

**MINUTES**  
Executive Committee  
**Tuesday, August 15, 2017**  
**3:00 p.m. – Room 106 - Administration**

**Present:** Tim Gallagher, Chair; Sue Doe, Vice Chair; Margarita Lenk, BOG Faculty Representative; Rita Knoll, Executive Assistant; Mary Stromberger, Immediate Past Chair; TBD, Agricultural Sciences; TBD, Engineering; TBD, Health and Human Sciences; Steven Shulman, Liberal Arts; William Sanford, Natural Resources; Anne Avery, CVMBS; Rick Miranda, Provost/Executive Vice President

**Guests:** Carole Makela, Chair, UCC

**Absent:** Stephen Hayne, Business (excused); Nancy Hunter, Libraries (excused); George Barisas, Natural Sciences (excused); Matt Hickey, Chair, CoTL (excused)

The meeting was called to order at 3:00 p.m. by Tim Gallagher, Chair

**September 5, 2017 FACULTY COUNCIL AGENDA ITEMS:**

**I.      Proposed Faculty Council Agenda – September 5, 2017 – Clark A201–4:00 p.m.**

**A. ANNOUNCEMENTS**

1. Next Faculty Council Meeting – October 3, 2017 – A201 Clark – 4:00 p.m.
2. Executive Committee Meeting Minutes located on FC website – August 25, 2017  
(<http://facultycouncil.colostate.edu/faculty-council-meeting-dates-agendas-minutes/>)
3. Faculty Council – Location of Issues – Tracking
4. Schedule of 2016-17 Faculty Council Meeting Dates
5. Faculty Council Membership List 2017-18
6. Faculty Council Standing Committees Membership List 2017-18
7. University Committees Membership List
8. Parliamentary Motions – Quick Reference
9. Parliamentary Motions – What They Mean
10. UCC Minutes – April 28, 2017 and May 5, 2017 minutes were approved by Executive Committee (on May 9, 2017 meeting) on behalf of Faculty Council (Appendix 1 – pp.).

**B. MINUTES TO BE APPROVED**

1. Faculty Council Meeting Minutes –

**C. UNFINISHED BUSINESS**

1. Elections – Faculty Council Standing Committees – Committee on Faculty Governance
2. University Committee Elections – Committee on Faculty Governance

**D. REPORTS TO BE RECEIVED**

1. Provost/Executive Vice President – Rick Miranda
2. Faculty Council Chair – Tim Gallagher
3. Board of Governors Faculty Representative – Margarita Lenk
4. Faculty Council Standing Committee 2016-17 Annual Reports
  - a. Faculty Council Report to the Board of Governors
  - b. Committee on Faculty Governance - Pending
  - c. Committee on Intercollegiate Athletics
  - d. Committee on Libraries
  - e. Committee on Non-Tenure Track Faculty
  - f. Committee on Responsibilities and Standing of Academic Faculty – Pending
  - g. Committee on Scholarship, Research, and Graduate Education
  - h. Committee on Scholastic Standards
  - i. Committee on Strategic and Financial Planning
  - j. Committee on Teaching and Learning
  - k. Committee on University Programs
  - l. University Curriculum Committee
5. University Benefits Committee

**E. CONSENT AGENDA**

1. Confirmation of Faculty Council Secretary – Rita Knoll – Executive Assistant to Faculty Council

2. Confirmation of Faculty Council Parliamentarian – Lola Fehr – Professional Registered Parliamentarian

**F. ACTION ITEMS**

- 1.

**G. DISCUSSION**

- 1.

**August 15, 2017 EXECUTIVE COMMITTEE AGENDA ITEMS:**

**I.      Minutes to be Approved**

**A.      *Executive Committee Meeting Minutes***

1.      May 9, 2017

The May 9, 2017 Executive Committee meeting minutes were not approved--no quorum by EC membership. These minutes will be presented to Executive Committee at its next meeting, August 22.

**B.      Faculty Council Meeting Minutes**

1.      May 2, 2017

Lenk: Will we have a full EC meeting membership soon?

Gallagher: We have three college vacancies left to fill: HHS, Engineering and Ag Sciences. We are working on this with Don Estep, Chair, CoFG.

The May 2, 2017 Faculty Council meeting minutes were not approved--no quorum by EC membership. These minutes will be presented to Executive Committee at its next meeting, August 22.

**II.      Items Pending/Discussion Items**

**A.      *Announcements***

1. Next Executive Committee Meeting: August 22, 2017– 3:00 p.m. – Room 106 - Administration

Gallagher announced that the next Executive Committee meeting would be held on August 22, 2017.

Things came up recently re: proctoring discussion. Matt Hickey was unable to attend today's meeting to answer questions.

**B.      *Action Items***

1. New Degree: Ph.D. in Watershed Science - UCC

Makela gave a brief summary of the New Degree: Ph.D. in Watershed Science. She will explain in detail at the August 22, 2017 EC meeting. This Action Item will be presented to Executive Committee at its next meeting, August 22.

**C. Reports**

1. Executive Vice President – Rick Miranda

Miranda reported the following:

This morning had a hiring retreat with the Council of Deans. Discussed immediate hiring plans for coming year, and will go into a 3-4 year time window as well.

All academic matters presented to BOG in August were passed over the course of the summer.

The VP for Enrollment and Access passed away on Sunday. Looking for an interim VP. Will do a national search.

Semester at Sea Program. Had been operating with Loren Crabtree, and Alicia Cook has been the liaison on the CSU side for academic matters. Arrangement in terms of the personnel managing academic issues is in flux. They did not have corresponding positions in the company for academic members, and Loren had plenty of experience, so they didn't fill that position. Asked Alicia to step into that position.

Hiring a VP for Academic Affairs to replace Alicia. Bob Kling just returned from last voyage and will take on role as academic liaison for SAS. He will hire the faculty and work with Student Affairs representatives to make sure things go well from the academic side. Will work with Kelly Long to develop the curriculum on the ship. Credit that's given on the ship is awarded by CSU. There will be 600 students from 70 countries—about 40 CSU students will be attending. Each voyage we select four faculty members as part of the 30 on the ship.

Avery: How do you get your name on list for SAS?

Lenk: You apply.

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Lenk: Who is the VP now?

Miranda: Dr. Scott Marshall, VP for Academic Affairs.  
He comes from Portland State.

Other personnel item: We are considering extending Ajay Menon's term as Dean of Agriculture. Had an open forum meeting with ag folks. We subsequently put out a survey that got about 100 responses. Spoke personally with everyone on the college leadership team. Trying to make a decision shortly as to whether or not to do this.

Miranda's report was received.

2. Chair – Tim Gallagher

Gallagher reported the following:

Distributed hard copy of Section C.2.1.9.5 of the *Manual* re: Standing Committees: Membership and Function. Gallagher highlighted relevant points in the section. Primary reason was to help EC members prepare for Faculty Council meetings. Gallagher also reviewed the Operating Procedures for Executive Committee—highlighting a few of these points as well.

Shortly after Gallagher assumed his role as Faculty Council Chair, in early July, he met with Rick Miranda and Tony Frank. Gallagher shared with Tony Frank that he made the observation that some universities are having difficulties re: free speech. Gallagher suggested to Tony Frank that we need to get ahead of this. It's not *after* some controversial speaker comes to the campus. Gallagher's suggestion was warmly received. Included in this topic are Jason Johnson and Jannine Mohr with OGC re: legal matters and free speech. This will be a discussion topic at Fall Leadership in Estes Park.

Gallagher just wants EC to be aware that we may have extensive discussions re: a document worked on by Tony Frank, Rick Miranda, Jason Johnson, Blanche Hughes, Mary Ontiveros, and the President of ASCSU. We are subject to the first amendment. There are many elements to this. President Frank would have to talk to the leadership

of the BOG and talk about how we would react to certain circumstances. Gallagher was asked to write up a draft document, which he wrote and delivered to Cara Neth, Presidential Communications. She will work on this document and it may percolate up later on in the year. Gallagher may be part of the group.

Gallagher had a meeting with APC and CPC. He is now a member of the President's Environmental Sustainability group. Paul Doherty has been serving on it for the last few years.

Gallagher's report was received.

3. Board of Governors Faculty Representative – Margarita Lenk

Lenk will present a report at next week's meeting, when we have a full quorum.

**D. Discussion Items**

1. Proctoring Policy for Online Courses  
Proctoring Task Force Report (*email attachment*)  
-Matt Hickey

It was brought to Gallagher's attention, 1.5 weeks ago, that some faculty were concerned about the proctoring online. Some faculty were upset about an email sent out to the DDD list.

Primarily about online courses. Previously used Proctor Track and now CSU Online has decided to go back to ProctorU and has signed a two year contract. Students' computers are monitored to make sure the student isn't using notes from web, or looking around a lot, which raises concerns for cheating.

Matt Hickey was supposed to be here today, however, an emergency at home came up so he could not be here for the conversation.

EC talked about this last year. Gallagher looked at last year's minutes. Matt Hickey, Mike Palmquist and Scott Woods from CSU Online are leads on this issue. Palmquist made it quite clear that proctoring is at the discretion of the individual faculty member.

Gallagher has read the Proctoring Task Force Report, which had references to minimum requirements (suggested to me with no proctoring). Gallagher followed up with Matt Hickey, Scott Woods, and Mike Palmquist. If there is proctoring, ProctorU is the choice. ProctorU is provided and you can use it or not. Another group feels strongly that they don't want anyone telling them what to do. They might choose to use it, and they might not. They may give open book tests instead. Some faculty prefer that type of test.

Makela gave some history, stating that courses that are 70% online exam driven need to have proctoring.

Avery: In CVMBS, all courses are given online and not proctored, and such a requirement would assist them a lot.

Gallagher: We need to check on the contract that has been signed. We will wait until CoTL does something, or doesn't.

Stromberger: CoTL reviewed the report and agreed with the recommendations and wanted EC to approve. EC just returned it back to CoTL to draft a proposal for a Manual change, then they will bring it back to EC.

Avery: Bring it back as a policy into the Manual?

Stromberger: Closed book exams that weren't being proctored at all. Should there be some policy language strengthening academic integrity? Either the professors in class in person, or at RDS, or using an online proctoring tool like ProctorU.

Lenk: About protecting faculty's decision.

Gallagher: Learned that there were very many different views amongst the task force as well. Some wanted proctoring and some said "hands off".

Makela: Goes back approximately 3 years ago when UCC wanted a statement re: 70% of grades were online. We questioned whether that was a qualified experience.

Lenk: Without proctoring, it diminishes CSU's brand.

Avery: We were hoping we would have some backing re: proctoring.

Gallagher: Wanted to get this in front of EC members for the first meeting and we will have subsequent discussions. Whatever we have, it may be controversial, especially where codes are involved. Any student that is taking an online course through CSU Online, they will not be charged for ProctorU. If you have CSU Online students that take it in the fall and the spring, it is covered. What is not so clear is an RI course that is online. That is not being paid by CSU Online. Will your department pay ProctorU instead?

Miranda: I don't know the specifics of the contract that was just signed. We need to see what the contract says.

Shulman: All faculty making independent decisions on this fails to account for GTAs who are doing the teaching. Also, aren't faculty required to create classroom environments fairly and equitably? If so, then that would be the angle. Courses are the responsibilities of department and department heads have to sign off on courses so departments could do this independently.

Stromberger pointed out that there would be a regularized approach.

Gallagher recounted the situation in his courses where a 28-person RI course was also associated with a 350 person registered through CSU Online, and those students had non-proctored exams. This sort of thing has made Gallagher very uncomfortable. The topic will likely percolate throughout the year.

Shulman: Is the problem perhaps bigger than faculty recognize? What is the next step?

Gallagher: It depends on CoTL. If they bring a recommendation forward, then EC can address it. However, CoTL may bring nothing forward.

Shulman: We have a large online program. It is used by graduate students? We are not really talking about faculty; we are talking about people being trained in departments. Expressing skepticism here. Faculty should be able to do what they want. Fair and equitable procedures are needed to be noted. What if the faculty member left the room briefly and the students said there was cheating? Then faculty could be accused of creating an environment for cheating. All students want to be treated fairly and equitably.

Gallagher: What I am sharing is what other faculty members are saying, and some feel there are controls needed and some do not.

Makela: Departments declare an expectation.

Shulman: Some of us may understand that online courses are new and there may be some cheating. Have you had trouble with cheating?

Miranda: It is the responsibility of the faculty to maintain the integrity. There has to be some action taken then. Enforcing the proctoring tools is not that difficult. These issues of cost should not drive this discussion. The costs have come down quite a bit. There are ways of designing exams as well (i.e. training faculty on how to construct exams to minimize cheating). At the very least, we need to enunciate our expectations.

Gallagher: One thing I did learn was that the tools are getting better. The deterrent is better to not cheat when a monitoring tool is in place.

Avery: Just so I am clear, if CoTL brings something forward, then we talk about it.

Gallagher: Yes. CoTL could bring a proposal forth, or EC could bring its own to the FC floor.

Miranda: Or, more informal approaches first, such as memos from the Provost's office articulating broad expectations, etc.

Shulman: We are not in an environment that faculty just does what they want. Some faculty are in a laissez-faire space and object to any proctoring. There is no explicit policy now on cheating, but we need a set of principles.

Executive Committee adjourned at 4:45 p.m.

Tim Gallagher, Chair  
Sue Doe, Vice Chair  
Rita Knoll, Executive Assistant