

## MINUTES

Executive Committee

**Tuesday, August 25, 2020**

**3:00pm – Microsoft Teams**

**Present:** Sue Doe, Chair; Stephanie Clemons, BOG Representative; Timothy Gallagher, Past Faculty Council Chair; Amy Barkley, Executive Assistant; Carole Makela, Health and Human Sciences; Antonio Pedros-Gascon, Liberal Arts; Linda Meyer, Libraries; David Koons, Natural Resources; Melinda Smith, Natural Sciences; Jennifer Peel, Veterinary Medicine & Biomedical Sciences; Yolanda Sarason, Business

**Guests:** Joyce McConnell, President; Mary Pedersen, Provost/Executive Vice President; Steve Reising, Committee on Faculty Governance Chair; Richard Eykholt, Committee on Responsibilities and Standing of Academic Faculty; Susan James, Vice Provost for Faculty Affairs/Outgoing Vice Chair

**Absent:** none

Chair Doe called the meeting to order at 3:04 pm.

Welcomed everyone to the Executive Committee Meeting. Welcomed President McConnell to the meeting and thanked her for her time.

Reminded everyone of Teams etiquette.

Will start with President McConnell so we are respectful of her time.

### SEPTEMBER 1, 2020 FACULTY COUNCIL AGENDA ITEMS:

#### **I. Proposed Faculty Council Agenda – September 1, 2020 – Microsoft Teams - 4:00 p.m.**

##### **A. ANNOUNCEMENTS**

1. Next Faculty Council Meeting – October 6, 2020 – Microsoft Teams – 4:00pm
2. Schedule of 2020-2021 Faculty Council Meeting Dates
3. Faculty Council Membership for 2020-2021
4. Faculty Council Standing/Advisory Committee Membership for 2020-2021
5. University Committees
6. Parliamentary Motions – Quick Reference
7. Parliamentary Motions – What They Mean
8. UCC Minutes – May 1 and 8, 2020. UCC Minutes were approved by Executive Committee on behalf of Faculty Council at the May 19, 2020 Executive Committee Meeting
9. Faculty Council Resolution on Provost and Executive Vice President Rick Miranda

10. CSU Fort Collins Faculty Council Officer Comment for BOG  
Public Form –June 5, 2020

**B. MINUTES TO BE APPROVED**

1. Faculty Council Meeting – May 5, 2020
2. Faculty Council Meeting – June 16, 2020

**C. UNFINISHED BUSINESS**

**D. REPORTS TO BE RECEIVED**

1. Faculty Council Standing Committee 2019-2020 Annual Reports
  - a. Faculty Council Report to the Board of Governors
  - b. Committee on Faculty Governance
  - c. Committee on Intercollegiate Athletics
  - d. Committee on Libraries
  - e. Committee on Non-Tenure Track Faculty
  - f. Committee on Responsibilities and Standing of Academic Faculty
  - g. Committee on Scholarship, Research, and Graduate Education
  - h. Committee on Scholastic Standards
  - i. Committee on Strategic and Financial Planning
  - j. Committee on Teaching and Learning
  - k. Committee on University Programs
  - l. University Curriculum Committee

**E. CONSENT AGENDA**

**F. ACTION ITEMS**

1. Election – Faculty Council Vice Chair – Committee on Faculty Governance – Steve Reising
  - a. Candidate Statement – Ruth Hufbauer
2. New Degree: Doctor of Occupational Therapy (O.T.D.)

**G. DISCUSSION**

## **AUGUST 18, 2020 EXECUTIVE COMMITTEE AGENDA ITEMS:**

### **I. Minutes to be Approved**

#### **A. Executive Committee Minutes—August 18, 2020**

Chair Doe: Are there any corrections?

No corrections requested so declared official.

### **II. Items Pending/Discussion Items**

#### **A. *Announcements***

Chair Doe: Will start doing “Laps and Chats” this Thursday at 3:30pm for an hour around the Oval. Invited anyone to join her for conversation during that hour.

Chair Doe: There will be a survey going out to faculty to see how things are going. Shawn Archibeque (Chair of the Committee on Teaching and Learning) and Doe are working on this.

1. The Next Executive Committee Meeting will be held on September 8, 2020 on Microsoft Teams – 3:00pm.
2. Presentation of Harry Rosenberg Trophy to recipient Jenny Morse

Chair Doe: We will be presenting the Harry Rosenberg Trophy to recipient Jenny Morse. We will be adding Rita Knoll to this award ceremony as well. Rita Knoll was past Executive Assistant for Faculty Council from 2013 through this past March. Would like to do a little bit of an award ceremony at the Faculty Council meeting next Tuesday, and include Rita.

3. Motion to nominate 5 Standing Committee Representatives – Steve Reising, Committee on Faculty Governance

Steve Reising joined us to discuss this motion. Chair Doe reminded everyone that we will have a Vice Chair election at the September 1<sup>st</sup> Faculty Council meeting. Asked Steve Reising to address the election and how it will be handled.

Reising: Announced that he is now one of the two candidates up for Vice Chair. The other candidate is Ruth Hufbauer. We have recruited Leo Vijayarathy to help run the election. Vijayarathy will send us a test using Qualtrics to conduct the votes. Only Amy Barkley and Vijayarathy will have access to the names of the voting members, and only they will receive the results.

Stephanie Clemons: Stated there will be new Faculty Council members. May need a reminder about absentee or proxy votes.

Tim Gallagher: Proxy votes are not allowed, but substitutes may vote. Proxy votes are a violation of Robert's Rules of Order. The substitute will have full power to vote in their own full judgement.

Clemons: Follow-up question. Is substituting for her department representative, but wants to clarify she cannot vote twice.

Gallagher: Correct, not eligible to vote since already a member.

Reising: Will get an email together for clarification with Chair Doe to determine language regarding substitutes.

Chair Doe: Will meet off-line to discuss this.

Chair Doe: Do we have a motion for the new standing committee representative nominees to stand for election at the September 1<sup>st</sup> meeting?

Antonio Pedros-Gascon: Moved.

Melinda Smith: Second.

Motion passed to place this item on the agenda for September 1<sup>st</sup> Faculty Council meeting.

## ***B. Action Items***

### **1. Welcome President Joyce McConnell and Discussion**

President Joyce McConnell thanked the Executive Committee for having her at the meeting. President McConnell participated in "move in" and visited with families as students moved in on Tuesday, August 25<sup>th</sup>. Stated she was happy and impressed with the move-in process and the testing that occurred. Move-in is usually two days, and this year, it was five days. Strict protocols were used. Noted that the COVID testing was going very well. They tested 4900 people so far, with only five positive cases, who were all students. Four of them were asymptomatic. All have been quarantined.

President McConnell: Everything depends on students and employees following protocols. Sent out email announcements last week. The challenge was laid out that this was on the students and employees if they want to stay on campus. Has been happy to see that everyone she has seen so far around campus have been in compliance with health protocols. Yesterday, all students she saw were wearing masks. Also went into a couple classes, all students there gave her strong ratings about being there. All students in Clark classroom said they were happy to be on campus face to face. Reports there was an 87%

decline in reported parties and incidents, a very steep decline from last year. Student activities were very limited this year. Ram Welcome was all virtual. All Housing and Dining staff, Student Affairs, Resident Hall, and COVID testing all contributed to this success. She saw a lot of enthusiasm that may wear down after a while, but will work on keeping up the importance of compliance.

Provost Mary Pedersen: We met with all the deans today. All deans were very positive about the first day. The teams have prepared, so most people are very encouraged by our start.

President McConnell: Happy about student behavior and the faculty did a great job with all they are doing for our students. Big shout-out. Also had the Commissioner of Higher Education and other legislators visiting on Day 1. They were impressed with all they saw on our first day at CSU Fort Collins.

Chair Doe: Thanked President McConnell for her kind words. Asked: How will CSU make the decision to go remote?

President McConnell: Provost Pedersen has led research teams to see what triggers will be. Asked Provost Pedersen to address this question.

Provost Pedersen: We have scenario planning this Friday. In addition, a small team has been pulled together to look at the data. They will follow the data and will continue to keep testing to help them make decisions. We are trying to stay at the front end to catch cases early to prevent future numbers of the virus. We are using the campus data and affluent data. We are in a unique situation to gather data. We are developing best case scenarios. We will have new data to share in a couple weeks.

President McConnell: Ultimately, the county gets to make the decision in the end. Poudre School District went remote amidst questions about whether CSU can make face-to-face classes work. President has contacted Poudre School District to learn more about how they determined the triggers that would affect their decision. Because we were able to receive our tests sooner, around 24-48 hours, we were more well-positioned to begin the semester in person. Poudre School District's testing turn around was much slower, which did not bode well for timely contact tracing. The difference in our approaches and testing resources put CSU in the driver's seat of determining our decisions based on three categories: testing and the reliability and confidence in testing, different triggers that need to be examined, and thinking creatively about the steps that need to be taken before going completely remote. Noted that the difference between March and now was testing, knowledge, and access to supplies. There are a lot of factors that support this decision making.

Jennifer Peel: Prefaced question with statement that she is an epidemiologist with public health. Asked what the process is for testing moving forward.

President McConnell: We have 2500 PCR (nasal swab) tests that we are deploying in a more targeted way. Rapidly pursuing a saliva test. There are two options right now: to buy a saliva test on the market, which wasn't an option in the spring, and to continue our own development of testing and validate our own saliva tests on campus. It is believed we can have saliva tests for our campus in 4-6 weeks. Will be using PCR to help bridge this gap. Looking at using indications of flares to test in more effective way based on results. Then do contact tracing and quarantining.

Provost Pedersen: Following scenario planning last Friday, Alan Rudolph is developing a strategy around the highest risk groups, such as residence hall personnel. The intent is to message carefully to those students who went to a party they "shouldn't have" and to make sure they can be tested immediately. Rudolph is looking at "leaky windows" of where the virus might emerge on campus, such as parties and residence halls.

President McConnell: States to Jennifer Peel that she would love to get her involved. We have a lot of researchers on the public side, but would like to get more public health people involved.

Peel: Happy to help.

President McConnell: Great.

Chair Doe: Asked if there were any other questions relating to COVID. Moved to budget questions. Asked: If there are mid-year budget revisions, when will they take place and will faculty be given advance notice?

President McConnell: Planned the budget out for a year to the Board of Governors. Only if state asks for mid-year budget cuts would we want to look at our budget differently. Has received no indication from the state that any cuts are being required. Will have an enrollment census on September 9<sup>th</sup>. The good news right now is that we are a little bit down, but that's all. Unless there is a big drop-off in enrollment and retention, we will be aligned with our projected budget. For FY 2022, state told us to expect a 10% budget cut to the FY 2020 budget. They cut us 58% this year, but backfilled 53% with CARES money. So, going back to 2020. The Board of Governors has asked us to not only consider both 10% and 20% calculation. We will wait for census and then will give a report to Board of Governors in October. We will have enrollment figures by then. We will also know more about state mid-year budget cuts.

Chair Doe: Provost Pedersen, usually the Provost gives budget draft reports to the Faculty Council. That has been a helpful exercise for Faculty Council to see the budget. We value the report.

Provost Pedersen: Would be happy to do this. Can give these reports starting in October.

Chair Doe: Asked where the athletics budget fits. Asked where it sits, where are those numbers and why do the numbers differ depending on the source. Asked if it was

possible to get an athletics report and an idea of what this budget is and its visibility. Are there obstacles about seeing the athletic budget from last year?

President McConnell: Had requested the athletic budget to be presented last year, but it didn't happen. It was determined during the meeting that it wasn't necessary. Fast forward to now, wants to set the stage for athletic budget. There will likely be no revenue for the entire academic year for athletics. It does not look like we will have athletic activities through December based on the Mountain West Conference. Was hopeful that maybe would come back in January, but is not sure if this is possible. Primary revenue is ticket sales and media rights, but will have no ticket sales. The Mountain West Conference is in the midst of negotiating media rights. The media companies are not sure they can give rights even if we do play in the spring. On the expense side, athletics is in the midst of cutting expenses. A large part of the budget is scholarships. We want to stand by the athletes and the scholarships will continue. We do not want to cut them. The NCAA came forward with a protocol that discusses scholarship retention. CSU made the decision to keep the scholarships before the NCAA decision. Salary reductions and furloughs are other factors we are looking at on the expense side. Once we get numbers we can share the budget more.

Chair Doe: Invites additional questions. No follow-up questions on budget, it seems. Another burning question is about hiring strategies, specifically higher administration positions. Asked about the need for more visible searches. How do you go about deciding when to hire from within versus an outside search. There is a perception that we hire internally quite a bit.

President McConnell: It is a great question. When I came here, was very surprised by the amount of internal hiring. Every search but one or two since I got here has been an open search. Has conducted many open searches for upper level positions that have opened recently, including some deans and the Provost. Created a new office, and for that Diana Prieto was an internal hire. On the other hand, the opening in Translational Medicine led to an open search. One promotion was Sue James to Vice Provost of Faculty Affairs. There was no search for two reasons: needed someone to move into that position inside of one month and we are in the midst of a pandemic, did not want Mary to do a search for nine months after she got here. This was an exception, as most other searches have involved a national search and OEO involvement.

Chair Doe: Antonio Pedros-Gascon would like to talk about something a bit different here: announced and unannounced searches.

Antonio Pedros-Gascon: Asked if these searches have been properly announced and public. Understands the pressure of the search. Feels not having open searches limits a more diverse group of candidates.

President McConnell: Agrees with Pedro-Gascon. This is one of the goals for the Search Committees. Have been opening searches and using a national firm. That is why we have a female Provost for the very first time, and Vice President for Communications is an

African American female. We have identified very diverse candidates. Are looking to fill more positions, and will fill them with interim people who will stay on until the positions are filled. These will be open searches.

Chair Doe: Tim Gallagher noted in the chat that Ellie Gilfoyle was Provost for several years.

Chair Doe: Moved onto the next question about shared governance. How do you see the Faculty Council sitting in the shared governance structure in this institution? This is your second year and we want to strengthen the vision of shared governance for faculty involvement and find that Faculty Council input is valued. As a group, we take the message that we want to strengthen shared governance and interest in it, as well as that Faculty Council members are themselves a part in developing this value. Executive Committee believes it is important to be involved in governance of this institution. What is your experience with past institutions and how might Faculty Council help in the visioning of shared governance?

President McConnell: In previous institutions, I was used to faculty being involved in working groups rather than using Faculty Council as a point of shared governance. Faculty Council members are so involved, different from where I was before. Philosophy of shared governance is that we are pulling people in all the time, and not just inside the Faculty Council. Allowing people in more conversations. This discussion may help expand and planning on how to have meaningful shared governance. I want to give Provost Pedersen a chance to say something as well.

Provost Pedersen: CSU has a similar structure to her previous institution. Discussed how the committees relate to the Faculty Council and how issues are brought to the attention of the Faculty Council.

Chair Doe: We have strong standing committee structures. Issues come up from the committees to the Executive Committee and then will be determined whether they are ready to go to Faculty Council for debate and discussion.

Provost Pedersen: Would like to discuss the most pressing issues that are coming to Faculty Council and to have a strong partnership with the council to make sure issues are being addressed. Would like both herself and President McConnell to be engaged in discussions that you want us to be involved in.

Chair Doe: Would like to talk to the Executive Committee about creating task forces. Interested in forming small groups for a short term engagement to address pressing issues and create a report for these issues. The idea is to deepen our ability to address some of the pressing issues in front of us. Specifically discussed a task force for IT needs, where faculty is valued and sought by the Interim director, Brandon Bernier.

President McConnell: I think this is critical. We had an IT partnership with faculty, and this is important in that it relates to the end user.

Provost Pedersen: Had a permanent faculty committee on IT. It is important to make sure teaching and IT are aligned.

Chair Doe: Asked for some parting words for the Faculty Council to help them continue to be a voice in this pandemic. Was thankful to be a part of the recovery team and the teaching continuity committee. Was a little surprised that there weren't more faculty involved. Goes back to shared governance. Asked: Could we address this as an objective and allow faculty to be more meaningfully involved in these conversations?

President McConnell: Announced: We have a coalition of students who are protesting this Friday from 2:30pm to 4:30pm. Has been talking with the organizer to balance public health protocols and the need for free speech. Will be at this gathering. They will gather at the Oval and then walk downtown. There will be educational opportunities and markers as they walk.

Chair Doe: Thanked President McConnell for coming.

President McConnell: Didn't know she was invited to Executive Committee before. Looking forward to Faculty Council meeting next week.

[Sue Doe notes after the meeting that Tim Gallagher made a standing invitation to President McConnell for Executive Committee meetings last year but the message seems to have not gotten to her.]

Chair Doe: Thank you, Provost Pedersen, for staying on. Only one hour to do a lot of work.

## 2. Title IX Appendices Update – Richard Eykholt, Committee on Responsibilities and Standing of Academic Faculty (pp. 12-36)

Richard Eykholt joined us to discuss the Title IX changes with Executive Committee.

Richard Eykholt: There were changes that were made to the Title IX policy as you can see in the rationale. In re-writing it, it is quite a bit different. OGC has written this new policy. Many groups have been consulted, including Tim Gallagher last year, Chair Doe, and it has been approved by the President and the Board. We need to split Appendix 1 in the Faculty Council Manual as they are two new policies now. The decision is now whether Faculty Council wants the new Title IX policy in the Manual. Eykholt then described the changes that will need to happen to the Manual because of the split and re-numbering.

Chair Doe: Clarifies that this is not up for debate as far as language goes, just how it goes into the Manual.

Pedros-Gascon: We are just offered the final version rather than language that shows track changes. Difficult to see revisions for discussion.

Eykholt: We do not always have the ability to edit Appendixes. It has been completely reorganized due to the Department of Education-based changes working from federal regulations. Because there were so many changes, the previous appendices will have to be completely struck out and re-written. Expresses that he understands the concern. We have no say in the policy. We just have the choice whether we want it in the Faculty Council Manual.

Carole Makela: Fully agree we want it referenced in the Manual. Easier for faculty. Has one editing note: on top of page 18, "Examples of Stalking Behavior", the sixth bullet point appears to need to be two separate ones.

Eykholt: Threats to harm, self, or others? And vandalizing others?

Makela: They should be two different bullets.

Chair Doe: Good catch!

Eykholt: This might have happened in cutting and pasting. Eykholt offers to contact Bob Schur to confirm it was a typo. Notes it shows in the policy library the same way. Will contact Bob Schur and bring it to his attention. Will let Chair Doe know so we can bring the change to the floor. Will be an easy correction to make. Thanked Carole Makela for pointing that out. Asked Antonio Pedros-Gascon if he answered his question.

Pedros-Gascon: Yes. This is a different type of process where there's no reference to previous wording.

Eykholt: Previous wording is still available in the Faculty Manual on the website. If preferable, suggested that Amy Barkley, Sue Due, or himself copy and paste the language and cross everything out for reference.

Chair Doe: Do we have a motion to put this on the agenda for Faculty Council. Is it ready to sustain debate?

Stephanie Clemons: Moved.

David Koons: Second.

Tim Gallagher: Also attempted second and reminded people that he is a non-voting member but is allowed to move motions and second.

Chair Doe: Are we ready to vote? Requested votes be placed in the chat.

Six yeas, one abstain. Motion passed to be placed on agenda for September 1<sup>st</sup> Faculty Council meeting. Will make every effort to get typo changed with Bob Schur prior to the meeting.

Motion for this passed.

Minutes later, Eykholt sent Chair Doe an email saying that the typographic error was confirmed by Bob Schur who encouraged us to make the change for the agenda for Faculty Council.

### ***C. Reports***

#### 1. Provost/Executive Vice President Report – Mary Pedersen

Provost Pedersen had to leave the meeting early. Vice Provost for Faculty Affairs Susan James spoke in her place. Provost Pedersen would like to attend as many Executive Committee and Faculty Council meetings as possible, and Vice Provost James will attend in her place when she is unavailable.

Vice Provost James: First day of classes went fairly well. Referenced Provost Pedersen's earlier statements about how that was going. There was a concern about how long testing was taking, with a 72-hour delay. The testing firm they hired just went through an overload period. They are now back in sync with a faster response.

Chair Doe: Requested clarification on budget cuts that were mentioned earlier. Because we are doing a 5% cut is it just another 5%?

Vice Provost James: Yes.

Chair Doe: Cannot imagine what a 20% cut exercise might look like. The enrollment numbers were astonishingly good.

Vice Provost James: Yes, campus enrollment is only down about 5%. Will wait for census but things are looking good.

Chair Doe: Sounds like CSU Online is up by 6% and even more in credit hours. A chunk of that money goes back to departments. The budget does all appear to hinge on enrollment. Noted that transfer numbers are also up. Emphasized that the faculty efforts are the reason that students have decided they want to be here, Combination of face-to-face and online seemed to affect enrollment.

Vice Provost James: Wanted to comment on discussion about shared governance. It is an opportunity to have issues run through Faculty Council from Provost and President.

Chair Doe: Felt there was not enough representation of faculty on the working groups over the summer. It is possible that administrators felt they were sparing faculty so they could do their normal work over the summer, but Doe would have liked to see more

faculty in working groups and at a seat at the table. Would have liked some faculty influence in those conversations. Had so much information coming at us, if we would have been more involved, may not have felt as such a flurry and so confusing as we approached the start of classes.

## 2. Board of Governor's Report – Stephanie Clemons

No report at this time. Given last week.

## 3. Faculty Council Chair Report – Sue Doe

Chair Doe: On Monday, August 31<sup>st</sup>, I'm following the Tim Gallagher tradition to have a Parliamentary meeting. If you wish to attend, please let Chair Doe know. Amy Barkley will forward you the invitation. Feels it is important for as many people as possible to understand the Parliamentary procedures. New Faculty Council members will be invited as well.

Discussed earlier conversation around task forces. Possible task force around IT, which has been identified as an area of need. Feels there is a role for faculty to be involved in the conversation about IT. Idea of a task force is that they would meet in the fall, have a very clear mission. Head of IT is very interested in this conversation and eager to have the faculty voice involved.

Clemons: Used to chair Teaching and Learning Committee. Had been asked to be the voice of faculty with IT. Suggests connecting with Matt Hickey about what they used to do before?

David Koons: Several colleges have IT committees with faculty involvement, which would be a source to tap into.

Jennifer Peel: Agrees with David. Asked if looking for faculty representatives only from faculty council or more broadly.

Chair Doe: More broadly. If you know people who might be interested, send them forward. We can act according to what we learn.

Makela: Noted in the chat that IT is not all teaching and learning based, that it has an impact on research as well.

Pedros-Gascon: Directed a question to Vice Provost James. Was surprised that the Administrative Professional Council have no agendas or meeting minutes on the website. Wondered about administrators not receiving the information. Disclosure and transparency are important.

Vice Provost James: Will find out what is going on with that situation and will report back.

Tim Gallagher: Wanted to announce his retirement at the end of December. Is available until then to help the Executive Committee and Faculty Council do their important work.

Chair Doe: Congratulated Tim and will pick his brain as much as possible before retirement.

Chair Doe: Had one more announcement. Has been toying with the idea of putting out in front of Faculty council and those who attend a little bit of public relations about who faculty are. Had some dismay in meetings in spring about misunderstandings about the work that faculty are engaged in, and what faculty do, even when they are not on campus, such as during breaks. Would like to spend the last ten minutes of each Faculty Council meeting to feature two faculty members, each getting five minutes/lightning round on what they are doing. Want to allow them to present what they are working on, research, artistry, etc. Already asked two faculty members to present at the September 1<sup>st</sup> meeting, pending Executive Committee's thoughts on this. Idea is to celebrate faculty and educate one another across campus

Clemons: Thinks this is a great idea. Suggested the 10 minutes should be earlier in the Faculty Council meeting.

Melinda Smith: Agreed about timing.

Pedros-Gascon: Would rather place it at the end so no votes are rushed.

Vice Provost James: Recommended live streaming or capturing on video for social media to get it further out to students.

Pedros-Gascon: Hopes there is a diversity of people and disciplines involved.

Chair Doe: Noted the suggestions and will take these ideas under advisement.

Chair Doe: Any further business? Moved to adjourn.

Pedros-Gascon: Moved.

David Koons: Second.

#### ***D. Discussion Items***

Executive Committee adjourned at 4:57p.m.

Sue Doe, Chair  
Sue James, Outgoing Vice Chair  
Stephanie Clemons, BOG Representative  
Amy Barkley, Executive Assistant