

MINUTES
Executive Committee
Tuesday March 20, 2018
3:00 p.m. – Room 106 - Administration

Present: **Tim Gallagher**, Chair; **Sue Doe**, Vice Chair; **Margarita Lenk**, BOG Faculty Representative; **Rita Knoll**, Executive Assistant; **Ruth Hufbauer** substituting for Stephan Kroll, Agricultural Sciences; **Stephen Hayne**, Business; **Steven Reising**, Engineering; **Carole Makela**, Health and Human Sciences; **Stephen Mumme**, Liberal Arts; **Nancy Hunter**, Libraries; **Monique Rocca**, Natural Resources; **Anne Avery**, CVMBS; **Rick Miranda**, Provost/Executive Vice President

Guests: **Matt Hickey**, Chair, CoTL; **Zinta Byrne**, Professor of Industrial and Organizational Psychology and Survey Designer; **Richard Eykholt**, CoRSAF and University Grievance Officer; **Sid Suryanarayanan**, CoSRGE

Absent: **Stephan Kroll**, Agricultural Sciences (excused); **Mary Stromberger**, Immediate Past Chair (excused); **George Barisas**, Natural Sciences (excused)

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

April 3, 2018 FACULTY COUNCIL AGENDA ITEMS:

I. Proposed Faculty Council Agenda – April 3, 2018 – BSB- Room 131 4:00 p.m.

A. ANNOUNCEMENTS

1. Next Faculty Council Meeting – May 1, 2018 – Behavioral Sciences building – Room 131 – 4:00 p.m.
2. Executive Committee Meeting Minutes located on FC website
(<http://facultycouncil.colostate.edu/faculty-council-meeting-dates-agendas-minutes/>)

B. MINUTES TO BE APPROVED

1. Faculty Council Meeting Minutes -

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

E. CONSENT AGENDA

1. UCC Minutes –

F. ACTION ITEMS

1. Elections – Faculty Council Standing Committees – Committee on Faculty Governance
2. Elections – University Grievance Panel - Committee on Faculty Governance
3. Elections - University Disciplinary Panel – Committee on Faculty Governance
4. Elections - University Benefits Committee – Committee on Faculty Governance

G. DISCUSSION

MARCH 20, 2018 EXECUTIVE COMMITTEE AGENDA ITEMS:

I. Minutes to be Approved

A. *Executive Committee meeting minutes*

1. February 20 and 27, 2018

No amendments. Executive Committee unanimously approved placing the February 20 and 27, 2018 EC meeting minutes on the Faculty Council website.

II. Items Pending/Discussion Items

A. *Announcements*

1. Next Executive Committee Meeting: March 27, 2018-
3:00 p.m. – Room 106 – Administration

Gallagher announced that the next Executive Committee meeting would be held on March 27, 2018.

2. Upcoming: Faculty Council Harry Rosenberg Distinguished Service Award

Conversations will continue at the March 27 meeting.

B. *Action Items*

1. UCC Minutes – March 2 and 9, 2018

Makela says that the gtPathways content criteria and student learning outcomes language from CDHE needed to be updated, so the UCC is doing that. Writing and Math were the first areas out to do this, so the UCC is making their language consistent with those changes.

Hunter moved (Makela 2nd) to place the March 2 and 9, 2018 UCC Minutes on the April 3, 2018 Faculty Council meeting agenda.

Hunter's motion was approved.

2. Proposed revisions to Section K.10.6.5 of the *Academic Faculty and Administrative Professional Manual - CoRSAF*

Richard Eykholt, CoRSAF member and University Grievance officer, explained that the change CoRSAF is bringing is relatively small regarding an appeal to the Board. So, rather than hold up the entire Section K list of changes, he recommends making this small amendment appear on the April Faculty Council meeting agenda so that all the things previously passed Section K can move forward.

Mumme: What is the Board policy?

Lenk asked Eykholt to speak to what Eykholt sees as problems.

Eykholt says there is a long list of things in Board policies that were written a long time ago and need to be updated. Jason Johnson, Office of General Counsel, agrees with a whole list of changes that Eykholt gave him, but it will take a long time to get through all the elements.

Lenk asked for Eykholt to send the list of concerns, which he agreed to do; however, Jason Johnson, OGC, currently has the list.

Mumme moved (Lenk 2nd) to place the proposed changes to Section K.10.6.5 of the *Academic Faculty and Administrative Professional Manual* on the April 3, 2018 FC meeting agenda.

Mumme's motion was approved.

3. Proposed revisions to the *Graduate and Professional Bulletin – Graduate Study – CoSRGE*

Sid Suryanarayanan said the changes to the Bulletin are minor. Getting rid of duplicative information, etc.

Reising moved (Hayne 2nd) to place the proposed revisions to the *Graduate and Professional Bulletin* on the April 3, 2018 FC meeting agenda.

Reising's motion was approved.

4. Proposed revisions to Section C.2.1.3.2 Membership and Organization of the *Academic Faculty and Administrative Professional Manual* – CoFG

Reising spoke on behalf of CoFG and brings our attention to the proposal from CoFG re: the possibility of special Standing Committee Chairs naming a substitute, just as Standing Committee Chairs do.

Gallagher asked Reising if the three Section C proposals from CoFG were approved and ready to be presented at the April FC meeting. Any Code changes in the *Manual* need to be sent to FC members two weeks ahead of time for review.

Reising said yes and subsequently went to call Don Estep, who confirmed that there are three proposals to put on the agenda from CoFG relating to Section C.

Executive Committee unanimously approved placing the three Section C CoFG proposals on the April Faculty Council meeting agenda.

5. Proposal to adopt LENS (Learning Environment Survey) to replace the existing Student Course Survey, including proposed changes to Section E.12.1 and Section I.8 of the *Academic Faculty and Administrative Professional Manual* - CoTL (pp.)

Matt Hickey, Chair, CoTL, introduced Zinta Byrne, who is the survey design expert. Hickey noted that CoTL was charged about 16 months ago to start working on a new course survey.

Gallagher asked Hickey to give some context. Please describe.

Hickey: You may recall in Section I.8 there were changes to the Student Course Survey and Section E.12.1. The student course survey cannot be the sole voice in evaluations. There must be more than one, and no longer only using the course survey. LENS would replace the current paper course survey and replacing for use in all classes.

Gallagher pointed out that Faculty Council has already approved a multiple factor course evaluation. These previously approved items appear in Sections I.8 and E.12.1, which speak to teaching effectiveness *writ large* and were discussed at Faculty Council.

These were adopted December 1, 2017. This positions student feedback in a way that is consonant with the LENS notion.

Byrne proceeded to show the Pilot Survey. Byrne said questions do some priming to prepare students for questions that are coming up. So, sometimes questions go together and are sequenced so that students understand the question.

Questions:

How much of the survey is directed at the content of the course?

Byrne: None.

Mumme: Should this be put off until next year? There is always the possibility that a pedagogical approach gets put into a course survey. That's a violation of academic freedom.

Gallagher explained the objectives for today's meeting. Would someone be willing to place this on the agenda so that we can discuss this item further?

Hufbauer moved (Hunter 2nd) to continue the discussion.

Hufbauer's motion was approved.

Gallagher: Is this ready to sustain debate or do we need to have further conversations, as Steve has suggested?

Hayne: Have we had our long discussion of this yet, prior to going to vote?

Gallagher: No, we haven't had that discussion. The April meeting is going to be quite full. If you want to call for a Discussion item, it is your call, but do consider the other items that we need to address at the April meeting.

Reising: Suggests we could have this as a motion and then a discussion.

Avery: But people aren't going to have time to talk to their faculty about the pilot survey.

Reising: I don't have time for that.

Hayne: I would like to have a sample survey to share.

Gallagher: Every FC member will have a copy of the agenda one week ahead, and could get feedback.

Hayne: But seeing the survey in an online environment is different.

Lenk: I am in favor of having a whole month to talk about this.

Gallagher: It's up to the discretion of this group.

Hayne: We need a discussion in April and a vote in May.

Lenk and Reising concurred with Hayne's statement.

Mumme: This also provides more time for departments to talk the surveys over.

Hickey: The effort is connected to the development as well as the revised T&P guidance.

Gallagher summarized opinions and asked for more input. We could also call a special Faculty Council meeting, or have an open forum on this topic.

Makela: Discussion of how departments will roll this out is important too. Mid-semester and end of course as well?

Hufbauer: I am more and more convinced that discussion is needed.

Gallagher: I'm hearing that the action item itself should be voted on in May. Now do we want to have a formal discussion in April on this, a special FC meeting, or a forum for the purpose of discussing this?

Reising: If the meeting goes past 6:00 p.m., I don't think faculty will stay. E.1 and E.2 will generate a lot of conversation if they are on the April meeting, if approved at the March 27 meeting. CoFG could be put on the May agenda

Gallagher: Next week we will have E.1 and E.2 to make the call on whether to include on the April FC agenda.

Hufbauer: Could we have the sample survey, intro, and demo of the material only?

Byrne pointed out that the survey is being piloted right now and that we have the pilot on 1,864 students, who were involved. It's about 20 pages of analysis. You don't have screen shots? This would have been sent last week during spring break.

Gallagher: We may have time for a discussion item. So, it's your collective opinion on this that is going to dictate how to do this. What is going to happen at the April FC meeting on matters relating to LENS?

Hayne: Constrain this discussion to 20 minutes?

Gallagher: As per Carole's suggestion, we don't have to have the reports at the beginning. We have discretion to put the agenda together as we see fit. We are likely to have a second long discussion in May.

Lenk moved (Hayne 2nd) that we have a discussion at the end of the FC meeting.

Makela: We could move unfinished business to May.

Rocca: What is the downside of having an open forum on the issue?

Hunter: The issue is finding a time. At least the FC members are committed at the approved FC meeting times.

Gallagher calls for a vote

Hufbauer moved (Hunter 2nd) to place the proposal to adopt LENS (Learning Environment Survey) to replace the existing Student Course Survey, including proposed changes to Section E.12.1 and Section I.8 of the *Academic Faculty and Administrative Professional Manual* on the April 3, 2018 FC meeting agenda as a Discussion item.

Hufbauer's motion was approved.

C. Reports

1. Miranda reported on the following:

COD met since last Faculty Council meeting. Review of new degree programs. One was a comprehensive proposal, which was a revision of an existing degree.

Miranda and President Frank heard from Student Success Initiatives I and II. Doing for 8+ years now. A task force was formed back in 2007. Curricular, co-curricular and faculty activities. Nice to see the accomplishments of last 10 years-- retention rates and graduation rates have increased. We did move the needle and 10,000 more degrees have been granted by CSU since that time. This is just one metric. Another metric: spent money and invested it. \$ 13 million invested with a return of \$40 million plus dollar range. We are pleased and excited about the next 10 years.

Miranda's report was received.

2. Faculty Council Chair – Tim Gallagher

Gallagher reported on the following:

Some issues at last month's FC meeting with the acoustics and hearing faculty speak. We will have two microphones available at the next FC meeting. Will need two volunteers for each aisle. Gallagher met an IT rep for orientation.

Don Estep approached Gallagher re: Policy Advisory Committee. Happened before Gallagher was Chair. Mary Stromberger was Chair at the time. EC will discuss at an upcoming meeting and Gallagher will share background information to all EC members beforehand.

Gallagher: We will have a substitute registered professional parliamentarian at the April FC meeting. Gallagher preparing additional information for her. She will be here to help with any issues that come up. Parliamentarian meeting the day before the FC meeting at 2:00 p.m. FC officers and Chairs do some contingency planning.

Tomorrow, Gallagher will email EC members the CoRSAF proposals of E.1 and E.2 so members can decide whether to put these on the April FC meeting agenda. Encourages online discussion as to whether these are ready or not. Then, one week from today, the EC discussion of this will be a shorter discussion.

Rationale for April meeting is that if there is a problem, it can go back to CoNTTF for changes, then presented again in May.

Makela mentioned the order on the FC agenda.

Gallagher: Turns out that the President will be coming later, so his report will be later. President only late report, or move all the reports later?

Executive Committee decided to keep Gallagher and Miranda's reports where they are. President's report can be later.

Gallagher's report was received.

3. Board of Governors Faculty Representative – Margarita Lenk

Lenk reported on the following:

No report. The next BOG meeting will be in May.

Lenk's report was received.

D. Discussion Items

1. University Grievance Officer evaluation results

Executive Committee will review the evaluation results at the March 27 meeting. Thanks to Nancy Hunter for obtaining feedback from Survey Monkey. Hunter will reformat the document with pages and clarifying if AP or faculty responding. She will distribute physically to us. Richard Eykholt, UGO, is the only person who knows everyone who was surveyed. Gallagher will request the number of people the survey was sent to from Eykholt. The document will not be sent to us as a PDF, so confidentiality is especially important.

WALK-IN ITEM:

Stephen Hayne forwarded an email to Gallagher re: possible revisions to Section I.7 regarding grade appeals.

Dan Turk sent the email to Hayne. What committee should this go to for review? Turk feels the *Manual* is silent on several issues,

including who reports the appeal; how is the committee's decision going back to the student, and,

Hayne is concerned about possible violence on committee members after results.

Gallagher: CoRSAF fits this for reviewing, or CoTL.

Turk is concerned that every department will adopt a different procedure, or a college will choose.

Gallagher: Did this not come up from Turk in part because the Dean of CoB was indicating that all members should be anonymous? However, three of the members cannot be silent.

Mumme: Argues for CoRSAF.

Makela: Should be able to go back to May 2014 FC meeting minutes to identify the committee Section I.7 went to.

Gallagher: Will investigate.

Executive Committee adjourned at 5:22 p.m.

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