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, December 4, 2018 – 4:00 P.M. – Plant Sciences – C101

I. FACULTY COUNCIL AGENDA – DECEMBER 4, 2018

A. ANNOUNCEMENTS

1. Next Faculty Council Meeting – February 5, 2019 – Plant Sciences building – Room C101 – 4:00 p.m.
2. Executive Committee Meeting Minutes located on the FC website – October 30, 2018 (http://facultycouncil.colostate.edu/faculty-council-meeting-dates-agendas-minutes/)

B. MINUTES TO BE APPROVED

1. Faculty Council Meeting Minutes – November 6, 2018 (pp. 3-15)

C. UNFINISHED BUSINESS

1. University Grievance Panel Elections – Committee on Faculty Governance (p. 16)

D. CONSENT AGENDA

1. UCC meeting minutes – November 2, 9 and 16, 2018 (pp. 17-24)

E. ACTION ITEMS

1. Proposed revisions to Section E.11 Appeal of Early Termination of Contract Faculty Appointments of the *Academic Faculty and Administrative Professional Manual* – CoRSAF (pp. 25-28)

2. Proposed revisions to the *Graduate and Professional Bulletin* – Application: U.S. Citizens or Permanent Residents – CoSRGE (pp. 29-30)

3. Proposed revisions to the *Graduate and Professional Bulletin* – Advisory System – CoSRGE (pp. 31-34)

4. New CIOSU: The Colorado Center for Cyber Security – CUP (pp. 35-47)

F. 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

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.

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
November 6, 2018 – 4:00 p.m. – Plant Sciences – Room C101

CALL TO ORDER

The Faculty Council meeting was called to order at 4:00 p.m.by Tim Gallagher, Chair.

ANNOUNCEMENTS

1.   Next Faculty Council Meeting – December 4, 2018 – Plant Sciences Building – Room C101 – 4:00 p.m.

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

2.   Executive Committee Meeting Minutes located on FC website –
September 18 and 25, 2018; October 9, 16 and 23, 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.

MINUTES TO BE APPROVED

1.   Faculty Council Meeting Minutes – October 2, 2018

Gallagher asked for any corrections or additions.
Linda Meyer emailed a correction to the Faculty Council office.

EC discussed and moved the Reports to the end of the FC agenda. They felt the most important items should be addressed first.

Faculty Council approved the amended FC meeting minutes by unanimous consent. The amended minutes will be placed on the FC website.

UNFINISHED BUSINESS

1.   Faculty Council Standing Committee Elections – Committee on Faculty Governance

Ruth Hufbauer moved, on behalf of the Committee on Faculty Governance, that the following faculty be elected:

COMMITTEE ON NON-TENURE TRACK FACULTY

NATALIE OOI_____	WCNR	2021
(Nominated by Committee on Faculty Governance)		

COMMITTEE ON UNIVERSITY PROGRAMS

STUART COTTRELL_____	WCNR	2021
(Nominated by Committee on Faculty Governance)		

Gallagher asked for any additional nominations from the floor. There were none. All FC Standing Committee nominees were unanimously approved.

2. University Grievance Panel Elections – Committee on Faculty Governance

Ruth Hufbauer moved, on behalf of the Committee on Faculty Governance, that the following faculty be elected:

LISA LANGSTRAAT_____	CLA	2019
(Nominated – Committee on Faculty Governance)		
DEBBIE YALEN	CLA	2019
(Nominated – Committee on Faculty Governance)		
MICHAEL STEGER	CNS	2019
(Nominated – Committee on Faculty Governance)		
STEVE SHULMAN	CLA	2019
(Nominated – Committee on Faculty Governance)		
MARCIELA DEMIRIJYN	CLA	2020
(Nominated – Committee on Faculty Governance)		
ELIZABETH HOBBS	Agricultural Sciences	2020
(Nominated – Committee on Faculty Governance)		
JOSHUA BERNING	Agricultural Sciences	2020
(Nominated – Committee on Faculty Governance)		
JERRY JOHNSON	Agricultural Sciences	2020
(Nominated – Committee on Faculty Governance)		
NOA ROMAN-MUNIZ	Agricultural Sciences	2020
(Nominated – Committee on Faculty Governance)		

ROSA MARTEY   CLA   2021
(Nominated – Committee on Faculty Governance)

REBECCA PHILLIPS   CLA   2021
(Nominated – Committee on Faculty Governance)

ELLIE MOSEMAN   CLA   2021
(Nominated – Committee on Faculty Governance)

Hufbauer stated we are having representatives from each department. For any individual grievances brought forward, there will be a subset that serves on the Grievance Panel.

Gallagher asked for any additional nominations from the floor. There were none.

All University Grievance Panel nominees were unanimously approved.

3. Faculty Council Standing Committee Elections – Undergraduate Student Representatives – CoFG

Ruth Hufbauer moved, on behalf of the Committee on Faculty Governance, for the following undergraduate student representative to be elected:

University Curriculum Committee		Term Expires
Hank Stowers	Undergraduate	2019

Faculty Council unanimously approved the graduate student nominee.

CONSENT AGENDA

1. UCC meeting minutes – September 21 and 28, 2018; October 5, 12 and 19, 2018.

2. Approval of Fall Degree Candidates

Brad Goetz, Chair, UCC, moves for the approval of the consent agenda.

The Consent Agenda was unanimously approved.

ACTION ITEMS

1. Proposed revisions to Section E.13 Advancement in Rank (Promotion) of the Academic Faculty and Administrative Professional Manual - CoRSAF

Marie Legare, Chair, CoRSAF spoke regarding the proposal.

Gallagher: Professor Legare sent out a Q&A email a couple weeks ago regarding Section E.13.

Marie Legare (Chair, CoRSAF): CoRSAF felt this would be helpful. They have discussed E.13 in front of Executive Committee on multiple occasions.

Karen Barrett (Chair, CoSS): The Q&A was helpful. It's two different types of appointments actually. I find it confusing that there are four levels. Most people don't start at the first level and few will make it to the final level, so it seems cumbersome and could be viewed as different categories. TTF positioned to always be one-step ahead. Despite the responses given to the questions, I think it would be better to divide the types of appointments—professorial line vs. instructor line—though on either the TT or NTT line with three levels rather than four.

Margarita Lenk (BOG Faculty Representative): Thanks to Marie and CoRSAF for their explanation through the Q&A. I have received many requests for separating the two proposals. Coming from Dan Bush, it helps with clarification to keep the two together.

Marie Legare (Chair, CoRSAF): I appreciate the concerns. There are faculty who move between the appointment types—for instance in the library. It wasn't meant to be that you crisscross between the two ranks.

Jenny Morse (Chair, CoNTTF): I want to clarify that currently there are four ranks in the *Manual* and we are building on what NTTF already have in place in the *Manual*. We added senior and master instructor in the spring. The question is where to put these.

Karen Barrett (Chair, CoSS): We have had a few that end up on tenure track lines that started as instructors, so it wasn't seen as a full position yet when on the instructor. I would like to move that we separate the two but have language that describes the levels and how they relate to one another. It feels to some people that it ends up looking like NTTF have 4 different levels and the TTF have 3 levels. Or that really they have three levels but they are not equal. These are two different ways people can be appointed but these are the levels and here are the comparable levels for each type.

Gallagher: I need to hear the exact words you want changed to amend this proposal.

Richard Eykholt (UGO and CoRSAF): I just want to point out all the discussion is about changing E.2 not E.13. E.13 is only talking about when you change a rank--is it a promotion or not?   The rank structure is Section E.2, and that is not on the agenda this meeting.

Karen Barrett (Chair, CoSS): I am not trying to put people into different ranks. I am trying to say that there are two different systems of advancement. My amendment: For the purposes for promotion … are grouped into two types—one type is instructor ranks and the other type is professorial ranks. Then each rank explained. With senior instructor comparable to associate professor and master instructor equivalent to professor.

Thomas Chermack (HHS): I second the motion.

Margarita Lenk (BOG Faculty Rep): My comment had nothing to do with E.2. This section in the amendment being proposed should help departments write their promotion expectations for TTF and NTTF. The way it is currently written isn't helping.

Linda Meyer (Libraries): The problem I have is that it divides the TTF and NTTF. It would muddy the waters further. What is accomplished for this proposal is to have equity amongst NTTF and TTF. We already have NTTF at each of these ranks. I don't see how dividing the two is equitable. In some places you have an instructor who decides to make them an assistant or associate professor. The question is whether that is a promotion or not. If you are going from senior instructor to associate you are not being promoted. This is a basic outline that can be worked with at the department level. In some departments there are people who do not have a terminal degree so we need to have a system for those people. In the libraries we will probably only hire instructors on a temporary basis.

Doug Cloud (English): I have a lot of sympathy for the concerns to the confusion. I would like to speak against the amendment. What would be a specific confusion that would result from the unamended version? I am prepared to be persuaded but I need to hear an example.

Margarita Lenk (BOG Faculty Rep): From the feedback that came to me, they want the department code to match the Faculty *Manual* as much as possible and lay out the language for promotion processes will be assisted if the appointment types are separated. It would be easier for future updates.

Richard Eykholt (UGO and CoRSAF): Let me raise two problems, although I could raise 20. The Provost's office kicks in money for the promotion. Is this a promotion or not? CoRSAF did it this way to clarify the promotions and who sits on committees. We realized that we didn't need to make things complicated in this way. Department codes do not need to be rewritten every time there's a change to the *Manual*.

Karen Barrett (Chair, CoSS): I was not suggesting that we separate TTF and NTTF. To me, what this gives you is clarification about the movement within a track. It doesn't seem very accurate. There are two different though comparable tracks. It sounds like mix and match as it stands now. You could move from one category to another and I don't think that's the case.

Marie Legare (Chair, CoRSAF): I appreciate your comments but I disagree. There is an instructor track and a professorial track that is established in E.2. There may be a rare instance where someone in the professorial path moves to the instructor ranks. This is a way of comparing two different titles and ranks structures.

Mary Meyer (CNS): The reason I support this is because promotions mean that the Provost's office has to pony up money rather than departments.

Karen Barrett restated the proposed amendment: The six available ranks are broken into two tracks with each having three ranks. One is the instructor type and the other is the professorial type, with senior instructor comparable to assistant professor and master instructor comparable to associate professor.

Gallagher: Are we ready to vote? All in favor of the proposed amendment?

The motion to amend did not pass.

Gallagher: Any more discussion on Section E.13? Hearing none, are we ready to vote?

All in favor of approving the motion as presented in your packet by CoRSAF?

Faculty Council approved the motion.

2.   New Degree: Master of Agribusiness Innovation Management, Plan C, be established *effective Fall 2019* in the Department of Agricultural and Resource Economics Resources, Warner College of Natural Resources – UCC

Brad Goetz, Chair, UCC spoke regarding the new degree.

Gallagher: The floor is open for discussion.

No discussion.

Gallagher: All in favor of approving the motion?

Faculty Council unanimously approved the motion.

3.   New Degree: Master of Conservation Leadership, Plan C, be established *effective Spring 2019* in the Department of Human Dimensions of Natural Resources, Warner College of Natural Resources – UCC

Brad Goetz, Chair, UCC spoke regarding the new degree.

Gallagher: The floor is open for discussion.

No discussion.

Gallagher: All in favor of approving the motion?

Faculty Council unanimously approved the motion.

4.   New Professional Doctorate: Doctor of Systems Engineering, be established *effective Spring 2019* in Walter Scott, Jr. College of Engineering – UCC

Brad Goetz, Chair, UCC spoke regarding the new degree.

Gallagher: The floor is open for discussion.

Questions:

Tom Chermack (HHS): Is this a cohort model? How often would people be admitted?

Carole Makela (HHS): It is up to the option of the department. They may treat it separately.

Tom Chermack stated his concerns about the faculty workload implications of this new professional doctorate.

Carole Makela: (HHS): I think those concerns are addressed in the full proposal. The Professional Doctorate does require a full committee.

Tom Chermack (HHS): So that takes me back to my original question. How many students? There are implications for faculty work due to the amount of additional outside committee work that would be involved.

Gallagher: All in favor of approving the motion?

Voice approval too close.

All in favor, please stand up. 36 Approved; 16 Opposed

The motion passed.

5.   Proposed revisions to the All-University Core Curriculum
     (AUCC) language and requirements – UCC
     -Tracked changes version of AUCC guidelines document
     -Changes accepted (clean) version of AUCC guidelines document

Brad Goetz, Chair, UCC spoke regarding the new degree.

The first four pages are to create a preface, talking about the experience of AUCC. The last 20 pages integrated State mandates.

Mare Legare (Chair, CoRSAF): My understanding is that these changes are being made to comply with State mandates?

Goetz: Yes.

Gallagher: All in favor of approving the motion as presented?

Faculty Council unanimously approved the motion.

REPORTS TO BE RECEIVED

1.   Faculty Council Chair – Tim Gallagher

Gallagher reported on the following:

A while back I talked about the importance of Faculty Council. I want to add a thank you for the hard working people of Faculty Council--those of you that read the agenda and are ready to have thoughtful conversations. The standing committees put in hours and hours of work. I wanted to express my personal thanks to everyone who has done this important work.

Gallagher has been asked to serve on the President's Council on Culture. This will be important with the new president. Also heard that faculty participation on the campus climate survey was significantly higher than the last time. To show you why this matters, the supervisor training went into effect because of the last survey. Department heads are going through training and finding out all the rules. Anything that moves us in the direction of having accountability with the administration is a helpful thing.

Encourages all FC to communicate with anyone on the Presidential Search Committee. Margarita Lenk, Albert Bimper, Diana Wall, Wade Troxell, and Denice Apodaca are all members of the search committee. Since this will be a closed search, it's very important that we communicate with the committee and get our opinions to this committee since they will do the heavy lifting. There won't be several candidates who appear on campus for interviews. This puts a burden on us to be actively involved in the ways that we can be. Let the search committee members know candidate characteristics that concern you and those that you favor.

2.   Board of Governors Faculty Representative – Margarita Lenk

A hard copy of Lenk's summary from the BOG meeting, October 4-5, 2018 was made available for FC members on the back tables as members entered the meeting. Please let Lenk know if you have any questions from the October meeting.

Lenk did research on closed presidential searches versus open searches and feels that the closed search produces the best results, even though it can make faculty uncomfortable. Lenk believes there are many more examples of successful presidents in a closed search.

Lenk invites everyone to go to open forums and to speak up. Forums all next week and this week. Please make voices heard. Minutes will be taken and shared.

Will recommend that the search committee meet with the various councils, including the Council of Deans. This will help with accepting the new president too. She is going to suggest that we look at how much of the upper administrative structure is a function of Tony's personality or something that the Board of Governors will continue to support.

Carole Makela (HHS): I'm curious if the Board has a policy of transparency. Only current agendas are included, not past years.

Lenk will look into this and is happy to ask the Board.

Joseph DiVerdi (Chair, CoSFP): When is the approval of the budget by the Board?

Margarita Lenk (BOG Faculty Rep): It depends on the Governor. Since there is going to be a new Governor, it may change.

Joseph DiVerdi (Chair, CoSFP): When was the budget approved last year?

Gallagher: May for the Board. Usually the Governor's budget is a little earlier—it could be January or February.

DISCUSSION
1.   None

Gallagher adjourned the meeting at 4:52 p.m.

Tim Gallagher, Chair
Sue Doe, Vice Chair
Rita Knoll, Executive Assistant to Faculty Council

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
Jason Bruemmer	Animal Sciences	2021
Cynthia (Cini) Brown	Bioagricultural Sciences & Pest Management	2021
<u>Adam Heuberger</u>	Horticulture & Landscape Architecture	2019
Thomas Borch	Soil and Crop Sciences	2020
<u>Jane Choi</u>	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
Brian Tracy	Health and Exercise Science	2021
(Raoul Reiser starts term January 2019)		
David Sampson	Food Science and Human Nutrition	2019
Karen Barrett	Human Development and Family Studies	2020
Bolivar Senior	Construction Management	2020
<u>Anita Bundy</u>	Occupational Therapy	2020
(substituting for Matt Malcolm)		
Thomas Chermack	School of Education	2021
Anne Williford	School of Social Work	2019
Business		
Larry Johnson	Accounting	2019
(substituting for Bill Rankin)		
Stephen Hayne	Computer Information Systems	2021
<u>John Elder</u>	Finance and Real Estate	2019
(substituting for Tianyang Wang – Fall '18 sabbatical)		
<u>Dawn DeTienne</u>	Management	2021
Kathleen Kelly	Marketing	2021
Joe Cannon	College-at-Large	2019
John Hoxmeier	College-at-Large	2019
Engineering		
<u>Kristen Rasmussen</u>	Atmospheric Science	2021
Travis Bailey	Chemical and Biological Engineering	2019
Peter Nelson	Civil and Environmental Engineering	2021
Ali Pezeshki (substituting for	Electrical and Computer Engineering	2019
Siddharth Suryanarayanan Fall '18 sabbatical)		
Shantanu Jathar	Mechanical Engineering	2020
J. Rockey Luo	College-at-Large	2019
<u>Steven Reising</u> (excused)	College-at-Large	2019
Jason Quinn	College-at-Large	2021

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Liberal Arts

Michael Pante	Anthropology	2020
<u>Marius Lehene</u>	Art	2019
Julia Khrebtan-Horhager	Communication Studies	2019
Ramaa Vasudevan	Economics	2020
Doug Cloud	English	2020
Albert Bimper	Ethnic Studies	2019
<u>Jonathan Carlyon</u>	Languages, Literatures and Cultures	2019
Thaddeus Sunseri	History	2020
Michael Humphrey	Journalism and Technical Communication	2020
(substituting for Gayathri (Gaya) Sivakumar)		
<u>Wesley Ferreira</u>	Music, Theater, and Dance	2019
Moti Gorin	Philosophy	2019
Peter Harris	Political Science	2021
Ken Berry	Sociology	2019
(substituting for Tara Opsal – Fall '18 sabbatical)		
<u>Antonio Pedros-Gascon</u>	College-at-Large	2019
Steve Shulman	College-at-Large	2020
<u>Allison Prasch</u>	College-at-Large	2020
Lisa Langstraat	College-at-Large	2020
Marcela Velasco	College-at-Large	2021
Del Harrow	College-at-Large	2021
<u>Maura Velazquez-Castillo</u>	College-at-Large	2021

Natural Resources

Monique Rocca	Ecosystem Science and Sustainability	2020
David Koons	Fish, Wildlife, & Conservation Biology	2021
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
<u>George Barisas</u>	Chemistry	2020
Ross McConnell	Computer Science	2019
<u>Yongcheng Zhou</u>	Mathematics	2020
<u>Dylan Yost</u>	Physics	2021
Deana Davalos	Psychology	2019
(substituting for Silvia Canetto)		
Mary Meyer	Statistics	2019
<u>Chuck Anderson</u>	College-at-Large	2020
<u>Anton Betten</u>	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 (Jerry) Bouma	College-at-Large	2021
TBD	College-at-Large	2018

University Libraries

Linda Meyer	Libraries	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
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	2018
Bradley Goetz, Chair	University Curriculum Committee	2018
Susan (Suellen) Melzer	Committee on Non-Tenure Track Faculty	2021
Denise Apodaca	Committee on Non-Tenure Track Faculty	2021
Christine Pawliuk	Committee on Non-Tenure Track Faculty	2019
Ashley Harvey (substituting for Patty Stutz-Tanenbaum)	Committee on Non-Tenure Track Faculty	2019
Pinar Omur-Ozbek (substituting for Daniel Baker)	Committee on Non-Tenure Track Faculty	2020
Leslie Stone-Roy	Committee on Non-Tenure Track Faculty	2019
Mary Van Buren	Committee on Non-Tenure Track Faculty	2020
Steve Benoit	Committee on Non-Tenure Track Faculty	2019
Natalie Ooi	Committee on Non-Tenure Track Faculty	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

BALLOT
UNIVERSITY GRIEVANCE PANEL
Academic Faculty Positions on University Grievance Panel
December 4, 2018

Nominee   **Term ending**

SUSAN TSUNODA_____   CVMBS   2021
(Nominated – Committee on Faculty Governance)

UNIVERSITY CURRICULUM COMMITTEE MINUTES

A regular meeting of the University Curriculum Committee was held on **November 2, 2018** at 2:00 p.m. The meeting adjourned at 3:30 p.m.

Minutes
The minutes of October 19, 2018 were electronically approved on October 22, 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 – 3ʳᵈ Offering 'Permanent' Course Proposals			
Course #	**Course Title**	**Notes/Changes**	**Effective Term**
AGRI 511A	Study Abroad: Field Applications in Sustainable Agriculture	**3rd offering; 1 credit.** Previously offered as experimental Study Abroad course AGRI 582A (Fall 2017: 4 students; Spring 2018: 4 students) **Travel dates:** 4/7/19-4/12/19 *(6 days)* This course will serve as the permanent 1-credit lab component complementing AGRI 510: Sustainable Agriculture. Must have previous or concurrent enrollment in AGRI 510.	Spring 2019

New Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
ANTH 462	Anthropology Curation and Exhibition Methods	Proposed as an elective in the Major in Anthropology, Major in Anthropology, Archaeology Concentration, and the Minor in Anthropology *(program changes not started in CIM yet).*	Fall 2019
CON 192	Construction Management Seminar	Proposed as a required course in CTMG-BS: Major in Construction Management *(program changes are saved but not submitted in CIM).*	Fall 2019
D 292	Seminar: The Dancing Body	Proposed as an elective in the Major in Dance (program change for the BA is not started in CIM yet; the BFA is saved but not submitted).	Spring 2019
EDCO 665	Career Development Institute	Permanent partial semester; offered as Mixed Face-to-Face only. Proposed as a required course in the MA in Counseling and Career Development *(program changes are saved but not submitted in CIM).*	Summer 2019
EDCO 670	Introduction to Mental Health Counseling	Proposed as a required course in the MA in Counseling and Career Development *(program changes are saved but not submitted in CIM).*	Summer 2019
NRRT 545	Culinary Tourism	Distance/Online only; permanent partial semester. Previously offered as experimental course NRRT 580A2 (Spring 2017: 14 students). Proposed as a required course in ATMF-CT: Graduate Certificate in Agritourism *(program pending with CoSRGE)*, and an elective in the Master of Tourism Management *(program change not started in CIM yet).*	Fall 2019
STAT 630	Advanced Statistical Data Analysis	Graduate only. Proposed as a required course in the Ph.D. in Statistics *(program has not been grandfathered into CIM yet)*	Fall 2019
VS 310	Communication Skills for Animal Professions	Distance/Online and Face-to-face.	Fall 2019

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	Major Changes to Courses		
Course #	**Course Title**	**Notes**	**Effective Term**
ART 135	Foundations – Form and Observation ~~Introduction to Drawing~~	Edits to course title and description.	Fall 2019
BUS 635	Business Economics for the World Market	Edits to the Course Learning Objectives.	Summer 2019
BZ 420	Evolutionary Medicine	Edits to course description and prerequisites; addition of 'Sophomore standing' restriction.	Summer 2019
CIVE 202	Numerical Modeling and Optimization ~~Risk Analysis~~	Edits to course title and description.	Fall 2019
CIVE 519	Irrigation Water Management	Edits to course description and prerequisites.	Fall 2019
CON 469	Soil Mechanics ~~Soils Engineering~~ for Construction ~~Managers~~	Edits to course title, description, and prerequisites; addition of 'Construction Management majors only' restriction.	Fall 2019
EDCO 656	Counseling ~~Tests and~~ Assessment ~~and Appraisal~~	Edits to course title and description; change in instructional format from Face-to-Face to Mixed Face-to-Face; shift in Schedule Type distribution from 3(1-0-2) to 3(2-0-1).	Summer 2019
ENGR 695	Independent Study	Edits to the Course Learning Objectives.	Summer 2019
ERHS 510/ VS 510	Cancer Biology	Addition of dual-listing with VS; edits to course description. This course is listed in 'select from' or technical elective lists in the following programs: • CAMB-CBZ-PHD : Ph.D. in Cell and Molecular Biology, Cancer Biology Specialization *(program change proposal with VM Univ Curriculum Comm Chair)* • CBEG-BMEC-BS : Dual Degree Program: Biomedical Engineering, B.S. combined with Chemical and Biological Engineering, B.S. • ELEG-BMEE-BS : Dual Degree Program: Biomedical Engineering, B.S. combined with Electrical Engineering, B.S., Electrical Engineering Concentration • MECH-BMEM-BS : Dual Degree Program: Biomedical Engineering, B.S. combined with Mechanical Engineering, B.S. • FSAN-FDSZ-MS : Master of Science in Food Science and Nutrition, Plan A, Food Science Specialization • FSAN-FDZ-PHD : Ph.D. in Food Science and Nutrition, Food Science Specialization • New Dual Degree Program: Biomedical Engineering, B.S. combined with Computer Engineering, B.S. *(program proposal saved but not submitted)* • ERHS 510 is a required prerequisite for VS 718 *VS 510 will be administratively added as a dual-listed course to all POS which currently list ERHS 510. VS 718 prerequisite will be administratively updated to 'ERHS 510 or VS 510'.*	Summer 2019
INTD 456	Professional Practice-Interior Arch & Design ~~Communications - Interior Architecture~~	Edit to course title. Existing AUCC 4B course.	Fall 2019

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INTD 476	Capstone-Interior Architecture and Design	Edit to course title. Existing AUCC 4C course.	Fall 2019
MECH 538	Mechanical Engineering Thermodynamics	Edits to course description; addition of 'Graduate only' restriction.	Fall 2019
MU 463	String Chamber Music Literature	Edits to course title, offering year, and offering term.	Fall 2019
SOWK 701	Contemporary Issues in Social Issues Social Work Education	Edits to course title, description, and offering term; addition of 'Admission to the School of Social Work PhD Program' restriction.	Fall 2019

Major Changes to Existing Programs		
Program Title	**Notes**	**Effective Term**
ARLQ: Minor in Arts Leadership and Administration	Edit to Program Description and opening up the minor to all majors.	Fall 2019

CONSENT AGENDA

Experimental Courses – 1st Offering			
Course #	**Course Title**	**Notes**	**Effective Term**
ANEQ 280A2	Equine Assessment, Evaluation and Retraining	No permanent course proposal found in CIM.	Spring 2019
ART 581A3	Craft History, Theory, and Method	Identical to ART 381A3 *(UCC approved 10/5/18)* except that ART 381A3 has a prerequisite. Per department, they need a graduate-level section of ART 381A3 in order for graduate students to receive credit for the same course.	Spring 2019
BMS 780A1	Ethical Issues in Human Assisted Reproduction	No permanent course proposal found in CIM.	Spring 2019
IU 281A4	Undergraduate Research Preparation	No permanent course proposal found in CIM.	Spring 2019
PHIL 381A2	Music and the Mind	No permanent course proposal found in CIM.	Spring 2019
POLS 481A1	Diplomacy, Conflict Resolution & Cooperation	No permanent course proposal found in CIM.	Spring 2019
MIP 680A4	Fundamentals of Infectious Disease Immunology	No permanent course proposal found in CIM.	Spring 2019
MIP 680A5	Immunity to Viruses	No permanent course proposal found in CIM.	Spring 2019
MIP 680A6	Immunity to Bacteria and Parasites	No permanent course proposal found in CIM.	Spring 2019
MIP 780A3	Research Team Mentoring	No permanent course proposal found in CIM.	Spring 2019
MSE 580C2/ ECE 580C2	Electronic Properties of Materials-Quantum	No permanent course proposal found in CIM.	Spring 2019
STAT 380A1	Intermediate Applied Statistical Methods	No permanent course proposal found in CIM.	Spring 2019

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Minor Changes to Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
BUS 641	Financial Markets and Investments	Edit to prerequisites: BUS 640 or concurrent registration ~~BUS 640~~	Summer 2019
BUS 656	Marketing Strategy and Planning	Edit to prerequisites: BUS 655 or concurrent registration ~~BUS 655~~	Summer 2019
CON 265	Plan Reading and Quantity Survey	Addition of 'Construction Management majors and minors only' restriction; Edit to prerequisites: CON 131 (with a minimum grade of C) and CON 151 (with a minimum grade of C)	Fall 2019
ECE 641	Electromagnetics	Edit to offering year: Every ~~Even~~ Edit to offering term: As Needed ~~Fall~~	Fall 2019
ECE 642	Time Harmonics	Edit to offering year: Every ~~Odd~~ Edit to offering term: As Needed ~~Spring~~	Fall 2019
INTD 310	Studio III-Interior Architecture and Design	Edit to prerequisites: INTD 276 with a minimum grade of C; INTD 330 or concurrent registration; ~~330;~~ INTD 335 or concurrent registration; ~~335;~~ INTD 350 or concurrent ~~or concurrent~~ registration	Fall 2019
STAT 460	Applied Multivariate Analysis	Edit to prerequisites: (STAT ~~STAT~~ 340 or STAT 341) and (DSCI 369 or MATH 229 or MATH 369 or MATH 340) ~~341~~	Summer 2019

Correction/Update to 8/24/18 UCC minutes			
Course #	**Course Title**	**Notes**	**Effective Term**
JTC 345	Electronic Field Production	~~Addition of Distance/Online offering and 'Junior standing' restriction; changing grade mode from Student Option to Traditional; dropping the laboratory and increasing lecture credit/contact hours, i.e., changing from 3(2-2-0) to 3(3-0-0).~~ Per request from the department, these changes were NOT processed effective Spring 2019 because they did not intend to change the Schedule Type and credit distribution as it was submitted and approved. The proposal has been 'rolled back' to the department to edit and resubmit for Fall 2019.	~~Spring 2019~~

Correction/Update to 2/2/18 UCC minutes			
Course #	**Course Title**	**Notes**	**Effective Term**
STAA 568	Topics Industrial/Organizational Statistics	**Prerequisite Courses:** (STAA 561 or STAT 511A or STAT 520); (STAT 512, may be taken concurrently or STAA 553, may be taken concurrently). **Explanation:** Different 'parts of term' are not treated as separate terms/semesters in ARIES/Banner. If one partial term course is a prerequisite for another partial term course in the same semester (Spring, Fall, Summer), the prerequisite must state 'may be taken concurrently' in order for students to register without requiring an override. The statement 'may be taken concurrently' must be included after each course the department would like it to apply to – it may not be listed as a blanket statement after the last course in a list of prerequisites (it would only be encoded for the last course in the list).	Spring 2019

Minutes approved by the University Curriculum Committee on 11/9/18.

Brad Goetz, Chair
Shelly Ellerby and Susan Horan, Curriculum & Catalog

UNIVERSITY CURRICULUM COMMITTEE MINUTES

A regular meeting of the University Curriculum Committee was held on **November 9, 2018** at 2:00 p.m. The meeting adjourned at 3:00 p.m.

Minutes
The minutes of November 2, 2018 were approved.

Consent Agenda
The Consent Agenda was approved.

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

Study Abroad Course – 3rd Offering 'Permanent' Course Proposal			
Course #	**Course Title**	**Notes/Changes**	**Effective Term**
HIST 472A	Study Abroad: WWII in Europe: Normandy Campaign	**3rd offering; 3 credits** Previously offered as experimental Study Abroad course HIST 382A (Summer 2017: 6 students; Summer 2018: 10 students) **On-campus lectures:** 5/20/19-5/24/19 **Travel dates:** 5/25/19-6/5/19 *(12 days)*	Summer 2019

Study Abroad Course – 2nd Offering			
Course #	**Course Title**	**Notes/Changes**	**Effective Term**
MKT 482A	Cross-Cultural Marketing In China	**2nd offering; 3 credits** 1st offering: Summer 2018: 7 students **Travel dates:** 5/26/19-6/8/19 *(14 days)*	Summer 2019

Study Abroad Courses – 1st Offering			
Course #	**Course Title**	**Notes/Changes**	**Effective Term**
ART 382A	Study Abroad in Japan: Art History	**1st offering; 3 credits for each course.** **Travel dates:** 7/17/19-8/6/19 *(21 days)*	Summer 2019
ART 382B	Study Abroad in Japan: Studio Art		

New Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
CHEM 120	Foundations of Modern Chemistry	4 credits (3-0-1); Chemistry majors only. Proposed as a required course in the Major in Chemistry *(program changes not started in CIM yet).*	Fall 2019
CHEM 121	Foundations of Modern Chemistry Laboratory	1 credit of lab; Chemistry majors only. Proposed as a required course in the Major in Chemistry *(program changes not started in CIM yet).*	Fall 2019

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New Graduate Certificate

Program Title	Notes	Effective Term
Graduate Certificate in Advanced Silviculture for the Practicing Forester	Offered as: Online/DCE	Fall 2019

New Concentration

Program Title	Notes	Effective Term
Major in Social Work, Addictions Counseling Concentration		Fall 2019

CONSENT AGENDA

Experimental Courses – 1st Offering

Course #	Course Title	Notes	Effective Term
GRAD 580A2	Research Skills for Graduate Studies	No permanent course proposal found in CIM.	Spring 2019

Experimental Courses – 2nd Offering (*for informational purposes only*)

Course #	Course Title	Notes	Effective Term
IU 380A4	Becoming a Scientist	No permanent course proposal found in CIM. 1st offering: Fall 2018 (16 students).	Spring 2019

Minutes approved by the University Curriculum Committee on 11/16/18.

Brad Goetz, Chair
Shelly Ellerby and Susan Horan, Curriculum & Catalog

UNIVERSITY CURRICULUM COMMITTEE MINUTES

A regular meeting of the University Curriculum Committee was held on **November 16, 2018** at 2:00 p.m. The meeting adjourned at 3:25 p.m.

Minutes
The minutes of November 9, 2018 were approved.

Consent Agenda
The Consent Agenda was approved.

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

Study Abroad Courses – 1st Offering			
Course #	**Course Title**	**Notes/Changes**	**Effective Term**
LSPA 282A	Study Abroad: Spain and the Way of St. James	**1st offering; 3 credits.** **Travel dates:** 5/25/19-6/14/19 *(21 days)* **Also includes one week of intensive coursework on the CSU campus starting 5/20/19.**	Summer 2019
LSPA 382A	Study Abroad: Camino De Santiago in Spain	Based on student level and ability, students will enroll in either 282A or 382A. Each course is taught by a different professor. Readings and coursework for 282A are in English. Readings and coursework for 382A are in Spanish. Students may not enroll in both sections.	

Major Changes to Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
ART 110	Global Art History I	Edits to course title and description.	Fall 2019
ART 111	Global Art History II	Edits to course title and description.	Fall 2019
ART 160	Foundations – Color and Composition Two-Dimensional Visual Fundamentals	Edits to course title and description.	Fall 2019
ART 170	Foundations – Materials and Space Three-Dimensional Visual Fundamentals	Edits to course title and description.	Fall 2019
ART 212	Global Art History III	Edits to course title and description.	Fall 2019
BZ 104	Basic Concepts of Plant Life	Addition of Distance/Online offering. Existing AUCC 3A and gtPathways (GT-SC2)	Spring 2019
CON 462	Financial Management for Construction	Edits to course description and prerequisites.	Fall 2019
E 320	Introduction to the Study of Language	Addition of Distance/Online offering; edits to course description and prerequisites.	Fall 2019
E 405	Young Adult Adolescents' Literature	Edits to course title, description, offering term and prerequisites; change in grade mode from Student Option to Traditional.	Fall 2019
E 698	Research Project Research: Project	Increase in variable credits from 1-2 to 1-3; edits to course title and description; addition of 'Advisor approval' registration restriction. Proposal to increase required credits from 2 to 3 for the M.A. in English, Plan B, Literature Specialization (ENGL-LITZ-MA) is pending in CoSRGE queue.	Fall 2019

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Major Changes to Existing Programs		
Program Title	**Notes**	**Effective Term**
HISQ: Minor in History	Addition of Distance/Online offering.	Fall 2019
IRLQ: Interdisciplinary Minor in Religious Studies	Revisions to 'Additional Courses' list.	Fall 2019

CONSENT AGENDA

Experimental Courses – 1st Offering			
Course #	**Course Title**	**Notes**	**Effective Term**
ATS 580A4	Geoengineering The Climate	No permanent course proposal found in CIM.	Spring 2019
ATS 781A2	Hydrometeorology	No permanent course proposal found in CIM.	Spring 2019
CBE 581A1	Engineering of Protein Expression Systems	No permanent course proposal found in CIM.	Spring 2019
ENGR 581A4	Human Systems Integration	Distance/Online and Face-to-face. No permanent course proposal found in CIM.	Spring 2019

Experimental Courses – 2nd Offering *(for informational purposes only)*			
Course #	**Course Title**	**Notes**	**Effective Term**
GEOL 380A1	Critical Zone Science	No permanent course proposal found in CIM. 1st offering: Fall 2018 (6 students).	Fall 2019
GEOL 480A3	Groundwater Resources	No permanent course proposal found in CIM. 1st offering: Fall 2018 (10 students).	Fall 2019
MECH 581A4	Chemical Rocket Propulsion	No permanent course proposal found in CIM. 1st offering: Spring 2015 (17 students).	Spring 2019
NR 581A6	Forest and Rangelands Field Ecology	No permanent course proposal found in CIM. 1st offering: Fall 2017 (8 students).	Fall 2019
NR 581B1	Intro to NR Research and Professionalism	No permanent course proposal found in CIM. 1st offering: Fall 2017 (10 students).	Fall 2019

Minor Changes to Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
SOWK 592	Integrative Foundation Field Seminar	Edit to prerequisites: SOWK 500 with a C or better; SOWK 515 with a C or better; ~~SOWK 520 with a C or better;~~ SOWK 588 or concurrent registration.	Fall 2019

Course Deactivations			
Course #	**Course Title**	**Notes**	**Effective Term**
MECH 101	Introduction to Mechanical Engineering	Not referenced in any programs or courses.	Spring 2019

Minutes electronically approved by the University Curriculum Committee on 11/19/18.

Carole Makela substituting for Brad Goetz, Chair
Shelly Ellerby and Susan Horan, Curriculum & Catalog

Date: November 15, 2018

To: Tim Gallagher
        Chair, Faculty Council

From: Marie Legare DVM, PhD
        Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: Faculty Manual **E.11 Appeal of Early Termination of Contract Faculty
          Appointments**

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

MOVED, THAT THE CURRENT SECTION E.11 (Granting of Senior Teaching
Appointments) OF THE *ACADEMIC FACULTY AND ADMINISTRATIVE
PROFESSIONAL MANUAL* BE REPLACED WITH THE FOLLOWING:

E.11 Appeal of Early Termination of Contract Faculty Appointments

A contract faculty member may appeal a recommendation to the President to terminate
their appointment prior to the ending date of the contract. This section of the Manual sets
forth the procedures for such an appeal. The University Grievance Officer (UGO) shall be
charged with overseeing this appeal process. At the discretion of the UGO, any of the
time limits in this section may be extended for reasonable periods. Such extensions shall
be reported immediately to all parties concerned.

E.11.1. Initiating the Process

When a Recommendation to the President to terminate a Contract Faculty Appointment
prior to the ending date of the contract is sent to the Provost, a copy of this
Recommendation shall be provided in writing to the faculty member by the person making
the Recommendation (hereinafter referred to as the Recommender). The faculty member
then has ten (10) working days to submit to the UGO an Appeal in writing of this
Recommendation, along with the Recommendation itself. If an Appeal is submitted
within this time frame, then the UGO shall notify the Provost within three (3) working
days, and the Recommendation shall not be sent to the President until the conclusion of
the Section E.11 process.

If the faculty member fails to submit an Appeal within this time frame, then they shall forfeit the right to appeal the Recommendation for termination (unless the UGO decides that extenuating circumstances justify an extension of this deadline). If the Provost has not been notified by the UGO of an Appeal within twenty (20) working days of receiving the Recommendation from the Recommender, then the Provost may assume that no Appeal will be filed, and they may forward the Recommendation to the President for a final decision.

The Appeal should provide all of the information that the Appeal Committee (see Section E.11.2) will need in order to make its decision whether to support or oppose the Recommendation for termination. This may include relevant documentation and persons that the Appeal Committee may contact for additional supporting information. The relevance of each person should be stated in the Appeal. The Appeal Committee is not required to contact all of the persons listed in the Appeal. The UGO will review the Appeal to make sure that the information included is relevant to the issue of termination. In some cases, it may be necessary for the UGO to return the Appeal to the Appellant for editing before it is acceptable.

Within three (3) working days of receiving an acceptable Appeal from the Appellant, the UGO shall forward the Appeal to the Recommender and to the members of the Appeal Committee. The Recommender shall then have ten (10) working days to provide a Response. This Response should provide all of the information that the Appeal Committee will need in order to make its decision whether to support or oppose the Recommendation for termination. This may include relevant documentation and persons that the Appeal Committee may contact for additional supporting information. The relevance of each person should be stated in the Response. The Appeal Committee is not required to contact all of the persons listed in the Response. The UGO will review the Response to make sure that the information included is relevant to the issue of termination. In some cases, it may be necessary for the UGO to return the Response to the Recommender for editing before it is acceptable.

Within three (3) working days of receiving an acceptable Response from the Recommender, the UGO shall forward the Response to the Appellant and to the members of the Appeal Committee.

E.11.2 Appeal Committee

The Appeal Committee shall consist of the Vice Provost for Faculty Affairs, the Chair of Faculty Council, and the Chair of the Faculty Council Committee on Non-Tenure-Track Faculty. The Chair of Faculty Council shall serve as the Chair of the Appeal Committee. After receiving both the Appeal and the Response from the UGO, the members of the Appeals Committee shall begin their consideration of the Appeal. As part of this consideration, they shall meet with the Recommender, the Appellant, and any other persons that they consider relevant to their consideration of the Appeal. All three members of the Appeal Committee must be present at each of these meetings. At their discretion, the members of the Appeal Committee may request additional information from the Recommender and/or the Appellant, and they may choose to meet more than once with some persons.

E.11.3 Report of the Appeal Committee

After the completion of the process described in Section E.11.2, the three members of the Appeal Committee shall meet to discuss the case and to reach a final decision by majority vote whether to support or oppose the Recommendation for the termination of the Appellant.

After the conclusion of this meeting, the Chair of the Appeal Committee shall prepare a final Report. This Report shall include the overall vote of the Appeal Committee and the reasons supporting its decision. If the vote was not unanimous, then the Report shall also summarize the reasons given by the dissenting member. The Report shall be submitted to the UGO within twenty (20) working days of the receipt from the UGO of both the Appeal and the Response by the members of the Appeal Committee.

E.11.4 Final Decision by the President

Within three (3) working days of receiving the Report from the Chair of the Appeal Committee, the UGO shall send the Report to the President, along with the initial Recommendation, the Appeal, and the Response. Within twenty (20) working days of receiving these materials from the UGO, the President shall make a final decision regarding the termination of the Appellant and send it in writing to the UGO. This written decision shall include the reasoning that supports the decision. The UGO shall forward this decision by the President to the Appellant, the Recommender, and the Provost. This decision by the President is final.

Rationale:

1. The Senior Teaching Appointment no longer exists, thus the current Section E.11 (Granting of Senior Teaching Appointments) has no purpose and needs to be deleted.

2. We are proposing to insert this new section into the now vacated Section E.11. The proposed E.11 above deals with NTTF on contract appointments. A contract appointment is not an at-will employee. Thus, the early termination of such a contract should require more due process than the termination of an at-will employee. This new section creates such due process and strengthens the meaning of a contract appointment. Also, it makes sure that NTTF have representation on the appeal committee.

3. Previously there have been very few faculty employment contracts across the campus. With recent changes to faculty appointment types (E.2), we now have a significantly larger portion of the faculty on contract appointments. Thus, it is logical that there will be appeals to early termination and an appeals process is needed. A standard process will ensure equity in treatment across the colleges that make up our campus.

4. Both TTF and NTTF have access to the Grievance process. However, termination cannot be grieved (stated in section K and E.15) thus this Appeals Process was written to help ensure a level of due process if early termination of a contract appointment were to occur.

MEMO

TO: Tim Gallagher, Chair, Faculty Council

FROM: Don Samelson, Chair, Committee on Scholarship, Research and Graduate Education

DATE: November 1, 2018

RE: Revisions to the *Graduate and Professional Bulletin* – Application: U.S. Citizens or Permanent Residents

THE COMMITTEE ON SCHOLARSHIP, RESEARCH AND GRADUATE EDUCATION MOVE THAT FACULTY COUNCIL ADOPT THE REVISIONS TO SECTION: "APPLICATION: U.S. CITIZENS OR PERMANENT RESIDENTS" OF THE *GRADUATE AND PROFESSIONAL BULLETIN,* TO BE EFFECTIVE UPON FACULTY COUNCIL ADOPTION, AS FOLLOWS:

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

Application: U.S. Citizens or Permanent Residents

Students apply **online**. In addition to the online application, a non-refundable application fee must be electronically submitted.

The on-line application will be electronically submitted to the Office of Admissions and then forwarded to the appropriate academic departments. With this system, most documents are uploaded directly by the applicant. Regarding letters of recommendation, recommenders will be notified and prompted to provide a recommendation letter through the online system. The letter of recommendation will be automatically processed and submitted to the student's online file.

The following must be sent directly to the Office of Admissions at Colorado State University, 1062 Campus Delivery, Fort Collins, CO 80523-1062.

1. One official transcript of all collegiate work completed post-high school. Additionally separate transcripts are not required for study abroad credits if the GPA and credits are recorded on the transcript of the university that sponsored the study abroad experience. CSU transcripts are not required. Training course transcripts from branches of the U.S. military that show credit received with neither grades nor degrees awarded are exempt from the transcript requirement.
2. Test scores such as GRE or GMAT, if required by department, should be submitted with institution code 4075.
3. Any other materials that individual departments or programs may require of applicants.
4. Regardless of citizenship, applicants may be required to demonstrate proof of English language proficiency, if they do not have a degree from an institution where the primary language of instruction is English.

General deadlines for the receipt of complete applications are as follows: Fall Semester, April 1; Spring Semester, September 1; Summer Term, January 1. Please submit the on-line application and all supporting documents by the appropriate date. Note that individual departments may have earlier deadlines for certain programs. Please consult appropriate sections of this Bulletin or a department contact person. Applications completed later than these published deadlines may be considered depending

on space and resources available. Late applications that cannot be considered will be updated by the Office of Admissions to a later semester or term. Except for Integrated Degree Program (IDP) Admissions, applications cannot be accepted more than fifteen months in advance of the term in which study is to begin.

Students who wish to be considered for fellowships, assistantships, or other forms of merit- or competency-based financial support may be subject to earlier deadlines. See **Application for Financial Support.**

The application fee is not refundable even if the application is withdrawn or admission denied, nor is it applied to tuition and fees if the applicant subsequently enrolls. The non-refundable application fee must be received by the Office of Admissions. Your application cannot be submitted until the fee is received. Only persons with bachelor's degrees from colleges or universities accredited by one of the major regional accrediting agencies are eligible to apply. Degrees from schools which do not possess overall, institutional accreditation or which have only specialized accreditation cannot be accepted. This policy does not apply to admission for combined degree programs (CDPs, see **Sequential Degree Programs**), however, CDP students must earn their bachelor's degrees prior to, or concurrent with, the award of their graduate degrees.

An undergraduate grade point average of 3.000 (A = 4.000) is required by CSU regulation for admission. The various departments may have requirements in addition to or more stringent than those of CSU. Higher undergraduate grade point averages may be required, specific GRE minimum scores may be specified, or GRE advanced tests may be required, for example. Once again, applicants are strongly urged to contact the department in which they intend to study.

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

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

Meeting the minimum CSU or department standards does not entitle an applicant to admission. Meeting such standards only insures consideration of the application. Since CSU cannot accommodate all who meet the minimum standards, it reserves the right to select individuals for admission on the basis of merit in such a way as to promote the best interests of CSU and the society as a whole and to maximize the potential for individual accomplishment.

Decisions made by the Graduate School to deny admission are final and not subject to appeal by the applicant.

Rationale:
This added language clarifies that admission decisions are final and not subject to appeal.

MEMO

TO: Tim Gallagher, Chair, Faculty Council

FROM: Don Samelson, Chair, Committee on Scholarship, Research and Graduate Education

DATE: November 1, 2018

RE: Revisions to the *Graduate and Professional Bulletin* – Advisory System

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

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

The Advisory System

Since thoughtful planning is vital to a graduate student career, a comprehensive arrangement for advising has been established. Each student is initially assigned a faculty member as advisor by the head of the department in which the major is pursued.

A permanent advisor will be selected from among departmental faculty once initial entry to the program has been completed. (The temporary advisor may assume this role if appropriate.)

The advisor is the chief source of advice in the planning process. This individual works closely with the student throughout the graduate career on all matters related to the degree program.

A close, cordial, and professional relationship is therefore of the utmost importance. Both student and advisor should work at achieving mutual understanding and respect.

Except for those pursuing Plan C master's degrees, each student has an individual graduate advisory committee. Members of the committee should be chosen on the basis of the student's interests, the student's experience with faculty members, and the advisor's knowledge and expertise. The makeup of a graduate committee must be approved by the department head and, of course, agreed to by the potential members themselves. It is well for the student to assume the responsibility of securing these approvals and agreements.

The purpose of the committee is to make available to the student a broad range of knowledge and expertise. It aids in general advising of the student and assists in planning the major elements of the program. The committee also evaluates student progress throughout the graduate career. It may provide assessments at various stages and it administers the final

examination. The committee is not responsible for reminding students of published deadlines nor for monitoring procedural details. The student should manage such matters independently.

The committee must consist of at least three faculty members for a master's degree program and at least four for a doctoral degree program. The members are as follows:

1. The advisor who serves as chairperson of the committee and who must hold academic faculty rank as a professor, associate professor, or assistant professor of any appointment type within the department or program granting the degree;

2. One or more additional members from the department;

3. Any non-departmental faculty member who may be appropriate; and

4. One member from an outside department who, appointed by the Dean of the Graduate School, represents the Graduate School. The outside committee member appointed by the Dean of the Graduate School must hold a ~~regular, special,~~ tenured, tenure-track, contract, continuing, transitional, joint, or emeritus/emerita faculty appointment at CSU. The outside member should serve as an impartial external evaluator on the committee, ensuring quality of scholarship and fairness in process.

5.   Non-CSU employees may obtain faculty affiliate appointments in an academic department in order to be eligible to serve on graduate committees. They may also be appointed to such committees through a nomination process that is reviewed and approved by CoSRGE (Faculty Council Committee on Scholarship, Research, and Graduate Education).

Please contact the Human Resource staff member of the appropriate department to determine the appointment designation of a potential committee member.

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

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

The advisor is identified and the committee is appointed through filing a GS Form 6 with the Graduate School. It is the student's responsibility to identify an advisor and a committee, all of whom are willing and qualified to serve. The student's department chair or designee will use

his/her best efforts to facilitate selection of the committee and subsequent changes therein. With notification, temporary replacement of a member may be arranged. A member, including the advisor, may resign from the committee in accordance with any applicable provisions in the student's departmental code. In such cases, the affected student and his or her department chair will be notified promptly by the departing member. It is then the student's responsibility to obtain a replacement. Any permanent changes are recorded through the filing of GS Form 9A with the Graduate School.

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

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

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

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

Rationale

1. The first set of revisions updates the language according to the newly approved U. policy, that removes the old language, "regular, special" and replaces it with "tenured, tenure-track, contract, continuing,"
2. The second revision includes the language listed on the Graduate School webpage, which indicate the instructions for non-CSU employees, to obtain faculty affiliate appointments in an academic department.

MEMORANDUM

Date: Nov 16, 2018

To: Tim Gallagher, Chair of Faculty Council

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

Re: A review of a new application of CIOSU - Colorado Center for Cyber Security

As per the majority of the responses from CUP Committee members, there is an agreement among those responded that this application is sufficient to move it forward for the approval as a new CIOSU. This CIOSU was developed in response to a legislative action to give CSU $1.2M to participate in activities related to cybersecurity, and hence this recommended approval is relatively straightforward. The center directly supports the state of Colorado on a topic of increasing societal relevance. **The Committee members believe that this CIOSU is within the mission of CSU and it is very much in line with the strategic goals of the university. It will have a positive impact on graduate education and training in the cybersecurity area**.

The Committee, however, suggests further elaborations on the relationship of this center and possible synergies with the Systems Center of Excellence in Cybersecurity Advice are needed. The elaborations on the relationship would have been useful to maximize impact and reduce redundancies. Responses to the following questions as part of the Center document would be beneficial for all involved parties and decision makers:

- The proposal notes $1.2M/yr is going to CSU to support these activities but only $300K per year in support of this center; are the other funds going to the Systems Center? The robustness of the budget numbers needs more explanation.
- Where do the estimated of $60,000 and $90,000 income revenus for short course in Years 2 and the out years come from?
- How confident/robust are these projections, and what goes into them? What if these do not materialize?
- What is the tuition from such short courses, and how many enrollees are assumed?
- How will these courses be advertised?
- How were the budget numbers for short course development determined?

Details of the individual responses from CUP members can be shared with you if there is a need.

CC/
Ellen Fisher

☐ Existing CIOSU
XXXX New CIOSU

Application/Registration
Colorado State University Centers, Institutes and Other Special Units
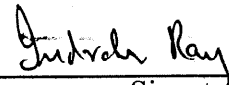
Name of individual completing this application: Craig Partridge
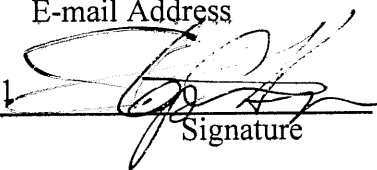
Telephone Number: (970) 491-6633   Date: October 2, 2018

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

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1.   Name of proposed Center or Institute or Other Special Unite (CIOSU):
The Colorado Center for CyberSecurity

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

Indrakshi Ray	Professor	(970) 491-7986	
Name	Title	Tel #	Signature

440 Computer Science Building			indrakshi.ray@colostate.edu
Address		Fax #	E-mail Address

Stephen Hayne	Professor	(970) 491-7511	
Name	Title	Tel #	Signature

16 Rockwell Hall			stephen.hayne@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)

Rick Miranda	Provost	(970) 491-6614	
Name	Title	Tel #	Signature

108 Administration			rick.miranda@colostate.edu
Address		Fax #	E-mail Address

How administrative director was selected: Both professors have extensive experience with cyber security and are recognized experts in their colleges and nationally.

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)

In Senate Bill 18-086, the State of Colorado directed that $1.2M per year be given to Colorado State University, beginning in the 2018-2019 academic year, to participate "in activities related to cybersecurity and distributed ledger technologies, such as blockchains." Creating the center is in support of this mission. Specifically, the center's mission focuses on the following activities called out in the bill:

- To provide degree programs, courses, and certificate offerings in cybersecurity, per section 4(c)(III) of the bill;
- To identify and capture matching funds for cybersecurity research at the center, per section 4(c)(VI) of the bill; and
- To provide advice and educational services to all stakeholders in the state on basic cybersecurity practices and issues, per Colorado Revised Statutes 24-33.5-1905 2(k) as amended by the bill.

Other elements of CSU will be supporting other activities called out in the bill. The Vice President for Information Technology will be responsible for annual reports to the state on how CSU has spent the funding.

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

The center's goals are:
- To enhance our cybersecurity course offerings in CS and CIS, initially with a new course in blockchains (per the bill) and an updated course in data analytics in the Spring semester of 2018-2019, and then with additional courses as required to meet DHS/NSA certification (next bullet) and to support a Masters Degree in Cybersecurity (third bullet);
- To seek certification for our course offerings from the joint Department of Homeland Security/National Security Agency program to certify cybersecurity programs (the absence of this certification has reportedly hurt some of our students' efforts to get cybersecurity employment);
- To offer, through either the CS or CIS departments or both, a Masters Degree in Cybersecurity; and
- To create a suite of one and two-day courses aimed at local business and state employees, to educate them on issues in cybersecurity relevant to their jobs; these courses can be combined into certificate programs and, in the longer term, into single credit courses offered to undergraduates and graduate students on campus.

The first three bullets are focused on the university's educational mission and meeting the degree program and educational requirements of the mission. While the center will fund the creation of courses and ensuring that the courses meet the DHS/NSA requirements, the courses and degrees

will be offered by existing departments (the center is NOT a Special Academic Unit).

The goal of the short courses is to help provide the advice and education for various stakeholders in the state of Colorado (per the mission requirement). For instance, we expect to offer a course on essential security practices for any state or local government employee whose computer contains taxpayer data (tax information, payment information, etc.). In initial discussions about crafting these courses, we realized they had more general applicability to local businesses (who maintain customer data) and to our students who may plan careers, such as veterinarians or doctors, in which they use or possess computers with customer or patient data. Thus we may also offer these courses as one-credit courses on campus.

Note that we also expect the off-campus short courses to generate substantial revenue for the center. Currently similar courses charge one-day tuitions measured in thousands of dollars per student. A related issue is that the off-campus teaching income may cause some instructors reach the supplemental pay limits. We expect to ask for waivers as the alternatives (either not offering the courses or offering courses with non-CSU instructors) are inconsistent with the state's goals as expressed in the authorizing bill (maximizing education and awareness) and CSU's goals (namely that CSU be seen as meeting the state's goals with our best possible employees).

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

The center does not compete with existing CIOSUs as there are no existing CIOSUs in cybersecurity in Fort Collins. There are other activities at CSU being funded by the state bill and in meetings with the CIO and the Provost, we have concluded that these activities are not in conflict, although regular coordination with the proposed Systems Center of Excellence in Cybersecurity Advice will be important. (The Systems Center focuses on embedded systems in larger infrastructure and mostly works with big defense and energy companies; the center proposed here is more focused on the needs of local Colorado tech industry and state and local governments). To ensure coordination, the members of Systems Engineering Program and the center proposed here will be meeting monthly.

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

Computer Science (College of Natural Sciences)
Computer Information Systems (College of Business)

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.

Cyber Center Description

(a) Organization and Administrative Structure and Responsibilities

Senate Bill 18-086 authorizes $1.2M per year to CSU for the next five years. The departments of CIS and CS are each receiving $150K per year and are pooling their money to fund the center. Funding for the next five years is clear. The proposed center welcomes participation from across campus and much of the structure described here is designed to make it easy for additional departments and colleges to join. That said, given that the creation of the center is the product of initial collaboration by two departments and two colleges, the current structure is designed to give the two departments and their respective colleges responsibility for operating the center.

The center has a Director and Deputy Director, collectively called the directors. The two directors will be drawn from the departments of Computer Science (CS) and Computer Information Systems (CIS) with the Director position being held by a member of one department and the Deputy Director position being held by a member of the other department. The directors will be part-time administrative appointments and receive the same compensation. Directors are appointed for a three-year term, which may be renewed. A draft of the initial appointment memo for the directors is attached as an appendix.

The center will have administrative (but not financial) staff and technical staff. The staff report to the center directors. Initial plans call for a half-time admin and a full-time or near full-time systems administrator (technical staff).

The primary administrative issues involve finance – managing the center's income and disbursements. Income will come from state funding, contributions, grants and tuition from the short courses. Disbursements will be to fund instruction and research activities.

Rather than stand up a separate accounting structure, the center's monies will be split between the Computer Science and Computer Information Systems departments, each of which will keep appropriate accounts for the various colors of money.

The basic rule is that income is managed by the college that receives the income, manages that income, through their respective responsible department. So, if a professor in the College of Business wins a grant to support the center, the grant money is managed by the CIS department. And if a professor in the College of Natural Sciences persuades a donor to give money to the center, that donation is managed by the CS department. Within that basic rule, the following detailed rules apply:

- Indirect costs: For any research award that benefits the center, the colleges agree to standardize indirect costs as follows. For awards that are focused on the center (e.g. funding outreach or new courses), 12% of the total indirect costs go to the center. (Here 12% means 12 cents of the 51 cents of indirect costs currently added to each funding dollar; the expectation is the 12 cents will come from the College/Department/PI

allocation). For awards that use center resources (e.g. that use center lab space for an experiment), 4% of the total indirect costs go to the center. Funds go into the account affiliated with the college of the principal investigator. Any disagreement about how to classify a research award is to be adjudicated by the deans of the colleges and, if they cannot agree, by the Overseeing Administrator.

- One and two-day courses: Net Proceeds (revenues less related expenses) from teaching the one and two-day courses to persons who are not university students goes to the center. Net Proceeds will be divided equally between the two colleges' accounts held for the center.
- Regular course offerings: the center will, from time to time, fund the creation of new Residential Instruction courses or revisions of existing courses offered by affiliated faculty members. Any Differential Tuition relating to these courses will be distributed to the college that delivers the course. The applicable department(s) within the college are responsible for staffing these courses (including GTAs and UTAs). Note this rule does not prevent the center from periodically partially or fully funding GTAs, UTAs, or NTTF faculty to teach a course it views as critical to the center's mission or to provide supplemental education programs (e.g. a special section) alongside an existing course.

The intent is to give the center directors the ability to approve expenses up to $5K, provided the expenses do not benefit either center director. Expenses above this limit, or expenses which benefit the center directors, need the approval of the CIS or CS department chairs (or in case of conflict, the respective dean).

(b) Personnel Involved

The initial list of personnel for the center is:

- Director: Prof. Indrakshi Ray, CS
- Deputy Director: Prof. Stephen Hayne, CIS
- Affiliated Professors: Prof. Joseph Gersh (CS), Prof. Christos Papadopolous (CS – now on IPA to DHS), Prof. Craig Partridge (CS), Prof. Indrajit Ray (CS – now on IPA to NSF), Prof. Zac Rogers (Management), Prof. Jeffrey Achter (Math), Prof. Amit Patel (Math), Prof. James Wilson (Math), Prof. Alexander Hulpke (Math), and Prof. Rachel Pries (Math).
- System Administrator: the center will have a variety of educational software built around virtual machines in which students can safely conduct realistic assignments in computer security and so needs a system administrator at between half and full time.
- Center Admin: the center needs a half-time admin to help manage basic center business, outreach and to arrange venues and registrations for short-course offerings

Until the center receives research contributions to fund laboratory space, the plan is for the center to be largely virtual. Its only space requirements are:

- Office space for the half-time admin;
- Office space for the near full-time system administrator;

- Rack space, already available in both CIS and CS, for some computing equipment in support of its educational activities.

Faculty members who contribute to the center's mission and goals may affiliate with the center (see a description of the affiliation process under governance below). The center, in turn, may distribute resources (financial and otherwise) to affiliated faculty members as appropriate to further the center's mission and goals.

Except for the directors (who will devote an additional 10% of time to service to handle the demands of running the center), the expectation is that participation in the center will be synergistic to participant's research or service activities and will not require adjustment of their time or additional compensation.

(c) Internal Governance

The center's directors make all governance decisions for the center, except the decision to allow additional faculty to affiliate with the center. For a new faculty member to be affiliated with the center requires either (a) a majority vote of the existing affiliated members; or (b) approval of the deans of both the College of Natural Sciences and the College of Business. (The later mechanism is intended as a check against the situation where the center's existing affiliated faculty seek to hoard the benefits of being in the center, to the detriment of the center's mission).

(d) Summary Budget

Summary budgets for the first two years and a rough budget for the last three years are below.

The key point is that after Year 1, the center will comfortably spend all of the state money and have brought in substantial income from its off-campus teaching program, which the center then will invest in various activities. Because we don't know which activities will make sense in Years 3 through 5, off-campus teaching income is shown as income returned to the department/college accounts for the center, but the plan is to spend this money (subject to some annual reserve) for the benefit of the center and its affiliated faculty.

Note: We have already begun spending (e.g. on the development of the blockchain course) in anticipation of the center's creation because we wanted to be able to show clear progress in our annual report to the state.

Year 1 Budget		
Description	**Expense**	**Income**
State Funding		$300,000
Directors salaries	$44,000	
Tech admin salary	$60,000	
Admin salary (50%)	$23,000	

GRA (fall) for blockchain course	$14,000	
GTA (spring) for blockchain course	$9,000	
GTA (spring) for data analytics course	$9,000	
Travel	$7,000	
Multiple Short Course Creation (4 courses)	$56,000	
Reserve to pay instructors in 2019-2020	$78,000	
Totals	$300,000	$300,000

Year 2 Budget		
Description	**Expense**	**Income**
State Funding		$300,000
Reserve from Year 1		$78,000
Directors salaries	$44,000	
Tech admin salary	$80,000	
Admin salary (50%)	$28,000	
Travel	$8,000	
2 Instructors for on-campus courses	$160,000	
Short Course Revenue		$60,000
Compensation to Short Course Instructors	$10,000	
Room and meal costs for Short Courses	$16,000	
Updated or New Short Courses (3)	$42,000	
Short Course Income (returned to dept/college accounts)	$50,000	
Totals	$438,000	$438,000

Year 3/4/5 Budget		
Description	**Expense**	**Income**
State Funding		$300,000
Income from Prior Year		$50,000 (or more)
Directors salaries	$46,000	
Tech admin salary	$85,000	
Admin salary (50%)	$29,000	
Travel	$8,000	
Instructor for on-campus courses	$80,000	
Short Course Revenue		$90,000
Compensation to Short Course Instructors	$15,000	
Room and meal costs for Short Courses	$24,000	
Updated or New Short Courses (2)	$28,000	
Short Course Income (returned to dept/college accounts)	$125,000	
Totals	$440,000	$440,000

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 Center Description.

Signatures (See Section B.2.6.3 of the Manual)

_____	Computer Science	10/9/18
(Dept. Chair)	(Department)	(Date)
_____	College of Natural Sciences	10/17/18
(Dean)	(College)	(Date)
_____	Computer and Information Systems	10/11/18
(Dept. Chair)	(Department)	(Date)
Beth A. Walker	College of Business	10/15/2018
(Dean)	(College)	(Date)

Date Received: 10/3/2018. Month/Year for start of CIOSU: 11/2018.

Anticipated month/year for formal evaluation: 1/2019

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).

(Revised 1/14)

Colorado State University

COLLEGE OF NATURAL SCIENCES
DEPARTMENT OF COMPUTER SCIENCE
1873 Campus Delivery
Fort Collins, Colorado 80523-1873

9 October 2018

Dear Prof. [Deputy Director/Director]:

This is a formal offer for the administrative position of [Deputy Director/Director] of the Colorado Center for CyberSecurity, a joint activity of the Colleges of Business and Natural Sciences. This offer has the approval of .....

This is a part-time 9-month appointment at 0.1 FTE with a salary increment of $18,000 per year. This is a three-year appointment, with a start date of .... This appointment ends 30 June 2021, with the possibility of renewal depending on performance and available funds.

As [Deputy Director/Director] of the center and are responsible for carrying out the mission and goals of the center. The center is being created with funding from the State of Colorado and is charged by the university with contributing in the fulfillment of the following obligations outlined by the state:

- To provide degree programs, courses, and certificate offerings in cybersecurity, per section 4(c)(III) of the bill;
- To identify and capture matching funds for cybersecurity research at the center, per section 4(c)(VI) of the bill; and
- To provide advice and educational services to all stakeholders in the state on basic cybersecurity practices and issues, per Colorado Revised Statutes 24-33.5-1905 2(k) as amended by the bill.

You and the [Director/Deputy Director] are to manage the center's activities and funding to fulfill these obligations. More specifically, during your initial tenure, we expect you to achieve the following goals:

- [Director only] To be a public face on issues of Cyber Security confronting the state of Colorado and its residents. You are encouraged to use press releases, interviews and similar mechanisms to raise the visibility of the center and its education and research programs;
- [Deputy Director only] To take a leading role across CSU in education and research in Cyber Security, with a goal of making the center's programs available to anyone on campus who could benefit from them;
- To enhance our cybersecurity course offerings in CS and CIS, initially with a new course in blockchains (per the bill) and an updated course in data analytics in the Spring semester of 2018-2019, and then with additional courses as required to meet DHS/NSA certification (bullet below) and to support a Masters Degree in Cybersecurity (bullet below);
- To achieve certification from the joint Department of Homeland Security/National Security Agency program to certify CSU cybersecurity programs by the 2020-2021 academic year (the absence of this certification has reportedly hurt some of our students' efforts to get cybersecurity employment);
- To offer, through either the CS or CIS departments or both, a Masters Degree in Cybersecurity by fall of 2021; and
- To create multiple one and two-day courses by the spring term of the 2019-2020 academic year, aimed at local business and state employees, to educate them on issues in cybersecurity relevant to their jobs; these courses can be combined into certificate programs and, in the longer term, into single credit courses offered to undergraduates and graduate students on campus. Our expectation is that by the center's third year, income from these courses will provide about 25% of the center's funding.

The center funds are managed jointly by the colleges. As the [Deputy Director/Director] from the College of [Business/Natural Sciences] you will also be responsible for administering those center funds held by the college. Note that while the accounts for the funds are divided by college, your job is to spend the funds in a way that best meets the needs of the State of Colorado and the center. While, in the long term, we expect the expenditure of center funds to benefit both colleges roughly equally, you are under no obligation to ensuring equal spending in each college in any given year.

The Director is the head of the center. The Deputy Director reports to the Director and will represent the center in the Director's absence. Center staff may report to the Director or Deputy Director as determined by the Director.

[Standard policy and regulation text]

[OEO text]

We appreciate your willingness to accept this important and challenging assignment. We look forward to working with you to enhance the quality of our Cyber Security programs at Colorado State University and to help the State of Colorado become a leader

in Cyber Security. To confirm your acceptance of this position, please sign below and return the original to your dean by XXX. Please retain a copy for your records.

Sincerely,
[Deans of Business and Natural Sciences]

Jane Smith
Administrative Professional