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, September 4, 2018 – 4:00 p.m. – Plant Sciences – C101

I.   Faculty Council Agenda – September 4, 2018

A.   ANNOUNCEMENTS

1.   Next Faculty Council Meeting – October 2, 2018 – Plant Sciences building – Room C101 – 4:00 p.m.
2.   President's Fall Address and University Picnic – October 3, 2018 – on the Oval – 11:30 a.m. – 1:00 p.m.
3.   Executive Committee Meeting Minutes located on the FC website – April 24, 2018; May 8, 2018; August 14, 2018 (http://facultycouncil.colostate.edu/faculty-council-meeting-dates-agendas-minutes/)
4.   Schedule of 2018-19 Faculty Council Meeting Dates (p. 3)
5.   Faculty Council Membership for 2018-19 (pp. 4-7)
6.   Faculty Council Standing/Advisory Committees Membership for 2018-19 (pp. 8-12)
7.   University Committees Membership (pp. 13-15)
8.   Parliamentary Motions – Quick Reference (p. 16)
9.   Parliamentary Motions – What They Mean (p. 17)
10.   UCC Minutes - April 27, 2018 and May 4, 2018 were approved by Executive Committee (May 8, 2018) on behalf of Faculty Council (pp. 18-28)

B.   MINUTES TO BE APPROVED

1.   Faculty Council Meeting Minutes – May 1, 2018 (pp. 29-43)

C.   UNFINISHED BUSINESS

D.   REPORTS TO BE RECEIVED

1.   Provost/Executive Vice President – Rick Miranda

2.   Faculty Council Chair – Tim Gallagher

3.   Board of Governors Faculty Representative – Margarita Lenk

4. Faculty Council Standing Committee 2017-18 Annual Reports

5. University Benefits Committee (pp. 84-85)

6. Suicide prevention program called "Notice & Respond"
   -Jody Donovan and Janelle Patrias

E.   CONSENT AGENDA

1. Confirmation of Faculty Council Secretary – (p. 86)

2. Confirmation of Faculty Council Professional Registered Parliamentarian - (p. 87)

F.   ACTION ITEMS

1. Proposal for Lory Student Center as Polling Site for Midterm Elections – Tom Hoehn, Retired CSU Admin Pro (p. 88)

2. New CIOSU: Geospatial Centroid at CSU – CUP (pp. 89-103)

G.   DISCUSSION

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.

Faculty Council/Executive Committee
Meeting Dates - 2018-2019

FACULTY COUNCIL/4:00 p.m.	EXECUTIVE COMMITTEE/3:00p.m. (106 Administration)
	August 14, 2018
	August 21, 2018
	August 28, 2018
September 4, 2018 - Plant Sciences C101	September 11, 2018
	September 18, 2018
	September 25, 2018
October 2, 2018 – Plant Sciences C101	October 9, 2018
	October 16, 2018
	October 23, 2018
November 6, 2018 – Plant Sciences C101	November 13, 2018
	November 27, 2018
December 4, 2018 – Plant Sciences C101	December 11, 2018
	December 18, 2018
January – No FC meetings	January 15, 2019
	January 22, 2019
	January 29, 2019
February 5, 2019 – TBD	February 12, 2019
	February 19, 2019
	February 26, 2019
March 5, 2019– TBD	March 12, 2019
	March 26, 2019
April 2, 2019 - TBD	April 9, 2019
	April 16, 2019
	April 23, 2019
May 7, 2019 – TBD	May 14, 2019

MEMBERSHIP OF THE FACULTY COUNCIL
2018-2019

OFFICERS

Chair: Timothy Gallagher   **Vice-Chair: Sue Doe**
Executive Assistant: Rita Knoll   **BOG Representative: Margarita Lenk**
Professional Registered Parliamentarian: Lola Fehr

ELECTED MEMBERS	REPRESENTING	TERM
Agricultural Sciences		
Stephan Kroll	Agricultural and Resource Economics	2019
Jason Bruemmer	Animal Sciences	2021
Cynthia (Cini) Brown	Bioagricultural Sciences & Pest Management	2021
Adam Heuberger	Horticulture & Landscape Architecture	2019
Thomas Borch	Soil and Crop Sciences	2020
Jane Choi	College-at-Large	2019
Ruth Hufbauer	College-at-Large	2020
Bradley Goetz	College-at-Large	2019
Health and Human Sciences		
Nancy Miller	Design and Merchandising	2021
Raoul Reiser	Health and Exercise Science	2021
David Sampson	Food Science and Human Nutrition	2019
Karen Barrett	Human Development and Family Studies	2020
Bolivar Senior	Construction Management	2020
Matt Malcolm	Occupational Therapy	2020
TBD	School of Education	2018
Eunhee Choi	School of Social Work	2019
Business		
Bill Rankin	Accounting	2019
Stephen Hayne	Computer Information Systems	2021
Tianyang Wang	Finance and Real Estate	2019
Dawn DeTienne	Management	2021
Kathleen Kelly	Marketing	2021
Joe Cannon	College-at-Large	2019
John Hoxmeier	College-at-Large	2019
Engineering		
Kristen Rasmussen	Atmospheric Science	2021
Travis Bailey	Chemical and Biological Engineering	2019
Peter Nelson	Civil and Environmental Engineering	2021
Ali Pezeshki (substituting for Siddharth Suryanarayanan Fall '18 sabbatical)	Electrical and Computer Engineering	2019

Shantanu Jathar	Mechanical Engineering	2020
J. Rockey Luo	College-at-Large	2019
Steven Reising	College-at-Large	2019
Jason Quinn	College-at-Large	2021

Liberal Arts

Michael Pante	Anthropology	2020
Marius Lehene	Art	2019
Julia Khrebtan-Horhager	Communication Studies	2019
Robert Keller	Economics	2020
Doug Cloud	English	2020
Albert Bimper	Ethnic Studies	2019
Jonathan Carlyon	Languages, Literatures and Cultures	2019
Robert Gudmestad	History	2020
Gayathri (Gaya) Sivakumar	Journalism and Technical Communication	2020
Wesley Ferreira	Music, Theater, and Dance	2019
Moti Gorin	Philosophy	2019
Peter Harris	Political Science	2021
Tara Opsal	Sociology	2019
Antonio Pedros-Gascon	College-at-Large	2019
Steve Shulman	College-at-Large	2020
Allison Prasch	College-at-Large	2020
Lisa Langstraat	College-at-Large	2020
Marcela Velasco	College-at-Large	2021
Del Harrow	College-at-Large	2021
Maura Velazquez-Castillo	College-at-Large	2021

Natural Resources

Monique Rocca	Ecosystem Science and Sustainability	2020
TBD	Fish, Wildlife, & Conservation Biology	2018
Chad Hoffman	Forest and Rangeland Stewardship	2020
Bill Sanford	Geosciences	2020
Tara Teel	HDNR in Warner College	2020

Natural Sciences

Jennifer Nyborg	Biochemistry and Molecular Biology	2019
Melinda Smith	Biology	2021
George Barisas	Chemistry	2020
Ross McConnell	Computer Science	2019
Yongcheng Zhou	Mathematics	2020
Dylan Yost	Physics	2021
Silvia Canetto	Psychology	2019
Mary Meyer	Statistics	2019
Chuck Anderson	College-at-Large	2020

Anton Betten	College-at-Large	2019
TBD	College-at-Large	2018
Brad Conner	College-at-Large	2021
Alan Van Orden	College-at-Large	2020

Veterinary Medicine & Biomedical Sciences

DN Rao Veeramachaneni	Biomedical Sciences	2019
Dean Hendrickson	Clinical Sciences	2019
Elizabeth Ryan	Environmental & Radiological Health Sciences	2020
Tony Schountz	Microbiology, Immunology and Pathology	2021
Noreen Reist	College-at-Large	2020
Jennifer Peel	College-at-Large	2020
William Black	College-at-Large	2020
Marie Legare	College-at-Large	2019
Anne Avery	College-at-Large	2019
Tod Clapp	College-at-Large	2019
Dawn Duval	College-at-Large	2019
TBD	College-at-Large	2018
Gerrit Bouma	College-at-Large	2021
TBD	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	2019
Sue Doe	Vice Chair, Faculty Council	2019
Margarita Lenk	BOG Faculty Representative	2019
Don Estep, Chair	Committee on Faculty Governance	2019
Todd Donavan, Chair	Committee on Intercollegiate Athletics	2019
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	2020
Donald Samelson, Chair	Committee on Scholarship Research and Graduate Education	2019
Karen Barrett, Chair	Committee on Scholastic Standards	2019
Joseph DiVerdi, Chair	Committee on Strategic and Financial Planning	2019
Matt Hickey, Chair	Committee on Teaching and Learning	2019
Mo Salman, Chair	Committee on University Programs	2019
Bradley Goetz, Chair	University Curriculum Committee	2019

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	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

FACULTY COUNCIL STANDING /ADVISORY COMMITTEES
July 1, 2018 - June 30, 2019
(three-year terms unless otherwise indicated)

Executive Committee (one-year terms)

Chair	Timothy Gallagher	2019
Vice-Chair	Sue Doe	2019
Agricultural Sciences	Stephan Kroll	2019
Health and Human Sciences	TBD	2019
Business	Stephen Hayne	2019
Engineering	Steven Reising	2019
Liberal Arts	Steven Shulman	2019
Natural Resources	Tara Teel (Fall 2018); Chad Hoffman (Spring 2019)	2019
Natural Sciences	Mary Meyer	2019
Veterinary Medicine and Biomedical Sciences	Anne Avery	2019
University Libraries	Linda Meyer	2019
Faculty Representative to BOG	Margarita Lenk	2019
Office of the Provost (*ex officio**)	Rick Miranda, Provost/Executive Vice President	
Staff Support	Rita Knoll, Executive Assistant	

Committee on Faculty Governance

Agricultural Sciences	Ruth Hufbauer	2020
Health and Human Sciences	Scott Shuler	2020
Business	Leo Vijayasarathy	2019
Engineering	Steve Reising	2019
Liberal Arts	Emily Moore, Vice Chair	2021
Natural Resources	Troy Ocheltree	2019
Natural Sciences	Don Estep, Chair	2021
Veterinary Medicine and Biomedical Sciences	Quinton Winger	2021
University Libraries	Allison Level	2021
Faculty Council Chair (*ex officio*)	Timothy Gallagher	

Committee on Intercollegiate Athletics

Agricultural Sciences	Andrew Seidl	2019
Health and Human Sciences	Karen Hyllegard	2019
Business	Todd Donavan, Chair	2020
Engineering	Stephen Milton	2019
Liberal Arts	Steve Shulman	2021
Natural Resources	Kevin Crooks	2019
Natural Sciences	Shane Kanatous	2020
Veterinary Medicine and Biomedical Sciences	Craig Webb	2021
University Libraries	Heidi Zuniga	2020
Student Representative (Undergraduate)	TBD	2019
Student Representative (Graduate)	TBD	2019
Faculty Representative to Athletics (*ex officio*)	James Francis	
Director of Intercollegiate Athletics (*ex officio*)	Joe Parker	
Faculty Council Chair (*ex officio*)	Timothy Gallagher	

Faculty Council Standing/Advisory Committee Members 2018-19
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Committee on Libraries

Agricultural Sciences	Kellie Enns	2020
Health and Human Sciences	Mehmet Ozbek	2020
Business	Laurence Johnson	2021
Engineering	Mazdak Arabi	2019
Liberal Arts	Hye Seung Chung	2020
Natural Resources	Jerry Magloughlin	2019
Natural Sciences	TBD	2018
Veterinary Medicine and Biomedical Sciences	Noreen Reist	2021
University Libraries	Nancy Hunter, Chair	2019
Student Representative (Undergraduate)	TBD	2019
Student Representative (Graduate)	TBD	2019
Dean, Libraries (*ex officio*)	Patrick Burns	
Vice President for Research (*ex officio*)	Jessica Prenni	
Staff Support - Assistant to the Dean of Libraries	Becky Tamlin	
Faculty Council Chair (*ex officio*)	Timothy Gallagher	

Committee on Responsibilities and Standing of Academic Faculty

Agricultural Sciences	Jennifer Martin	2021
Health and Human Sciences	Svetlana Olbina	2020
Business	Hong Miao	2020
Engineering	Christian Puttlitz	2019
Liberal Arts	TBD	2018
Natural Resources	Mike Falkowski	2020
Natural Sciences	Richard Eykholt	2020
Veterinary Medicine and Biomedical Sciences	Marie Legare, Chair	2020
University Libraries	Mark Shelstad	2021
Faculty Council Chair (*ex officio*)	Timothy Gallagher	

Committee on Scholarship, Research, and Graduate Education

Agricultural Sciences	Gregory D. Graff	2019
Health and Human Sciences	Juyeon Park	2020
Business	Donald Samelson, Chair *(Chair-Fall semester)*	2021
Engineering	Jianguo Zhao (substituting for Sid Suryanarayanan – Fall '18 sabbatical) *(Chair-Spring 2019)*	2019
Liberal Arts	Murray Oliver	2021
Natural Resources	William Sanford	2019
Natural Sciences	Melinda Smith	2021
Veterinary Medicine and Biomedical Sciences	Seonil Kim	2021
University Libraries	Allison Level	2019
Student Representative (Graduate)	TBD	2019
Dean - Graduate School (*ex officio*)	Jodie Hanzlik	

* *ex officio* members are non-voting unless stated.

Faculty Council Standing/Advisory Committee Members 2018-19
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Office Vice President for Research (*ex officio*)	Ellen Fisher, Assistant VP for Strategic Initiatives	
Associate VP for Finance	Angela Nielsen (representing Lynn Johnson)	
Staff Support - Assistant to Dean of Graduate School	Ludy Avalos	
Faculty Council Chair (*ex officio*)	Timothy Gallagher	

Committee on Scholastic Standards

Agricultural Sciences	TBD	2018
Health and Human Sciences	Karen Barrett, Chair	2019
Business	Yolanda Sarason	2019
Engineering	Steve Simske	2021
Liberal Arts	Jason Frazier	2020
Natural Resources	TBD	2018
Natural Sciences	Alan Kennan	2021
Veterinary Medicine and Biomedical Sciences	Kristy Dowers	2020
University Libraries	Kristy Nowak	2019
Office of the Provost (*ex officio*)	Becky Villalpando - Director of CASA	
Faculty Council Chair (*ex officio*)	Timothy Gallagher	

Committee on Non-Tenure Track Faculty

Health and Human Sciences	Patty Stutz-Tanenbaum	2019
Ag Sciences	Susan (Suellen) Melzer	2021
Business	Jenny Morse, Chair	2020
Engineering	Dan Baker	2020
Liberal Arts	Denise Apodaca	2021
Libraries	Christine Pawliuk	2019
Natural Resources	TBD	2018
Natural Sciences	Steve Benoit	2019
Veterinary Medicine and Biomedical Sciences	Leslie Stone-Roy	2019
Regular Faculty – Liberal Arts	Mary Van Buren	2020
Regular Faculty - CVMBS	TBD	2020
Faculty Council Chair (*ex officio*)	Timothy Gallagher	

Committee on Strategic and Financial Planning

Agricultural Sciences	Gregory Perry	2021
Health and Human Sciences	TBD	2019
Business	Rob Schwebach	2021
Engineering	Chuck Shackelford	2020
Liberal Arts	Martin Shields	2021
Natural Resources	John Ridley	2019
Natural Sciences	George Barisas	2021
Veterinary Medicine and Biomedical Sciences	Jeff Wilusz	2019
University Libraries	Louise Feldmann	2020
Student Representative (Undergraduate)	TBD	2019
Student Representative (Graduate)	TBD	2019

* *ex officio* members are non-voting unless stated.

Faculty Council Standing/Advisory Committee Members 2018-19
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Office of the Provost (*ex officio*)	Laura Jensen, Associate Provost	
College Dean Representative (*ex officio*)	John Hayes, WCNR	
Non-Tenure Track Faculty Representative	Joseph DiVerdi, Chair (*Ex officio* voting)	
Administrative Professional Council Chair	Shannon Wagner (*Ex officio* voting)	
Classified Personnel Chair (*ex officio*)	Megan Skeehan	
Associate Vice President for Finance	Angela Nielsen (representing Lynn Johnson)	
Faculty Council Chair (*ex officio*)	Timothy Gallagher	

Committee on Teaching and Learning

Agricultural Sciences	Shawn Archibeque	2019
Health and Human Sciences	Matt Hickey, Chair	2019
Business	Lumina Albert	2021
Engineering	Karan Venayagamoorthy	2019
Liberal Arts	Tony Becker	2021
Natural Resources	Randy Boone, Secretary	2019
Natural Sciences	Benjamin Clegg	2019
Veterinary Medicine and Biomedical Sciences	Jennifer McLean	2020
University Libraries	Renae Newhouse	2019
Student Representative (Undergraduate)	TBD	2019
Student Representative (Graduate)	TBD	2019
VP for Student Affairs Office (*ex officio*)	Jody Donovan, Assoc. Dean for Students	
Office of the Provost/ The Institute for Learning and Teaching	Dan Bush, Vice Provost for Faculty Affairs and Gwen Gorzelsky, Director, TILT	
Registrar's Office (*ex officio*)	D. Tobiassen Baitinger, Associate Registrar	
Faculty Council Chair (*ex officio*)	Timothy Gallagher	

Committee on University Programs

Agricultural Sciences	Tanja Hess	2021
Health and Human Sciences	Laurie Carlson	2021
Business	Tian Wang	2021
Engineering	Eric Maloney	2021
Liberal Arts	Jose Luis Suarez-Garcia	2020
Natural Resources	TBD	2018
Natural Sciences	Anireddy Reddy	2020
Veterinary Medicine and Biomedical Sciences	Mo Salman, Chair	2020
University Libraries	Patricia Rettig	2019
Student Representative (Undergraduate)	TBD	2019
Student Representative (Graduate)	TBD	2019
Office Vice President for Research (*ex officio*)	Ellen Fisher, Assistant VP for Strategic Initiatives	
Staff Support	Linda Foster - Office of the VPR- CIOSU Record Keeping	
Faculty Council Chair (*ex officio*)	Timothy Gallagher	

* *ex officio* members are non-voting unless stated.

Faculty Council Standing/Advisory Committee Members 2018-19
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University Curriculum Committee

Agricultural Sciences	Bradley Goetz, Chair	2020
Health and Human Sciences	Carole Makela	2021
Business	Donald Samelson	2021
Engineering	Brad Reisfeld	2021
Liberal Arts	Diane Margolf	2020
Natural Resources	Sally Sutton	2020
Natural Sciences	Martin Gelfand	2019
Veterinary Medicine and Biomedical Sciences	Doreene Hyatt	2020
University Libraries	Beth Oehlerts	2021
Student Representative (Undergraduate)	Alissa Huber	2019
Student Representative (Graduate)	Kevin Jablonski	2019
Office of the Provost (*ex officio*)	Kelly Long, Vice Provost Undergraduate Affairs	
Staff Support - Curriculum and Catalog	Shelly Ellerby	
Faculty Council Chair (*ex officio)*	Timothy Gallagher	

* *ex officio* members are non-voting unless stated.

APPENDIX A
APPOINTED ACADEMIC FACULTY REPRESENTATIVES
UNIVERSITY COMMITTEES
(3 years if not specified by Committee)

Committee	Contact Person	Appointee/Representative	Term
Administrative Professional Council	Shannon Wagner, Chair	Tim Gallagher, Chair, FC	2019
Advisory Committee on Academic Affairs (ACUA)	Kelly Long, Vice Provost Undergraduate Affairs	Sue Doe, Vice Chair, FC	2019
Advisory Committee on Enrollments	Kelly Long, Vice Provost Undergraduate Affairs	Sue Doe, Vice Chair, FC	2019
Benefits Committee **(4-year terms)**		Academic Faculty Members:	
		John Elder	2022
		Gamze Cavdar	2021
		Lynn Borngrebe (Chair)	2020
		Kim Henry	2020
		Hong Miao	2020
		Patty Stutz-Tanenbaum	2019
		Bolivar A. Senior	2018
Board of Governors Award for Excellence in Undergraduate Education	Kelly Long, Vice Provost Undergraduate Affairs 2017 Recipient Rep. - CoTL	Tim Gallagher, Chair, FC	2019
Cabinet	Tony Frank, President	Tim Gallagher, Chair, FC	2019
Campus Safety Advisory Committee	Mark Gill, Chief of Staff ASCSU President	Tim Gallagher, Chair, FC	2019
Classified Personal Council	Megan Skeehan, Chair	Tim Gallagher, Chair, FC	2019
Classified Personal Council Outstanding Achievement Award	Megan Skeehan, Chair	Tim Gallagher, Chair, FC	2019
Commitment to Campus Advisory Committee	Robert Schur, Director, Office of of Policy and Compliance	Tim Gallagher, Chair, FC	2019
Committee on College Articulation and Agreements	Kelly Long, Vice Provost Undergraduate Affairs	Sue Doe, Vice Chair, FC	2019
Controlled Enrollments Subcommittee	Kelly Long, Vice Provost Undergraduate Affairs	Appointment by University Curriculum Committee	2019
Council of Deans	Rick Miranda - Provost/ Executive Vice President	Tim Gallagher, Chair, FC (voting member)	2019

Discipline Panel	Melissa Emerson, Director Student Resolution Center	Academic Faculty Members:	
		Brett Johnson	2021
		Iuliana Oprea	2021
		Jennifer Nyborg	2021
		Candace Tsai	2021
		Bradley T. Conner	2020
		Katie L. Gibson	2020
		Alan Van Orden	2018
		Brett Johnson	2018
		Ted Watson	2018
Employee Appreciation Board	Colleen Timothy	Faculty rep TBD	
Grievance Panel	Richard Eykholt, UGO (2018) Sharon Anderson, UM (2018) Paul Bell, UM (2018) Peter Jacobs, UM (2018) James McCambridge, UM (2018)	Academic Faculty Members:	
		Hong Miao	2021
		Jason Quinn	2021
		Steven Rutledge	2021
		Scott Glick	2021
		Naomi Lederer	2021
		Chris Ackerson	2021
		Iuliana Oprea	2021
		Piotr Kokoszka	2021
		Mo Salman	2021
		Antonio Pedros-Gascon	2020
		Jennifer Nyborg	2020
		Mary Van Buren	2020
		Frank Peairs	2020
		Michael Gross	2020
		Matthew Johnston	2019
		Richard Slayden	2019
		TBD	2019
		TBD	2019
		TBD	2019
		TBD	2019
		Yu Wei	2018
		TBD	2018
Honorary Degree Committee	Brett Anderson, VP University Advancement Tim Gallagher, Chair FC	UDTS	2019
		UDS	2019
		CoSRGE rep	2019
		Jodie Hanzlik	2019
		Dan Bush	2019
		Dean rep	2019
Information Technology Executive Committee	Patrick Burns, Vice President for Information Technology	Louis Bjostad	2019
Joan Gaynor Kuder Scholarship	Karen Rewinkle	Sue Doe, Vice Chair, FC	2019

Osher Re-Entry Scholarship	Tim Weddington	Tim Gallagher, Chair FC	2019
Parking Services Committee - 2 yr terms	David Bradford, Director Parking and Transportation Services	Faculty rep TBD Faculty rep TBD	
Physical Development Committee	Thomas Satterly, Assoc. Vice President for Facilities Management		
President's Commission on Diversity and Inclusion	Mary Ontiveros, Vice President for Diversity	Tim Gallagher, Chair, FC Becki Atadero Albert Bimper Anita Bundy Mohammed Hirchi Jimena Sagas	2019
President's Commission on Women and Gender Equity	Sue James, Commission Chair	Sue James Zinta Byrne Kelly Curl Debbie Crans Debra Horensky TBD	2019 2019 2019 2019 2019
President's Sustainability Committee	Becca Wren	Margarita Lenk	2019
Programs of Research and Scholarly Excellence	Alan Rudolph, Vice President for Research	Rep. - Committee on Strategic and Financial Planning Rep. - Committee on Scholarship, Research and Graduate Education	2019

Parliamentary Motions—Quick Reference

These are the thirteen ranking motions. When any motion on the list is pending, no motion of a lower rank is in order. Main motions are the lowest in order and may be made only when no other business is pending.

The five motions at the top of the chart are *Privileged Motions* that do not relate to pending business, but relate to special matters of immediate and overriding importance and are allowed to interrupt the consideration of anything else.

Motions below the blank line are *Subsidiary Motions* and assist the assembly in treating or disposing of a main motion.

Name of Motion	Requires Second	Debatable	Amendable	Vote Required for Adoption
Fix the Time to Which to Adjourn	Yes	No	Yes	Majority
Adjourn	Yes	No	No	Majority
Recess	Yes	No	Yes	Majority
Raise a Question of Privilege	No	No	No	Chair Decides
Call for Orders of the Day	No	No	No	Chair Decides
Lay on the Table	Yes	No	No	Majority
Previous Question	Yes	No	No	Two-thirds
Limit or Extend Limits of Debate	Yes	No	Yes	Two-thirds
Postpone to a Certain Time	Yes	Yes	Yes	Majority
Commit (Refer to another group)	Yes	Yes	Yes	Majority
Amend	Yes	Yes	Yes	Majority
Postpone Indefinitely	Yes	Yes	No	Majority
Main Motion	Yes	Yes	Yes	Majority

Interrupting Incidental Motions
These motions require immediate recognition by the Chair, who interrupts a speaker, if necessary.
 Request for Information
 Parliamentary Inquiry
 Point of Order
 Division of the Assembly
 Appeal from a Decision of the Chair
Non-interrupting Incidental Motions
 Division of a Question
 Suspend the Rules
Motions Bringing a Question Again Before the Assembly
 Take from the Table
 Rescind/amend Something Previously Adopted
 Discharge a Committee
 Reconsider

PARLIAMENTARY MOTIONS - WHAT THEY MEAN

1. <u>Fix the Time to adjourn</u> - purpose is to set the time (and /or place) for another meeting to continue business of the session. It has no effect on when the present meeting will adjourn.

2. <u>Adjourn</u> - means to close the meeting. A privileged motion to adjourn is to close the meeting immediately. It is not a privileged motion if qualified in any way, as to adjourn at, or to, a future time.

3. <u>Suspend the Rules</u> - generally used to permit the assembly to do something which would violate its general rules (except bylaws) such as changing agenda order or considering an item not on the agenda.

4. <u>Lay on the Table</u> - enables the assembly to lay the pending question aside temporarily when something more urgent has arisen. Its effect is to halt consideration of a question immediately, without debate.

5. <u>Previous Question</u> - the motion used to bring the assembly to an immediate vote on one or more pending questions. It is used to immediately close debate and prevents the making of subsidiary motions except to lay on the table.

6. <u>Limit or Extend Debate</u> - one of two motions the assembly can use to exercise special control over debate on a pending question. It can be used to reduce the number or length of speeches, or to require an end to debate at a particular time. It can also be used to increase the time available to speakers or to the deliberation on the question.

7. <u>Postpone to a Certain Time (definitely)</u> - a motion to defer discussion of a pending question to a definite day, meeting, hour, or until after a certain event. This motion can be used regardless of how much debate there has been on the motion it proposes to postpone.

8. <u>Commit or Refer to Committee</u> - this is generally used to send a pending question to a committee so that the question may be investigated, providing the assembly with more information or a recommendation, or to put the motion into better form (in clearer or better wording) for the assembly to consider.

9. <u>Amend</u> - a motion to modify the wording--and to some extent the meaning – of a pending question before the assembly. A pending motion may be modified by adding or deleting words and phrases, or by a combination of these--i.e., to strike out some words and insert others. It can also be used to substitute one paragraph or the entire text of a resolution or main motion. Amendments must be germane to the main motion.

10. <u>Postpone Indefinitely</u> - a motion which means the assembly declines to take a position on the main question. Its adoption kills the main motion and avoids a direct vote on the question.

11. <u>Main motion</u> - the motion which brings any general matter of business before the assembly. Any formal proposal.

12. <u>Reconsider</u> - enables a majority in an assembly to bring back for further consideration a motion which has already been voted on. Complex rules.

13. <u>Rescind or Amend</u> - motions which enable an assembly to change and action previously taken. An entire motion or any part of it may be rescinded or amended.

UNIVERSITY CURRICULUM COMMITTEE MINUTES

A regular meeting of the University Curriculum Committee was held on **April 27, 2018** at 2:00 p.m.
The meeting adjourned at 3:50 p.m.

Minutes
The minutes of April 20, 2018 were electronically approved on April 23, 2018.

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**
AREC 482A	Study Abroad – Environmental Economics in Italy: Managing a Sustainable Global Environment	1st offering. 3 credits; 12 weeks in country.	Spring 2019
AREC 482B	Study Abroad – Italian Culture: Economics of Food and the Environment	1st offering. 3 credits; 12 weeks in country.	Spring 2019
MGT 482B	Study Abroad – Global SCM Experience: Peru	1st offering. 3 credits; 1 week in country.	Fall 2018
POLS 382A	Study Abroad: Global Environmental Politics in the Amazon	1st offering. 3 credits; 2 weeks in country.	Spring 2019
SPCM 382C/ HIST 382C	Study Abroad – South Korea: Cinema, Culture, and History	1st offering. 3 credits; 4 weeks in country.	Summer 2019

New Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
AREC 518	Raising Capital in the Agricultural Sector	2 credits. Graduate only; offered as Distance/Online and Face-to-face.	Fall 2019
AREC 519A	New Venture Communication: Interpersonal Interactions	1 credit. Graduate only; permanent partial semester; offered as Distance/Online and Face-to-face.	Fall 2019
BMS 540	Assisted Reproductive Technologies Lab I	Offered previously as experimental course BMS 580A2	Spring 2019
BMS 541	Assisted Reproductive Technologies Lab II	Offered previously as experimental course BMS 580A3.	Spring 2019
D 186	Production Practicum	1-3 variable credits; permanent partial semester; repeatable for maximum of 6 credits.	Spring 2019
ENGR 423	Intellectual Property and Invention Systems	Offered as Distance/Online and Face-to-face.	Spring 2019
IDEA 210	Introduction to Design Thinking	Approved for AUCC Cat 3B and gtPathways (Arts and Expression: GT-AH1). Offered Fall 2018 as experimental course IDEA 280A1.	Spring 2019
IDEA 310A	Design Thinking Toolbox: Paper Products	1 cr.; permanent partial semester.	Spring 2019

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IDEA 310B	Design Thinking Toolbox: 3D Modeling	2 cr.; permanent partial semester.	Spring 2019
IDEA 310C	Design Thinking Toolbox: Advanced 3D Modeling	2 cr.; permanent partial semester.	Fall 2019
IDEA 310D	Design Thinking Toolbox: Digital Imaging	1 cr.; permanent partial semester.	Fall 2019
IDEA 310E	Design Thinking Toolbox: Wood	2 cr.; permanent partial semester.	Fall 2019
IDEA 310F	Design Thinking Toolbox: Textiles	1 cr.; permanent partial semester.	Spring 2019
IDEA 310G	Design Thinking Toolbox: Infographics	1 cr.; permanent partial semester.	Spring 2019

Major Changes to Courses			
Course #	Course Title	Notes	Effective Term
D 286	Performance Practicum	Edits to course title and description; addition of written consent registration requirement; addition of 'repeatable for credit' designation.	Spring 2019
D 330	Dance ~~Ballet~~ Repertory Ensemble	Edits to course title, description, learning objectives and content; addition of 'written consent of instructor' registration restriction.	Spring 2019
D 340	Dance ~~Contemporary~~ Repertory Outreach ~~Ensemble~~	Edits to course title and description; addition of D 330 as a required prerequisite.	Spring 2019

Guaranteed Transfer (GT) Pathways Course Resubmissions: *(GT-SC2)*			
Course #	Course Title	GTP Category/Notes	Effective Term
MIP 101	Introduction to Human Disease	Natural & Physical Sciences – Lecture Course without Required Laboratory (GT-SC2) Existing AUCC Cat 3A	Spring 2019
PH 110	Physics of Everyday Phenomena ~~Descriptive Physics~~	Edits to course title and description. Natural & Physical Sciences – Lecture Course without Required Laboratory (GT-SC2) Existing AUCC Cat 3A	Spring 2019

Guaranteed Transfer (GT) Pathways Course Resubmissions: *(GT-HI1)*			
Course #	Course Title	GTP Category/Notes	Effective Term
ETST 252/ HIST 252	Asian American History	Addition of Distance/Online offering. History (GT-HI1) Existing AUCC Cat. 3B	Spring 2019

CONSENT AGENDA

Experimental Courses – 1st offering			
Course #	Course Title	Notes	Effective Term
SOCR 481A4	Soil Survey Field Practicum	1 cr.; partial semester; S/U only. No permanent course proposal found.	Fall 2018

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Experimental Courses – 2nd offering *(for informational purposes only)*			
Course #	**Course Title**	**Notes**	**Effective Term**
NSCI 580A2	Ethical Issues in Big Data Research	1st offering: Fall 2016. Permanent course proposal: NSCI 575.	Fall 2018

Minor Changes to Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
BSPM 356A	Horticultural Entomology Introduction	Offering term: Fall, Spring Credit allowed for only one of the following: ~~Credit not allowed for both~~ BSPM 102 ~~356A~~ and BSPM 302, ~~102,~~ or BSPM 303B ~~302~~ or BSPM 356A. ~~303B.~~	Spring 2019
MGT 375	Advanced Supply Chain Management	Edit to offering term: Fall, Spring	Spring 2019
MGT 376	Advanced Service and Manufacturing Operations	Edit to offering term: Fall, Spring	Spring 2019
FSHN 492	Seminar in Dietetics and Nutrition	Edit to offering term: Fall, Spring	Spring 2019
HDFS 320	Cognitive and Language Development	Edit to prerequisites: HDFS 310 ~~or PSY 260~~ Addition of registration restriction: Completion of 30 credits.	Fall 2019
HDFS 350	Applied Research Methods	Edit to prerequisites: (HDFS 101 or PSY 100) and (STAT 201 or STAT 301). ~~301 or STAT 311).~~ Addition of registration restriction: No Freshman; No Sophomores	Fall 2019
HDFS 410	Socioemotional Development in Childhood	Edit to prerequisites: HDFS 310; HDFS 334. ~~310.~~ Addition of registration restriction: No Freshman; No Sophomores	Fall 2019
HDFS 411	Developmental Transitions in Adolescence	Edit to prerequisites: HDFS 311; HDFS 334. ~~311.~~ Addition of registration restriction: No Freshman; No Sophomores	Fall 2019
HDFS 412	Mental and Physical Health in Adulthood	Edit to prerequisites: HDFS 312; HDFS 375. ~~312.~~ Addition of registration restriction: No Freshman; No Sophomores	Fall 2019
HDFS 434	Risk and Resilience Across the Lifespan	Edit to prerequisites: HDFS 375 ~~(HDFS 310 or concurrent registration) and (HDFS 311 or concurrent registration).~~ Edit to registration restriction: Completion of 60 credits. ~~75 credit minimum~~ Addition of registration restriction: No Freshman; No Sophomores.	Fall 2019
HDFS 439	Administration of Early Childhood Programs	Edit to prerequisites: HDFS 310 ~~or PSY 260~~ Addition of registration restrictions: No Freshman; No Sophomores; Completion of 60 credits.	Fall 2019
HDFS 445/ FSHN 445	Early Childhood Health, Safety, and Nutrition	Edit to offering term: Every ~~Fall, Summer~~ Edit to prerequisites: HDFS 310. ~~HDFS 310 or PSY 260~~ Edit to registration restriction: Completion of 60 credits. ~~75 credit minimum~~ Addition of registration restriction: No Freshman; No Sophomores.	Fall 2019

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Course Deactivations			
Course #	**Course Title**	**Notes**	**Effective Term**
REL 440	Real Estate Development	Not referenced in any programs or courses.	Fall 2018
SOWK 611	Generalist Practice-Large Client Systems	Listed in 'Select from' lists in the: • ANTH-IDVZ-MA: Master of Arts in Anthropology, Plan A, International Development Specialization • ANTH-IDVZ-MA: Master of Arts in Anthropology, Plan B, International Development Specialization *Approved by affected department Anthropology. Course will administratively removed from the above programs.*	Fall 2018

Minutes electronically approved by the University Curriculum Committee on 4/30/18.

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 **May 4, 2018** at 2:00 p.m.
The meeting adjourned at 4:00 p.m.

Minutes
The minutes of April 27, 2018 were electronically approved on April 30, 2018.

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**
LSPA 381A2	Work With Spanish-speaking Youth and Families	Permanent course proposal: LSPA 347. Previous offerings: Spring 2018; Fall 2017.	Fall 2018

Miscellaneous Memo Requests	
Request	**Notes**
New Subject Code Request: PPA (Public Policy and Administration)	The Department of Political Science requests a new subject code (PPA) to facilitate the creation of a new graduate degree program titled Master of Public Policy and Administration. This program is designed to seek and receive accreditation from the Network of Schools of Public Policy, Affairs, and Administration (NASPAA). This accreditation requires a formalized process of assessment and evaluation each year that will be difficult to track without a clear subject code for students completing this program. At minimum, having a new subject code, PPA, specific to this new program will streamline the process of tracking and measuring student outcomes as required by NASPAA.
Request to Temporarily Stop Admission to the Minor in Arts Leadership and Administration (ARLQ)	The College of Liberal Arts and the LEAP Institute for Arts will work with students who have already declared the minor to complete their requirements. This suspension will give us time to reevaluate how best to support the undergraduate portion of the curriculum.
Prohibit use of titles/topics on courses that have not been approved	In the scheduling process, departments have added topical titles to courses. This is not limited to group or independent studies. These unapproved titles/dsignations have been transcripted. These titles/labels have been used to designate sections, locations, etc. There has not been any review or approval through a curricular process to assure avoiding title overlap/repetition; appropriateness (connotation to the outside); use to distinguish sections, etc. There are options to this practice as 1) providing information on the 'course description screen' in the scheduling process (to direct students to the appropriate section, only the approved course title will be on the transcript-- not the added information); 2) proposing experimental courses (will be transcripted) or 3) adding subtopics (as 292 A [title to reflect content]) to obtain an approved course title (will be transcripted). Therefore, effective Spring 2019, titles/topics will no longer be added to course titles in the scheduling process unless the course has been approved through the University curricular process.

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New Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
AREC 513	Idea Evaluation in Agricultural Value Chains	2 credits. Graduate only; offered as Distance/Online and Face-to-face.	Fall 2019
AREC 519B	New Venture Communication: Making the Pitch	1 credit. Graduate only; permanent partial semester; offered as Distance/Online and Face-to-face. *Statements regarding non-disclosure agreements and intellectual property may need to be revised pending General Counsel review.*	Fall 2019
AREC 586A	New Venture Launch Practicum: Explore and Validate Value Proposition	2 credits. S/U only; Graduate only. *Course title conditional on consultation with College of Business. Statements regarding intellectual property may need to be revised pending General Counsel review.*	Fall 2019
AREC 586B	New Venture Launch Practicum: Communicate, Design, and Iterate	2 credits. S/U only; Graduate only. *Course title conditional on consultation with College of Business. Statements regarding intellectual property may need to be revised pending General Counsel review.*	Fall 2019
AREC 586C	New Venture Launch Practicum: Final Evaluation, Presentation, and Launch	1-6 credits. S/U only; Graduate only. *Course title conditional on consultation with College of Business. Statements regarding intellectual property may need to be revised pending General Counsel review.*	Fall 2019
D 392	Dance Seminar	1 credit. *A program proposal will need to be submitted in CIM to add this as a required course for the Dance B.A.*	Spring 2019
ECE 541	Applied Electromagnetics	Offered previously as experimental course ECE 580B5.	Spring 2019
ENGR 569	Cybersecurity Awareness for Systems Engineers	Offered as Distance/Online and Face-to-face; offered previously as experimental course ENGR 580A4.	Spring 2019
ENGR 570	Coupled Electromechanical Systems	Offered as Distance/Online and Face-to-face; offered previously as experimental course ENGR 581A2.	Spring 2019
ERHS 484	Supervised College Teaching	1-3 variable credits; Instructor Option grade mode.	Spring 2019
IDEA 450	Design Thinking Collaborative	4 credits (1-3-0); required in the proposed new Certificate in Design Thinking.	Spring 2019
NSCI 170	Perspectives and Communication in Science	1 credit; offered previously as experimental course NSCI 180A2.	Spring 2019
NSCI 575	Ethical Issues in Big Data Research	1 credit; permanent partial semester; offered previously as experimental course NSCI 580A2.	Spring 2019
SPCM 360	The Personal Lens – Making Media	Offered previously as experimental course SPCM 380A2.	Spring 2019
SPCM 453	Global Media Cultures	Offered previously as experimental course SPCM 380A1.	Spring 2019
VS 301	Research Seminar on Human-Animal Interactions	1 credit collaborative seminar between Washington State University and CSU; online only; offered previously as experimental course VS 280A1.	Spring 2019

Major Changes to Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
ANTH 459	Mediterranean Archaeology	Addition of Distance/Online offering.	Spring 2019
BSPM 356B	Horticultural Entomology: Food Crops	Edits to offering term and course learning objectives.	Spring 2019
BSPM 356C	Horticultural Entomology: Landscape Plants	Edits to offering term and course learning objectives.	Spring 2019
ETST 411	Black Feminism	Edit to offering term; addition of Distance/Online offering.	Spring 2019
MU 647	Historical Foundations of Music Therapy	Edit to offering term; previously offered as Distance/Online and Face-to-face, but proposed as Distance/Online only.	Spring 2019

Guaranteed Transfer (GT) Pathways Course Resubmissions: *(GT-SC1)*			
Course #	**Course Title**	**GTP Category/Notes**	**Effective Term**
PH 111	~~Descriptive~~ Physics of Everyday Phenomena Laboratory	Edits to course title. Natural & Physical Sciences – Course with Required Laboratory (GT-SC1) Existing AUCC Cat 3A	Spring 2019

Guaranteed Transfer (GT) Pathways Course Resubmissions: *(GT-SC2)*			
Course #	**Course Title**	**GTP Category/Notes**	**Effective Term**
LIFE 201B	Introductory Genetics: Molecular/Immunological/ Developmental	Natural & Physical Sciences – Lecture course without Required Laboratory (GT-SC2) Existing AUCC Cat. 3A	Spring 2019

'Grandfathered' Doctoral Program		
Program Title	**Notes**	**Effective Term**
Ph.D. in Cell & Molecular Biology	This Ph.D. was approved effective Spring 1996 – specific approval dates below: • **Graduate Council:** 5/18/1992 • **UCC:** 10/30/1992 • **Faculty Council:** 5/4/1993 • **State Board of Agriculture:** 5/3/95 • **CCHE:** 10/5/95	Spring 2019

New Undergraduate Certificate		
Program Title	**Notes**	**Effective Term**
Certificate in Design Thinking	In the past three years there has been discussion at CSU across disciplines (e.g. art, engineering, design and merchandising, landscape design and business) related to "design thinking. This certificate offers students exposure to and engagement with design thinking practices and processes via service-learning projects. An interdisciplinary approach will be used that invites all students and faculty to engage in discussion and problem solving processes.	Spring 2019

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Major Changes to Existing Programs		
Program Title	**Notes**	**Effective Term**
Ph.D. in Applied Developmental Science	Addition of information regarding credits from master's programs; addition of courses to elective list; removal of 3 credits of out-of-department electives; addition of footnote for Research Methods/Statistics elective. These updates reflect department's internal advising documents.	Spring 2019
Major in Art (BA), Art History Concentration	Addition of courses to the Upper-Division Art History electives list; addition of portfolio review requirement upon completion of 20-22 credits, in order to differentiate between the BA and the BFA degrees. The portfolio review will allow for assessment of students who are interested in a more academic degree (BA) from students who will focus on a more intensive art and design program of study (BFA).	Fall 2018

Program Deactivations			
Program Title	**Notes**	**Last term students may be admitted**	**Last term students can complete**
Major in Interior Design	Replaced by the Major in Interior Architecture and Design *(UCC approved 3/23/18)*	Summer 2018	Fall 2020
Master of Arts in English, Rhetoric and Composition Specialization, Plan A & Plan B	Replaced by the: • Master of Arts in English, Plan A, Writing, Rhetoric, and Social Change Specialization • Master of Arts in English, Plan B, Writing, Rhetoric, and Social Change Specialization *(UCC approved 3/23/18)* •	Summer 2018	Summer 2023
Major in Theatre, Playwriting and Dramatic Literature Concentration	Department is transitioning to new major options.	Fall 2018	Spring 2022

Other Business

- Brad Goetz was approved as the 2018-19 UCC Chair.

- The UCC Curriculum Deadlines for Spring 2019-Fall 2020 were approved – see document after the Consent Agenda.

- Reviewed draft of the 2017-19 UCC Annual Report (to be submitted to Faculty Council this summer).

- Recognized long-term service to the University Curriculum Committee:

  o Carole Makela, College of Health and Human Sciences – 20 years (11 as Chair)

  o Sally Sutton, Warner College of Natural Resources – 10 years (1 as Chair)

  o Brad Goetz, College of Agricultural Sciences – 10 years

  o Paul Mallette, College of Business – 9 years

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CONSENT AGENDA

Experimental Courses – 1st offering			
Course #	**Course Title**	**Notes**	**Effective Term**
ANTH 281A2	Introduction to Museum Studies	No permanent course proposal found.	Fall 2018
CIVE 580B4	Quantitative Exposure Science	No permanent course proposal found.	Fall 2018
ENGR 581A3	Cost Optimization	No permanent course proposal found.	Fall 2018
MECH 580B1	Industrial Gas and Dual-Fuel Engines	No permanent course proposal found; offered as Distance/Online and Face-to-face.	Fall 2018
MECH 580B2	Mechanical Vibrations	No permanent course proposal found; offered as Distance/Online and Face-to-face.	Fall 2018

Minor Changes to Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
FIN 311	Debt Securities Analysis	Edit to offering term: Fall, Spring	Spring 2019
FIN 442	Employee Benefits and Retirement Planning	Edit to offering term: ~~Fall~~, Spring	Spring 2019
FIN 475	International Business Finance	Edit to offering term: Fall, Spring ~~Every~~	Spring 2019
MGT 478	Global Supply Chain Management	Edit to prerequisites: MGT 375 ~~and MGT 376~~ or concurrent registration; MGT 376 ~~MGT 376 and MGT 377~~ or concurrent registration; MGT 377 or concurrent registration. ~~MGT 375 and MGT 377~~	Spring 2019

Minutes electronically approved by the University Curriculum Committee on 5/7/18.

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

FOR SUBMITTING COURSE AND PROGRAM PROPOSALS 2018-2019

- Login to ARIESweb, and click on the Curriculum Management (CIM)-Courses link or Curriculum Management (CIM)-Programs link to submit the appropriate form. CIM help documents are available on ARIESweb.

- Address questions related to your course and program proposals to your University Curriculum Committee (UCC) college representative.

- Please allow **several weeks** for proposals to be reviewed by affected departments and the college **prior** to the deadlines below. Proposals must be approved in CIM by the department and college curriculum committees, all affected departments, the UCC college representative, and the college Dean's office prior to UCC consideration.

- Incomplete or inadequately prepared submissions will be returned for completion/resubmission and may not meet the submission deadline.

- The UCC generally meets every Friday during the Spring and Fall terms with the exception of Fall break, Spring break, and finals week. Curriculum proposals may not be reviewed at every UCC meeting; one meeting each month may be reserved to discuss issues or policies relevant to curriculum.

- Differential Tuition and Special Course Fee (due February 1st) request processes are separate from the curricular approval process – see the Office of the Provost website for those deadlines and policies.

Completed proposals must be out of the College or SAU workflow in CIM by the dates shown.						
	Effective **Spring 2019**	Effective **Summer 2019**	Effective **Fall 2019**	Effective **Spring 2020**	Effective **Summer 2020**	Effective **Fall 2020**
Courses *(all levels)*						
Changing or deactivating existing courses	9/14/18	10/12/18	12/14/18	9/13/19	10/11/19	12/13/19
New courses *(If new course will be listed in a program proposal, refer to program deadlines below)*	10/5/18	12/14/18	2/1/19	10/4/19	12/13/19	1/31/20
Experimental courses	11/16/18	4/12/19	7/19/19	11/15/19	4/10/20	7/17/20
Study Abroad courses (1st offering)	2/2/18	9/14/18	9/14/18	2/1/19	9/13/19	9/13/19
Subsequent offerings *[A CIM proposal must be submitted for each non-permanent (-82) offering]*	(3/2/18)	(10/12/18)	(10/12/18)	(3/1/19)	(10/11/19)	(10/11/19)
Undergraduate Programs *All changes to a program should be submitted at the same time on **ONE** CIM proposal form once a year*						
New Majors* *(CPP must be attached to CIM proposal and approved by CoSFP by dates shown)*	1/12/18	N/A	9/14/18	1/11/19	N/A	9/13/19
Changes to Program Requirements	N/A	N/A	2/1/19	N/A	N/A	1/31/20
• **Adding or deactivating Concentrations, Minors, Interdisciplinary Minors, or UG Certificates** • **Changes to program title or components thereof** – *As you begin your proposal, contact your UCC Representative or Curriculum & Catalog with questions. Generally requires a **NEW** proposal and a **DEACTIVATION** proposal; both proposals should be submitted to CIM workflow at the same time.*	10/12/18	N/A	1/11/19	10/11/19	N/A	1/10/20

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Graduate Programs

- All changes to a program should be submitted at the same time on **ONE** CIM proposal form once a year.
- CoSRGE reviews graduate programs prior to UCC. CoSRGE generally meets the 1st Thursday of the month (September-December and February-May).
- If a program proposal includes new courses, the course proposals must first be approved by UCC in order for CoSRGE to review the program proposal. **Submit new course proposals the term prior to the program deadlines below** (excluding Summer term)**.**

Completed proposals must be out of the College or SAU workflow in CIM by the dates shown.

	Effective Spring 2019	Effective Summer 2019	Effective Fall 2019	Effective Spring 2020	Effective Summer 2020	Effective Fall 2020
• **Master's degrees and Doctoral degrees*** *(CPP must be attached to CIM proposal and approved by CoSFP & CoSRGE by dates shown)* • **New Graduate Certificates**	1/12/18	N/A	9/14/18	1/11/19	N/A	9/13/19
• **Changes to Program Requirements**	N/A	N/A	1/11/19	N/A	N/A	1/10/20
• **Adding Specializations or GISPs** *(Graduate Interdisciplinary Studies Programs)* • **Deactivating a Degree, Specialization, GISP, or Graduate Certificate** • **Changes to program title or components thereof** – *As you begin your proposal, contact your UCC Representative or* [Curriculum & Catalog](#) *with questions. Generally requires a* **NEW** *proposal and a* **DEACTIVATION** *proposal; both proposals should be submitted to CIM workflow at the same time.*	9/14/18	N/A	1/11/19	9/13/19	N/A	1/10/20

*See [Routing Paths document](#) on the Provost's Office webpage (New Degree Proposal Process) for developing and submitting the Preliminary Program Proposal (PPP) and Comprehensive Program Proposal (CPP) documents for new programs: http://provost.colostate.edu/faculty-administrative-professionals/.

New degrees and graduate certificates require approval by the Board of Governors and CCHE. **Colleges and departments are strongly encouraged to submit programs proposals as early in the year as possible, to ensure timely consideration by all entities.**

All actions of the UCC are subject to approval by Faculty Council, either through approval of the UCC minutes on their consent agenda or by special action.

Dates approved by University Curriculum Committee 5/4/2018.

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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
May 1, 2018 – 4:00 p.m. – BSB – Room 131

CALL TO ORDER

The Faculty Council meeting was called to order at 4:05 p.m.by Tim Gallagher, Chair.

ANNOUNCEMENTS

1.   Next Faculty Council Meeting – September 4, 2018 – *New Location*: Plant Sciences Building – Room C101 – 4:00 p.m.

Gallagher announced that the Faculty Council meeting for the fall semester would be held on September 4, 2018 at 4:00 p.m. – Plant Sciences Building, Room C101.

2.   Executive Committee Meeting Minutes located on FC website –
March 20 and 27, 2018; April 10, 2018
(http://facultycouncil.colostate.edu/faculty-council-meeting-dates-agendas-minutes/)

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

3.   Presentation of Graduate Student Council Faculty Mentor Awards
-Lindsay Lammers, Graduate Student Council President

Gallagher introduced Lindsay Lammers.   Over 50 graduate students participated in the nomination of faculty. The awards acknowledge outstanding graduate student advisors for career development, career guidance, and professional relationships.

Award recipients: Professor Jennifer DeLuca
Assistant Professor Tim Stasevich
Professor Emily Fischer

Honorable Mention: Professor Richard Finke
Assistant Professor Ed Hall

4.   Presentation of Faculty Council Harry Rosenberg Distinguished Service Award

Gallagher gave a brief background on the award. Carole Makela, School of Education, was the first year recipient. The second year recipient was C.W. Miller, College of

Veterinary Medicine and Biomedical Sciences. Gallagher presented the award to this year's winner: *Richard Eykholt, College of Natural Sciences.*

MINUTES TO BE APPROVED

1.   Faculty Council Meeting Minutes – April 3, 2018

Gallagher asked faculty for any corrections or additions.

Jenny Morse, Chair, CoNTTF emailed a correction to the Faculty Council office and Gallagher noted the following amendment:
"The CSAL study shows that 40% of NTTF have been here longer than 10 years and 60% have been here for longer than 3 years."

Faculty Council approved the amended minutes by unanimous consent.

UNFINISHED BUSINESS

1.   Elections – University Benefits Committee – Committee on Faculty Governance

Sue Doe, Vice Chair, Faculty Council, moved that Faculty Council approve the following nominee for the University Benefits Committee.

BALLOT
University Benefits Committee Nominations
(4-year Term)
May 1, 2018

	College	Term Expires
JOHN ELDER	Business	2022
(Nominated by Committee on Faculty Governance)		

Tim Gallagher, Chair, asked for nominations from the floor.
Hearing no nominations, the nominations were closed.

John Elder was elected to the University Benefits Committee for a 4-year term, starting July 1, 2018.

REPORTS TO BE RECEIVED

1.   Provost/Executive Vice President – Rick Miranda

Miranda reported on the following:

- Semester at Sea – successful spring voyage. Miranda was on the ship the first week in January. The voyage was cut short by a few days due to a huge storm. The weather in Morocco was very bad. A bit of an adventure on the high seas but they finished with an extended stay in Lisbon, and students were able to complete their courses.

- CHHE is getting more active about promoting Prior Learning Assessment (PLA) for college credit. We're in a little bit of tension between local control by institutions and the interests of the State that want to facilitate transfer. Transfer of coursework is going well. We are in the middle in terms of generosity in awarding PLA. This is going to become more prominent in the next year. Stay tuned with this issue.

- Attended a symposium last week in Denver--Water in the West. Great presentations by our faculty and engagement on research done in regard to water issues.   This was in support of the facility being opened up at the National Western Center on behalf of CSU. There will be programming on water in a building on that site.

- Jim Cooney is retiring after 12 years in the position of Vice Provost for International Affairs. Candidates for the position have been on campus and the final one will be here next week.

- Our own Professor, Diana Wall, was elected to the National Academy of Sciences.

- Miranda showed the draft incremental budget. The Board of Governors has not approved it yet.

  The first focus is on new money from tuition revenues--some coming from tuition increases and some from enrollment growth. State funding has been pretty solid for the past six years. Almost $31 million in new resources are available; the tuition figures are gross tuition based on enrollment estimates. We also have scholarships to give, including scholarship increases. Some are based on need, some on merit, some of it is mandatory and some discretionary. $4.4 million increase in scholarship monies. The net increase is then about $26 million   On the expense side, we've broken it into five categories. Expenses for salary increases for faculty and staff is the biggest one. Average amounts of merit-based pay increases: 2.5% for APs and faculty, and 3% for State Classified. Mandatory costs at $5 million. Library—funding for journals is part of that, also going up on things like utility bills, due to volume (new buildings and maintenance staff). Another category is academic incentive funding—essentially all of the various forms of tuition sharing we have

(differential tuition, sharing of PVM tuition, new graduate programs, and 236 funding).

Miranda will go into more detail about the budget at an open forum in about two weeks, on May 15 at 3:00 p.m. in LSC 372.

Anton Betten (CNS At-Large): I read an article that we were being sued by alum about a program that was not accredited?

Miranda explained the issue a bit, but said that because we are in the middle of litigation, he couldn't say too much.

Miranda's report was received.

3.   Faculty Council Chair – Tim Gallagher

Gallagher reported on the following:

- Attended the Committee on Intercollegiate Athletics and Committee on Libraries meetings. Very informative.

- Attended Colorado Faculty Advisory Commission (CFAC) meeting in Denver last Friday. This body was created to advise the State on matters of higher education policies. Prior Learning Assessment (PLA) was a topic that got quite a bit of analysis. Related to gtPathways and dual enrollment. This group advises the Colorado Commission on Higher Education (CCHE) and Department of Higher Education. Gallagher researched the differences. The CCHE has been around for many decades and takes the lead on state policies relating to higher education. In 2008, the Department of Higher Education was created to carry out the policies established by the CCHE. Gallagher indicated that approximately half of the people there were representing community colleges, who have an interest in transfer of their courses. Four-year colleges (such as CSU) do not resist such transfers but also wonder if the courses that function as prerequisites adequately prepare students for upper division courses. Different perspectives were brought to the table.

  There was a motion made to endorse without qualification a statement that encourages broad approval of transfer courses to four-year institutions. Gallagher said he would not endorse such a blanket policy. CFAC agreed with Gallagher that moving forward with conversations, in good faith, would be a good idea. Gallagher will keep us posted on these developments.

Margarita Lenk (BOG Faculty Representative): I see that more transfer credits may mean more enrollment for CSU, but which departments would be impacted more? Is there going to be any kind of study?

Gallagher: That was not discussed in any way. It was more student focused. Are we doing the right thing for our students? Are we creating a system that allows transferring seamlessly?

Miranda: These credits would count more towards the College of Liberal Arts and the College of Natural Sciences.

Sue Doe (Vice Chair): I would like to point out that these conversations have been going on. There is a significant effort at putting the brakes on the range of Prior Learning Assessments being proposed as they have rather significant implications for the core curriculum--with gtPathways in particular. Doe applauds Gallagher's approach to slow down PLA.

Steve Mumme (CLA At-Large): Mumme pointed out that the AAUP is paying close attention to the labor problems associated with community colleges call into question the quality of the curriculum and, hence, the transitivity of these courses. I'm hoping Joe Garcia (Colorado Lieutenant Governor) will pay attention to this with CCHE. We need to go slow with the transfer mechanisms.

Miranda: Joe Garcia is taking over community college administration, and is more permissive about Prior Learning Assessment.

Ross McConnell (Natural Sciences): Asked a question about the Course Survey discussion from last month's FC meeting.

Gallagher: The LENS motion was being contemplated by the Committee on Teaching and Learning. They are still working on this and it was not ready to be presented to Faculty Council.

Lisa Langstraat (CLA At-Large): Asked about assessment in regards to PLA. Some are more valid than others, so we need to move slowly and carefully.

Anton Betten (CNS At-Large): Working the last six years coordinating freshman courses. Betten discussed the high failure rates of transfer students who are poorly prepared. We cannot give up the quality control. Access to success should not mean that we set students up for failure.

Gallagher's report was received.

4.   Board of Governors Faculty Representative – Margarita Lenk

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May 1, 2018

Lenk reported on the following:

Lenk has no report because the Board of Governors Meeting starts tomorrow at LSC. Most of the sessions are open. Lenk will be starting her last term as the Board of Governors Faculty Representative. She encourages faculty to attend the meeting to get to know the Board's processes and consider being the next Board of Governors representative. Thank you to all faculty re: sending factoids about their departments. Please keep the stories coming. It's a great way of personalizing our faculty and our group here.

Lenk's report was received

CONSENT AGENDA

1.   UCC Minutes – March 30, 2018; April 6, 13, 20, 2018

Carole Makela, Chair of UCC, moved that Faculty Council approve the Consent Agenda.

The Consent Agenda was unanimously approved.

ACTION ITEMS

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

Melinda Smith, on behalf of CoSRGE, moved that Faculty Council approve the proposed revisions to the *Graduate and Professional Bulletin* – Scholastic Standards.

RE: 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 SECTION: "SCHOLASTIC STANDARDS" OF THE *GRADUATE AND PROFESSIONAL BULLETIN,* TO BE EFFECTIVE UPON FACULTY COUNCIL ADOPTION, AS FOLLOWS:

ADDITIONS - <u>UNDERLINED</u> - DELETIONS ~~OVERSCORE~~

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 3.00<u>0</u> grade point average <u>(GPA) in each of the following GPA categories:</u>

1. Overall course GPA, defined as the GPA calculated from all regular and non-regular courses graded traditionally (A through F).
    - Regular courses ~~are non-variable credit courses~~ with course numbers less than X82.
    - Non-regular courses ~~have variable credit hours associated with them, and are assigned reserved course~~ with numbers X82 to X99.
2. Regular course GPA, defined as the GPA calculated from all regular courses graded traditionally.
3. Program of Study overall GPA, defined as the GPA calculated from all traditionally graded regular and non-regular courses listed on the approved program of study.
4. Program of Study regular GPA, defined as the GPA calculated from all traditionally graded regular courses listed on the approved program of study ~~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.~~

    A minimum GPA of 3.000 in categories 1 and 2 are required to remain in good academic standing. For graduation, a minimum GPA of 3.000 is required in all four categories.

    Separate GPAs are calculated based on courses taken as a master's or doctoral student. For example, changing from a master's degree to a doctoral degree, or vice versa, will create separate GPAs based on grades received in coursework taken at each degree level.

[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.

Rationale

1. The above revisions will clearly distinguish the difference between regular and non-regular courses, which are not defined in the current version of the Graduate and Professional Bulletin. The course numbers are from the Curricular Policies and Procedures Handbook, which is available on the Curriculum and Catalog website. Inclusion of the course numbering system for non-regular coursework will provide transparency and make it clear that courses ending with numbers of X82 or greater are

non-regular courses.

2. The revised language defines the various ways GPAs are calculated, and clarifies that graduate students must maintain a minimum GPA of 3.000 in categories 1 and 2 to remain in good academic standing, and in categories 1-4 for graduation. The language for category 4 is missing from the Bulletin, and its inclusion will provide transparency to graduate students.

3. It is the long-standing practice of the Graduate School to calculate GPAs separately when a student changes their degree program. This is noted on the Graduate School degree change form (GS7) but it would be helpful to include this in Bulletin as well. This practice benefits students who do not perform well in one degree and therefore switch to another degree (e.g., PhD to Master's).

> Faculty Council unanimously approved the motion.

> 2. Proposed revisions to the *Academic Faculty and Administrative Professional Manual* – Section I.7 Student Appeals of Grading Decisions – CoRSAF

> Marie Legare, Chair, CoRSAF moved that Faculty approve the proposed revisions to the *Academic Faculty and Administrative Professional Manual* – Section I.7 Student Appeals of Grading Decisions.

Subject: I.7 Student Appeals of Grading Decisions, The Committee on Responsibilities and Standing of Academic Faculty submits the following:

MOVED, THAT SECTION I.7 OF THE *ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL* BE AMENDED AS FOLLOWS:

Deletions ~~Overscored~~ Additions <u>Underlined</u>

I.7 Student Appeals of Grading Decision (*last revised ~~May 9, 2014~~*)

A written summary of the <u>H</u>~~h~~earing<u>,</u> ~~and~~ the decision of the appeal committee and the reasons for this decision shall be <u>prepared. The chair of the appeal committee shall </u>sen~~t~~<u>d this summary</u> to the student and the course instructor(s) within thirty (30) calendar days of the appointment of the committee and <u>it </u>shall be retained in the department office for the duration of the student's enrollment at the University. The appeal committee's decision is the final decision of the University.

Rationale: Edits to specify that the chair of the appeal committee is responsible for notifying all parties of the decision for the grade appeal.

> Faculty Council unanimously approved the motion.

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May 1, 2018

     3.   Proposed revisions to Section D.7.1 Maximum Employment of the *Academic Faculty and Administrative Professional Manual* – CoRSAF

            Marie Legare, Chair, CoRSAF moved that Faculty Council approve the proposed revisions to Section D.7.1 Maximum Employment of the *Academic Faculty and Administrative Professional Manual*.

Subject: Section D.7.1 Maximum Employment

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

MOVED, THAT SECTIONS D.7.1 OF THE *ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL* BE AMENDED AS FOLLOWS:

Deletions ~~Overscored~~ Additions <u>Underlined</u>

Faculty members and administrative professionals on nine (9) month appointments may be employed a maximum of twelve (12) additional working weeks during the summer, exclusive of vacation, per fiscal year. ~~The salary rate used in this determination shall be that of the academic year following the summer.~~

Rationale: Edits made to conform to state law.

            Faculty Council unanimously approved the motion.

     4.   Proposed revisions to the 2018-19 *General Catalog*, sections on <u>English Composition Requirement</u> and <u>Mathematics Requirement</u>: Removing policy to assign "F" grades if requirement is not completed within 60-credits – UCC

            Carole Makela, Chair, UCC moved that Faculty Council approve the proposed revisions to the 2018-19 General Catalog, sections on <u>English Composition Requirement</u> and <u>Mathematics Requirement</u>: Removing policy to assign "F" grades if requirement is not completed within 60-credits.

SUBJECT: Request to revise the *2018-19 General Catalog* sections on English Composition Requirement and Mathematics Requirement: Removing policy to assign 'F' grades if requirement is not completed within 60-credits.

The University Curriculum Committee moves that Faculty Council adopt the proposed revisions to the "English Composition Requirement" and the "Mathematics Requirement" sections of the *2018-19 General Catalog* to be effective Fall 2018, as follows:

Deletions-~~Overscored~~

MATHEMATICS REQUIREMENT: http://catalog.colostate.edu/general-catalog/all-university-core-curriculum/mathematics-requirement/

(The prior paragraphs remain unchanged.)

A student (except a first semester transfer or a first semester readmitted student) who has earned 60 or more CSU and transfer credits and who has not completed the mathematics requirements of category 1B of the All-University Core Curriculum must enroll in a course that will fulfill this requirement in order to have a hold lifted from his or her registration. ~~If a student drops or withdraws from the course or does not earn a passing grade, the grade of record will become an "F." This grade of "F" will be included in the calculation of both the semester GPA and the cumulative GPA as a consequence for not completing the 60-credit completion requirement as defined by this policy.~~ A transfer or readmitted student will be allowed the initial term of full-time enrollment before this restriction is imposed.

(The rest of this section remains unchanged.)

ENGLISH COMPOSITION REQUIREMENT: http://catalog.colostate.edu/general-catalog/all-university-core-curriculum/english-composition-requirement/
(The prior paragraphs remain unchanged.)
~~If a student drops or withdraws from the composition course or does not earn a passing grade, the grade of record will become an "F." This grade of "F" will be included in the calculation of both the semester GPA and the cumulative GPA as a consequence of not completing the 60-credit completion requirement.~~

(The rest of this section remains unchanged.)

RATIONALE:

The F grade for students dropping or withdrawing from the courses fulfilling the AUCC Composition course or the Mathematics requirements is being deleted. This policy was enacted nearly 15 years ago to lessen the frequency at which students registered for the relevant courses and then dropped or withdrew (often without advisement from advisors, the offering departments), thus putting off taking them for yet another semester. With the efforts for student success and enhanced tools to notify students of their performance and status and the structure and monitoring added to the math courses, this punitive practice is no longer needed. These efforts and tools have reduced significantly the number of students registering for these with the intent to drop or withdraw.

The penalty does not apply to other courses, so it is reasonable to no longer single out these two AUCC requirements.

All webpages and publications that reference this policy will need to be updated accordingly.

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May 1, 2018

A memo request proposal (CIM) was reviewed and approved by the University Curriculum
Committee on 4/13/2018.

Faculty Council unanimously approved the motion.

DISCUSSION

1.   None.

Gallagher adjourned the meeting at 4:58 p.m.

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

ATTENDANCE
BOLD INDICATES PRESENT AT MEETING
<u>UNDERLINE INDICATES ABSENT AT MEETING</u>

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

Liberal Arts

Michael Pante	Anthropology	2020
Marius Lehene	Art (will serve term thru Fall '19)	2019
Ziyu Long	Communication Studies	2019
(substituting for Julia Khrebtan-Horhager)		
Robert Keller (excused)	Economics	2020
Doug Cloud	English	2020
Albert Bimper	Ethnic Studies	2019
Jonathan Carlyon	Languages, Literatures and Cultures	2018
Robert Gudmestad	History	2020
Gayathri (Gaya) Sivakumar	Journalism and Technical Communication	2020
Wesley Ferreira	Music, Theater, and Dance	2019
Moti Gorin	Philosophy	2019
Kyle Saunders	Political Science	2018
Tara Opsal	Sociology	2019
Antonio Pedros-Gascon	College-at-Large	2019
Steven Mumme	College-at-Large	2020
(substituting for Steve Shulman – Spring '18 sabbatical)		
David Riep	College-at-Large	2018
Allison Prasch	College-at-Large	2020
Lisa Langstraat	College-at-Large	2020

Natural Resources

Monique Rocca	Ecosystem Science and Sustainability	2020
Barry Noon (Spring 2018)	Fish, Wildlife, & Conservation Biology	2018
Chad Hoffman	Forest and Rangeland Stewardship	2020
Mike Ronayne	Geosciences	2020
(substituting for Bill Sanford – Spring '18 sabbatical)		
Alan Bright	HDNR in Warner College	2020

Natural Sciences

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

Veterinary Medicine & Biomedical Sciences

C.W. Miller	Biomedical Sciences	2019
Dean Hendrickson	Clinical Sciences	2019
Elizabeth Ryan	Environmental & Radiological Health Sciences	2020
Alan Schenkel	Microbiology, Immunology and Pathology	2018
Noreen Reist	College-at-Large	2020
Jennifer Peel	College-at-Large	2020
William Black	College-at-Large	2020
Marie Legare	College-at-Large	2019
Anne Avery	College-at-Large	2019
Tod Clapp	College-at-Large	2019
Dawn Duval	College-at-Large	2019
Patrick McCue	College-at-Large	2018
Stuart Tobet	College-at-Large	2018
DN Rao Veeramachaneni	College-at-Large	2018

University Libraries

Linda Meyer	Libraries	2019
(substituting for Nancy Hunter)		
Naomi Lederer	At-Large	2019
(substituting for Michelle Wilde)		

***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 Donavan, 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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May 1, 2018

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

COLORADO STATE UNIVERSITY
FACULTY COUNCIL ANNUAL REPORT
TO THE BOARD OF GOVERNORS
July 2017 - May 2018

Current Faculty Council Officers:
> Timothy Gallagher, Chair
> Sue Doe, Vice Chair
> Margarita Lenk, BOG Faculty Representative
> Lola Fehr, Professional Registered Parliamentarian
> Rita Knoll, Executive Assistant

Incoming Faculty Council Officers for 2018-2019:
> Timothy Gallagher, Chair
> Sue Doe, Vice Chair
> Margarita Lenk, BOG Faculty Representative
> Lola Fehr, Professional Registered Parliamentarian
> Rita Knoll, Executive Assistant

Faculty Council acts as a representative body for the academic faculty and performs duties delegated to the faculty by acts of the legislature. The Faculty Council, subject to statutes of the State and regulations and policies of the Board of Governors (BOG), has jurisdiction over the general educational policies of the University and passes all rules and regulations necessary to University government. Faculty Council membership consists of one elected representative from each academic department and the Libraries, and a proportionate representation from each college as voting members. Upper-level administrators are *ex officio* non-voting members. The 2017-18 membership for the Faculty Council is attached. Below is a list of Faculty Council business during the 2017-18 academic year.

Action Items Requiring BOG Approval – 2017-18 Academic Year:
> *Academic Faculty and Administrative Professional Manual Revisions 2017-18:*
> Appendix 7: Bullying in the Workplace (new section)
> Section C.2.1.3.2 *Ex Officio* Members
> Section C.2.1.9.3 Membership and Organization
> Section C.2.1.9.6 Specialized Standing Committees: Membership and Function
> Section E.1 Definition of Faculty
> Section E.2 Types of Faculty Appointments
> Section E.9 – Faculty Productivity
> Section E.12.1 Teaching and Advising
> Section I.8 Student Course Survey
> Section I.9 Grades of Incomplete
> Section K – Resolution of Disputes

> *Proposed revisions to the Colorado State University Academic Calendar*
> Fall Semester 2022 through Summer Semester 2024

Candidates for Degrees:
     Fall Candidates 2017
     Spring Candidates 2018
     Summer Candidates 2018

New Degree Programs:
     Bachelor of Science (B.S.) in Data Science, College of Natural Sciences
     Bachelor of Science (B.S.) in Geography, Department of Anthropology
     MA (Plan B) in Counseling and Career Development in School of Educations, College of Health and Human Sciences
     MS in Ecosystem Sustainability (Plan A), Warner College of Natural Resources
     Ph.D. in Ecosystem Sustainability in the Department of Ecosystem Sciences & Sustainability, Warner College of Natural Resources

New Graduate Certificates:
- Graduate Certificate in Teaching in Extension – Department of Agricultural & Resource Economics – effective Spring 2018 (UCC approved 4/4/17; Faculty Council approved 5/2/17; CDHE approved 1/4/18)
- Graduate Certificate in Communications for Conservation – Department of Human dimensions of Natural Resources – effective Spring 2019 (UCC approved 2/23/18; Faculty Council approved 3/6/18).
- Graduate Certificate in Postsecondary Access and Success – School of Education – effective Spring 2019 (UCC approved 4/6/18; anticipated Faculty Council approval 5/1/18).

2017-18 General Catalog Revisions (BOG Approval Not Required)
     Retroactive Withdrawal
     Extending Undergraduate Planned Leave to Two Semester Option

2017-18 Curricular Policies and Procedures Handbook
     No change

2017-18 Graduate & Professional Bulletin Revisions (BOG Approval Not Required)
     The Advisory System
     Scholastic Standards
     Graduate Study

New Centers, Institutes and Other Special Units
     Colorado Water Center at CSU
     One Water Solutions Institute

Routine Action Items for Faculty Council Approval (BOG Approval Not Required)
     Confirmation of Faculty Council Secretary and Parliamentarian
     Elections:
          Faculty Council Officers
          Faculty Council Standing Committee Members
          Graduate and Undergraduate Student Representatives to Standing Committees
          Grievance Panel

Discipline Panel
University Benefits Committee

Annual Reports (2017-18):
Faculty Council Standing Committees
University Benefits Committee
University Grievance Officer Annual Report

Changes in Curriculum – 2017-18
Recommendations for Continuance or Discontinuance of Centers, Institutes, and Other Special Units

Faculty Council Discussion Items 2017-18:
February 6, 2018 - Policies Related to Non-Tenure Track Faculty – Jenny Morse, Chair, Committee on Non-Tenure Track Faculty; Don Estep, Chair, Committee on Faculty Governance; Marie Legare, Chair, Committee on Responsibilities and Standing of Academic Faculty
April 3, 2018 – 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 – Matt Hickey, Chair, Committee on Teaching and Learning

Faculty Council Special Reports 2017-18:
October 3, 2017 - Changes to Health Care Plan - Diana Prieto and Teri Suhr, HR
March 6, 2018 – Provost's Council of Engagement – Paula Mills, Project Manager with the Office of Engagement

Faculty Council Campus Issues 2017-18:
2017-2018 Budget Planning Issues
Non-Tenure Track Faculty
Bullying in the Workplace Policy
Faculty Salaries and Compensation

MEMBERSHIP OF THE FACULTY COUNCIL
2017-2018

OFFICERS

Chair: Timothy Gallagher   **Vice-Chair: Sue Doe**
Executive Assistant: Rita Knoll   **BOG Representative: Margarita Lenk**
Professional Registered Parliamentarian: Lola Fehr

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Shantanu Jathar	Mechanical Engineering	2020
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Steven Reising	College-at-Large	2019

Ted Watson	College-at-Large	2018

Liberal Arts

Michael Pante	Anthropology	2020
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Julia Khrebtan-Horhager	Communication Studies	2019
Robert Keller	Economics	2020
Doug Cloud	English	2020
Albert Bimper	Ethnic Studies	2019
Peter Erickson	Languages, Literatures and Cultures	2019
(Substituting for Jonathan Carlyon – Fall Sabbatical)		
Robert Gudmestad	History	2020
Gayathri (Gaya) Sivakumar	Journalism and Technical Communication	2020
Wesley Ferreira	Music, Theater, and Dance	2019
Moti Gorin	Philosophy	2019
Kyle Saunders	Political Science	2018
Tara Opsal	Sociology	2019
Antonio Pedros-Gascon	College-at-Large	2019
Stephen Mumme	College-at-Large	2020
(substituting for Steve Shulman – Spring '18 sabbatical)		
David Riep	College-at-Large	2018
Allison Prasch	College-at-Large	2020
Lisa Langstraat	College-at-Large	2020

Natural Resources

Monique Rocca	Ecosystem Science and Sustainability	2020
Barry Noon (Spring 2017 and 2018)	Fish, Wildlife, & Conservation Biology	2018
Chad Hoffman	Forest and Rangeland Stewardship	2020
Mike Ronayne	Geosciences	2020
(substituting for Bill Sanford sabbatical Spring 2018)		
Alan Bright	HDNR in Warner College	2020

Natural Sciences

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

Veterinary Medicine & Biomedical Sciences

C.W. Miller	Biomedical Sciences	2019
Dean Hendrickson	Clinical Sciences	2019
Elizabeth Ryan	Environmental & Radiological Health Sciences	2020
Alan Schenkel	Microbiology, Immunology and Pathology	2018
Noreen Reist	College-at-Large	2020
Jennifer Peel	College-at-Large	2020
William Black	College-at-Large	2020
Marie Legare	College-at-Large	2019
Anne Avery	College-at-Large	2019
Tod Clapp	College-at-Large	2019
Dawn Duval	College-at-Large	2019
Patrick McCue	College-at-Large	2018
Stuart Tobet	College-at-Large	2018
DN Rao Veeramachaneni	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 Donavan, 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

***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

Committee on Faculty Governance (CoFG) Annual Report 2017-2018

Members for 2017-2018:

    Agricultural Sciences–Ruth Hufbauer
    Health and Human Sciences–Scott Shuler
    Business–Leo Vijayasarathy
    Engineering–Steve Reising, vice Chair
    Liberal Arts–Emily Moore
    Natural Resources–Troy Ocheltree
    Natural Sciences–Don Estep, Chair
    Veterinary Medicine and Biomedical Sciences–Quinton Winger
    University Libraries–Allison Level

The committee physically met on the following dates: 11/30/17, 3/19/18, 4/2/18, and 5/9/18. The committee chair met with faculty and departments in various colleges and with CoRSAF, CoNTTF, and Chair of Faculty Council. The committee conducted significant business through electronic discussions.

Code changes to the following sections were considered by CoFG:

- C.2.1.3.2
- C.2.1.4
- C.2.1.9.6
- C.2.4.1
- C.2.4.2
- C.2.1.9.3
- C.2.1.9.5.j
- C.2.1.9.5

CoFG took the following actions regarding elections:

- Conducted elections for departmental and at-large representatives to Faculty Council.
- Conducted elections for members of Executive Committee.
- Made nominations for Faculty Council officers.
- Made nominations for members of Faculty Council standing committees.
- Made nominations for members of University Benefits Committee.
- Made nominations for members of Grievance Panel.
- Appointed substitutes for temporary vacancies on Faculty Council and its standing committees.

The CoFG considered other issues regarding changes to the Academic Manual

- The CoFG submitted a proposal to create a new University Committee with responsibility to review and evaluate university administration policies to Chair, Faculty Council. The proposal underwent significant revisions after consideration of CoRAF, Administrative Professional Council, State Classified Employee Council, and Bob Schur.

Faculty Council Committee on Intercollegiate Athletics

Annual Report – From September 2017 to May 2018

Member	College	Role / Title	# of meetings attended out of 7
Andrew Seidl	Agricultural Sciences	Member	2
Karen Hyllegard	Health & Human Sciences	Member	6
Todd Donavan	Business	Chair	7
Stephen Milton	Engineering (Electrical & Computer)	Member	0
Kyle Saunders	Liberal Arts (Political Science)	Member	3
Will Clements	Natural Resources (Forestry Rangeland)	Member	2
Kevin Crooks	Natural Resources (Forestry Rangeland)	Member	1
Shane Kanatous	Natural Sciences (Biology)	Member	4
Craig Webb	Veterinary Medicine & Biomedical Sciences	Member	2
Mark Shelstad	University Libraries	Member	2
Liam Aubrey	Student Representative (Undergraduate)	Undergrad Student Rep.	3
Shane Garland	Student Representative (Graduate)	Graduate Student	5
James Francis	Faculty Representative to Athletics (ex officio)	Ex-Officio	5

Dates of Meetings:

September 12, 2017
October 10, 2017
November 13, 2017 with SAAC Students
December 12, 2017
February 12, 2018
March 19, 2018
April 17, 2018

FCCIA met during the school year 2017-2018 six times, in addition to a meeting in November to meet with SAAC to discuss the previous year's exit surveys. We traditionally meet with the SAAC students again in the spring, but due to scheduling conflicts, we cancelled that meeting. The meeting with SAAC is the best means for FCCIA to understand how the students feel about their student-athlete experience here at CSU. The results of that meeting are reproduced here.

 Seven members of FCCIA met with SAAC on November 13th in the 3rd floor conference room of McGraw. We assured the group that what is said in the meeting will be kept in confidence and that we are charged with looking out for their welfare as student athletes. Traditionally, we use the athletic survey to guide our questioning of SAAC. However, a version of the survey results was not available for our review. (We

have since volunteer to create a survey for future use). Therefore, we used our experience with issues affecting student athletes to guide our questions.

Progress toward Graduation

We asked the student/athletes if their teammates, and them, were on schedule to graduate. They said yes, both are on schedule to graduate.

Academic Center

As in the past, the academic center is overcrowded at night. The students indicated that the fall semester is always worse than the spring. Students may study at other venues on campus but few of them are aware of this. Students may benefit from more reminders about these alternative sites to study.

There are some technology issued in the academic center. For instance, not all computers will hook up to the printers.

Students are having some difficulty getting tutors. One biology student requested a tutor at the beginning of the semester but did not receive an assigned tutor until the 13th week of the semester. We heard numerous complaints about the quality of tutors. For instance, a tutor for Spanish knew less than a student. It may help to enhance the vetting process for tutors.

Classroom Treatment

One issue that we may want to discuss with the Provost is equal or fair treatment of student athletes when they must miss class for games. In one instance, a professor allows all students to drop 2 of 7 quizzes. Unfortunately, a student/athlete was traveling during a quiz. The professor indicated the student /athlete would just have to drop that quiz. It does not seem fair to the student/athletes when other students can drop their lowest quiz they take, and the student/athlete must drop a quiz that was given during a university-sanctioned event. (This issue has occurred in political science, history, philosophy, and finace).

Refueling Station

When athletics introduced the refueling, they feared that the Student/ athletes would substitute RS food for real meals. In the conversation with SAAC, it appears that this may be the case. SAAC members mentioned that originally, the RS had meals (sandwiches) and they would use them to replace a meal. The offerings in the RS changed this year to be more of a snack (carb loaded) option. It may be necessary to remind the athletes that the RS is an enhancement to their daily caloric intake rather than a meal replacement.

Other RS issues circle around the number of swipes per day. They indicated that only one swipe is allowed from noon to six. Again, this may be a reflection of the student/athletes using RS as a meal replacement.

Practice Time

Some student/athletes are having difficulty getting to class on time due to practices. Coaches may need to be more aware of class starting times.

Missing Meetings

Football has allowed some players to miss meetings to attend class or to study when necessary. Many other sports are hesitant to allow the student/athlete to miss. Further, coaches are more likely to allow a "struggling student" to miss a meeting rather than a student doing well. We encouraged them to be a self-advocate. Their coaches may not realize that a student/athlete needs time to complete work. As we suggest, you are here as a student first and an athlete second.

Track and Field

The addition of an extra trainer this year has helped dramatically. Additionally, the training and weight rooms are better with the football team moved to its new facilities.

FCCIA Annual Overview

In September we reviewed the student survey. After a brief discussion, it was determined we would like more details from the data. We asked to view the data, in confidence, to review it in more detail. For instance, we would like to run some crosstabs to see if there is a difference among sports. Christine will provide the data to Todd and Kyle for further analysis.

The athletic department was unable to provide us with further details of the data. We would like the athlete department to work with us to develop a better survey instrument that can be more deeply analyzed.

The athletic department (i.e., Joe Parker, Christine Susemiho, Steve Cottingham), gave FCCIA updates each month at our meetings. Issues discussed were primarily good, such as the updates on the new stadium and performance of various teams. One negative issue had to do with the conduct and status of the basketball coach. Joe kept us informed, without giving us any specific details, about the status of the basketball coach in our winter meetings.

We cancelled our May meeting, as the April meeting was so close to the end of the semester and the May meeting was scheduled during finals week. Consequently, we did not elect a chair for the 2018-2019 school year. Dr. Todd Donavan will schedule the fall meetings and hold an election for the position at our first meeting in the fall of 2018.

COLORADO STATE UNIVERSITY COMMITTEE ON NON TENURE TRACK FACULTY
Annual Report for August 2017 to May 2018

MEMBERSHIP 2017-2018

Agricultural Sciences	Matt Camper
Health and Human Sciences	Patty Stutz-Tanenbaum
Business	Jenny Morse, Chair
Engineering	Dan Baker
Liberal Arts	Natalie Barnes
Natural Resources	Natalie Ooi, Vice Chair
Natural Sciences	Steve Benoit
Veterinary Medicine and Biomedical Sciences	Leslie Stone-Roy
Libraries	Tobin Magle
Tenured Faculty	Mary Van Buren
Tenured Faculty	CW Miller
At-large member	Joseph DiVerdi

I. Meetings

The Committee on Non Tenure Track Faculty met 17 times during the 2017-2018 academic year. All 17 meetings focused on moving forward with our proposals and recommendations to improve the circumstances of NTTF at CSU.

08/22/17	Discussed proposal next steps with CoFG and CoRSAF and planned communication with IR to update NTTF info
9/5/17	Discussed proposal progress
9/19/17	Discussed proposal progress. Updated progress on completing NTTF info in IR.
10/3/17	Finalized CoNTTF Fact Sheet and email to Deans and Department Heads in response to numerous inquiries from those administrators about the proposal
10/17/17	Discussion of proposal next steps, NTTF statistics, and creation of Q&A doc
10/31/17	Campus Equity Week Roundtable
11/14/17	Discussion of proposal with CoFG chair Don Estep
11/28/17	Debrief on conversation with CoFG chair and update on CoRSAF progress. Steve Benoit presented research on the history of NTTF at the university and in Faculty Council
12/12/17	Discussion of spring schedule and updates from CoFG and CoRSAF
1/16/18	Discussion of proposal and concerns from CLA, Don Estep, and former CoNTTF members
1/30/18	Discussion of latest drafts of CoRSAF and CoFG motions
2/13/18	Discussion of Faculty Council meeting, CoRSAF and CoFG plans
2/27/18	Discussion of CoFG motions and CLA concerns
3/20/18	Discussion of CoFG and CoRSAF motions
4/10/18	Celebration and discussion of next steps

4/24/18	Discussion of CoRSAF's proposed promotion pathway and finalize NTTF Manual Changes Summary
5/1/18	Presentation by Jennifer Todd, Matt Hickey, and Gwen Gorzalsky on CoTL Teaching Evaluation materials

II. Additional Meetings and Presentations Prepared by CoNTTF members

9/13/17	Chair met with Sue Doe and Jen Aberle about proposal
9/15/17	Matt Camper represented CoNTTF in BSPM CAG meeting about proposal
9/21/17	Chair and Steve Benoit met with Math Department about proposal
9/26/17	Chair and Joseph DiVerdi met with the College of Natural Sciences about proposal
10/3/17	Chair met with Marie Legare, CoRSAF Chair, about proposal
10/9/17	Chair met with Dan Bush about proposal
10/10/17	Chair met with Mary Meyer and AAUP leadership about proposal
10/13/17	Chair met with concerned NTTF in CLA about proposal
10/16/17	Chair and Patty Stutz-Tanenbaum met with the CHHS Dean Jeff McCubbin about the proposal
10/18/17	Patty Stutz-Tanenbaum met with the Occupational Therapy department in CHHS about the proposal
10/30/17	Natalie Barnes exhibit on NTTF at CSU opened in the Visual Arts center
10/31/17	Chair participated in round table for Campus Equity Week
11/6/17	Chair made remarks at CSU NTTF Reception
11/7/17	Chair met with CLA AFC about proposal
11/10/17	Joseph DiVerdi, Steve Benoit, and Tobin Magle began attending CoRSAF's fall weekly meeting on the proposal
11/13/17	Chair met with Faculty Rep from COB for Management, Troy Mumford, about proposal
11/28/17	Chair met with COB Dean Beth Walker about proposal
11/30/17	Chair met with CoFG about proposal
12/6/17	Natalie Barnes and Patty Stutz-Tanenbaum met with the Department of Health and Exercise Science about the proposal
1/19/17	Chair, Joseph DiVerdi, Steve Benoit, and Tobin Magle attended CoRSAF's spring weekly meeting on the proposal
1/24/18	Chair met with Faculty Council Chair Tim Gallagher about proposal
1/26/18	Chair and CoRSAF Chair Marie Legare met with COB about proposal
2/5/18	Chair met with CoRSAF Chair Marie Legare about proposal
2/7/18	Chair met with former CHHS employee about NTTF concerns
4/19/18	Chair met with CORSAF Chair Marie Legare about proposal

III. Proposal Documents and Committee Process

Fall 2017	**"Where CoNTTF's Proposal is Right Now," AAUP Newsletter, Sept 17** Article describing process and current circumstances of CoNTTF's proposal from Summer 2016. **CoNTTF Fact Sheet** In response to numerous inquiries from deans, department heads, and other faculty, CoNTTF prepared a fact sheet with basic information about the

committee and proposal and offered to meet with any groups interested in learning more about the proposed changes to NTTF roles.

Recently Received Questions and Answers

In response to presentations to several departments and additional inquiries from faculty, departments, and colleges, CoNTTF prepared a Q&A about the most frequently asked questions and invited further conversation from faculty about the proposed changes to NTTF roles.

History of NTTF at CSU

Steve Benoit researched the circumstances of NTTF from 1972 through the present and gathered data on their appointment types, status, voting rights, and other descriptors.

Potential Impact in Faculty Council of NTTF Voting

Steve Benoit created a spreadsheet illustrating the potential change to Faculty Council's composition if NTTF were allowed to serve as representatives and vote in Faculty Council.

Spring 2018   **Summary of Proposed Changes to Section E2 of the Faculty Manual**

In preparation for the discussion and vote in Faculty Council, CoNTTF prepared a summary document to highlight and explain the specific recommendations being made.

Chart of Proposed Changes to Appointment Types

To provide a visual representation of the proposed changes, CoNTTF prepared this chart.

Faculty Manual Changes Summary

To help prepare faculty, departments, and colleges for the changes that passed in Faculty Council in April, CoNTTF prepared this document as a guide as to what needed to happen and who would be responsible for each step.

"Towards *One* Faculty," AAUP newsletter, Feb 18

Article summarizing goals of and changes addressed by CoRSAF's proposed changes to E.1. and E.2.

IV.   Other Committee Business

Leadership and Committee Composition

- Jenny Morse served as Chair for 2017-18 and has been reelected for 2018-2019.
- Natalie Ooi served as Vice Chair for 2017-2018.
- Steve Benoit has been elected Vice Chair for 2018-2019.
- Susan Meltzer has been confirmed by CoFG as Matt Camper's replacement from CAG for 2018-2021.
- Denise Apodaca is expected to replace Natalie Barnes who is rotating off. Her name has been submitted to CoFG.
- Natalie Ooi is expected to be reelected by Warner College to a new term on CoNTTF. Her name has not yet been submitted to CoFG.
- Patty Stutz-Tanenbaum is retiring and will need to be replaced next spring.
- CW Miller is retiring and will need to be replaced this fall.

Business

For the upcoming 2018-2019 Academic Year, CoNTTF primarily expects to be involved in implementing the changes to the Faculty Manual passed in April and approved by the Board of Governors in May. CoNTTF can help message to NTTF, departments, and deans; guide changes to offer letters and appointment types; create informational documents; and further support the important steps in bringing current practices in line with the changes to the manual.

Additionally, CoNTTF looks forward to CoRSAF's promotional guidelines passing in the fall and again helping to implement and educate the community about those changes.

Further areas for work include
- Create a record of grievances & issues brought to the CoNTTF and their outcomes
- Encourage NTTF voting representatives on all remaining Faculty Council Standing Committees:
  - Committee on Faculty Governance
  - Committee on Libraries
  - Committee on Responsibilities and Standing of Academic Faculty
  - Committee on Scholarship, Research, & Graduate Education
  - Committee on University Programs
  - University Curriculum Committee
- Identify and report on voting rights for NTTF in departments and colleges
- Review contract language for compliance with HB1144 and protection of academic freedom
- Ask for an audit of the budget, particularly to investigate how NTTF are being paid
- Request that Institutional Research publish a report on NTTF salaries, titles, years at CSU, percent FTE, and other relevant information
- Review of Faculty appointments for appropriate classification, particularly for those in non student hourly or AP positions
- Audit department and college codes for compliance with the manual, review actual practices in departments for compliance with the manual

COLORADO STATE UNIVERSITY
COMMITTEE ON RESPONSIBILITY AND STANDING OF ACADEMIC FACULTY
Annual Report for August 2017 to May 2018

MEMBERSHIP 2017-2018

Agricultural Sciences	Jennifer Martin
Health and Human Sciences	Svetlana Olbina
Business	Hong Miao *[as of Feb 2018]*
Engineering	*- no representative -*
Liberal Arts	Tim Amidon
Natural Resources	Michael Falkowski
Natural Sciences	Richard Eykholt
Veterinary Medicine and Biomedical Sciences	**Marie Legare [*Chair]***
Libraries	Linda Meyer

I. MEETINGS AND ACTIVITIES

The Committee on Responsibility and Standing of Academic Faculty met 24 times during the 2017-2018 academic year. A review of our activities monthly is listed below:

August 2017	-	CoRSAF Operating Procedures approved and submitted to Tim Gallagher, Chair FC
	-	Marie Legare elected as CoRSAF Chair.
	-	Upcoming agenda items for the year outlined and discussed:
		o Bullying Policy – as an appendix to the Faculty Manual
		o CNTTF proposal – Marie appointed to begin dialogue between committees
		o Grievance procedure – to be reviewed
Sept 2017	-	Bullying Policy:
		o Tim Gallagher, Chair Faculty Council addressed CoRSAF @ Bullying Policy
		o Bullying Policy discussed
	-	E.9 Faculty Productivity: edits approved and submitted to FC Executive Committee
	-	Section K Grievance: edits approved and submitted to FC Executive Committee
	-	E.1 and E.2 Definition of Faculty and Types of Faculty Appointments:
		o discussed and edited
		o CNTTF proposal discussed
		o Marie Legare met with Sue Doe
		o Invitation to CNTTF to attend CoRSAF meetings while addressing E.1 and E.2 of the Manual
Oct 2017	-	Bullying Policy: edits approved and submitted to FC Executive Committee
	-	E.1 and E.1 Definition of Faculty and Types of Faculty Appointments:
		o discussed and edited
		o Don Estep, Chair Faculty Governance, participated in discussion of CNTTF proposal
		o Jenny Morse, Chair NTTF, joined our discussions

	-	D.7.1 Maximum Employment: Linda Schutjer, Legal Counsel, addressed CorSAF. She will approach Legal and get back to us on possible changes.
Nov 2017	-	Section K Grievance: [*passed without amendment at Nov 7th Faculty Council meeting*]
	-	E.1 and E.2 Definition of Faculty and Types of Faculty Appointments: o further discussions and edits with input from CNTTF o presentation to FC Executive Committee on updates
Dec 2017	-	E.1 and E.2 Definition of Faculty and Types of Faculty Appointments: o further discussions and edits with input from CNTTF
	-	Bullying Policy: *[approved at the Faculty Council Dec 5th meeting]*
Jan 2018	-	Section K Grievance: o Request by legal for changes to conform with state law. o Edits approved by CoRSAF and submitted to Faculty Council Executive Committee.
	-	E.1 and E.2 Definition of Faculty and Types of Faculty Appointments: o further discussions and edits with input from CNTTF o presentation to COB about possible changes o meeting with CLA about possible changes o meeting with Legal about proposed changes
Feb 2018	-	E.1 and E.2 Definition of Faculty and Types of Faculty Appointments: o Met with Provost Rick Miranda about proposed changes to E.1 and E.2 o Further discussions and edits with input from CNTTF o Submitted to Faculty Council Executive Committee for consideration of discussion at the Faculty Council level on this proposal
	-	E.13 Promotion: the word "tenured" was removed from this section for conformity with changes to E.1 and E.2
Mar 2018	-	E.1 and E.2 Definition of Faculty and Types of Faculty Appointments: o Dan Bush, Vice Provost for Faculty Affairs addressed CoRSAF with proposed changes o Further discussions and edits with input from CNTTF, Don Estep, College of Deans, colleges and departments o Presentation to CLA faculty about proposed changes o Edits approved and submitted to Faculty Council Executive Committee
April 2018	-	E.1 and E.2 Definition of Faculty and Types of Faculty Appointments: o [*approved with minor changes at the Faculty Council April 3 2018]*
	-	Section K Grievance: [*approved at the Faculty Council April 3 2018]*
	-	I.7 Student Appeal of Grade Decision: edits approved and submitted to Faculty Council Executive Committee *[approved by Faculty Council May 1 2018]*
	-	E.12 Service: discussions and edits, with inclusion of clinical faculty and extension
	-	E.13 Promotion: edits approved and submitted to Faculty Council Executive Committee
	-	D.7.1 Maximum Employment: o Linda Schutjer, Legal counsel, and Dan Bush, Vice Provost for Faculty Affairs, addressed CoRSAF on the issue of retroactive pay o Edits and changes were approved and submitted to Faculty Council Executive Committee to conform with state law

- o *[approved by Faculty Council May 1 2018]*

May 2018   -   Future consideration and Ongoing Business for CoRSAF in 2018-2019 will include:
- o E.12 Service: considerable work has been done already to date and we anticipate that this will be an early action item for fall 2018.
- o E.12 Engagement: a new addition to this section is considered, and input from the Provost Office on this topic will be gathered over the summer.
- o E.11 Senior Teaching Appointment: will be eliminated to conform with the approved E.1 and E.2 following approval by the BOG this summer. In its place will be a section on Contract Termination.
- o D.7.1 Maximum Employment: Faculty Council Executive Committee asked CoRSAF to address a summer month timing issue with regard to faculty pay. Edits to this section have already been made by CoRSAF and approved and will be submitted for fall of 2018.

II. Finished Business for 2017-2018 (synopsis):
- **Bullying Policy** *[approved by FC Dec 2017]*
- **Section K: Grievance Policy** *[final approval by FC April 2018]*
- **E.1: Definition of Faculty** *[approved by FC April 2018]*
- **E.2: Types of Faculty Appointment** *[approved by FC April 2018]*
- **E.13: Promotion** *[submitted to FC Executive Committee April 2018]*
- **I.7: Student Appeal of Grade Decision** *[approved by FC May 2018]*
- **D.7.1: Maximum Employment** *[approved by FC May 2018]*

- Marie Legare was voted in to continue as Chair of CoRSAF for 2018-2019, at our last meeting on April 27th, 2018

CSU Faculty Council

Committee on Scholarship, Research, and Graduate Education

Report, Academic Year 2017-2018

Don Samelson, Chair

During the year, the committee approved 24 new graduate degrees or specializations, and 9 revisions to existing programs. The committee also approved four new graduate certificates, and changes to two existing certificates.

The committee created a conflict of interest policy for graduate committees, and made several changes to wording of the Graduate Bulletin; all of these were approved by Faculty Council.

COLORADO STATE UNIVERSITY COMMITTEE ON SCHOLASTIC STANDARDS
Annual Report for September 2017 to June 2018

COLLEGE MEMBERSHIP 2017-2018

Agricultural Sciences	Paul Ode
Health and Human Sciences	Karen Barrett
Business	Yolanda Sarason
Engineering	Ketul Popat
Liberal Arts	Jason Frazier
Natural Resources	Liba Pejchar
Natural Sciences	none
Veterinary Medicine and Biomedical Sciences	Kristy Dowers
Libraries	Kristy Nowak
Office of the Provost (ex officio)	Madlyn D'Andrea, Director, CASA

I. MEETINGS & ATTENDANCE

The Committee on Scholastic Standards met 9 times during the 2017-2018 academic year. Of these 9 meetings, 2 also included review of academic dismissal appeals.

Note: While not optimal, committee members reviewed appeal requests online before the committee meetings when they were unable to attend the actual meetings due to short-term or extended travel.

09/27/17	Review of retroactive withdrawal requests
	Excused absences: Ketul Popat
10/25/17	Review of retroactive withdrawal requests
	Excused absences: Yolanda Saranson and Ketul Popat
11/29/17	Review of retroactive withdrawal requests
	Excused absences: Ketul Popat, Kristy Nowak and Paul Ode
01/05/18	Review of academic dismissal appeals and retroactive withdrawals
01/31/18	Review of retroactive withdrawals
	Excused absences: Kristy Dowers and Ketul Popat
02/28/18	Review of retroactive withdrawal requests
	Excused absences: Yolanda Sarason, and Ketul Popat
03/28/18	Review of retroactive withdrawal requests
	Excused absences: Ketul Popat
04/25/18	Review of retroactive withdrawal requests
	Excused absences: Jason Frazier, Paul Ode, and Ketul Popat
06/05/18	Review of academic dismissal appeals and retroactive withdrawals

II. Retroactive Withdrawal Requests 2016-2017 compared to previous years:

Outcomes	2017-18 (total 154)	%	2016-17 (total 121)	%	2015-16 (total 144)	%	2014-15 (total 113)	%
Denied	7	4.5	1	.8	10	7.0	19	16.8
Granted	117	75.9	66	54.5	100	69.4	76	67.3
Not Yet Decided (Incomplete)	1	.65	35	28.9	1	.69	1	1
Partially Granted & Denied	0	0.0	0	0	1	.69	2	1.8
Partially Granted – Denied & Tabled	3	1.9	4	3.3	9	6.3	1	1
Tabled	26	16.8	15	12.4	23	16	14	12.4

III. Academic Dismissal Appeal Decisions

	2017-18 (total 151)	%	2016-17 (total 148)	%	2015-16 (total 133)	%	2014-15 (total 118)	%
Denied	57	33.1	60	40.5	55	41.4	51	43.2
Granted	94	54.7	88	59.5	78	58.6	67	56.8

A. Fall 2017
Original Appeals:
- 112 total appeals (vs. 122 in Fall 2016)
- 3 not eligible and not reviewed
- 10 earned a cumulative GPA of 2.0 or higher (did not need to be reviewed)

Of the 99 reviewed:
- 63 granted with an average 8.44 QPD (vs. 53 granted 2016 with average 7.27 QPD)
    - 16 received information about investigating a potential retroactive withdrawal
- 36 denied with an average 25.50 QPD (vs. 49 denied 2015 with average 26.61 QPD)

      o 12 received information about investigating a potential retroactive withdrawal

B. Spring 2018
Original Appeals:
- 60 total appeals (vs. 50 in Spring 2017)
- 5 not eligible and not reviewed
- 3 earned a cumulative GPA of 2.0 or higher (did not need to be reviewed)

Of the 52 reviewed:
- 31 granted with an average 10.32 QPD (vs. 35 in 2017 with average 8.71 QPD)
  - 14 received information about investigating a potential retroactive withdrawal
- 21 were denied with an average 25.61 QPD (vs. 11 in 2017 with average 33.64 QPD)
  - 8 received information about investigating a potential retroactive withdrawal

Business

Karen Barrett was voted to remain Chair for 2017 – 2018.

Karen brought the following discussion and outcomes to Faculty Council, all of which were approved by Faculty Council:

Incompletes for S/U classes: graduate and/or undergrad level—if never completed, can these revert to U, rather than F? The CoSS recommended that: 1. Students should be reminded of their "I" grades after one semester has passed and at the beginning of the term in which the student plans to graduate, to ensure that the student is aware that it will revert to the F or U if the student graduates without completing the course in question. If such notification takes place, then the committee believes that S/U courses should be allowed to revert to a U, rather than an F if the course for which the student is receiving an "I" is a S/U only course. If, the course is S/U or traditional grades at instructor's choice, then the instructor should be contacted to determine the grade to which the "I" reverts.

I. 9 Grades of Incomplete
At the discretion of the instructor, a temporary grade of Incomplete may be given to a student who demonstrates that he or she could not complete the requirements of the course due to circumstances beyond the student's control and not reasonably foreseeable. A student must be passing a course at the time that an Incomplete is requested unless the instructor determines that there are extenuating circumstances to assign an Incomplete to a student who is not passing the course. When an instructor assigns an Incomplete, he or she shall specify in writing the requirements the student shall fulfill to complete the course as well as the reasons for granting an Incomplete when the student is not passing the course. The instructor shall retain a copy of this statement in his or her grade records and provide copies to the student and the

department head or his or her designee. After successful completion of the makeup requirements, Incomplete grades will be changed by the instructor of record or the department head, in the absence of the instructor of record. After one year or at the end of the semester in which the student graduates (whichever comes first), an Incomplete will be automatically changed to a "F" (failure) or a "U" (unsatisfactory) unless the course has been previously completed and a grade change submitted by the instructor or the head of the department. If the class for which the student has been given an Incomplete is S/U only, the grade shall revert to a "U"; if it is a traditionally graded class, it shall revert to an "F". If a course is instructor option and S/U grades exist, the Incomplete will roll to a "U". If only traditional grades ("A" thru "F") exist, the Incomplete will roll to an "F". Students will be notified to take action on Incomplete grades at the beginning of their anticipated graduation term.

MOVED, THAT THE GENERAL CATALOG, BE AMENDED AS FOLLOWS:
Deletions ~~Overscored~~   Additions Underlined

Incomplete Grades

At the discretion of the instructor, a temporary grade of "I" may be given to a student who demonstrates it is not possible to complete the requirements of a course due to circumstances beyond the student's control and not reasonably foreseeable. A student must be passing a course at the time an incomplete is requested unless the instructor determines there are extenuating circumstances to assign an incomplete to a student who is not passing the course. When an instructor assigns an "I", the instructor shall specify in writing the requirements the student shall fulfill to complete the course as well as the reasons for granting an "I", when the student is not passing the course. The instructor shall retain a copy of this statement in the grade records and provide copies to the student and the department head or designee. Students will be notified to take action on Incomplete grades at the beginning of their anticipated graduation term. The student should not register for the course again to complete the coursework. After successful completion of the makeup requirements, incomplete grades will be changed by the instructor of record or the department head, in absence of the instructor of record. After one year, or at the end of the semester in which the student graduates (whichever comes first), an Incomplete will be automatically changed to an "F" (failure) or a "U" (unsatisfactory) unless the course has been previously completed and a grade change submitted by the instructor or the head of the department. If the class for which the student has been given an Incomplete is S /U only, the grade shall revert to a "U": if it is a traditionally graded class, it shall revert to an "F". If a course is instructor option and S/U grades exist. the Incomplete will roll to a "U". If only traditional grades ("A" thru "F") exist, the Incomplete will roll to an "F". The temporary grade of 'T' must be changed to a grade (e.g., A, B, C, D, F, S, U) prior to the student being awarded a diploma from CSU.

Rationale

These amendments are aimed at two main goals: 1. improving student understanding and 2. Assigning grades that are appropriate. Students are told that incompletes revert to an "F" after a year, so they may be unaware that their incomplete will revert to an "F" on graduation when that graduation occurs earlier than a year after the incomplete grade was assigned. Providing

them with this information will enable them to take timely action to avoid the failing grade. In addition, if a course is graded using S/U, it seems inappropriate for an "F" to be assigned if the student does not pass it.

Retroactive withdrawals and online coursework/degrees: The CoSS recommended that <u>if the student is completing a CSU degree program</u>, whether online only, RI only, or mixed online and RI, the CoSS should be the body making decisions about retroactive withdrawals and academic dismissal appeals, so as to use comparable criteria for online and on-campus degree programs. If CSU Online wishes to submit documentation, such as letters from advisors or other relevant information it wishes CoSS to consider in decision-making, CoSS encourages them to do so, and these documents will be considered as part of the committee's deliberations.

The Committee on Scholastic Standards submitted the following motions:
MOVED, THAT THE SECTION OF THE *GENERAL CATALOG REGARDING RETROACTIVE WITHDRAWAL*, BE AMENDED AS FOLLOWS:

Deletions Overscored   Additions <u>Underlined</u>

Retroactive Withdrawal

A student seeking a degree at CSU, whether the degree requirements are fulfilled primarily online, primarily though 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.

COLORADO STATE UNIVERSITY – FACULTY COUNCIL
STRATEGIC AND FINANCIAL PLANNING COMMITTEE
ANNUAL REPORT, AY 2017-2018

Committee Members:

George Barisas (Natural Sciences)

Stacey Baumgarn (CPC, *ex officio, voting*)

Joseph DiVerdi (NTTF, *ex-officio, voting*)

Robert Duffy* (Liberal Arts)

Louise Feldman (Libraries)

Tim Gallagher (Faculty Council, *ex officio, non-voting)*

Laura Jensen ((Provost's Office, *ex officio, non-voting)*

Katharine Leigh (*Chair*, Health and Human Sciences)

Angela Nielsen** (Budget, *ex officio, non-voting*)

Arnold Paecklar (Grad Student)

Gregory Perry (Agricultural Science)

John Ridley (Natural Resources)

Rob Schwebach (Business)

Charles Shackelford (Engineering)

Shannon Wagner (APC, *ex officio, voting*)

Beth Walker (Council of Deans, *ex officio, non-voting)*

Jeffrey Wilusz (Vet Med & Biomed Sci)

* Serving for John Straayer
** Representing Lynn Johnson

Meetings and Participation: The Committee on Strategic & Financial Planning (CoSFP) held six meetings during the academic year (generally 2nd and 4th Mondays of the month. 2:00-3:30pm, in Admin 106) with seven meetings cancelled due to lack of items on the agenda; this was an unprecedented and unusual occurrence and bears future monitoring. Of specific note, the chair perceived communication and connection with the Provost's office were limited due to the limited availability of the provost's representative (classes, meetings, etc.). Hopefully, another representative with more available time can participate with the committee to keep the chair apprised of potential agenda issues. In keeping communication flowing, the teaching schedule of the chair also pre-empted on-going participation in the Council of Deans meetings which also helps to identify discussion issues of interest to the committee.

Positions were filled with the exception of the undergraduate student representative. Robert Duffy represented the College of Liberal Arts substituting for John Straayer due to teaching conflicts and Louise Feldman joined the committee in the spring to represent Libraries. Details on attendance at specific meetings are documented in meeting minutes and the attached attendance record. Changes to the CoSFP Operating Procedures and Charge for AY 17-18 were approved by the committee at the November 11, 2017 and included corrections and additions including clarification of the chair's responsibilities, etc.

Representation on University Committees: The Chair participated and represented CoSFP interests at the Council of Deans, and Faculty Council meetings, as schedules permitted. No BARC assignments were made by the Provost to the committee prior to the close of the spring semester.

Changes to the Proposal Review Process and Budget Form: Provost initiated schedule changes appear to have had a significant impact on the committee's work, with programs missing the schedule for submission deadlines and therefore either waiting for the next semester or spending greater time on the preparation of the proposals to include survey results, program comparisons, and budget detail. This caused one proposal to resubmit for Phase II review as they had only been reviewed for Phase I.

Program Proposal Reviews: The chair provided extensive guidance to three programs prior to submission for review to either Council of Deans (Phase 0 or the CoSFP. The committee reviewed and recommended four proposals for new degrees:

PROGRAM	DATE OF RECOMMENDATION
Plan C Masters of Agribusiness Innovation and Entrepreneurship (Phase I and II)	27 November 17
Plan C Masters of Conservation Leadership (MCL)	22 January 18
Professional Science Masters in Biotechnology + Biomanufacturing	12 February 18
Doctor of Engineering in Systems Engineering (on-line)	12 February 18

The committee reviewed each proposal from the perspective of strategic impact and financial planning and provided comments and recommendations to the Provost, Associate Provosts, Deans, Council of Deans, and Faculty Council.

The committee has instituted a review of programs to examine degree of success over their 5 year projects, working with the Budget Office; without continuing comprehensive information (e.g., holistic impact to the institution) members are unable to fully recommend certain actions to the Provost, President, or Faculty Council in good faith. This issue surfaced again when the v.3.0 of the Incremental Budget was reviewed with committee members for the E & G Budget. CoSFP only sees this budget and not others with which the University deals, for example, bond expenses.

CoSFP Issues:
For whatever the reason, despite inviting presentations from Athletics, Human Resources, and the Budget office, the CoSFP had voids in its agenda; perhaps a quiet year. Of concern is the relationship between the committee and administration when changes, for example, to the budget form, process, and schedule of submittal are made from the Provost's office without coordination with this committee. These actions call to question faculty governance oversight and intent.

In re-evaluating the BARC process, the Provost indicated he would not be moving on input until spring; however, this leaves the CoSFP with no opportunity to impact on the process with faculty on the committee not on contract through the summer.

The committee understands decisions on next steps on the proposal related to the Living Wage study has not been formally released; this should be an ongoing concern of the committee in the future to assess strategic impact.

Committee members heard updates on the outcome of the Salary Equity Study; interests continues on the impact the salary exercises will have this year, training offered to chairs (and/or deans), and how the formula will play out over time.

With faculty from three colleges perceiving costs to utilize the CSU Todos Santos Center to be exorbitant for faculty and students, the chair requested the 2018-19 cost schedule for review. Faculty and colleges engaged in using the center found the new rates more attractive and hope greater utilization will continue to lower future costs, thereby enhancing the use and importance of this facility.

The committee also revisited the Athletics budget but did not receive the 17/18 budget; rather they received the 18/19 budget proposed at the conclusion of the spring semester. The committee would like to review this budget at the start of the first meetings in the fall.

Accomplishments: The Committee continues to be a voice for mindfulness and oversight to Administration concerning the integration of strategic planning and budgeting initiatives with program reviews and expenditures, and the distribution of funds (e.g., 2-3-6, discretionary).

Key Actions / Issues Addressed during AY17-18:

   a) Discussion of overall fiscal accountability of all programs using the Academic Program Reviews Report and continued annual program progress tracking procedure through the Office of Budgets comparing the percent enrollment and revenue to the estimated budget submitted at the time of program review by the committee;
   b) Continued monitoring of Salary Equity, Benefits, and Living Wage progress and the Athletics budget for campus administrative actions;
   c) Streamlining the financial form for clarity and ease of comprehension; and
   d) Outcomes of the first year of the stadium's operations, and the Athletics Budget.

At its April 23rd meeting, the committee unanimously voted to elect Joseph DiVerdi as CoSFP Chair to serve for the next academic year (AY 18-19) and represent the CoSFP on the Council of Deans.

Continuing Issues for 2018–19:
   1) *Continue to participate in the strategic and budget planning processes to advocate for improved integration of the budgeting and strategic planning processes. Changes to the strategic planning process (e.g., Budget Form, BARC reviews, pre-program check in with Graduate Dean, process and content*

mentoring by the CoSFP chair, Enrollment/Revenue Comparison) continue to provide excellent and real time opportunity for the committee to achieve maximum impact.

2) *Continue to evaluate strategic aspects of proposed new degree programs at both Undergraduate and Graduate level, and campus growth in general.*

3) *Continue to consider strategic and financial impacts of the University Strategic Plan on the agenda of the CoSFP.*

4) *As the process changes for budget development and review, consider the role of CoSFP in the Program Review Process and other university financial areas on campus to more effectively inform the faculty as a whole on strategic and financial actions related to programmatic changes.*

5) *Continue to evaluate and support approaches maintaining the strategic edge of the university in research and graduate education in the face of declining federal research outlays and state support.*

6) *Monitor continued strategic aspects of women's issues (parental leave, salary equity across gender).*

7) *Provide input into longer term university planning initiatives to ensure that CSU remains as effective and competitive as possible in the future (faculty salaries, financial impact of construction, enrollment growth, etc.).*

8) *Clarify and articulate key assessment points in the strategic and financial planning review by the committee regarding program plans and budgets impacting the University's mission and strategic plan.*

9) *Continue to monitor and support faculty and staff compensation strategies aimed at achieving salaries competitive with peers, and enable faculty and staff to reside in the Fort Collins and nearby communities.*

10) *Continued engagement with the Provost and President regrading the balance of optimal enrollment growth and student tuition.*

11) *Monitor the activity level of the committee during the next year and revisit the charge with an eye toward future engagement; as times change, the committee may need to take a comprehensive look at the committees charge and faculty governance interests.*

12) *Increase interaction with the Provost to ensure an open two-way communication channel.*

Committee on Teaching and Learning

Annual Report

2017-2018 Academic year

1. **Committee Membership**

   a. Lumina Albert (COB), Shawn Archibeque (Vice-chair, COAS), Randall Boone (Secretary, WCNR), Dan Bush (VPFA, *ex officio*), Ben Clegg (CNS), Jody Donovan (Dean of Students, *ex officio*), Tim Gallagher (Chair, Faculty Council, *ex officio*), Aparna Gollapudi (CLA), Gwen Gorzelsky (Director, TILT, *ex officio*), Matt Hickey (Chair, CHHS), Lindsay Lammers (Graduate Student Council), Kelly Long (VPUA, *ex officio*), Jenny McLean (CVMBS), Jenny Morse (Chair, Committee on Non-tenure Track Faculty), Renae Newhouse (CSU Libraries), Bayler Shubert (ASCSU), D. Tobiassen Baitinger (Registrar's Office, *ex officio*), Karan Venayagamoorthy (COE), Stephanie Yassa (ASCSU).

2. **Major CoTL Activities:**

   a. **Student Course Survey Redesign (LENS):**

      i. **The survey design itself.** The LENS was pilot tested in both December 2017 and March 2018 (400+ students in both cases, across multiple colleges). Feedback from faculty instructors and students was consistently positive in both pilot tests. Following discussions with FCEC and an open forum and period of comment on the LENS, the decision was made to take the summer to respond to the feedback and re-submit the LENS as a formal motion to Faculty Council early in the Fall 2018 term. Work is ongoing in summer 2018 to finalize the revisions to the LENS.

      ii. **Survey delivery platform.** Working in collaboration with our colleagues in ACNS, a Qualtrics plug-in linked to Canvas has been developed. The platform has been used in both campus-wide pilot tests. The Qualtrics platform will remain in place as we move forward.

      iii. **Appropriate use of course survey data.**

         • **Revisions to Faculty Manual Language on teaching effectiveness and use of student course survey data:** CoTL drafted and shared revisions to the faculty manual (sections I.8 and E.12.1) that pertain to

the student course survey (I.8) and Teaching and Advising (E.12.1). These editorial changes were voted on and approved at the November 2017 FC meeting and formally took effect in December 2017.

- **CoTL is collaborating with TILT on the development of tools to help provide tools/resources/options to both faculty and unit heads on both the appropriate use of the LENS data and on the mentoring and evaluation of teaching effectiveness.** This effort is grounded in the TILT/UDTS Task Force on teaching Effectiveness report (2015).

b. **CoTL Task Forces:**

The Ethics of Learning Analytics: CoTL charged a Task Force in Fall 2017 to meet and develop principles that can inform the institutional approach to the application of Learning Analytics. The Task Force report was submitted to CoTL in December 2017 and formally endorsed in February 2018. The report is being circulated to stakeholders (VPRIT, ACSN, CSU Online, IRB, etc.) for feedback and will be shared with Faculty Council pending any revisions.

Institutional Learning Objectives (ILO): CoTL charged a Task Force in Fall 2017 to meet and propose ILO for consideration to frame the curricular development process at CSU. The Task Force submitted a preliminary report in March, 2018. CoTL endorsed the preliminary report and the attendant recommendations to seek wide stakeholder input and consider revisions before presenting a final report to Faculty Council. The report is in circulation to stakeholders now, and further meetings of the Task Force are planned for the Fall 2018 term to discuss the feedback and integrate as indicated into a final report.

UDTS and BOG Excellence in Undergraduate Teaching Award Task Force: CoTL has charged a Task Force (composed primarily of UDTS) to meet to discuss and consider revisions to the call for nominations for the UDTS and to the UDTS selection process. In addition, the same task force will discuss (and as relevant,

propose) revisions to the call and selections process for the BOG Excellence in Undergraduate Teaching Award. Any proposed changes will be shared with faculty Council for consideration.

3. **Other CoTL Activities:**

a. **Unizin**: CoTL has been represented at national UNIZIN meetings by Dr. Gwen Gorzelsky, the Executive Director of TILT, and an *ex officio* member of CoTL. An aim of CoTL for the 2017-2018 AY is to nominate a representative from CoTL membership as a faculty representative to Unizin.

b. **Pre-PASS, PASS, and ACUA Committees**: Matt Hickey represented CoTL on these committees during AY16-17.

c. **SSI2:** Matt Hickey represents CoTL on the Student Success Initiatives Phase 2 (SSI2). Matt Hickey chairs an action team in SSI2 oriented toward "Success in Foundational Courses"; this action team has representatives from Math, English, Communication Studies, CNS Dean's office, and student affairs.

d. **Ethics Colloquium Series (Provost's Office):** CoTL is represented on the planning committee for the newly developed Ethics Colloquium Series (Lumina Albert, Gwen Gorzelsky, Matt Hickey). The initial "featured speaker" for this event was hosted in November 2017 (Professor Martha Nussbaum, University of Chicago), and a 2nd event is planned for November 2018 (Professor Alexander Capron, USC, Scott H. Bice Chair in healthcare law, Policy, and Ethics, Gould School of Law).

e. CoTL is represented on the selection committees for the Board of Governors Excellence in Undergraduate Teaching Award and the University Distinguished Teaching Scholar designation.

MEMORANDUM

Date: May 1, 2018

To: Tim Gallagher, Chair of Faculty Council

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

Re: **Committee on University Programs - 2017-2018 Annual Report**

Committee Members

Committee	Representing	Elected Members	Term Expires
University Programs	Natural Resources	Stuart Cottrell	2018
University Programs	Natural Sciences	Anireddy Reddy	2020
University Programs	Health and Human Sciences	Thorsten Rudroff	2018
University Programs	Agricultural Sciences	Tanja Hess	2018
University Programs	Office of the Vice President for Research	Ellen Fisher, Assoc. Vice President for Research	Ex officio
University Programs	Chair, Faculty Council	Timothy Gallagher	Ex officio
University Programs	Staff Support	Linda Foster, Office VPR - CIOSU Record Keeping	Staff Support
University Programs	Student Representative (Graduate)	Ryan Czarny	2018
University Programs	Engineering	Jeff Collett	2018
University Programs	Student Representative (Undergraduate)	Cole Wise	2018

Committee	Representing	Elected Members	Term Expires
University Programs	Liberal Arts	Jose Luis Suarez-Garcia	2020
University Programs	Veterinary Medicine and Biomedical Sciences	Mo Salman, Chair	2020
University Programs	Business	Tian Wang	2018
University Programs	University Libraries	Patty Rettig	

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

Committee business was primarily conducted online by email and document exchange throughout the year.

A meeting of CUP was convened September 14, 2017 to be oriented with the mission and responsibility of this committee. It was agreed then to maintain business activities through email messages.

The Committee on University Programs reviewed 47 Centers, Institutes, and Other Special Units (CIOSUs) as part of the biennial review oversight process for CIOSUs for 2017-2018. Seven of these units were discontinued and were removed from CIOSU listings. A memo was shared with the faculty council with the recommendation on behalf of the entire committee.

A request to review a new application was recently considered; a memo was shared with the chair of the faculty council was sent on May 1, 2018.

UNIVERSITY CURRICULUM COMMITTEE
Annual Report for 2017-2018
(July 1, 2017 through May 4, 2018)

1) Transmitted to the Faculty Council as special action items:

New Degrees
- Ph.D. in Ecosystem Sustainability – Department of Ecosystem Science and Sustainability (9/22/2017)
- Professional Doctorate in Systems Engineering – Walter Scott, Jr. College of Engineering (3/23/2018; *pending approvals by Council of Deans, Faculty Council, Board of Governors, and CCHE*)
- M.S. in Ecosystem Sustainability, Plan A – Department of Ecosystem Science and Sustainability (9/22/2017)
- M.A. in Counseling and Career Development ('*placeholder*') – School of Education (10/6/2017)
  - o M.A. in Counseling and Career Development, Plan B, Career Counseling Specialization
  - o M.A. in Counseling and Career Development, Plan B, Clinical Mental Health Counseling Specialization
  - o M.A. in Counseling and Career Development, Plan B, School Counseling Specialization
- B.S. in Data Science ('*placeholder*') – College of Natural Sciences (9/15/2017)
  - o B.S. in Data Science, Computer Science Concentration
  - o B.S. in Data Science, Economics Concentration
  - o B.S. in Data Science, Mathematics Concentration
  - o B.S. in Data Science, Statistics Concentration
- B.S. in Geography – Department of Anthropology (11/17/2017)

2) Other major actions submitted to Faculty Council through the minutes:

New Specializations
- Ph.D. in Food Science and Nutrition – Department of Food Science and Human Nutrition
  - Food Science Specialization (11/10/2017)
  - Nutrition Specialization (11/10/2017)
- Master of Business Administration (M.B.A.) – College of Business
  - Marketing Data Analytics Specialization (3/9/2018) (CSU Online only)
- M.S. in Biomedical Sciences, Plan B – Department of Biomedical Sciences
  - Anatomical and Physiological Sciences Specialization (4/6/2018)
- M.S. in Food Science and Nutrition, Plan A – Department of Food Science and Human Nutrition
  - Food Science Specialization (11/10/2017)
  - Nutrition Specialization (11/10/2017)
- M.S. in Food Science and Nutrition, Plan B
  - Food Science Specialization (11/10/2017)
  - Nutrition Specialization (11/10/2017)

New Concentrations
- B.A. in Ethnic Studies, Social Studies Teaching Concentration – Department of Ethnic Studies (11/3/2017)

New Minors
- Interdisciplinary Minor in Global Studies – College of Liberal Arts (2/2/2018)
- Minor in Creative Writing – Department of English (9/1/2017)
- Minor in Entrepreneurship and Innovation – Department of Management (11/10/17)

New Graduate Certificates
- Graduate Certificate in Communications for Conservation – Department of Human Dimensions of Natural Resources (2/23/2018; *pending authorization/approvals from the Higher Learning Commission (HLC), Board of Governors, and CCHE*)
- Graduate Certificate in Postsecondary Access and Success – School of Education (4/6/2018; *pending authorization/approvals from the Higher Learning Commission (HLC), Board of Governors, and CCHE*)

New Undergraduate Certificates
- Certificate in Applied Management Accounting for Decision Making – Department of Accounting (1/26/2018)
- Certificate in Design Thinking – College of Health and Human Sciences (5/4/2018)
- Certificate in Financial Accounting and Reporting – Department of Accounting (1/19/2018)
- Certificate in Spanish for Animal Health and Care – Department of Languages, Literatures and Cultures (12/1/2017)

Changes to Program Titles and Components Thereof
- Combining and renaming 'Botany' and 'Zoology' Ph.D. and M.S. *to* 'Biological Sciences' Ph.D. and M.S. – Department of Biology (11/17/2017)
  - New program titles:
    - Ph.D. in Biological Science
    - M.S. in Biological Science, Plan A and Plan B
  - Deactivated program titles:
    - Ph.D. in Botany
    - Ph.D. in Zoology
    - M.S. in Botany, Plan A and Plan B
    - M.S. in Zoology, Plan A and Plan B

- Renaming the Ph.D. in Earth Sciences *to* Ph.D. in Geosciences and dropping Specializations – Department of Geosciences
  - New program title:
    - Ph.D. in Geosciences (4/13/18)
  - Deactivated program titles:
    - Ph.D. in Earth Sciences (4/13/18)
    - Ph.D. in Earth Sciences, Geosciences Specialization (**Deactivated**; 10/13/17)
    - Ph.D. in Earth Sciences, Watershed Science Specialization (**Deactivated**; 10/13/17)

- Renaming the 'Education Sciences Specialization' *to* 'Education, Equity, and Transformation Specialization' under the Ph.D. in Education and Human Resource Studies – School of Education
  - New program title:
    - Ph.D. in Education and Human Resource Studies, Education, Equity, and Transformation Specialization (2/23/2018)
  - Deactivated program title:
    - Ph.D. in Education and Human Resource Studies, Education Sciences Specialization (4/20/2018)

- Renaming the 'Rhetoric and Composition Specialization' *to* 'Writing, Rhetoric, and Social Change Specialization' under the M.A. in English – Department of English
  - New program title (3/23/2018):
    - M.A. in English, Plan A, Writing, Rhetoric, and Social Change Specialization
    - M.A. in English, Plan B, Writing, Rhetoric, and Social Change Specialization
  - Deactivated program title (5/4/2018):
    - M.A. in English, Rhetoric and Composition Specialization, Plan A and Plan B

- Master of Applied Statistics (M.A.S.), Plan C – Department of Statistics (4/13/2018)
    - o Retained program title ('*placeholder'* for the degree; a specialization must be selected):
        - Master of Applied Statistics (M.A.S.), Plan C
    - o New program titles:
        - Data Science Specialization (**New specialization)**
        - Statistical Science Specialization (replaces the 'standalone' program)

- Deactivated concentrations under the Major in Environmental Engineering and retained the 'standalone' major – Department of Civil and Environmental Engineering (10/13/2017)
    - o Retained program title (replaced the 'Environmental Engineering Concentration'):
        - B.S. in Environmental Engineering
    - o Deactivated program titles:
        - B.S. in Environmental Engineering, Ecological Engineering Concentration (**Deactivated**)
        - B.S. in Environmental Engineering, Environmental Engineering Concentration (replaced by the 'standalone' major)

- Renaming/restructuring the 'B.S. in Forestry' and the 'B.S. in Rangeland Ecology' *to* the 'B.S. in Forest and Rangeland Stewardship' and the 'B.S. in Restoration Ecology – Department of Forest and Rangeland Stewardship (1/26/2018 – except as noted below)
    - o New program titles:
        - B.S. in Forest and Rangeland Stewardship *('placeholder')*
        - B.S. in Forest and Rangeland Stewardship, Forest Biology Concentration
        - B.S. in Forest and Rangeland Stewardship, Forest Fire Science Concentration
        - B.S. in Forest and Rangeland Stewardship, Forest Management Concentration
        - B.S. in Forest and Rangeland Stewardship, Rangeland Conservation and Management Concentration
        - B.S. in Forest and Rangeland Stewardship, Rangeland and Forest Management Concentration
        - B.S. in Restoration Ecology (2/9/2018)
    - o Deactivated program titles:
        - B.S. in Forestry ('*placeholder')*
        - B.S. in Forestry, Forest Biology Concentration
        - B.S. in Forestry, Forest Fire Science Concentration
        - B.S. in Forestry, Forest Management Concentration
        - Major in Forestry, Forestry-Business Concentration (**Deactivated**)
        - B.S. in Rangeland Ecology *('placeholder')* (2/9/2018)
        - B.S. in Rangeland Ecology, Restoration Ecology Concentration
        - B.S. in Rangeland Ecology, Conservation and Management Concentration
        - B.S. in Rangeland Ecology, Range and Forest Management Concentration

- Renaming the B.S. in Interior Design *to* B.S. in Interior Architecture and Design – Department of Design and Merchandising
    - o New program title:
        - B.S. in Interior Architecture and Design (3/23/2018)
    - o Deactivated program title:
        - B.S. in Interior Design (5/4/2018)

'Grandfathered' Graduate Programs – Approved Program Requirements added to the General Catalog
- Ph.D. in Cell and Molecular Biology – Intra-University (5/4/2018)
- Ph.D. in Electrical Engineering – Department of Electrical and Computer Engineering (2/23/2018)

Deactivated Programs
- Master of Education in Education and Human Resource Studies, Counseling and Career Development Specialization (4/20/2018) – School of Education
  - Replaced by the M.A. in Counseling and Career Development under 'New Degrees' (page 1)
- Master of Management Practice, Plan C (M.M.P.) – Department of Management (4/6/2018)
- Major in Anthropology, Geography Concentration – Department of Anthropology (4/6/2018)
  - Replaced by the Major in Geography under 'New Degrees' (page 1)
- Major in Art, Studio Concentration – Department of Art and Art History (11/10/17)
  - Replaced by the Major in Art, Integrated Visual Studies Concentration (Fall 2017)
- Major in Ethnic Studies, Women's Studies Concentration (4/20/18) – Department of Ethnic Studies
  - Replaced by the Major in Women's and Gender Studies (Fall 2017)
- Major in Theatre, Directing Concentration (4/20/2018) – School of Music, Theatre, and Dance
- Major in Theatre, Playwriting and Dramatic Literature Concentration (5/4/2018)

Division of Continuing Education Distance Degree Program Codes and Site Codes
- Major in Journalism and Media Communication – Department of Journalism and Media Communication (11/17/2017)
- Major in Natural Resource Tourism, Natural Resource Tourism Concentration—Department of Human Dimensions of Natural Resources (3/30/2018)

New Subject Codes
- Add "IDEA – Design Thinking" – College of Health and Human Sciences (2/2/2018)
- Add "PPA – Public Policy and Administration" – Department of Political Science (5/4/2018)
- Add "TOX – Toxicology" – Department of Environmental and Radiological Health (11/10/2017)

Newly Designated AUCC Courses
- Category <u>1B</u>: Mathematics
  - **STAT 100**: Statistical Literacy (New Course - 1/26/2018)
- Category <u>3A</u>: Biological/Physical Sciences
  - **HONR 292A**: Honors Seminar: Knowing in the Sciences (New Course – 2/23/2018)
- Category <u>3B</u>: Arts & Humanities
  - **AM 130**: Awareness and Appreciation of Design (**Existing course** – 1/19/2018)
  - **IDEA 210**: Introduction to Design Thinking (New Course – 4/27/2018)
  - **INTD 110**: Visual Expression of Interior Environments (New Course – 3/9/2018)
  - **LGER 251**: The Holocaust in Literature and Film (New Course - 8/8/2017)
- Category <u>3C</u>: Social and Behavioral Sciences
  - **ANTH 232/MU 232**: Soundscapes–Music as Human Practice (New Course - 11/17/2017)
  - **ETST 260**: Contemporary Indigenous Issues (New Course - 8/18/2017)
  - **ETST 277**: Racial Representations of Black Athletes (New Course - 10/27/2017)
  - **LEAP 200:** Advocacy in the Visual and Performing Arts (**Existing course** – 3/9/2018)

Changes to existing AUCC Courses – course number or title
- Category <u>3A</u>: Biological/Physical Sciences
  - **PH 110**: ~~Descriptive~~ Physics of Everyday Phenomena (4/27/2018)
  - **PH 111**: ~~Descriptive~~ Physics of Everyday Phenomena Laboratory (5/4/2018)
- Category <u>3B</u>: Arts & Humanities
  - **HONR 292B ~~292~~**: Honors Seminar: Knowing in Arts and Humanities (Administrative course number change effective Fall 2018)
- Category <u>3E</u>: Global and Cultural Awareness
  - **HONR 292C ~~293~~**: Honors Seminar: Knowing Across Cultures (Administrative course number change effective Fall 2018)

Removed from AUCC
- Category **3E**: Global and Cultural Awareness
  - **IE 370**: Model United Nations (Course deactivated – 2/9/2018)

Guaranteed Transfer (GT) Pathways Courses – Resubmissions reviewed by UCC to verify compliance with mandated CDHE content criteria and competencies (3 new course submissions noted below)
- Written Communication – Advanced Writing (GT-CO3)
  - **JTC 300**: Professional and Technical Communication (11/3/2017)
  - **JTC 301**: Corporate and Professional Communication (11/3/2017)
- Mathematics – (GT-MA1)
  - **STAT 100**: Statistical Literacy (**New course** – 1/26/2018)
- Natural & Physical Sciences w/ Lab (GT-SC1)
  - **AA 101**: Astronomy Laboratory (11/3/2017)
  - **ANTH 121**: Human Origins and Variation Laboratory (11/3/2017)
  - **BZ 105**: Basic Concepts of Plant Life Laboratory (12/1/2017)
  - **BZ 111**: Animal Biology Laboratory (12/1/2017)
  - **BZ 120**: Principles of Plant Biology (12/1/2017)
  - **GEOL 121**: Introductory Geology Laboratory (12/1/2017)
  - **PH 111**: ~~Descriptive~~ Physics of Everyday Phenomena Laboratory (5/4/2018)
  - **PH 121**: General Physics I (2/16/2018)
  - **PH 122**: General Physics II (2/16/2018)
  - **PH 141**: Physics for Scientists and Engineers I (2/16/2018)
  - **PH 142**: Physics for Scientists and Engineers II (2/16/2018)
- Natural & Physical Sciences Lecture Only (GT-SC2)
  - **AA 100**: Introduction to Astronomy (11/3/2017)
  - **ANTH 120**: Human Origins and Variation (11/3/2017)
  - **BSPM 102**: Insects, Science and Society (4/13/18)
  - **BZ 101**: Humans and Other Animals (4/20/18)
  - **BZ 104**: Basic Concepts of Plant Life (12/1/2017)
  - **BZ 110**: Principles of Animal Biology (12/1/2017)
  - **FW 104**: Wildlife Ecology and Conservation (12/1/2017)
  - **GEOL 110:** Introduction to Geology-Parks and Monuments (12/1/2017)
  - **GEOL 120**: Exploring Earth–Physical Geology (12/1/2017)
  - **GEOL 122**: The Blue Planet–Geology of Our Environment (12/1/2017)
  - **LAND 220/LIFE 220**: Fundamentals of Ecology (2/23/2018)
  - **LIFE 201B**: Introductory Genetics: Molecular/Immunological/Developmental (5/4/2018)
  - **MIP 101**: Introduction to Human Disease (4/27/2018)
  - **NR 130**: Global Environmental Systems (12/8/2017)
  - **NR 150**: Oceanography (10/20/2017)
  - **PH 110**: ~~Descriptive~~ Physics of Everyday Phenomena (4/27/2018)
- Arts & Expression (GT-AH1)
  - **IDEA 210:** Introduction to Design Thinking (**New course** – 4/27/2018)
  - **INTD 110**: Visual Expression of Designed Environments (**New course** – 3/9/2018)
  - **SPCM 100**: Communication and Popular Culture (12/8/2017)
- Ways of Thinking (GT-AH3)
  - **SPCM 201**: Rhetoric in Western Thought (12/1/2017)
- Human Behavior, Culture, or Social Frameworks (GT-SS3)
  - **PSY 100**: General Psychology (12/1/2017)
  - **SPCM 130**: Relational and Organizational Communications (4/13/2018)
- History (GT-HI1)
  - **ETST 252/HIST 252:** Asian American History (4/27/2018)

3) Processed <u>CIM course proposals</u>:

College	Experimental	New	Major Change	Minor Change	Study Abroad	Deactivation	Total	*Change from 16-17*
Agricultural Sciences	6	27	15	10	3	8	**69**	*+20*
Business	0	8	20	18	3	7	**56**	*+30*
Engineering	16	28	12	29	1	18	**104**	*-11*
Health and Human Sciences	3	21	52	29	2	50	**157**	*+83*
Intra-university	6	5	11	0	1	1	**24**	*+4*
Liberal Arts	27	55	69	8	14	3	**176**	*-2*
Natural Resources	15	21	29	17	4	3	**89**	*+36*
Natural Sciences	9	21	51	21	1	28	**131**	*-5*
Vet Med and Biomedical Sciences	17	16	4	5	0	0	**42**	*+18*
Total	**99**	**202**	**263**	**137**	**29**	**118**	**848**	*+173*
Change from 2016-17	*+16*	*+11*	*+68*	*+15*	*+12*	*+51*	*+173*	

Note: Dual-listed courses are counted under both subject codes.

'Experimental' category: Includes 1st offerings and 3rd offering exceptions; does not include 44 2nd offering scheduling requests.

'Major Change' category: Includes 2 course reactivations and 1 study abroad course converted to an on-campus course.

'Study Abroad' category: Includes 1st, 2nd, and 3rd offerings; does not included deactivations.

4) Processed <u>CIM program proposals</u>:

College	New	New UG Cert	New Grad Cert	Major Change	Deacti-vation	Title Change-New	Title Change-Deactivation	Minor Change	Total	*Change from 16-17*
Agricultural Sciences	0	0	0	2	0	0	0	3	**5**	*-8*
Business	2	2	0	5	1	0	0	7	**17**	*-3*
Engineering	1	0	0	12	1	1	1	0	**16**	*+10*
Health and Human Sciences	10	1	1	4	1	2	2	11	**32**	*+16*
Intra-university	0	0	1*	5	0	0	0	2	**8***	*+2**
Liberal Arts	4	1	0	25	5	2	1	4	**42**	*+8*
Natural Resources	2	0	1	4	3	8	9	3	**30**	*+13*
Natural Sciences	6	0	0	15	0	4	5	9	**39**	*+7*
Vet Med and Biomedical Sciences	1	0	0	2	0	0	0	1	**4**	*-13*
Total	**26**	**4**	**3***	**74**	**11**	**17**	**18**	**40**	**193**	*+32*
Change from 2016-17	*+11*	*0*	*-10**	*-19*	*0*	*+10*	*+15*	*+25*	*+32*	

*One new graduate certificate was approved by UCC, but withdrawn by the proposing unit prior to Faculty Council review.

'New' category: Includes new degrees, specializations, concentrations, and minors.

'Major Change' category: Includes 2 'grandfathered' graduate programs, which submitted their program requirements for inclusion in the General Catalog.

'Title Change-New' and 'Title Change-Deactivation' categories: Changes to program titles previously required one program proposal form, but resulted in the deactivation of the program code for the 'old' title and the creation of a new program code for the 'new' title. During the 2016-17 academic year, the process to change program titles was revised to generally require two program proposals in CIM – 1 deactivation proposal and 1 new proposal. The 2016-17 Annual Report listed seven 'Name Change' proposals, but 10 CIM proposals were actually reviewed by UCC (4 title changes on single proposals; 3 'new' titles; 3 'deactivated' titles). The *'Change from 2016-17'* figures above for these categories reflect the actual number of CIM proposals reviewed by UCC both years (the 4 title changes processed as single proposals from 2016-17 are reflected under the 'Title Change-New' category).

5) Processed Miscellaneous Memo Requests and Other Business:

Miscellaneous Memo Requests:
- AUCC Guidelines: Revisions to comply with state-mandated GT Pathways criteria
- Removing language regarding grades of 'F' in the AUCC English Composition and Mathematics Requirements
- Removal of Professional Learning Institute (PLI) program as graduation requirement for all undergraduate engineering degree programs
- Request to end dual-listing of NRRT 460/RRM 460
- Prohibit use of titles/topics that have not been approved on courses
- Request to temporarily stop admission to the Minor in Arts Leadership and Administration (ARLQ)

Other:
- Approved Curriculum Deadlines for 2018-2019 for actions effective Spring 2019-Fall 2020.
- Recognized long-term service to the University Curriculum Committee:
  - Carole Makela, College of Health and Human Sciences – 20 years (11 as Chair)
  - Sally Sutton, College of Natural Resources – 10 years (1 as Chair)
  - Brad Goetz, College of Agricultural Sciences – 10 years
  - Paul Mallette, College of Business – 9 years

6) Attendance:

Members	Present	Substitute/Excused
Brad Goetz, Agricultural Sciences	27	4
Paul Mallette, Business	27	4
Brad Reisfeld, Engineering	30	1
Carole Makela, Health and Human Sciences (Chair)	31	0
Mike Hogan, Liberal Arts (7/1/17-2/9/18)	17	3
Nancy Jianakoplos, Liberal Arts (2/16/18-5/4/18)	11	0
Sally Sutton, Natural Resources	30	1
Martin Gelfand, Natural Sciences	30	1
Doreene Hyatt, Veterinary Medicine and Biomedical Sciences	27	4
Beth Oehlerts, University Libraries	30	1
Kevin Jablonski, Graduate Representative	21	10
Alissa Huber, Undergraduate Representative (1/19/18-5/4/18)	11	3
Kelly Long, Vice Provost for Undergraduate Affairs (ex officio)	21	10
Shelly Ellerby, Curriculum Liaison Specialist	30	1
Susan Horan, Curriculum and Catalog Assistant (9/29/17-5/4/18)	24	1
Office of the Registrar Guests	28	3
Division of Continuing Education (CSU Online) Guests	27	4

UNIVERSITY BENEFITS COMMITTEE
Annual Report - for August 1, 2017 to – May 31, 2018

TO: Lynn Johnson, Vice President of University Operations
Diana Prieto, Executive Director Human Resource Services
Tim Gallagher, Chair Faculty Council
Shannon Wagner, Chair APC

From UBC Members:
Administrative Professionals:
- Lynn Borngrebe – (Chair), Office of International Programs
- Linn Barrett – Cooperative Institute for Research in the Atmosphere (CIRA)
- Cathi Cropp – Health Network
- Tanya Buchan – (Secretary) TILT

Faculty:
- Patricia Stutz-Tanenbaum – Department of Occupational Therapy
- Gamze Cavdar – Political Science
- Kimberly Henry – (Vice Chair)Department of Psychology
- Bolivar Senior – Department of Construction Management

Retiree:
- Oren Anderson – Emeritus Professor and Emeritus Chair, Department of Chemistry

Meetings were held on the 2nd Thursday of the month.

2017-2018 Substantive Matters

1. Promote medical plan saving through Education
   a. Devoted Benefits booth to drawing the attention to health care options: Live Health Online, 24-hour Nurse line, etc.
   b. Distributed magnets created by HR and answered questions on the variety of lower cost options there are available to employees.
2. Website
   a. Little progress was made on the website due to limited time and training was at a cost.
   b. Plans to address budgetary issues in this year's discussion
3. Retirement
   a. UBC continues its promotion of the proposed change to the medical premium benefit for eligible DCP employees
   b. There was some confusion with the new leadership in Faculty Council and APC regarding this proposal. We will be formally asking HR to include a study with the next actuarial cycle. We will ask again if FC and APC will support such a request.

2018-2019 Agenda Items
1. Review committee structure and processes along with Bylaws to ensure are in line with other university policies.

2. Continue work to implement the change in the Medical Retirement Benefit for DCP employees.
3. Establish funding for website and complete the website implementation.

Exiting Committee:
- Gamze Cavdar

Joining Committee:
- N/A

2018-2019 Officers:
      Lynn Borngrebe – Chair
      Vice Chair - TBD
      Secretary - TBD

MEMORANDUM

DATE: September 4, 2018

TO: Faculty Council Voting Members

FROM: Tim Gallagher, Chair, Faculty Council

SUBJECT: Confirmation of the Appointment of Faculty Council Secretary – Rita Knoll

Tim Gallagher, Chair, Faculty Council, MOVES THAT FACULTY COUNCIL CONFIRM THE APPOINTMENT OF RITA KNOLL AS THE FACULTY COUNCIL SECRETARY BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019.

Rationale:

According to the *Academic Faculty and Administrative Professional Manual*, Section C.2.1.3.4 Appointed Positions, the Faculty Council secretary's appointment is to be confirmed by the Faculty Council at the first meeting of each Fall semester.

MEMORANDUM

DATE: September 4, 2018

TO: Faculty Council Voting Members

FROM: Tim Gallagher, Chair, Faculty Council

SUBJECT: Confirmation of the Appointment of Faculty Council Registered
Professional Parliamentarian – Lola Fehr

Tim Gallagher, Chair, Faculty Council, MOVES THAT FACULTY COUNCIL CONFIRM THE
APPOINTMENT OF LOLA FEHR AS THE FACULTY COUNCIL REGISTERED
PROFESSIONAL PARLIAMENTARIAN BEGINNING JULY 1, 2018 AND ENDING JUNE 30,
2019.

Rationale:

According to the *Academic Faculty and Administrative Professional Manual*, Section
C.2.1.3.4 Appointed Positions, the Faculty Council parliamentarian's appointment is to
be confirmed by the Faculty Council at the first meeting of each Fall semester.

1   A RESOLUTION OF FACULTY COUNCIL ADOPTING A RESOLUTION TO MAKE THE LORY STUDENT CENTER VOTING SITE DURING THE MIDTERM ELECTION CYCLES

_____

WHEREAS Colorado State University's administration (CSU) and Associated Students of Colorado State University (ASCSU) student communities have made the Lory Student Center at Colorado State University a polling site during the presidential election cycles since 2004; and

WHEREAS there are approximately 28,000 in-state students and 7,000 faculty and staff at Colorado State University; and

WHEREAS Colorado State University students may require additional assistance with voter registration and change of address questions while being assured their voter registration is accurately recorded by the State of Colorado; and

WHEREAS to encourage and build good habits of civic responsibility by participation in all local, state and national elections;

NOW, THEREFORE, FACULTY COUNCIL OF COLORADO STATE UNIVERSITY, RESOLVES:

The Larimer County Clerk and Recorder make the Lory Student Center a permanent polling site during the midterm elections in addition to the existing presidential election cycles. The same resources (space, manpower, internet/phone services) provided by the personnel of the Lory Student Center and the Larimer County Clerk and Recorder's office will be extended during the midterm voting period election cycle. In addition, we request a permanent ballot box be installed at an agreed upon location determined by Colorado State University staff and the Larimer County Clerk and Recorder staff as a ballot drop-off location to facilitate ballot collection for elections not staffed by Larimer County Clerk and Recorder personnel.

Passed and adopted this ___th day of _____, 2018.

Application/Registration
Colorado State University Centers, Institutes and Other Special Units

Name of individual completing this application: Melinda Laituri.

Telephone Number: 970-491-0292   Date: 24 April 2018

Requested Start Date for this Center/Institute/Laboratory: 1 September 2018

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1.   Name of proposed Center or Institute or Other Special Unit (CIOSU):
         Geospatial Centroid at CSU (a.k.a the Centroid)

2.   Name, Title, telephone number, and signature of administrative director(s) of proposed
        CIOSU (See Academic Faculty/Administrative Professional Manual, Section B.2.6.5, last
        paragraph).

Melinda Laituri, Professor		970-491-0292	*Melinda Jean Laituri*
Name	Title	Tel #	Signature

ESS 1476; NESB 112A			Melinda.Laituri@colostate.edu
Address		Fax #	E-mail Address

Sophia Linn	Research Associate	970-491-2774	*signature*
Name	Title	Tel #	Signature

Campus Box 1019
Morgan Library   Sophia.Linn@colostate.edu

Address		Fax #	E-mail Address

Overseeing Administrator: (responsible for making initial recommendation to continue,
consolidate, or terminate a CIOSU during the biennial reporting process)

Patrick Burns, VP for Information Technology	970-491-1833	*Patrick J. Burns*
Name Title	Tel #	Signature

Campus Box 1019
Morgan Library   Patrick.Burns@colostate.edu

College/Address		Fax #	E-mail Address

How administrative director was selected:

The Centroid was established in 2009 with funds from the Colorado Agricultural Experiment Station. Dr. Laituri was the PI on that proposal. Dr. Laituri has overseen the Centroid with Sophia Linn managing the day-to-day activities of the Centroid. Sophia Linn has been a part of the Centroid since its inception in 2009.

3.   Mission of proposed unit and how this mission relates to the mission and strategic goals of Colorado State University. (Concise summary of 100 words or less)

The Geospatial Centroid is a resource and education center that serves students, faculty, staff, and the greater community on all aspects of geographic information systems (GIS) and other spatial technologies.

The Centroid relates to the CSU mission by offering training and workshops in areas of GIS not addressed by the current curriculum and by introducing state-of-the-art technical applications. The Centroid promotes outreach through a regular brown bag lunch series, with both on- and off-campus presenters to share their geospatial work. The Centroid's internship program supports research through partnerships with on-campus projects as well as external agencies, thereby providing student interns with a supportive means to transition between school and work. The Centroid staff have consummate expertise in areas of GIS including complex data overlays and visualization techniques unique on campus, and that are absolutely essential to enable us to meet our current and future educational and research objectives.

All aspects of CSU strategic goals have a spatial component. Geospatial science and applications are essential components of the 21st Century for problem solving and decision making. The Centroid promotes student success through engagement with faculty and students; engages in global impact through mapping and spatial analysis; shares products and knowledge through workshops and training; and promotes an integrated vision of the world.

4.   Statement of goals and/or objectives of the proposed unit.

Centroid goals include:
  o Increasing awareness and understanding of geospatial science, tools and technologies for problem solving and decision making;
  o Offering geospatial and cartographic services for teaching and research to students, faculty, staff, and the community;
  o Promoting best practices and ethics in using GIS technology;
  o Supporting opportunities for internships as well as providing information about CSU geospatial curriculum to students;
  o Establishing partnerships with agencies and NGOs to conduct research and provide support on GIS projects;

- o Facilitating cross-campus discussions on improving use and integration of GIS in all aspects of the curriculum;
- o Offering workshops, including those using the sophisticated Google Liquid Galaxy system in Morgan Library, brown bags and outreach events to inform participants about the most current advances in geospatial science and applications.

5. The purpose/mission of this CIOSU does **not** overlap/duplicate that of other existing CIOSUs.

    True ☐XXX   False

    (If it does, please attach a separate page describing/explaining the duplication and how the proposed CIOSU will be coordinated with other CIOSUs with similar or complementary functions.)

6. Name(s) of Colorado State University unit(s) [Department(s)/College(s)] with which this CIOSU will be affiliated.

    Morgan Library

7. On a separate single sheet, using both front and back if needed, please provide a description of (a) the organizational and administrative structure and responsibilities, (b) the personal involved, (c) how the CIOSU will be internally governed, and (d) a summary budget showing funding sources and amounts, and expenses such as space, personnel salaries, equipment and other resources required. The budget should include sufficient detail to indicate program viability for a period of at least five years. If funding sources have not been secured, the applicant should indicate potential sources, amounts and an approximate time-frame for securing such funds.

    Refer to Centroid Description

8. CSU Business and Financial Services is available to provide CIOSUs guidance in implementing proper controls over the sales of goods and services. Does the proposed CIOSU plan to charge a fee for the sale of goods and/or services: **XX Yes** ☐ No

    Refer to attached Centroid Summary of Operations, which is a revision of our original Business Plans that better reflects the current operations of the Centroid.

Signatures (See Section B.2.6.3 of the Manual)

_Patrick J. Burne_____   _____CSU Libraries_____   ___4/24/2018_____
      (Dept. Chair)   (Department)   (Date)

_Patrick J. Burne_____   _____CSU Libraries _____   ___4/24/2018_____
      (Dean)   (College)   (Date)

_____   Warner College of Natural Resources   4/25/18_____
      (Dean)   (College)   (Date)

see attached email – department head approval__

_____   _____
      (Dean)   (College)   (Date)

Date Received: Click here to enter text. Month/Year for start of CIOSU: Click here to enter text.

Anticipated month/year for formal evaluation: Click here to enter text.

Signatures: _____   _____
                          (Chair, Faculty Council)   (Date of FC/Committee Action)

_____   _____
      (Provost or Vice President for Research)   (Date of Approval)

Responsible Administrator: ☐ Provost ☐ VP for Research ☐ Other: _____

****

Applicant: Forward this application to the Office of Faculty Council, which will forward a copy to the Provost. The Provost shall act as or assign the Responsible Administrator for the proposed CIOSU based on its primary mission (See Section B.2.6.3 of the Manual).

                 If approved, the CIOSU will be subject to periodic evaluations. (See Section B.2.6.6 of the Manual).

5

Re: Center application for Geospatial Centroid

Moore,John
Thu 4/26, 3:48 PM
Laituri,Melinda; Dolce,Mary; Hayes,John ⌄

Inbox

You replied on 4/26/2018 3:51 PM.

Hi Mel,

I support the proposal.

John

Centroid Description

(a) The organizational and administrative structure and responsibilities

The Centroid is situated both physically and administratively in Morgan Library. It is managed by a Director and Assistant Director, with guidance from an Advisory Committee.

- o The Director is a faculty member in the Warner College of Natural Resources. The Director is responsible for oversight, long term direction, outreach, funding, and strategic planning. This is closely coordinated with the Assistant Director.

- o The Assistant Director is an employee of the Library (75%). The Assistant Director is responsible for the day-to-day functioning of the Centroid. This includes project and internship management, event planning, budget management, and oversight and supervision of the Centroid Help Desk.

To further develop the Centroid, the following additional personnel positions are needed:

1) **GIS Technical Manager (50%):** Provide onsite support for GIS/remote sensing needs, troubleshooting, and project management; possibly a post-doctoral position.

2) **Education Specialist (50%):** Provide instruction on new tools and applications for workshops and outreach events, project management; possibly a post-doctoral position.

3) **Administrative Assistant (25%):** Provide on-going, consistent support for Assistant Director.

(b) The personnel involved

In addition to the Director and Assistant Director, the Centroid is supported by the following:

- o **Technical Support.** General IT support is provided by Morgan Library, and includes networking, hardware, and software support.

- o **Student Interns.** Student interns perform many of the Centroid's operational tasks (event planning, logistics, website maintenance) as well as project-related work, including working directly with clients, geospatial data processing, GIS project development, and cartographic services.

(c) how the CIOSU will be internally governed
- o The Centroid reports to the Library management on a semester basis providing updates on Centroid activities.
- o The Centroid has an Advisory Committee comprised of individuals from local businesses, faculty, and other Centroid partners. The Advisory Committee meets each semester for strategic planning and for the Director to report on the status of Centroid goals and objectives.
- o The Director and Assistant Director regularly meet with potential new project partners to discuss needs and developing projects.
- o The Director and Assistant Director meet on a regular basis throughout the semester to assess project progress, interns, events, and to adjust as needed.
- o The Assistant Director meets on a regular basis with interns and project partners for progress reports and troubleshooting.

(d) a summary budget showing funding sources and amounts, and expenses such as space, personnel salaries, equipment and other resources required.

Please see below for the following budget charts:
1) Actual Budget: 2012 – 2018
2) Budget Projections: 2018 - 2021
3) Proposed Staff Requirements

1. Actual Revenue and Expenses: 2012 - 2018

21 account (internal/CSU)				
	Revenue	Expense	Remainder	(encumbered)
FY2012	$2,340.19	$0.00	$2,340.19	
FY2013	$9,470.19	$8,113.13	$1,357.06	
FY2014	$3,015.00	$1,399.68	$1,615.32	
FY2015	$8,501.32	$1,364.69	$7,136.63	
FY2016	$21,118.06	$16,206.24	$4,911.82	
FY2017	$33,021.82	$31,101.19	$1,920.63	
FY2018	$18,795.63	$14,449.19	$4,290.79	-$55.65
22 account (external/off-campus)				
	Revenue	Expense	Remainder	
FY2012				
FY2013				
FY2014				
FY2015				
FY2016	$8,636.63	$2,008.90	$6,627.73	
FY2017	$20,357.73	$11,389.01	$8,968.72	
FY2018	$19,728.72	$5,814.43	$13,914.29	

2. <u>2018 – 2021 Budget Projections:</u> Projections are based on actual income and expenses for past three years. **These estimates **do not include** actual and proposed staff salaries.**

21 account (internal/CSU)				
	FY2018	FY2019	FY2020	FY2021
Revenue:				
On-campus projects	$30,000	$32,000	$34,000	$36,000
Education/Training	$1,000	$1,500	$2,000	$2,500
	$31,000	**$33,500**	**$36,000**	**$38,500**
Expenses:				
Supplies	$200	$300	$400	$500
Food/Events	$200	$250	$350	$400
Publicity/Marketing	$500	$550	$700	$750
Honorarium/Fee	$500	$600	$750	$800
Technology/Licensing	$600	$700	$800	$900
Student hourly	$12,000	$12,500	$13,000	$13,500
Non-Student Hourly	$16,000	$17,000	$18,000	$19,000
Professional Development	$1,000	$1,500	$2,000	$2,650
	$31,000	**$33,400**	**$36,000**	**$38,500**
22 account (external/off-campus)				
	FY2018	FY2019	FY2020	FY2021
Revenue:				
Off-campus projects	$14,000	$15,000	$16,000	$17,000
Education/Training	$1,000	$1,500	$2,000	$2,500
	$15,000	**$16,500**	**$18,000**	**$19,500**
Expenses:				
Misc	$100	$50	$50	$50
Publicity/Marketing	$200	$250	$250	$350
Supplies	$500	$500	$500	$500
Food/Events	$800	$1,000	$1,000	$1,200
Conference	$1,200	$1,200	$1,200	$1,400
Student hourly	$2,000	$2,500	$3,000	$3,500
G&A	$4,200	$3,500	$4,000	$4,000
Non-Student Hourly	$6,000	$7,500	$8,000	$8,500
	$15,000	**$16,500**	**$18,000**	**$19,500**

3. <u>Proposed Staff Salary Requirements</u>

Budget item	Cost per year?	Justification
Director	$7,500	Course release
Assistant Director	$60,000	75% time allocation
Education Specialist	$35,000	50% time allocation
GIS Technical Specialist	$40,000	50% time allocation
Administrative support	$20,000	25% time allocation

Geospatial Centroid at CSU
Summary of Operations

(Revision of Previously Approved Business Plans for 21 and 22 Accounts)

A. General Description

The Geospatial Centroid at CSU provides services to both on-campus personnel as well as the GIS community at large. The Centroid, administratively and physically housed at the Morgan Library, serves as a coordinating entity for geospatial education and training, spatial data production and distribution, and other activities and events related to the geospatial sciences. Geospatial sciences incorporate the technologies of geographic information systems (GIS), global positioning system (GPS) technologies, web mapping, and remote sensing (RS). The services provided by the Centroid include: cartographic and GIS services; support for research using spatial analysis; and education, training, and outreach.

The Centroid supports the mission of the University by providing services to researchers—in the form of map production, data development, and spatial analysis—as well as opportunities for students to gain hands-on experience working in the field of geospatial sciences. The Centroid offers workshops and short courses on emerging areas of geospatial applications – areas not covered by the existing curricula on campus. By offering support and services to campus personnel, the Centroid improves efficiency and eliminates redundancy on campus. Many disciplines and departments at CSU utilize the capabilities of spatial technologies, and the Centroid offers support and assistance by coordinating the sharing of data and offering expert and experienced consultation in and support for these technologies. The Centroid staff have particular expertise in overlaying complex data sets of different types for scientific and research visualization purposes – a deucedly complicated endeavor. They are also experts in the use of the Google Liquid Galaxy room display system in Morgan Library, one of only several such systems worldwide. In addition, by providing outreach events (e.g. Geospatial Brown Bag lunch sessions) and training workshops throughout the year, the Centroid builds capacity of those on and off campus who are interested in utilizing spatial technologies. But, most importantly, the Centroid staff have consummate expertise in areas that are unique on campus, and are absolutely essential to enable us to meet our current and future educational and research objectives.

The Centroid is directed by a professor in the Warner College of Natural Resources and managed by a part-time research associate. Undergraduate and graduate students in the Centroid are funded by the Centroid's internship program which is supported by agencies and non-governmental partners. The Morgan Library supports the facilities of the Centroid and provides partial funding for the part-time research associate. Other funds for the Centroid come from both on-campus research projects (5-3 accounts billed for services from the Centroid 2-1 Recharge Center account) as well as project-specific funds.

B. Market Analysis

Clients: The current client base for the Centroid includes CSU faculty, researchers and students, as well as off-campus individuals, agencies, and organizations with GIS needs. To date, our marketing has been restricted to our listserv, website, on-campus presentations, outreach events and word-of-mouth. Even with minimal advertising, we have a growing and expanding sphere of interest in our services. The Centroid has provided services to individuals representing all colleges across campus, and continues to build partnerships with off-campus entities as well. Based on our experience, there is significant and growing demand for both GIS services and training opportunities. Indeed, inquiries into all of our services continue to increase (refer to *Centroid at a Glance* document).

Since its inception, the Centroid has received financial support from a variety of sources ranging research grants to pay-for-service income to partial support from the Library. Most recently, the Centroid has developed an intern partnership program whereby organizations (including the National Park Service, The Nature Conservancy, McKee Medical Center Foundation, among others) create a scope of work for a semester-long student internship in GIS. Each agency pays the Centroid ~$2,500 per semester for a dedicated student (or students); this cost includes Centroid overhead expenses. Student interns are hired by the Centroid to perform the tasks outlined by the agency, but they perform additional, general work in the support of the Centroid. This has proven to be a very beneficial program for agencies, students, and the Centroid itself as: (1) tasks are completed for the agency at a fraction of the cost of their hiring a new employee, (2) students receive truly real-world work experience with guidance and direction from an actual client, and (3) the Centroid maintains an on-going relationship with external partners who provide new ideas and methods from their practices. The relationships between the Centroid and external partners have also proven to be extremely important for our students, many of whom have gained employment after graduation as a result of the networks they established during their Centroid involvement.

Competition: Regarding competition, there are a few GIS entities on campus that provide services; these are listed below. While all provide some level of GIS service, each has its own specific domain. The Centroid caters to any client with general GIS needs.

- CSU Facilities Management has a GIS office that fields many map-related requests (e.g. from CSUPD, ROTC). Their workload often limits the number of projects they can take on. The Centroid can often accommodate the overflow.
- The Colorado Natural Heritage Program (CNHP) also provides mapping and GIS support, primarily related to biological resources (e.g., threatened species and plant communities).
- The Center for the Environmental Management of Military Lands (CEMML) offers GIS services to military bases and other government agencies.

It should be noted that the Centroid has a very strong relationship with each of these entities, and has partnered with each of them on projects. In addition, representatives from each of these offices have served on the Centroid's Advisory Committee and fully support its continued development.

Trends: Because geospatial technologies are constantly evolving, the Centroid remains sensitive to shifting market needs, both in technical services offered and in training opportunities. The Centroid keeps abreast of current trends and involves both on- and off-campus specialists to provide cutting-edge information to our clients. Our workshops often include CSU presenters coupled with GIS professionals in the field to complement each other's skills and knowledge base to guide instruction.

Demand: Based on figures from RamTech (the license administrators of the standard GIS software--ArcGIS), there are over 600 ArcGIS licenses active on campus currently, with numbers increasing every year. Providing ongoing support and training for these users is part of the mission of the Centroid.

Equipment and Space: Equipment and space for the Centroid is provided by Morgan Library. We have a dedicated area in suite 210 on the second floor of Morgan Library. There are seven desktop computers, five laptop computers, and state of the art geospatial software and other supporting software programs. Through the Library, we also have access to computer labs for our workshops and training events, as well as to the Event Hall for additional outreach activities (e.g. GIS Day).

C. Revenue and Expense Analysis

Revenues and expenses should remain constant throughout the fiscal year, as services are not dependent upon any seasonal fluctuations. Billings for on-campus services are made efficiently via internal billings/orders processed through KFS. The Centroid has relied upon the accounting services of the Morgan Library to process billing and payments.

Current expenses for the Centroid are for staff salaries: director, assistant director, and students. Because the demand for Centroid services continues to grow, additional salary support is needed for the following part-time positions: technical manager, education manager, administrative support. The number of RAs and students supported by the Centroid is dependent upon the number and nature of the projects brought in to the Centroid, as well as funds available from complementary or affiliated research projects.

Billing rates for Centroid services vary depending on the type of service. For example, billing is by the hour for consultation; by the project for GIS services or cartography; and is by the "session" for workshops. A summary of billing rates can be found on the subsequent pages.

D. Additional considerations

Additional information about the Centroid can be found at: http://gis.colostate.edu

Billing Rate Calculations:

For 21 Account:

- Hourly Rate for GIS/Web Mapping/Cartographic Services

The hourly rate ranges between $25 - $60 per hour depending upon the type of consultation required. This is comparable to the hourly rate of similar services, both on and off campus. The rate is also dependent upon level of expertise of the individual who is performing the task—a student vs. a more experienced research associate.

- Billing Rate for Data Updates/Web Distribution

Services for data updates and web distribution are evaluated on a case-by-case basis, but in general, these services are billed based on the complexity of the data and the level of update required. As the Centroid is able to provide similar services to multiple projects, there will be an efficiency of scale. A rough estimate for modest updates would be $50/month, or $600/year.

For 22 Account:

- Fees for training sessions

Short courses and training workshops are offered by the Centroid throughout the year, on topics related to GIS, web mapping, and spatial analysis. Costs are competitive, but currently, there are few opportunities in the area for short, focused courses. On average, a half-day training session for off-campus attendees would cost $90/participant; full day training will be $150/participant. (Note that this includes the additional 22.5% mark up for external customers; internal customers would pay ~$70/half day or ~$120/full day.)

- Hourly Rate for GIS/Web Mapping/Cartographic Services

Depending on the level of expertise required of the task, the hourly rate ranges between $25 and $50 per hour. This is comparable to the hourly rate of similar services in the industry. The rate is dependent upon level of expertise or experience required to accomplish the task and the training level of the individual assigned to perform the task. The level of expertise required is based on established levels of GIS professionals (technician, analyst, manager). Note that these rates are approximately 22.5% higher than the rates we charge on on-campus clients.

GIS Technician: $25/hr
GIS Analyst: $37/hr
Consultant/Expert: $50/hr

For reference, these wage estimates are found in the U.S. Department of Labor: Occupational Outlook Handbook, 2010-11 Edition, regarding individuals employed as Surveyors, Cartographers, Photogrammetrists, or Surveying/Mapping Technicians. Note that GIS Analysts generally command a higher wage.

	Annual Salary	Hours/Year	Hourly
Cartographers and photogrammetrists	$51,180	2000	$25.59
Surveyors	$52,980	2000	$26.49
Surveying and mapping technicians	$35,120	2000	$17.56

Financial 2012 – 2017 Actual Budget

21 account (internal/CSU)				
	Revenue	Expense	Remainder	(encumbered)
FY2012	$2,340.19	$0.00	$2,340.19	
FY2013	$9,470.19	$8,113.13	$1,357.06	
FY2014	$3,015.00	$1,399.68	$1,615.32	
FY2015	$8,501.32	$1,364.69	$7,136.63	
FY2016	$21,118.06	$16,206.24	$4,911.82	
FY2017	$33,021.82	$31,101.19	$1,920.63	
FY2018	$18,795.63	$14,449.19	$4,290.79	-$55.65
22 account (external/off-campus)				
	Revenue	Expense	Remainder	
FY2012				
FY2013				
FY2014				
FY2015				
FY2016	$8,636.63	$2,008.90	$6,627.73	
FY2017	$20,357.73	$11,389.01	$8,968.72	
FY2018	$19,728.72	$5,814.43	$13,914.29	

Centroid: Year-at-a-glance
2017-2018

● Core   ● One time   ● Ongoing/Repeat   ● Special Project

Staff/Advisors	● Director: Melinda Laituri ● Assistant Director: Sophia Linn ● Lead Education & Technical Advisor: Elizabeth Tulanowski ● Event Coordinator: Julia Sullivan
Current Interns	● Phil Admasu (Natural Resources), Greg Barosh (Geography), Sydney Bruner (Natural Resources), Matt Edrich (Natural Resources), Andrea Fairfield (Natural Resources), Patrick Hoehne (History), Josh Otis (Natural Resources), Robert Ower (History), Ely Roberts (Political Science/French), Ron Pasquini (Math), Marcos Rosell Perez (Business), Riley Ross (Natural Resources), Liam Seagle (Natural Resources), P.J. Seel (Environmental Health & Biomedical Sciences), Ryan Uncapher (Natural Resources)
Help Desk	● 60 visits (since November 2017) ● 75 total hours of assistance
Events	● Geospatial Brown Bags (15) ● Workshops (8) ● GIS Day: 65+ participants ● Mapathons ● National Park Service Symposium ● Discovery after Dark: Exploring Earth through images, data, and history at the FC Museum of Discovery
Projects	● CSU Alternative Transportation ● Secondary Cities – US Department of State ● Shambhala Mountain Center ● Civil War gunboats ● McKee Family Foundation ● Mountain Sentinels ● Mountain Studies Institute ● National Park Service Land Resources Division ● National Park Service Cultural Resources Division ● The Nature Conservancy Global Lands Team
Partnerships	● US Fish and Wildlife Service (joint internship) ● The Nature Conservancy (joint internship) ● National Park Service (joint internship)
Other	● ArcGIS Online maintenance ● Story Maps presentations and support ● Geospatial teaching resources for faculty: Semester at Sea, International Development Studies ● Ongoing social media presence ● Geospatial listserv (575 subscribers)
Interns since 2011	Undergraduates (53) Graduates (24) Other (5)