

PLEASE NOTE: Members, when addressing Faculty Council, please stand and identify yourselves. Guests wishing to speak please fill out a guest card to be handed to the Chair prior to speaking.

PLEASE NOTE: Members planning to introduce amendments are requested to provide copies to the Faculty Council Office, 18A Administration, at least 24 hours before this meeting.

AGENDA
Faculty Council Meeting
Tuesday, March 3, 2015– 4:00 p.m. – A203 Clark Building

I. Proposed Faculty Council Agenda – March 3, 2015 – A203 Clark Building – 4:00 p.m.

A. ANNOUNCEMENTS

1. Next Faculty Council Meeting – April 7, 2015 – *A203 Clark Building – 4 p.m.*
2. Executive Committee Meeting Minutes located on FC website – January 20 and 27, 2015
(<http://facultycouncil.colostate.edu/files/ecminutes>)

B. MINUTES TO BE APPROVED

1. Faculty Council Meeting Minutes – February 3, 2015 (pp. 1-14)

C. UNFINISHED BUSINESS

D. REPORTS TO BE RECEIVED

1. Provost/Executive Vice President – Rick Miranda
2. Faculty Council Chair – Mary Stromberger
3. Board of Governors Faculty Representative – Alexandra Bernasek

E. CONSENT AGENDA

1. UCC Minutes – January 23 and 30, 2015; February 6, 2015 (pp. 15-31)

F. ACTION ITEMS

1. Election – Faculty Council Chair – Committee on Faculty Governance – Mary Stromberger Nominated (p. 32)

2. Election – Faculty Council Vice Chair – Committee on Faculty Governance – Stephanie Clemons Nominated (p. 33)
3. Election – Faculty Council Board of Governors Faculty Representative – Committee on Faculty Governance - Paul F. Doherty Nominated (p. 34)
4. Revisions to the *Graduate and Professional Bulletin* – B. *THE GRADUATE SCHOOL* – B.5 Combined Degree Programs, B.5.1 Track II Programs – CoSRGE (p. 35)
5. Proposed revisions to the *Manual* – Section K – Resolution of Disputes – CoRSAF (pp. 36-54)

G. DISCUSSION

1. Bullying in the workplace (pp. 55-60)
Violence in the workplace (pp. 61-66)
-Jason Johnson
-Bob Schur

Secretary's Note: Please detach at this line, print your name, and leave in attendance box at the Faculty Council meeting. If you must be absent, you are encouraged to send a substitute representative of academic faculty status in order to provide proper representation at the meeting. Substitutes should turn in the attendance slip at the meeting and indicate on the slip whom they are representing. Members will find it helpful to have copies of the Faculty Council, University Curriculum Committee and Executive Committee minutes available for reference at the meeting.

To Faculty Council Members: Your critical study of these minutes is requested. If you find errors, please call, send a memorandum, or E-mail immediately to Rita Knoll, ext. 1-5693.

NOTE: Final revisions are noted in the following manner: additions underlined; deletions over scored.

MINUTES
Faculty Council Meeting
Tuesday, February 3, 2015– 4:00 p.m. – A203 Clark Building

CALL TO ORDER

The Faculty Council meeting was called to order at 4:03 p.m. by Mary Stromberger, Chair.

ANNOUNCEMENTS

Stromberger announced that “We Care” buttons are available in the back of the room.

- A. Next Faculty Council Meeting – March 3, 2015 – *A203 Clark Building* – 4 p.m. - *Please note new classroom for spring semester.*

Stromberger announced that the next Faculty Council meeting would be held on March 3, 2015 at 4:00 p.m. in Room A203 Clark Building.

- B. Executive Committee Meeting Minutes located on FC website – November 11, November 18, 2014; December 9 and 16, 2014

Stromberger noted that the November 11, 18, 2014 and December 9, 16, 2014 Executive Committee meeting minutes can be found at the following website.

(<http://facultycouncil.colostate.edu/files/ecminutes>)

- C. Elections for Faculty Council Chair, Vice-Chair and BOG Faculty Representative – CoFG – March 3, 2015 (*Nominations close February 13, 2015*)

Stromberger announced that nominations for Faculty Council Chair (Stromberger will be nominated again), Vice-Chair (Stephanie Clemmons will be nominated), and the BOG Faculty Representative (Paul Doherty will be nominated) will close on February 13, 2015. We are looking for additional nominees and these can be sent to the Committee on Faculty Governance (Don Estep, Chair).

MINUTES TO BE APPROVED

- A. Faculty Council Meeting Minutes – December 2, 2014

By unanimous consent, the December 2, 2014 Faculty Council meeting minutes were approved.

UNFINISHED BUSINESS

A. Elections – Faculty Council Standing Committees – Committee on Faculty Governance

BALLOT

Academic Faculty Nominations to Faculty Council Standing Committees February 3, 2015

Committee on Scholarship, Research and Graduate Education

<u>Patrick Martin</u>	Agricultural Sciences	2016
(Nominated by Committee on Faculty Governance)		

<u>Melinda Smith</u>	Natural Sciences	2015
(Nominated by Committee on Faculty Governance)		

On behalf of the Committee on Faculty Governance, Doherty, Vice Chair, nominated Patrick Martin (Agricultural Sciences) for a two-year term on CoSRGE and Melinda Smith (Natural Sciences) for a one-year term on CoSRGE, effective immediately.

Stromberger asked if there were any nominations from the floor. There were none, and Stromberger declared the nominations closed. Martin and Smith were unanimously elected.

REPORTS TO BE RECEIVED

1. Provost/Executive Vice President – Rick Miranda

Miranda noted that the Board of Governors will be meeting this week. The meeting will include a retreat to discuss student tuition, debt, financial aid, and affordability.

Enrollment numbers are looking strong with twice as many deposits this year to date as last year.

The tenure and promotion decision process is ongoing and some cases will be taken to the Council of Deans next month.

Send any feedback on the College of Business Dean search to the search committee.

Negotiations with the Semester-at-Sea program are ongoing. Over winter break 13 committees met to discuss operational, curricular and other aspects of bringing that program to Colorado State University. CSU is their preferred university and negotiations are positive. Stromberger spearheaded a survey and the faculty feedback is positive about the program.

Strategic Planning and budget meetings are continuing and Miranda hopes CSU will have a few million dollars to invest in new initiatives. CSU is estimating ~\$29 million (\$19 million in new tuition, ~\$10 million from the state of Colorado) in new dollars. Dollars will be spent such that \$2.8 million will go back to the colleges for enrollment growth, \$3 million for financial aid, 2% increase in faculty and AP salaries (~\$6.7 million), 1% increased contribution to DCP retirement (~\$1.5 million), \$4.2 million for mandatory costs (e.g., debt service, electric bill, new building maintenance), and \$8 million for quality enhancements (some commitments from the past, but room for new initiatives). The Administration could increase salary, or reduce tuition, or increase financial aid, and possibly reallocate dollars to free up additional dollars. Those decisions will be made in the upcoming weeks. Budget is on the website and feedback can be sent to President Frank, CFO Lynn Johnson, or Provost Miranda.

David Gilkey (CVMBS) asked how the stadium is factored into the budget process. Miranda answered that the stadium is not figured in the budget. No general funds, state appropriations, or tuition are estimated to be spent on the stadium.

Stromberger asked about cluster hires. Miranda has set aside ~\$1 million for cluster hires (matched with colleges to hire 5-6 people in each of 3-4 areas over the next few years). 28 proposals for clusters were received; ranking will occur in the next 2-4 weeks, so hiring processes can get started soon.

Bob Keller (Economics) asked if bond issuances were considered based on stadium revenue. Miranda replied yes. Keller asked what would happen if revenue projections were short. Miranda replied that consultants suggest that there is 98% confidence in achieving the low case for revenue and that level will be sufficient. If that number is not earned, then other avenues will need to be explored. 98% confidence from two independent consults is about as good as we can expect. Other avenues that President Frank has mentioned as “backup” for bond payments are, for example, the sale of the Hughes stadium property (which is currently not figured into the revenue stream to pay the bonds).

Russ McConnell (Computer Science) asked if the probability that the consultants were wrong in their analysis was factored into the probability of failure. Such bonds are often backed by the institution and maybe the state will be on the hook. Keller suggested that insurance against failure could be bought and doing that would provide credibility that

tuition would not be used. Miranda did not know for certain if insurance had been considered.

Miranda's report was received.

2. Faculty Council Chair – Mary Stromberger

Stromberger explained that a new revision of Section K has been reviewed and approved by CoRSAF and the AP Council. The proposed revision will be coming to Faculty Council Executive Committee this month and Faculty Council should expect the revision soon.

Over 40 responses to the Semester-at-Sea survey were received and were overwhelmingly positive. Comments were about branding, curriculum and courses, faculty involvement, and students. The comments were forwarded to the appropriate administrators at CSU and Institute for Shipboard Education.

Stromberger noted concerns about the proposed parking plan exist (e.g., no consideration of a sliding fee scale based on salary, evening hour permit hours for faculty teaching at night; numbers of parking spots in each zone). Amy Parsons will not present the parking plan to the BOG this week, and will meet with Stromberger, Bernasek, Toni-Lee Viney (Administrative Professional Council) and Jeff Sturgeon (Classified Personnel Council) in late February to discuss these and other issues.

Stromberger discussed the recent faculty retreat on department cultures. The climate survey indicated that 22% of faculty is not satisfied with their supervisors. Lower than expected opinions on working at CSU and diversity issues also exist. 23% of faculty did not identify which unit they were from, which may indicate fear of identification and retaliation. The discussion at the retreat was interesting and Stromberger would like to focus on initiatives that Faculty Council can help support. A summary is in the Faculty Council agenda. Some initiatives could be getting TILT involved; ensuring anonymity for surveys (e.g., a 3rd party handling surveys); and organizing Faculty Council reps at the college level to discuss issues.

Yesterday President Frank met with the standing committees on Intercollegiate Athletics, Strategic and Financial Planning, and Executive Committee about proposed increases to the Athletic budget (~\$1.2 million). Increased costs are \$163k to improve non-revenue sports (women and men's track, women's softball, swimming and diving, for example), \$400k for a fourth meal for athletes, and \$675k for full cost of attendance. These proposals will keep CSU competitive in the Mountain West conference. Questions exist about whether CSU is willing to play the athletics game, and how much to invest? What are the trade-offs for the rest of the university? Stromberger requested feedback on how to keep Faculty Council involved in these discussions.

Stromberger's report was received.

3. Board of Governors Faculty Representative – Alexandra Bernasek

Bernasek's report is in the agenda packet. The big topic at the last meeting was the stadium. The Board was looking for feedback on what questions the Board should be asking as a Board (in general). The next meeting will focus on the CSU master plan as well as the stadium financing.

Bernasek's report was received.

4. University Grievance Officer – Kirk Hallahan

Hallahan's report is in the agenda packet. He handled 21 cases (a slight increase over last year); 2 involved mediation, 2 involved hearings that resulted in pro-grievant decisions (that were then overturned by the Provost's office). A decline in cases since the last UGO has occurred due to the university operating better. Grievances have to do with denial of tenure, office space, and terminations (important for Administrative Professionals).

Section K revisions include changing grievances from 3 to 2 classes. The revisions also include procedural changes that should improve clarity. Hallahan will be stepping down and having a cleaned-up Section K will help his successor. Hallahan noted these revisions are important to get passed.

Hallahan noted that rejuvenation of mediator numbers is needed. Hallahan recommends that, in certain cases, grievance panels can also be reduced from 5 to 3 members. Hallahan noted some clarifying language is needed for contradictory statements in the Manual. More details are in Hallahan's report.

Hallahan noted that the grievance procedures are peer-based, and important. The UGO does not represent the grievant or the administration, but represents the dispute. That independence is important and should be maintained and respected. Hallahan also noted that the Manual applies to Faculty and Administrative Professionals. Numerically, Section K affects Administrative Professionals more and the AP Council needs to be involved/considered. Hallahan was thankful for the time he served and thought the UGO position is interesting and important.

Hallahan's report was received.

CONSENT AGENDA

1. UCC Minutes (11/14/14; 11/21/14; 12/5/14; 12/12/14 and 1/16/15)

2. Approval of Degree Candidates – Spring and Summer Semesters 2015

Carole Makela, Chair, University Curriculum Committee, moved that Faculty Council approve the UCC Minutes from November 14 and 21, and December 5 and 12, 2014, and January 16, 2015 as well as the Degree Candidates for Spring and Summer Semesters 2015.

The Consent agenda was unanimously approved.

ACTION ITEMS

1. Revisions to the *Graduate and Professional Bulletin* – E. – Graduate Study; E.4 *Collaborative Degree Program* – CoSRGE

Mark Zabel moved that Faculty Council approve the proposed revisions to the *Graduate and Professional Bulletin*, E. – Graduate Study; E.4 *Collaborative Degree Program*

DATE: November 6, 2014

RE: Revisions to the *Graduate and Professional Bulletin* – E. – GRADUATE STUDY

THE COMMITTEE ON SCHOLARSHIP, RESEARCH AND GRADUATE EDUCATION MOVE THAT FACULTY COUNCIL ADOPT THE REVISIONS TO THE SECTION E. "GRADUATE STUDY" E.4 *Collaborative Degree Program*– OF THE *GRADUATE AND PROFESSIONAL BULLETIN* TO BE EFFECTIVE UPON FACULTY COUNCIL ADOPTION EFFECTIVE IMMEDIATELY AS FOLLOWS:

ADDITIONS - UNDERLINED - DELETIONS ~~OVERSCORED~~

E.4 COLLABORATIVE DEGREE PROGRAM

A collaborative degree is one that partners a CSU graduate program with a similar graduate program at an international university in order to allow students to transfer credits between the two programs and earn a degree at CSU. Both CSU and international students must earn a minimum of 60% of the degree credits at CSU and the remaining credits at the international university in either a master's or PhD degree.

The coursework for the degree program offered at the collaborating university must meet CSU standards. The courses accepted for transfer from the collaborating university to the CSU program must be equivalent in credit and content. These courses must be listed, evaluated and approved by the CSU department offering the degree; these courses must provide similar content and student learning outcomes and be reflected in the course syllabi as such. The coursework/syllabi that will be transferred from the collaborating university must be translated into English by the collaborating university for evaluation purposes.

International universities, colleges, or degree granting institutions must be invited to participate in a Collaborative Degree Program by a CSU program department. Such institutions must be accredited by a major regional accrediting agency in order to be eligible to participate in a Collaborative Degree Program. An agreement must be signed between CSU and the collaborating university that specifies the conditions of the agreement such as admission and pathway requirements, number of students eligible to participate, insurance, travel, enrollment and other administrative issues. Collaborative degree students must meet all Graduate School admission and degree requirements. (See the Graduate School website for more details.) The agreement must be reviewed and approved by the following individuals from CSU: Dean, Department Head, and Program Director of the program wishing to create a Collaborative Degree Program; Legal Counsel; International Programs; Provost; Graduate School; individuals from the international university that have the authority to sign in support of the Collaborative Degree Program on behalf of the collaborating university. When a student is completing a master's thesis or doctoral dissertation an additional agreement/Cotutelle must also be completed and signed by the relevant parties that specifies the co-direction of the work and other pedagogical and publication-related issues. When students meet the requirements for the Collaborative Degree Program, CSU independently confers the degree. The collaborating university may also independently confer a degree. A review process to monitor the quality and outcomes of the Collaborative Degree Program will be established by the department. Data will be reported to the College Dean and Graduate School or as stipulated in the review process.

Rationale:

1. Departments in six colleges have requested that a resolution be put forward to CoSRGE providing a pathway to create collaborative degree programs between CSU and international universities at the master's and PhD levels (CoE, CNS, CoA, CHHS, CoB, WCNR).
2. Departments in two colleges have already successfully proposed Cotutelles that have been approved by CoSRGE/FC. The students participating in these programs are successfully moving through their programs (CoE, CNS). A third department in the college of Agriculture is in the process of proposing a Cotutelle. The cotutelle is the process that has been proposed for thesis and dissertation students in addition to the creation of a general agreement.
3. The purpose of a collaborative degree is to (1) encourage collaborative research and intellectual interaction between CSU and the international university through the activities of the participating students and their advisors; (2) enhance human-resource development at both institutions through sharing the strengths and resources available to both universities; (3) provide opportunities for CSU and international students to learn from each other about their respective cultures and diverse perspectives; and (4) support the internationalization of the CSU campus.

4. Accreditation requirements in paragraph 3 are previously stated in the Graduate Bulletin under Admissions Requirements and Procedures. The phrase, degree granting institutions, was added to cover stand-alone graduate institutions.

Zabel explained that these programs foster collaboration between international universities and CSU.

Zabel's motion was unanimously adopted.

2. New Interdisciplinary Minor in Sports Management be established in the Provost office (effective Fall semester 2015) – UCC

Carole Makela, Chair, University Curriculum Committee, moved that Faculty Council approve the New Interdisciplinary Minor in Sports Management (established in the Provost office), effective Fall semester 2015.

Makela noted that the program will be adopted in Fall 2015. A committee will be formed to help with competitive internships with the Denver Broncos and others.

Makela's motion was unanimously adopted.

DISCUSSION

1. Public-Private Partnerships (P3s)
 -Amy Parsons (Vice President for University Operations) and Jeremy Podany (Director of Ascend), Lynn Johnson (CFO, Associate Vice President for Finance and Budget).

Parsons and Johnson explained that range of public-private partnerships that occur within CSU, from one extreme where CSU leases space to a vendor (e.g., Subway at the LSC) to a private company building a facility (e.g., a dorm or parking structure) and the university rents it. CSU has not been involved in certain P3s, where, for example, a private company owns and manages a housing and dining facility, as CSU prefers to manage these types of operations on its own.

There are many types: vending, corporate sponsored research, corporate giving, athletic sponsorships, Western Stock Show, for example. Points of negotiation include not only money, but numbers of internships. CSUs sophistication and coordination has increased in recent years. The Industry Partnership Council (IPC), including 2 deans, meets regularly to leverage relationships.

Lynn Johnson explained the spectrum of P3s (*see slides on Faculty Council website*). The spectrum includes low risk/low reward, to high risk/high reward. For example, Aggie Village North developers are contracted and the university is totally in control (both for risk and reward). An off-campus private development would have little/no CSU

involvement and CSU would have no risk or direct reward. There are projects between these two extremes. For example, one outcome of the stadium discussion could have resulted in a middle-ground P3 with moderate risk/reward for CSU. P3s have exploded in the past 3-5 years. CSU generally keeps developments in house.

INTO is another version of a private-public partnership that is somewhere in the middle in terms of risk and reward for CSU. Semester-at-Sea will also probably be in the middle.

Irene Vernon asked if Todos Santos was a P3. Parsons answered it could loosely be considered such, but Todos Santos is not a procurement, but a philanthropic gift. CSU has to decide if the gift fulfills the mission. Similarly, the Edwards house was donated recently to CSU. Upkeep costs are considered in whether to accept such a gift. Philanthropic gifts are not considered P3s and are managed differently, by Advancement.

Zabel (College of Veterinary Medicine and Biomedical Sciences) asked how these partnerships are generated. Does CSU start them? Johnson said CSU might start some if CSU has a need. For instance, a new parking garage and retail space on Shields Street was considered some time ago, and CSU went out to look at possibilities. In contrast, Semester-at-Sea approached CSU. Zabel asked if the companies in Lory Student Center were P3s. Johnson said not quite because those involve a contract.

Roger Culver asked about the Davis Ranch. Johnson said that was a gift with strings attached (like Todos Santos and the new President's house). These are gifts, not procurements. These are not technically P3s, but gifts with strings attached. Culver asked if the Davis Ranch issue had been resolved. Parsons said the ranch was still tied up in litigation.

C.W. Miller (College of Veterinary Medicine and Biomedical Sciences) asked who decides to enter into these partnerships. Parsons said it is a team effort and such partnerships may be discussed in a cabinet meeting or even with the Board of Governors. There is a lot of variety and different avenues. Miller expressed he would like to see more Faculty input on such decisions. Stromberger noted that Loren Crabtree (from Semester-at-Sea and a former CSU provost) wanted faculty input on the Semester-at-Sea program, so faculty were involved in the conversations right away.

Stromberger asked Parsons about the discussion process, and at what point do decisions get made to include faculty input or not. Johnson said for many partnerships, representatives from the different council are involved and hopefully those representatives report back to those councils. Johnson noted that dissemination of information can be difficult. Parsons noted that two deans sit on the Industry Partnership Committee and that Parsons relies on those deans to say when additional faculty input is needed. Stromberger noted that confidentiality agreements sometimes hinder detailed communication, which can lead to faculty feeling they are not involved. For instance, the

recent partnership with the Denver Broncos came about with little faculty input. Stromberger asked how to get faculty input while maintaining confidentiality? Miranda noted that partnerships which are academic in nature have to have faculty input, indeed are driven by the faculty. Other items on the other end of the spectrum, like whether to build a parking structure, would benefit from discussion and advice from faculty but decisions are often made administratively. There are initiatives in the middle which involve providing opportunities for academic involvement and initiatives, such as Todos Santos – which should involve faculty input to gauge interest and advice. (No one is being forced to work in Todos Santos, but it does provide opportunities.) Concerning the confidentiality issue, CSU has to be careful because a legal contract is involved and the ability to broadly disseminate details may be more limited, for example to FC leadership. Miranda expressed that little is trying to be hidden.

Bernasek asked how controversial aspects (e.g., some aspects of Todos Santos) are considered, or input requested before the partnership is signed? Are there mechanisms to include faculty after the partnerships are signed to help address controversial aspects? Kathleen Pickering noted that a cultural committee was formed to help with Todos Santos issues. Parsons noted that different partnerships have different concerns and it is incumbent on the administration to get input.

Jeremy Podany presented on the new ASCEND program, which develops connections between CSU and private companies. 1100 companies hired CSU graduates last year. One new initiative is ASCEND, in which CSU can help relate to industries. This initiative funnels CSU expertise to serve a company (e.g., a company might want to affiliate with CSU, grow, or want CSU help). Podany expects growth in this program and hopefully these relationships build a solid foundation for future partnership activities.

Stromberger adjourned the meeting at 5:35 p.m.

ATTENDANCE
BOLD INDICATES PRESENT AT MEETING
UNDERLINE INDICATES ABSENT AT MEETING

Agricultural Sciences

<u>Norman Dalsted</u>	Agricultural and Resource Economics	2016
<u>Jack Whittier</u>	Animal Sciences	2015
Deb Young	Bioagricultural Sciences & Pest Management	2015
Bradley Goetz	Horticulture & Landscape Architecture	2016
Francesca Cotrufo	Soil and Crop Sciences	2017
(Allan Andales substituting Spring 2015)		
<u>Milt Thomas</u>	College-at-Large	2016
<u>Kelly Curl</u>	College-at-Large	2015
<u>Jason Ahola</u>	College-at-Large	2017

Health and Human Sciences

Stephanie Clemons	Design and Merchandising	2016
Tracy Nelson	Health and Exercise Science	2016
David Sampson	Food Science and Human Nutrition	2016
Lisa Daunhauer	Human Development and Family Studies	2015
Scott Glick	Construction Management	2014
<u>Barb Hooper</u>	Occupational Therapy	2017
TBD	School of Education	2015
Jennifer Portz	School of Social Work	2014

Business

Suzanne Lowensohn (Fall 2014);		
Margarita Lenk (Spring 2015-16)	Accounting	2016
Stephen Hayne	Computer Information Systems	2015
<u>Patricia Ryan</u> (Excused)	Finance and Real Estate	2016
Troy Mumford	Management	2015
Kelly Martin (Spring);	Marketing	2015
Chris Blocker (Oct); Kathleen Kelly (Nov/Dec) (Fall)		

Engineering

Russ Schumacher	Atmospheric Science	2015
Travis Bailey	Chemical and Biological Engineering	2016
Suren Chen	Civil and Environmental Engineering	2015
Steve Reising	Electrical and Computer Engineering	2016
Azer Yalin	Mechanical Engineering	2014
J. Rockey Luo	College-at-Large	2016
Jose Chavez	College-at-Large	2016

Liberal Arts

<u>Mary Van Buren</u> (Excused)	Anthropology	2017
Eleanor Moseman	Art	2017
Elizabeth Williams	Communication Studies	2016

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Robert Keller	Economics	2016
Sue Doe	English	2015
Ernesto Sagas	Ethnic Studies	2017
(Irene Vernon substituting)		
Antonio Pedros-Gascon	Foreign Languages and Literatures	2015
(Maite Correa substituting)		
<u>Adrian Howkins</u>	History	2017
Jangyul Kim	Journalism and Technical Communication	2017
<u>Gary Moody</u>	Music, Theater, and Dance	2016
<u>Michael McCulloch</u>	Philosophy	2015
Kyle Saunders	Political Science	2015
Ken Berry	Sociology	2016
Mohammed Hirchi	College-at-Large	2017
TBD	College-at-Large	2016
Eric Aoki	College-at-Large	2016

Natural Resources

<u>Monique Rocca</u>	Ecosystem Science and Sustainability	2017
Will Clements (replace Paul Doherty (through Spring 2015))	Fish, Wildlife, & Conservation Biology	2016
Yu Wei	Forest and Rangeland Stewardship	2015
Sven Egenhoff (Fall)	Geosciences	2015
William Sanford (Spring)		
Stuart Cottrell	HDNR in Warner College	2017
(Natalie Ooi substituting)		

Natural Sciences

<u>Tom Santangelo</u>	Biochemistry and Molecular Biology	2016
David Steingraeber	Biology	2015
<u>George Barisas</u>	Chemistry	2017
Ross McConnell	Computer Science	2016
Iuliana Oprea	Mathematics	2017
<u>Mingzhong Wu</u>	Physics	2015
Zinta Byrne	Psychology	2016
<u>Geof Givens</u>	Statistics	2016
<u>Ed DeLosh</u>	College-at-Large	2017
<u>Christos Papadopoulos</u>	College-at-Large	2016
Roger Culver	College-at-Large	2015
Carl Patton	College-at-Large	2015

Veterinary Medicine & Biomedical Sciences

Elaine Carnevale	Biomedical Sciences	2016
<u>Howard Seim</u>	Clinical Sciences	2016
Lucas Argueso	Environmental & Radiological Health Sciences	2017
<u>Gary Mason</u>	Microbiology, Immunology and Pathology	2015
<u>Ryan Ferris</u>	College-at-Large	2017
Gerald Callahan	College-at-Large	2016
<u>Pete Hellyer</u>	College-at-Large	2016

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David Gilkey	College-at-Large	2016
<u>E.J. Ehrhart</u>	College-at-Large	2016
<u>DN Rao Veeramachaneni</u>	College-at-Large	2016
C. W. Miller	College-at-Large	2015
<u>Ronald B. Tjalkens</u>	College-at-Large	2015
University Libraries		
Nancy Hunter	Libraries	2017
Rachel Erb	At-Large	2016
Ex Officio Voting Members (*Indicates Elected Member of Faculty Council)		
Mary Stromberger	Chair, Faculty Council/Executive Committee	
Paul Doherty	Vice Chair, Faculty Council	
Alexandra Bernasek	BOG Representative	
Don Estep, Chair	Committee on Faculty Governance	2016
Susan LaRue, Chair	Committee on Intercollegiate Athletics	2016
Jerry Magloughlin, Chair	Committee on Libraries	2016
Jennifer Aberle , Chair	Committee on Non-Tenure Track Faculty	2016
Bill Hanneman, Chair*	Committee on Responsibilities & Standing of Academic Faculty	2016
Mark Zabel, Chair	Committee on Scholarship Research and Graduate Education	2016
Melinda Frye, Chair*	Committee on Scholastic Standards	2016
Katharine Leigh, Chair*	Committee on Strategic and Financial Planning	2016
Stephanie Clemons , Chair*	Committee on Teaching and Learning	2016
Eric Prince, Chair	Committee on University Programs	2016
Carole Makela , Chair	University Curriculum Committee	2016

Ex-Officio Non-Voting Members

Anthony Frank	President
Rick Miranda	Provost/Executive Vice President
Brett Anderson	Vice President for Advancement
Mary Ontiveros	Vice President for Diversity

Ex-Officio Non-Voting Members Cont'd

Lou Swanson	Vice Provost for Engagement/Director of Extension
Robin Brown	Vice President for Enrollment and Access
Dan Bush	Vice Provost for Faculty Affairs
Patrick Burns	Vice President for Information Technology/Dean Libraries
Jim Cooney	Vice Provost for International Affairs
Tom Milligan	Vice President for Public Affairs
Alan Rudolph	Vice President for Research
Blanche M. Hughes	Vice President for Student Affairs
Kathleen Pickering	Vice Provost for Undergraduate Affairs
Amy Parsons	Vice President for University Operations
Craig Beyroudy	Dean, College of Agricultural Sciences
Jeff McCubbin	Dean, College of Applied Human Sciences
Ajay Menon	Dean, College of Business
David McLean	Dean, College of Engineering
Jodie Hanzlik	Dean, Graduate School
Ann Gill	Dean, College of Liberal Arts
Jan Nerger	Dean, College of Natural Sciences
Mark Stetter	Dean, College of Vet. Medicine & Biomedical Sciences
John Hayes	Dean, Warner College of Natural Resources
Timothy Gallagher	Former Faculty Council Chair
Toni-Lee Viney	Chair, Administrative Professional Council

A regular meeting of the University Curriculum Committee was held on January 23, 2015, at 2:00 p.m.

Members present: Chair Carole Makela, Professors Bradley Goetz, Paul Mallette, Patrick Fitzhorn, Mike Hogan, Sally Sutton, Ed DeLosh, Howard Ramsdell, Michelle Wilde.

Absent: Graduate representative Andrew Bondi, undergraduate representative, Kathleen Pickering (ex-officio),

Guests: Fionna Bright, Kelley Brundage, Linda Selkirk.

Minutes

The minutes of January 16, 2015 were approved.

Experimental Course Report

There is no Experimental Course Report.

Major Completion Maps—No Changes Report

There is no Major Completion Maps – No Changes Report.

Consent Agenda

The Consent Agenda was approved.

CURRICULAR REQUESTS

° Course is offered for term specified in odd numbered years.

* Course is offered for term specified in even-numbered years

+Course requires field trips.

NT-O, offered as nontraditional, online course.

The following curricular requests were approved.

New Courses

Effective Date

***ATS 761 02(2-0-0). Land-Atmosphere Interactions.** F. Prerequisite: ATS 606. Fall Semester 2015

Exchange of energy, water, momentum, and carbon between the land surface and the atmosphere.

ETST 330 03(3-0-0). African American Resistance and Self-Creation. F, S. Fall Semester 2015
Prerequisite: Any ETST course.

African American resistance to dehumanization and the creation of a positive image.

°F 466/HORT 466 03(3-0-0). Urban and Community Forestry. F. Fall Semester 2015
Prerequisite: F 310/RS 310 or HORT 221. Credit not allowed for both F 466 and HORT 466.

Policies and management of publicly and privately owned community forests in urbanized areas.

NRRT 650 02(0-0-2). Financial Management in Tourism. F. Prerequisite: Graduate standing. Offered only online. This is a partial-semester course. Fall Semester 2015

Concepts in financial management applied to travel and tourism organizations.

(NT-O)

[Approved as a new online-only course.]

STAT 342 03(3-0-0). Statistical Data Analysis II. S. Prerequisite: STAT 340 or STAT 341. Spring Semester 2016

Single-factor analysis of variance models; multi-factor analysis of variance models; randomized block design; Latin squares; split-plot design.

Major Change to Courses

Effective Date

ANTH 544 03(1-0-2). Anthropological Method and Theory, **change to:**

Fall Semester 2015

ANTH 544 03(1-0-2). From Death to Discovery. F, S. Prerequisite: Nine credits of anthropology.

Theoretical perspectives on the decay and fossilization of organisms between their death and discovery.

AREC 202 03(3-0-0). Agricultural and Resource Economics, **change to:**

Fall Semester 2015

AREC 202 03(3-0-0). Agricultural and Resource Economics. F, S. Prerequisite: MATH 117 or concurrent registration or MATH 118 or MATH 124 or MATH 125 or MATH 126 or MATH 141 or MATH 155, or MATH 159 or MATH 160. Credit not allowed for both AREC 202 and ECON 202.

Introduction to decision-making by consumers, firms, and government, and resulting allocation of resources through markets. (NT-O)

[Approved as an online course.]

AREC 325 03(3-0-0). Personnel Management in Agriculture, **change to:**

Fall Semester 2015

AREC 325 03(3-0-0). Personnel Management in Agriculture. F. Prerequisite: AREC 202 or ECON 202.

Human resource issues for agribusiness firms. Managing employees, legal issues, negotiation methods, benefits packages. Workplace professionalism. (NT-O)

[Approved as an online course.]

AREC 508 03(3-0-0). Financial Management in Agriculture, **change to:**

Fall Semester 2015

AREC 508 02(2-0-0). Financial Management in Agriculture. F. Prerequisite: AREC 408 or FIN 305; ECON 306.

Systematic approach to understanding and applying financial management in farm businesses.

BUS 500 02(2-0-0). Business Systems and Processes, **change to:**

Fall Semester 2015

BUS 500 02(2-0-0). Business Processes. F, S, SS. Prerequisite: Bachelor's degree and a 3.0 GPA or higher. This is a partial semester course.

Introduction to core concepts from Business Process Management (BPM) and Operations Management (OM). (NT-O)

[Approved as an online course.]

BUS 615 04(4-0-0). Accounting Systems, **change to:** Fall Semester 2015

BUS 615 02(2-0-0). Managerial Accounting. S. Prerequisite: BUS 614.

Use of accounting information for purposes of management decision making, planning, and control.

CBE 540/CIVE 540 03(3-0-0). Advanced Biological Wastewater Processing, **change to:** Fall Semester 2015

CBE 540/CIVE 540 03(3-0-0). Advanced Biological Wastewater Processing. F. Prerequisite: CBE 320 or CIVE 438. Credit not allowed for both CBE 540 and CIVE 540.

Fundamentals of environmental biotechnology: environmental microbiology, microbial kinetics, basic reactor design, wastewater treatment. (NT-O)

[Approved as an online course.]

*CHEM 575 03(3-0-0). Chemical Thermodynamics, **change to:** Fall Semester 2015

CHEM 575 01(1-0-0). Fundamentals of Chemical Thermodynamics. F. Prerequisite: CBE 310 or CHEM 476 or PH 361. This is a partial-semester course.

Fundamental thermodynamic concepts and some applications to chemical problems.

°CHEM 576 03(3-0-0). Statistical Mechanics, **change to:** Fall Semester 2015

CHEM 576 02(2-0-0). Statistical Mechanics. F. Prerequisite: CHEM 575 or concurrent registration. This is a partial-semester course.

Principles of statistical mechanics with applications to chemical systems.

CIVE 305 03(2-2-0). Intermediate AutoCAD, **change to:** Fall Semester 2015

CIVE 305 03(2-2-0). Intermediate AutoCAD. F. Prerequisite: CIVE 103.

Creating layouts and templates, objects, graphics patterns and symbols, inserting and managing external references, and creating isometric drawings. (NT-O)

[Approved as an online course.]

CIVE 402 03(2-2-0). Senior Design Principles, **change to:** Fall Semester 2015

CIVE 402 03(2-2-0). Senior Design Principles. F. Prerequisite: CIVE 300; CIVE 303 or CHEM 245.

Design of civil engineering systems, nontechnical and economic design considerations, project organization, design project development and presentation.

[Approved for All-University Core Curriculum categories 4A and 4B for all concentrations under the majors in Civil Engineering and Environmental Engineering.]

CIVE 537 03(3-0-0). Residuals Management, **change to:** Fall Semester 2015

CIVE 537 03(3-0-0). Residuals Management. F. Prerequisite: CIVE 300.

Planning and design for processing and disposal of residuals including solid

wastes, sludges, hazardous wastes.

[Approved as an online course.]

CIVE 540/CBE 540 03(3-0-0). Advanced Biological Wastewater Processing, Fall Semester 2015
change to:

CIVE 540/CBE 540 03(3-0-0). Advanced Biological Wastewater Processing. F. Prerequisite: CBE 320 or CIVE 438. Credit not allowed for both CIVE 540 and CBE 540.

Fundamentals of environmental biotechnology: environmental microbiology, microbial kinetics, basic reactor design, wastewater treatment. (NT-O)

[Approved as an online course.]

CIVE 574 03(3-0-0). Civil Engineering Project Management, **change to:** Fall Semester 2015

CIVE 574 03(3-0-0). Civil Engineering Project Management. F. Prerequisite: None.

Principles of civil engineering project management including proposals, contracts, scheduling, quality assurance, budgeting, and risk management. (NT-O)

[Approved as an online course.]

ECE 202 04(3-3-0). Circuit Theory Applications, **change to:** Fall Semester 2015

ECE 202 04(3-3-0). Circuit Theory Applications. S, SS. Prerequisite: ECE 103 with a C or better; MATH 161 with a C or better.

Basic circuit analysis techniques and applications to engineering design problems.

ECE 311 03(3-0-0). Linear System Analysis I, **change to:** Fall Semester 2015

ECE 311 03(3-0-0). Linear System Analysis I. F. Prerequisite: ECE 202 with grade of C or better; MATH 340 with a C or better or MATH 345 with a C or better.

Continuous and discrete time signals and systems representations in time and frequency domain; time convolution.

ECE 331 04(3-3-0). Electronics Principles I, **change to:** Fall Semester 2015

ECE 331 04(3-3-0). Electronics Principles I. F. Prerequisite: ECE 202 with a C or better; MATH 340 with a C or better or MATH 345 with a C or better; PH 142 with a C or better.

Discrete component semiconductor devices, characteristics and applications. Rectifier circuits, single-stage and multi-stage amplifiers.

ECE 341 03(3-0-0). Electromagnetic Fields and Devices I, **change to:** Fall Semester 2015

ECE 341 03(3-0-0) Electromagnetic Fields and Devices I. F. Prerequisite: ECE 202 with a C or better; MATH 340 with a C or better or MATH 345 with a C or better; PH 142 with a C or better.

Basic concepts of electrostatic and magnetostatic fields.

ECE 401 03(1-4-0). Senior Design Project I, **change to:** Fall Semester 2015

ECE 401 03(1-4-0). Senior Design Project I. F, S, SS. Prerequisite: ECE 332 with a C or better or CS 320 with a C or better; ECE 312 with a C or better or (PH 314 and PH 353) with a C or better; ECE 342 with a C or better or ECE 452 with a grade of C or better.

Advanced project, seminar series, formal written report, and oral presentation.

ERHS 220 03(3-0-0). Environmental Health, change to:

Fall Semester 2015

ERHS 220 02(2-0-0). Environmental Health. F, S. Prerequisite: BZ 101 or concurrent registration or BZ 104 or concurrent registration or BZ 110 or concurrent registration or BZ 120 or concurrent registration or LIFE 102 or concurrent registration.

Impact of people on the physical and biological environment as well as impact of the environment on people; emphasis placed on human health.

ERHS 320 03(3-0-0). Environmental Health—Water and Food Safety, change to:

Fall Semester 2015

ERHS 320 03(3-0-0). Environmental Health—Water and Food Safety. F. Prerequisite: MIP 300 or concurrent registration.

Water quality and food safety for practice of environmental health.

[Approved as an All-University Core Curriculum category 4A for the Environmental Health major.]

ETST 354 03(3-0-0). A Century of Black Cinema, change to:

Fall Semester 2015

ETST 354 03(3-0-0). Black Cinema and Media. F. Prerequisite: Sophomore standing.

African American efforts to depict themselves in films and other media to counter often problematic mainstream depictions.

FIN 320 03(3-0-0). Introduction to Financial Planning, change to:

Fall Semester 2015

FIN 320 03(3-0-0). Introduction to Financial Planning. F, S. Prerequisite: ACT 210; ECON 202.

Personal financial planning including budgeting, tax planning, credit management, investing, retirement, and estate planning. (NT-O)

[Approved as an online course.]

***HIST 479 03(3-0-0). Practice of Public History, change to:**

Fall Semester 2015

HIST 479 03(3-0-0). Practice of Public History. F. Prerequisite: HIST 101 or HIST 150 or HIST 151 or HIST 171; completion of 30 credits.

Public history methods and career paths into interpretation, museums, archives, historic preservation, oral history, and other fields.

***HORT 466 03(2-2-0). Community Forestry, change to:**

Fall Semester 2015

***HORT 466/F 466 03(3-0-0). Urban and Community Forestry.** F. Prerequisite: F 310/RS 310 or HORT 221. Credit not allowed for both HORT 466 and F 466.

Policies and management of publicly and privately owned community forests in urbanized areas.

JTC 365 03(3-0-0). Computer Mediated Communication Foundations, **change to:** Fall Semester 2015

JTC 365 03(3-0-0). Trends in Digital Communication. F. Prerequisite: JTC 210.

Issues and research in computer mediated communication relating to individuals, groups, community, and society.

MECH 338 01(0-3-0). Thermosciences Laboratory, **change to:** Fall Semester 2015

MECH 338 01(0-3-0). Thermal/Fluid Sciences Laboratory. F, S. Prerequisite: MECH 337 with a C or better; MECH 342 with a C or better.

Experimental methods in heat transfer, fluid flow, and thermodynamics.

MKT 367 03(3-0-0). Sports Marketing, **change to:** Spring Semester 2015

MKT 367A-B 03(3-0-0). Sports Marketing. F, S. Prerequisite: MKT 300 or MKT 305.

The nature and scope of applying marketing strategy and tactics in the sports environment. **A)** Face to Face. **F.** **B)** Online. **S.** This is a partial-semester course. (NT-O)

[MKT 367B approved as an online course.]

OT 355 02(1-0-1). Handicapped Individual in Society, **change to:** Fall Semester 2015

OT 355 02(1-0-1). The Disability Experience in Society. F, S. Prerequisite: PSY 100 or SOC 100.

Description and exploration of disabling conditions; review of support systems including legal and financial implications.

OT 621 03(1-2-1). Occupational Performance: Infancy-Childhood, **change to:** Fall Semester 2015

OT 621 04(2-2-1). Occupational Performance: Infancy-Childhood. F. Prerequisite: OT 687 or written consent of the Occupational Therapy Department.

Optimizing occupational Performance and participation for infants and children within a contextual framework.

PSY 320 03(3-0-0). Abnormal Psychology, **change to:** Fall Semester 2015

PSY 320 03(3-0-0). Abnormal Psychology. F, S, SS. Prerequisite: PSY 100.

Definition and description of behavior pathology; theory and research on factors in etiology and treatment of behavior disorders. (NT-O)

[Approved as an online course. Approved to delete correspondence format.]

STAT 311 03(3-0-0). Statistics for Behavioral Sciences I, **change to:** Fall Semester 2015

STAT 311 03(3-0-0). Statistics for Behavioral Sciences I. F, S, SS. Prerequisite: MATH 117 or MATH 118 or MATH 124 or MATH 125 or MATH 126 or MATH 141 or MATH 155 or MATH 159 or MATH 160. Credit allowed for only one of the following: ERHS 307, STAT 301, STAT 307, or STAT 311.

Statistical literacy, quantitative reasoning, statistical methods in SPSS

including ANOVA, regression, logistic regression, and categorical data. (NT-O)

+TH 141 03(3-0-0). Introduction to Theatre, **change to:**

Fall Semester 2015

+TH 141 03(3-0-0). Introduction to Theatre. F, S, SS. Prerequisite: None. Required field trips.

Theatre as an art and one of the humanities, its impact on society, and its relationship to other art forms. (NT-O)

[Approved as an online course. Previously approved for AUCC category 3B.]

+TH 400 03(1-4-1). Theatre Production Workshop, **change to:**

Fall Semester 2015

+TH 400 Var[1-3]. Theatre Production Workshop. F, S. Prerequisite: Written consent of instructor. Maximum 6 credits of TH 400 allowed to be counted toward the Theatre major. May not be taken concurrently with TH 471. Required field trips.

Explores both the practical and dramaturgical essences of the production of a play.

Request to Drop Minor in Wilderness Management

A request by the Warner College of Natural Sciences to drop the minor in Wilderness Management was approved. The recommended effective date, subject to approval by Faculty Council, is Fall Semester 2015.

The meeting adjourned at 5:05 p.m.

(FC) 1/30/15

Carole Makela, Chair
Tom Hoehn, Secretary

University Curriculum Committee January 23, 2015 *CONSENT AGENDA*

Course Drops

PRESENT LISTING				EFFECTIVE DATE
NRRT	450	Wilderness Philosophy and Ethic Development	DROP.	Fall 2015
NRRT	451	National Wilderness Preservation System	DROP.	Fall 2015
NRRT	452	Management of the Wilderness Resource	DROP.	Fall 2015
NRRT	453	Management of Recreation	DROP.	Fall 2015

REVISED 2/12/15

A regular meeting of the University Curriculum Committee was held on January 30, 2015, at 2:00 p.m.

Members present: Chair Carole Makela, Professors Bradley Goetz, Paul Mallette, Patrick Fitzhorn, Nancy Jianakoplos for Mike Hogan, Sally Sutton, Ed DeLosh, Howard Ramsdell, Michelle Wilde, Kathleen Pickering (ex-officio).

Absent: Graduate representative Andrew Bondi, undergraduate representative.

Guests: Fionna Bright, Linda Selkirk.

Minutes

The minutes of January 23, 2015 were approved.

Experimental Course Report

The Experimental Course Report was received.

Major Completion Maps—No Changes Report

The Major Completion Maps—No Changes Report was received.

Consent Agenda

The Consent Agenda was approved.

CURRICULAR REQUESTS

° Course is offered for term specified in odd numbered years.

NT-B, offered as a nontraditional, blended course.

NT-O, offered as nontraditional, online course.

The following curricular requests were approved.

New Courses**Effective Date**

E 528 03(3-0-0). Professional ESL Teaching: Theory to Practice. F, S. Spring Semester 2016
Prerequisite: E 514; E 515; E 527.

Theory and practice in the planning and teaching of English as a second/foreign language.

ECE 587 Var[1-6]. Internship. F, S, SS. Prerequisite: ECE 312 or ECE 456. Spring Semester 2016
Internship experience in Electrical or Computer Engineering.

EDHE 651 03(2-0-1). Pre-College Program Models. F. Prerequisite: Bachelor's degree. Offered only online. Fall Semester 2015

Rationale and structure of pre-college programs that support underrepresented students' successful enrollment into higher education. (NT-O)

[Approved as a new online-only course.]

MKT 611 01(1-0-0). Quantitative Marketing Research Methods. F, S, SS. Fall Semester 2015
Prerequisite: BUS 601; BUS 655. This is a partial-semester course.

Overview of the field of business research, with a focus on quantitative research methods. (NT-O)

[Approved as a new face-to-face and new online course.]

NR 382A-B 05(0-0-5). Travel Abroad: Social-Ecological Field Methods. SS. Summer Semester 2015
Prerequisite: (BZ 110 and BZ 111) or BZ 120 or LIFE 103; MATH 118 or one course from MATH 141 to 161, or one course from MATH 229 or higher.

Social and ecological field methods commonly used in natural resource management. Study Abroad. **A)** Kenya. **B)** Belize

[Approved as a permanent travel course]

RRM 450 03(3-0-0). Leadership in the Hospitality Industry. F, S. Fall Semester 2015
Prerequisite: RRM 310; MGT 305; 75 credits completed.

Exploration of leadership skills, their relationship to ethics through self-analysis, and leading change in the hospitality industry.

SOWK 677 03(1-0-2). Trauma-Informed Care. S. Prerequisite: Bachelor's degree. This is a partial-semester course. Spring Semester 2016

Establishes a foundation for providing trauma mental health services to individuals, families, groups and organizations. (NT-B)

[Approved as a new blended course.]

WS 510 03(3-0-0). Women and Sustainability. F, S. Prerequisite: Senior or graduate standing. Fall Semester 2015

Examination of sustainability issues with a focus on development policies and impacts on communities from an international feminist perspective.

Major Change to Courses

Effective Date

°CHEM 571 03(3-0-0). Quantum Chemistry, **change to:**

Fall Semester 2015

CHEM 571A-B. Quantum Chemistry. F.

Simple systems; symmetry; approximate methods; time dependent methods; molecular structures. **A)** Foundations. 02(2-0-0). Prerequisite: CBE 310 or CHEM 474. **B)** Electronic Structure. 01(1-0-0). Prerequisite: CHEM 571A or concurrent registration.

ECON 492 03(0-0-3). Seminar, **change to:**

Fall Semester 2015

ECON 492 03(0-0-3). Seminar. F, S. Prerequisite: AREC 335/ECON 335 or concurrent registration; ECON 304 or concurrent registration; ECON 306 or concurrent registration. Senior standing.

Summarizes, discusses, and applies issues and policies chosen by the instructor. Emphasis on student participation, discussion, and research. (NT-O)

[Approved as an online course.]

Major Changes to Curricula

College of Veterinary Medicine and Biomedical Sciences
Department of Microbiology, Immunology, and Pathology
Major in Microbiology

Effective Fall 2015

(The entire program is shown. Deletions are in ~~strikeout~~; additions are in underline.)

<u>Course</u>	<u>Title</u>	<u>Cr</u>	<u>AUCC</u>
FRESHMAN			
CHEM 111 ^P	General Chemistry I	4	3A
CHEM 112 ^P	General Chemistry Laboratory I	1	3A
CHEM 113 ^P	General Chemistry II	3	
CHEM 114 ^P	General Chemistry Laboratory II	1	
CO 150 ^P	College Composition	3	1A
LIFE 102 ^P	Attributes of Living Systems	4	3A
MATH 155 ^P	Calculus for Biological Scientists I	4	1B
OR			
MATH 160 ^P	Calculus for Physical Scientists I	4	1B
	Advanced Writing^F	3	2
	<u>Arts and Humanities¹</u>	<u>3</u>	<u>3B</u>
	Biology Elective ²	3-5	
	Microbiology Elective ³	2	
	<u>Electives</u>	<u>3</u>	
	TOTAL	28-30	
		<u>31</u>	
SOPHOMORE			
CHEM 341 ^P	Modern Organic Chemistry I	3	
CHEM 343 ^P	Modern Organic Chemistry II	3	
CHEM 344 ^P	Modern Organic Chemistry Laboratory	2	
MIP 300 ^P	General Microbiology	3	
MIP 302 ^P	General Microbiology Laboratory	2	
MIP 342 ^P	Immunology	4	
STAT 301 ^P	Introduction to Statistical Methods	3	
OR			
STAT 307 ^P	Introduction to Biostatistics	3	
	<u>Microbiology Elective³</u>	<u>3</u>	
	<u>Arts and Humanities⁴</u>	<u>3</u>	<u>3B</u>
	<u>Historical Perspectives⁴</u>	<u>3</u>	<u>3D</u>
	<u>Social and Behavioral Sciences⁵</u>	<u>3</u>	<u>3C</u>
	Electives	6-3	
	TOTAL	29-32	
		<u>29-32</u>	
JUNIOR			
BC 351 ^P	Principles of Biochemistry	4	
MIP 351 ^P	Medical Bacteriology	3	4B
	<i>Select one pair from the following:</i>		
PH 121 ^P	General Physics I	5	3A
PH 122 ^P	General Physics II	5	3A
OR			
PH 141 ^P	Physics for Scientists and Engineers I	5	3A
PH 142 ^P	Physics for Scientists and Engineers II	5	3A
	<u>Advanced Writing⁶</u>	<u>3</u>	<u>2</u>
	<u>Global and Cultural Awareness⁷</u>	<u>3</u>	<u>3E</u>
	<u>Historical Perspectives⁵</u>	<u>3</u>	<u>3D</u>
	Microbiology Electives ³	5-2	
	Electives	4-6	
	TOTAL	29-28	
		<u>29-28</u>	
SENIOR			
MIP 351 ^P	Medical Bacteriology	3	4B
	<i>Select one course from the following:</i>		
MIP 400A ^P	Capstone in Microbiology-Medical Microbiology	2	4C

<u>Course</u>	<u>Title</u>	<u>Cr</u>	<u>AUCC</u>
MIP 400B ^P	Capstone in Microbiology-Biotechnology	2	4C
MIP 400C ^P	Capstone in Microbiology-Immunology	2	4C
MIP 400D ^P	Capstone in Microbiology-Microbial Diversity/Ecology	2	4C
MIP 400E ^P	Capstone in Microbiology-Microbial Genetics	2	4C
MIP 400F ^P	Capstone in Microbiology-Virology	2	4C
MIP 400G ^P	Capstone in Microbiology-Service Learning	2	4C
MIP 498 ^P	Research	2-3	4C
MIP 420 ^P	Medical and Molecular Virology	4	4A
MIP 443 ^P	Microbial Physiology	4	4A
MIP 450 ^P	Microbial Genetics	3	
	Arts and Humanities ¹⁴	3	3B
	Global and Cultural Awareness ⁶	3	3E
	Social and Behavioral Sciences ⁷	3	3C
	Microbiology Electives ³	5	
	Electives ⁸	<u>5-7</u>	<u>4-5</u>
	TOTAL	<u>33-34</u>	
		<u>29</u>	

PROGRAM TOTAL = 120 credits

^P This course has at least one prerequisite. Check the Courses of Instruction section of the catalog at <http://catalog.colostate.edu/> to see the course prerequisites.

¹ Select from the list of courses in category 3B of the All-University Core Curriculum (AUCC). Only 3 of the 6 credits required for Arts and Humanities may come from intermediate (L*** 200 and L*** 201) foreign language courses.

¹⁴ Select from the list of courses in category 2 of the All-University Core Curriculum (AUCC).

² Select three to five credits from approved list in department.

³ Select from approved list in department. Two chosen courses must be formal MIP courses with a laboratory component.

⁴ Select from the list of courses in category 3B of the AUCC. Only 3 of the 6 credits required for Arts and Humanities may come from intermediate (L*** 200 and L*** 201) foreign language courses.

⁵⁴ Select from the list of courses in category 3D of the AUCC.

⁵ Select from the list of courses in category 3C of the AUCC.

⁶ Select from the list of courses in category 2 of the AUCC.

⁶⁻⁷ Select from the list of courses in category 3E of the AUCC.

⁷ Select from the list of courses in category 3C of the AUCC.

⁸ Students may take 5-7 elective credits depending upon earlier biology or biochemistry choices to yield a 120-credit program.

⁸ Select enough elective credits to bring the program total to a minimum of 120 credits, of which at least 42 must be upper-division (300- to 400-level).

Program Changes to Curricula per the Major Completion Map Project

The following Major Completion Maps (for information only) were received with UCC considering program changes (actions) as noted in the 3rd column. Programs with major changes are presented in these minutes, program with minor changes are presented in the consent agenda section, and programs with no changes are identified below.

Major/Concentration	Department or College	UCC Action	Effective Date
Biomedical Sciences major	Department of Biomedical Sciences	Minor change	Fall 2015
Environmental Horticulture major, Landscape Business concentration	Department Of Horticulture and Landscape Architecture	No change	Fall 2015
Environmental Horticulture major, Landscape Design and Contracting concentration	Department Of Horticulture and Landscape Architecture	No change	Fall 2015
Environmental Horticulture major, Nursery and Landscape Management concentration	Department Of Horticulture and Landscape Architecture	No change	Fall 2015
Environmental Horticulture major, Turf Management concentration	Department Of Horticulture and Landscape Architecture	No change	Fall 2015
Horticulture major, Floriculture concentration	Department Of Horticulture and Landscape Architecture	No change	Fall 2015
Horticulture major, Horticultural Food Crops concentration, Production option	Department Of Horticulture and Landscape Architecture	No change	Fall 2015
Horticulture major, Horticultural Food Crops concentration, Seed Science option	Department Of Horticulture and Landscape Architecture	No change	Fall 2015
Horticulture major, Viticulture and Enology concentration	Department Of Horticulture and Landscape Architecture	No change	Fall 2015
Landscape Architecture major	Department Of Horticulture and Landscape Architecture	No change	Fall 2015

Microbiology major	Department of Microbiology, Immunology, and Pathology	Major change	Fall 2015
Soil and Crop Sciences major	Department Of Soil and Crop Sciences	No change	Fall 2015
Soil and Crop Sciences major, Plant Biotechnology, Genetics, and Breeding concentration	Department Of Soil and Crop Sciences	No change	Fall 2015
Soil and Crop Sciences major, Soil, Land Uses and Climate Change concentration	Department Of Soil and Crop Sciences	No change	Fall 2015

Request to Offer a Travel Abroad Course

A request by the Warner College of Natural Resources to offer NR 382A-B, Travel Abroad: Social-Ecological Field Methods, as a permanent travel course was approved. The recommended effective date is Summer Semester 2015.

Request to Transfer Administration of the Major in Neuroscience, B.S.

A request by the Department of Biomedical Sciences, Department of Psychology, and the Molecular Cellular and Integrative Neuroscience (M.C.I.N.) Special Academic Unit to transfer the administration of the Neuroscience, B.S. from the Molecular Cellular and Integrative Neuroscience (M.C.I.N.) Special Academic Unit to the Department of Biomedical Sciences was approved. The recommended effective date, subject to approval by Faculty Council, is Spring Semester 2015.

The NB subject code will be moved to the Department of Biomedical Sciences, effective **Summer Semester 2015**.

The meeting adjourned at 2:50 p.m.

(FC) 2/6/15

Carole Makela, Chair
Tom Hoehn, Secretary

A regular meeting of the University Curriculum Committee was held on February 6, 2015, at 2:00 p.m.

Members present: Chair Carole Makela, Professors Bradley Goetz, Paul Mallette, Patrick Fitzhorn, Mike Hogan, Sally Sutton, Ed DeLosh, Howard Ramsdell, Michelle Wilde, graduate representative Andrew Bondi, Kathleen Pickering (ex-officio).

Absent:, Undergraduate representative.

Guests: Fionna Bright, Kelley Brundage, Linda Selkirk.

Minutes

The minutes of January 30, 2015 were approved.

Experimental Course Report

The Experimental Course Report was received.

Major Completion Maps—No Changes Report

There was no Major Completion Maps – No Changes Report.

Consent Agenda

The Consent Agenda was approved.

CURRICULAR REQUESTS

NT-O, offered as nontraditional, online course.

The following curricular requests were approved.

New Courses

Effective Date

AGRI 699 Var[1-6]. Thesis. F, S, SS. Prerequisite: None. Spring Semester 2016

FW 482 03(3-0-0). Travel Abroad: Conserv Desrt/Marine Animals. S. Spring Semester 2016
Prerequisite: LIFE 320; written consent of instructor.

Ecology of desert and marine animals and application to problems of animal conservation.

[Approved as a first offering of a travel course.]

JTC 421 03(3-0-0). Media, Business, Economics. F, S. Prerequisite: JTC 326 or concurrent registration. Fall Semester 2015

Media coverage of U.S. and global businesses, economies, markets, recession, crime, and government regulation. Business Minor enrollment recommended.

PBHL 540 03(3-0-0). One Health in Public Health. F. Prerequisite: Bachelor's degree. Fall Semester 2015

One Health history and concepts for public health professionals.

Major Change to Courses

Effective Date

ERHS 492 01(0-0-1). Environmental Health Seminar, **change to:** Spring Semester 2016

ERHS 479 01(0-0-1). Environmental Health Practice. S. Prerequisite: ERHS 230 or concurrent registration; written consent of instructor. This is a partial-semester course.

Networking, preparation of resume and statement of qualifications for professional internship or employment.

JTC 320 03(1-4-0). Reporting, **change to:**

Fall Semester 2015

JTC 320A-H 03(1-4-0). Reporting. F, S. Prerequisite: JTC 210. Students may take JTC 320 only once for credit.

Theory, methods, and practice of gathering information and reporting news. A) General News. B) Sports. C) Business. D) Government and Political. E) Health and Medicine. F) Technology and Innovation. G) Education. H) Special Topics.

PBHL 550 03(3-0-0). Community Health Strategies, **change to:**

Fall Semester 2015

PBHL 550 03(3-0-0). Applied Behavior Change Theory. S. Prerequisite: Graduate standing. Colorado School of Public Health student. Credit not allowed for both HES 556 and PBHL 550.

Introduction and application of community public health strategies and interventions including systems level changes.

PBHL 560 03(3-0-0). Public Health Data Analysis, **change to:**

Fall Semester 2015

PBHL 560 03(3-0-0). Quantitative Methods in Public Health. F, S. Prerequisite: Graduate standing; enrollment in Colorado School of Public Health; written consent of instructor. Credit not allowed for VS 562, EDRM 606 and PBHL 560.

Introduction to the major concepts and applications in public health data interpretation and analysis.

PSY 457 02(0-4-0). Sensation and Perception Laboratory, **change to:**

Fall Semester 2015

PSY 457 02(0-4-0). Sensation and Perception Laboratory. F, S, SS. Prerequisite: PSY 250; PSY 456 or concurrent registration.

Review of research on physiological substrates of sensation; methods of scaling sensory experience; role of perception in behavioral adaption. (NT-O)

[Approved as an online course.]

New Curricula

College of Agricultural Sciences
Department of Agricultural Sciences
Master of Agriculture, Plan A
Teacher Development Specialization

Effective Summer 2015

(The entire program is shown.)

Course

Title

Cr

CORE COURSES

<u>Course</u>	<u>Title</u>	<u>Cr</u>
EDCT 590	Workshop	4
EDRM 600	Introduction to Research Methods	3
	<u>TOTAL</u>	<u>7</u>
<u>TRACKS</u>		
<i>Select one of the following tracks:</i>		
Track 1 – Teacher Professional Development		
AGED 540 ^P	Ag Ed Laboratory Management and Safety	2
<u>OR</u>		
Track 2 – Teacher Development – Teacher Licensure		
AGED 420 ^P	Developing School-Based Ag Education Programs	3
EDUC 450 ^P	Instruction II-Standards and Assessment	4
EDCT 425 ^P	Methods/Materials in Agricultural Education	4
<u>ELECTIVES</u>		
	Electives ¹	9-18
<u>THESIS</u>		
AGRI 699	Thesis	3
	<u>TOTAL</u>	<u>30</u>
PROGRAM TOTAL = minimum 30 credits		

^P This course has at least one prerequisite. Check the Courses of Instruction section of the catalog at <http://catalog.colostate.edu/> to see the course prerequisites.

¹ Select enough 500-level or above elective credits with approval of advisor and graduate committee to bring program total to a minimum of 30 credits.

Program Changes to Curricula per the Major Completion Map Project

The following Major Completion Maps (for information only) were received with UCC considering program changes (actions) as noted in the 3rd column. Programs with major changes are presented in these minutes, program with minor changes are presented in the consent agenda section, and programs with no changes are identified below.

Major/Concentration	Department or College	UCC Action	Effective Date
Agricultural Business major, Agricultural Economics concentration	Agricultural and Resource Economics	Minor change	Fall 2015
Environmental and Natural Resource Economics major	Agricultural and Resource Economics	Minor change	Fall 2015
Major in Horticulture, Horticultural Science concentration	Horticulture	Minor change	Fall 2015
Soil and Crop Science major, Applied Information Technology concentration	Soil and Crop Science	Minor change	Fall 2015
Soil and Crop Science	Soil and Crop Science	Minor change	Fall 2015

major, Biomass for
Biofuels concentration

Soil and Crop Science
major, International Soil
and Crop Sciences
concentration

Soil and Crop Science

Minor change

Fall 2015

Soil and Crop Science
major, Soil Ecology
concentration

Soil and Crop Science

Minor change

Fall 2015

Soil and Crop Science
major, Soil Restoration
and Conservation
concentration

Soil and Crop Science

Minor change

Fall 2015

Request to Offer a Travel Abroad Course

A request by the Department of Fish and Wildlife to offer FW 482, Travel Abroad: Conserv Desrt/Marine Animals, was approved for its first offering. The recommended effective date is Spring Semester 2016

Request to Add a Specialization in Teacher Development

A request by the College of Agricultural Sciences to add a specialization in Teacher Development under the Master of Agriculture, M.Agr. (Plan C), was approved. The recommended effective date, subject to approval by Faculty Council, is Summer Semester 2015

The meeting adjourned at 3:35 p.m.

(FC) 2/13/15

Carole Makela, Chair
Tom Hoehn, Secretary

Brief Bio

Dr. Mary E. Stromberger
 Department of Soil and Crop Sciences
 Nominee for Chair of Faculty Council

Dr. Mary Stromberger is an Associate Professor of Soil Microbiology in the Department of Soil and Crop Sciences, College of Agricultural Sciences, and the current Chair of Faculty Council. Mary has been active in Faculty Council and its standing committees since 2007, when she joined the Committee on Scholarship, Research and Graduate Education (CoSRGE) and soon afterwards the Committee on Libraries. She served as Chair of CoSRGE in 2011-2012, her department's representative to Faculty Council in 2011-2012, Vice Chair of Faculty Council from 2012-2014, and Chair as of July 2014.

During her time as Chair, Mary has worked to increase communication within Faculty Council and its standing committees, build positive relationships with faculty, administrators, and employee groups, and establish a culture of proactive engagement within the council to affect change. Aside from the routine Faculty Council (FC) and Executive Committee (EC) meetings, communication has been increased through biannual mini-retreats of FC and regular meetings with the standing committee chairs during the academic year. Difficult but healthy discussions on issues that impact faculty morale have been held between EC and the Provost's Office, which has led to increased understanding and identification of solutions as both sides work together. Mary regularly engages with the Administrative Professional Council and the Classified Personnel Council to promote shared governance for all employees, and build solidarity when issues important to all employees arise. Mary actively works to promote shared governance by advocating for faculty involvement at the earliest stages of initiatives, including Semester at Sea. While Chair, Mary has remained active in advisory committees focused on Student Success, and advocates for the recognition of teaching and the scholarship of learning, along with research and service, as equally important contributions for annual evaluations and P&T. If elected for a second term, Mary will continue the efforts described above, but will also facilitate the FC website redesign, and development of a monthly news brief that will communicate FC and standing committee activities to all faculty. She will also work with the Provost's Office to align faculty groups with the University's Strategic Planning Area Review Committees (SPARCS), to increase faculty participation and in decision-making.

Outside of FC, Mary teaches undergraduate and graduate courses in soil ecology and microbiology. She is the recipient of a Fulbright Scholar Award, the Charles N. Shepardson Faculty Teaching Award, and the Gamma Sigma Delta Faculty Award. Dr. Stromberger is a member of the Soil Science Society of America, Agronomy Society of America, and Soil Ecology Society. She served as the Associate Editor for the Soil Science Society of America Journal (2009-2014) and as chair of the Soil Biology and Biochemistry Division of SSSA in 2014. She has authored 40+ peer-reviewed journal articles, four technical reports, and one book chapter, and received the Soil Biology and Biochemistry journal's John S. Waid Review award for most influential paper of 2013.

Brief Bio

Stephanie Clemons, Ph.D., FASID, FIDEC
 Department of Design and Merchandising
 College of Health and Human Sciences

Nominee for Vice Chair, Faculty Council

Dr. Stephanie Clemons is a full professor in the Department of Design and Merchandising, College of Health and Human Sciences. Stephanie has been at Colorado State University since 1988 and most recently was recognized as a University Distinguished Teaching Scholar in 2014. She is a Fulbright Senior Program Specialist, Urban Design for the United States.

Stephanie became involved with Faculty Council in 2003 when she served for one year on the Committee on Teaching and Learning (CoTL). From 2005 to 2009 Stephanie served on the Committee on Scholastic Standards and again on CoTL from 2010-2012. She currently serves as Chair for the CoTL and has been a member of Faculty Council since 2012. Two of the more visible campus-wide initiatives Stephanie has collaborated on are the “flipped classroom” pilot program and “I Care” buttons.

As Chair of CoTL, Stephanie is serving as a member of the Provost Adhoc Committee for Student Success (2012-current), and Classroom Review Board (CRB) (2012-current). She also serves on several university level subcommittees and/or task forces including Gaps Committee SSI 2/Eliminating Gaps in Retention/Persistence/Graduation, Faculty Institute for Inclusive Excellence, GTA Training Task Force, and Task Force for Effective Teaching.

In the past, Stephanie has served on many other university-wide committees including Campus Climate Sub-committee (2006), University Graduate School Education Advisory Committee (2013, spring), International Programs Operations Committee (2013, spring), and University Faculty Honors council (2002-2004). At the college level, in addition to many other committees, she has served on the CHHS Curriculum Committee (2001-2007; 2012-2013).

Within her discipline, Stephanie has been recognized as a leader in several capacities including Chair, *Journal of Interior Design* (2008-2011), President of the Interior Design Educators Council (IDEC), and currently as Chair, Board of Directors, American Society of Interior Designers (25,000 members). She has been recognized as a Fellow by both IDEC and ASID. Most recently, she was selected to participate in the HERS Institute - an intensive 12-day curriculum that prepares women faculty and administrators for institutional leadership roles. The Institutes focus is on knowledge, skills and perspectives for achieving institutional priorities and maximizing institutional resources. Last month, she participated in a week-long event with industry leaders on “Leading Strategically” an intensive workshop offered through the Center for Creative Leadership.

Stephanie has received numerous awards for research, teaching and service including 2001 *Colorado State University Alumni Association Best Teacher Award*, University Alumni Association, *Outstanding Teaching Award*, College of Applied Human Sciences and *Jack E. Cermak Outstanding Advisor Award*, College of Applied Human Sciences. She was instrumental in procuring the recognition for the Department of Design and Merchandising as the First University Partner of Autodesk, Inc. She is author or co-author on 32 peer-reviewed journal articles, seven refereed/invited book publications, 69 refereed papers (national/international), two white papers, and one textbook. She has been PI or CO-PI on several small grants.

Brief Bio

Dr. Paul F. Doherty

Candidate for Faculty Council Board of Governors Faculty Representative

Paul Doherty is a Full Professor in the Department of Fish, Wildlife, and Conservation Biology at Colorado State University (CSU). He has been a faculty member since 2003 and was his departmental representative to Faculty Council FA2010-SP2014 and the College of Natural Resources representative to the Faculty Council Executive Committee FA2011-SP2014. Paul is currently the Vice Chair of Faculty Council, serves on the Standing Committee on the Status of Women Faculty, President's Sustainability Committee, and the Advisory Committee on Undergraduate Affairs. Paul looks forward to the duties of the Board of Governors Representative and to further supporting the Chair and Faculty Council in general.

Paul received his BS in Entomology and Wildlife Ecology from the University of Delaware and his MS and PhD from The Ohio State University. He worked as a postdoctoral research scientist at the Université Pierre & Marie Curie /École Normal Supérieure in Paris, France as well as for the USGS Patuxent Wildlife Research Center in Laurel, MD and the US Fish and Wildlife Service in southern California prior to coming to CSU. His research is at the interface of quantitative methods and empirical wildlife biology. He has published > 80 peer-reviewed papers and book chapters.

Paul has taught 100- through 600-level classes, such as Wildlife Field Studies, Travel Abroad: Wildlife Conservation, Wildlife Data Collection and Analysis, Sampling Designs for Wildlife and Fish Studies, and Vertebrate Population Analysis. He is currently the Academic Director of the NR 220 interdisciplinary Pingree Park summer course. He has worked closely with The Institute for Learning and Teaching on improving his courses. He teaches 2-3 workshops or short-courses around the world each year. He also advises the CSU Student Chapter of Ducks Unlimited.

Paul has served on national and international advisory committees (e.g., Federal Advisory Committee to the US Bird Banding Laboratory, Research Grade Review Panels, EURING Technical Meeting committees). Paul is currently the editor for *Condor: Ornithological Applications* and is a member of The Wildlife Society, The American Ornithologists' Union (elected Fellow), The Ecological Society of America, Society of Field Ornithologists, The Waterbird Society, The Cooper Society for Ornithology, and The Wilson Ornithological Society.

Memo

TO: Mary Stromberger, Chair, Faculty Council

FROM: Mark Zabel, Chair, Committee on Scholarship, Research and Graduate Education

DATE: January 22, 2015

RE: Revisions to the *Graduate and Professional Bulletin* –
B. – *THE GRADUATE SCHOOL*

THE COMMITTEE ON SCHOLARSHIP, RESEARCH AND GRADUATE EDUCATION MOVE THAT FACULTY COUNCIL ADOPT THE REVISIONS TO SECTION B: “*THE GRADUATE SCHOOL*” - *B.5.COMBINED DEGREE PROGRAMS, B.5.1 TRACK III PROGRAMS*, – OF THE *GRADUATE AND PROFESSIONAL BULLETIN* TO BE EFFECTIVE UPON FACULTY COUNCIL ADOPTION EFFECTIVE IMMEDIATELY AS FOLLOWS:

ADDITIONS - UNDERLINED - DELETIONS ~~OVERSCORED~~

B.5 COMBINED DEGREE PROGRAMS

~~Combined Degree Program (CDP) partners an undergraduate and a graduate program to create a bachelor's/master's or bachelor's/doctoral degree program. CDPs can be formed either within or between departments, programs, or SAUs in the same or differing colleges. CDPs have been established to encourage students with strong scholarly and/or research interests to continue their education at the master's or doctoral level. Undergraduate and graduate units that partner to build a CDP will create a graduate admission policy for the undergraduate students that guarantees them contingent admission to the partnering graduate program. Final admission is conferred when the students meet the minimum CDP and Graduate School admissions criteria upon completion of their bachelor's degrees. The minimum requirements for admission into the CDP must be approved by the Graduate School in an MOU. Students must complete the Graduate Admissions Application.~~

B.5.1 TRACK III PROGRAMS

~~Track III programs are CDPs in which the undergraduate degree requires credits exceeding the 120 minimum necessary for the bachelor's degree, some of which may be accepted toward both the bachelor's and either a master's or doctoral graduate degree.~~

Rationale:

These programs no longer exist in this format. In addition, they are admission processes and not graduate programs.

Revision approved by FC – May 2014

Date: April 25, 2014
 To: Tim Gallagher, Chair Faculty Council
 From: David Greene, Chair
 Committee on Responsibilities and Standing of Academic Faculty/
 Subject: Proposed revision to Sections K.1, K.3, K.4, K.5, K.9, K.12 of the *Manual*

The Committee on Responsibilities and Standing of Academic Faculty
 MOVES, THAT Section K.1, K.3, K.4, K.5, K.9, K.12 OF THE *ACADEMIC FACULTY AND*
ADMINISTRATIVE PROFESSIONAL MANUAL BE REVISED AS FOLLOWS:

Please note the language: additions underlined, deletions ~~overseored~~.

SECTION K. RESOLUTION OF DISPUTES *(Newly Revised Section Effective July 1, 2012)*

K.1 General Information

There are several different offices at Colorado State University that deal with various aspects of dispute resolution (see the following link: <http://www.facultyandstaff.colostate.edu/ugo/UGO8-EmployeeResources1109.pdf> on the website of the University Grievance Officer). In particular, the Office of the Ombuds provides the most informal consultation, and it is a good place to start if you are not sure which office to contact.

This section describes a process for resolving disputes that cannot be resolved informally. This process begins with a formal attempt to mediate the dispute. If formal mediation is not successful, then a formal Grievance may be initiated if the dispute involves a Grievable Action. (see Section K.3). Note that mediation may be possible even if the dispute does not involve a Grievable Action or if there is not a submission of a claim within the required time limit (see Section K.5).

Faculty members and administrative professionals (hereinafter referred to as “Covered Members”), including administrators in either of these two categories, must follow all applicable parts of the Section K process before pursuing any action with external agents or agencies, except in cases where Federal and/or state law gives the Covered Member the right to institute action without exhausting internal administrative remedies. This process replaces and supersedes all mediation and grievance procedures found in department and/or college codes.

It shall be the responsibility of the University, through the Offices of the Provost and the President, to assure that the Section K process is supported, respected, and enforced. This includes financial support.

The person with overall responsibility for the Section K process is the University Grievance Officer (hereinafter referred to as the “UGO”). The UGO is a tenured faculty member whose selection has been approved by both Faculty Council and the Administrative Professional Council (see Section K.12).

The Mediation process is conducted by a University Mediator (hereinafter referred to as a “UM”) who is selected by the UGO from a pool of UMs. If the Covered Member is a faculty member, then the UM shall be a tenured faculty member; if the Covered Member is an administrative professional, then the UM shall be an administrative professional (see Section K.13).

If a formal Grievance is initiated and a Hearing occurs, then this Hearing shall be conducted by a Hearing Committee whose members are selected from the Grievance Panel (see Section K.11). If the Covered Member is a faculty member, then the members of the Hearing Committee shall be tenured faculty members; if the Covered Member is an administrative professional, then the members of the Hearing Committee shall be administrative professionals.

The UGO is responsible for coordinating and facilitating the activities of the UMs, the Grievance Panel, and the Hearing Committees. The UGO also assures that the procedures herein established are followed reasonably and accurately and decides procedural issues as set forth herein. Any departure from these procedures shall occur only with the written approval of the UGO.

By agreement of the parties, or in the event of pressing emergencies, subject to the written approval of the UGO, the time limits set forth in Section K may be extended for reasonable periods.

Colorado State is committed to the timely and fair resolution of disputes. This section describes procedures for a faculty member or administrative professional to challenge a decision, recommendation or action by a direct supervisor that has an adverse academic and/or professional impact on the faculty member or administrative professional and that is unfair, unreasonable, arbitrary, capricious, retaliatory, or discriminatory. The University Grievance Program generally provides three avenues for resolution of such claims: a) informal conciliation, b) mediation, and c) a formal grievance hearing process.

Several offices on campus are available to assist with the resolution of other disputes. See the website for the Office of the Ombuds and Employee Assistance Program for details and contact information. An overview of the procedures described in this section can be found on the website of the University Grievance Officer.

K.1.1. Participants in the Grievance Process and Definition of Terms

Grievant – A faculty member or administrative professional who asserts that one or more decisions, recommendations or actions by a direct supervisor (1) has an adverse academic and/or professional effect on the faculty member or administrative professional, and (2) is unfair, unreasonable, arbitrary, capricious, or discriminatory.

Hearing Committee – A group of between three and five (3-5) faculty members or administrative professionals from the University Grievance Panel who are convened to review and make recommendations about a grievance.

Responsible Administrator – A university official to whom the supervisor in a grievance reports and who oversees the activities of the unit where the grievant is employed.

Reviewing Administrators – University officials responsible for review and approving recommendations from a Hearing Committee, namely the Provost and President. These senior officials are also responsible for supporting, respecting, enforcing the process and providing required financial resources.

Supervisor – A university administrator, faculty member, or administrative professional who oversees the work of the grievant. A supervisor also can be a state classified employee who directs the work of an administrative professional.

University Grievance Officer (UGO) – The university official responsible for administering the grievance process, advising grievants and supervisors, and coordinating involvement by others.

University Grievance Panel – A pool of faculty members or administrative professionals who are elected by their peers and volunteer to serve on a Hearing Committee, as needed and as available.

University Mediator (UM) – A neutral person from the university community appointed by the UGO to facilitate a resolution of a dispute or grievance between a grievant and supervisor.

K.3 Grievable Actions

There are three (3) separate classes of Grievable Actions. A Class A or Class B Grievance, as more fully described below, must involve a complaint by a Covered Member that a Grievable Action has occurred because a decision, recommendation, or action of an administrator (hereinafter referred to as the "Action") is unfair, unreasonable, arbitrary, capricious, and/or discriminatory and that it does or will adversely affect the Grievant in his or her academic and/or professional capacity. An issue that does not directly affect a Covered Member in such a capacity, such as dissatisfaction with a University policy of general application, is not a Grievable Action. A Class C Grievance, as more fully described below, must involve a complaint by an "at-will" employee whose employment was terminated by the University.

Only actions by administrators can constitute Grievable Actions. Also, specific sections of the Manual exempt certain actions by administrators from being Grievable Actions. In particular, a decision or action that is said to be final is not a Grievable Action.

If the administrator whose Action is being challenged no longer holds the relevant administrative position, then the administrative supervisor for this position, at his or her discretion, shall decide whether the new administrator in this position or the administrative supervisor shall participate in the Section K process.

Class A Grievances are those that involve complaints about the following specific actions: termination of contractual rights, reduction of salary, demotion, violation of academic and/or intellectual freedom, or assignment of unreasonable work loads. Class A Grievable Actions do not include a decision to terminate the employment of an "at-will" employee. The burden of proof in Class A Grievances falls upon the administrator whose Action is being challenged.

Class B Grievances involve complaints about a term or condition of employment other than those specific cases that are the basis for a Class A or Class C Grievance. Examples are reappointment, amount of salary, denial of promotion, denial of tenure, abuse of discretion, lower evaluation than deserved on a performance review, or denial of sabbatical leave. The burden of proof in Class B Grievances falls upon the Grievant.

Class C Grievances involve either a claim by an "at-will" employee that the vice president's recommendation to the President regarding the employee's termination was due to discrimination prohibited under Federal or State law or University policy or a claim by an "at-will" employee that the employee is entitled to post-termination due process. The UGO, with legal advice from the Office of the General Counsel and as provided for in Section K.12.5, shall determine whether such due process rights

~~are in question and whether review by a Hearing Committee regarding such due process rights is warranted. The burden of proof in Class C Grievances falls upon the Grievant.~~

K.3. Definition of an Action, Grievable Action and Grievance

An Action is a decision, recommendation or other act by a Supervisor.

A Grievable Action is an Action by a Supervisor that has an adverse academic and/or professional effect on the Grievant and is unfair, unreasonable, arbitrary, capricious, retaliatory, or discriminatory.

A Grievance is a written complaint by a Grievant asserting that a Grievable Action has occurred.

K.3.1. A Grievable Action does not include:

- a. An issue that does not individually affect a faculty member or administrative professional, such as dissatisfaction with a university policy of general application.
- b. Actions specified in the *Academic Faculty and Administrative Professional Manual* as “final” and thus not subject to redress through the grievance process. Any action deemed “final” constitutes exhaustion of internal grievance procedures.
- c. An act by any person who is not the Grievant’s Supervisor or responsible administrator.
- d. Terms agreed to by the Grievant under a Section K mediation agreement.
- e. Acts in response to possible violations of law or endangerment of public safety.
- f. A subsequent complaint for the same action by the same supervisor once a Grievance regarding the original complaint has concluded.
- g. Termination of “at-will” employees. For information about the university’s policy regarding at-will employees and the recommended steps and considerations for disciplinary action or termination of at-will employees, employees should refer to the university policy for Administrative Professionals and Non-Tenured Academic Faculty (“At Will” Employment) found in the CSU Policy Library, as well as Section D.5.6 and E.2.1 of the *Academic Faculty and Administrative Professional Manual*. Employees may contact the University Grievance Officer with questions about disciplinary action or termination of at-will employees.

K.3.2. Types of Grievable Actions and Burden of Proof

K.3.2.1 The following are examples of Grievable Actions that have the effect of withdrawing, reducing, eliminating or denying an existing term, right, benefit, or other aspect of the Grievant’s employment. In these types of Actions, the Supervisor has the burden of proof in accordance with the processes described in Section K.3.3.

- a. termination of contractual rights;
- b. reduction of salary and/or demotion;
- c. violation of academic and/or intellectual freedom; or
- d. assignment of unreasonable workload.

K.3.2.2. The following are examples of Grievable Actions that affect a term, right, benefit or other aspect of the Grievant’s employment other than those listed above in K.3.2.1. In these types of

actions, the Grievant has the burden of proof in accordance with the processes described in Section K.3.3.

- a. amount of salary;
- b. denial of reappointment;
- c. denial of promotion or tenure;
- d. lower evaluation than deserved on a performance review;
- e. denial of sabbatical leave; or
- f. failure to abide by an existing mutual agreement and/or taking an action that does not rest upon mutual agreement as identified in Sections E.10.6, E.15, I.15, and J.5 of the *Manual*.

K.3.3. Determination of the Validity of a Grievance

a. The UGO shall determine whether a Grievance sets forth a Grievable Action, i.e., determination of whether an Action is a Grievable Action, i.e., whether there is a sufficient basis to pursue mediation (see Section K.8) and/or a hearing (see Section K.9), and, if so, whether it is Class A, Class B, or Class C shall be made by the UGO based on the written complaint by the Grievant and the Supervisor's response, as well as any supporting materials. The UGO may seek appropriate legal advice (see Section K.12.5). This determination by the UGO shall be made within five (5) working days of receiving the Grievant's written complaint and the Supervisor's response.

b. If the Covered Member Grievant disagrees with this the UGO's determination, he or she may appeal this decision. Such an appeal must be made in writing to the Chair of the Grievance Panel (see Section K.11.1) within three (3) ten (10) working days of being notified receiving written notification via email of the determination by the UGO. If such an appeal is submitted, the Chair of the Grievance Panel shall form an Appeal Committee consisting of three (3) members from the Grievance Panel, including the Chair of the Grievance Panel, for the purpose of reviewing whether the UGO's determination should be reversed or affirmed. The Chair of the Grievance Panel shall chair the Appeal Committee and recruit members following the same procedure as for the formation of a Hearing Committee (see Section K.11.4). with the Chair of the Grievance Panel assuming the role of the UGO. The Appeal Committee shall consider the appeal, the written Complaint of the Grievant and any supporting materials provided by the Grievant, as well as the response of the Supervisor and any supporting materials that are included. Within five (5) working days of the submission of the appeal, the Appeal Committee, with appropriate legal advice (see Section K.12.5), shall make a determination solely regarding the classification validity of the Grievant's appeal, specifically whether the Grievance sets forth a Grievable Action of the Action. The Appeal Committee's determination shall be made by a majority vote. The Appeals Committee's determination shall be final. The Appeal Committee shall include a written report to the UGO and the Grievant notifying them of its decision. If the Appeal Committee reverses the determination of the UGO, No the members of this Appeal Committee may shall not serve on a Hearing Committee for this Grievance.

K.3.4. Basis of Proof

The burden basis of proof regarding a Grievable Action is determined by a preponderance of the evidence (i.e., that the claim is more likely to be true than not to be true).

K.4. The Right to Grieve

Revision approved by FC – May 2014

K.4.1. Persons Entitled to Grieve

~~Any Covered Member may initiate the formal Grievance Process regarding~~ faculty member or administrative professional may pursue resolution of a Grievable Action. (see Section K.9) if formal Mediation has not been successful. Grievances by more than one (1) ~~Covered Member~~ employee from a single administrative unit ~~or department~~ may be joined into a common grievance if, in the opinion of the UGO, their Grievances have sufficient commonality to be heard collectively, and if those employees filing Grievances from a single unit agree to join in a common Grievance. ~~Persons initiating a Grievance under the terms and conditions of this policy are hereinafter referred to as "Grievants."~~ The Section K process may not be used to resolve grievable disputes involving State Classified personnel.

K.4.2 Due-Process

a. ~~No action that may deprive a Covered Member of a constitutional right shall be taken unless such a member has first been accorded due process of law. If the Covered Member a Grievant initiates the Section K process with regard to such an action, the Grievable Action action shall not be effective taken prior to the completion of the Section K process.~~

b. ~~University employees not designated pursuant to state law as having "at will" status have the right to initiate Class A and Class B Grievances as described in Section K.3.~~

c. ~~Covered Members who have "at will" status shall have the right to initiate Class A and Class B Grievances as described in Section K.3, except that Grievances regarding termination of employment must be Class C Grievances, rather than Class A Grievances. For termination of employment, any due process required shall be provided administratively in such a manner as may be determined by the President and vice presidents of the University~~

K.4.3 Responsibility to Respond

a. The Supervisor whose decision, recommendation or action was the basis for the Grievance shall be responsible for responding to the Grievant and the UGO within five (5) working days from the day the Grievance is submitted to the UGO and the Supervisor.

b. If the administrator- Supervisor whose Action is being challenged no longer is employed by the university or no longer holds the relevant administrative supervisory position, then the administrative supervisor for this position- responsible administrator(s) for the unit, at his or her discretion, shall decide whether the new administrator in this position or the administrative supervisor shall participate in the who should represent the unit in the Section K process. The unavailability of the original Supervisor does not affect the right of a Grievant to seek resolution. If no person in authority responds to the Grievance, the UGO shall continue with the Section K process.

c. When a faculty member has been denied promotion or tenure (see Section E.10.5.1, paragraph 6, E.13.1 paragraphs 4 and 5) in the case of a negative recommendation by the department chair, the complaint shall be directed to the department chair, who shall be responsible to respond. In the case of a negative recommendation at the college level, the complaint shall be filed against the dean, who shall be responsible to respond. In the case of a negative recommendation at the provost level, the complaint shall be filed against the provost who shall be responsible to respond.

K.4.4 Section K Process and Legal Advice

In the spirit of shared governance, it is expected that the Grievant follow all applicable parts of the Section K process before initiating legal action with external agents or agencies. However, the Grievant has the right to seek legal advice at any point during the grievance process. This expectation does not supersede the Grievant's rights under federal and/or state laws.

K.5. Initiation of the Section K Process

A claim of a Grievable Action must be submitted in writing by an administrative professional or a faculty member ~~Covered Member~~ to the UGO no later than twenty (20) working days after the date of the Action giving rise to the Grievable Action or that point in time when the individual could reasonably be expected to have knowledge that a basis for a grievance existed. The UGO shall then meet with the ~~Covered Member~~ administrative professional or the faculty member to discuss the claim.

Within five (5) working days after receiving the written claim of a Grievable Action, the UGO shall assign a UM from the pool to mediate the dispute. The Mediation participants shall have five (5) working days from the date of the assignment of the UM to object to such an assignment. An objection may be raised only based on the UMs prior or current relationship with the Mediation participants and/or the UMs knowledge of previous related disputes. The UGO shall make the final decision on the assignment of a UM.

K.9 Initiating the Grievance Hearing Process

A formal Grievance must be initiated by the Grievant submitting a written complaint (~~hereinafter referred to as the "Complaint"~~) to the UGO and to the supervisor whose Aaction is being challenged no later than ~~five ten~~ (5) working days after the expiration of the Mediation Period or after the decision by the UM that Mediation will not take place, as described in Section K.8. The written Complaint shall:

- a. ~~Identify~~ Describe the nature of the Grievable Action;
- b. Name the parties to the grievable dispute;
- c. Describe how the Aaction being challenged is unfair, unreasonable, arbitrary, capricious, retaliatory, or discriminatory;
- d. Identify how the Aaction adversely affects the Grievant in his or her present or future academic and/or professional capacity; and
- e. Summarize the material that the Grievant is prepared to submit to support the claim. Upon receipt of the ~~Complaint~~ from the Grievant, the supervisor shall prepare a written response (hereinafter referred to as the "Response") to the ~~Complaint~~ and submit it to the UGO and the Grievant no later than five (5) working days after receiving the ~~Complaint~~. This Response should be limited to addressing the claims and statements made in the ~~Complaint~~.

K.12 University Grievance Officer

K.12.1. – *No changes*

K.12.2 Oversight of the University Grievance Officer - *No changes*

K.12.3 – Service of the University Grievance Officer - *No changes*

K.12.4 – Duties of the University Grievance officer

The UGO shall be responsible for:

- a. Maintaining a record of actions taken as part of the processes in Section K and Section E.15.
- b. Coordinating and facilitating the activities of the Grievance Panel by maintaining the records of the Panel, scheduling all meetings of the Panel for informational and organizational purposes, scheduling meetings of its Hearing Committees, calling individuals to appear before

- the Hearing Committees, and establishing the rotation order for service by the members of the Panel on Hearing Committees.
- c. Overseeing the processes of Section K and Section E.15 and preparing reports to the Grievance Panel, including recommendations for improving these processes.
 - d. Assuring that faculty members and administrative professionals are familiar with the provisions, components, purposes, and procedures of the processes of Section K and Section E.15.
 - e. Consulting with at-will employees and the Office of General Counsel about disciplinary action or termination of at-will employees, as discussed in Section K.3.1.g.
 - f. Making recommendations to Hearing Committees regarding guidelines for the operation of these committees pursuant to Section K and Section E.15.
 - g. Advising potential and active parties to a Grievance of their prospects for sustaining a Grievance, including their responsibilities for following the procedural rules of Section K.10.
 - h. Facilitating the conduct of Hearings decision pursuant to Section K and Section E.15.
 - i. Preparing an annual report, in consultation with the Chair of the Grievance Panel each June for the Faculty Council and Administrative Professional Council, which summarizes activities and recommendations during the previous year.
 - j. Maintaining and updating the list of UMs.
 - k. Appointing appropriate UMs to mediate disputes involving faculty members, administrative professionals, and/or administrators.
 - l. Coordinating orientation and training of University Mediators and Grievance Panel members.
 - m. Assisting the Faculty Council and Administrative Professional Council in their annual evaluations of the UGO by distributing questionnaires to parties inquiring about or involved in mediation or the grievance process, and assigning numerical identifiers to each questionnaire, thus maintaining participants' anonymity.

Rationale -

K.1 changes mostly provided by UGO: The existing language is needlessly wordy. Also there are no definitions of key terms in one place, a feature in the CSU Pueblo grievance policies, which were included with approval by the Office of General Counsel.

State classified employees are specified as potential supervisors because an increasing number of administrative professionals can now report to state classifieds based on recent changes in our personnel classification system.

K.3-K.4 and K.5, 9, and 12 changes are closely related. Overall, it is the policy of the University for its supervisors to act fairly and respectfully - that is, in a manner that *could not* be characterized as unfair, unreasonable, arbitrary, capricious, retaliatory, and/or discriminatory. The grievance process as described in Section K is the statement of policy and procedure to ensure administrators in a place of authority over other employees behave in a manner consistent with what the University expects. This proposal is a reorganization of essential aspects of Section K.3 and K.4.

Revision approved by FC – May 2014

Classes of grievance as described in the current version of the *Manual* have been replaced with more readable, less legalistic language and

organization; the same examples of grievable actions have been included in this revision. Some have been added, others clarified.

K.5, 9, and 12 changes, although in different sections, all pertain to procedures for initiating Section K processes (either original complaint or beginning the formal grievance following unsuccessful mediation). Proposed changes provide (1) more time for the grievant to assemble the formal written complaint; (2) specify the role of the UGO in determining whether proper procedure was followed in the termination of an administrative professional or a non tenure-track faculty member by an immediate supervisor.

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Date: February 17, 2015
To: Mary Stromberger, Chair Faculty Council
From: William Hanneman, Chair
Committee on Responsibilities and Standing of Academic Faculty
Subject: Proposed revision to Sections K.1, K.3, K.4, K.5, K.9, K.12 of the *Manual*

The Committee on Responsibilities and Standing of Academic Faculty
MOVES, THAT Section K.1, K.3, K.4, K.5, K.9, K.12 OF THE *ACADEMIC FACULTY AND*
ADMINISTRATIVE PROFESSIONAL MANUAL BE REVISED AS FOLLOWS:

Please note the language: additions underlined, deletions ~~overseored~~.

SECTION K. RESOLUTION OF DISPUTES (*Newly Revised Section Effective July 1, 2012*)

K.1 General Information

~~There are several different offices at Colorado State University that deal with various aspects of dispute resolution (see the following link: <http://www.facultyandstaff.colostate.edu/ugo/UGO8-EmployeeResources1109.pdf> on the website of the University Grievance Officer). In particular, the Office of the Ombuds provides the most informal consultation, and it is a good place to start if you are not sure which office to contact.~~

~~This section describes a process for resolving disputes that cannot be resolved informally. This process begins with a formal attempt to mediate the dispute. If formal mediation is not successful, then a formal Grievance may be initiated if the dispute involves a Grievable Action (see Section K.3). Note that mediation may be possible even if the dispute does not involve a Grievable Action or if there is not a submission of a claim within the required time limit (see Section K.5).~~

~~Faculty members and administrative professionals (hereinafter referred to as "Covered Members"), including administrators in either of these two categories, must follow all applicable parts of the Section K process before pursuing any action with external agents or agencies, except in cases where Federal and/or state law gives the Covered Member the right to institute action without exhausting internal administrative remedies. This process replaces and supersedes all mediation and grievance procedures found in department and/or college codes.~~

~~It shall be the responsibility of the University, through the Offices of the Provost and the President, to assure that the Section K process is supported, respected, and enforced. This includes financial support.~~

~~The person with overall responsibility for the Section K process is the University Grievance Officer (hereinafter referred to as the "UGO"). The UGO is a tenured faculty member whose selection has been approved by both Faculty Council and the Administrative Professional Council (see Section K.12).~~

~~The Mediation process is conducted by a University Mediator (hereinafter referred to as a "UM") who is selected by the UGO from a pool of UMs. If the Covered Member is a faculty member, then the UM shall be a tenured faculty member; if the Covered Member is an administrative professional, then the UM shall be an administrative professional (see Section K.13).~~

~~If a formal Grievance is initiated and a Hearing occurs, then this Hearing shall be conducted by a Hearing Committee whose members are selected from the Grievance Panel (see Section K.11). If the Covered~~

~~Member is a faculty member, then the members of the Hearing Committee shall be tenured faculty members; if the Covered Member is an administrative professional, then the members of the Hearing Committee shall be administrative professionals.~~

~~The UGO is responsible for coordinating and facilitating the activities of the UMs, the Grievance Panel, and the Hearing Committees. The UGO also assures that the procedures herein established are followed reasonably and accurately and decides procedural issues as set forth herein. Any departure from these procedures shall occur only with the written approval of the UGO.~~

~~By agreement of the parties, or in the event of pressing emergencies, subject to the written approval of the UGO, the time limits set forth in Section K may be extended for reasonable periods.~~

Colorado State is committed to the timely and fair resolution of disputes. This section describes procedures for a faculty member or administrative professional to challenge a decision, recommendation or action by a supervisor that has or will have an adverse academic and/or professional impact on the faculty member or administrative professional and that is unfair, unreasonable, arbitrary, capricious, or discriminatory. If a decision, recommendation or action by a supervisor is retaliatory, it may serve as the basis for a grievance if it has or will have an adverse academic and/or professional impact on the faculty or administrative professional and is unfair, unreasonable, arbitrary, capricious, or discriminatory. The University Grievance Program generally provides three avenues for resolution of such claims: a) informal conciliation, b) mediation, and c) a formal grievance hearing process.

Several offices on campus are available to assist with the resolution of other disputes. See the website for the Office of the Ombuds and Employee Assistance Program for details and contact information. An overview of the procedures described in this section can be found on the website of the University Grievance Officer.

K.1.1. Participants in the Grievance Process and Definition of Terms

Grievant – A faculty member or administrative professional who asserts that one or more decisions, recommendations or actions by a supervisor (1) has an adverse academic and/or professional effect on the faculty member or administrative professional, and (2) is unfair, unreasonable, arbitrary, capricious, or discriminatory.

Hearing Committee – A group of between three and five (3-5) faculty members or administrative professionals from the University Grievance Panel who are convened to review and make recommendations about a Grievance.

Responsible Administrator – A university official to whom the supervisor in a Grievance reports and who oversees the activities of the unit where the Grievant is employed.

Reviewing Administrators – University officials responsible for review and approving recommendations from a Hearing Committee, namely the Provost and President. These senior officials are also responsible for supporting, respecting, enforcing the process and providing required financial resources.

Supervisor – A university administrator, faculty member, or administrative professional who either directly oversees the work of the Grievant or who makes decisions directly affecting the terms and conditions of the Grievant's employment. A supervisor also can be a state classified employee who directs the work of an administrative professional.

University Grievance Officer (UGO) – The university official responsible for administering the grievance process, advising Grievants and Supervisors, and coordinating involvement by others.

University Grievance Panel – A pool of faculty members or administrative professionals who are elected by their peers and volunteer to serve on a Hearing Committee, as needed and as available.

University Mediator (UM) – A neutral person from the university community appointed by the UGO to facilitate a resolution of a dispute or Grievance between a Grievant and Supervisor.

~~K.3 Grievable Actions~~

~~There are three (3) separate classes of Grievable Actions. A Class A or Class B Grievance, as more fully described below, must involve a complaint by a Covered Member that a Grievable Action has occurred because a decision, recommendation, or action of an administrator (hereinafter referred to as the "Action") is unfair, unreasonable, arbitrary, capricious, and/or discriminatory and that it does or will adversely affect the Grievant in his or her academic and/or professional capacity. An issue that does not directly affect a Covered Member in such a capacity, such as dissatisfaction with a University policy of general application, is not a Grievable Action. A Class C Grievance, as more fully described below, must involve a complaint by an "at-will" employee whose employment was terminated by the University.~~

~~Only actions by administrators can constitute Grievable Actions. Also, specific sections of the Manual exempt certain actions by administrators from being Grievable Actions. In particular, a decision or action that is said to be final is not a Grievable Action.~~

~~If the administrator whose Action is being challenged no longer holds the relevant administrative position, then the administrative supervisor for this position, at his or her discretion, shall decide whether the new administrator in this position or the administrative supervisor shall participate in the Section K process.~~

~~Class A Grievances are those that involve complaints about the following specific actions: termination of contractual rights, reduction of salary, demotion, violation of academic and/or intellectual freedom, or assignment of unreasonable work loads. Class A Grievable Actions do not include a decision to terminate the employment of an "at-will" employee. The burden of proof in Class A Grievances falls upon the administrator whose Action is being challenged.~~

~~Class B Grievances involve complaints about a term or condition of employment other than those specific cases that are the basis for a Class A or Class C Grievance. Examples are reappointment, amount of salary, denial of promotion, denial of tenure, abuse of discretion, lower evaluation than deserved on a performance review, or denial of sabbatical leave. The burden of proof in Class B Grievances falls upon the Grievant.~~

~~Class C Grievances involve either a claim by an "at-will" employee that the vice president's recommendation to the President regarding the employee's termination was due to discrimination prohibited under Federal or State law or University policy or a claim by an "at-will" employee that the employee is entitled to post-termination due process. The UGO, with legal advice from the Office of the General Counsel and as provided for in Section K.12.5, shall determine whether such due process rights are in question and whether review by a Hearing Committee regarding such due process rights is warranted. The burden of proof in Class C Grievances falls upon the Grievant.~~

K.3. Definition of an Action, Grievable Action and Grievance

An Action is a decision, recommendation or other act by a Supervisor.

A Grievable Action is an Action by a Supervisor that has or will have an adverse academic and/or professional effect on the Grievant and is unfair, unreasonable, arbitrary, capricious, or discriminatory. If an Action by a Supervisor is retaliatory, it may serve as the basis for a Grievance if it has or will have an adverse academic and/or professional impact on the Grievant and is unfair, unreasonable, arbitrary, capricious, or discriminatory.

A Grievance is a written complaint by a Grievant asserting that a Grievable Action has occurred.

K.3.1. A Grievable Action does not include:

- a. An issue that does not individually affect a faculty member or administrative professional, such as dissatisfaction with a university policy of general application.
- b. Actions specified in the *Academic Faculty and Administrative Professional Manual* as “final” and thus not subject to redress through the grievance process. Any action deemed “final” constitutes exhaustion of internal grievance procedures.
- c. An act by any person who is not the Grievant’s Supervisor or responsible administrator.
- d. Terms agreed to by the Grievant under a Section K mediation agreement.
- e. Acts in response to possible violations of law or endangerment of public safety.
- f. A subsequent complaint for the same action by the same supervisor once a Grievance regarding the original complaint has concluded.
- g. Termination of “at-will” employees. For information about the university’s policy regarding at-will employees and the recommended steps and considerations for termination of at-will employees, employees should refer to the university policy for Administrative Professionals and Non-Tenured Academic Faculty (“At Will” Employment) found in the CSU Policy Library (see also Section D.5.6 and E.2.1 of the *Academic Faculty and Administrative Professional Manual*). Employees may contact the University Grievance Officer with questions about disciplinary action or termination of at-will employees.

K.3.2. Types of Grievable Actions and Burden of Proof

K.3.2.1 (“Class A”) In a Grievance that involves a complaint about the following specific actions, the burden of proof falls upon the Supervisor:

- a. termination of contractual rights;
- b. reduction of salary and/or demotion;
- c. violation of academic and/or intellectual freedom; or
- d. assignment of unreasonable workload.

K.3.2.2. (“Class B”) In a Grievance that involves complaints about a term or condition of employment other than those specific cases that are identified above in K.3.2.1, the burden of proof falls upon the Grievant. Examples of such Grievances include:

- a. decision on the amount of salary;
- b. denial of reappointment;
- c. denial of promotion or tenure;

- d. receipt of a lower evaluation than deserved on a performance review; or
- e. denial of sabbatical leave.

K.3.3. Determination of the Validity of a Grievance

a. ~~The UGO shall determine whether a Grievance sets forth a Grievable Action, i.e., determination of whether an Action is a Grievable Action, i.e., whether there is a sufficient basis to pursue mediation (see Section K.8) and/or a hearing (see Section K.9), and, if so, whether it is Class A, Class B, or Class C shall be made by the UGO based on the written complaint by the Grievant and the Supervisor's response, as well as any supporting materials. The UGO may seek appropriate legal advice (see Section K.12.5). This determination by the UGO shall be made within five (5) working days of receiving the Grievant's written complaint and the Supervisor's response.~~

b. ~~If the Covered Member Grievant disagrees with this the UGO's determination, he or she may appeal this decision. Such an appeal must be made in writing to the Chair of the Grievance Panel (see Section K.11.1) within three (3) ten (10) working days of being notified receiving written notification via email of the determination by the UGO. If such an appeal is submitted, the Chair of the Grievance Panel shall form an Appeal Committee consisting of three (3) members from the Grievance Panel, including the Chair of the Grievance Panel, for the purpose of reviewing whether the UGO's determination should be reversed or affirmed. The Chair of the Grievance Panel shall chair the Appeal Committee and recruit members following the same procedure as for the formation of a Hearing Committee (see Section K.11.4). with the Chair of the Grievance Panel assuming the role of the UGO. The Appeal Committee shall consider the appeal, the written Complaint of the Grievant and any supporting materials provided by the Grievant, as well as the response of the Supervisor and any supporting materials that are included. Within five (5) working days of the submission of the appeal, the Appeal Committee, with legal advice if appropriate, shall make a determination solely regarding the classification validity of the Grievant's appeal, specifically whether the Grievance sets forth a Grievable Action. of the Action. The Appeal Committee's determination shall be made by a majority vote. The Appeals Committee's determination shall be final. The Appeal Committee shall include a written report to the UGO and the Grievant notifying them of its decision. If the Appeal Committee reverses the determination of the UGO, No the members of this Appeal Committee may shall not serve on a Hearing Committee for this Grievance.~~

K.3.4. Basis of Proof

The ~~burden~~ basis of proof regarding a Grievable Action is determined by a preponderance of the evidence (i.e., that the claim is more likely to be true than not to be true).

K.4. The Right to Grieve

K.4.1. Persons Entitled to Grieve

~~Any Covered Member may initiate the formal Grievance Process regarding faculty member or administrative professional may pursue resolution of a Grievable Action. (see Section K.9) if formal Mediation has not been successful. Grievances by more than one (1) Covered Member employee from a single administrative unit or department may be joined into a common grievance if, in the opinion of the UGO, their Grievances have sufficient commonality to be heard collectively, and if those employees filing Grievances from a single unit agree to join in a common Grievance. Persons initiating a Grievance under the terms and conditions of this policy are hereinafter referred to as "Grievants." The Section K process may not be used to resolve grievable disputes involving State-Classified personnel.~~

K.4.2 Due Process

- a. ~~No action that may deprive a Covered Member of a constitutional right shall be taken unless such a member has first been accorded due process of law. If the Covered Member a Grievant initiates the Section K process with regard to such an action, the Grievable Action action shall not be effective taken prior to the completion of the Section K process.~~
- b. ~~University employees not designated pursuant to state law as having "at will" status have the right to initiate Class A and Class B Grievances as described in Section K.3.~~
- c. ~~Covered Members who have "at will" status shall have the right to initiate Class A and Class B Grievances as described in Section K.3, except that Grievances regarding termination of employment must be Class C Grievances, rather than Class A Grievances. For termination of employment, any due process required shall be provided administratively in such a manner as may be determined by the President and vice presidents of the University~~

K.4.3 Responsibility to Respond

- a. The Supervisor whose decision, recommendation or action was the basis for the Grievance shall be responsible for responding to the Grievant and the UGO within five (5) working days from the day the Grievance is submitted to the UGO and the Supervisor.
- b. If the administrator- Supervisor whose Action is being challenged no longer is employed by the university or no longer holds the relevant administrative supervisory position, then the administrative supervisor for this position- responsible administrator(s) for the unit, at his or her discretion, shall decide whether the new administrator in this position or the administrative supervisor shall participate in the who should represent the unit in the Section K process. The unavailability of the original Supervisor does not affect the right of a Grievant to seek resolution. If no person in authority responds to the Grievance, the UGO shall continue with the Section K process.
- c. When a faculty member has been denied promotion or tenure (see Section E.10.5.1, paragraph 6, E.13.1 paragraphs 4 and 5) in the case of a negative recommendation by the department chair, the complaint shall be directed to the department chair, who shall be responsible to respond. In the case of a negative recommendation at the college level, the complaint shall be filed against the dean, who shall be responsible to respond. In the case of a negative recommendation at the provost level, the complaint shall be filed against the provost who shall be responsible to respond.

K.4.4 Section K Process

In the spirit of reaching an expeditious resolution of disputes, an aggrieved party shall follow all applicable parts of the Section K process before initiating legal action with external agents or agencies. However, the Grievant has the right to seek legal advice from outside counsel at any point during the Grievance process. Nothing in this section supersedes the Grievant's rights under federal and/or state laws.

K.5. Initiation of the Section K Process

A claim of a Grievable Action must be submitted in writing by an administrative professional or a faculty member ~~Covered Member~~ to the UGO no later than twenty (20) working days after the date of the Action giving rise to the Grievable Action or that point in time when the individual could reasonably be expected to have knowledge that a basis for a grievance existed. The UGO shall then meet with the ~~Covered Member~~ administrative professional or the faculty member to discuss the claim.

Within five (5) working days after receiving the written claim of a Grievable Action, the UGO shall assign a UM from the pool to mediate the dispute. The Mediation participants shall have five (5) working days from the date of the assignment of the UM to object to such an assignment. An objection may be raised only based on the UMs prior or current relationship with the Mediation participants and/or the UMs knowledge of previous related disputes. The UGO shall make the final decision on the assignment of a UM.

K.9 Initiating the Grievance Hearing Process

A formal Grievance must be initiated by the Grievant submitting a written complaint (~~hereinafter referred to as the "Complaint"~~) to the UGO and to the supervisor whose Action is being challenged no later than ~~five~~ ten (510) working days after the expiration of the Mediation Period or after the decision by the UM that Mediation will not take place, as described in Section K.8. The written Complaint shall:

- a. ~~Identify~~ Describe the nature of the Grievable Action;
- b. Name the parties to the grievable dispute;
- c. Describe how the Action being challenged is unfair, unreasonable, arbitrary, capricious, or discriminatory;
- d. Identify how the Action adversely affects the Grievant in his or her present or future academic and/or professional capacity; and
- e. Summarize the material that the Grievant is prepared to submit to support the claim. Upon receipt of the ~~Complaint~~ from the Grievant, the supervisor shall prepare a written response (hereinafter referred to as the "Response") to the ~~Complaint~~ and submit it to the UGO and the Grievant no later than five (5) working days after receiving the ~~Complaint~~. This Response should be limited to addressing the claims and statements made in the ~~Complaint~~.

K.12 University Grievance Officer

K.12.1. – *No changes*

K.12.2 Oversight of the University Grievance Officer - *No changes*

K.12.3 – Service of the University Grievance Officer - *No changes*

K.12.4 – Duties of the University Grievance officer

The UGO shall be responsible for:

- a. Maintaining a record of actions taken as part of the processes in Section K and Section E.15.
- b. Coordinating and facilitating the activities of the Grievance Panel by maintaining the records of the Panel, scheduling all meetings of the Panel for informational and organizational purposes, scheduling meetings of its Hearing Committees, calling individuals to appear before the Hearing Committees, and establishing the rotation order for service by the members of the Panel on Hearing Committees.

- c. Overseeing the processes of Section K and Section E.15 and preparing reports to the Grievance Panel, including recommendations for improving these processes.
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- g. Advising potential and active parties to a Grievance of their prospects for sustaining a Grievance, including their responsibilities for following the procedural rules of Section K.10.
- h. Facilitating the conduct of Hearings decision pursuant to Section K and Section E.15.
- i. Preparing an annual report, in consultation with the Chair of the Grievance Panel each June for the Faculty Council and Administrative Professional Council, which summarizes activities and recommendations during the previous year.
- j. Maintaining and updating the list of UMs.
- k. Appointing appropriate UMs to mediate disputes involving faculty members, administrative professionals, and/or administrators.
- l. Coordinating orientation and training of University Mediators and Grievance Panel members.
- m. Assisting the Faculty Council and Administrative Professional Council in their annual evaluations of the UGO by distributing questionnaires to parties inquiring about or involved in mediation or the grievance process, and assigning numerical identifiers to each questionnaire, thus maintaining participants' anonymity.

Rationale -

The following is the rationale for the original change provided by CoRSAF when Faculty Council approved the language shown here in May 2014:

K.1 changes mostly provided by UGO: The existing language is needlessly wordy. Also there are no definitions of key terms in one place, a feature in the CSU Pueblo grievance policies, which were included with approval by the Office of General Counsel.

State classified employees are specified as potential supervisors because an increasing number of administrative professionals can now report to state classifieds based on recent changes in our personnel classification system.

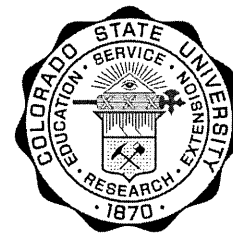
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been replaced with more readable, less legalistic language and organization; the same examples of grievable actions have been included in this revision. Some have been added, others clarified.

K.5, 9, and 12 changes, although in different sections, all pertain to procedures for initiating Section K processes (either original complaint or beginning the formal grievance following unsuccessful mediation). Proposed changes provide (1) more time for the grievant to assemble the formal written complaint; (2) specify the role of the UGO in determining whether proper procedure was followed in the termination of an administrative professional or a non tenure-track faculty member by an immediate supervisor.

POLICIES OF COLORADO STATE UNIVERSITY

UNIVERSITY POLICY



Policy Title: BULLYING IN THE WORKPLACE	Policy ID # 3-6004-031
Effective Date: Click here to enter text.	Category: 6. Public Safety & Risk Management
Policy Owner: Vice President for University Operations	Contact(s): University Police (970) 491-6425 Support & Safety Assessment (970) 491-7407 Human Resources (970) 491-6947

Purpose of this Policy

Colorado State University is committed to maintaining an environment conducive to working and learning, in which the rights and dignity of all staff, faculty, and students of the University community are respected. Among the many things we do to maintain such an environment, the University prohibits behaviors that rise to the level of bullying, as described below. Workplace bullying is a form of psychological violence that can result in lower workplace morale, greater employee absenteeism and turnover, as well as higher stress and its related health issues.

Application of this Policy

This policy applies to all employees, including student employees, volunteers, affiliates, and all other persons under the jurisdiction of the University to impose sanctions for behavior in the employment context, including (where provided by law or contract) agents, contractors and subcontractors (hereinafter referred to as "Members"). It is not intended to cover CSU students who are not employed by CSU (although a similar policy applies under the Student Conduct Code).

It is the responsibility of all university Members to know and apply this policy.

Definitions Used in this Policy

"Bullying" in the context of the workplace is repeated, harmful mistreatment of one or more persons (the targets) by one or more perpetrators that involves verbal abuse or offensive behavior (including nonverbal behavior) that is threatening, coercive, humiliating, or intimidating, and that unreasonably interferes with another person's usual workplace activities or disrupts the peaceable workplace environment. Behavior that is unfriendly, dismissive or curt, or that reflects a "tough but fair" style, is not bullying unless it is carried to such an extreme that a reasonable person would feel fearful, intimidated, or physically or mentally harmed by it. A person who is the target of bullying may not be the only one, or even an intended target; behavior that foreseeably places bystanders or unintended targets at risk or in fear, or causes them to feel threatened or humiliated, is within the scope of this definition. Bullying, as used in this policy, includes "cyber-bullying," meaning any conduct that takes place online or is perpetrated using electronic means of communication.

Although illegal harassment and workplace bullying, as defined in this policy, can be intertwined, bullying can be different than illegal harassment. Harassment is one type of illegal discrimination that results from offensive and unwelcome conduct that is serious enough to adversely affect the terms and conditions of a person's employment, which occurs because of the person's protected class. Workplace bullying that does not constitute illegal harassment is actionable and prohibited by this policy.

"CSU," "university," and "Colorado State University" mean any campus, department or unit, program, association, or entity of Colorado State University.

Policy Statement

Colorado State University considers workplace bullying unacceptable and will not tolerate it under any circumstances.

Freedom of Speech

The university values and promotes freedom of expression and inquiry as provided under applicable law. Please refer to the university's policies referenced below. Nothing in this policy is intended to limit or restrict a person's First Amendment rights or rights to academic freedom; however, such rights do not include the right to engage in workplace bullying.

Violence

The university is committed to providing a safe and secure campus environment for members of the CSU community, and workplace violence impedes such goals and endangers the entire community. Violent behavior is prohibited in or on any university facility or while participating in any university activity, as described in the university's separate Violence in the Workplace policy.

Policy Provisions

1. Any person covered by this policy who engages in workplace bullying will be subject to disciplinary action up to and including termination or dismissal from the University.
2. Student employees who are in violation of this policy may also be subject to the procedures detailed in the CSU Student Code of Conduct.
3. Any person covered by this policy who is a target of workplace bullying, or who witnesses or learns of an incident of workplace bullying at CSU, is expected to report it. Reports may be made by any reasonable method of bringing the matter to the attention of the following University officials or agencies:
 - The CSU Police Department;
 - A department head, dean, director, or other senior administrator whose role and responsibility relates to an area in which the incident occurred;
 - The Office of Equal Opportunity;
 - Human Resources;
 - Office of Support and Safety Assessment;
 - Provost's Office; or
 - The CSU Compliance Reporting Hotline.
4. Supervisors who receive reports of conduct in violation of this policy are required to report the incident to the Office of Equal Opportunity, Human Resources, the Office of Support and Safety Assessment, or the Provost's Office for assistance in determining the appropriate next actions.
5. Reported violations of this policy will be reviewed by the Office of Equal Opportunity, Human Resources, the Office of Support and Safety Assessment, or the Provost's Office, as appropriate. Members of the University community shall cooperate with the review process. The Office of Equal Opportunity, Human Resources, the Office of Support and Safety Assessment, or the Provost's Office, as appropriate, will determine if the incident warrants further review or investigation, or if the incident may be referred back to the supervisor for action at a department or unit level. In certain circumstances, the Office of

Equal Opportunity, Human Resources, the Office of Support and Safety Assessment, or the Provost's Office, as appropriate, may impose interim measures for the duration of the review, including but not limited to campus exclusion.

6. Bullying is not, in and of itself, a "grievable action" under Section K of the Academic Faculty and Administrative Professional Manual (although it certainly can occur within the context of a grievable action). This policy is not intended to, and will not be applied to broaden the scope of grievances under Section K. The remedy for bullying is not to initiate a grievance, but to report the behavior as indicated in this policy so that appropriate action may be taken to address it.

Compliance

Compliance with this policy is mandatory. For assistance with interpreting or applying its provisions, contact the University Ombuds, the Office of Equal Opportunity, Human Resources, the Office of Support and Safety Assessment, or the Provost's Office.

This policy is not intended to preclude or supersede any other policy that might subject a violating party to disciplinary review, including but not limited to the Policy on Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, and Retaliation, the Policy on Workplace Violence, the CSU Student Conduct Code, the Academic Faculty and Administrative Professional Manual, and existing Human Resources or departmental conduct policies.

The University will not tolerate retaliation against employees making good faith reports as provided for in this policy, even where the concerns are ultimately unsubstantiated. False reports of prohibited behavior that are found to have been made intentionally are a violation of this policy and shall result in University disciplinary action up to and including termination and/or expulsion.

References

C.R.S. § 22-32-109.1(1)(b) (Board of education - specific powers and duties - safe school plan - conduct and discipline code)

C.R.S. § 13-14-104.5, 13-14-105 (procedures for temporary civil protection orders)

C.R.S. § 22-32-109.1 (defines bullying as "any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm...").

➤ [CSU Policy on Workplace Violence \[link\]](#)

- CSU Policy on Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, and Retaliation
- Student Conduct Code
- Colorado Governor's Executive Order D 023 09, Establishing a Policy to Address Workplace Violence, including Domestic Violence Affecting the Workplace
- Academic Faculty and Administrative Professional Manual sections D.9.c, E.14, E.15

COLORADO STATE UNIVERSITY

FINAL APPROVAL:

By: original signature on file

Date: _____

HISTORY OF REVISIONS

Revision Sections

Revisions approved:

By: original signature on file

Name:

Title:

Date: _____

DRAFT

POLICIES OF COLORADO STATE UNIVERSITY

UNIVERSITY POLICY



Policy Title: VIOLENCE IN THE WORKPLACE	Policy ID # 6-6023-009
Effective Date: Click here to enter text.	Category: 6. Public Safety & Risk Management
Policy Owner: Vice President for University Operations	Contact(s): University Police (970) 491-6425 Support & Safety Assessment (970) 491-7407 Human Resources (970) 491-6947

Purpose of this Policy

Colorado State University ("CSU") is committed to providing a safe and secure campus environment for members of the CSU community, one in which students and employees can achieve their educational and career goals. Workplace violence impedes such goals and endangers the entire community; therefore, violent behavior is prohibited in or on any university facility or while participating in any university activity. While it is the expectation that all members of the CSU community conduct themselves with civility and respect, the purpose of this policy is to further identify prohibited behaviors and establish guidelines to manage and resolve any violating incidents. This policy is not intended to unduly regulate the content of an individual's speech, but is instead meant to address the manner in which individuals behave for the safety and benefit of the CSU community.

Application of this Policy

This policy applies to all employees, including student employees, volunteers, affiliates, and all other persons under the jurisdiction of the University to impose sanctions for behavior in the employment context, including (where provided by law or contract) agents,

contractors and subcontractors (hereinafter referred to as "Members"). It is not intended to cover CSU students who are not employed by CSU (although a similar policy applies under the Student Conduct Code).

It is the responsibility of all university Members to know and apply this policy.

Definitions Used in this Policy

"CSU," "university," and "Colorado State University" mean any campus, department or unit, program, association, or entity of Colorado State University.

Policy Statement

Colorado State University strives to maintain a campus free of intimidating, threatening, or violent behavior. This includes, but is not limited to, verbal and/or physical aggression, threats, harassment, intimidation, or other disruptive behavior which causes or could cause reasonable concerns for physical or psychological harm by an individual or group against any person and/or property, including behaviors exhibited through verbal and nonverbal expression, and conveyed in person, via print or electronic media such as email and social media. Violent behavior and related conduct which disrupts another's work or school performance or the university's ability to execute its mission will not be tolerated.

Any person who engages in prohibited behavior shall be held accountable under university policy and local, state and federal laws, as applicable. Any employee or student who commits or threatens to commit prohibited behavior may be subject to disciplinary action, up to and including termination and/or expulsion from the university, as well as arrest and prosecution. Any visitor or affiliate who commits or threatens to commit prohibited behavior may be subject to exclusion from campus, termination of his or her business relationship with the university, and any other appropriate action, up to and including prosecution under the fullest extent of the law.

Policy Provisions

1. Any member of the CSU community experiencing or aware of an immediate threat to personal or public safety should immediately contact the police by calling 911.
2. Each member of the CSU community is responsible for reporting acts or threats of violence which they witness or of which they have knowledge. Reports of incidents shall be made to an appropriate authority including an immediate supervisor and SSA.
3. Students in violation of this policy shall be subject to procedures detailed in the CSU Student Code of Conduct.
4. Supervisors receiving reports of an incident shall immediately report the incident to SSA for review/screening to determine appropriate next actions. Involved parties may

be subject to a separate and simultaneous review by their managing department and/or CSU Human Resources and the Office of the General Counsel.

5. Incidents will be reviewed/screened by SSA and key peers as necessary. SSA review will evaluate the nature of incidents for severity and pervasiveness. Members of the university community shall cooperate with the investigatory review process. SSA review will determine if incidents warrant further investigation and review, or if they may be referred back to managing agents for action at a departmental or unit level. In certain instances, SSA may impose interim measures for the duration of the review including, but not limited to, campus exclusion. For more information about the review process, please contact SSA. The review process may include, but is not limited to, review by a multidisciplinary team, the development of a management plan or other disciplinary action, and monitoring for compliance. Other units involved in the review process may include, but are not limited to, the Employee Consult Team, the Employee Assistance Program, and the Student Consult Team.
6. Examples of prohibited behaviors include but are not limited to the following:
 - (a) Threats or any expression of intent to cause physical or mental harm. A threat may be direct, indirect, conditional or veiled. A threat may be communicated verbally or nonverbally. Verbal threats include, but are not limited to, the use of any method of communication such as speech, email, comments posted on websites, or other paper or electronic media. Nonverbal threats include, but are not limited to, making gestures that convey threats.
 - (b) Assault or any action which puts a reasonable person in fear or apprehension of immediate bodily harm. Assault may include physical, verbal or non-verbal acts.
 - (c) Physical violence, or any unwanted physical contact such as hitting, kicking, pushing, shoving, biting, fighting, throwing objects or use of a weapon against another person which is intended to or may result in bodily injury.
 - (d) Any intentional damage of property, including property owned by the university or its employees, students, visitors or vendors. Property damage includes, but is not limited to, such acts as vandalism, arson or sabotage.
 - (e) Display or use of a weapon in an aggressive or threatening manner, other than by a law enforcement officer in the course of his/her duty or in self-defense under state law.

7. Freedom of Speech in the Workplace

The university values and promotes freedom of expression and inquiry in a nonviolent manner. Please refer to the university's policies referenced below. Nothing in this policy is intended to limit or restrict a person's First Amendment rights or rights to

academic freedom; however, such rights do not include the right to engage in violent behavior.

8. Bullying in the Workplace

The university is committed to maintaining an environment that is conducive to working and learning, and the university prohibits behaviors that rise to the level of bullying, as described in the university's separate Bullying in the Workplace policy.

9. Domestic Violence in the Workplace

The university understands that incidents of domestic violence can intrude upon or impact the workplace. In such circumstances, CSU will take every reasonable action to protect the safety and well-being of the university community, as well as to provide necessary resources to Members who are victims of domestic violence.

University employees who are victims of domestic violence are encouraged to report the incident/situation to their immediate supervisor and the Office of Support and Safety Assessment ("SSA") or the Employee Assistance Program. Employees are further encouraged to notify their department's appointing authority/designee if they are a protected party to a protection order.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Colorado or other jurisdiction in which this policy applies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

See the university's policy on Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, and Retaliation for more information about domestic violence (References, below).

Compliance

University Members who engage in prohibited behavior shall be held accountable under university policies and applicable local, state and federal laws. Any employee or student who commits or threatens to commit prohibited behavior may be subject to disciplinary action, up to and including termination and/or expulsion, as well as arrest and prosecution. Any off-campus violation of this policy may also be grounds for discipline if there is a reasonable relationship between the type of behavior and an individual's ability to maintain workplace professional standards or adhere to the Student Conduct Code. Any visitor or affiliate who commits or threatens to commit prohibited behavior may be subject to exclusion from campus, termination of his or her business relationship with the

university and/or other appropriate action, up to and including prosecution under the fullest extent of the law.

Failure to report known or suspected violence or abuse may itself be a breach of university ethical standards and may lead to discipline of employees and students, up to and including separation from the university.

This policy is not intended to preclude or supersede any other policy that might subject a violating party to disciplinary review, including but not limited to the Policy on Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, and Retaliation, the Policy on Bullying in the Workplace, the CSU Student Conduct Code, and existing Human Resources or departmental conduct policies.

The university will not tolerate retaliation against employees making good faith reports as provided for in this policy, even where the concerns are ultimately unsubstantiated.

False reports of prohibited behavior that are found to have been made intentionally are a violation of this policy and shall result in university disciplinary action up to and including termination and/or expulsion.

Compliance assistance is available from the Office of Support and Safety Assessment, (970) 491-7407.

References

- CSU Policy on Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, and Retaliation
- Student Conduct Code
- Colorado Governor's Executive Order D 023 09, Establishing a Policy to Address Workplace Violence, including Domestic Violence Affecting the Workplace
- CSU Policy on Bullying in the Workplace [link]
- Academic Faculty and Administrative Professional Manual sections D.9.c, E.14, E.15.

Procedures, Forms and Tools

COLORADO STATE UNIVERSITY

FINAL APPROVAL:

By: _____

Date: _____

HISTORY OF REVISIONS

Revision Sections

Revisions approved:

By: *original signature on file* _____

Name:

Title:

Date: _____