

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, February 6, 2018 – 4:00 p.m. – A207 Clark

FEBRUARY 6, 2018 FACULTY COUNCIL AGENDA ITEMS:

I. Faculty Council Agenda – February 6, 2018

1. Next Faculty Council Meeting – March 6, 2018 – A207 Clark – 4:00 p.m.
2. Elections for Faculty Council Chair, Vice Chair, and Board of Governors Faculty Representative – March 6, 2018 – Committee on Faculty Governance. *Nominations close February 20, 2018. Send nominations to Don Estep, Chair, CoFG*
2. Executive Committee Meeting Minutes located on the FC website – November 28, 2017; December 12, 2017; January 16, 2018
[\(http://facultycouncil.colostate.edu/faculty-council-meeting-dates-agendas-minutes/\)](http://facultycouncil.colostate.edu/faculty-council-meeting-dates-agendas-minutes/)

B. MINUTES TO BE APPROVED

1. Faculty Council Meeting Minutes – December 5, 2017 (pp. 3-31)

C. UNFINISHED BUSINESS

D. REPORTS TO BE RECEIVED

1. President – Tony Frank
2. Provost/Executive Vice President – Rick Miranda
3. Faculty Council Chair – Tim Gallagher
4. Board of Governors Faculty Representative – Margarita Lenk
5. UGO Annual Report – Richard Eykholt (pp. 32-33)

E. CONSENT AGENDA

1. UCC Minutes – December 1 and 8, 2017; January 19, 2018 (pp. 34-46)
2. Approval of Degree Candidates – Spring and Summer Semesters (p. 47)

F. ACTION ITEMS

1. Proposed revisions to the *General Catalog* – Retroactive Withdrawal - CoSS (pp. 48-49)
2. Biennial Reviews for Discontinuance and Continuance of Centers, Institutes, and Other Special Units (CIOSUs) – CUP (pp. 50-52)

G. DISCUSSION

1. Policies related to Non-Tenure Track Faculty (pp. 53-62)

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
December 5, 2017– 4:00 p.m. – A201 Clark

CALL TO ORDER

The Faculty Council meeting was called to order at 4:02 p.m. by Tim Gallagher, Chair.

ANNOUNCEMENTS

1. Next Faculty Council Meeting – February 6, 2018 – A207 Clark – 4:00 p.m.
 No January meeting.
 Gallagher announced that the next Faculty Council meeting would be held on February 6, 2018 at 4:00 p.m. in A207 Clark.
2. Executive Committee Meeting Minutes located on FC website –
 October 17 and 24, 2017; November 14, 2017
[\(http://facultycouncil.colostate.edu/faculty-council-meeting-dates-agendas-minutes/\)](http://facultycouncil.colostate.edu/faculty-council-meeting-dates-agendas-minutes/)

Gallagher announced that the Executive Committee Meeting Minutes are posted on the FC website.

MINUTES TO BE APPROVED

1. Faculty Council Meeting Minutes – November 7, 2017

Amendments to the meeting minutes by faculty members: Mary Meyer, Statistics, Silvia Canetto, Psychology, and Moti Gorin, Philosophy. Gallagher contacted our Professional Parliamentarian, Lola Fehr. The proposed changes are treated as implied motions by unanimous consent. Robert's Rules of Order recommended format does not include comments during discussion. Gallagher wants to meet the recommendations made by faculty.

Gallagher put the amendments on the overhead by Canetto, Meyer and Gorin:

Page 51 (Canetto): In the Manual, section E.12.1 Teaching and advising (p. 17 of November FC packet), course surveys were deleted from the list of "sources of information" to use for "evaluation of teaching." However in section I.8 (p. 18 of November FC packet) it is stated that the "student course survey" can be used "as part of the evaluation of teaching" or "for teaching mentoring." These two statements are in contradiction with each other. Is this an oversight? The statement on p. 17 is correct

because, as was recognized by the Committee on Teaching and Learning, student evaluations of faculty teaching are not valid, and also biased, for example, against women. Therefore, I think that the statement in section I.8 should be changed. Specifically we should delete the statement that "student course survey can be used "as part of the evaluation of teaching" or "for teaching mentoring."

Page 51 (Meyer): Many studies have concluded that student evaluations of teaching are substantially biased against women. Quote from Menget, Sauermann and Zolitz (2017): "women receive systematically lower teaching evaluations than their male colleagues. This bias is driven by male students' evaluations, is larger for mathematical courses and particularly pronounced for junior women." What kind of message is CSU sending to junior women faculty, when we use an instrument for tenure and promotion evaluation, that is known to be substantially biased against them? Life is hard enough for junior women faculty, especially in STEM disciplines.

Page 51 (Gorin): If teaching surveys don't accurately measure student learning and if they are biased against women, shouldn't we also delete the previous sentence, which says they can be used by students in determining which classes they should take?

Page 53 - Delete the word unanimously – Hickey's motion was ~~unanimously~~ approved.
Page 54 - Delete the word unanimously – Hickey's motion was ~~unanimously~~ approved.

By unanimous consent, the amended minutes of the November 7, 2017 Faculty Council meeting were approved. The minutes will be placed on the Faculty Council website.

UNFINISHED BUSINESS.

REPORTS TO BE RECEIVED

1. Provost/Executive Vice President – Rick Miranda

Miranda reported on the following:

- Director of Admissions update: We were seeking a new Executive Director of Admissions; however, the search failed. Will do again spring semester.
- We had the annual meeting of Association of Public and Land Grant Universities (APLU). CSU was a finalist in an awards competition on the subject of degree completion. We prepared a competitive proposal. Four universities were finalists and presented for 15 minutes. Paul Thayer, serving as Associate VP for Student Success, gave a presentation. The University of Hawaii won the award, but CSU did very well. Miranda also moderated a panel on adaptive courseware. We are in the second year

of those efforts and have about 15 classes as part of a pilot program. Other universities involved: Arizona State, Oregon State and University of Mississippi. We are gaining a national reputation in this area

- Board of Governors meeting last week (November 30 – December 1, 2017). Our new degree programs at undergraduate and graduate levels were approved. There was a lot of discussion about what is going on with the state budget and the federal situation, which is of some concern to us (re: provisions of tax code, especially regarding DACA students).
- Updated review of budget—shown on overhead. Five to six different scenarios were presented to the BOG at October meeting. For the December BOG meeting, the Governor’s budget came out so we used the Governor’s budget for estimates of revenue. We may enjoy some significant additional funding this year—perhaps as much as \$10 million. In turn, there is a call for a 3% cap on undergraduate resident tuition. We will need to spend about \$2.2 million to cover financial aid. (Typically, there’s an allowance of 20% of tuition increases attributed to financial aid.) What the board commented was that the 5-6 scenarios should shrink to a few, but they then requested that the scenario planning expand a bit. There’s not going to be a lot of additional news for a few months. Decisions won’t happen until well into the new year. The Board commented, “What are you going to do if the state doesn’t come through?” If so, we would have to make adjustments in spending.

Questions:

Antonio Pedros-Gascon (CLA At-Large): I have a follow-up question I asked President Frank at the October 2017 FC meeting regarding “how is the parking for the stadium being covered, and where are the proceeds going from parking?” The President had no information.

Miranda: The parking revenues are a significant part of the athletic revenue stream. So, when we decided to move the stadium on campus, we arranged that athletics would benefit from selling parking on campus. An arrangement would be that we would make accommodations for parking on campus as much as possible. We knew that we could not completely shut the campus down. A bunch of different units could have parking in different areas on game day. One of the largest needs was housing and dining; housing and dining needed spots for employees. Spots were identified and academic areas were also identified for people that needed to come to campus to work as well. We went through a process with the deans last summer and asked how many spots were needed as well. It was done on a week-by-week basis. We did not know what the parking needs were that was necessary. For instance, Homecoming was a concern. We arranged events for the parents in the morning and worked so the spaces could be freed up later. Re: Students near residence halls. We had a re-park program for students with different areas to park on Pitkin Street. Students moved cars on Friday nights.

What we discovered was that we were overly conservative as parking was more available than we thought. There were spots open on game day. So now the question is how do we calibrate accurately and satisfy for events. We may relax this next year.

Antonio Pedros-Gascon (CLA At-Large): Correct me if I am misinterpreting, but it seems that it's faculty who are subsidizing parking while athletics is obtaining the benefit. The President said I was wrong.

Miranda: Remember that athletics has a number of expenses associated with parking (i.e. hiring others to help, putting up signs, etc).

Doug Cloud (English): Given that by Colorado law, parking must be paid for by permit holders--if they are bringing in hundreds of cars and this is creating wear and tear and just the permit holders are maintaining, is there a possibility for an allowance on this?

Miranda: I don't know. I'll do a little digging on this—the relationship between parking revenues and athletic arrangements. There are long-standing arrangements regarding special events. A lot of events also occur at Moby.

Doug Cloud (English): I posed the question to parking and they didn't have any input.

Noreen Reist (CVMBS At-Large): Those other arrangements don't stipulate that I can't come to campus on a given day, nor that my students can't come to a lab?

Miranda: No, not at all.

Karen Barrett (HDFS): I have had students complain as well that their permits are paying for this. It's not only a faculty concern but also a student one.

Miranda's report was received.

2. Faculty Council Chair – Tim Gallagher

Gallagher reported on the following

In my efforts to visit all Faculty Council Standing Committees, I attended the Committee on Teaching and Learning meeting and made a second visit to the Committee on Faculty Governance as they have had some interesting conversations with the Committee on Non-Tenure Track Faculty.

The Committee on Scholastic Standards is meeting a few days after New Year's Day regarding retroactive withdrawal petitions from students and consideration of petitions from students appealing their dismissal for academic reasons. CoSS has its autonomous authority to say yes or no regarding these student petitions. All the other Standing

Committees, including Executive Committee, make recommendations to the body of Faculty Council and Faculty Council decides. CoSS is a hard working group.

Gallagher also attended a Conflict of Interest Committee meeting this morning. For those who didn't know, the Chair of FC serves on this committee.

Also, if any faculty have concerns or questions for the Council of Deans, or the President's Cabinet, please send Gallagher an email and he will pass along questions/concerns to these groups.

Gallagher wanted to inform Faculty Council that Executive Committee has been reaching out to the leadership of CoRSAF, CoNTTF, and CoFG. We are expecting some proposals. We want to listen and not tell them how to do their business; however, we want to be informed.

Gallagher's report was received.

3. Board of Governors Faculty Representative – Margarita Lenk

Lenk reported the following:

Lenk continues to be impressed by our Board, who challenges our leadership and the quality of their questions and analysis is good. Also impressed about how well President Frank talks about the good things that are going on at the CSU campus. There were great presentations and I focus here on what's going on at the Board that aren't entirely reported here. CSU Global is doing interesting things. CSU-Pueblo is doing a great job of redeveloping their brand and reestablishing their sense of place and expanding their nursing program. I'm excited to say that the Board was happy with the exchange dinner across campuses for collaboration. The next dinner will be here. Embarking on a Denver 2.0 to make CSU more visible to all the citizens in the greater Denver area. CU has put in a lot of resources and has a louder voice/presence so Lenk urges us to get the info out about what we are doing at CSU. Please pass along your great stories to Lenk so that she can pass the info along to the Board.

BOARD OF GOVERNORS – Faculty Council Representative Report
Margarita Maria Lenk.

The Board of Governors (BOG) met on November 30-December 1. Full BOG meeting minutes are available on the BOG web site. Below are my "Fort Collins' highlights" notes from these meetings, and are not meant to be fully comprehensive summaries of the Board meetings.

The November 30-December 1 meeting was held on the CSU Fort Collins campus.

The next board meeting is Feb 7-9, 2018. Please send me any accomplishments or other news of differentiating excellence so that I can help tell our CSU Fort Collins story!

1. All new degree programs, sabbatical requests, academic calendar, and Faculty and AP Manual changes on the agenda were approved. I invited the BOG members to come to a Faculty Council meeting each year and also to come visit the college of their choice for a day, perhaps on a Faculty Council day. This request was well received and one BOG member has shown interest.
2. Three Fort Collins real estate transactions were approved by the BOG. These land parcels are either not buildable or in one case, are just allowing a Center Avenue bus stop to be created.
3. CSU continues to work on differentiation through significant partnerships for community outreach, The Denver Boys and Girls Club CEO made a very impactful presentation explaining that the Boys and Girls Club operates in in 34 different areas of Colorado, and already involves many CSU staff and students participating in the club activities, in college life panels, in campus tours, in a literacy support (up through third grade), STEM programs such as a great robotics programming unit, educational field trips and homework help. So if you can find a research, outreach, service learning, internship, or student club project for our local Boys and Girls Club, to help build our existing partnership. One of the stories they shared was about a CSU student you may know, Christina was an only child to an Ethiopian family without education. She graduated in communications, and has worked for Amazon, Goodly, and the City of Denver.
4. Amy Parsons provided updates on the CSU System strategic map, and the Western stock Show Complex's successful groundbreaking. President Tony Frank will be honored on January 8th, 2018, at the Citizen of the West banquet. Tickets to this dinner have already sold out! CSU Pueblo and CSU-Global have or are planning courses and events at Todos Santos campus.
5. Lynn Johnson shared that PERA has changed its life expectancy, contribution, and payout formulas. Combined with new GASB (Government accounting standards board) changes, a significant increase to CSU's unfunded liabilities will be added to our financial statements. Because of this, Standards and Poor has released a more negative outlook reading regarding our state's financial affairs, also happening to other states at this time.
6. ASCSU: The health fair was very successful, as are efforts to integrate student activities in the new Straayer center. Technologies innovation initiatives help students know where all the online resources are, and learn about new projects like iClicker app, RamRide app, etc. They are also working on transparency by publishing student fees use online and in the newspaper, and are reflecting on the lessons learned from recent leadership changes to emerge stronger as a result.
7. Tony Frank, CSU President's report included the following great news: CSU has been recognized as a top performer in the 2017 Sustainable campus index, highest for public engagement, tying for first place in research, second for diversity and affordability. George Barisas was honored by the Colorado section of the American Chemical Society with the highest research award. CSU has a new university partnership with Cranfield University in the United Kingdom. The Straayer center for Public Service Leadership is a tremendous new resource for students and faculty with public service leadership and research goals. Jim Cooney has led a task force to author "Pervasive Internationalization: A Call for Renewed Leadership", which has been distributed to university presidents at the APLU national meeting in November. Professors Rutledge and Chandrasekar from the Electrical and Computer Engineering department have

deployed the most advanced shipborne radar, a NASA funded project aimed to understand the fate of rainwater that falls on the sea surface. Professors Claudia Wiese and David Maranon have published very interesting findings in Nature about the proteins and gene mutations which are associated with elevated cancer risks. Professor Scott Haley has been successful in developing wheat varieties that resist herbicides, provide better milling, baking quality and straw strength. Professors Karyn Hamilton and Ben Miller have discovered and published in The Journal of Physiology that massage in the opposite limb of the injury can assist in the healing of the injury. A new \$6 million Bohemian Foundation gift honors the successful work of Bryan Willson, in the form of the first Bryan Willson Presidential Chair in Energy Innovation and the Engines and Energy Conversion Laboratory. The Laser Interferometer Gravitational Wave Observatory Collaboration has added new members from CSU, led by Professor Carmen Menoni from the Department of Electrical and Computer Engineering. This LIGO group was honored with the Nobel Prize in physics in October, primarily for detecting the gravitational waves from the collision of two black holes, confirming Albert Einstein's theory that gravity, packed in waves, travels across space and time. Professors Ken Reardon, Graham Peers, and Jason Quinn have been working with the department of Energy's bioenergy technologies office and the National Renewable Energy Laboratory in Golden, Colorado for the Advanced Algal Systems program to understand how algae-based biofuels and bio-products are made. Notable recent gifts announced were \$ 6 million to the College of Veterinary Medicine and Biomedical Sciences for the Jerry P. and Karen B. Moore Chair in Oncology Endowment, a \$1.5 million gift to support Human Animal Interaction Initiatives in the College of Health and Human Services. \$ 1 million gift to support Music Programming in the College of Liberal Arts, a \$663 thousand gift to support the Citrus Greening research in the College of Agricultural Sciences, a \$400 thousand to support initiatives in the Warner College of Natural Resources associated with the Thomas A. Jones graduate fellowships, and many more significant awards. Russ Schumacher from the Department of Atmospheric Science has become Colorado's state climatologist, and will be helping scientists, educators and the general public better understand climate monitoring and research. CSU has an online graduate certificate in Adventure tourism starting in January 2018.

8. Denver Initiative 2.0 to raise CSU awareness in the Denver area. Brett Anderson and Tom Milligan are leading this to improve CSU's visibility. Measures of visible CSU support include: willingness to recommend CSU, #/attendance of alumni gatherings, social media campaign metrics, private research dollars, #internships, athletic season ticket sales, number of Boettcher finalists, high school top students coming to CSU, individual ticket sales, Ram Club membership, etc. During 2012-2016, CU made huge progress in same visibility initiative, so we have to step up our strategy. The CSU Denver Initiative 2.0 has a dedicated budget and 6 cabinet level officers working on this project, from a systems level, metric-driven strategy, highlighting the Western Stock Show Complex and the Denver Bronco relationships, improving traditions that are already in place, such as CSU days at the Rockies, and the partnership with DIA. If you can think of how to help this initiative, please contact Brett Anderson or Tom Milligan.

Lenk's report was received

CONSENT AGENDA

1. UCC Minutes – October 27, 2017; November 3, 10 and 17, 2017

Carole Makela, Chair, UCC moved that Faculty Council adopt the consent agenda.

Makela requested the removal of the new graduate certificate in Applied Global Stability: Business Foundations, found on page 82 of the November 10, 2017 UCC meeting minutes.

The consent agenda was unanimously approved by Faculty Council.

ACTION ITEMS

1. Proposed revisions to the *Graduate and Professional Bulletin* – The Advisory System - CoSRGE

Sid Suryanarayanan, Vice Chair, CoSRGE, moved that Faculty Council approve the proposed revisions to the Graduate and Professional Bulletin – The Advisory System.

THE COMMITTEE ON SCHOLARSHIP, RESEARCH AND GRADUATE EDUCATION MOVE THAT FACULTY COUNCIL ADOPT THE REVISIONS TO SECTION: "THE ADVISORY SYSTEM" OF THE *GRADUATE AND PROFESSIONAL BULLETIN* TO BE EFFECTIVE UPON FACULTY COUNCIL ADOPTION EFFECTIVE IMMEDIATELY AS FOLLOWS:

ADDITIONS - UNDERLINED - DELETIONS ~~OVERSCOR~~

The Advisory System

Due to the interdisciplinary nature of some scholarship at CSU, ~~potential~~ conflicts of interest in advisory committees between members or between the student and one or more members may not be avoidable. When a conflict of interest exists, a written report must be submitted to the Dean of the Graduate School by those involved in the conflict of interest that includes: 1) the names of those involved in the conflict of interest, 2) the nature of the conflict of interest, 3) a plan to manage the conflict of interest. ~~submitted by the chair of the advisory committee.~~ Failure to disclose a conflict of interest is a violation of CSU Policy (add link to Faculty and Staff Manual: D.7.7., Appendix 2, Appendix 6). ~~and managed as soon as they arise.~~ Individuals who are not academic faculty but who have special expertise may serve on committees in addition to the prescribed members, but may not vote regarding examination results.

Plan C master's students are required to have an advisor but not a committee.

The advisor is identified and the committee is appointed through filing a [GS Form 6](#) with the Graduate School. It is the student's responsibility to identify an advisor and a committee, all of whom are willing and qualified to serve. The student's department chair or designee will use his/her best efforts to facilitate selection of the committee and subsequent changes therein. With notification, temporary replacement of a member may be arranged. A member, including the advisor, may resign from the committee in accordance with any applicable provisions in the student's departmental code. In such cases, the affected student and his or her department chair will be notified promptly by the departing member. It is then the student's responsibility to obtain a replacement. Any permanent changes are recorded through the filing of [GS Form 9A](#) with the Graduate School.

Persons who are not academic faculty (as defined in the [Academic Faculty and Administrative Professional Manual](#)) of CSU may be appointed full voting members of graduate student advisory committees in the following manner. A person may be nominated for membership on a specific student's committee. This is accomplished by submission of the following materials to the department head: 1) a resume, 2) relevant supporting material, 3) a statement from the nominated individual that indicates whether or not there is a conflict of interest with any of the committee members or student. If there is a conflict of interest, the chair of the advisory committee individual must submit a written plan to manage the conflict of interest. ~~and supporting material to the department head.~~ If, using procedures and criteria outlined in the departmental code, the department head judges the appointment appropriate, ~~and s/he~~ shall forward a recommendation and all ~~supporting~~ materials to the Dean of the Graduate School. The Dean of the Graduate School shall bring the nomination to the appropriate Faculty Council Committee, which shall act on the nomination.

A person so approved shall be eligible to serve on the committee for the duration of the student's work toward the degree. The Graduate School shall maintain a roster of such appointments. Although approval is granted with respect to a particular student's committee, such members may serve on other student committees in the same department with additional departmental approval provided that such service shall not extend beyond five years of the original appointment.

Such non-faculty appointments are subject to the following restrictions.

1. Such an appointee may not serve as an outside member of graduate committees.
2. Service may not be as the sole advisor of the student.
3. The appointee must have a degree equivalent to that sought by the student and must not be a student at CSU.
4. No more than one such person may serve on any graduate student's committee.
5. The person appointed should be an addition to the minimum number now required on graduate committees and not a replacement for required faculty. The advisor may invite others to participate in the examination in a nonvoting, advisory capacity.

Rationale: The additional language added is to ensure that conflicts of interest are disclosed and a management plan is submitted for advisory committee members.

Faculty Council unanimously approved the proposed revisions to
the Graduate and Professional Bulletin – The Advisory System -CoSRGE

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December 5, 2017

2. Proposed revisions to the *Graduate and Professional Bulletin* – Scholastic Standards – CoSRGE

Sid Suryanarayanan, Vice Chair, CoSRGE, moved that Faculty Council approve the proposed revisions to the *Graduate and Professional Bulletin* – Scholastic Standards

THE COMMITTEE ON SCHOLARSHIP, RESEARCH AND GRADUATE EDUCATION MOVE THAT FACULTY COUNCIL ADOPT THE REVISIONS TO SECTIONS: “SCHOLASTIC STANDARDS” and “APPLICATION: US CITIZENS OR PERMANENT RESIDENTS” OF THE *GRADUATE AND PROFESSIONAL BULLETIN*, TO BE EFFECTIVE UPON FACULTY COUNCIL ADOPTION, AS FOLLOWS:

ADDITIONS - UNDERLINED - DELETIONS ~~OVERSCORE~~

Application: US Citizens or Permanent Residents

CSU may waive its 3.000 minimum undergraduate grade point average requirement under unusual circumstances or if the applicant is applying through Track II Admissions (see below). Applicants must present strong countervailing evidence that successful completion of a degree program is likely. Examples of the kinds of evidence that might be considered are high scores on the GRE aptitude test, high scores on the GRE advanced test, excellent letters of recommendation, relevant professional experience, and other indicators of exceptional motivation and performance. A positive recommendation by the department is required in such cases. Some departments may waive their specific requirements under similarly unusual and compelling circumstances. However, they are not required to do so and many cannot, due to space and resource considerations.

If the minimum GPA requirement is waived and the applicant is accepted by the Graduate School, the applicant will be provisionally admitted and placed immediately on academic probation. The student must achieve a term GPA of 3.000, averaged across all coursework that is traditionally graded (A through F), in the first semester, or the student will be dismissed from the Graduate School. This policy applies to all provisionally admitted graduate students.

Scholastic Standards

To meet the requirements for graduation and to remain in good academic standing, a student must demonstrate acceptable performance in course work after being admitted to a graduate program. This requires a cumulative 3.000 grade point average in all regular course work. Regular course work is defined as courses other than independent or group studies, research courses, open seminars, thesis/dissertation credits, study abroad, U.S. travel, supervised college teaching, student teaching, practicum, internship, field placement, unique title courses offered through Continuing Education (CSU Online), and any courses graded pass/ fail.¹ Overall a 3.000 grade point average must be maintained in regular and non-regular courses graded traditionally (A through F). The grade point average in required courses included on the approved program of study (GS Form 6) must also equal at least 3.000.

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¹ CSU recognizes two types of seminars at the graduate level. "Open" seminars are not content specific and may not address similar material from term to term. They may be organized around the ongoing research of those enrolled, current research of appropriate faculty members, presentations by visiting scholars, reviews of the latest developments in the disciplines, or other targets of intellectual opportunity. "Topical" seminars are advanced study experiences which deal with established content areas of the disciplines which are subject specific.

In addition, good academic standing requires *satisfactory* progress in the overall graduate program. Students' individual graduate advisory committees may render judgments as to whether satisfactory progress is being made toward the degree, taking into account all aspects of academic performance and promise, not necessarily coursework alone. A positive judgment is required to remain in good academic standing.

Failure to maintain good academic standing due to a cumulative grade point average less than 3.000 results in being placed on academic probation. (New regularly admitted students will not be placed on probation until they have completed 12 regular credits or two semesters of graduate work, whichever comes first. However, students who were provisionally admitted after waiver of the minimum GPA requirement for admission are placed on probation their first semester, regardless of the number of credits taken their first semester.) The probationary period extends for one semester beyond the one in which this status is acquired. During this probationary period, the student must register for traditionally graded courses that affect the grade point average. With permission of the student's advisory committee, the student may register for continuous registration instead of traditionally graded courses. Continuous registration may be used to extend the probationary period for a maximum of two semesters, after which traditionally graded courses must be taken. Students on probation are subject to dismissal by the academic department or the Dean of the Graduate School at the end of the probationary semester unless good academic standing has been regained. This requires adequate improvement in cumulative grade point averages (3.000) and/or satisfactory progress as determined by the student's graduate advisory committee. Students not making satisfactory progress due to their grade point average are encouraged to contact their advisors and/or advisory committees in order to set up a meeting to create a progress plan. Integrated Degree Program (IDP) students in combined bachelor's/master's degree programs who have accumulated at least 120 credit hours of course work and who fail to maintain a 3.000 GPA in their graduate course work including any courses listed on their GS 6 Form will be placed on probation by the Graduate School and will have one semester in which to improve their cumulative grade point averages to no less than 3.000 in their graduate course work. Failure to bring the cumulative graduate GPA to at least 3.000 will result in dismissal from the Graduate School with no re-enrollment permitted prior to completion of the bachelor's degree. IDP students who are dismissed from the Graduate School, and who are still in good standing within their undergraduate programs, will be permitted to complete their undergraduate degrees. These students can petition the Registrar to reinstate courses to be applied toward their undergraduate degrees.

Rationale

1. Graduate students who are provisionally admitted into the Graduate School and whose minimum undergraduate GPA requirement was waived are automatically placed on probation their first semester. Students are informed of this in their acceptance letters. However, this information is missing in the Bulletin. Its inclusion will inform applicants ahead of time of the conditions of their acceptance.
2. GPAs are formatted out to three decimal places, so that formatting is consistent throughout the Bulletin sections, as well as consistent with the General Catalog.

Faculty Council unanimously approved the proposed revisions to the *Graduate and Professional Bulletin* – Scholastic Standards.

3. Proposed placement of the Bullying in the Workplace Policy into the Academic Faculty and Administrative Professional Manual as Appendix 7 - CoRSAF

Marie Legare, Chair, CoRSAF moved that Faculty Council approve the proposed placement of the Bullying in the Workplace Policy into the Academic Faculty and Administrative Professional Manual as Appendix 7.

The Committee on Responsibility and Standing of Academic Faculty submits the following motion:

MOVED, THAT THE FOLLOWING UNIVERSITY BULLYING IN THE WORKPLACE POLICY, INCLUDING THE BULLYING COMPLAINT GUIDELINES AND PROCEDURES, PUT INTO PLACE BY PRESIDENT ANTHONY FRANK ON SEPTEMBER 7, 2017, BE PLACED IN THE ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL AS APPENDIX 7.

APPENDIX 7: BULLYING IN THE WORKPLACE *(new section)*

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. The University prohibits behaviors that rise to the level of bullying, as described below. Workplace bullying is a form of psychological violence that disrupts the peaceable environment and can result in lower workplace morale and productivity, greater employee absenteeism and turnover, and higher stress and its related health issues.

APPLICATION OF THIS POLICY

This policy applies to all employees (“Covered Persons”), including, but not limited to, faculty, administrative professionals, state classified employees, student employees, volunteers, affiliates, and all other persons under the jurisdiction of the University to impose sanctions for behavior in the employment context, including agents, contractors and subcontractors. 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 Covered Persons to know and apply this policy.

DEFINITIONS USED IN THIS POLICY

Bullying in the context of the workplace is repeated mistreatment by words or actions that are intended to shame, embarrass, humiliate, degrade, demean, intimidate, and/or threaten an individual or group.

A person who is a 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.

The determination of whether bullying has occurred is highly dependent upon the facts and circumstances surrounding any given situation. Words or actions that may cause an individual discomfort or distress do not necessarily constitute bullying behavior. Differences of opinion and routine conflicts or problems in workplace relationships are not bullying, as these may be part of working life. Behavior that is unfriendly, dismissive or curt is not bullying unless carried to such an extreme that a reasonable person would feel fearful, intimidated, or physically or mentally harmed by it. Criticism, complaints, or negative feedback are not considered bullying when they are reasonable, legitimate, and proportional, and directly address issues of workplace performance and/or conduct. Employees are expected to meet the reasonable performance and behavior standards of their position, and requiring a person to meet those expectations is not bullying under this policy.

Bullying can take a variety of forms and may include behaviors that are physical, verbal, nonverbal, direct or indirect, and may take place face-to-face, via written communications, or by electronic means. Some examples of bullying include, but are not limited to:

- Shouting or yelling at, berating, ridiculing, or demeaning others;
- Name calling and attacks on one’s character, using a person as the butt of jokes, using nicknames after being warned by the target that the nickname is considered to be offensive, or spreading gossip and rumors about the person to others;
- Mocking, ridiculing, punishing, or putting someone down in front of others, constant unwarranted criticism, or making offensive remarks regarding a person’s known intellectual or physical attributes;
- Persistently interrupting a person or otherwise preventing a person’s legitimate attempts to speak;
- Undermining or sabotaging the work performance of others;

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- Spreading false or sensitive information about another;
- Deliberately excluding, isolating or marginalizing a person from normal workplace activities;
- Tampering with a person's personal effects or work equipment; damage to or destruction of a person's work product, work area, including electronic devices, or personal property;
- Punishments or negative consequences designed primarily to shame, exclude, and/or draw negative attention from others;
- Violent behavior, such as pushing, shoving, kicking, poking, or tripping; assault or threat of physical assault; making threatening gestures toward a person or invading personal space after being asked by the target to move or step away. Bullying that is physically violent may violate criminal law and is addressed in CSU's Workplace Violence policy.
- Making threats, either explicit or implicit, to the security of a person's job or position when not part of a legitimate process by the supervisor to set expectations or engage in progressive discipline as outlined by the University. This may include, but is not limited to, manipulating the workload of a person in a manner intended to cause that person to fail to perform legitimate functions.

POLICY STATEMENT

The University values the well-being of its employees and recognizes that bullying in the workplace can significantly impact a person's dignity and their physical and mental health, as well as the overall experience of working at CSU. Colorado State University considers workplace bullying unacceptable and will not tolerate it under any circumstances. Bullying, as defined in this policy, is prohibited.

CSU has a [policy that prohibits unlawful discrimination and harassment](#). While workplace bullying can be intertwined with unlawful discrimination and harassment, bullying behavior can occur apart from these other forms of misconduct. In either case, workplace bullying is prohibited by this policy. Conduct that might be unlawful discrimination or harassment should be reported to the Office of Equal Opportunity (970-491-5836 or oeo@colostate.edu).

1. 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 under References, 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.

2. Anyone impacted by bullying behavior may access support services from the Employee Assistance Program, by calling 1-800-497-9133.

3. 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

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participating in any university activity, as described in the University's separate Violence in the Workplace policy.

Any incident that involves a threat of violence or physical harm should be reported immediately and referred to the Office of Support and Safety Assessment for review and consultation, unless the threat is imminent, in which case the CSU Police (or local law enforcement having jurisdiction) should be called. In certain circumstances, the University may impose interim measures for the duration of the review, including but not limited to campus exclusion.

4. Members of the university community shall cooperate with the reasonable inquiry and review process.

5. Retaliation

The University will not tolerate, and this policy expressly prohibits, 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 also a violation of this policy. Policy violations may result in University disciplinary action in accordance with established policies and procedures, as appropriate.

POLICY PROCEDURES

1. Any person who is a target of workplace bullying (an "impacted party"), or who witnesses or learns of an incident of workplace bullying at CSU, is strongly encouraged to report it to their supervisor, or, if the supervisor is involved, then to the next level supervisor in the reporting line. Reports may also be made by calling or emailing the Human Resources (HR) Solutions Partner (970-491-6947 or myhr@colostate.edu), who may bring the matter to the attention of other university officials, as appropriate. Individuals wishing to report a concern are encouraged to do so as soon as possible following the incident(s).
2. If the person reporting, the impacted party, and/or the alleged bully (the "responding party") have different supervisors, then the HR Solutions Partner will contact the other supervisor(s) or a common higher level administrator and facilitate communications between those involved. At the discretion of the Chief Human Resources Officer (CHRO) or delegate, the matter may be elevated to other university officials, as appropriate.
3. Those involved are encouraged to consider informal methods of resolution (see the Bullying Complaint Guidelines and Procedures attached to this policy). Resources to assist with an informal resolution include the HR Solutions Partner and the Office of the Ombuds. However, if informal resolution is not feasible or any party wishes to follow the formal process, a written complaint should be made to the impacted party's immediate supervisor. (See the required Bullying Complaint Form attached to this policy). A formal complaint must be filed within 180 days of the incident of workplace bullying or, where the behavior is of an

ongoing nature, within 180 days from the most recent incident. Either the impacted party or the supervisor of either party may file a formal complaint.

4. The formal process requires that the supervisor(s) (or higher level university official) and the HR Solutions Partner make a jointly coordinated, reasonable inquiry into the facts, document what is discovered, and, if warranted, take appropriate action, which may include counseling those involved, initiating corrective action, or pursuing other employment action. If a supervisor of either party filed the complaint, that person cannot act as an investigator, and the matter will be referred to the next higher level supervisor.
5. The steps to be taken in the reasonable inquiry and resolution process are described in the Bullying Complaint Guidelines and Procedures. The procedures include an administrative review process that any of the parties involved may initiate if the resolution of the matter is unacceptable to them.
6. At the discretion of the CHRO, related complaints or incidents may be combined for purposes of inquiry, resolution, and/or review through the HR Solutions Partner.
7. At the conclusion of the formal process, if the bullying was substantiated, it should be documented, and action should be taken promptly to address the situation, including disciplinary action or other employment action, if warranted, subject to applicable university policies and procedures.
8. Substantiated bullying incidents should be taken into consideration in an employee's annual performance review, subject to established evaluation procedures (see, e.g., Academic Faculty and Administrative Professional Manual, section C.2.5 for faculty and D.5.5 for Administrative Professionals, and Human Resources Manual section 3 for State Classified). In particular, department heads need to be familiar with the restrictions in section C.2.5 of the Manual.
9. In addition, the reasonable inquiry process may identify improper or problematic conduct that does not constitute bullying as defined and prohibited by this policy. In that situation, the supervisor should address the improper conduct, and such conduct may form the basis for action by the supervisor in accordance with university policies and procedures.
10. Supervisors should inform participants in the bullying process that the Employee Assistance Program exists to provide help and resources to employees who are dealing with the impacts of workplace bullying and conflict.

COMPLIANCE WITH THIS POLICY

Compliance with this policy is mandatory. For assistance with interpreting or applying its provisions, contact the designated Human Resources Solutions Partner.

Any person covered by this policy who engages in workplace bullying is subject to disciplinary sanctions up to and including termination or dismissal from the University, in accordance with

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applicable policies and procedures, including: for tenured faculty, section E.15 of the Academic Faculty and Administrative Professional Manual; for state classified personnel, the Human Resources Manual section 3; and for administrative professionals, section D.5.5 of the Faculty and Administrative Professional Manual.

Student employees who are in violation of this policy are also subject to the procedures detailed in the CSU Student Conduct Code.

This policy is not intended to conflict with 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 and departmental conduct policies.

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](#)
- [Academic Faculty and Administrative Professional Manual sections D.9.c, E.15](#)
- [Freedom of Expression and Inquiry](#)
- [CSU Policy on Workplace Violence](#)
- [Academic Faculty and Administrative Professional Manual](#)

BULLYING COMPLAINT GUIDELINES AND PROCEDURES

Responsibility to Report

Any person who is a target of workplace bullying, or who witnesses or learns of an incident of workplace bullying at CSU, is strongly encouraged to report it to his or her supervisor (or, if the supervisor is involved, then to the next level supervisor in the reporting line). Reports may also be made by calling or emailing the Human Resources (HR) Solutions Partner (970-491-6947 or myhr@colostate.edu), who may bring the matter to the attention of other University officials, as appropriate.

In the case of physical assault or harm, or imminent danger of harm, the supervisor should immediately contact CSU Police (or the local police in a non-campus location) by dialing 911. The non-emergency number for CSU Police is 970-491-6425. The matter should also be referred to the Office of Support and Safety Assessment (970-491-1350) for review and consultation within five working days (a "working day" is any day that the University is open for business).

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Anyone impacted by bullying behavior may access support services from the Employee Assistance Program, by calling 1-800-497-9133. EAP is a resource available to all employees that can provide support and resources for employees impacted by concerns about workplace bullying—including resources for the person who feels they have been a target as well as for the responding party in a bullying complaint.

The Ombuds Office is a confidential resource for all employees to explore options and obtain information about the policy and processes related to workplace bullying. As a neutral resource, the office is available both to the person who feels they have been a target of bullying as well as the responding party to bullying complaints. As an informal resource, the Ombuds office is not an office where complaints are placed “on the record.” Therefore, if someone wants to initiate a formal process, the Ombuds office can discuss the process but does not initiate an inquiry or document the concerns for the institution.

Note: More than one impacted party, more than one responding party, and/or more than one supervisor may be involved in the bullying complaint process. Singular references herein may be taken as plural as the context requires. As used herein, “impacted party” means the person(s) targeted or affected by the responding partying behavior, and “responding party” means the person(s) alleged to have engaged in bullying behavior.

Informal Resolution by the Targeted Employee

An employee who believes he or she has been bullied may wish to take informal action, in which case, some suggestions are as follows:

1. **Keep Records:** Keep notes detailing the nature of the behavior (e.g., dates, times, places, what was said or done and who was present) and copies of paper trails that may indicate bullying. Hold onto copies of documents that provide evidence of events (e.g., time sheets, letters or emails). This documentation will be useful when seeking advice from another party, discussing the matter with the responding party, or if the matter is formally investigated.
2. **Seek Immediate Support and Advice:** Explain the behavior you experienced to someone you trust. Good sources of support and advice are HR Solutions Partners, the Employee Assistance Program (EAP), and the Ombuds. It is vital to discuss the situation with somebody who is empathic and trained in these issues. These individuals can provide information regarding one’s rights and responsibilities and suggest options on how best to deal with the situation. Bringing the situation to the attention of another party is often an effective way of dealing with the problem and ensuring that the bullying stops. Oftentimes bullying goes on in private and, by informing someone, it may become apparent that others are feeling the same way. This will help employees get the support and advice they need.
3. **Consider Addressing the Behaviors of the Responding Party Directly:** Employees may want to consider approaching the responding party directly and raising the matter, either face-to-face or in writing, but should only do so if they feel it is a safe option. Avoid being contentious or escalating the situation. Tell the responding party politely and calmly exactly which behaviors are offensive and why, and expressly state that the behavior is unwelcome and unacceptable. The person should be asked to stop immediately, and told that if the behavior doesn’t stop further action will be taken. Remaining silent allows the responding party to continue their behavior,

which may result in the bullying getting worse. Sometimes the responding party will stop immediately once becoming aware that his or her behavior is offensive and harmful.

Addressing the responding partying behaviors directly can be difficult. The person involved may deny and perhaps misconstrue the accusations. To address these issues, a colleague or an HR Solutions Partner may act as support or as a witness. Keep a record of the discussion and a copy of any correspondence that is sent to the responding party. It is best to seek guidance from support personnel prior to meeting with the responding party.

4. **Mediation:** Consider mediation as an option. If all parties agree to mediation, they will be given the opportunity to state their case and how they would like to see the situation resolved. The mediator will assist the parties in attempting to reach a mutually acceptable solution. However, it is important to remember that bullying may result from an imbalance in power, in which case, the target and the responding party may not be on an equal footing. Seek guidance from the Ombuds Office or HR Solutions Partner to explore the option of mediation.

Informal Resolution by the Responding Party

If you have been accused of bullying, there are steps you should take immediately to resolve the situation and to prevent it from escalating.

1. **Keep Records:** If you are told that your actions have offended someone and that they feel bullied by you as a result, you should document this discussion including what you were told and how you responded. This will be important if you need to discuss the matter with your supervisor or Human Resources or if the matter is formally reviewed.
2. **Seek Advice:** You are advised to seek counsel immediately from your supervisor, Human Resources, or the Ombuds, especially if you do not understand the complaint against you or if you believe that the allegations are unjust or malicious.
3. **Stop the Offending Behavior:** If you have been told that your behavior makes someone feel uncomfortable, then you should stop it immediately. Even though your behavior may seem innocent to you, it is important to consider its effects on others. Remember it is the other person's reaction to your behavior that is important, not the reaction you think they should have.
4. **Reflect on Your Work Behavior:** Review the way you behave at work and consider whether any of your behaviors may be perceived as bullying. For instance, ask yourself the following question: If other people were to witness my behavior would they find it offensive, humiliating, intimidating, or threatening? If you have concerns about the appropriateness of your behavior consider asking your supervisor for training on communication, conflict management, etc. or seek advice from the Employee Assistance Program.

Informal Resolution by a Bystander

Individuals who witness someone being bullied can utilize informal methods to support the person being bullied and to attempt to stop the behavior.

1. **Talk to the Alleged Target:** It is advised that you speak with the person who you think has been bullied to ensure that you have understood the exchange between him or her and the responding

party. If you still feel that bullying has occurred, you should discuss with the individual how he or she feels about the incident and whether he or she needs any support. You should advise the individual of the available resources that can help with situations of bullying such as HR Solutions Partners, the Ombuds, or the Employee Assistance Program.

2. **Keep Records:** If you think you have witnessed bullying you should keep a record of when and where the behavior occurred. This will be important when discussing the matter with the responding party, sharing your concerns with a third party, or if the matter is formally investigated.
3. **Address the Responding Party:** If comfortable with addressing the responding party, inform the responding party in a constructive manner that his or her actions are inappropriate, the effect they have on the target and workplace, and that they should not be repeated.
4. **Tell Someone:** Report any concerns to the appropriate supervisor or HR Solutions Partner, regardless of whether the responding party is confronted. They will determine whether the incident can be resolved informally or requires further action. If the situation has been discussed with the responding party and he or she has agreed to amend his or her behavior, then no further action may be required.

Informal Resolution by the Supervisor

When a report of bullying is received, or when a supervisor observes the bullying behavior directly, the supervisor may attempt to resolve the matter informally by interacting with both the impacted party and the responding party.

Supervisors may begin by initiating informal discussions with the parties involved (and the supervisor of each of the parties, if different from the one receiving the complaint). If this does not resolve the situation, or if the supervisor receives a formal written bullying complaint, they should first notify their HR Solutions Partner, and then follow the formal resolution process. Any supervisor with a conflict of interest should recuse herself or himself from the process and refer it to the next higher level supervisor.

Other approaches that a supervisor may take to informally resolve the matter may include:

1. **Offer Support:** The person who believes he or she is being bullied needs to be able to discuss the situation with somebody who is empathetic and trained in these issues. If bullying is occurring, the employee will gain strength to address the offensive course of action; if bullying is not occurring, those involved can be advised accordingly.
2. **Seek Advice:** Obtain the advice and support of individuals or groups with expertise in handling bullying such as your supervisor, the HR Solutions Partner, the Ombuds, or the Employee Assistance Program when deciding the most appropriate course of action to follow.
3. **Refer the Employee to Available Resources:** Suggest that the impacted party access support and guidance from sources such as Human Resources, the Ombuds, or the Employee Assistance Program as appropriate.

4. **Address the Responding Party:** Accompany and support the impacted party when he or she approaches the responding party to ask the behavior to stop, but without taking sides before you know the facts. If the impacted party is not comfortable approaching the responding party directly, you may approach the person on the employee's behalf. Make the responding party aware of the behavior in question, as well as its harmful effects, its inappropriateness, and that it is contrary to policy. Remind the responding party that bullying is a disciplinary offense and repeated incidents may render him or her liable to a formal procedure which may result in disciplinary action. It may be necessary to discuss any training needs with the responding party that may help change the unacceptable behavior.

Formal Resolution Process

1. If an informal resolution was not reached and the impacted party wishes to pursue the matter, he or she must submit a written complaint to his or her immediate supervisor (or, if the supervisor is involved, then to the next level supervisor) using the Bullying Complaint Form. The complaint must be limited to events having occurred within the last five years, with the most recent incident having occurred within the last 180 days. The supervisor should be prompt to acknowledge receipt of the complaint, in writing. Only the targeted, impacted party or the supervisor of either party, may file a formal complaint.
2. Within 10 working days of receiving the complaint, the supervisor must contact the designated HR Solutions Partner (970-491-6947 or myhr@colostate.edu). If the impacted party, and/or the responding party have different supervisors, then the HR Solutions Partner will contact the other supervisor(s) and facilitate communications between those involved. In the discretion of the Chief Human Resources Officer (CHRO) or delegate, the matter may be elevated to other University officials, as appropriate. The CHRO or delegate also has the authority to extend all timelines as deemed necessary.
3. Before initiating a reasonable inquiry into a complaint of bullying, the supervisor should contact the HR Solutions Partner for help in creating a plan of action. The supervisor should consider if she or he has any biases or other conflicts of interest that would preclude her or him from conducting a full and fair reasonable inquiry. If so, the next higher level supervisor should take over responsibility. The HR Solutions Partner will assist in this determination.
4. Supervisors and the HR Solutions Partner should jointly begin the inquiry promptly upon learning of the complaint, conduct the inquiry expeditiously, prepare a confidential, written report and provide it to the parties and HR within 30 working days after receiving the written complaint. If a longer time is needed, the HR Solutions Partner can extend the time.
5. The supervisor and/or HR Solutions Partner must meet with the complainant to discuss the complaint of bullying. When meeting with the complainant, the interviewer(s) should listen carefully and not be judgmental. The interviewer(s) should refrain from evaluating the complaint or offering premature feedback to the complainant.
6. Acknowledging the complainant's perceptions and feelings by briefly paraphrasing what the complainant has shared to ensure accurate understanding is important. The interviewer(s) should make notes of the key facts that are stated and instruct the complainant to put their requested relief in writing, utilizing the Bullying Complaint Form.

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7. The supervisor should thank the complainant for bringing concerns forward and ensure there will be timely follow-up regarding their concerns.
8. A supervisor and/or the HR Solutions Partner conducting a reasonable inquiry should meet privately with the responding party to get his or her side of the story. They should clearly communicate the need for undesirable behavior to change. Clear expectations should be set with the complainant, responding party and any witnesses. Supervisors and/or the HR Solutions Partner should emphasize with all parties that retaliation is not acceptable, and explain that disciplinary action will follow if retaliation occurs.
9. The confidential report will include, at a minimum, the following information:
 - a. Identities of the supervisor, HR Solutions Partner and any others involved in conducting the reasonable inquiry;
 - b. Nature and substance of the allegations;
 - c. Reasonable inquiry process, including the number of witnesses interviewed, but excluding the identity of the witnesses;
 - d. Summary of the facts;
 - e. Final determination of whether the Bullying Policy was violated;
 - f. Decision as to action to be taken.
10. If the determination is that the facts do not sustain a charge of bullying, this should be documented and communicated to the parties, and no further action is required. If requested by the responding party, this determination should also be communicated to all persons interviewed during the inquiry.
11. If the action to be taken involves formal discipline, the applicable CSU policies and procedures for the employees involved will be followed. Actions not involving formal discipline may include:
 - a. Separation of the parties involved within the workplace, without a change in duties;
 - b. Counseling one or both parties;
 - c. Requiring attendance at an appropriate training about workplace behavior;
 - d. A letter of expectations that is shared only with the responding party and does not become part of the employee's personnel file.
12. Repeated violations of the bullying policy by the same individual should result in progressively stricter actions being taken.
13. The file containing all documents related to the report, review, and reasonable inquiry must be kept for 5 years by Human Resources, after which time, it may be destroyed.

Administrative Review

The final decision of the supervisor may be subject to administrative review at the request of either the complainant or the responding party. The request must be made in writing and submitted to the HR

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Solutions Partner within 10 working days after the written decision is received. The request must specify the reasons why the party finds the resolution unacceptable.

The administrative review will be performed by the next higher level supervisor of the person who rendered the decision (or the department/unit head if that person is higher in the reporting line). The reviewer will assess the written request for a review, the written report and decision, and the written documentation in the case. The reviewer may also consult with the supervisors involved and the HR Solutions Partner. No new evidence will be taken. The decision will be announced, in writing, within 30 working days after the receipt of the written request for a review by the reviewing administrator. The decision of the administrative review is final, and is not grievable.

Questions:

Gallagher: We had an earlier version of the policy that was problematic in a number of significant ways. President Frank appointed an ad hoc committee, then the policy went to CoRSAF, and what you are being asked to do today is approve this for placement into the *Manual* as Appendix 7. If you vote to put this into the *Manual*, then if this policy is to be changed, it needs to go through Faculty Council. If you were accused of bullying, there would be a due process element that becomes part of the *Manual*. The *Manual* is a binding contract.

Legare: We went back and forth numerous times to make sure the wording was correct. This is a way of preventing a broadside in the future as well.

Antonio Pedros-Gascon (CLA At-Large): I have amendments to propose to the wording of the bullying policy.

Gallagher: I would have to rule that out of order.

Antonio Pedros-Gascon (CLA At-Large): So we don't have any say on this?

Gallagher: No, we do not.

Marie Legare (Chair, CoRSAF): It's not our perusal to make changes to this policy.

Gallagher: This was put into place by President Frank on September 7, 2017. We are being asked to place this in the *Manual* as Appendix 7.

Dan Bush (Vice Provost for Faculty Affairs): This body has spoken to it. The Faculty Council Standing Committees have made suggestions for this policy. You have had input.

Noreen Reist (CVMBS At-Large): If this gets into the *Manual*, then do our committees have the opportunity to make changes?

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Gallagher: Yes.

Antonio Pedros-Gascon (CLA At-Large): Am I the only one having a problem with something coming from upstairs and then putting it in the *Manual*, and not being asked to participate in the process? I think this is very peculiar.

Doug Cloud (English): If we reject the motion, we are still subject to the policy but we have no ability to approve or deny changes to it, correct? Putting this into the *Manual* increases our influence on it, correct?

Gallagher: Yes, that's correct.

Doug Cloud (English): Then I am in favor of this motion.

Gallagher called for the vote.

The motion was approved.

4. New Degree: BS, Major in Geography be established *effective Fall 2018* in the Department of Anthropology, College of Liberal Arts – UCC

Carole Makela, Chair, UCC moved that Faculty Council approve the New Degree: BS, Major in Geography, established effective Fall 2018 in the Department of Anthropology, College of Liberal Arts.

A new Bachelor of Science (BS) in Geography be established effective Fall 2018 in the Department of Anthropology, College of Liberal Arts.

According to the request submitted: Description:

A Geography major with a traditional geographic focus on research at the intersection of humans and the environment building on a core strength of CSU contributing to the land grant mission. The Geography major provides students with a broad academic background suitable for a variety of jobs in the public and private sectors. Geography majors are trained to think independently and critically, communicate effectively, and function in a multicultural world. Careers for graduates are available in international development, education, natural resource management, and business. Graduates who go on for advanced studies can pursue careers in geography in academia.

Rationale:

Geography faculty and courses offered are now at the critical mass required to support a Major in Geography. Supporting faculty research and coursework are sufficiently broad so students' training in the many sub-areas in the discipline is possible. The major will have a focus on human-environment interactions in mountain systems and Colorado geography. Faculty relationships with local environmental groups, government organizations, and federal land management agencies will facilitate student participation in geography internships and

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capstone projects.

The request was reviewed and approved by the University Curriculum Committee on 11/17/2017.

Faculty Council approved the New Degree: BS, Major in Geography be established *effective Fall 2018* in the Department of Anthropology, College of Liberal Arts.

DISCUSSION

1. None

Gallagher: Executive Committee waited until the last minute at our November 28 meeting and decided to not have a discussion item. Executive Committee decided it was more productive to hear the concerns of issues with Non-Tenure Track Faculty, CoSRGE and CoRSAF.

Gallagher adjourned the meeting at 5:03 p.m.

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

ATTENDANCE
BOLD INDICATES PRESENT AT MEETING
UNDERLINE INDICATES ABSENT AT MEETING

ELECTED MEMBERS	REPRESENTING	TERM
Agricultural Sciences		
Stephan Kroll	Agricultural and Resource Economics	2019
Stephen Coleman	Animal Sciences	2018
<u>Scott Nissen</u>	Bioagricultural Sciences & Pest Management	2018
Adam Heuberger	Horticulture & Landscape Architecture	2019
<u>Thomas Borch</u>	Soil and Crop Sciences	2020
<u>Jane Choi</u>	College-at-Large	2019
Merlyn Paulson	College-at-Large	2020
Bradley Goetz	College-at-Large	2019
Health and Human Sciences		
Anna Perry	Design and Merchandising	2019
Brian Tracy	Health and Exercise Science	2018
David Sampson	Food Science and Human Nutrition	2019
Karen Barrett	Human Development and Family Studies	2018
Bolivar Senior	Construction Management	2020
Matt Malcolm	Occupational Therapy	2020
Tom Chermak	School of Education	2018
Eunhee Choi	School of Social Work	2019
Business		
Bill Rankin	Accounting	2019
Stephen Hayne	Computer Information Systems	2018
<u>Tianyang Wang</u>	Finance and Real Estate	2019
Troy Mumford	Management	2018
Tuba Ustuner	Marketing	2018
Lisa Kutcher	College-at-Large	2019
John Hoxmeier	College-at-Large	2019
Engineering		
Russ Schumacher	Atmospheric Science	2018
Travis Bailey	Chemical and Biological Engineering	2019
Rebecca Atadero	Civil and Environmental Engineering	2018
Siddharth (Sid) Suryanarayanan	Electrical and Computer Engineering	2019
Shantanu Jathar	Mechanical Engineering	2020
J. Rockey Luo	College-at-Large	2019
Steven Reising	College-at-Large	2019
<u>Ted Watson</u>	College-at-Large	2018

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Liberal Arts

Michael Pante	Anthropology	2020
Marius Lehene	Art (will serve term thru Fall '19)	2019
Julia Khrebtan-Horhager	Communication Studies	2019
<u>Robert Keller</u> (excused)	Economics	2020
Doug Cloud	English	2020
Albert Bimper	Ethnic Studies	2019
Peter Erickson (substituting for Jonathan Carylyon – Fall Sabbatical)	Languages, Literatures and Cultures	2018
Robert Gudmestad	History	2020
<u>Gayathri (Gaya) Sivakumar</u>	Journalism and Technical Communication	2020
<u>Wesley Ferreira</u>	Music, Theater, and Dance	2019
<u>Moti Gorin</u> (excused)	Philosophy	2019
<u>Kyle Saunders</u>	Political Science	2018
Tara Opsai	Sociology	2019
Antonio Pedros-Gascon	College-at-Large	2019
Steve Shulman	College-at-Large	2020
David Riep	College-at-Large	2018
Allison Prash	College-at-Large	2020
<u>Lisa Langstraat</u>	College-at-Large	2020

Natural Resources

Monique Rocca	Ecosystem Science and Sustainability	2020
Julie Savidge (Fall 2016 and 2017; Barry Noon (Spring 2017 and 2018))	Fish, Wildlife, & Conservation Biology	2018
Chad Hoffman	Forest and Rangeland Stewardship	2020
<u>William Sanford</u>	Geosciences	2020
Tara Teel	HDNR in Warner College	2020

Natural Sciences

Jennifer Nyborg	Biochemistry and Molecular Biology	2019
<u>Melinda Smith</u>	Biology	2018
<u>George Barisas</u>	Chemistry	2020
Ross McConnell	Computer Science	2019
<u>Yongcheng Zhou</u>	Mathematics	2020
TBD	Physics	2017
Silvia Canetto	Psychology	2019
<u>Mary Meyer</u>	Statistics	2019
<u>Chuck Anderson</u>	College-at-Large	2020
<u>Anton Betten</u>	College-at-Large	2019
<u>Janice Moore</u>	College-at-Large	2018
<u>Brad Conner</u>	College-at-Large	2018
Alan Van Orden	College-at-Large	2020

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Veterinary Medicine & Biomedical Sciences

<u>C.W. Miller</u>	Biomedical Sciences	2019
Dean Hendrickson	Clinical Sciences	2019
<u>Elizabeth Ryan</u>	Environmental & Radiological Health Sciences	2020
Michala de Linda (substituting for Alan Schenkel)	Microbiology, Immunology and Pathology	2018
Noreen Reist	College-at-Large	2020
Jennifer Peel	College-at-Large	2020
<u>William Black</u>	College-at-Large	2020
Marie Legare	College-at-Large	2019
Jonathan Stockman (substituting for Anne Avery)	College-at-Large	2019
<u>Tod Clapp</u>	College-at-Large	2019
Dawn Duval	College-at-Large	2019
<u>Patrick McCue</u>	College-at-Large	2018
<u>Stuart Tobet</u>	College-at-Large	2018
<u>DN Rao Veeramachaneni</u>	College-at-Large	2018

University Libraries

Nancy Hunter	Libraries	2019
Michelle Wilde	At-Large	2019

***Ex Officio* Voting Members**

Timothy Gallagher, Chair	Faculty Council/Executive Committee	2018
Sue Doe	Vice Chair, Faculty Council	2018
Margarita Lenk	BOG Faculty Representative	2018
Don Estep, Chair	Committee on Faculty Governance	2019
Todd Donovan, Chair	Committee on Intercollegiate Athletics	2017
Nancy Hunter, Chair	Committee on Libraries	2019
Jenny Morse, Chair	Committee on Non-Tenure Track Faculty	2020
Marie Legare, Chair	Committee on Responsibilities & Standing of Academic Faculty	2018
Donald Samelson, Chair	Committee on Scholarship Research and Graduate Education	2019
Karen Barrett, Chair	Committee on Scholastic Standards	2019
Katharine Leigh, Chair	Committee on Strategic and Financial Planning	2019
Matt Hickey, Chair	Committee on Teaching and Learning	2019
Mo Salman, Chair	Committee on University Programs	2018
Carole Makela, Chair	University Curriculum Committee	2018

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Ex-Officio Non-Voting Members

Anthony Frank	President
Rick Miranda	Provost/Executive Vice President
Brett Anderson	Special Advisor to the President
Kim Tobin	Vice President for Advancement
Mary Ontiveros	Vice President for Diversity
Louis Swanson	Vice Provost for Engagement/Director of Extension
Leslie Taylor	Interim 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
Kelly Long	Vice Provost for Undergraduate Affairs
Lynn Johnson	Vice President for University Operations
Ajay Menon	Dean, College of Agricultural Sciences
Jeff McCubbin	Dean, College of Health and Human Sciences
Beth Walker	Dean, College of Business
David McLean	Dean, College of Engineering
Jodie Hanzlik	Dean, Graduate School
Ben Withers	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
Shannon Wagner	Chair, Administrative Professional Council

Annual Report of the University Grievance Officer for 2017

One duty of the UGO is to oversee the disciplinary process for tenured faculty, as described in Section E.15 of the Manual. During calendar year 2107, this process was initiated once in an attempt to terminate a tenured faculty member. The faculty member has agreed to resign and is currently working out the details with the Office of General Counsel.

Another duty of the UGO is to manage the grievance process, as described in Section K of the Manual. During calendar year 2017, the UGO dealt with 16 cases from 16 faculty members and 8 cases from 7 administrative professionals. The distribution of the 16 faculty members by college is as follows:

Agricultural Sciences	1
Business	4
Engineering	1
Health & Human Sci.	2
Liberal Arts	5
Natural Sciences	3

The distribution of the 7 administrative professionals is as follows:

Business	1
Engineering	1
International Programs	1
Natural Resources	1
Natural Sciences	1
TILT	1
Vice Pres. for Research	1

Before summarizing these cases, it is important to note that, if a case is ruled not to be grievable, then it cannot be pursued through the grievance process. However, the UGO can choose to hold off on making this determination in order to have discussions with the persons involved and even to allow the case to proceed to formal mediation. On the other hand, a case cannot proceed to a formal hearing unless it is ruled to be grievable.

For the 8 cases involving administrative professionals, two cases involved termination, one case involved a fear of termination, and one case involved a letter of expectations. Since administrative professionals are at-will employees, the first two cases were not grievable. For the third case, the employee decided not to pursue a grievance. The fourth case was resolved through discussions between the UGO and the persons involved.

Two of these cases involved claims of a hostile work environment. In each of these two cases, an OEO complaint was filed, and the Section K process is on hold until the OEO investigation is completed.

One of these cases involved the denial of a raise that was recommended by the supervisor. For this case, the conflict was resolved through discussions between the UGO and the persons involved.

For the remaining case, the employee contacted the UGO via email, but then decided that it was best not to pursue the issue through Section K, and the issue was never discussed with the UGO

None of these 8 cases led to formal mediation or a formal hearing, although this may yet happen for the two cases that are still being investigated by OEO.

For the 16 faculty members, 11 were tenured faculty, 1 was a tenure-track faculty member, and 4 were special faculty.

For the 4 special faculty, one case involved the termination of a teaching contract, one case involved an annual evaluation, one case involved a letter of expectations, and one case involved allegations that the person's teaching was being micromanaged by the department chair. In the first case, an OEO complaint was filed claiming discrimination, and the Section K process is on hold until the OEO investigation is completed. In the second case, the conflict was resolved through discussions between the UGO and the persons involved. In each of the last two cases, the issue was ruled not to be grievable.

For the tenure-track faculty member, the case involved the denial of tenure. In this case, the faculty member accepted a faculty position at another institution and decided not to pursue a grievance.

For the 11 tenured faculty, four cases involved annual reviews, and one case involved a Phase I (five-year) review. For the first four cases, one was resolved through discussions between the UGO and the persons involved, one was ruled not to be grievable, and, in the other two cases, the faculty member decided not to pursue a grievance. The fifth case was ruled not to be grievable.

One of the cases involved a claim of retaliation by the supervisor, two of the cases involved claims of unfair treatment by the supervisor, and one of the cases involved a claim that a conflict between the faculty member and a staff member was not being dealt with by the supervisor. In each of these four cases, the faculty member decided not to pursue a grievance.

One of the cases involved the denial of travel funds, and one of the cases involved anonymous complaints against the faculty member. In the first case, the conflict was resolved, and the faculty member received the travel funds. In the other case, no action was taken against the faculty member, and the identity of the person making the complaints is not known by anyone, so there was nothing to grieve.

None of these 16 cases led to formal mediation or a formal hearing, but this may yet happen for the one case that is still being investigated by OEO.

Submitted by: Richard Eykholt,
University Grievance Officer

UNIVERSITY CURRICULUM COMMITTEE MINUTES

A regular meeting of the University Curriculum Committee was held on **December 1, 2017** at 2:00 p.m.

The meeting adjourned at 4:00 p.m.

Minutes

The minutes of November 17, 2017 were electronically approved on November 20, 2017.

Consent Agenda

The Consent Agenda was approved.

Please note: Approved curriculum changes are summarized below. Additional details may be viewed in the Curriculum Management (CIM) system by clicking on the hyperlinked course number or program title below. Once a course proposal is approved to the "Curriculum Liaison Specialist - hold for FC approval" queue in the CIM workflow, the course should be available to be added to the Class Schedule in ARIES/Banner (contingent on the effective term approved by UCC and Scheduling deadlines).

Exception Request for Third Experimental Course Offering			
Course #	Course Title	Notes	Effective Term
ESS 581A1/ ENGR 581A1	Life Cycle Assessment for Sustainability	No permanent course proposal found; department in the process of finalizing paperwork.	Spring 2018
NSCI 181A1	College of Natural Sciences Career Seminar	Permanent course proposal in workflow: NSCI 193	Spring 2018

Exception Request for Third Experimental Course Offering			
Course #	Course Title	Notes	Effective Term
NRRT 460/ RRM 460	Event and Conference Planning	Ending of dual-listing due to evolution of course material into two separate courses. Both courses will remain as separate courses. Processed as a "Miscellaneous Memo" so the RO can work with the CIM vendor to ensure the integrity of the course data is preserved. <i>Both departments will submit course proposals through CIM to update the course information. In addition, program changes will be submitted for the Major in Natural Resource Tourism, Natural Resource Tourism Concentration; Interdisciplinary Minor in Food Industry Management; and Interdisciplinary Minor in Sports Management.</i>	Summer 2018

New Undergraduate Certificate		
Program Title	Notes	Effective Term
Certificate in Spanish for Animal Health and Care		Fall 2018

New Courses			
Course #	Course Title	Notes	Effective Term
AM 373	Apparel Design and Retail Entrepreneurship	Previously offered as experimental course DM 380A1 .	Fall 2018
CIS 505	Database Concepts	Permanent partial semester.	Summer 2019
FTEC 351	Fermentation Microbiology Laboratory		Fall 2018

Major Changes to Courses			
Course #	Course Title	Notes	Effective Term
ANEQ 305	Functional Large Animal Physiology Anatomy/Physiology	Edits to course title, description and content. The "Anatomy" content is covered under ANEQ 105 .	Fall 2018
NR 320	Natural Resources History and Policy	Existing AUCC 3D (approved 11/5/1999); addition of online offering; edit to offering terms.	Summer 2018
NRRT 330	Social Aspects of Natural Resource Management	Addition of online offering; edits to course description; adding Sophomore standing restriction.	Spring 2019
NRRT 431	Integrated Planning for Conservation Protected Areas, Working Lands, Livelihoods	Existing AUCC 4B and 4C for the Major in Human Dimensions of Natural Resources Edits to course title and description. Adding Junior or Senior only restriction.	Spring 2019
NRRT 470	Tourism Impacts	Addition of online offering; edits to course description. Adding Junior standing restriction.	Spring 2019
SOWK 340	Generalist Practice–Individuals and Families	Changing credit distribution from 3(0-0-3) to 3(2-0-1). Adding 'No Freshman' and 'Undergraduate Only' restrictions. Changes reflect adherence to new Council on Social Work Education accreditation standards for social work programs.	Fall 2018
SOWK 492	Seminar	Existing AUCC 4C for the Major in Social Work Edits to course description and addition of prerequisite and registration restriction. Changes reflect adherence to new Council on Social Work Education accreditation standards for social work programs.	Fall 2018
SOWK 511	Small Systems Practice Skills Generalist Practice–Small Client Systems	Edits to course title, description and prerequisites; addition of Mixed Face-to-Face format; change credit distribution from 3-credits Seminar to 1-credit Lecture and 2-credits Recitation. Changes reflect adherence to new Council on Social Work Education accreditation standards for social work programs.	Summer 2018
SOWK 688	Field Placement	Edits to prerequisites, course description, and grade mode. Adding 'Admission to the MSW program' restriction. Changes reflect adherence to new Council on Social Work Education accreditation standards for social work program.	Fall 2018
VM 745	Clinical Sciences I	Edits to course description; adding permanent partial semester.	Summer 2018

Guaranteed Transfer (GT) Pathways Course Resubmissions: (GT-SC1 and GT-SC2)			
Course #	Course Title	GTP Category/Notes	Effective Term
BZ 104	Basic Concepts of Plant Life	Natural & Physical Sciences – Lecture Course without Required Laboratory (GT-SC2) Existing AUCC Cat. 3A	Fall 2018
BZ 105	Basic Concepts of Plant Life Laboratory	Natural & Physical Sciences – Course with Required Laboratory (GT-SC1) Existing AUCC Cat. 3A Edits to course description.	Fall 2018
BZ 110	Principles of Animal Biology	Natural & Physical Sciences – Lecture Course without Required Laboratory (GT-SC2) Existing AUCC Cat. 3A	Fall 2018
BZ 111	Animal Biology Laboratory	Natural & Physical Sciences – Course with Required Laboratory (GT-SC1) Existing AUCC Cat. 3A	Fall 2018
BZ 120	Principles of Plant Biology	Natural & Physical Sciences – Course with Required Laboratory (GT-SC1) Existing AUCC Cat. 3A	Fall 2018
FW 104	Wildlife Ecology and Conservation	Natural & Physical Sciences – Lecture Course without Required Laboratory (GT-SC2) Existing AUCC Cat. 3A	Fall 2018
GEOL 110	Introduction to Geology–Parks and Monuments	Natural & Physical Sciences – Lecture Course without Required Laboratory (GT-SC2) Existing AUCC Cat. 3A	Fall 2018
GEOL 120	Exploring Earth – Physical Geography Physical Geography	Natural & Physical Sciences – Lecture Course without Required Laboratory (GT-SC2) Existing AUCC Cat. 3A Edits to course title and content; addition of ‘credit not allowed’ statement to Registration Information.	Fall 2018
GEOL 121	Introductory Geology Laboratory	Natural & Physical Sciences – Course with Required Laboratory (GT-SC1) Existing AUCC Cat. 3A Edits to course content and prerequisites.	Fall 2018

GEOL 122	The Blue Planet – Geology of Our Environment :- Geology of Our Environment	Natural & Physical Sciences – Lecture Course without Required Laboratory (GT-SC2) Existing AUCC Cat. 3A Administrative edits to course title; edits to offering term and ‘credit not allowed’ statement.	Fall 2018
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Guaranteed Transfer (GT) Pathways Course Resubmissions: (*GT-SS3 and GT-AH3*)

Course #	Course Title	GTP Category/Notes	Effective Term
PSY 100	General Psychology	Social & Behavioral Sciences – Human Behavior, Culture, or Social Frameworks (GT-SS3) Existing AUCC Cat. 3C (approved 12/6/99) Edits to course learning objectives.	Fall 2018
SPCM 201	Rhetoric in Western Thought	Arts & Humanities – Ways of Thinking (GT-AH3) Existing AUCC Cat. 3B (approved 12/7/99) Edits to course content.	Fall 2018

CONSENT AGENDA

Experimental Courses – 1st Offering

Course #	Course Title	Notes	Effective Term
MIP 580A5	Introduction to Biology of Disease Vectors	MIP 563 (Biology of Disease Vectors) is an existing course offered in Spring of odd years. Credit not allowed for both courses. No other permanent course proposal found.	Spring 2018
MIP 580A6	Biology of Arbovirus Vectors/Genetics	MIP 563 (Biology of Disease Vectors) is an existing course offered in Spring of odd years. Credit not allowed for both courses. No other permanent course proposal found.	Spring 2018
MIP 580A7	Biology of Parasite/Bacteria Vectors	MIP 563 (Biology of Disease Vectors) is an existing course offered in Spring of odd years. Credit not allowed for both courses. No other permanent course proposal found.	Spring 2018
MU 280A2	Soundscapes–Music as Human Practice	Permanent course proposal for MU 232/ ANTH 232 (effective term: Summer 2018) approved by UCC on 11/17/17.	Spring 2018
VM 781A3	Integrative Veterinary Pain Management	No permanent course proposal found.	Spring 2018

Minor Changes to Courses			
Course #	Course Title	Notes	Effective Term
BMS 450	Pharmacology	Edit to prerequisites.	Fall 2018
ECE 311	Linear System Analysis I	Edits to prerequisites.	Fall 2018
ECE 331	Electronics Principles I	Edits to prerequisites.	Fall 2018
ECE 341	Electromagnetic Fields and Devices I	Edits to prerequisites.	Fall 2018
ECE 516	Information Theory	Edit to offering term.	Fall 2018
ECE 526/ BIOM 526	Biological Physics	Edit to offering term.	Fall 2018
ECE 536	RF Integrated Circuit Design	Edit to offering term.	Fall 2018
ECE 542	Parallel CAD Algorithms for IC Design	Edit to offering term.	Fall 2018
ECE 554	Computer Architecture	Edit to offering term.	Fall 2018
ECE 573	Semiconductor Optoelectronics Laboratory	Edit to offering term.	Fall 2018
ECE 614	Principles of Digital Communications	Edit to offering term.	Fall 2018
ECE 661	Advanced Topics in Embedded Systems	Edit to offering term.	Fall 2018
ERHS 450	Introduction to Radiation Biology	Removal of PH 122 as a prerequisite.	Fall 2018
HDFS 375	Lifespan Intervention and Prevention Science	Edit to offering term.	Summer 2018
HDFS 534	Marriage and Family Therapy	Removal of HDFS 524 as a prerequisite; adding a registration requirement of Admission to the MFT program or permission of the instructor.	Fall 2018
HDFS 624	Skills and Techniques in Family Therapy	Edit to offering term; adding a registration requirement of Admission to the MFT program or permission of the instructor.	Fall 2018
HDFS 644	Foundations in Family Therapy	Edit to offering term and prerequisite; adding a registration requirement of Admission to the MFT program or permission of the instructor.	Summer 2018
MATH 235	Introduction to Mathematical Reasoning	Edit to offering term.	Fall 2018
MATH 301	Introduction to Combinatorial Theory	Edit to prerequisites.	Fall 2018

Course Deactivations			
Course #	Course Title	Notes	Effective Term
ECE 423	DSP for Communications	Not referenced in any programs or courses.	Summer 2018
ECE 524	Wireless Telecommunications	Not referenced in any programs or courses.	Summer 2018
FSHN 670	Laboratory Methods	Not referenced in any programs or courses. Not offered in over 10 years.	Spring 2018

Minor Changes to Existing Programs		
Program Title	Notes	Effective Term
<i>College of Business</i>		
Major in Business Administration, Information Systems Concentration	Addition of CIS 455 to Senior-year electives.	Fall 2018

Corrections/Updates to Previous UCC Minutes			
Course #	Course Title	Notes	Effective Term
EDHE 640A	Study Abroad – Global Perspectives: Higher Education and Student Services	New course was approved by UCC 2/3/17 for SP18. Online offering format approved by UCC 9/8/17 for SP18. Administratively updated the schedule type from 2-credits Study Abroad and 1-credit Lecture to 3-credits Study Abroad for SP18.	Spring 2018

Minutes approved by the University Curriculum Committee on 12/8/2017.

Carole Makela, Chair
 Shelly Ellerby and Susan Horan, Curriculum & Catalog

UNIVERSITY CURRICULUM COMMITTEE MINUTES

A regular meeting of the University Curriculum Committee was held on **December 8, 2017** at 2:00 p.m.

The meeting adjourned at 4:00 p.m.

Minutes

The minutes of December 1, 2017 were approved.

Consent Agenda

The Consent Agenda was approved.

Please note: Approved curriculum changes are summarized below. Additional details may be viewed in the Curriculum Management (CIM) system by clicking on the hyperlinked course number or program title below. Once a course proposal is approved to the “Curriculum Liaison Specialist - hold for FC approval” queue in the CIM workflow, the course should be available to be added to the Class Schedule in ARIES/Banner (contingent on the effective term approved by UCC and Scheduling deadlines).

Study Abroad Courses			
Course #	Course Title	Notes	Effective Term
AGRI 582A	Study Abroad: Field Applications in Sustainable Agriculture	2 nd offering request (1 credit)	Spring 2018

New Courses			
<i>(Separate program proposals will need to be submitted to add courses as required or electives courses)</i>			
Course #	Course Title	Notes	Effective Term
ANTH 353	Archaeology of Rock Art		Summer 2018
DSCI 511	Genomics Data Analysis in Python	Permanent partial semester; offered previously as experimental course NSCI 580A5.	Fall 2018
DSCI 512	RNA-Sequencing Data Analysis	Permanent partial semester; offered previously as experimental course NSCI 580A3.	Fall 2018
ENGR 711	Ethics in Systems Engineering	Distance/Online only.	Spring 2019
GEOL 545	Shale Sedimentology	Offered previously as experimental course GEOL 580A6.	Fall 2018
HIST 439	Environmental History of the Middle East	Offered previously as experimental HIST 381A2 .	Fall 2018
IE 387	Intercultural Internship	1-6 variable credits; Distance/Online and Face-to-Face.	Summer 2018
MKT 650	Marketing Analytics I–Fundamentals	Permanent partial semester; Distance/Online only.	Fall 2018
MKT 651	Marketing Analytics II–Applied Data	Permanent partial semester; Distance/Online only.	Fall 2018
MKT 670	Digital Marketing	Permanent partial semester; Distance/Online only.	Summer 2018
MU 692G	Seminar: Music Therapy	Distance/Online only.	Summer 2018

Major Changes to Courses			
Course #	Course Title	Notes	Effective Term
E 501	Theories of Composition Writing	Edits to course title, course description, offering term, and removal of prerequisite. Changing grade mode from Student Option to Traditional.	Fall 2018
E 502	The Politics of Literacy Language, Literacy, and Learning	Edits to course title, course description, and removal of prerequisite. Changing grade mode from Student Option to Traditional.	Fall 2018

E 504	Professional Issues in Composition and Writing Situating Composition Studies	Edits to course title, course description, and offering term.	Fall 2018
E 600B	Research Methods/Theory: Writing Studies Design	Edits to course title and course description.	Fall 2018
E 603	Critical Digital Rhetoric Computers and Composition	Edits to course title, course description, and offering term.	Fall 2018
E 605	Critical Studies in Reading and Writing Reading/Writing Connection	Edits to course title, course description, and offering term. Changing grade mode from Student Option to Traditional.	Fall 2018
E 633	Special Topics in Writing and Rhetoric Discourse Studies	Edits to course title, course description, and offering term.	Fall 2018
E 637	Histories History of Writing and Rhetoric	Edits to course title, course description, and offering term.	Fall 2018
E 692	Seminar in Writing, Rhetoric, & Social Change Rhetoric and Composition Seminar	Edits to course title and course description.	Fall 2018
POLS 364	U.S. Air, Climate, and Energy Policy Analysis	Edit to course title, course description and offering term; addition of Distance/Online offering.	Fall 2018
STAA 553	Experimental Design	Edits to course description; addition of Distance/Online offering.	Fall 2018
STAA 554	Mixed Models	Edits to course description; edits to prerequisite; addition of Distance/Online offering.	Fall 2018
STAA 566	Data Visualization Methods Computational and Graphical Methods	Edits to course title and course description; addition of prerequisites; addition of Distance/Online offering.	Fall 2018
STAA 567	Computational and Simulation Methods	Edits to course description; addition of Distance/Online offering.	Fall 2018
STAA 572	Nonparametric Methods	Edits to prerequisites. <i>Minor change to course (listed here to keep with other STAA courses)</i>	Fall 2018
STAA 573	Analysis of Time Series	Edits to course description; addition of Distance/Online offering.	Fall 2018
STAA 576	Methods in Spatial Environmental Statistics	Edits to course title and description; addition of Distance/Online offering.	Fall 2018

Major Changes to Existing Programs

Program Title	Notes	Effective Term
Major in Computer Engineering	Updates to electives list.	Fall 2018

Guaranteed Transfer (GT) Pathways Course Resubmission: (GT-SC2)

Course #	Course Title	GTP Category/Notes	Effective Term
<i>Warner College of Natural Resources</i>			
NR 130	Global Environmental Systems	Natural & Physical Sciences – Lecture Course without Required Laboratory (GT-SC2); existing AUCC Cat. 3A Edit to offering term.	Fall 2018

Guaranteed Transfer (GT) Pathways Course Resubmission: (GT-AH1)			
Course #	Course Title	GTP Category/Notes	Effective Term
<i>College of Liberal Arts</i>			
SPCM 100	Communication and Popular Culture	Arts & Humanities – Arts & Expression (GT-AH1) Existing AUCC Cat. 3B Edits to course description.	Fall 2018

CONSENT AGENDA

Experimental Courses – 1st Offering			
Course #	Course Title	Notes	Effective Term
CS 581A4	Foundations of Cyber-Physical Systems (CPS)	No permanent course proposal found in CIM.	Spring 2018
ESS 180A1	Information Management for Sustainability	Permanent course proposal in CIM: ESS 129	Spring 2018
FW 481A1	Waterfowl Ecology and Management	No permanent course proposal found in CIM.	Spring 2018
IU 281A2	Exploring Leadership for Student Leaders	No permanent course proposal found in CIM.	Spring 2018
MIP 581A5	Advanced Virology–Fundamentals/New Insights	No permanent course proposal found in CIM.	Spring 2018
MIP 581A6	Advanced Virology–Mechanisms of Viral Disease	No permanent course proposal found in CIM.	Spring 2018
MIP 581A7	Advanced Virology–Discovery Tools and Control	No permanent course proposal found in CIM.	Spring 2018

Minor Changes to Courses			
Course #	Course Title	Notes	Effective Term
E 210	Beginning Creative Writing	Removal of prerequisite.	Fall 2018
ECE 504	Physical Optics	Edits to offering term and prerequisite.	Fall 2018
ESS 311	Ecosystem Ecology	Edits to prerequisites.	Fall 2018
ESS 440	Practicing Sustainability	Edits to prerequisites. Existing AUCC 4C for Major in Ecosystem Science and Sustainability (UCC approved 3/9/12)	Fall 2018

Minor Changes to Existing Programs		
Program Title	Notes	Effective Term
Major in Animal Science	Addition of ANEQ 200, ANEQ 303, ANEQ 366 and ANEQ 410 to Electives List.	Fall 2018

Minutes approved by the University Curriculum Committee on 1/19/18.

Carole Makela, Chair
 Shelly Ellerby and Susan Horan, Curriculum & Catalog

UNIVERSITY CURRICULUM COMMITTEE MINUTES

A regular meeting of the University Curriculum Committee was held on **January 19, 2018** at 2:00 p.m.

The meeting adjourned at 4:20 p.m.

Minutes

The minutes of December 8, 2017 were approved.

Consent Agenda

The Consent Agenda was approved.

Please note: Approved curriculum changes are summarized below. Additional details may be viewed in the Curriculum Management (CIM) system by clicking on the hyperlinked course number or program title below. Once a course proposal is approved to the “Curriculum Liaison Specialist - hold for FC approval” queue in the CIM workflow, the course should be available to be added to the Class Schedule in ARIES/Banner (contingent on the effective term approved by UCC and Scheduling deadlines).

Study Abroad Courses			
Course #	Course Title	Notes	Effective Term
ESS 282A	Study Abroad: Socio-Ecological Landscapes of Mongolia	1 st offering	Summer 2018

New Courses			
Course #	Course Title	Notes	Effective Term
CS 152	Introduction to Programming (CS0)–Python		Fall 2018
D 192	Dance First Year Seminar		Fall 2018
DSCI 510	Linux as a Computational Platform	Previously offered as CS 580A4 (Fall 2015) and NSCI 580A4 (Fall 2016 and Fall 2017)	Fall 2018
ENGR 786	Applied Systems Engineering Practicum		Spring 2019
SOWK 343	Generalist Practice–Organizations		Fall 2018
SOWK 592	Integrative Foundation Field Seminar		Fall 2018

Major Changes to Courses			
Course #	Course Title	Notes	Effective Term
AM 130	Design Foundation–Apparel and Merchandising Awareness and Appreciation of Design	Edits to course title and description; removal of online offering; approved for AUCC Category 3B .	Fall 2018
CIS 370	Business Analytics Intelligence	Edit to course title, description, offering term and prerequisites.	Fall 2018
CS 356	Systems Security	Addition of Distance/Online offering.	Fall 2018
EDUC 715	Critical Theory, Educational Equity & Praxis Critical Issues for Special Populations	Edit to prerequisites; Schedule Type/Credits revised from 3 credits of lecture to 1 credit of lecture and 2 credits of recitation.	Fall 2018
ECE 102	Digital Circuit Logic	Addition of online offering.	Fall 2018
GEOL 601	Professional Development for Geoscientists Geoscience Approaches and Thesis Proposals	Edits to course title and description; removal of required field trips and registration restriction.	Fall 2018
INTD 129	Introduction–Interior Architecture & Design Introduction to Interior Design	Edits to course title, description, and offering term; minor edits to course learning objectives. Changes reflect adherence to new Council for Interior Design accreditation standards.	Fall 2018
INTD 166	Visual Communication–Drawing Communication–Sketching	Edits to course title and description; minor edits to course learning objectives. Changes reflect adherence to new Council for Interior Design accreditation standards.	Fall 2018

INTD 210	Studio I–Interior Architecture and Design Interior Design Anatomy	Edits to course title, description and prerequisites; adding ‘sophomore standing’ to Registration Info; Schedule Type/credits changed from 3 credits of lecture to 1 credit of lecture and 2 credits of lab. Changes reflect adherence to new Council for Interior Design accreditation standards.	Fall 2018
INTD 330	Lighting Design	Edits to course description and prerequisites.	Fall 2018
INTD 335 INTD 235	Interior Architecture and Design Technologies	Edits to course number, title, description and prerequisites; Changes reflect adherence to new Council for Interior Design accreditation standards. <i>Course # would be updated administratively in CTMG-BS ‘Technical Electives’ list</i>	Fall 2018
INTD 340	Interior Materials and Products Finishes	Edits to course title, description, learning objectives, and prerequisites; addition of required field trips. Changes reflect adherence to new Council for Interior Design accreditation standards.	Fall 2018
INTD 350	Codes–Health and Safety	Edits to course description, learning objectives and prerequisites; addition of required field trips. Changes reflect adherence to new Council for Interior Design accreditation standards.	Fall 2018
MKT 305	Fundamentals of Marketing	Addition of Mixed Face-to-Face to existing Face-to-Face and Distance/Online offerings; edit to course description.	Fall 2018
SOWK 330	Dismantling Privilege and Oppression Human Diversity Practice Issues	Edits to course title, description and prerequisite; addition of registration restrictions; Schedule Type/Credits revised from 3 credits of lecture to 2 credits of lecture and 1 credit of recitation. Changes reflect adherence to new Council on Social Work Education accreditation standards.	Fall 2018
SOWK 333 SOWK 233	Human Behavior in the Social Environment	Edits to course number, description, and prerequisite; addition of registration restrictions; Schedule Type/Credits revised from 3 credits of lecture to 2 credits of lecture and 1 credit of recitation. Changes reflect adherence to new Council on Social Work Education accreditation standards. <i>Course # would be updated administratively in ECON-BA ‘Additional Social Sciences course list’</i>	Fall 2018
SOWK 341	Generalist Practice–Small Groups	Edit to course description; addition of registration restriction; Schedule Type/Credits revised from 3 credits of recitation to 1 credit of lecture and 2 credits of recitation. Changes reflect adherence to new Council on Social Work Education accreditation standards.	Fall 2018
SOWK 400 SOWK 342	Generalist Practice-Organizations/Communities	Edits to course number, title and description; Schedule Type/Credits revised from 1 credit of lecture and 2 credits of recitation to 2 credits of lecture and 1 credit of recitation. Changes reflect adherence to new Council on Social Work Education accreditation standards. <i>SOWK 342 is an existing AUCC Category 4B course (approved 10/13/00). Course # would be updated administratively in ANTH-IDVZ-MA Plan A & Plan B ‘Social Science’ electives.</i>	Fall 2018

SOWK 410	Social Welfare_Policy, Issues, and Advocacy	Edits to course title and prerequisites; addition of registration restriction. Changes reflect adherence to new Council on Social Work Education accreditation standards. <i>Existing AUCC Category 4A for SOWK-BSW</i>	Fall 2018
SOWK 560	Social Work Practice in Schools	Distance/online only; removing 'permanent partial semester' designation; edits to course content to reflect CDE standards to qualify for special services provider license.	Fall 2018
SOWK 588	Field Placement	Edits to course description and prerequisites; addition of registration restriction; correcting grade mode from 'Instructor Option' to 'S/U Only'; Changes reflect adherence to new Council on Social Work Education accreditation standards.	Fall 2018

New Undergraduate Certificate

Program Title	Notes	Effective Term
Certificate in Financial Accounting and Reporting		Fall 2018

CONSENT AGENDA

Experimental Courses – 2nd Offering (*For Informational Purposes Only*)

Course #	Course Title	Notes	Effective Term
ART 380A4	Physical Mixed–Media and Post–Digital Prints	1 st offering: Summer 2017 (2 students) <i>No permanent course proposal found in CIM</i>	Summer 2018
ATS 681A3	Introduction to Climate Variability	1 st offering: Fall 2017 (8 students) <i>No permanent course proposal found in CIM</i>	Fall 2018
CIVE 580B2	Applied Groundwater Field Experience	1 st offering: Summer 2017 (7 students) <i>No permanent course proposal found in CIM</i>	Summer 2018

Minor Changes to Courses

Course #	Course Title	Notes	Effective Term
ANEQ 344	Principles of Equine Reproduction	Adding minimum grades to prerequisites.	Fall 2018
ANEQ 346	Equine Disease Management	Adding minimum grades to prerequisites.	Fall 2018
ANEQ 410	Applied Food Animal Behavior	Edit to offering term.	Fall 2018
AREC 647	Land Use Economics and Spatial Modeling	Edit to offering year.	Fall 2018
CIS 355	Business Database Systems	Edit to prerequisite.	Fall 2018
CS 220	Discrete Structures and Their Applications	Edits to prerequisites and registration restriction.	Fall 2018
CT 320	Network and System Administration	Edits to prerequisites.	Fall 2018

ECE 506	Optical Interferometry and Laser Metrology	Edits to offering year and prerequisites.	Fall 2018
ECE 611	Nonlinear Control Systems	Edit to offering year.	Fall 2018
ECE 612	Robust Control Systems	Edit to offering year.	Fall 2018
FW 563	Analyses for Managing Wild Populations Methods of Fish & Wildlife Population Studies	Edit to course title and offering term.	Fall 2018
GEOL 452	Hydrogeology	Edits to prerequisites.	Fall 2018
LFRE 100	First-Year French I	Removal of placement exam requirement as a prerequisite.	Fall 2018
LGER 100	First-Year German I	Removal of placement exam requirement as a prerequisite.	Fall 2018
MU 265A	Singers Diction: German/English	Addition of registration restriction to Music majors and minors only.	Fall 2018
MU 265B	Singers Diction: French Italian	Addition of registration restriction to Music majors and minors only.	Fall 2018
MU 440	Music Therapy Methods I	Edits to course description.	Fall 2018
SOC 330	Social Inequality Stratification	Edit to course title.	Fall 2018
SOC 403	Capstone Seminar	Edit to prerequisites.	Fall 2018
SOC 487	Internship	Edit to prerequisites.	Fall 2018
SOC 492	Seminar	Edit to prerequisites.	Fall 2018
SOWK 676	Psychopharmacology and Community Health	Distance/Online only; change from partial semester to full semester.	Fall 2018

Course Deactivations

Course #	Course Title	Notes	Effective Term
MGT 325	Leadership Communication	Not referenced in any active programs or courses.	Fall 2018
WR 465	Eolian and Fluvial Transport Processes	Not referenced in any programs or courses.	Fall 2018

Update to 12/1/17 UCC Minutes

Course #	Course Title	Notes	Effective Term
SOWK 688	Field Placement	Per department request, changed credits from '1-8' to '1-10'. Grade mode was changed from S/U back to original 'Instructor Option.'	Fall 2018

Minutes approved by the University Curriculum Committee on 1/26/18.

Carole Makela, Chair
 Shelly Ellerby and Susan Horan, Curriculum & Catalog

MEMORANDUM

DATE: January 23, 2018
TO: Tim Gallagher, Chair Faculty Council
FROM: Rick Miranda, Provost and Executive Vice President
SUBJECT: Approval of Spring and Summer Degree Candidates – May 2018 Commencement

Rick Miranda, Provost and Executive Vice President, MOVES THAT FACULTY COUNCIL APPROVE THE CANDIDATES WHO MEET THE DEGREE REQUIREMENTS FOR GRADUATION AT THE CLOSE OF THE 2018 SPRING AND SUMMER SEMESTERS.

November 28, 2017

To: Tim Gallagher, Chair, Faculty Council
From: Karen Caplovitz Barrett - Chair, Committee on Scholastic Standards
Subject: General Catalog Section on Retroactive Withdrawal

The Committee on Scholastic Standards submits the following motion:

MOVED, THAT THE SECTION OF THE *GENERAL CATALOG REGARDING RETROACTIVE WITHDRAWAL*, BE AMENDED AS FOLLOWS:

Deletions Overscored Additions Underlined

Retroactive Withdrawal

A student seeking a degree at CSU, whether the degree requirements are fulfilled primarily online, primarily through resident instruction, or through any combination of online and resident instruction, may request that all grades in an academic period (one or more semesters of continuous enrollment) be retroactively removed and be replaced by entries of "W" on his or her transcript. A retroactive withdrawal may be granted only when a student could neither function normally during the academic period nor be reasonably expected to complete a University Withdrawal due to extenuating circumstances such as an incident leading to major physical or mental trauma.

Failure to academically perform due to factors such as the following would not generally be sufficient to qualify a student for retroactive withdrawal:

Bad habits or poor judgment

Time management issues

Failed relationships/roommate problems

Failure to use University resources

Ignorance of University policies

A retroactive withdrawal is not allowed if a student has earned a degree from CSU and the semester in question was used to meet University, college, or departmental requirements for the degree. Generally, requests are not allowed after four years have elapsed since the end of the last semester covered by the request.

Students are allowed two requests for the same period, the second request requiring additional supportive documentation. If granted, assessment of tuition and fees remains unchanged. The student's academic record will remain unchanged if a request is denied.

An undergraduate or graduate student applying for a retroactive withdrawal must submit an online request with supportive, professional documentation from a credible source. The request will be

forwarded to the Faculty Council Committee on Scholastic Standards. In order to start the process, students must meet with their department academic support coordinator or advisor or an advisor from the Collaborative for Student Achievement. To make an appointment at the Collaborative for Student Achievement, phone (970) 491-7095 or walk-in to their offices on the main floor of the stadium on campus.

Rationale

Policies need to be updated now that there are both undergraduate and graduate online degree and degree completion programs, and CSU Online is a larger player in the campus community. We want to ensure that there is consistency across online and RI programs.

In addition, more and more RI classes are having online options, raising the question of what to do if students are in a CSU degree (RI) program and are taking one or more courses through CSU Online. (Retros are for the entire semester, not just certain courses - CoSS has been reviewing these requests.) A similar issue arises if students are in a CSU Online degree program and taking one or more RI course.

Additionally, language has been changed to make it clearer that although the conditions listed are not sufficient to qualify the student for a retroactive withdrawal, they may contribute to conditions that are sufficient.

Committee on University Programs

MEMORANDUM

Date: December 20, 2017

To: Tim Gallagher, Chair of Faculty Council

From: Mo Salman, Chair of the Committee on University Programs

Re: Biennial Reviews for Discontinuance and Continuance of Centers, Institutes, and Other Special Units (CIOSUs) for 2017 - Committee on University Programs Report

The Committee on University Programs is responsible for reviewing approximately 50 percent of all registered Centers, Institutes, and Other Special Units (CIOSUs) on a biennial basis. Each Administrative Director of each CIOSU selected for biennial review submits a brief biennial report of its activities and accomplishments. Copies of all the biennial reports are deposited in the Office of the Vice President for Research who is responsible for maintaining the updated list of all CIOSUs.

The Committee on University Programs reviewed 53 CIOSUs as part of the biennial oversight process for the academic year 2017.

The CUP recommendations to Faculty Council are to approve as follows:

Discontinued CIOSUs

The following 7 CIOSUs are reported discontinued and were removed from CIOSU listings:

CVMBBS_APHI	Animal Population and Health Institute
COE_GEO	Graduate Geoenvironmental Room/Geotechnical Lab
CAS_RMCCB	Rocky Mountain Center for Crop Biosecurity
Provost_CASA	Center for Advising and Student Achievement Note: Name Changed to Collaborative for Student Achievement
CHHS_SPI	Scenario Planning Institute
CVMBBS_CEM	Center for Environmental Medicine Note: Center suspended from list: Last report received 2012.
CVMBBS_CSUEI	CSU Equine Institute Note: Center suspended from list: Directors do not wish to report.

The following 6 CIOSUs deferred reports to 2018 to accommodate reorganization/staffing plans:

CHHS_Aging	Center on Aging
CHHS_HABIC	Human Animal Bond in Colorado
CLA_CDRA	Center for Disaster Risk Analysis
COB_BBI	Beverage Business Institute
COB_CASE	Center for Advancement of Sustainable Enterprise
COB_CPDBR	Center for Professional Development and Business Research

Committee on University Programs

Continuing CIOUSUs

The following 40 CIOUSUs have been reviewed through the biennial review process and are being recommended for continuance by the Committee on University Programs:

COISU	College of Agricultural Sciences
CAS_CMSQ	The Center for Meat Safety and Quality
CAS_IPM	Center for Sustainable Integrated Pest Management in Colorado
CAS_WCIRM	Western Center for Integrated Resource Management
	College of Business
COB_EREK	Everitt Real Estate Center
	College of Engineering
COE_CCC	Colorado Climate Center
COE_CMMS	Composite Materials, Manufacture & Structures
COE_CIRA	Cooperative institute for Research in the Atmosphere
COE_CHILL	CSU CHILL National Weather Radar Facility
COE_EUV	Center for Extreme Ultraviolet (EUV) Science and Technology
COE_HRL	Hydraulics Research Lab
COE_ISWR	International School of Water Resources
COE_UWC	Urban Water Center
	College of Health and Human Sciences
CHHS_AMOM	Avenir Museum of Design and Merchandising
CHHS_C-ALT	Center for the Analytics of Learning and Teaching
CHHS_CEP	Center for Educator Preparation
CHHS_CFCT	Center for Family and Couple Therapy
CHHS_CFSPFD	Center for Food Safety and the Prevention of Foodborne Disease
CHHS_HPCRL	Human Performance Clinical Research Lab
CHHS_HSAP	Human Service Assessment Project
CHHS_IBE	Institute for the Built Environment
	College of Liberal Arts
CLA_PLHC	Public Lands History Center
	College of Natural Sciences
CNS_CMP	Center for Meaning and Purpose
CNS_CMB	Cell and Molecular Biology Graduate Program
CNS_MSN	Materials Chemistry Program of Study
	College of Veterinary Medicine and Biomedical Sciences
CVMBS_Argus	Argus Institute
CVMBS_CCAS	Center for Companion and Animal Studies
CVMBS_CSUCCVR	Colorado State University Center for Cardiovascular Research
CVMBS_ETRC	Equine Teaching and Research Center
CVMBS_FACC	Flint Animal Cancer Center
CVMBS_HICAHS	High Plains Intermountain Center for Agricultural Health and Safety

Committee on University Programs

CVMBS_MRL	Mycobacterium Research Laboratories
	Warner College of Natural Resources
WCNR_CCC	Center for Collaborative Conservation
WCNR_Westfire	Western Forest Fire Research Center
	Office of Engagement - Extension
VPE_REC	Rural Energy Center
	(Note: Moved from COE to oversight of Office of Engagement)
	Office of the Provost and Executive Vice President
Provost_CSAL	Center for the Study of Academic Labor
Provost_CNEE	Center for New Energy Economy
Provost_STEM	CSU STEM Center
Provost_SSS	Society of Senior Scholars
	Office of the VP for Research
OVPR_EECL	Engines and Energy Conversion Laboratory
	(Note: Moved from COE to oversight of OVPR)
	TILT
TILT_CM	CSU Center for Mindfulness

New CIOUSUs

The Committee on University Programs approved applications from the following CIOUSUs:

	College of Engineering
COE_CWC	Colorado Water Center at CSU
COE_OWSI	One Water Solutions Institute

January 28, 2018

To: Tim Gallagher
Chair, Faculty Council

From: Marie Legare
Chair, Committee on Responsibility and Standing of Academic Faculty

Subject: DRAFT: Faculty Manual E.1 Definition of Faculty, and E.2 Types of Faculty Appointments

The Committee on Responsibility and Standing of Academic Faculty submits the following document to Faculty Council for a discussion item amongst the representative faculty from across the University.

Deletions ~~Overseored~~—Additions Underlined

DRAFT

E.1 Definition of Faculty *(last revised ~~May 2, 2007~~xxx)*

The faculty includes all personnel who carry academic rank (professor, master instructor, associate professor, senior instructor, assistant professor, instructor, and faculty affiliate) and additional personnel as defined by C.R.S. 23-31-104. All faculty members shall have the academic freedom enjoyed by tenured faculty members, regardless of the type of appointment.

Rationale: All faculty, regardless of appointment type or rank, should enjoy the benefits of academic freedom.

E.2 Types of Faculty Appointments *(last revised ~~June 21, 2011~~xxx)*

E.2.1 Basic Types of Faculty Appointments *(last revised ~~August 2, 2013~~xxx)*

~~Six~~Five (65) basic types of appointments exist for members of the faculty. They are ~~regular full-time, regular part-time, senior teaching, special, temporary, tenured faculty, tenure-track faculty, contract faculty, adjunct faculty, and faculty on and-transitional appointments.~~ Only faculty members holding ~~either regular full-time or regular part-time tenure-track~~ appointments at the time of consideration are eligible to acquire tenure. ~~Full-time is defined as the academic year or a minimum of nine (9) months. Faculty members with either senior teaching or special appointments may be eligible for multi-year contracts. Faculty members who do not have multi-year contracts and are not eligible for tenure are hired “at will” and are subject to termination by either party at any time. Section D.5.6 regarding the termination of “at will” appointments shall apply to “at will” faculty appointments. See Section E.3 for details of other types of faculty appointments. The major characteristics of the various basic types of appointments are as follows.~~

Full-time is defined as the academic year or a minimum of nine (9) months. Part-time is defined as any fraction of time less than one hundred (100) percent, but not less than fifty (50) percent of full-time.

The major characteristics of the various types of appointments are as follows.

E.2.1.1 Regular Full-Time Tenured Appointments *(last revised June 21, 2011~~xxx~~)*

The usual type of academic appointment is regular full-time. A tenured faculty appointment may be either full-time or part-time. A tenured faculty member may be tenured only for part-time service, although additional employment may be arranged each year between the faculty member and the department. Responsibilities and salaries are scaled appropriately to the portion of time worked.

If a tenured faculty member changes to a contract or adjunct appointment, he or she must relinquish tenure and retire from the University. A tenured faculty member who wishes to gain emeritus/emerita status must apply prior to the time he or she relinquishes tenure and retires.

The following conditions apply to which distinguish a regular full-time tenured faculty appointment are:

- a. Regular full-time appointments areIt is limited to the ranks of assistant professor, associate professor, and professor.
- b. There is no specified ending date for a regular full-time appointment with tenure.
- c. An individual with a regular full-time appointment who serves satisfactorily for a specified period is eligible to acquire tenure (see Section E.10).
- dc. Faculty with regular full-time appointmentsThe faculty member shall have full voting rights at departmental and college faculty meetings and ~~are~~is eligible to serve on departmental and college committees.
- ed. For this type of appointment, eEnrollment in a retirement program is mandatory. Holders of regular full-time appointments areThe faculty member is eligible for other fringe benefits and privileges (see Sections F and G and the *Academic Faculty and Administrative Professional Benefits and Privileges Handbook*), and for sabbatical leave (see Section F.3.4).

E.2.1.2 Regular Part-Time Tenure-Track Appointments *(last revised June 21, 2011~~xxx~~)*

A tenure-track faculty member may be either full-time or part-time. The six (6) year time limit for acquisition of tenure applies for both full-time and part-time appointments (see Section E.10.4.c). Criterial, procedures, and regulations for promotion, tenure, and salary for part-time appointments are subject to the rules governing full-time appointments. If a contract or adjunct

faculty member is given a tenure-track faculty appointment, an appropriate amount of credit may be given for this prior service.

The following conditions apply to a tenure-track faculty appointment:

~~Regular part-time appointments may be made for any fraction of time less than one hundred (100) percent, but not less than fifty (50) percent of full-time.~~

~~a. Regular part-time appointments are~~It is limited to the ranks of assistant professor, associate professor, and professor.

~~b. There is no specified ending date for regular part-time appointments with tenure.~~

~~c. Criteria, procedures, and regulations for promotion, tenure, and salary are subject to the rules governing regular full-time appointments. Responsibilities and salaries are scaled appropriately to the portion of time worked. A person holding a regular part-time appointment may be tenured only for half-time (0.5) service, although additional employment may be arranged each year between the faculty member and the department. The six (6) year time limit for acquisition of tenure applies to this type of appointment as well as to the regular full-time appointment (see Section E.10.4.c).~~

~~dc. Faculty with regular part-time appointments~~The faculty member shall have full voting rights at departmental and college faculty meetings and are is eligible to serve on departmental and college committees.

~~ed. Enrollment in the retirement program is mandatory for holders of regular part-time appointments. Holders of regular part-time appointments are~~The faculty member is eligible for all other fringe benefits and privileges (see Sections F and G and the *Academic Faculty and Administrative Profession Benefits and Privileges Handbook*), but not for sabbatical leaves (see Section F.3.4). However, time spent on a tenure-track appointment does count towards the accumulation of service for sabbatical leave.

Rationale: The term “regular faculty”, although historically tied to funding source, suggests that other faculty appointments are “irregular”. Tenured and tenure track faculty member as appointment types is currently in C.2.3.3. Combining full-time and part-time for faculty who are on the tenure-track allows consistency in the definition for all faculty appointments.

E.2.1.3 Senior Teaching Appointments (new section August 2, 2013)

~~Senior teaching appointments may be either full-time or part-time. Part-time is defined as less than full-time, but at least half-time (0.5). The granting of a senior teaching appointment shall follow the procedures in Section E.11. Faculty on senior teaching appointments have the following distinguishing characteristics:~~

~~a. Senior teaching appointments are “at will” and are subject to termination by either party at any time unless the faculty member has a multi-year contract, in which case the~~

~~terms of the contract shall stipulate its ending date. Upon the expiration date of the contract, employment as a senior teaching appointment faculty member reverts to an ‘at-will’ appointment, unless the multi-year contract is renewed by written agreement of both parties.~~

~~b. There is no specified ending date for a senior teaching appointment.~~

~~c. Faculty members on senior teaching appointments shall have effort distributions with at least fifty (50) percent of the effort being in the category of teaching and advising and at least five (5) percent of the effort being in the category of service.~~

~~d. Faculty members on senior teaching appointments shall participate in annual reviews and the annual salary exercise in the same manner as faculty with regular full-time and regular part-time appointment.~~

~~e. Faculty members on senior teaching appointments are not eligible for tenure (see Section E.10.4).~~

~~f. Department and college codes shall specify the voting rights of faculty members with senior teaching appointments and their eligibility to participate on departmental and college committees. The standard expectation is that faculty members on senior teaching appointments shall be included fully, except with regard to personnel matters involving regular faculty members, including the department chair.~~

~~g. If a tenured faculty member changes positions to a senior teaching appointment, he or she must relinquish tenure and retire from the University. A tenured faculty member who wishes to gain emeritus/emerita status, must apply prior to the time he or she relinquishes tenure and retires.~~

~~h. Faculty members on senior teaching appointments are required to enroll in the retirement program and are eligible to participate in other benefits offered by the University as described in the *Academic Faculty and Administrative Professional Benefits and Privileges Handbook* and in Sections F and G of the *Manual*. They are not eligible for sabbatical leave.~~

Rationale: The category of “senior teaching appointment” is currently viewed as a rank rather than appointment type. This is now acknowledged by creating the rank of “senior instructor”.

E.2.1.43 Special Contract Faculty Appointments *(last revised May 8, 2015~~xxx~~)*

Special Contract faculty appointments may be either full-time or part-time. ~~Part time is defined as any fraction less than one hundred (100) percent of full-time. The distinguishing features of this type of appointment are:~~

Contract faculty appointments for research may be offered only for research performed for the University. In this case, the unit or department must document that the multi-year contract or extension is necessary for the hiring or retaining of the faculty member.

The following conditions apply to a contract faculty appointment:

~~a. Special appointments are “at will” and are subject to termination by either party at any time unless the faculty member has a multi-year contract for research or teaching, in which case the terms of the contract shall stipulate its ending date. Upon the expiration date of the contract, the multi-year contract may be renewed by written agreement of both parties. If it is not renewed, one of the following outcomes occurs: 1) For special appointment faculty who were originally at will and entered into a multi-year contract, employment as a special appointment faculty member reverts to at will. 2) For special appointment faculty who were originally hired with a multi-year contract, the appointment may be converted to an at will appointment upon agreement of both parties. Otherwise, employment is terminated upon expiration date of the contract.~~

a. It is limited to the ranks of instructor, assistant professor, senior instructor, associate professor, master instructor, and professor.

~~b. All special appointment multi-year contracts carries an shall have a specified ending date as specified in the contract and a term of at least two (2) years. At least one (1) year prior to the expiration of the contract, the faculty member shall either be given a new contract or informed that the current contract will be allowed to expire. Otherwise, special appointments need not carry specified ending dates, but an ending date indicating the point in the future when the funding and/or appointment is expected to terminate should be included when known. In that situation, the inclusion of a specified ending date on an appointment form or other such documentation does not create a minimum or fixed duration of appointment.~~

~~c. Faculty members on special appointment are not eligible for tenure (see Section E.10.4). If the contract is allowed to expire, the employment as a contract faculty appointment shall be converted to employment as an adjunct faculty appointment, unless the contract is renewed by written agreement of both parties.~~

~~d. The Faculty members on special appointments shall receive a salary and shall participate in annual reviews and the annual salary exercise in the same manner as tenured faculty with senior teaching, regular full time, and regular part time appointments.~~

e. Department and college codes shall specify the voting rights of contract faculty and their eligibility to participate on departmental and college committees. The standard expectation is that contract faculty shall have full voting rights in the governance of their department and college and will be eligible to serve on departmental and college committees. The effort distributions of faculty members on special appointments shall be specified in the appointment letter While the effort distribution in the case of special

appointments may include all three (3) areas of teaching, research, and service, often it is focused in one (1) area, such as teaching or research.

~~f. Offer letters for special appointment faculty should be written following the format and content provided on the Provost's website.~~

~~g. Multi-year contracts for research may be offered only for research performed for the University. The unit or department must document that the multi-year contract or extension is necessary for the hiring or retaining of the faculty member.~~

~~h. If a tenured faculty member changes positions to a special appointment involving a multi-year contract, he or she must relinquish tenure and retire from the University. A tenured faculty member who wishes to gain emeritus/emerita status, must apply prior to the time he or she relinquishes tenure and retires.~~

~~if. Special appointment faculty are required to enroll Enrollment in the retirement program is mandatory. The faculty member is and are eligible to participate in for other fringe benefits and privileges (see Sections F and G offered by the University as described in and the *Academic Faculty and Administrative Professional Benefits and Privileges Handbook*), and in Section F and G of the *Manual*. They are not eligible but not for sabbatical leave (see Section F.3.4).~~

g. A contract faculty member who has at least ten (10) semesters of employment with this appointment type becomes eligible for funding from the central administration for release time in order to pursue professional development. Once such funding has been granted, the faculty member becomes eligible for such funding again after another ten (10) semesters of such employment. A request for such funding shall be submitted in writing by the faculty member to the department head. This request shall include details regarding the type of professional development and the amount of funding requested. The department head shall respond in writing with an approval or denial of the request. In the case of a denial of the request, the reasons for the denial shall be stated in writing in the response.

Rationale: Formalizing a “contract faculty appointment” supports a commitment by the University to ongoing employment via readiness to offer multi-year contracts.

E.2.1.54 Temporary Adjunct Faculty Appointments *(last revised May 6, 2016~~xxx~~)*

Temporary Adjunct faculty appointments may be either full-time, or part-time, or less than half-time, and are distinguished from other types of appointments by the expectation that the appointment is for a specified period of time, at the end of which, it is anticipated that employment at the University may not be renewed or that the member will transition to a different appointment type (see d. below). Part-time is defined as any fraction less than one hundred (100) percent of full-time. Conditions applicable to temporary appointments are:

Adjunct faculty appointments are intended for situations where the previous types of appointment are not appropriate. These include the following situations:

- i. Employment at less than half-time.
- ii. Employment on an occasional basis, rather than being for every (Fall and Spring) semester. An approved leave without full-time or part-time service (such as Family Medical Leave) shall not constitute employment on an occasional basis.
- iii. Employment for no longer than four (4) consecutive semesters (Fall and Spring).

This appointment type may not be used for a faculty member employed full-time or part-time every semester (Fall and Spring) for more than four (4) semesters.

The following conditions apply to an adjunct faculty appointment:

~~a. Temporary appointments are “at will” and are subject to termination by either party at any time (the process set forth in Section D.5.6 regarding the termination of “at will” appointments shall apply to temporary faculty appointments). Temporary appointments need not carry specified ending dates, but an ending date indicating the point in the future when the funding and/or appointment is expected to terminate should be included when known. The inclusion of a specified ending date on an appointment form or other such documentation is for administrative convenience only and does not create a minimum or fixed duration of appointment.~~

a. It is limited to the ranks of instructor, assistant professor, senior instructor, associate professor, master instructor, and professor.

~~b. Temporary appointees are not eligible for tenure. There may or may not be a specified ending date.~~

c. The appointment is “at will” and is subject to termination by either party at any time. Section D.5.6 regarding the termination of “at will” appointments shall apply to “at will” faculty appointments.

d. The faculty member shall participate in annual reviews and the annual salary exercise in the same manner as tenured faculty.

e. Department and college codes shall specify the voting rights of adjunct faculty and their eligibility to participate on departmental and college committees.

~~ef Temporary appointees are required to enroll. Enrollment in the retirement program is mandatory. If the faculty member is full-time or part-time, and if half-time or greater are then he or she is eligible to participate in for other fringe benefits and privileges offered by the University as described (see Sections F and G and the *Academic Faculty and Administrative Professional Benefits and Privileges Handbook*), published annually by~~

~~Human Resources and in Sections F and G of the *Manual*. Eligibility for sick leave is defined in Section F.3.2. Temporary appointees are eligible for faculty privileges described in Sections G.1—G.3. Temporary appointees are not eligible but not for sabbatical leave (see Section F.3.4.1).~~

~~d. The University recognizes that the nature of a temporary appointment is incompatible with recurring consecutive appointments over a long period of time with an assignment of 50% or more. Therefore, after the second consecutive semester for a 9-month assignment at 50% or more time (excluding summer session) or after the first year for a 12-month assignment at 50% or more time, the faculty member's appointment shall be required to convert to a special appointment and cannot be renewed as a temporary appointment.~~

Rationale: The “adjunct appointment” is defined to better represent common use of faculty in this role – a faculty member who contributes for one or two courses, or a limited number of semesters. This appointment is “at will” without a contract and further allows flexibility to departments in temporarily expanding their faculty ranks to cover critical needs.

DRAFT

MEMORANDUM

DATE: XXX, 2018

TO: Tim Gallagher
Chair of Faculty CouncilFROM: Don Estep, Chair
Committee of Faculty GovernanceSUBJECT: Proposed revision to Section C.2.1.3.2 of the *ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL*

The Committee on Faculty Governance submits the following amendment:

MOVED, THAT SECTION C.2.1.3.2 of the ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL BE AMENDED AS FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

C.2.1.3.2 Ex Officio Members (last revised XXX, 2018)

Chairpersons of Faculty Council regular ~~and specialized~~ standing committees, serving as the official representatives of the standing committees to the Faculty Council, shall be ex officio voting members of Faculty Council. Faculty representatives of Faculty Council specialized standing committees, serving as the official representatives of their respective colleges and the Libraries on the specialized committee and before Faculty Council, shall be ex officio voting members of Faculty Council.

The immediate past Chairperson of Faculty Council shall be an ex officio non-voting member of the Faculty Council for one (1) year immediately following the expiration of his or her term as Chairperson of the Faculty Council.

The President of the University, the Provost, the Vice Presidents, the Vice Provosts, the Deans of the Colleges and the Libraries, and the Chair of the Administrative Professional Council shall be seated on the Faculty Council as ex officio non-voting members.

Rationale:

A long-standing aspect of the Code has invested the Chairs of the Standing Committees as voting ex officio members of Faculty Council. In that capacity, the Chairs of Standing Committees can speak for motions introduced by their Standing Committees followed by supporting those motions by a vote.

Specialized Standing Committees deal with issues for which there is significant variation in the interests across the Colleges and the Libraries. In those cases, the faculty representatives of

specialized Standing Committees have an important responsibility to represent the interests of their respective Colleges and the Libraries. That responsibility should carry over to Faculty Council meetings, where the members should be able to speak for or against motions introduced by their specialized Standing Committee, supported by a vote for or against the motions. In that role, the faculty representatives on specialized Standing Committees can provide information about the interest, support, and opposition of their Colleges and the Libraries during Faculty Council considerations.

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