

MINUTES
Executive Committee
Tuesday, March 24, 2020
3:00 p.m. – Microsoft Teams

Members present: **Tim Gallagher**, Chair; **Jason Bruemmer**, Agricultural Sciences; **Stephanie Clemons**, BOG Faculty Representative; **Dawn DeTienne**, College of Business; **Sue James**, Engineering; **Rick Miranda**, Provost/Executive Vice President; **Antonio Pedros-Gascon**, Liberal Arts; **Jennifer Peel**, CVMBS; **Bill Sanford**, Natural Resources; **Melinda Smith**, Natural Sciences; **Linda Meyer**, Libraries

Guests: **Brad Goetz**, Chair of UCC; **Wayne Hall**, IT Specialist; **Kathy DuQoin**, Executive Assistant to the Provost

Absent: **Carole Makela** (excused)

APRIL 7, 2020 FACULTY COUNCIL AGENDA ITEMS:

I. Proposed Faculty Council Agenda – April 7, 2020 – Clark Building – Room A201 - 4:00 p.m.

A. ANNOUNCEMENTS

1. Next Faculty Council Meeting – May 5, 2020 – Clark Building – Room A201 – 4:00 PM
2. Executive Committee Meeting Minutes located on the FC website – <https://facultycouncil.colostate.edu/> February 11, 18 and 25, 2020

B. MINUTES TO BE APPROVED

1. Faculty Council Meeting Minutes – March 3, 2020

C. UNFINISHED BUSINESS

D. CONSENT AGENDA

1. UCC meeting minutes – February 14 and 21, 2020

E. ACTION ITEMS

1. Election - Faculty Council Standing Committees – CoFG
2. Election – Student Conduct Appeal Committee (formerly University Disciplinary Panel) – CoFG

F. REPORTS TO BE RECEIVED

1. Provost/Executive Vice President – Rick Miranda
2. Faculty Council Chair – Tim Gallagher
3. Board of Governors Faculty Representative – Stephanie Clemons
4. Report on Faculty and AP Retirement Plans Changes
 - Teri Suhr, Chief Total Rewards Officer of Human Resources
 - Robyn Fergus, Executive Director of Human Resources

G. DISCUSSION

MARCH 24, 2020 EXECUTIVE COMMITTEE AGENDA ITEMS:

I. Minutes to be Approved

A. *Executive Committee Meeting Minutes*

1. March 10, 2020

II. Items Pending/Discussion Items

A. *Announcements*

1. Next Executive Committee Meeting will be held on March 31, 2020 – 3:00 p.m. – Provost’s Conference Room

B. *Action Items*

1. UCC meeting minutes – February 28, 2020; March 6, 2020 (draft) (pp, 11-16)
2. Process for making editorial changes to the *Manual* for gender inclusiveness and for faculty position descriptions (pp. 17-18)
3. New Degree: Major in Dance (BFA) to be established **effective Fall 2020** in the School of Music, Theatre, and Dance – UCC (pp. 19-27)

4. New Degree: Major in Agricultural Biology, to be established **effective Fall 2020** in the Department of Agricultural Biology (formerly Department of Bioagricultural Sciences and Pest Management) - UCC (pp. 28-37)

C. Reports

1. Provost/Executive Vice President – Rick Miranda
2. Faculty Council Chair – Tim Gallagher
3. Board of Governors Faculty Representative – Stephanie Clemons
4. UBOTF presentation
-Lynn Johnson, VP for University Operations

D. Discussion Items

Orientation to the use of the Teams environment.

- Explains how to turn off camera. How to use ellipses.
- Recommends that we turn off recording and video to reduce use of bandwidth. Transcription will occur. Will do this for the FC meeting on April 7, too.
- Explains that he will use the chat function to recognize members at the meeting on April 7.
- Explains the microphone icon. Use it to go in and out of meeting. Shows where Files can be viewed.
- Antonio: Is surprised that we are recording this meeting. Points out that the Roberts Rules doesn't allow this.
- Tim: This is correct but we're in a crisis mode and will need to use different mechanisms for now.

Tim moves to getting the agenda populated

Teri Suhr and Robyn Fergus of HR will give their presentation on April 7 about our retirement plans.

The minutes of March 10 on page 1-10 in packet. Any corrections? Please type in the conversation bar to say you have changes.

Next EC meeting will be March 31. We will hold that meeting through Teams. We will not be able to put items on the agenda because it will be too late since the agenda goes out that day to the membership.

Our first item for today is the UCC minutes, pages 11-16 of agenda packet.

Brad is available for questions.

Rick asks if the change to regarding online and resident instruction is in the packet.

Brad says no.

Antonio makes the motion to approve the UCC minutes. 2nd from Melinda. Motion on the floor.
Is approved

Tim refers us to pages 17 and 18 of agenda packet

Talks about the changes to manual with regard to gender pronouns and to appointment types. Sue did gender changes, Richard did appointment type changes.

Asks Rick about whether the changes might be addressed differently with the Board, and Rick indicates that he supports the approach generally since otherwise we would be handing the board the entire manual. What he wants to take to the board is the approval to make these changes via a memo like Sue has provided.

Tim invites comments. None appear.

Are there objections to the process as Tim and Rick have described it?

Rick: Am I correct that we are not only altering the procedure for the Board but we are not going to the entire FC for a vote? Our vote here would be that we are taking the matter to the board and hence it is not an action item. Generally there are two votes. FC and Board. There does not need to be a FC vote on this.

Antonio has no objection to the changes but wonders how fast we need this out there. This will be supported by the FC. If it's something that we need to do ASAP then OK, but if it's something that could withstand 10 minutes of discussion, then he would be in favor of waiting until FC approval could be obtained.

Tim: If you bring this as an action item, then it's amendable. We might wind up with many ideas about how to establish gender neutrality. This has the potential to bog down for hours as we make our way through the entire Manual.

EC indicates sufficient "no objections" to approve this approach.

Brad: Can we get this new major in dance onto the FC agenda for the April 7 meeting?

Tim: Yes. This would appear in the FC agenda in April. Could I have a motion to approve. Sue James makes the motion to approve and Jason 2^{nds}.

Passes.

Brad: Speaks to the major in ag biology. This is an Undergraduate major in the new department.

Melinda: This is a new undergrad major. They didn't have one before, is that correct? And they contacted other departments that might be affected?

Brad: Yes, they have been in contact with all affected departments.

Bill Sanford moves, Jennifer 2nds. All in favor type in yes or no. The motion carries.

Rick's Report: Says he has not had much to do. (All laugh remotely.) We go live tomorrow morning with teaching and learning. A lot of people have stepped up. He invites people to ask questions.

Antonio asks about tenure and promotion cases and whether the Provost's Office could consider the postponement of tenure cases, meaning people who are approaching tenure review could request an extension.

Rick: Yes, we are considering that strongly.

Melinda: Appreciates the way that Rick and others have communicated through this crisis.

Sue: Asks about whether grading move to Pass/Fail.

Rick: We will use Satisfactory/Unsatisfactory and students can move their grade from letter grade to S/U at the end of the course, roughly within a week or two of the end of the semester. It will be the students' decision. A, B and C will transition to an S. D and F will transition to a U.

Stephanie: Follow up question. We have some classes in the major that require a C or better. If students choose an S, then they'll have done a C or better, correct?

Rick: Yes, and there are some classes that must come in as a B or better but they are few and will have to be dealt with individually.

Tim's Report

Sue, Sue, and Stephanie have been working on a possible draft in the response to the nptb (race) Student Demands. We will share at our next meeting and get feedback but wanted to give you a heads up that this is coming.

This is the usual time when we give the board feedback on the President but it's still a bit early.

The board does the evaluation. Given that everything is so different we will ask the Board what they would like in terms of feedback.

Harry Rosenberg Award. We do have one nomination coming in. We can touch base on this topic next week. This doesn't have to be on the April meeting agenda and can be on the May agenda.

Does anyone have questions of me?

None.

Stephanie does not have anything to report from the BoG.

Tim: It's going to be quite a challenge to do what we just did on April 7. I feel kind of good that we got our business done today but we are going to try to scale this up to 100 people. I've been on calls with 35 or so but have not done this with 100 people. Wayne will be present for the entire meeting on April 7. Tim wonders about whether anyone has questions.

Sue James suggests that everyone should turn off video.

Rick: Have we investigated any other alternatives for voting? The method we used today could be onerous with 100 people.

Tim: with other mechanisms, no one would know what the vote was except me. Tim is uncomfortable with that. There may be another method that would be more efficient. He requests ideas be sent to him.

Mindy: Are you planning on sharing your screen when you go through the agenda during the meeting?

Tim: that IS a possibility. I should probably follow up with Wayne. In the Teams environment, you reduce some parts of the screen and make others more visible.

Dawn: Reports that she has the agenda up, can see the conversation. So everyone can do this for themselves.

Stephanie: Does this mean that Terri Suhr's presentation would be up instead of the agenda at that time?

Tim: Terri and Robin will take over the screen and will talk over the slides as they make their presentation.

Antonio: Mentions that he uses polleverywhere. com. People could vote with their telephone using this application.

Tim: I can look into that. But there may be some good reasons to have the vote recorded in the Team environment where there's a record.

Stephanie; Just related to the voting again. If we did verbal voting, would volume manage the voting?

Tim: No. only one person can speak at a time.

We are adjourned at 3:55 PM. Will meet again in one week.