto competition; Mark Koob: won audition to perform at Disneyland with the Disney Collegiate Band during summer 2010; Johan Eriksson: accepted position as Assistant Professor of Saxophone and Jazz Studies at the University of Montana; Dr. Junichiro Watabe: accepted position as Assistant Professor of Saxophone/Clarinet at the University of Alaska, Fairbanks; 2010 Inductees to Pi Kappa Lambda, the national honorary music fraternity included: Katheryn Hamm, Austin Grantz, Adam Luhrs, Anna Stech, Lexie Allen

In the School of Theatre Arts and Dance we have four students currently on Broadway and 12 in national touring productions; two acting majors received full ride scholarships to MFA acting training programs; six student design awards from the American College Theatre Festival; Students attended the USITT, ACTF and ACDF – Conferences; five Students attended the national URTA auditions, and four Students hired as public school teachers

## VI. CPVA STUDENTS

### CPVA OFFICE OF STUDENT SERVICES

The Coordinator of Student Services works closely with the Dean, School Directors, Faculty and Students to facilitate recruitment and retention from initial contact to advisement of students regarding admissions, programs and degrees, class selection and schedules, exceptions and waivers, and graduation requirements. The coordinator also acts as an advocate for the students, helps identify academic high risk students and advise them of assistance and options alternatives, liaison and troubleshooter and necessary referrals for students who have various student service related issues to the appropriate on campus resources. Facilitate an appeals process when necessary.

In 2009-2010, the Coordinator served as advisor to the CPVA College Student Council (which has a representative on the Student Senate), served on the Academic Review Committee, and represented the College at 7 Preview Days, 3 School District Preview Days, 2 Junior Days, and 1 Friday at UNC. In addition, she also represented the College at the Major Fair, Scholarship Fair, Non Traditional Resource Fair, and the Presidential Banquet Information Table. She is the contact individual for the Visitors Center for recruitment visits for potential students and their parents for theatre, musical theatre, dance.

### THE LEARNING EXPERIENCE

#### Guest Artists:

**VP Boyle** – NYC Showcase Coach, **Frank Chavez**—Scene Designer/Costume Designer, **Michael Chin** – SAFD Fight Master (armed and unarmed combat training), **Dave Clemmons** – NYC/LA Casting Director, **Dolphin Entertainment/Films** – LA Film Casting, **Michael Donovan** – LA Casting Director, **Steve Eastin** – LA Actor/Teacher (UNC Grad), **Ben Gasper** – Underwater Automation Director for Cirque du Soleil’s “O”, **Rachel Hoffman** – NYC Theatrical Casting Agent (Telsey & Company), **Walt Jones** – Playwright, **Peter Konerko** – LA Photographer, **Joan Lader** – NYC Voice Teacher, **David Larson** – LA, DGA Film/Television Director, **Eric Lieberman** – NYC Actor/Teacher, **Gary Marshall** – Award-winning - LA Film/Television/Theatre - Producer, Director, Writer, Actor, **Jim Mezon**--Internationally renowned Shaw/Stratford Festival actor and Master Teacher for the month of November to lead acting style classes and appear as Malvolio in TWELFTH NIGHT or GUN FIGHT AT THE ILLYRIA CORRAL, **Deb McWaters**--Choreographer (“Fosse”) Broadway Theatre Project (FL), **Andrea Moon** – Playwright, **Victoria Morris** – LA Casting Agent (KSR), **Todd Olson** – Playwright and Producing Artistic Director of American Stage (FL), **Herman Payne** – Actor, Dancer, Choreographer, **David Rambo** – Playwright and CSI writing staff, **RWS** – Theme Park Producers, **Richard Robichaux** – New York Conservatory of Dramatic Arts/School For Film & Television, **Steve Sedita** – Author of two popular industry texts, LA Acting Coach, **Jane Spencer** – Lighting Designer, **Anna Stone** – AEA Actor/Teacher, **Amiee Turner** – Producing Artistic Director of Theatre by the Sea, **Jeff Whiting** – NYC Casting Director (Young Frankenstein, Hairspray, Disney Projects), **Dolphin Entertainment/Films** – LA Film Casting,

## **STUDENT ORGANIZATIONS, CLUBS, HONORARY SOCIETIES**

Alpha Psi Omega - Theatre Fraternity/Sorority - Honorary

CHAOS - Theatre Improv Group

CMENC - Music Education Organization

CPVA College Student Council

UNC Clay Club - Art and Design - Academic

INC Productions - Theatre - Academic

Kappa Kappa Psi - Music - Service

Printmaking Club - Art and Design - Professional

UNC Dance Alliance - Club Sport

UNC Jazz Educ Network - Music - Professional

UNC Opera Theatre Society - Music - Cultural

U.S.I.T.T. - Theatre Design Tech - Professional



### **CPVA Student Advisory Council 2009-2010**

Left to Right: Kristin Beasley, Andrew Svedlow Dean (back), Brie Vicek, Paige Lewkow, Jennifer So, April Holstein, Devin Watts (back) Lindsey Ott, Di Smice, advisor (back)

## VII. CPVA ASSESSMENT

### ACCREDITATION ACTIVITIES

The School of Theatre Arts and Dance is completing their NAST self study which is due August 1, 2011. The on site visit from the NAST accreditation team is scheduled for fall semester 2011

### ADVISORY BOARD

The Community Advisory Board for the Performing and Visual Arts is the oldest volunteer advisory committee at the University of Northern Colorado. The group was originally formed to strengthen ties with local individuals, groups and businesses, and to serve as advocates and ambassadors for the UNC arts programs.

#### 2009-2010 CPVA Community Advisory Board members include

Darrell Anderson	Monica Kahn
Marsha Biddle , chair	Bev Karowsky
Kathryn Christmann	Lee Korins
Carol Dutton	Bill Kurtz
Anna Green	Pete Morrell
Dimitria Hurst	Ty Notestine
Ned Husman	Beth Richards
Nancy Teksten	Raja Salaymeh

Members serve a vital function in helping to identify potential new donors and Gala sponsors. During the school year the Community Advisory Board raised more than \$27,000 in corporate sponsor dollars for the 2009 Gala. Members also serve as the hosts of the annual Gala benefit performance and art show.

Some of the Community Advisory Board members served the meal to the students at the Gala rehearsal dinner. Back row l to r: Anna Green, Marsha Biddle, Ty Notestine, Beth Richards, Raja Salaymeh, Bill Kurtz Front row l to r: Pete Morrell, Kathy Christmann, Dimitria Hurst, Ned Husman



## **VIII. ADVANCEMENT**

### **STUDENT RECRUITMENT**

The School of Theatre Arts and Dance auditioned over 2,000 high school students for admission to the School. Faculty members recruited at conferences or events in CA, CO, TX, OR, MO, NV, GA, WA, NY, AZ, NE.

### **STUDENT RETENTION**

The School of Theatre Arts and Dance established a freshman mentorship program to increase retention.

### **MENTOR PROTÉGÉ PROGRAM**

The Mentor/Protégé program in the College of Performing and Visual Arts was established in the fall of 2006 with the purpose of providing structured orientation, training, and support to faculty mentors and their protégés. The program for 2009-10 consisted of four sessions during the academic year. The first session in September was a reception to welcome returning participants as well as new faculty. It was also a time for orientation and distribution of the College's Mentor/Protégé Manual. The two other sessions in the fall semester addressed travel information and concerns and information regarding the preparation of the necessary documents for the various review processes. The spring session was a Round Table discussion regarding the balance between teaching, scholarship and service. There were 47 faculty in the College of Performing and Visual Arts involved in the Mentor/Protégé program in 2009-10.

## **COLLEGE COMMUNICATION AND STRATEGIC PLANNING**

The College of Performing and Visual Arts holds an annual All-College Advance the first Friday before classes begin in the Spring semester of each year. The College also holds at least one All-college Assembly each semester during the academic year. At this 2009-2010 CPVA Advance, the College developed a new Vision Document which is attached. Also during the 2009-2010 academic year, the College charged a Code of Ethics Task Force with the creation of a resource guide on ethical conduct for the CPVA community.

# **THE FUTURE OF THE ARTS AT THE UNIVERSITY OF NORTHERN COLORADO**

A VISION FOR THE COLLEGE OF PERFORMING AND VISUAL ARTS

2010 – 2020



The following content builds upon the College of Performing and Visual Arts' vision as expressed in its strategic planning document, *The Arts at the University of Northern Colorado*, utilized by the College since 2006. The pathways described here-in were developed from materials and discussions brought forth during the College's annual Advance in January 2010. It is a practical guideline to the advancement of the College's mission with the goal of providing direction for the College's stakeholders in realizing our shared aspirations. Emphasis is put on the practical aspects of working toward the realization of this vision, because we believe that it is through diligent practice that we can attain a higher level of service to the students and constituents of the College and the University. The eight facets of this practice are not to be understood as a sequence of individual formulas, instead they are mutually supporting and should be seen in relationship with each other.



# OUR STUDENTS

The College of Performing and Visual Arts intends to provide rigorous programs of study for students who have been admitted into the College through carefully conceived and operationalized admissions standards. These programs of study are realized through the efforts of a highly professional faculty and staff driven to meet and exceed high standards for themselves and their students. Our vision is achieved through sustained and enhanced practices that focus on preparing students for professional careers in the arts. Since our viewpoint of the arts in higher education is attentive to the needs and interests of our students, as well as the relevancy of our programs of study in the world beyond our campus, we believe it is vital that our actions include continuous assessment of our practices and the use of such assessment to improve our service to our students.



Look at each program of study in the College to determine its relevance as regards its curriculum and its means of delivery

Look at each School's admissions standards and recruitment efforts to determine if non-traditional and under-represented students' needs are being met

Look at providing degree and non-degree opportunities for non-traditional students

Look at a more global perspective as regards student recruitment and services

Look at how we become more competitive in educating students for high technology arts fields

Look at a more involved summer program offering from the College

Look at the development of more pre-collegiate programs

Look at developing more two-plus-two programs and two-plus-two-plus-two programs

# OUR PROGRAMS

The College of Performing and Visual Arts intends to match our commitment to rigorous programs of studies for our students with the assurance that these programs of study will be mindful of the needs and interests of our students. We mean to provide our students with relevant learning opportunities that challenge students to excel and become leaders in their fields. We are determined to do this in an ethical, erudite, and compassionate learning environment.



Being thoughtful about the role of technology in the learning environment and in the curriculum

Being thoughtful about how qualitative decision making and problem solving skills are maintained as part of the curriculum

Being thoughtful about the creation of interdisciplinary programs of study that emphasize the business of the arts and entrepreneurship

Being thoughtful about the role of a liberal arts education in CPVA degree

Being thoughtful about the relevance of every program of study

Being thoughtful about the connection of the College's programs of study and the preparation of students in secondary schools for intensive study in the arts in higher education

Being thoughtful about the integrated nature of the College's programs of study

Being thoughtful about the role of on-line courses and programs of study as a means to careers in the arts

# OUR FACULTY AND STAFF

The first principle of our College is that we will comport ourselves professionally, ethically, and civilly as a model for our students and as a guide for our roles as educators in the arts. Academic integrity, collegiality, and positive support of our students will be matched by our pursuit of excellence as teachers, scholars, and artists.



Initiate faculty recruitment and retention activities that stress safeguarding employment and flexibility in roles and rewards

Initiate “start-up” package programs for new faculty

Initiate faculty interdisciplinary cooperation and productivity

Initiate assessment of faculty effectiveness as regards student outcomes

Initiate ways to find ways to incorporate the College’s disciplines into community-engaged research

Initiate better pathways to help our graduate students succeed as the faculty of the future

Initiate learning opportunities for our faculty to help them better connect to the needs and interests of our students

# OUR TECHNOLOGY

Today, as in the past, the arts have been shaped by and have played a role in the development of technology. Whether our arts activities are focused on primal expertise or advanced technologies, our actions are formulated so as to maintain our leading edge in the use of appropriate technology for the best interest of our students and our role as a place for research and creative intellectual work as regards the arts. Our actions are also focused on sustainability and the many ways in which this term is defined and serves as a definer of “green” ambitions.



Act to naturally integrate advanced technology into the activities of the College

Act to utilize advanced technology in deeper and more meaningful creative intellectual work

Act to ensure that all of our students, faculty, and staff are technologically literate

Act to ensure that the faculty is facile with e-arts instruction

Act to acquire advanced technology for the College

Act toward becoming a paper-free College

Act to use advanced technology to reach a wider audience

Act to pilot a web-based piano pedagogy program

Act to ensure that the faculty are at the core of technology decisions as regards programs of study and specific curriculum

# OUR LEARNING ENVIRONMENT

Our profession demands that we not only live up to the standards as expressed by our accrediting bodies but, that we are mindful of best practices beyond accreditation in fulfilling our mission. This includes our close attention to the appropriate business practices in managing the College and our stewardship and development of our sense of place as a unique learning environment.



Be proficient in providing an array of learning environments, real and virtual, for a range of programs of study

Be proficient in making the College's programs accessible and responsive to the needs of all students

Be proficient in creating the "Arts Village" identity for the College

Be proficient in offering global arts and education experiences for our students

Be proficient in maintaining culminating experiences for all students

# OUR COLLABORATIONS

Without attentive effort the College will be misguided and distracted from its mission. Part of this effort is to be intentional about partnerships across the disciplines in the College and across those in the University, as well as to create effective partnerships with agencies and associations off campus and internationally.



Put effort into realizing strong and sustainable internal partnerships across the College and the University

Put effort into coordinating program collaborations

Put effort into establishing procedures related to working with outside entities desiring the services of students and faculty

Put effort into an alternative Gala in partnership with Greeley Downtown Development Authority

# OUR SUPPORT

Being mindful is the ability to see things as they are and the College recognizes, with clarity, the fiscal realities facing public higher education. With this in mind, we seek to advance the mission of the College through deeper attention to the pursuit of external resources to support our endeavors.



Being mindful of the uniqueness of our programs and matching those qualities with the interests of potential funders

Being mindful of the need to cultivate relationships and partnerships as means to engage outside funders

Being mindful of the need to engage faculty in the development enterprise

Being mindful of the barriers to development, particularly the physical boundaries that make the College's facilities not as accessible to the public as they could be

Being mindful of the sustainability of our programs

Being mindful of the needs and interests of potential funders

Being mindful of the relationship of the College and the immediate community

Being mindful of the role of the CPVA Community Advisory Board in development of the College

Being mindful of the need to build audience for programs

Being mindful about communicating the College's activities to the entire campus

# OUR SUPPORT

Being mindful of the potential of providing arts programming off campus

Being mindful of the role of alumni in the College's advancement

Being mindful of the need to complete the College's Capital Campaign

Being mindful of the role of the Gala in College advancement

# OUR LEADERSHIP

Concentration in this context is, for the College, focused leadership from all units and individuals within the College. This is the daily practice of ethical behavior and the close attention to the integrity of our programs and our management performance, as well as being an inclusive community. Our attentiveness is to the details of our everyday practice as well as to the articulation and sharing of our ambitions and our vision.



Concentrate on maintaining a highly ethical environment in which to work and study

Concentrate on enhancing academic integrity across the College's disciplines

Concentrate on even more engaged conversations about the needs of the College

Concentrate on building relationships through enhanced communication and collaboration within the College

Concentrate on using the College Assemblies and the Faculty and Student Advisory Committees as shared partners with the College Senior Management Team in advancing the mission of the College

# OUR LEADERSHIP

Concentrate on the role of student services in student success

Concentrate on the development of student leadership

Concentrate on recognizing and highlighting achievements within the College community

Concentrate on enhancing our sense of place

# Code of Ethics and Procedures

## I. PURPOSE

This document includes the College of Performing and Visual Arts' Core Values and Principles, Code of Conduct, Procedures and other resources to aid in fulfilling our commitment to excellence and the highest ethical standards.

Following the Core Values and Principles and the Code of Conduct contained in this document is an integral part of our commitment to:

- the highest quality education
- highly-qualified faculty and staff
- personal accountability

We must meet these standards consistent with our Core Values and Principles and Code of Conduct.

## II. CORE VALUES AND PRINCIPLES

The College of Performing and Visual Arts (CPVA) is Colorado's distinctive public university program in the arts. Committed to serving the educational needs of the citizens of the state and the region, we bring the world to the University of Northern Colorado and the University to the world. We fulfill and enhance the nature and character of the College through policies and resources that reflect and advance the Core Values and Principles listed below.

- A. The **PURSUIT OF KNOWLEDGE** is a CPVA core value centered on student development inspired by our commitment to the arts traditions embodied in the study of music, theatre, dance, art, and design, and to developing leadership in the arts. We support collective and individual growth, enlightenment, and transformation and we value the search for truth through reasoned and disciplined inquiry, innovation, and free expression.
- B. The core value of **INTEGRITY** (academic and personal) requires that all members of the CPVA community act honestly and responsibly, holding ourselves accountable to others for our actions.
- C. The core value of **MUTUAL RESPECT** requires that all members embrace tolerance and inclusivity and the broadest possible diversity of people and perspectives and share a strong sense of place—an historic campus with a collegial and nurturing atmosphere.
- D. The core value of **COMMUNICATION** requires an open and transparent sharing of information and a collaboration between and among members of the CPVA community.

### III. STANDARDS OF ETHICAL CONDUCT

#### A. Academic Integrity

Academic integrity is a core value of the College of Performing and Visual Arts and the University of Northern Colorado. The manifestation of this value is demonstrated through honesty in all of our teaching and learning, as well as our scholarly, artistic, and research endeavors. Academic Integrity means that we avoid and, when recognized, make known acts of false representation in all matters. This includes the falsification of data, plagiarism in all its forms, cheating on exams, alteration of marks or grades for personal or discriminatory matters, and any other form of academic or personal fraud that compromises the integrity of the institution.

[www.unco.edu/trustees](http://www.unco.edu/trustees)

BPM (Board Policy Manual) 1-1-305 Academic Freedom and Professional Ethics

[www.unco.edu/trustees](http://www.unco.edu/trustees)

BPM 2-3-601 Academic Freedom

[www.unco.edu/trustees](http://www.unco.edu/trustees)

BPM 2-3-602 Professional Ethics

#### B. Artistic Freedom and Censorship

Artistic Freedom, in the context of a public university entails, many viewpoints from a variety of stakeholder perspectives. It is imperative that artists in higher education (students, faculty, visiting artists, and others) have the freedom to produce creative and scholarly works. Such creative and scholarly works include, but are not limited to:

- the development of art(s) theory, scholarly inquiry and publication creative exploration
- research and study that contributes to more effective teaching, course development and the educational process
- activity necessary to remain current in relation to new developments in one's discipline
- professional application and/or consultation related to one's discipline performance, exhibition, lecture

#### C. Recruitment: Faculty, Staff, Students

In keeping with the University of Northern Colorado's campus-wide diversity initiative, the College of Performing and Visual Arts works to attract and support a diverse campus community of students, faculty, staff and administrators and will foster a climate that both recognizes similarities and appreciates differences.

The College will also employ sound ethical rules when recruiting and hiring a new employee. It is of vital importance that the candidates' selection is based purely on merits such as knowledge, skills, and ability in accordance with the needs of the college.

Student recruitment policies and procedures shall demonstrate concern for the needs of students, the institution, and the national effort in the education and training of students in the Arts.

Communication with prospective students must be accurate and presented with integrity in accordance with the standards for recruitment listed in the individual School's accrediting body's handbooks.

[www.unco.edu/trustees](http://www.unco.edu/trustees)      BPM 1-1-404 Equal Opportunity for Students

Statements regarding recruitment of students may be found in Article II of the Code of Ethics and in Section H, *Recruitment, Admissions-Retention, Record Keeping and Advisement* in the NASM, NAST and NASAD handbooks.

#### **D. Relationships**

We place a high value on relationships built on reason, mutual trust, respect, dignity and equality. Harassment and discrimination, of any sort, is not tolerated, including such behaviors as violence, intimidation, sexual advances, exploitation and derogatory conduct that reflect bias. In relationships where there is unequal power, such as those between faculty and their students or supervisors and supervisees, the person in the position of authority is obligated to avoid engaging in potential conflicts of interest, abuse of power, inappropriate sexual or romantic relationships, or exploitation of those they supervise, teach, direct, coach or advise. (Adapted from Adelphi University Code of Ethics)

#### **E. Sexual Harassment**

The University prohibits sexual harassment by any faculty, student, staff, invitee, or agent of the University. The University adheres to the Equal Employment Opportunity Commission's definition of sexual harassment as modified for the University setting.

[www.unco.edu/trustees](http://www.unco.edu/trustees)      BPM 1-1-503 Amorous relationships  
[www.unco.edu/trustees](http://www.unco.edu/trustees)      BPM 1-1-504 Nepotism  
[www.unco.edu/trustees](http://www.unco.edu/trustees)      BPM 1-1-508 (2) Policy on Sexual Harassment  
[www.unco.edu/trustees](http://www.unco.edu/trustees)      BPM 2-2-203 Definitions  
[www.unco.edu/hr/](http://www.unco.edu/hr/)      Human Resources Website.

#### **F. Drug and Alcohol Policy**

In accordance with the University policy, the CPVA strives to create a healthy environment, one in which the use of alcohol and/or illicit drugs does not interfere with learning, performance, or development.

[www.unco.edu/trustees](http://www.unco.edu/trustees)      BPM section 1-1-407 (Student use)  
[www.unco.edu/trustees](http://www.unco.edu/trustees)      University Regulations Article 11; 3-11-101  
through 3-11-106  
[www.unco.edu/hr/](http://www.unco.edu/hr/)      Human Resources Website

## G. Confidentiality

Certain activities in the College demand confidentiality, and may include sensitive and privileged information such as student information, employment, personnel actions, search processes and materials and disciplinary records. The CPVA could not function without such respect to the following matters deemed confidential:

- Personal and official information about students, such as academic and judicial records should be treated in accord with the Family Education Rights and Privacy Act (FERPA).
- Financial information about students
- Personal health information should be treated in accord with the Health Insurance Portability and Accountability Act (HIPPA) if and when applicable.
- Personal and financial information about past, current and prospective donors as well as information about specific gifts and donations from alumni and other friends.
- Information regarding the CPVA's business transactions.
- The Human Resources employee files of the CPVA employees, except as may be required by law.
- The opinions, advice and decisions made by discussants during the faculty evaluation process and the promotion and tenure process.
- The opinions, advice and decisions made by discussants in regard to performance appraisals of members of staff and faculty.

## H. Conflicts of Interest

A conflict of interest is a conflict between the personal interests and the professional responsibilities of a CPVA employee. All CPVA employees are obligated to avoid placing themselves in any positions or situations in which there may be a conflict, or the appearance thereof, between personal interests and our professional responsibilities to the CPVA. Confidence in UNC and its employees is put at risk when the conduct of an individual involves, or appears to involve, a conflict between their external professional interests and the interests of the institution.

[www.unco.edu/trustees](http://www.unco.edu/trustees)  
[www.unco.edu/trustees](http://www.unco.edu/trustees)  
[www.unco.edu/trustees](http://www.unco.edu/trustees)

BPM 1-1-502 Conflict of Interest  
BPM 1-1-502 Conflict of Interest  
BPM 2-3-410 Conflict of Interest

## I. Outside Employment

The primary professional responsibility of a faculty member is to the University. No faculty member may undertake any outside service—whether paid or unpaid—that could interfere with or be in direct competition with University Service.

[www.unco.edu/trustees](http://www.unco.edu/trustees)

University Regulations 3-3-401 (1)(b) Consulting and Other Professional Development Activities

[www.unco.edu/trustees](http://www.unco.edu/trustees) University Regulations [3-3-401(1)(b)(V)] Other Employment  
<http://www.arts.unco.edu/admin/index.html> CPVA Outside Employment

## **J. Political Activity**

The CPVA faculty and staff may not engage in political activities in the name of the College nor shall they use state funds or other resources and assets as contributions to political parties, candidates or campaigns. All dealings with public officials should be conducted in a manner that does not compromise the integrity and reputation of the official, the employee or UNC.

[www.unco.edu/trustees](http://www.unco.edu/trustees) BPM 1-1-505 Outside Activities  
[www.unco.edu/trustees](http://www.unco.edu/trustees) BPM 2-3-409 Outside Activities

## **K. Use of College Resources**

It is expected that college employees and students will be efficient and economical in their use of UNC resources. In general, UNC resources should be used for UNC-related business including teaching, research, administration and communication with colleagues.

[www.unco.edu/trustees](http://www.unco.edu/trustees) University Regulations 3-3-403 World Wide Web Policy

## **L. Health and Safety**

According to the University of Northern Colorado Human Resource Website:

“Employees are required to perform their duties and responsibilities in accordance with generally accepted safety standards as well as any specific safety standards applicable to their positions. It is the obligation of each employee to notify his/her supervisor of any unsafe condition in University premises or practices of the University or any of its employees, which she/he observes or becomes aware of that, may affect his/her safety or that of any other person.”

[www.unco.edu/hr/](http://www.unco.edu/hr/) Human Resources Website  
[www.unco.edu/trustees](http://www.unco.edu/trustees) BPM 1-1-509 Safety

## **M. Sustainability: Commitment to the Environment**

The College is interested in sustainability and has a commitment to being a good steward of the natural and built environments in which it is situated. We strive to use resources in a sustainable manner and avoid conditions that may result in environmental hazards or degradations.

## **N. GIFTS AND DONATIONS**

The web sites listed below contain guidelines and information regarding the requirements for employee gifts, prizes, and awards.

[http://www.unco.edu/acctservices/acctpay/prize\\_awards.htm](http://www.unco.edu/acctservices/acctpay/prize_awards.htm)  
<http://www.unco.edu/generalcounsel/ref41memo.html>

#### IV. PROCEDURES FOR REPORTING VIOLATION OF CODE OF CONDUCT

Reporting should start at the most immediate level first. If a resolution is not reached, the petitioner can report to the next level. The only exception is for reports of suspected criminal activity. In that case, the UNC Police Department must be notified as well as the direct supervisor.

**First Step:** Discuss suspected violation with your immediate supervisor, except when the supervisor is involved. If the immediate supervisor is involved, the supervisor at the next level should be consulted.

**Second Step:** The supervisor (or next level supervisor) will advise you of the appropriate action to take depending upon the nature of the suspected violation.

In the majority of cases, the immediate supervisor is the School Director. If your supervisor is not the Director, report to your immediate Supervisor who will then report to the Director. The next level Supervisor is the Dean of the College.

It is the responsibility of the Director or the Dean of the College or Human Resources to notify the initiator of the outcome of the suspected violation, unless this is a personnel matter of a confidential nature.

Depending upon the suspected violation, contact individuals in the order listed below:

##### A. STUDENT-TO-STUDENT ISSUES

1. • Faculty or Staff
2. • School Director
3. • College Student Services Coordinator
4. • Dean of College
5. • Dean of Students

##### B. ACADEMIC ISSUES IN THE CLASSROOM (GRADE APPEALS PROCESS) STUDENT/FACULTY CONFLICT

1. • Student
2. • Faculty
3. • School Director
4. • College Student Services Coordinator
5. • Dean of College
6. • Provost or Graduate School

Depending upon the situation, contact individuals listed below:

**C. STUDENT BREAKS CODE OF CONDUCT** (drugs, alcohol, cheating, plagiarism, abuse, harassment, sexual misconduct, theft)

1. • Faculty or Staff
2. • School Director
3. • College Student Services Coordinator
4. • Dean of College
5. • Dean of Students
6. • UNC Police (if it is a criminal act)

**D. STUDENT IS IN PSYCHOLOGICAL CRISIS** (danger to themselves or someone else)

1. • UNC Police or call 911 (call first if imminent danger exists)
2. • Faculty or Staff
3. • School Director
4. • College Student Services Coordinator
5. • Dean of College
6. • Dean of Students

If not a crisis, but you are concerned about a student, use the Health and Safety Referral Form on Counseling Center or Dean of Students website.

**E. SEXUAL HARASSMENT/DISCRIMINATION/DRUGS/ALCOHOL BY FACULTY OR STAFF MEMBER**

1. • Director
2. • Dean of College
3. • Human Resources
4. • UNC Police if criminal act

**F. CRIMINAL ACTS** (Duty to Report)

All state employees are obligated by law to report an event of a criminal nature to law enforcement authorities first, and then to their supervisor.

1. • UNC Police
2. • Director
3. • Dean of College
4. • Human Resources

## **G. WORK RELATED/PERSONAL GRIEVANCES**

### **1. FACULTY MEMBER**

- a) • Director
- b) • Dean of College
- c) • Provost
- d) • Faculty Grievance Committee
- e) • President

### **2. CLASSIFIED STAFF MEMBER**

- a) • Director
- b) • Dean of College
- c) • Human Resources
- d) • State Personnel Board

### **3. EXEMPT STAFF (No formal procedure, but can go to Human Resources)**

- a) • Director
- b) • Dean of College
- c) • Human Resources

## **H. ALTERNATE METHODS OF REPORTING**

- a) • Any UNC employee or student can consult confidentially with an employee in Human Resources.
- b) • **Student Health and Safety Referral Form:**  
[https://apps.unco.edu/counseling\\_v2/](https://apps.unco.edu/counseling_v2/)
- c) • **My Safe Campus** <http://www.unco.edu/mysafecampus/> 1-800-716-9007, <http://www.MySafeCampus.com/>

## **I. SAFETY**

Employees are required to perform their duties and responsibilities in accordance with generally accepted safety standards as well as any specific safety standards application to their position. It is the obligation of each employee to notify his/her immediate supervisor of any unsafe conditions on or off University premises.