PLEASE NOTE: Members, in the Microsoft Teams environment, should indicate their wish to speak by expressing their desire to speak "for" or "against" a motion, or to request clarification, in the chat feature. Guests should contact the Faculty Council Office by email prior to the meeting to discuss any contributions they have.

PLEASE NOTE: Members planning to introduce amendments are requested to provide copies to the Faculty Council Office, 315 Administration or by email, at least 24 hours before this meeting.

AGENDA
Faculty Council Meeting
October 3, 2023 – 4:00pm – Microsoft Teams

FACULTY COUNCIL AGENDA ITEMS:

I. FACULTY COUNCIL AGENDA – October 3, 2023

A. ANNOUNCEMENTS

1. Next Faculty Council Meeting – November 7, 2023 – Microsoft Teams – 4:00pm
2. Fall Address – October 4, 2023 – Oval
3. Budget Open Forum – October 18, 2023 – Lory Student Center 386/Zoom
4. Symposium for Inclusive Excellence – October 23-27, 2023
5. Open Scholarship Workshops through CSU Libraries -- CSU Libraries Events - Colorado State University Libraries Calendars - Colorado State University Fort Collins (libcal.com)
6. Volunteer Service Hours Program -- 8 hours of admin leave per year now available to CSU employees for volunteer work (colostate.edu)

B. MINUTES TO BE APPROVED

1. Faculty Council Meeting – September 5, 2023 (pp. 4-23)

C. UNFINISHED BUSINESS

D. CONSENT AGENDA

1. UCC Minutes – August 25, September 1, 8 & 15, 2023 (pp. 24-41)

E. ACTION ITEMS

1. Election – Faculty Representative to Committee on Scholarship, Research and Graduate Education – Committee on Faculty Governance – Steve Reising, Chair (p. 42)

2. Election – Undergraduate and Graduate Student Representatives to Faculty Council Standing Committees – Committee on Faculty Governance – Steve Reising, Chair (pp. 43-44)
3. Election – Undergraduate and Graduate Student Representatives to University Policy Review Committee – Committee on Faculty Governance – Steve Reising, Chair (p. 45)
4. Proposed Revisions to Section F.1 of the Academic Faculty and Administrative Professional Manual – Committee on Responsibilities and Standing of Academic Faculty – Jennifer Martin, Chair (p. 46)
5. Proposed Revisions to Section E.10 of the Academic Faculty and Administrative Professional Manual – Committee on Responsibilities and Standing of Academic Faculty – Jennifer Martin, Chair (pp. 47-59)
6. Proposed Revisions to Section E.13 of the Academic Faculty and Administrative Professional Manual – Committee on Responsibilities and Standing of Academic Faculty – Jennifer Martin, Chair (pp. 60-66)
7. Proposed Revisions to Section E.14.3.2 of the Academic Faculty and Administrative Professional Manual – Committee on Responsibilities and Standing of Academic Faculty – Jennifer Martin, Chair (pp. 67-69)
8. Proposed Revisions to Section E.15 of the Academic Faculty and Administrative Professional Manual – Committee on Responsibilities and Standing of Academic Faculty – Jennifer Martin, Chair (pp. 70-85)
9. Proposed Revisions to Section K of the Academic Faculty and Administrative Professional Manual – Committee on Responsibilities and Standing of Academic Faculty – Jennifer Martin, Chair (pp. 86-120)

F. PROVOST/EXECUTIVE VICE PRESIDENT REPORT – Vice Provost for Faculty Affairs Susan James

a. CSU Spur Update – Jim Bradeen, Associate Vice President for Spur Strategy (pp. 121-125)

G. REPORTS TO BE RECEIVED

1. Faculty Council Standing Committee 2022-2023 Annual Reports (pp. 126-198)
    a. Faculty Council Report to the Board of Governors (pp. 126-133)
    b. Committee on Faculty Governance (pp. 134-136)
    c. Committee on Information Technology (pp. 137-138)
    d. Committee on Intercollegiate Athletics (pp. 139-151)
    e. Committee on Libraries (pp. 152-155)
    f. Committee on Non-Tenure Track Faculty (pp. 156-164)
    g. Committee on Responsibilities and Standing of Academic Faculty (pp. 165-166)
    h. Committee on Scholarship, Research and Graduate Education (pp. 167-170)
    i. Committee on Scholastic Standards (pp. 171-174)
    j. Committee on Strategic and Financial Planning (pp. 175-177)

k. Committee on Teaching and Learning (pp. 178-184)
l. Committee on University Programs (pp. 185-191)
m. University Curriculum Committee (pp. 192-198)

2. TILT Annual Report 2022-2023 (pp. 199-204)
3. Budget Model Goals and Values Report – Committee on Strategic and Financial Planning – Gamze Cavdar, Chair (pp. 205-207)
4. Faculty Council Chair Report – Melinda Smith
5. Board of Governors Report – Andrew Norton

H. DISCUSSION

1. ASCSU Syllabus Bank – ASCSU Director of Academic Affairs Theo Reese (pp. 208-210)
2. New Budget Model Updates – Executive Vice President Rick Miranda

To Faculty Council Members: Your critical study of these minutes is requested. If you find errors, e-mail immediately to Amy Barkley.

NOTE: Final revisions are noted in the following manner: additions underlined; deletions ~~over scored~~..

MINUTES
Faculty Council Meeting
September 5, 2023 – 4:00pm – Microsoft Teams

CALL TO ORDER

Chair Melinda Smith called the meeting to order at 4:01 p.m.

Chair Smith welcomed everyone to the meeting and provided reminders for etiquette in the Microsoft Teams environment. Reminded members that Faculty Council meetings are public and are recorded for the purposes of the minutes, which eventually get posted on the Faculty Council website. Provided information on the rules of engagement for members.

FACULTY COUNCIL AGENDA ITEMS:

I. FACULTY COUNCIL AGENDA – September 5, 2023

A. ANNOUNCEMENTS

1. Next Faculty Council Meeting – October 3, 2023 – Microsoft Teams – 4:00pm
2. Schedule of 2023-2024 Faculty Council Meeting Dates
3. Faculty Council Membership for 2023-2024
4. Faculty Council Standing Committee Membership for 2023-2024
5. University Committees 2023-2024
6. Parliamentary Motions – Quick Reference
7. Parliamentary Motions – What They Mean
8. HLC Accreditation Visit – September 18 & 19, 2023
9. Faculty Success Open House – September 21, 2023, from 9:30am to 11:30am in the Lory Student Center
10. President's Fall Address – October 4, 2023 at 11:00am on the Oval
11. Thematic Year – Year of Democracy 2023-2024
    1. Thematic Year | Colorado State University (colostate.edu)
    2. Calendar of Events – Starts September 5th

Chair Smith: Read through announcements and directed members' attention to this information as seen in the agenda packet.

B. MINUTES TO BE APPROVED

1. Faculty Council Meeting – May 2, 2023

Chair Smith: Asked if there were any corrections to be made to the Faculty Council minutes from May 2, 2023.

Hearing none, minutes approved as submitted.

C. UNFINISHED BUSINESS

D. CONSENT AGENDA

1. Confirmation of Faculty Council Secretary
2. Confirmation of Faculty Council Professional Registered Parliamentarian
3. UCC Minutes – April 14 & 28, May 5, 2023 – UCC Minutes approved by Executive Committee on behalf of Faculty Council at meeting on May 9, 2023

Chair Smith: Asked if there were any objections to approving the consent agenda as it appears in the agenda packet.

Hearing none, consent agenda approved by unanimous consent.

E. ACTION ITEMS

1. Approval of Degree Candidates

Chair Smith: On behalf of interim Provost Janice Nerger, move that Faculty Council approve the candidates who meet the degree requirements for graduation during the 2023-2024 academic year.

Motion was seconded.

Chair Smith: Requested a vote in the chat using Microsoft Forms.

Motion approved. Will be submitted to the Board of Governors for approval.

2. Election – Faculty Representatives to Faculty Council Standing Committees – Committee on Faculty Governance – Steve Reising, Chair

Steve Reising: One of the responsibilities of the Committee on Faculty Governance is staffing the department and college-at-large representatives to Faculty Council, which are voted on in the units, as well as our standing committees. We replace about one-third every year for the expiring terms or people who are on leave.

Reising: Move the academic faculty nominations to the Faculty Council standing committees as seen in the agenda packet.

Chair Smith: Thanked Reising. Requested a vote in the chat using Microsoft Forms.
Motion approved.

3. Election – Faculty Representative to the University Benefits Committee – Committee on Faculty Governance – Steve Reising, Chair

Reising: On behalf of the Committee on Faculty Governance, move the approval of the academic faculty to the University Benefits Committee. As seen on the list from our announcements, we have four (4) faculty members to serve on this important committee for four-year terms. We are nominating Kimberly Henry for another term since the previous term expired.

Chair Smith: Thanked Reising. Requested a vote in the chat using Microsoft Forms.

Motion approved.

4. Proposed Revisions to the Graduate and Professional Bulletin: Admissions Requirements and Procedures, "Application: U.S. Citizens or Permanent Residents" – Committee on Scholarship, Research and Graduate Education – William Sanford, Chair

William Sanford: The Committee on Scholarship, Research and Graduate Education moves that Faculty Council adopt the following revisions to the Graduate and Professional Bulletin for Admissions Requirements and Procedures: "Application: U.S. Citizens or Permanent Residents" as seen in the agenda packet.

Sanford: Explained some of the major parts of this motion. The first is to allow graduate students to submit unofficial transcript for them to be accepted and be able to register for their second semester, because right now they need to submit an official transcript. This will also give them the option to allow just two (2) letters of reference. The other change is allowing students between a 3.0 and 2.8 GPA to get into school without the need to write a petition, and anyone under a 2.8 GPA can be accepted if they receive a B or better in six (6) credits of graduate-level coursework.

Chair Smith: Thanked Sanford. Asked if there were any questions.

Zaid Abdo: Requested clarification that these are minimum requirements. Asked: Individual departments have the right to have more stringent requirements, correct?

Sanford: Yes, they do.

Craig Partridge: Understanding of the statement about admission fees being required is not intended to stop the deferred admission fee waiver program that currently exists. This is simply the pro forma statement about fees. Thanked Sanford and Dean Colleen Webb for clarifying this ahead of the meeting.

Chair Smith: Thanked Partridge. Hearing no further discussion, requested a vote in the chat using Microsoft Forms.

Motion approved.

5. Proposed Revisions to the Graduate and Professional Bulletin: Admissions Requirements and Procedures, "Application: International Students" – Committee on Scholarship, Research and Graduate Education – William Sanford, Chair

Sanford: The Committee on Scholarship, Research and Graduate Education moves that Faculty Council adopt the following revisions to the Graduate and Professional Bulletin under Admissions Requirements and Procedures, "Application: International Students" to be effective upon Faculty Council adoption.

Sanford: This allows international students to provide unofficial transcripts. Sometimes it can be very expensive, as well as difficult in getting them in a timely manner to apply for the second semester. This also adds the Duolingo exam. They can also be exempt from taking the exam if they have recently earned a degree from a university where English is exempt. Noted that rationale for all these motions is provided at the end in the white paper.

Chair Smith: Asked if there was any discussion of this item.

Antonio Pedros-Gascon: Not familiar with Duolingo, so am curious about the exams and how it proves that someone takes the exam.

Pedros-Gascon: Second question is around the language in bullet point 8.a that states "When the CSU graduate degree program is taught in the student's native language, the TOEFL, IELTS, Duolingo, or the PTE Academic requirement will be waived." According to this wording, if the students are applying to the Graduate School in a program in Spanish, that means that we could waive the need to be proficient in English. The reality is that it should say "programs taught outside the U.S." Requested an amendment so the new language states "When the CSU graduate degree program is taught <u>in an academic institution outside the U.S.</u> in the student's native language, the TOEFL, IELTS, Duolingo, or the PTE Academic requirement will be waived."

Dean Colleen Webb: Noted that the language in front of Faculty Council does not include any changes around the English proficiency requirement. We did not propose any changes regarding that. The intention of that language is that for a very few graduate programs taught outside the U.S., they are taught completely in the language in the country where the program exists. The intent is to waive the English proficiency requirement in those cases, but not with the English proficiency requirement for any of our programs that are here on the CSU Fort Collins campus or the associated campuses as well.

Pedros-Gascon: Think it would be worth clarifying the language.

Dean Webb: The intention is that students for your program should need to demonstrate English proficiency. Think the language suggested here makes a lot of sense and captures that differentiation very well.

Chair Smith: Asked for Pedros-Gascon to repeat motion. It will require a second.

Pedros-Gascon: Move to revise the wording of the proposed document, specifically regarding bullet point 8.a, to state "When the CSU graduate degree program is taught in an academic institution outside the U.S. in the student's native language, the TOEFL, IELTS, Duolingo, or the PTE Academic requirement will be waived."

Reising: Seconded Pedros-Gascon's motion.

Chair Smith: Asked if there was any further discussion of the amendment.

John Slater: Expressed agreement with Pedros-Gascon, that this may reflect what we chose or believe to be the policy. However, believe this clarification is a step backwards and in terms of language justice, we should not compel students to produce documentation that they know how to speak English if they are taking a graduate program in which none of their coursework or submitted work is in English. We should enact policies that reflect the language as is.

Vice Provost Kathleen Fairfax: Understand the spirit of what is being suggested by Pedros-Gascon. There are instances where the language being proposed wouldn't apply, however. The amendment includes when it is taught at an academic institution outside the U.S., but there may be occasions where we might be contracting or delivering something that is not an academic institution, but still CSU like an Extension site. Recommended taking out the words "academic institution."

Vice Provost Fairfax's suggestion was seconded by Faculty Council members.

Chair Smith: Clarified that we will now vote on the amendment to Pedros-Gascon's amendment, which removes the words "academic institution." Requested a vote in the chat using Microsoft Forms.

Amendment to Pedros-Gascon's amendment approved.

Chair Smith: Asked if Dean Webb wanted to address the questions around Duolingo.

Dean Webb: There have been a number of studies now that have compared the success of graduating students entering with scores from Duolingo with TOEFL and the IELTS. There is some evidence that there is slightly lower success for students that come in with Duolingo, but it was not a large amount and depends on the cutoff proposed. We looked carefully at the Duolingo scores and the suggested equivalency for TOEFL and IELTS, and we chose a relatively higher cutoff to reflect what was seen in the study. We also did some back calculation from the study to find a range that seemed more equivalent based on the study results for the equivalencies. Equivalencies were 120, which is the cutoff we are suggesting, and one used by many universities in the United States. It is also consistent with cutoffs used by other universities that have done their own informal studies of Duolingo. Confident that the cutoff we have chosen for Duolingo is one that should provide students with good quality English proficiency similar to what we would see from TOEFL and IELTS. The other question around this was how the testing was done. It is done similarly to the other online testing that we do. We did accept Duolingo during a trial period when COVID happening, and we could only accept English proficiency exams that could be done virtually. We have some experience with Duolingo where it is successfully used.

Chair Smith: We now need to vote on Pedros-Gascon's amendment, as amended. Requested a vote in the chat using Microsoft Forms.

Amendment from Pedros-Gascon, as amended, approved.

Chair Smith: Asked if there was any further discussion on the main motion.

Pedros-Gascon: Asked if Dean Webb could clarify how it is verified that the person is doing the exam and that it is the work of the student and not someone else. Indicated that with TOEFL, the student needs to go into a room and present their ID.

Dean Webb: Understanding is that it is a similar approach that is used by Duolingo, and we already use this for undergraduates. Requested that Vice Provost Fairfax provide more detail.

Vice Provost Fairfax: It is done similarly to TOEFL, which is mostly done on the internet these days. Students are required to have their cameras on, and the rooms closed. Ideas need to be submitted ahead of time, and they can even reject your test if you have an extra USB plugged into your computer. They can monitor you while you are taking the test.

Chair Smith: Seeing no further discussion, requested a vote on the main motion, as amended. Requested a vote in the chat using Microsoft Forms.

Amended motion approved.

6. Proposed Revisions to the Graduate and Professional Bulletin: Admissions Requirements and Procedures, "Access Admission Pathway" – Committee on Scholarship, Research and Graduate Education – William Sanford, Chair
    1. White Paper regarding proposed revisions to the Graduate and Professional Bulletin

Sanford: The Committee on Scholarship, Research and Graduate Education moves that Faculty Council adopt the following revisions to the Graduate and Professional Bulletin under Admissions Requirements and Procedures: "Access Admission Pathway" to be effective upon Faculty Council adoption.

Chair Smith: Asked if there was any discussion of this motion.

Reising: Going back to Zaid's question, it says here that there is a 3.0 minimum GPA requirement for unconditional admission. Question is how the department would be able to provide additional input if we were to raise the standards beyond the 3.0 GPA. Asked: Would that be allowed with unconditional admission?

Dean Webb: Generally, the department has to recommend the applicant before the Graduate School approves admission at the University level. If the department has higher requirements than what the University has, they simply do not recommend those students for admission.

Chair Smith: It appears the meaning of "unconditional" is different from "automatic admission."

Dean Webb: Correct. Conditional admission is generally for students who have a GPA lower than 3.0 and they are admitted provisionally, being essentially on academic warning in their first semester. Sometimes there are other kinds of conditions that are put on depending on whether additional materials, for example, are needed.

Ashok Prasad: Wondering if it would be better to say, "without conditions" rather than "unconditional." That can be confusing.

Dean Webb: While perhaps not a great answer, this is the standard terminology we use throughout Admissions and the Graduate and Professional Bulletin. Perhaps it should be something else, but the entire ecosystem is built around the jargon of unconditional admission.

Chair Smith: Hearing no further discussion, requested a vote on the motion in the chat using Microsoft Forms.

Motion approved.

7. Academic Calendar Updates – Fall 2022-Summer 2024

Joseph DiVerdi: Move that Faculty Council accept the changes to the Academic Calendar for Fall 2022 through Summer 2024 as seen in the agenda packet.

Andrew Norton: Second.

Chair Smith: Hearing no discussion or questions, requested a vote in the chat using Microsoft Forms.

Motion approved. Will be sent to the Board of Governors for final approval.

8. Academic Calendar Updates – Fall 2024-Summer 2026

DiVerdi: Move that Faculty Council accept the changes to the Academic Calendar for Fall 2024 through Summer 2026 as seen in the agenda packet.

Norton: Second.

Chair Smith: Hearing no questions or discussion, requested a vote in the chat using Microsoft Forms.

Motion approved. Will be sent to the Board of Governors for final approval.

F. PRESIDENT'S REPORT – President Amy Parsons

President Amy Parsons: Thanked everyone involved with the major searches going on right now. Expressed special thanks to Dean Lise Youngblade and her search committee for running the Provost search. We have our second candidate on campus right now and will have our third next week. We have had great participation in the search and the open forums. Thanked Dean James Pritchett and his search committee for their work on the Vice President for Research search. Believe they are nearing completion and will have finalists for us soon as well. Expressed hope that everyone will be able to make time for the Vice President for Research interviews. These are really critical searches.

President Parsons: Thanked Chair Smith and leaders of the Administrative Professional Council and Classified Personnel Council for already meeting a few times this year to set our priorities and how we will work productively throughout the year. Will be meeting with Faculty Council leadership each month and will be back at Faculty Council later this semester.

President Parsons: We will be holding a budget retreat this coming Thursday, September 7th. The full agenda will be available through the SOURCE story coming out tomorrow. Encouraged everyone to participate as they are able. It will be in-person in the Lory Student Center, as well as livestreamed. This budget retreat is in response to advice and requests from Faculty Council around having more transparency in the budget process. This is an effort to address that request and see not only the incremental budget, but also the budgets at the levels of the deans and vice presidents where many of the decisions are made. A lot of work went into the presentations for this Thursday. We will ask for feedback after on whether it was helpful and what you wanted to see in terms of transparency.

President Parsons: Thanked everyone who is participating in the budget model review. Enjoyed the presentation from the University of Colorado. There is a lot of work ahead and there will be a lot more ways to engage in this process. We will start putting together committees and be intentional about what we have learned so far in these different budget models and how we will roll this out over the course of the year.

President Parsons: Chair Smith already mentioned our thematic year, which we are excited about. The Thematic Year of Democracy is already kicking off. On November 15th, we will have Governor Polis and Governor Cox from Utah here and will be facilitating a fireside chat with them about how to disagree better on thorny issues. We have some other interesting speakers in the pipeline that will be coming to campus this year, so we will keep everyone updated on those.

President Parsons: We also have Dean Sue VandeWoude here to present the major project in the College of Veterinary Medicine and Biomedical Sciences, which is both a curriculum overhaul and a renovation of facilities. The reason it is coming up now is because the Board of Governors recently gave the green light to proceed on the facility side, which will enable the curriculum redevelopment. Felt it was important to talk about this project at Faculty Council.

1. Update on Veterinary Teaching Hospital expansion – Dean Sue VandeWoude, College of Veterinary Medicine and Biomedical Sciences

Dean Sue VandeWoude: Thanked the Faculty Council for allowing time on the agenda to go over this important project for the College of Veterinary Medicine and Biomedical Sciences. This has been in the pipeline for quite some time, and it will be a transformative project for south campus and the veterinary program.

Dean VandeWoude: We are framing this as the future of veterinary medicine. There have been a lot of changes to the profession and the needs of the public in the last twenty (20) to thirty (30) years and our facilities have not kept up pace with those changes. This will be a new facility that will allow us to integrate education, clinical practice, and research.

Dean VandeWoude: One of the main reasons we are doing this is that there is a severe veterinary shortage in the workforce, and those needing veterinary appointments are waiting longer than they used to. We have the capacity here at CSU to address this because we get 4,200 applicants, which is around one thousand (1,000) more than any other school for our admitted first-year class. We admit 138 because that is how many seats we have in the classroom in the Anatomy-Zoology building where the students are housed, and the American Veterinary Medicine Association (AVMA) requires to have the right number of seats for admitting students. We have calculated that this will allow us thirty (30) more per class and allow us to keep up with the needs of those students didactically as well as the clinical cases they need to see.

Dean VandeWoude: The second phase of this project, which has not been launched yet, will be to renovate the facilities that are coming up on fifty (50) years old. The technology and the capacity of that building has not kept up with our needs. We will renovate this building on south campus on Drake Avenue, and we will build two (2) new classrooms in this space that our students are currently taking on main campus. This will also allow us to enact a new curriculum that has a much more hands-on approach to training, which we know will be better for retention of knowledge and students being able to enter the workforce directly.

Dean VandeWoude: As far as how this benefits campus, we are ranked #2. Think this is something important to our community and this will further strengthen our brand, which brings a lot of benefits to campus generally. Many in our college are dedicated to improving the CSU strength beyond the boundaries of our college.

Dean VandeWoude: As previously mentioned, there are two (2) big classrooms on main campus that we take up for most of the week because many of our students are in classes for thirty-five (35) to forty (40) hours. There is about 10,000 square feet of space in the building that is not fantastic, but is a usable space for labs, classrooms and offices on the south campus. There are also new opportunities for collaboration that will be enabled by these facilities we would be moving into.

Dean VandeWoude: This was perpetuated by our need to modernize our curriculum. We are currently adding more didactic knowledge to an already-full schedule, and we recognize that students in class for thirty-five (35) to forty (40) hours a week for two and a half (2 ½) years of their curriculum is not the best way to teach. It leads to burnout of teachers and does not allow for good retention of knowledge and there are many other stresses and outcomes of that relating to our curriculum delivery. The curriculum renewal efforts will provide experiential learning from the first year. This resulted in a vision to construct what is called the Primary Care Center. Right now, our

referral hospitals and tertiary care do not have a place to train our students other than a limited exam room in our facility that has been carved out to train students for doing what most of them will be doing when they graduate, which is to perform general practice. This construction will also enable the community to bring in their animals for more standard treatments where our students will be engaged in training.

Dean VandeWoude: All of these changes are to support experiential learning. The education center will allow us to increase student enrollment. We are also going to have the buildings LEED certified, as well as WELL certified. For those familiar with the built environment, we recognize this as a facility-level initiative, but also programmatic. Our graduates and the profession in general has higher levels of depression, suicide, and other mental health issues. We want to give them a facility that supports their well-being and needs from the very beginning.

Dean VandeWoude: This effort goes back multiple years. By the time we actually open this building in Fall 2026, it will have been ten (10) years since discussions began around the competency-based education. The program planning for this infrastructure started in 2020 and there are many working groups in our college with faculty and staff that have been working on what we need to enable this. Every year we miss the timeline for opening, it is another year that we cannot admit more students and start this new curriculum in its more mature form, so this was a critical need for us. We will start an additional thirty (30) students in Fall 2026, and by 2030, we will have admitted an additional 120 students.

Dean VandeWoude: About a year ago, the Board of Governors approved our program plan without doing an intensive consideration of cost. It was estimated that it would be $280 million to both build our new facility and renovate our old facility. Once that approval was obtained, we went back to the stage where a more intensive study of prices were applied. There was a significant increase in costs due to the construction inflation that we have seen in the last couple years. The first price tag that came back in the end of 2022 was exceeding $330 million, which was far too high of a price tag. At that point, we split into the two (2) phases, with the first to initiate construction on the new building with the educational center in the primary care clinic. Our college has invested $9 million to date, plus the faculty and staff contributions. Because of the increase of student numbers, we can divert some of that tuition into annual payments, which is how we proposed to pay for a lot of the bond payments.

Dean VandeWoude: We have a significant philanthropic effort going to raise $15 million for the first phase. We are also proposing state funding of $50 million, which would not be out of line with what other states have funded for capital construction at their colleges of veterinary medicine. As previously mentioned, we have provided $9 million at the college level. With a bond of $219 million, which would be issued over three (3) different time points at a 5% rate. The annual maximum payment is $14.7 million per year, 50% of which the College of Veterinary Medicine and Biomedical Sciences would be paying. That assumes that there is no philanthropic or state support, so this is a worst-case scenario. Provided examples of what other institutions have paid for renovations or expansion of facilities. Our college is committed to contributing as many resources as we can to this, which includes people power. We also have our entire advancement team deployed to work on this project and we think it is a fair cost based on the comparisons as seen in the slides.

Dean VandeWoude: When the Board of Governors was going to review the finance plan, President Parsons and Vice President Brendan Hanlon suggested getting a letter of support from faculty for this project. Within twenty-four (24) hours, we had around ninety (90) faculty sign a pledge to the Board of Governors, telling them how important this was for the College of Veterinary Medicine and Biomedical Sciences to move forward.

Dean VandeWoude: Explained some of the project and what it would look like. We hope this building will transform the face of south campus and will be a transformative project. We hope to extend that excitement to the rest of campus.

Chair Smith: Thanked Dean VandeWoude. Asked if there were any questions.

Partridge: Stated that Lynn Johnson, before she left, was rigorous in public statements about us being against a debt limit and that we would largely need to live with the space we have. We are having tremendous space crunches for some fast-growing programs on campus, and we do not have enough space for demand. If we do not deal with that demand, we may even see a drop in enrollment. Wondering where we are going to find the money to borrow against the growth needs that we will have over the next ten (10) to fifteen (15) years and where we are in terms of ability to adapt financially to growing needs. It was also mentioned that some space was being made available, but space is not fungible that way. We cannot convert a chemistry lab into an English classroom, and we have a lot of situations like that. Not sure this will actually meet the needs that we foresee.

Vice President Brendan Hanlon: When we put together this estimate, we tried to be conservative about it. Dean VandeWoude and her team pushed assumptions and tried to reduce that scope to the level that they could provide the educational programming necessary to grow enrollment, and then that enrollment would be pledged to the debt service. With the $14.7 million, we are hoping that is a bit conservative with the interest rates. We will need to read the market conditions before we actually go to market and determine how much we are going to issue, but we are looking at issuing a $100 million set of bonds, another $100 million set of bonds, and then a $24 million set of bonds, which allows us to gradually build in that debt service payment. That way you are not taking on the full debt service of that amount, you are letting some time pass to provide some budget capacity as the program gets up and running.

Partridge: Asked: Are those bonds callable?

Vice President Hanlon: We are looking at a call structure that is traditionally ten (10) years, but we are going to investigate something that might be sooner. If you call the bond sooner, you might pay incrementally more. We have to do a risk-return analysis to see if it is worth the time. If we do end up seeing a positive interest rate environment, we want to leverage now rather than taking the risk of possible interest rate uncertainty. The other thing we are considering is using a tool called capitalized interest, or the ability to issue a little bit more, and then use those proceeds to pay the debt service in the first three (3) to four (4) years, for example, and that brings down that payment structure in that early time period.

Vice President Hanlon: The other thing being conservative on this are the state funds, with the request of $50 million, so that is the estimate. Any donor funds have not been put into the estimated capital yet, so we are looking at those calibrations as well.

Vice President Hanlon: You are right to acknowledge that there are a lot of other demands on campus. We have been working through the Space Committee and talking about space utilization in terms of classrooms. The space assessment is nearing completion. Working with Gargi Duttgupta on extracting data from our facilities management tool to look at office space and lab space and see where there are possibilities.

Partridge: Did not give a sense of our headroom in the next ten (10) years. You stated that we have been conservative and careful, but we keep hearing the price tag for Clark and Glover going up and suddenly saw the Glover footprint go down. It does not seem a wise investment and am wondering where the money is so that we can properly use that kind of space.

Vice President Hanlon: Clark was also approved by the Board of Governors. The plan of finance was approved at the $136 million level, and we had to go through some scope changes in order to make sure that we were able to maximize the finite dollars invested in Clark. In terms of Glover, there were trade-offs that we were looking at when it comes to the original $80 million price tag pre-pandemic and what kind of scope modifications need to be made to fit within that number. This is why we are going through a program plan assessment and trying to figure out options and alternatives as well as additional donor funds that can maximize that investment. The operating budget will have to be part of the deliberative process. Every year when we form that budget, we will carve out space for this step service over time, but the most stressful points of that period will be when students begin to enroll, and we are covering a full share of the debt service payment. That will go down as more students come and are paying tuition that we can pledge into the financial structure.

Chair Smith: Thanked Vice President Hanlon. Asked if there were any questions for Dean VandeWoude, Vice President Hanlon, or President Parsons. Hearing none, thanked them all for being here and presenting.

Full Presentation Slides for Update on Veterinary Teaching Hospital expansion

G. REPORTS TO BE RECEIVED

1. University Benefits Committee Annual Report 2022-2023

Chair Smith: Asked if there were any questions regarding the University Benefits Committee annual report.

Hearing none, University Benefits Committee annual report received.

2. Faculty Council Chair Report – Melinda Smith

Chair Smith: Went to a proposed hiring retreat over the summer where the deans of each college presented their plans for hiring tenure-track faculty for the 2023-2024 academic year. There are seventy-one (71) hires proposed, with about $7.7 million in salary and $27 million in startup. This meeting was interesting, as it provided perspective on the priorities of each college. Believe there is a follow-up meeting planned with the goal of more analysis of future hiring by different colleges.

Chair Smith: The other major issue is the budget model, which President Parsons discussed. The University of Colorado presentation, titled "The CU Experience and Lessons Learned" is available for people to view at their leisure. It provides an interesting perspective on moving from our incremental model to a responsibility-centered model (RCM) in a hybrid form. Encouraged members to look at that presentation if interested. We will hopefully have Executive Vice President Rick Miranda at Faculty Council to present more on this. Encouraged those interested in this to get involved and show up at some of these meetings and forums, such as the budget forum on Thursday.

Chair Smith: Acknowledged Rob Mitchell and Jennifer Martin, who are members of the Faculty Council Executive Committee, who are also Presidential Fellows working with Executive Vice President Miranda on the budget model. Feel confident that Faculty Council is going to have a strong voice in this budget model and process as it moves forward.

Chair Smith: Thanked the search committee for the Provost. Encouraged everyone to attend the forum for the third candidate next week and submit thoughts and opinions through the search website.

Chair Smith: We are also working on some task forces in Executive Committee. We will communicate those soon, but they are likely to be related to AUCC 1C and interdisciplinary degrees.

Chair Smith: Am working with Pam Jackson and Amy Barkley on a strategic communications plan for Faculty Council so we can get the word out about the work Faculty Council does and the important role we play in shared governance.

3. Board of Governors Report – Andrew Norton

Norton: We have had three (3) Board of Governors meetings since Faculty Council last met. At our May and June meetings, we discussed money. The Board of Governors received a recommendation for a 5% salary exercise for faculty and administrative professionals, which the Board of Governors approved in June. Thanked everyone for bringing the need for this salary exercise repeatedly to the Board of Governors. Part of what enabled that was an 11.4% increase to all higher education from the legislature.

Norton: Other significant things that have the potential to affect us in the future is that enrollment, and thus revenue, at CSU Global is down. There are a few reasons for that. Coming out of the pandemic, there is more competition for online degree programs. There may also be a shift in what degree-seeking students want, and in looking at the history of that, there is a very rapid cycling of what degrees students want in these online programs. Becky Takeda-Tinker was appointed

president this past February and has her eye on these levels. On average, over the last five (5) or six (6) years, there has been a $25 or $30 million surplus that is at the discretion of the Board of Governors to distribute for university operations how they see fit. Our university has benefitted from that, as well as student success, the rural initiative.

Norton: We have new Board members and leadership on the Board of Governors. Armando Valdez is now chair, John Fisher is the Vice Chair, Kenzo Kawanabe is treasurer, and Nate Easley is the secretary. All these appointments were approved in June.

Norton: We had a lengthy discussion about the expansion of the Veterinary Teaching Hospital at the August Board of Governors retreat. In June, the Board is given a detailed audit of their financial position. The Board felt satisfied with the presentation about the need for the expansion and went forward with that.

Mary Van Buren: Would like to know how CSU Global pays their faculty and how much they are paid, since we are reaping the benefits of their work.

Norton: They have faculty distributed around the country. Believe they are paid by student credit hour. Can get that information about pay structure.

Van Buren: Would like to have that information. Noted that their website does not provide much information on their faculty or administration.

Chair Smith: Suggested that this be a future discussion item at Faculty Council.

Van Buren: That would be great. Given the fact that they generate all this extra money that goes to different projects, it does not seem that they are reaping the rewards of their work. Stated that they do not have a voice on Faculty Council. Think there are a lot of problems associated with it.

Norton: Clarified that CSU Global is a separate campus, with their own Faculty Council and representative structure. Will see if we can get a summary of how CSU Global works for the faculty.

H. DISCUSSION

1. CSU Strata Updates – Vice President for Technology Transfer Richard Magid, CSU Strata

Richard Magid: Will be sharing updates on what is happening over at CSU Strata. We rebranded last summer, essentially combining the CSU Research Foundation (CSURF) and CSU Ventures under the CSU Strata umbrella. The services we are providing under this new branding are broadly in the same three (3) buckets, which are technology transfer, real estate services, and equipment financing. Will be focusing mainly on technology transfer for this presentation.

Magid: For those unfamiliar with tech transfer, this involves the traditional activities of looking at new technologies that have come out of inventions, assessing intellectual property and commercial

value filing, prosecuting, maintaining intellectual property market, and license these technologies. There are also some other functions since startup creation is becoming a common path to go to market. We see fewer big companies working at the edge of innovation space. Startup creation is important in terms of job creation, and is also a key pathway for accessing medium and large companies because that is how they are doing their own business development.

Magid: There are many different groups from the department and college levels to the Vice President for Research Office that have industry relation groups, sometimes related on the research aspect. This is something that CSU Strata also needs to be getting into. We recently created a position for Director of Strategic Partnerships, which focuses on some of the non-traditional industry engagements. We also have licensing in place, as well as monitoring compliance, distributing income, and some of the other traditional functions.

Magid: Main hope is to align with Colorado State. CSU Strata is organized as a separate 501(c)3 for legal reasons and is the common structure that many public institutions have for their technology transfer office. It allows us to hold equity in startup companies and shields some of our business records from CORA and Sunshine Acts or something similar. It lets us be a little more flexible when working with these businesses. Being aligned with Colorado State is a key in our vision so you can be successful. In terms of alignment, it is not just alignment with the traditional tech transfer activities but is a broader vision.

Magid: Noted that he serves on several University committees, including the Conflict of Interest Committee, as well as an unofficial open source guidance committee, where we provide guidance to people developing software and understanding the different flavors of open source licenses. Am also serving on the search committee for the Vice President for Research. We are bringing ourselves to campus through office hours. We want to have a presence on campus even though we are located on south campus. We are also offering lectures on intellectual property basics for departments or classes that want it.

Magid: In terms of last year's numbers, we had $3.8 million in total and transfer revenue generated just over $1.3 million, which was distributing back to the departments, colleges, and Vice President for Research Office and a little over $840,000 back to the inventors. When we can do these deals and generate money, it also flows back to both the campus and inventors.

Chair Smith: Asked if there were any questions. Hearing none, thanked Magid for being here.

2. CSU Health Network Presentation – Executive Director of CSU Health Network Laurel Halsey

Laurel Halsey: Thanked Chair Smith for time on the agenda. We realized we needed to clarify what the Health Network is doing around supporting students, medical care, and documentation of healthcare needs, especially as we come out of the COVID pandemic.

Halsey: We have about 11,000 undergraduate students and between 2,000 and 3,000 graduate students coming to see us any given year. That is because these students are paying healthcare fees for access to certain services here. Some of our students also take our student health insurance plan,

which means we are their primary care providers. About 5,000 students are signed up for the health insurance plan. Of those, roughly 3,000 are graduate students, and roughly 2,000 are undergraduate students.

Halsey: When they come here, we are helping students with their medical care needs, as well as mental health care needs. In that respect, we are documenting our active care for them, and we may be recommending temporary modifications due to a healthcare need. The other role we play as their primary care provider is to provide documentation to the Student Disability Office in support of an ongoing accommodation that the student needs to succeed at school as related to their physical or mental care.

Halsey: Noted that we do not document anything that is not related to medical or mental health care that we are providing. We are seeing that with students coming after the fact, being sick with a temporary illness, and receiving information from certain academic contacts or on their syllabus that is directing them to us to get an absence note. We do not document their illness after the fact, and they are not coming to us for care. We are trying to track down and clarify this information.

Chair Smith: Thanked Halsey. Think the two (2) takeaways from this is that students are going to the Health Network when they should be going to Student Case Management, and ensuring our syllabi are up to date and not including these recommendations, specifically around COVID, that no longer make sense. Asked if there were any questions.

Chair Smith: Hearing none, thanked Halsey for being here.

3. HLC Accreditation Update – Vice Provost for Planning and Effectiveness Laura Jensen

Vice Provost Laura Jensen: Our accrediting body, the Higher Learning Commission, will be sending a team of reviewers here on September 18th and 19th. Provided link for more information on schedule and documents on the Institutional Research website. Most of the sessions where they will be speaking are open to the campus community. We also have a session specifically for faculty, as well as one specific to staff and another for students. We had over 160 people contribute to our assurance argument and a lot of campus engagement. Thanked everyone from Faculty Council who participated in that process.

Chair Smith: Thanked Vice Provost Jensen. Asked if there were any questions. Encouraged members to attend as many of the open sessions as possible.

Chair Smith: Hearing no further questions or business, called the meeting adjourned.

Meeting was adjourned at 5:59 p.m.

Melinda Smith, Chair
Joseph DiVerdi, Vice Chair
Andrew Norton, BOG Representative
Amy Barkley, Executive Assistant

ATTENDANCE
BOLD INDICATES PRESENT AT MEETING
UNDERLINE INDICATES ABSENT AT MEETING
2022-2023

Chair: Melinda Smith **Vice-Chair: Joseph DiVerdi**
Executive Assistant: Amy Barkley **BOG Representative: Andrew Norton**
Professional Registered Parliamentarian: Lola Fehr

ELECTED MEMBERS	REPRESENTING	TERM
Agricultural Sciences		
Stephen Kroll	Agricultural and Resource Economics	2025
Jennifer Martin	Animal Sciences	2024
Jane Stewart	Agricultural Biology	2024
TBD	Horticulture & Landscape Architecture	2025
(substituting for Kelly Curl, Fall 2023)		
Esten Mason	Soil and Crop Sciences	2026
Bradley Goetz	College-at-Large	2026
Andrew Norton	College-at-Large	2026
Health and Human Sciences		
Ruoh-Nan (Terry) Yan	Design and Merchandising	2024
Jennifer Richards	Health and Exercise Science	2025
TBD	Food Science and Human Nutrition	2025
Blake Naughton	Human Development and Family Studies	2026
Erin Arneson	Construction Management	2024
Aaron Eakman	Occupational Therapy	2026
Sharon Anderson	School of Education	2024
Elizabeth Kiehne	School of Social Work	2025
TBD	College-at-Large	2024
(substituting for Brian Butki, Fall 2023)		
Business		
Nate Nguyen	Accounting	2026
John Hoxmeier	Computer Information Systems	2024
Bharadwaj Kannan	Finance and Real Estate	2025
Rob Mitchell	Management	2024
Jonathan Zhang	Marketing	2026
Engineering		
Peter Jan van Leeuwen	Atmospheric Science	2024
Ashok Prasad	Chemical and Biological Engineering	2025
Hussam Mahmoud	Civil and Environmental Engineering	2024
Steven Reising	Electrical and Computer Engineering	2025
Soheil Fatehiboroujeni	Mechanical Engineering	2026

Thomas Bradley	Systems Engineering	2026
Sybil Sharvelle	College-at-Large	2026
Pinar Omur-Ozbek	College-at-Large	2026

Liberal Arts

Mary Van Buren	Anthropology & Geography	2026
Marius Lehene	Art & Art History	2025
(substituting for Mary-Ann Kokoska, Fall 2023)		
Mark Saunders	Communication Studies	2025
TBD	Economics	2024
(substituting for Anders Fremstad, on sabbatical 2023-2024)		
Genesea Carter	English	2026
Maricela DeMirjyn	Ethnic Studies	2025
John Slater	Languages, Literatures, and Cultures	2025
Tracy Brady	History	2026
Marilee Long	Journalism and Media Communication	2025
TBD	Music, Theatre, and Dance	2025
(substituting for Madeline Harvey, Fall 2023)		
Andre Archie	Philosophy	2025
Marni Berg	Political Science	2024
Laura Raynolds	Sociology	2025

Alexandra Bernasek	College-at-Large	2026
Antonio Pedros-Gascon	College-at-Large	2025
Emily Morgan	College-at-Large	2026
Lisa Langstraat (excused)	College-at-Large	2024
Allison Goar	College-at-Large	2024
Abigail Shupe	College-at-Large	2024
Sanam Emami	College-at-Large	2026
Fabiola Ehlers-Zavala	College-at-Large	2026
Mohammed Hirchi	College-at-Large	2026

Natural Resources

Randall Boone	Ecosystem Science and Sustainability	2026
Camille Stevens-Rumann	Forest and Rangeland Stewardship	2024
(substituting for Chad Hoffman, Fall 2023)		
Yoichiro Kanno	Fish, Wildlife, & Conservation Biology	2024
William Sanford	Geosciences	2026
Alan Bright	Human Dimensions of Natural Resources	2026

Natural Sciences

Olve Peersen	Biochemistry & Molecular Biology	2025
Mike Antolin	Biology	2024
TBD	Chemistry	2023
Craig Partridge	Computer Science	2026
Emily Hardegree-Ullman	Physics	2024

Silvia Canetto	Psychology	2025
Ander Wilson	Statistics	2025
Steve Benoit	Mathematics	2026
Alan Van Orden	College-at-Large	2026
James Liu	College-at-Large	2026
Kim Henry	College-at-Large	2026

Veterinary Medicine & Biomedical Sciences

DN Rao Veermachaneni	Biomedical Sciences	2025
Shari Lanning	Clinical Sciences	2025
TBD	Environmental & Radiological Health Sciences	2023
Tony Schountz	Microbiology, Immunology and Pathology	2024
Katriana Popichak	College-at-Large	2025
Fiona Hollinshead	College-at-Large	2025
Doreene Hyatt	College-at-Large	2024
Tara Nordgren	College-at-Large	2025
Del Leary	College-at-Large	2026
Dan Regan	College-at-Large	2026
Zaid Abdo	College-at-Large	2025
Brian Geiss	College-at-Large	2025
Jennifer Rawlinson	College-at-Large	2026

University Libraries

Christine Pawliuk	Libraries	2025

***Ex Officio* Voting Members**

Melinda Smith	Chair, Faculty Council/Executive Committee	2024
Joseph DiVerdi	Vice Chair, Faculty Council	2024
Andrew Norton	BOG Faculty Representative	2024
Steve Reising, Chair	Committee on Faculty Governance	2024
Gregg Griffinhagen, Chair	Committee on Information Technology	2024
Shane Kanatous, Chair	Committee on Intercollegiate Athletics	2024
Jerry Magloughlin, Chair	Committee on Libraries	2024
Ryan Brooks, Chair	Committee on Non-Tenure Track Faculty	2024
Jennifer Martin, Chair	Committee on Responsibilities and Standing of Academic Faculty	2024
William Sanford, Chair	Committee on Scholarship, Research, and Graduate Education	2024
Alan Kennan, Chair	Committee on Scholastic Standards	2024
Gamze Cavdar, Chair	Committee on Strategic and Financial Planning	2024
Lumina Albert, Chair	Committee on Teaching and Learning	2024
Cayla Bellamy, Co-Chair	Committee on Teaching and Learning	2024
TBD, Chair	Committee on University Programs	2024
Brad Goetz, Chair	University Curriculum Committee	2024
Karen Thorsett-Hill	Committee on Non-Tenure Track Faculty	2026
Thomas Conway	Committee on Non-Tenure Track Faculty	2024

Sean Bryan	Committee on Non-Tenure Track Faculty	2025
Ann Hess	Committee on Non-Tenure Track Faculty	2025
Jennifer Reinke	Committee on Non-Tenure Track Faculty	2025
Scott Wiebensohn	Committee on Non-Tenure Track Faculty	2025

***Ex Officio* Non-Voting Members**

Amy Parsons	President
Rico Munn	Chief of Staff
Rick Miranda	Executive Vice President
Jan Nerger	Interim Provost
Derek Dictson	Vice President for Advancement
Kathay Rennels	Interim Vice President for Engagement & Extension
TBD	Vice President for Enrollment and Access
TBD	Vice President for Equity, Equal Opportunity & Title IX
Susan James	Vice Provost for Faculty Affairs
Eric Ray	Vice President for Human Resources
Kauline Cipriani	Vice President for Inclusive Excellence
Brandon Bernier	Vice President for Information Technology
Kathleen Fairfax	Vice Provost for International Affairs
Laura Jensen	Vice Provost for Planning and Effectiveness
Christa Johnson	Interim Vice President for Research
Blanche M. Hughes	Vice President for Student Affairs
Tom Siller	Interim Vice Provost for Undergraduate Affairs
Kyle Henley	Vice President for University Marketing & Communications
Brendan Hanlon	Vice President for University Operations
James Pritchett	Dean, College of Agricultural Sciences
Beth Walker	Dean, College of Business
Ken Reardon	Interim Dean, College of Engineering
Lise Youngblade	Dean, College of Health and Human Sciences
Colleen Webb	Dean, Graduate School
Ben Withers	Dean, College of Liberal Arts
Karen Estlund	Dean, Libraries
Simon Tavener	Interim Dean, College of Natural Sciences
Susan VandeWoude	Dean, College of Vet. Medicine & Biomedical Sciences
A. Alonso Aguirre	Dean, Warner College of Natural Resources
Justin Schwendeman-Curtis	Administrative Professional Council

(substituting for Matt Klein, Chair of APC)

UNIVERSITY CURRICULUM COMMITTEE MINUTES

A 'virtual' meeting of the University Curriculum Committee was held on **August 25, 2023** at 10:00 a.m. via Microsoft Teams.

The meeting adjourned at 11:30 a.m.

Minutes

The minutes of May 5, 2023 were electronically approved on May 8, 2023.

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 fully approved through the CIM workflow (approved proposal will be viewable under 'History' box on right side of CIM-Courses screen), 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 – Permanent Offering			
Course #	**Course Title**	**Notes**	**Effective Term**
ANTH 357A	Study Abroad – Pompeii in Italy: Life and Death of a Roman City	3 cr.; previously offered SP23 as provisional course ANTH 382A.	Spring 2024

Major Changes to Existing Courses – Spring 2024			
Course #	**Course Title**	**Notes**	**Effective Term**
AB 792 ~~BSPM 792~~	Seminar	• **Subject code change *(from BSPM to AB)*** • Change of Grade Mode: Traditional ~~Instructor Option~~ • Addition of course description. • Addition of Distance/Online offering	Spring 2024
ETST 240	Introduction to Indigenous Studies ~~Indigenous Cultural Experience~~	• Edits to course title and abbreviated title • Edit to offering term: Fall ~~As Needed~~	Spring 2024
ETST 324	Asian-Pacific Americans and the Law	• Distance/Online added to instructional format • Edit to prerequisites: None ~~ETST 100-299 – at least 3 credits~~ • Addition of universal restrictions: No Freshman • Updates to assessment components and weekly schedule	Spring 2024
ETST 413	Queer Creative Expressions	• Edit to offering term: Spring ~~As Needed~~ • Distance/Online added to instructional format • Edit to prerequisites: ETST 100 to 299 – at least 3 credits or WS 200 ~~ETST 100 or ETST 205~~ • Addition of universal restrictions: No Freshman, No Sophomore • Updates to assessment components and weekly schedule	Spring 2024

ETST 430	Latinx ~~Latina/o~~ Creative Expression	• Edits to course title and course description. • Distance/Online added to instructional format. • Addition of universal restrictions: No Freshman, No Sophomore • Updates to assessment components and weekly schedule	Spring 2024
FTEC 492	Senior Seminar Fermentation ~~Science~~ and Food Science ~~Safety~~	• **Proposed for AUCC 4C in the Major in Nutrition and Food Science, Food Science Concentration** *(below)* • Edits to course title, subtopic title, and abbreviated title. • Schedule Type changed from Lecture/Recitation to Seminar • Edit to course description. • Edit to offering term: ~~Fall,~~ Spring • Edits to CLOs, assessment components, and weekly schedule.	Spring 2024
HDFS 470A	Campus Connections ~~– Mentoring At Risk Youth~~: Youth Mentor	• Edits to course title and abbreviated title • Edit to course description • Edits to weekly schedule	Spring 2024
HDFS 470B	Campus Connections ~~– Mentoring At Risk Youth~~: Mentor Coach	• Edits to course title and abbreviated title • Edit to course description • Edit to prerequisites: ~~HDFS 470 or~~ HDFS 470A • Edits to weekly schedule	Spring 2024
HDFS 470C	Campus Connections ~~– Mentoring At Risk Youth~~: Program Administration	• Edits to course title and abbreviated title • Edit to course description • Edits to weekly schedule	Spring 2024
RRM 460	Event Planning and Production ~~Conference Planning~~	• Edits to course title and abbreviated title • Edits to course description	Spring 2024
TH 460	Design Portfolio and Professional Preparation	• Edit to offering year: ~~Odd~~ Every • Edit to offering term: ~~Fall,~~ Spring • Edit to prerequisites: TH 362 or TH 363 or TH 364 or TH 365 or TH 366 or TH 368 and (TH 386B or concurrent registration or TH 386C or concurrent registration). • Edit to prerequisite details	Spring 2024

New Courses – Spring 2024			
Course #	**Course Title**	**Notes**	**Effective Term**
BZ 562	Computational Approaches in Molecular Ecology	2 cr.; previously offered as experimental course BZ 581A2.	Spring 2024
SYSE 544	Systems-Based AR/VR Environmental Realism	Previously offered as experimental course SYSE 581A1.	Spring 2024
SYSE 545	Augmented/Virtual Reality Systems Development	Graduate only; previously offered as experimental course SYSE 580A5.	Spring 2024

SYSE 548	Security Engineering for Systems Engineers	Graduate only	Spring 2024
SYSE 701	Research Methods in Systems Engineering	Graduate or Professional only; previously offered as experimental course SYSE 780A1.	Spring 2024

Major Changes to Existing Programs		
Program Title	**Notes**	**Effective Term**
NAFS-NFTZ-BS: Major in Nutrition and Food Science, Nutrition and Fitness Concentration	• Junior year: Addition of required course HES 404; decrease in required elective credits.	Spring 2024
POLS-BA: Major in Political Science	• Addition of POLS 307 and POLS 308 as American Politics and Law upper-division course options • Replacing STAT 340 and STAT 350 with STAT 341 and STAT 342 as Methods Support Option courses.	Fall 2024
ENVQ: Minor in Environmental Engineering	• Updates to elective list.	Spring 2024

CONSENT AGENDA

Experimental Courses – 1st Offering *(Approved by UCC Chair in CIM on behalf of UCC during the Summer)*			
Course #	**Course Title**	**Notes/Changes**	**Effective Term**
BZ 480A4	Service Dog Training for On Campus Work	2 cr.	Fall 2023
CIS 580A2	AI/ML Product Management		Fall 2023
ESS 580A3	Integrated Ecosystem/Sustainability Analysis	2 cr.; partial semester; Graduate only	Fall 2023
FTEC 180A1	Cultural Aspects of Fermented Foods		Fall 2023
GEOL 580B3	Water Stable Isotopes	1 cr.	Fall 2023
MGT 380A1	AI and Strategic Value Creation		Fall 2023
MIP 580A9	Professional and Career Development: Presentations, Publishing, and Prelims	1 cr.; partial semester; Graduate only	Fall 2023
MIP 580B5	Professional and Career Development: Early Career Skills	1 cr.; partial semester; Graduate only	Fall 2023
NSCI 580A6	Teaching and Consulting in Animal Training		Fall 2023
VS 680A3	Equine Medicine	2 cr.; Graduate or Professional only	Fall 2023
WR 580A3	Water Sustainability in the Western US	Graduate only	Fall 2023

Minor Changes to Experimental Course – 2nd Offering *(Approved by UCC Chair in CIM on behalf of UCC during the Summer)*			
Course #	**Course Title**	**Notes**	**Effective Term**
HORT 481A3	Analytical Analysis of Food	Edit to prerequisites: CHEM 111 or CHEM 107; CHEM 112 or CHEM 108; STAT 201 or STAT 204 or STAT 301	Fall 2023

Minor Changes to Existing Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
ACT 220	Introduction to Managerial Accounting	• Edit to prerequisite: None ~~ACT 210~~	Spring 2024
ACT 441	Auditing Practices	• Edit to prerequisites: ACT 312 and (ACT 350 or concurrent registration)	Spring 2024
BZ 310	Cell Biology	• Edit to prerequisites: CHEM 113 and ((BZ 110 and ~~or~~ BZ 111) or ~~120~~ or LIFE 102) ~~103) and CHEM 113.~~	Spring 2024
BZ 401	Comparative Animal Physiology	• Edit to prerequisites: BZ 220 ~~214~~	Spring 2024
CHEM 231	Foundations of Analytical Chemistry	• Edit to offering term: Fall ~~Fall, Spring~~ • Edit to prerequisites: (CHEM 113 ~~111~~ and CHEM 114 ~~112~~) or (CHEM 120 and CHEM 121) • Edits to CLOs *Submitted in CIM as Major change*	Spring 2024
CHEM 232	Foundations of Analytical Chemistry Lab	• Edit to offering term: Fall ~~Fall, Spring~~ • Edit to prerequisites: (CHEM 121 or CHEM 114); CHEM 231, may be taken concurrently • Edits to CLOs *Submitted in CIM as Major change*	Spring 2024
CHEM 246	Fundamentals of Organic Chemistry Laboratory	• Edit to prerequisites: (CHEM 108 or CHEM 112 or CHEM 114 or CHEM 121) and (CHEM 245, may be taken concurrently) • Additional registration info removed • Edits to CLOs	Spring 2024
CHEM 263	Foundations of Inorganic Chemistry	• Edit to offering term: ~~Fall,~~ Spring • Edit to prerequisites: ~~(CHEM 111 and~~ CHEM 113 ~~112)~~ or ~~(~~CHEM 120 ~~and CHEM 121)~~ • Edits to CLOs and weekly schedule	Spring 2024
CHEM 264	Foundations of Inorganic Chemistry Laboratory	• Edit to offering term: ~~Fall,~~ Spring • Edit to prerequisites: (CHEM 121 ~~111 and CHEM 112)~~ or CHEM 114); ~~(CHEM 120 and~~ CHEM 263, may be taken concurrently ~~121)~~ • Edits to CLOs and weekly schedule	Spring 2024
CHEM 322	Foundations of Chemical Biology Laboratory	• Edit to offering term: ~~Fall,~~ Spring • Edit to prerequisites: (CHEM 242 ~~BC 351, may be taken concurrently~~ or CHEM 344) and (BC 351, may be taken concurrently or CHEM 321, may be taken concurrently) • Edits to CLOs	Spring 2024

		Submitted in CIM as Major change	
CHEM 344	Modern Organic Chemistry Laboratory	• Edit to prerequisites: (CHEM 114 or CHEM 121) and CHEM 343, may be taken concurrently • Additional registration info removed • Updates to CLOs, assessment components, and weekly schedule *Submitted in CIM as Major change*	Spring 2024
CHEM 431	Instrumental Analysis	• Edit to offering term: Spring ~~Fall~~ • Edits to CLOs and weekly schedule *Submitted in CIM as Major change*	Spring 2024
CS 310H/ IDEA 310H	Design Thinking Toolbox: Mixed Reality Design	• Edit to prerequisites: (CS 214 with a minimum grade of C or CS 253 with a minimum grade of C) or IDEA 210 • Edits to CLOs	Spring 2024
CS 475	Parallel Programming	• Edit to prerequisites: (CS 250 ~~CS 320~~ with a minimum grade of C or CS 270 ~~370~~ with a minimum grade of C) and (CS 320 with a minimum grade of C) and (CT 301 with a minimum grade of C).	Spring 2024
ETST 310	African American Studies	• Edit to offering year: ~~Even~~ Odd • Updates to assessment components and weekly schedule *Submitted in CIM as Major change*	Spring 2024
ETST 412	Africa and African Diaspora	• Distance/Online added to instructional format. • Edit to universal restrictions: No Freshman, No Sophomore • Updates to assessment components and weekly schedule *Submitted in CIM as Major change*	Spring 2024
ETST 425	Indigenous Film and Video	• Distance/Online added to instructional format. • Addition of universal restrictions: No Freshman, No Sophomore • Updates to assessment components and weekly schedule *Submitted in CIM as Major change*	Spring 2024
MSE 501	Materials Technology Transfer	• Distance/Online added to instructional format. • Edits to CLOs and weekly schedule *Submitted in CIM as Major change*	Spring 2024
MSE 502A	Materials Science and ~~&~~ Engineering Methods: Materials Structure and Scattering	• Minor edit to course title • Distance/Online added to instructional format. *Submitted in CIM as Major change*	Spring 2024
MSE 502B	Materials Science and ~~&~~ Engineering Methods: Computational Materials Methods	• Minor edit to course title • Distance/Online added to instructional format. *Submitted in CIM as Major change*	Fall 2024

MSE 502C	Materials Science and ~~&~~ Engineering Methods: Materials Microscopy	• Minor edit to course title • Distance/Online added to instructional format. *Submitted in CIM as Major change*	Spring 2024
MSE 502D	Materials Science and ~~&~~ Engineering Methods: Materials Spectroscopy	• Minor edit to course title • Distance/Online added to instructional format. *Submitted in CIM as Major change*	Spring 2024
MSE 502E	Materials Science and ~~&~~ Engineering Methods: Bulk Properties and Performance	• Minor edit to course title • Distance/Online added to instructional format. *Submitted in CIM as Major change*	Spring 2024
MSE 502F	Materials Science and ~~&~~ Engineering Methods: Experimental Methods for Materials Research	• Minor edit to course title • Distance/Online added to instructional format. *Submitted in CIM as Major change*	Spring 2024
MSE 504	Thermodynamics of Materials	• Distance/Online added to instructional format. *Submitted in CIM as Major change*	Spring 2024
MSE 505	Kinetics of Materials	• Distance/Online added to instructional format. *Submitted in CIM as Major change*	Spring 2024
MSE 651	Special Topics in Materials Science	• Distance/Online added to instructional format. *Submitted in CIM as Major change*	Spring 2024
SOWK 562	Functional Behavior Assessment	• Edit to offering term: Summer ~~Spring~~	Spring 2024

Course Deactivations			
Course #	**Course Title**	**Notes/Changes**	**Effective Term**
BSPM 423	Evolution and Classification of Insects	*C&C Unit will administratively remove from an elective list in ZOOQ: Minor in Zoology.*	Spring 2024
BSPM 502A	Topics in Plant Pathology: Plant Viruses	Not referenced in any courses or programs, but part of the subtopic series BSPM 502A-G.	Spring 2024
BSPM 502F	Topics in Plant Pathology: Plant Disease Epidemiology	Not referenced in any courses or programs, but part of the subtopic series BSPM 502A-G.	Spring 2024
BSPM 575/ BZ 575	Molecular and Genomic Evolution	Not referenced in any courses or programs.	Spring 2024
BSPM 576/ MIP 576	Bioinformatics	C&C Unit will administratively remove from: • *CBEG-BS: Major in Chemical and Biological Engineering (elective list)* • *MBSF-CT: Graduate Certificate in Microbiome Science and Engineering (elective list)*	Spring 2024
EDAE 682	Cultural Applications of Lifelong Learning		Spring 2024
FSHN 486C	Practicum: Food Service Management		Spring 2024
FSHN 686C	Practicum: Food Services		Spring 2024

Updates/Corrections to 3/24/23 UCC Minutes			
Course #	**Course Title**	**Notes**	**Effective Term**
BZ 329A	Herpetology: Lecture	**Prerequisites:** (BZ 110 and BZ 111) or (LIFE 102 and LIFE 103); BZ 329B or concurrent registration.	Spring 2024
BZ 330A	Mammalogy: Lecture	**Prerequisites:** (BZ 110 and BZ 111) or LIFE 103; BZ 330B or concurrent registration.	Spring 2024

Update/Correction to 4/28/23 UCC Minutes		
Program Title	**Notes**	**Effective Term**
SOCR-SAMZ-BS: Major in Soil and Crop Sciences, Sustainable Agricultural Management Concentration	• **Addition of Online/DCE offering format.** • See CIM for all other program changes. • SOCR 460/HORT 460 approved for AUCC 4A, 4B, and 4C	Fall 2023

Minutes approved by the University Curriculum Committee on 9/1/23.

Brad Goetz, Chair
Shelly Ellerby and Erin Niswender, Curriculum & Catalog

UNIVERSITY CURRICULUM COMMITTEE MINUTES

A 'virtual' meeting of the University Curriculum Committee was held on **September 1, 2023** at 10:00 a.m. via Microsoft Teams.

The meeting adjourned at 11:05 a.m.

Minutes
The minutes of August 25, 2023 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 fully approved through the CIM workflow (approved proposal will be viewable under 'History' box on right side of CIM-Courses screen), the course should be available to be added to the Class Schedule in ARIES/Banner (contingent on the effective term approved by UCC and Scheduling deadlines).

Exception Request for Third Experimental Course Offering			
Course #	**Course Title**	**Notes**	**Effective Term**
BC 580A3	Visual Communication in Science	Previous offerings: SP22, SP23 Permanent course proposal: BC 523	Spring 2024

Major Changes to Existing Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
AM 340	Patternmaking II - Draping	• **Change of schedule type/credit distribution** *(from lab only to lecture/lab (0-3-0) to (1-2-0)* • Addition of Reg. Info: Must register for lecture and laboratory • Edit to Add'l Reg. Info: Sophomore standing. ~~Credit not allowed for both AM 340 and AM 345.~~ • Edits to weekly schedule	Spring 2024
ETST 414/ ANTH 414	Development in Indian Country	• Edit to offering year: ~~Odd~~ Even • Edit to offering term: Spring, ~~Fall~~ • Distance/Online added to instructional format • Edit to prerequisites: ANTH 100 or ANTH 200 or ETST 100 to 299 – at least 3 credits. ~~100~~ • Addition of universal restrictions: No Freshman, No Sophomore • Edits to CLOs, assessment components, and weekly schedule	Spring 2024
LSPA 208	Intensive Spanish II	• **Proposed for AUCC 3B** • **Change of schedule type/credit distribution** *(from lecture only to lecture/recitation (5-0-0) to (3-0-2)* • Edits to course description. • Edit to offering term: Every ~~Spring~~ • Edit to prerequisites: LSPA 101 with a minimum grade of C or LSPA 108 with a minimum grade of C. ~~LSPA 108~~	Spring 2024

		• Addition of universal restriction: Undergraduate Only • Addition of Reg. Info: Must register for lecture and recitation • Edits to Add'l Reg. Info: Placement exam can substitute for LSPA 101 and ~~LSPA~~ 108. Sections may be offered: Mixed Face-to-Face or Online. • Edits to CLOs, assessment components, and weekly schedule	
PHIL 527	Seminar in Philosophy of Science	• Edits to course description. • Schedule type corrected from Recitation to Seminar • Edit to prerequisites: None ~~PHIL 325 or PHIL 327 or PHIL 415~~ • Graduate Only restriction added • Updates to CLOs, assessment components, weekly schedule, and other info in CIM	Spring 2024
PHIL 565	Seminar in Environmental Philosophy	• Edit to course description. • Graduate Only restriction added • Edit to Reg. Info: Bachelor's degree required. ~~Written consent of instructor.~~ • Change of Grade Mode: Traditional ~~Student Option~~ • Updates to CLOs, assessment components, weekly schedule, and other info in CIM	Spring 2024

New Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
ANEQ 401	Issues Management in the Food Animal Industry	1 cr.;partial semester; previously offered as experimental course ANEQ 480A3	Spring 2024
ART 237	Drawing for Non-Art Majors	Previously offered as experimental course ART 281A1.	Spring 2024
MIP 567	Introduction to Biology of Disease Vectors	1 cr.; partial semester; previously offered as experimental course MIP 580A5	Spring 2024
MIP 568	Biology of Arbovirus Vectors/ Genetics	1 cr.; partial semester; previously offered as experimental course MIP 580A6	Spring 2024
MIP 569	Biology of Parasite/Bacteria Vectors	1 cr.; partial semester; previously offered as experimental course MIP 580A7	Spring 2024

Major Changes to Existing Program		
Program Title	**Notes**	**Effective Term**
VWPF: Certificate in Virtual Wellness Programming	• Addition of MKT 305 and PSY 300 as alternatives to SPMT 314.	Spring 2024

CONSENT AGENDA

Experimental Courses – 1st Offering			
Course #	**Course Title**	**Notes**	**Effective Term**

AGED 680A1	Proposal Development in Ag and Extension Ed	Partial semester; Graduate or Professional Only	**Fall 2023**
ANTH 280A3	Humans and Extinctions	Undergraduate Only	Spring 2024

Minor Changes to Existing Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
ANEQ 330	Principles of Animal Breeding	• Edit to prerequisites: (ANEQ 328 with a minimum grade of C- ~~C~~ or BZ 350 with a minimum grade of C- ~~C~~ or SOCR 330 with a minimum grade of C- ~~C~~) and (at least 3 credits with a minimum grade of C- of ~~or~~ STAT 200 to 279 or STAT 300 to 379). *Existing AUCC 4B for the Major in Animal Science and the Major in Livestock Business Management. Submitted in CIM as a Major Change.*	Spring 2024
FIN 300	Principles of Finance	• Edit to offering term: Fall, Spring	Spring 2024
FIN 309	Fundamentals of Entrepreneurial Finance	• Edit to offering term: ~~Fall,~~ Spring *Submitted in CIM as Major Change*	Spring 2024
MECH 301A	Engineering Design III: Finite Element Analysis	• Edit to prerequisites: (CIVE 360) and (MECH 202 may be taken concurrently) ~~and (MECH 342)~~	Spring 2024
MECH 301B	Engineering Design III: Computational Fluid Dynamics	• Edit to prerequisites: (CIVE 360) and (MECH 202, and MECH 301A, may be taken concurrently~~)~~ and MECH 342, may be taken concurrently)	Spring 2024
MGT 420	New Venture Creation	• Edit to offering term: Fall, Spring ~~Fall~~ • Edits to CLOs, assessment components, weekly schedule, and other info in CIM *Submitted in CIM as Major Change*	Spring 2024
PHIL 525	Seminar in Epistemology	• Edit to prerequisites: None ~~PHIL 425~~ • Graduate Only restriction added • Updates to CLOs, assessment components, weekly schedule, and other info in CIM *Submitted in CIM as Major Change*	Spring 2024
PHIL 535	Seminar in Metaphysics	• Edit to prerequisites: None ~~PHIL 500~~ • Graduate Only restriction added • Updates to CLOs, assessment components, weekly schedule, and other info in CIM *Submitted in CIM as Major Change*	Spring 2024
PHIL 547	Seminar in Meta-Ethics	• Schedule type corrected from Recitation to Seminar • Edit to prerequisites: None ~~PHIL 447~~ • Graduate Only restriction added	Spring 2024

		• Updates to CLOs, assessment components, weekly schedule, and other info in CIM *Submitted in CIM as Major Change*	
PHIL 564	Seminar in Animal Rights	• Schedule type corrected from Recitation to Seminar • Graduate Only restriction added • Edit to Reg. Info: Bachelor's degree required. ~~Written consent of instructor.~~ • Updates to CLOs, assessment components, weekly schedule, and other info in CIM *Submitted in CIM as Major Change*	Spring 2024
PHIL 566	Seminar in Applied Philosophy	• Schedule type corrected from Recitation to Seminar • Graduate Only restriction added • Edit to Reg. Info: Bachelor's degree required. ~~Written consent of instructor.~~ • Updates to CLOs, assessment components, weekly schedule, and other info in CIM *Submitted in CIM as Major Change*	Spring 2024
PHIL 570	Seminar in Contemporary Philosophical Theory	• Edit to prerequisites: None ~~PHIL 500~~ • Graduate Only restriction added • Updates to CLOs, assessment components, weekly schedule, and other info in CIM *Submitted in CIM as Major Change*	Spring 2024

Course Deactivations

Course #	Course Title	Notes	Effective Term
SOC 313	Computer Methods in Sociology	Listed as a prereq option for SOC 487 and SOC 492; can remain until the dept. updates the prereqs.	Spring 2024

Minutes approved by the University Curriculum Committee on 9/8/23.

Brad Goetz, Chair
Shelly Ellerby and Erin Niswender, Curriculum & Catalog

UNIVERSITY CURRICULUM COMMITTEE MINUTES

A 'virtual' meeting of the University Curriculum Committee was held on **September 8, 2023** at 10:00 a.m. via Microsoft Teams.

The meeting adjourned at 11:25 a.m.

Minutes
The minutes of September 1, 2023 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 fully approved through the CIM workflow (approved proposal will be viewable under 'History' box on right side of CIM-Courses screen), the course should be available to be added to the Class Schedule in ARIES/Banner (contingent on the effective term approved by UCC and Scheduling deadlines).

Exception Request for Third Experimental Course Offering			
Course #	**Course Title**	**Notes**	**Effective Term**
MIP 380A2	Phage Discovery and Genetics	Previous offerings: SP22, SP23 Permanent course proposal: MIP 355	Spring 2024

Major Changes to Existing Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
ECON 211	Gender in the Economy	• Edits to course description. • Updates to AUCC Content Criteria	Spring 2024
ECON 212	Racial Inequality and Discrimination	• Edits to course description. • Updates to AUCC Content Criteria and CLOs	Spring 2024
ECON 240/ AREC 240	~~Issues in Environmental~~ Economics of Environmental Sustainability	• Edits to course title and abbreviated title • Edits to course description	Spring 2024
MSE 523/ ~~ECE 523~~	Electronic Properties of Materials	**Removal of dual-listing** with the Department of Electrical and Computer Engineering.	Spring 2024
NR 321	Natural Resource Rights and Reconciliation	• Edits to course description • Addition of prerequisite details • Edit to Add'l Reg. Info: Sophomore standing. ~~Completion of AUCC category 1A.~~ • Edits to CLOs, assessment components, and weekly schedule	Spring 2024

New Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
CS 523	Foundations of Computation	4 cr.; previously offered as experimental course CS 580A7	Spring 2024

E 202	Language Use in Society	**Proposed for AUCC 3B;** previously offered as experimental course E 280A2	Spring 2024
E 206	Language for Activist Rhetoric and Writing	**Proposed for AUCC 3B;** previously offered as experimental course E 281A1	Spring 2024
MECH 419	Compressible Flow	Previously offered as experimental course MECH 480A6.	Spring 2024
MECH 572/ BIOM 572	Regenerative Bioengineering with Stem Cells	Previously offered as experimental course MECH 580A9/ BIOM 580A9	Spring 2024
PH 412	Quantum Optics for Quantum Info Science	4 cr.	Spring 2024
PSY 602A	Foundations in Psychology: History and Systems	1 cr.; partial semester; Graduate or Professional only; previously offered as experimental course PSY 681A1	Fall 2024
PSY 602B	Foundations in Psychology: Lifespan Development	1 cr.; partial semester; Graduate or Professional only; previously offered as experimental course PSY 681A2	Spring 2024
PSY 602C	Foundations in Psychology: Biological Bases of Behavior	1 cr.; partial semester; Graduate or Professional only; previously offered as experimental course PSY 681A1	Spring 2024
PSY 602D	Foundations in Psychology: Cognitive Bases of Behavior	1 cr.; partial semester; Graduate or Professional only; previously offered as experimental course PSY 681A2	Spring 2024
PSY 602E	Foundations in Psychology: Affective Bases of Behavior	1 cr.; partial semester; Graduate or Professional only; previously offered as experimental course PSY 681A2	Spring 2024
PSY 602F	Foundations in Psychology: Social Bases of Behavior	1 cr.; partial semester; Graduate or Professional only; previously offered as experimental course PSY 681A2	Spring 2024
SOWK 344	Social Work Practice -- Partners and Families	Undergraduate Only	Spring 2024

CONSENT AGENDA

Experimental Courses – 1st Offering			
Course #	**Course Title**	**Notes**	**Effective Term**
BZ 380A4	Biology of Sex		Spring 2024
CON 481A1	Circularity in the Built Environment		Spring 2024
HIST 480A9	Community Oral History		Spring 2024
HIST 481A8	Comparative History of Democracy		Spring 2024
NSCI 580A7	Advanced Animal Training	4 cr.	Spring 2024

Minor Changes to Existing Courses			
Course #	**Course Title**	**Notes**	**Effective Term**

ESS 660	Biogeochemical Cycling in Ecosystems	• Edit to prerequisites: ~~CHEM 245 and SOCR 240 and~~ ECOL 500 ~~300~~ to 699 – at least 3 credits or ESS 500 to 699 - at least 3 credits	Spring 2024
MU 181A3	Music Therapy Keyboard Fundamentals	• Spring 2024 2nd experimental offering • Edit to Add'l Reg. Info: Must be an accepted music therapy major. This course will be allowable for repeat credit from Fall 2023 only. *Submitted in CIM as a major change.*	Spring 2024

Course Deactivations

Course #	Course Title	Notes	Effective Term
MECH 470/ BIOM 470	Biomedical Engineering	*C&C Unit will administratively remove from an elective list in PHYS-APPZ-BS.*	Spring 2024

Minutes approved by the University Curriculum Committee on 9/15/23.

Brad Goetz, Chair
Shelly Ellerby and Erin Niswender, Curriculum & Catalog

UNIVERSITY CURRICULUM COMMITTEE MINUTES

A 'virtual' meeting of the University Curriculum Committee was held on **September 15, 2023** at 10:00 a.m. via Microsoft Teams.

The meeting adjourned at 12:00 p.m.

Minutes
The minutes of September 8, 2023 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 fully approved through the CIM workflow (approved proposal will be viewable under 'History' box on right side of CIM-Courses screen), 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).

Major Changes to Existing Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
CHEM 477	Advanced Physical Chemistry Laboratory ~~II~~	• **Proposed for AUCC 4B** • Edits to course title and abbreviated title. • Edit to prerequisite: CHEM 372 ~~475~~ • Updates to CLOs, assessment components, weekly schedule, and other info in CIM	Spring 2024
CON 487B	Internship: Construction Management Intermediate ~~II~~	• Edits to subtopic title and abbreviated title. • Course description, registration info, CLOs, and other details added into CIM	Summer 2024
FSHN 525	Nutrition Education Theories and Practice	• Edits to course description. • Addition of Distance/Online instructional format • Updates to CLOs, assessment components, weekly schedule, and other info in CIM	Spring 2024
FSHN 620	Community Nutrition Planning and Evaluation	• Edit to abbreviated title. • Edits to course description. • Addition of Distance/Online instructional format • Updates to CLOs, assessment components, weekly schedule, and other info in CIM	Spring 2024
FSHN 628	Advanced Nutrition Counseling Techniques	• Minor edits to course description. • Addition of Distance/Online instructional format • Edit to prerequisite: FSHN 530 ~~None~~ • Edit to grade mode: Traditional ~~Instructor Option~~ • Updates to CLOs, assessment components, weekly schedule, and other info in CIM	Spring 2024
HES 319	Neuromuscular Aspects of Human Movement	• Edit to prerequisites: FSHN 150 with a minimum grade of a C and HES 145 with a minimum grade of a C and HES 207 with a minimum grade of a C and (BMS 300 with a minimum grade of a C or HES 300 with a minimum grade of a C) • Edits to Add'l Reg. Info	Spring 2024

HES 386	Practicum – Adult Fitness	• Edit to prerequisites: HES 232; HES 340 ~~(~~with a minimum grade of C~~)~~ • Edits to Add'l Reg. Info • CLOs added to weekly schedule	Spring 2024
MIP 101	Introduction to Human Disease and Immunity	• Edits to course title and abbreviated title. • Edits to course description. • Edits to CLOs, assessment components, weekly schedule, and other info in CIM	Spring 2024
NRRT 667	Applied Experiential Learning in Tourism ~~MTM Capstone~~	• Edits to course title and abbreviated title. • Edits to course description.	Spring 2024
PHIL 501	Seminar – Topics in History of Philosophy ~~Seminar: Topics in History of Philosophy~~	• Administrative correction to course title. • Universal restriction added: Graduate Only • Updates to CLOs, assessment components, weekly schedule, and other info in CIM	Spring 2024
SOWK 300	Translational Social Work Research ~~Research in Applied Professions~~	• Edits to course title and abbreviated title. • **Change of schedule type/credit distribution** *(from lecture only to lecture/recitation (3-0-0) to (1-0-2)* • Edits to course description. • Addition of Distance/Online instructional format • Edits to Add'l Reg. Info • Edits to CLOs, assessment components, weekly schedule, and other info in CIM	Spring 2024

New Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
ANEQ 321	Principles of Applied Animal Nutrition	1 cr.; partial semester	Spring 2024
ANEQ 324	Principles of Applied Equine Nutrition	1 cr.; partial semester	Spring 2024
FSHN 302	Dietetics Management and Leadership		Spring 2024
HES 127	Success in Health and Exercise Science	1 cr.; Undergraduate only; previously offered as experimental course HES 180A1	Spring 2024
OT 786G	Practicum: Integrated Experiential Learning VI	1 cr.; Graduate or Professional only	Spring 2024

CONSENT AGENDA

Experimental Courses – 1st Offering			
Course #	**Course Title**	**Notes**	**Effective Term**
LCHI 480A1	Advanced Chinese Communication Skills		Spring 2024

LJPN 180A2	First-Year Japanese I -- Reduced Pace A		Spring 2024
LJPN 180A3	First-Year Japanese I -- Reduced Pace B		Fall 2024
POLS 380A6/ SOC 380A6	Climate Grief to Hope		Spring 2024

Minor Changes to Existing Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
ECE 604	Nonlinear Optics	• Edit to offering year: ~~Odd~~ Even • Updates to CLOs	Spring 2024
FSHN 640	Selected Topics in Nutritional Epidemiology	• Addition of Distance/Online instructional format • Updates to CLOs, assessment components, weekly schedule, and other info in CIM *Submitted in CIM as a major change.*	Spring 2024
STAT 331	Intermediate Applied Statistical Methods	• Edit to prerequisites: ((STAT 201 or STAT 204) and STAT 302A) or STAT 301 or STAT 307 or STAT 315 • Edit to prerequisite details	Spring 2024
STAT 740	Advanced Statistical Methods	• Edit to prerequisites: STAT 730, may be taken concurrently ~~STAT 640~~ • Add'l Reg. Info removed • Updates to CLOs	Spring 2024
VM 776	Veterinary Mobility and Pain Management	• Edit to offering term: Spring ~~Fall~~	Spring 2024

Course Deactivations			
Course #	**Course Title**	**Notes**	**Effective Term**
JTC 365	Trends in Digital Communication	Listed as a prerequisite option for JTC 353.	Spring 2024
JTC 464	Technical Communication	Listed as a prerequisite option for JTC 465.	Spring 2024
JTC 320E	Reporting: Health and Medicine	Not referenced in any courses or programs.	Spring 2024
JTC 320F	Reporting: Technology and Innovation	Not referenced in any courses or programs.	Spring 2024
JTC 320G	Reporting: Education	Not referenced in any courses or programs.	Spring 2024
SOCR 415/ BSPM 415	Pollinator Management in Agroecosystems	Not referenced in any courses or programs.	Spring 2024
STAT 311	Statistics for Behavioral Sciences I	Listed as a prerequisite option for many courses.	Spring 2024

STAT 312	Statistics for Behavioral Sciences II	Listed as a prerequisite option for NR 566.	Spring 2024
STAT 340	Multiple Regression Analysis	C&C Unit will administratively remove from elective lists in: • CPSC-BS: Major in Computer Science • POLS-EPAZ-BA: Major in Political Science, Environmental Politics and Policy Concentration *(will be replaced with STAT 341 and STAT 342)* • POLS-GPPZ-BA: Major in Political Science, Global Politics and Policy Concentration *(will be replaced with STAT 341 and STAT 342)*	Spring 2024

STAT 350	Design of Experiments	C&C Unit will administratively remove from elective lists in: • CPSC-BS: Major in Computer Science • POLS-EPAZ-BA: Major in Political Science, Environmental Politics and Policy Concentration *(will be replaced with STAT 341 and STAT 342)* • POLS-GPPZ-BA: Major in Political Science, Global Politics and Policy Concentration *(will be replaced with STAT 341 and STAT 342)*	Spring 2024

Minutes approved by the University Curriculum Committee on 9/22/23.

Brad Goetz, Chair
Shelly Ellerby and Erin Niswender, Curriculum & Catalog

BALLOT
Academic Faculty Nominations to Faculty Council Standing Committees
October 3, 2023

COMMITTEE ON SCHOLARSHIP, RESEARCH AND GRADUATE EDUCATION

		Term Expires
RYAN MORRISON	COE	2026

(Nominated by Committee on Faculty Governance)

BALLOT
October 2023
Graduate Student Positions on Faculty Council Standing Committees
(One-Year Term)
Nominations from the Committee on Faculty Governance

Committee on Libraries

Lennon Brooks	Undergraduate Student Representatives	2024
RJ Hillman	Graduate Student Representative	2024

Committee on Non-Tenure Track Faculty

Michael Stella	Undergraduate Student Representative	2024
Cassandra Puletapuai	Graduate Student Representative	2024

Committee on Scholarship, Research, and Graduate Education

Ehsan Khedive	Graduate Student Representative	2024

Committee on Strategic and Financial Planning

Stephen Laffey	Undergraduate Student Representative	2024
Vikas Reddy Burri	Graduate Student Representative	2024

Committee on Teaching and Learning

Kimi Conro	Graduate Student Representative	2024

Committee on University Programs

Lauren Davis	Undergraduate Student Representative	2024
Monica Callahan	Graduate Student Representative	2024

University Curriculum Committee

Theo Reese	Undergraduate Student Representative	2024
Kenny Peeples	Graduate Student Representative	2024

BALLOT
October 2023
Student Positions on University Committees
(One-Year Term)
Nominations from the Committee on Faculty Governance

University Policy Review Committee

Madeline Kamberg	Undergraduate Student Representative	2024
Denise Zubizarreta	Graduate Student Representative	2024

Date: September 7, 2023

To: Melinda Smith
Chair, Faculty Council

From: Jennifer Martin
Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: **Faculty Manual Section F.1 Proposed Revision**

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

MOVED, THAT SECTION F.1 OF THE ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL BE REVISED AS FOLLOWS:

F.1 ~~Absences from Campus~~ Application for Leave

~~A long standing Board regulation forbids unauthorized absence of employees from the campus. It is the responsibility of the department head to authorize absences of faculty members and administrative professionals for legitimate purposes and to have available at their offices at all times information on the whereabouts of absent employees, that they may be reached in event of administrative necessity or family emergency. Each individual is responsible for notifying their administrative superior of any absence.~~

Application for leave, the granting of which will require the University to obtain a replacement, shall be submitted at least ninety (90) days prior to the date on which leave is expected to begin.

A faculty member or administrative professional whose application for leave is approved to permit temporary employment outside the University shall be responsible for informing the temporary employer that such employment is on the basis of leave granted by the University.

Rationale: This is removing an out-of-date policy.

Date: September 13, 2023

To: Melinda Smith
Chair, Faculty Council

From: Jennifer Martin
Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: **Faculty Manual Section E.10 Proposed Revision**

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

MOVED, THAT Section E. 10 OF THE ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL BE REVISED AS FOLLOWS:

E.10 Faculty Tenure Policy *(last revised June 10, 1998)*

E.10.1 Definition of Tenure

Tenure is the practice of permanent or continuous appointments for faculty members in higher education, during which their service at a particular institution may be terminated only for (1) adequate cause demonstrated in a hearing before an appropriately selected faculty committee, (2) under the extraordinary circumstances of a bona fide financial exigency, involving retrenchment or discontinuance of an academic program or a department of instruction, or (3) discontinuance of a degree granting program or a department of instruction not mandated by financial exigency.

E.10.2 Rationale for Tenure

Institutions of higher education are conducted for the common good and not to further the interest of either the individual or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Tenure is a means to certain ends; specifically (1) freedom of teaching, research, extension, and ~~of~~ extramural activities, and (2) a sufficient degree of economic security to make the profession of university teaching attractive to individuals of ability. Academic freedom and economic security, and thus, tenure are indispensable to the success of an educational institution in fulfilling its singular obligations to its students and to

society. Faculty members who are threatened with loss of their positions for voicing unpopular or innovative views cannot effectively engage in the kind of open deliberation and criticism essential to a free society.

E.10.3 Administrative Responsibilities in Relation to Tenure*(last revised February 14, 2014)*

a. The head of the department and the faculty member on probationary status are jointly responsible for discussing, at least once annually, prior to the time for the decision on tenure, the faculty member's development and fitness for the position involved and prospects for eventually acquiring tenure. The department head shall provide the faculty member and the dean of the college concerned a written summary of the evaluation of progress toward tenure at the time of the conference. This report is independent of the annual evaluation covering achievements of the most recent calendar year. Likewise, the tenured faculty of the department, or a subcommittee thereof, shall annually provide an independent assessment of progress toward tenure, and a written report summarizing progress toward tenure and of any perceived deficiencies, to each tenure track faculty member. The report of the committee shall be shared with the department head and the tenure-track faculty member and may include suggestions for workload and effort distribution judged to be supportive of the faculty member's progress toward tenure.

b. The head of the department shall make every effort to encourage and assist the faculty member to fulfill the conditions which will qualify the faculty member for tenure. This may include consulting with the tenured faculty or a subcommittee thereof, regarding suggestions received in the committee's written report summarizing progress toward tenure.

c. The head of the department is responsible for making explicit at the time of employment to the faculty member in that unit the conditions which normally must be met for the acquisition of tenure, the procedures by which tenure is awarded, denied, terminated, or withdrawn, and the procedures by which the faculty member may challenge such decisions.

E.10.4 Policies on Conferring Tenure *(last revised May 2, 2007)*

a. A tenure-track faculty member shall be considered for tenure based upon evidence of capability for significant professional contributions.

b. It is normally expected that a candidate for tenure will have a terminal degree in their field. However, the necessity for any particular advanced degree as a prerequisite for tenure shall be decided upon by the eligible faculty of the department concerned. The requirement for a particular advanced degree may vary within a department depending upon the responsibilities of a specific position.

c. The decision to award tenure may be made after two (2) years from initial appointment. However, unless stated otherwise in the appointment letter, the probationary period before the granting or denial of tenure is six (6) years of continuous employment for a faculty member initially appointed as an assistant professor, four (4) years of employment for an associate professor, and three (3) years of employment for a full professor. The length of the probationary period, the timing of the midpoint review (see Section E.14.2), and the time frame for the tenure application process shall all be stated unambiguously in the appointment letter.

d. A tenure-track appointment that begins prior to January 1 shall, at the end of the 30th day of June immediately following, be counted as a full year of service. When the tenure-track appointment begins on or after January 1, the period ending with the 30th day of June immediately following shall not count as any part of the probationary period.

e. Service in a tenure-track faculty position shall apply toward sabbatical leave and all other faculty benefits and privileges.

f. The tenure policies in this *Manual* apply to administrative personnel who hold academic rank, but only in their capacity as faculty members. When a faculty member holding an administrative appointment for which additional compensation is provided either relinquishes or is relieved of administrative responsibility, salary may

be reduced to properly conform with their non-administrative responsibility, upon recommendation of appropriate administrative officers and official approval. The Board has delegated the authority for official approval to the President. If the faculty member relinquishes the administrative appointment voluntarily, or if the termination of the appointment is due to a non-renewal after a specified appointment period to which the faculty member had agreed, then the President has further delegated the authority for official approval to the Provost. If a faculty member alleges that a consideration violative of academic freedom significantly contributed to a decision to terminate their appointment to an administrative post, or not to reappoint the individual, the faculty member is entitled to use of the procedures set forth in Section K.

E.10.4.1 Probationary Period for Tenure *(last revised May 2, 2007)*

The probationary period for a tenure-track faculty member at Colorado State University is the maximum length of continuous service prior to the granting or denial of continuous tenure. The probationary period is limited to six (6) years, except when extended as described in Section E.10.4.I.2, including all previous service as a tenured or tenure-track faculty member at this institution.

E.10.4.1.1 Service Credit *(last revised June 4, 2008)*

Credit may be given for prior service, thus reducing the probationary period, as described below. The details of such credit for prior service, the length of the probationary period, the timing of the midpoint review, and the time frame for the tenure application process shall all be stated unambiguously in the appointment letter. Before granting credit for prior service, the department head should consult with the departmental tenure committee. An application for tenure at the end of such a reduced probationary period shall not be considered an early application for tenure.

a. When a faculty member has held a contract, continuing, or adjunct faculty appointment at Colorado State University and is subsequently appointed to a tenure-track faculty position (see Section E.2), credit may be given for this prior service.

b. Credit may be given for either academic or non-academic service at other institutions. ~~However, credit will not be given for service in a position equivalent to an instructor.~~

c. If a newly appointed faculty member has been awarded tenure at another academic institution with the rank of associate professor or professor, he or she may be recommended for tenure immediately, in line with any provisions stipulated in the code of the department. It is recommended that at least two-thirds (2/3) of the eligible tenured faculty members in the department approve. A faculty member who has not been awarded tenure at another academic institution may not be recommended for tenure prior to two (2) years of continuous employment at Colorado State University unless the Provost agrees with the department that the circumstances are exceptional and waives this two (2) year restriction in writing. The written waiver shall be sent to the faculty member, the tenure committee, the department head, and the college dean. The origin and processing of ~~a~~ any tenure recommendation ~~prior to two (2) years of continuous employment at Colorado State University~~ must follow the procedure in Section E.10.5.

E.10.4.1.2 Extension of the Probationary Period *(last revised August 2, 2013*

The use of Family Medical Leave may lead to an automatic extension of the probationary period (see Appendix 8 for details).

Extension of the probationary period for reasons other than use of Family Medical Leave is not automatic. A faculty member may request an extension of the probationary period as described below. The faculty member must make the request for an extension of the probationary period in writing to the departmental tenure committee. Such a request should be made as early as possible, and must be made prior to the first day of the final academic year of the probationary period. The recommendation of the tenure committee shall be forwarded successively to the department head, the college dean, and the Provost, each of whom shall recommend either acceptance or rejection of the recommendation of the tenure committee. Such recommendations shall not be made in an arbitrary, capricious, or discriminatory

manner. The final decision on such an extension shall be made by the President. If the faculty member making the request is dissatisfied with a rejection at any level of a positive recommendation by the tenure committee, the faculty member has the right to appeal through formal grievance procedures.

a. A faculty member may request an extension of the probationary period due to exceptional circumstances, including, but not limited to, birth or adoption of a child, personal health issues, and care of immediate family members (this is separate from the issue of leaves, which are addressed in Section E.10.4.1.2.c). The tenure committee may recommend up to two (2) separate extensions of the probationary period, each for a period not to exceed one (1) year.

b. A faculty member may request an extension of the probationary period under the Americans with Disabilities Act (ADA). Such a request must identify the nature of the disability and explain why an extension of the probationary period is necessary for purposes of reasonable accommodation. The faculty member requesting such an extension also must provide evidence of protected status under ADA to the Director of the Office of Equal Opportunity (OEO), who shall determine the validity of the protected status and inform the departmental tenure committee. The tenure committee may recommend an extension of the probationary period for a period not to exceed one (1) year (see Sections E.6.b and E.4). Any subsequent request to the tenure committee for an additional extension shall require reverification of the protected status by the OEO Director.

c. Any leave for a period not exceeding one (1) year shall normally count as part of the probationary period. However, if the leave is of such a nature that the individual's development as a faculty member while on leave cannot be judged, or if the leave is for purposes that are not scholarly, the faculty member may request that the leave not count as part of the probationary period.

d. If a faculty member has been granted credit for prior service, thus reducing the probationary period, then, if circumstances warrant, the faculty member may request that this credit for prior service be reduced, thus extending the probationary period.

E.10.5 Procedures for the Granting of Tenure *(last revised May 5, 2023)*

E.10.5.1 Origin and Processing of Tenure Recommendations *(last revised December 3, 2021)*

The head of the department shall initiate the process leading to a recommendation for the granting or denial of tenure not later than the beginning of the final year of the probationary period of the faculty member. The department head should consult with the tenure committee before initiating this process. The department head should also consult the website of the Office of the Provost for information and forms regarding applications for tenure.

Because the recommendation for the granting or denial of tenure is primarily a faculty responsibility, the department head shall ask the members of the tenure committee, to vote by ballot for or against granting of tenure to the faculty member being considered. A tenure recommendation shall be by a majority vote of the tenure committee, with a tie vote being considered a vote against tenure.[1]

The ~~recommendation~~ chair of the tenure committee shall submit a report on behalf of the committee to both the department head and the faculty member. This report shall include a vote summary, a summary of the analysis by the committee, and a statement of reasons ~~representing~~ for the majority and minority points of view. This report does not need to be endorsed by every member of the committee. However, the report cannot be submitted if at least one-third (1/3) of the committee informs the committee chair of their objection to the report. Since the report is submitted by the chair of the committee, only that person needs to sign it.

The recommendation shall be forwarded successively to the department head, the dean of the college, the Provost, and the President for review and either endorsement or opposition. The Board has delegated the final decision to the President. ~~A copy of the recommendation shall be sent to the faculty member.~~

All reviews are to be exercised expeditiously at each level. After each review, the reviewing administrator shall make a recommendation in writing to grant or deny tenure, and ~~it~~ this recommendation shall be forwarded to each successive administrator. A copy of each recommendation ~~Copies~~ shall be sent to the faculty member, the chair of the tenure committee, and all administrators who have previously made recommendations. The chair of the tenure committee shall send copies to the other members of the tenure committee.

E.10.5.2 Tenure Committee

The tenure committee must have at least ~~three (3)~~ five (5) members and shall ~~consist of~~ include all eligible department faculty members. The department head, college dean, Provost, and President are not eligible to serve on the tenure committee and shall not be present during the committee's deliberations, except when specifically invited by at least two-thirds (2/3) of the members of the committee. A faculty member holding an administrative appointment (as defined in Section K.11.2) of more than half (0.5) time is not eligible to serve on the tenure committee, unless the department code specifies otherwise. If a faculty member holding an administrative appointment does serve on the tenure committee, it is expected that he or she will not participate in discussions of the case at higher administrative levels. A faculty member with a conflict of interest is expected to recuse ~~himself or herself~~ oneself.

The eligible department faculty are all other tenured department faculty. If a committee of at least ~~three (3)~~ five (5) tenured faculty within the department cannot be constituted, then additional tenured faculty members shall be selected from other departments within the University so as to produce a committee of ~~three (3)~~ five (5) members. A department may specify in its code a procedure for narrowing the pool of eligible additional members to faculty in disciplines similar to that of the candidate, possibly including faculty from other colleges. In the absence of such a procedure, the pool shall consist of all tenured faculty members on the tenure committees from all departments within the college. The department head shall draw the additional members of the tenure committee by lot from the pool of eligible faculty members.

Faculty members from other departments may decline to serve on the tenure committee.

The departmental faculty members of the tenure committee shall select one of themselves to serve as the chair of the tenure committee.

E.10.5.3 Processing of Recommendations

After a recommendation is received from the tenure committee, a contrary recommendation shall be issued at a higher administrative level below the President only for compelling reasons which shall be stated in writing in their recommendation. The administrator shall send copies of their recommendation to the faculty member, the chair of the tenure committee, and all administrators who have previously made recommendations. The chair of the tenure committee shall send copies to the other members of the tenure committee. If such a contrary recommendation is issued, the chair of the tenure committee and all administrators who have previously made ~~the~~ recommendations shall be given seven (7) working days from the date of notification of the contrary recommendation to respond in writing to the administrator's reasons for opposition, and the contrary recommendation may be opposed at an even higher administrative level. The responses from the chair of the tenure committee and the administrators shall be forwarded to each successive administrator along with the recommendation and rationale for the contrary recommendation and all previous recommendations and responses.

A response from the chair of the tenure committee shall summarize the variety of opinions from the members of the tenure committee. If at least one-third (1/3) of the members of the tenure committee indicate to the committee chair that a response is appropriate, then a response shall be sent by the chair. The response can state that only a minority of the committee members felt that a response was appropriate if that is the case.

In the event of a committee recommendation to deny tenure, or a recommendation by an administrative officer below the President to deny tenure, the reasons for the

recommendation shall be made available promptly to the faculty member under consideration. ~~If the faculty member believes that the recommendation to deny tenure violated University policy or state or federal law, t~~The faculty member shall be given seven (7) working days from the date of notification of the recommendation to submit a written response ~~detailing this violation~~. This response shall be forwarded to each successive administrator along with all previous recommendations and responses.

E.10.5.4 Grievance

~~If the faculty member believes that an administrator's opposition to a recommendation to grant tenure violated University policy or state or federal law, and the Provost has endorsed the recommendation of the administrator not to grant tenure,~~ If the tenure committee recommends the granting of tenure, but the Provost recommends the denial of tenure, then the faculty member may ~~appeal the decision through the grievance procedure~~ file a grievance via Section K to oppose the recommendation to deny tenure. In any grievance proceeding, the tenure committee shall be represented by ~~a member~~ the chair of the tenure committee ~~selected by the prevailing side of the committee~~. Although a grievance may not be filed until the Provost has made their recommendation to the President, the grievance shall be against the first administrator to recommend ~~the~~ denial of tenure. However, the effective date of notification of the grievant shall be the date of notification of the Provost's recommendation.

If the tenure committee recommends denial of tenure (including by a tie vote), the faculty member cannot grieve this recommendation. This is because grievances can be filed only against administrators, not fellow faculty. Also, a grievance cannot be filed against an administrator for supporting the recommendation of the promotion committee, since the first paragraph of Section E.10.5.3 states that this is what is expected of them.

When a department head is under consideration for tenure, the successive forwarding of the tenure committee's recommendation shall begin with the dean of the college, rather than the department head.

E.10.5.5 Postponement of Consideration for Tenure

The department head, the college dean, or the Provost may elect to postpone consideration of a faculty member for tenure, without prejudice, if the ~~recommendation from the tenure committee for the granting or denial of~~ application for tenure is made in a year earlier than the final year of the probationary period. The decision to postpone and the reasons for postponement shall be communicated immediately in writing to the faculty member and the tenure committee. However, the faculty member must either be granted tenure by the beginning of the first year after the end of the probationary period or be notified by the end of the probationary period that their appointment will be terminated at the end of one (1) additional year. Once a faculty member is on a tenure-track appointment, the use of contract, continuing, or adjunct appointments to extend the probationary period for tenure is not permitted.

E.10.5.~~2~~6 Notification of Presidential Action on Tenure Recommendations

When the President has ruled on a recommendation relating to tenure for a faculty member, the faculty member shall be notified promptly in writing of the action taken. The decision of the President to grant or deny tenure is final.

If the decision of the President is to deny the application for tenure, ~~that decision is final, and~~ the tenure-track appointment of the faculty member shall be allowed to expire without any future renewals, and the faculty member cannot apply for tenure again in the future in the same academic department. However, this does not prevent the candidate from being hired by the University in another capacity, including as a tenure-track faculty member in another academic department.

E.10.5.7 Withdrawal of Application for Tenure

At any time before the final decision by the President, the faculty member may withdraw their application for tenure. In particular, once the Provost has made their recommendation to the President and the faculty member has been notified of this recommendation, the faculty member shall have ten (10) working days to withdraw their application for tenure by submitting a withdrawal request to the Provost. If the application for tenure is withdrawn before the final decision by the President, then the faculty member may apply for tenure again in ~~a later application cycle~~ the future if sufficient time remains in their probationary period. If the tenure application is not withdrawn before the final decision by the President, then the decision of the President is final.

E.10.6 Relation of Tenure to Changes in Status and/or Salary

a. Reduction in salary when effective for all faculty shall not be considered as conflicting with this tenure policy when such reduction is in line with other current reductions.

b. Acquisition of tenure carries certain privileges; nevertheless, by mutual agreement between a faculty member and the appropriate administrative officers, the salary and/or employment status of a faculty member may be altered. Any change in salary or employment status of a faculty member which does not rest upon mutual agreement with the administration shall be susceptible to test by appropriate due process procedures as outlined in Section K.

Rationale:

The following major changes have been made:

The tenure committee must now include at least five voting members. The current requirement of only three voting members has led to significant problems in interpreting the meaning of a 2-1 vote. Is this like a 5-1 vote, with one faculty

member who is out of line with the rest of the department, or is it like a 5-4 vote with a significant fraction of the faculty on each side? In addition, the number of faculty has been growing, which makes it easier to have a committee with at least five members.

The tenure committee now selects its chair.

The new language clarifies how the report from the tenure committee is prepared and submitted by the tenure committee.

The new language makes it clear when responses to recommendations may be written and who may write them.

The new language makes it clear when denial of tenure is and is not grievable.

In addition, several issues are made more clear. For example, it is made clear that a tie vote is not a majority vote.

Date: September 13, 2023

To: Melinda Smith
Chair, Faculty Council

From: Jennifer Martin
Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: **Faculty Manual Section E.13 Proposed Revision**

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

MOVED, THAT Section E. 13 OF THE ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL BE REVISED AS FOLLOWS:

E.13 Advancement in Rank (Promotion) *(last revised December 3, 2021)*

For the purposes of discussing promotion in this section, the six (6) available ranks for faculty are grouped into four (4) levels as follows:

1. Instructors
2. Senior Instructors and Assistant Professors
3. Master Instructors and Associate Professors
4. Professors

A promotion is an advancement in rank from one level to a higher level. A change in rank within a level is not a promotion. Department and College codes should specify the expectations for each of these ranks within their unit, following guidelines from the Provost. Department and College codes should also define all titles used for faculty within their unit ~~and the expectations for each of the six (6) ranks, utilizing guidelines from the Provost~~.

Except in unusual circumstances noted in the statement of reasons given for the promotion recommendation, when tenure is granted to an assistant professor, the individual shall be promoted concurrently to associate professor as part of the tenure process.

Normally, after five (5) years in rank faculty are eligible to be considered for promotion. If the promotion is approved, it shall become effective the following July

1. Promotion may be considered prior to five (5) years in rank in those cases in which the faculty member's performance clearly exceeds the standards for promotion established pursuant to the performance expectations stipulated in Section E.12.

Service at other academic institutions may or may not count toward time in rank. The appointment letter shall state unambiguously whether or not service at other institutions will count towards time in rank at Colorado State University and state specifically the exact number of years of prior service credit being granted. The department head and dean are responsible for apprising the candidate of this possibility.

E.13.1 Origin and Processing of Recommendations *(last revised December 3, 2021)*

The faculty member shall initiate the process leading to a recommendation for the granting or denial of promotion by submitting a formal request for promotion in rank to the department head. The faculty member should consult with the department head before initiating this process. The faculty member should also consult the website of the Office of the Provost for information and forms regarding applications for promotion.

Because this recommendation is primarily a faculty responsibility, the department head shall ask the promotion committee to vote by ballot for or against promotion of the faculty member being considered. A promotion recommendation shall be by a majority vote of the promotion committee, with a tie vote being considered a recommendation against promotion.[1]

The ~~recommendation~~ chair of the promotion committee shall submit a report on behalf of the committee to both the department head and the faculty member. This report shall include a vote summary, a summary of the analysis by the committee, and a statement of reasons for ~~representing~~ the majority and minority points of view. The report shall be sent to the members of the promotion committee for review before its submission. The report does not need to be endorsed by every member of

the committee. However, the report cannot be submitted if at least one-third (1/3) of the committee members inform the committee chair that they object to the submission of the report. Since the report is submitted by the chair of the committee, only that person needs to sign it.

The recommendation shall be forwarded successively to the department head, the dean of the college, the Provost, and the President for review and either endorsement or opposition. The Board has delegated the final decision to the President. ~~A copy of the recommendation shall be sent to the faculty member.~~

All reviews are to be exercised expeditiously at each level. After each review, the reviewing administrator shall make a recommendation in writing to grant or deny promotion, and ~~it~~ this recommendation shall be forwarded to each successive administrator. A copy of each recommendation ~~Copies~~ shall be sent to the faculty member, the ~~tenure~~ chair of the promotion committee, and all administrators who have previously made recommendations. The chair of the promotion committee shall send copies to the other members of the promotion committee.

E.13.2 Promotion Committee *(last revised December 3, 2021)*

This section describes the membership of the promotion committee and which members of the committee are voting members.

The department head, college dean, Provost, and President are not eligible to serve on the promotion committee and shall not be present during the committee's deliberations, except when specifically invited by at least two-thirds (2/3) of the members of the committee. A faculty member holding an administrative appointment (as defined in Section K.11.2) of more than half (0.5) time ~~(0.5)~~ is not eligible to serve on the promotion committee unless the department code specifies otherwise. If a faculty member holding an administrative appointment does serve on the promotion committee, it is expected that they will not participate in discussions of the case at higher administrative levels. A faculty member with a conflict of interest is expected to recuse oneself.

For promotion of a tenured or tenure-track faculty member, the eligible department faculty members are all other tenured faculty members of higher level than the faculty member under consideration, and all of these eligible faculty members are voting members. For promotion of a non-tenure track faculty member, restriction to tenured faculty does not apply, so the eligible faculty members are all other faculty members of higher level than the faculty member under consideration. ~~but a~~ A department may specify in its code additional requirements for voting members. In the absence of such requirements, all eligible faculty members are voting members.

The promotion committee shall consist of all eligible department faculty members, ~~or, if so specified in the department code, a duly elected committee thereof,~~ unless this leads to a committee with fewer than ~~three (3)~~ five (5) voting members. If ~~a~~ the committee has fewer than ~~three (3)~~ five (5) eligible voting faculty members then additional eligible voting faculty members shall be selected from other departments within the University so as to produce a committee with ~~three (3)~~ five (5) voting members. A department may specify in its code a procedure for narrowing the pool of additional eligible voting members to faculty in disciplines similar to that of the candidate, possibly including faculty from other colleges. In the absence of such a procedure, the pool shall consist of all eligible voting faculty members on the promotion committees from all departments within the college. The department head shall draw the additional members of the promotion committee by lot from the pool of eligible voting faculty members. Faculty members from other departments may decline to serve on the promotion committee.

The voting departmental faculty members of the promotion committee shall select one of themselves to serve as the chair of the promotion committee.

E.13.3 Processing of Recommendations

After a recommendation is received from the promotion committee, a contrary recommendation shall be issued at a higher administrative level below the President only for compelling reasons that shall be stated in writing in their recommendation. The administrator shall send copies of their recommendation to the faculty member,

the chair of the promotion committee, and all administrators who have previously made recommendations. The chair of the promotion committee shall send copies to the other members of the promotion committee. If such a contrary recommendation is issued, the chair of the promotion committee and all administrators who have previously made recommendations shall be given seven (7) working days from the date of notification of the contrary recommendation to respond in writing to the administrator's reasons for opposition, and the contrary recommendation may be opposed at an even higher administrative level. The responses from the chair of the promotion committee and the administrators shall be forwarded to each successive administrator along with the recommendation and rationale for the contrary recommendation and all previous recommendations and responses.

A response from the chair of the promotion committee shall summarize the variety of opinions from the members of the promotion committee. If at least one-third (1/3) of the members of the promotion committee feel that a response is appropriate, then a response shall be sent by the chair. The response can state that only a minority of the committee members felt that a response was appropriate if that is the case.

In the event of a committee recommendation to deny promotion, or a recommendation by an administrative officer below the President to deny promotion, the reasons for the recommendation shall be made available promptly to the faculty member under consideration. ~~If the faculty member believes that the recommendation to deny promotion violated University policy or state or federal law, t~~The faculty member shall be given seven (7) working days from the date of notification of the recommendation to submit a written response ~~detailing this violation~~. This response shall be forwarded to each successive administrator along with all previous recommendations and responses.

E.13.4 Grievance

~~If the faculty member believes that an administrator's opposition to a recommendation to grant promotion violated University policy or state or federal law, and the Provost has endorsed the recommendation of the administrator not to grant~~

~~promotion,~~ If the promotion committee recommends the granting of promotion, but the Provost recommends the denial of promotion, then the faculty member may ~~appeal the decision through the grievance procedure~~ file a grievance via Section K to oppose the recommendation to deny promotion. In any grievance proceeding, the promotion committee shall be represented by ~~a member~~ the chair of the promotion committee ~~selected by the prevailing side of the committee~~. Although a grievance may not be filed until the Provost has made their recommendation to the President, the grievance shall be against the first administrator to recommend ~~the~~ denial of promotion. However, the effective date of notification of the grievant shall be the date of notification of the Provost's recommendation.

If the promotion committee recommends denial of promotion (including by a tie vote), the faculty member cannot grieve this recommendation. This is because grievances can be filed only against administrators, not fellow faculty. Also, a grievance cannot be filed against an administrator for supporting the recommendation of the promotion committee, since the first paragraph of Section E.13.3 states that this is what is expected of them.

When the department head is under consideration for promotion, the successive forwarding of the promotion committee's recommendation shall begin with the dean of the college, rather than the department head.

E.13.3~~4~~5 Notification of Presidential Action on Advancement in Rank *(last revised December 6, 2018)*

When the President has ruled on a recommendation relating to promotion for a faculty member, the faculty member shall be notified promptly in writing of the action taken. The decision of the President to grant or deny promotion is final.

E.13.6 Withdrawal of Application for Advancement in Rank

At any time before the final decision by the President, the faculty member may withdraw their application for promotion. In particular, once the Provost has made

their recommendation to the President, and the faculty member has been notified of this recommendation, the faculty member shall have ten (10) working days to withdraw their application for promotion by submitting a withdrawal request to the Provost.

Rationale:

The following major changes have been made:

The promotion committee now includes all eligible faculty members.

The promotion committee must now include at least five members. The current requirement of only three members has led to significant problems in interpreting the meaning of a 2-1 vote. Is this like a 5-1 vote, with one faculty member who is out of line with the rest of the department, or is it like a 5-4 vote with a significant fraction of the faculty on each side? In addition, the number of faculty has been growing, which makes it easier to have a committee with at least five members.

The promotion committee now selects its chair.

The new language clarifies how the report from the promotion committee is prepared and submitted by the promotion committee.

The new language makes it clear when responses to recommendations may be written and who may write them.

The new language makes it clear when denial of promotion is and is not grievable.

Language has been added to make it clear that the faculty member has the right to withdraw their application for promotion at any time prior to the final decision by the President.

In addition, several issues are made more clear. For example, it is made clear that a tie vote is not a majority vote.

Date: September 13, 2023

To: Melinda Smith
Chair, Faculty Council

From: Jennifer Martin
Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: **Faculty Manual Section E.14.3.2 Proposed Revision**

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

MOVED, THAT Section E. 14.3.2 OF THE ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL BE REVISED AS FOLLOWS:

E.14.3.2 Phase II Comprehensive Performance Reviews *(last revised June 21, 2011)*

A Phase II Comprehensive Performance Review is initiated when the academic supervisor decides that a tenured faculty member's performance in a Phase I Review was not satisfactory, or it may be initiated as described in Section E.15.4.1. The initiation of a Phase II Review is not grievable by the faculty member. A Phase II Review Committee of at least ~~three (3)~~ five (5) tenured peers at the same or higher rank as the faculty member shall be selected to conduct a comprehensive performance review according to procedures specified in the code of the academic unit. These peers shall be selected from the same academic unit as the faculty member, unless that academic unit is a department that is too small, in which case, some of the peers may be from other departments within the same college. The academic supervisor shall not be a member of the Review Committee, nor shall any other administrator at the same administrative level as the academic supervisor or higher. The procedure for the selection of these peers shall be specified in the code of the academic unit. If the selection procedures are not specified in the code of the academic unit, then a committee of ~~three (3)~~ five (5) tenured peers shall be drawn by lot from the eligible faculty members in the same academic unit as the faculty member. If the academic unit is a small department with fewer than ~~three (3)~~ five (5) eligible faculty members, then additional tenured peers shall be drawn by lot from the

eligible faculty members in the same college so as to increase the total number of committee members to ~~three (3)~~ five (5).

The code of each academic unit shall specify:

a. The procedure for the selection of a Phase II Review Committee;

b. Procedures for assuring impartiality and lack of bias among members of the Phase II Review Committee;

c. The criteria to be used by the Phase II Review Committee, including standards for evaluation which reflect the overall mission of the academic unit, and which permit sufficient flexibility to accommodate faculty members with differing responsibilities, effort distributions, and workloads;

d. The types of information to be submitted by the faculty member being reviewed; and

e. Any additional information to be used in evaluations, such as peer evaluations and student opinions of teaching.

As a result of a Phase II Comprehensive Performance Review, one (1) of the following three (3) outcomes shall be selected by a majority of the Phase II Review Committee:

a. The faculty member has met the reasonable expectations for faculty performance, as identified by their academic unit;

b. There are deficiencies, but they are not judged to be substantial and chronic or recurrent;

c. There are deficiencies that are substantial and chronic or recurrent.

Regardless of the outcome, the Review Committee shall prepare a written report and provide the faculty member with a copy. If the second outcome is selected, the

written report may recommend that the academic supervisor design a specific professional development plan to assist the faculty member in meeting expectations. If the third outcome is selected, then the written report shall explain what deficiencies led to that selection.

For either of the first two (2) outcomes, no further action is necessary. For the third outcome, taking into account the faculty member's actions, prior actions and history, and whether a pattern exists, the committee's written report shall recommend whether or not disciplinary action should be pursued as described in Section E.15.

The faculty member shall then have ten (10) working days to prepare a written response to this report. For informational purposes, both the report and the faculty member's response shall be forwarded to the academic supervisor, and, at successive steps, to each higher supervisor, ending with the Provost.

If the Review Committee selects the third outcome and identifies deficiencies that need to be remedied, the academic supervisor shall design a specific professional development plan indicating how these deficiencies are to be remedied and setting time-lines for accomplishing each element of the plan. The faculty member shall be given the opportunity to work with the academic supervisor on the design of this plan. This development plan shall be submitted to the next higher administrative level for approval, and the faculty member shall be given a copy of the approved plan. This professional development plan shall be considered to be part of the faculty member's official Personnel File (see footnote #2 regarding official Personnel File).

Rationale: The Committee must now include at least five members. The current requirement of only three members has led to significant problems in interpreting the meaning of a 2-1 vote. Is this like a 5-1 vote, with one faculty member who is out of line with the rest of the department, or is it like a 5-4 vote with a significant fraction of the faculty on each side.

Date: September 7, 2023

To: Melinda Smith
Chair, Faculty Council

From: Jennifer Martin
Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: **Faculty Manual Section E.15 Proposed Revision**

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

MOVED, THAT Section E. 15 OF THE ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL BE REVISED AS FOLLOWS:

E.15 Disciplinary Action for Tenured Faculty *(last revised February 3, 2022)*

The procedures set forth in this section of the Manual govern disciplinary action other than a Letter of Reprimand (see Section D.4.2) for tenured faculty members, including revocation of tenure and termination of appointment. These actions may occur in connection with either behavior or performance of professional duties. Disciplinary action other than a Letter of Reprimand for a tenured faculty member (hereinafter termed the “Tenured Faculty Member”) must follow the procedures outlined in this section of the Manual. These procedures shall be used in a manner that is consistent with the protection of academic freedom (see Section E.8) and confidentiality of all participants in such actions to the extent permitted by law. These procedures must not be used in an unfair, unreasonable, arbitrary, capricious, or discriminatory manner. Participants shall conduct themselves in accordance with the Code of Ethical Behavior (see Section D.9).

Any member of the University community who knowingly makes false statements as a part of these proceedings shall be subject to disciplinary action appropriate to their position within the University.

The University Grievance Officer (UGO) shall be charged with assuring the integrity of the E.15 processes, including discussions to achieve a mutually agreeable

resolution at any stage of the process, coordinating committee appointments and duties, and certifying that appropriate individuals participate in the process. At the discretion of the UGO, any of the time limits in Section E.15 may be extended for reasonable periods. Such extensions shall be reported immediately to all parties concerned.

Either of the following conditions may lead to formal disciplinary action:

a. Substantial neglect of assigned duties that prevents the Tenured Faculty Member from fulfilling their obligation to the University as stated in Section E.5.2 and impacts the department, college, or University; or actions that substantially impair the duties or responsibilities of others.

b. Behavior of the Tenured Faculty Member that (1) presents significant risk to the safety or security of members of the University community (e.g., violence) and/or (2) represents a serious violation of ethics (see Section D.9) and/or University policy (including, but not limited to, unlawful discrimination, research misconduct, harassment, bullying, retaliation, or misappropriation of funds).

There are two (2) avenues for discipline:

i. Acceptance of disciplinary action by the Tenured Faculty Member. The Tenured Faculty Member may agree to accept formal disciplinary action without a Hearing. In this case, there must be a written document stating that disciplinary action is being taken and detailing the disciplinary action and any agreements made. This document must be signed by both the Tenured Faculty Member and the Academic Supervisor to indicate their mutual agreement regarding the disciplinary action. The agreement by the Tenured Faculty Member to accept this action does not imply admission of responsibility for the charge. This action requires the approval of the Provost. If the Provost, after consultation with the UGO, determines that the disciplinary action is not appropriate, the Provost shall direct that the matter be referred to ~~a~~ the formal Hearing Process. This document stating the disciplinary action, if rejected, may not be used in the resulting Hearing.

ii. Disciplinary Action resulting from a formal Hearing. The University may impose disciplinary action against the Tenured Faculty Member. Possible disciplinary actions resulting from a formal Hearing include, but are not limited to, one or more of the following: letter of reprimand, reassignment of duties, mandatory education or training, monitoring, reduction in pay, suspension with or without pay, revocation of tenure, and termination of employment. Since faculty rank is an academic credential, reduction in rank may not be used as a disciplinary action unless the rank was obtained through fraudulent means. Some disciplinary actions may be for a specified period of time or until some condition is met, and some may be for an indefinite period of time, subject to later review. It is also possible that the Hearing will not result in any disciplinary action.

E.15.1 Initiating the Process

The disciplinary process shall be initiated when a written and signed statement (hereinafter termed the “Statement”), which specifies with reasonable particularity the alleged grounds for disciplinary action, is filed with the UGO by one or more of the following individuals: the academic supervisor, the college dean, or the Provost. Anyone may write the Statement, but one or more of the individuals listed in the previous sentence shall file it with the UGO in order to initiate the disciplinary process. Upon receipt of the Statement, the UGO shall notify the person(s) who filed the Statement that the disciplinary process has been initiated. Also, when the process has been completed, the UGO shall notify the person(s) who filed the Statement of the final outcome. In both cases, the person(s) who filed the Statement shall notify the person(s) who wrote the Statement.

E.15.2 Operational Procedures Prior to Completion of Formal Disciplinary Action

The UGO shall review the Statement to ensure that it alleges the existence of one or more of the conditions for disciplinary action listed in Section E.15.a or E.15.b. If the UGO finds that the Statement alleges one or more of these conditions, then, no later than three (3) working days following receipt of the Statement, the UGO shall provide

a copy of the Statement to the Tenured Faculty Member and inform the Academic Supervisor and the dean of the college (or the Provost if the Academic Supervisor is a dean) of the commencement of the disciplinary process. The Statement is deemed to have been received when it is delivered personally to the Tenured Faculty Member, or ten working days after it has been sent to the Tenured Faculty Member via email to their official CSU email address, or when receipt has been confirmed to the UGO by the Tenured Faculty Member.

Pending the outcome of this process, the Provost may assign the Tenured Faculty Member to other duties or take such other action as deemed appropriate, including suspension of duties, only if the Provost determines that the continued presence of the Tenured Faculty Member would threaten the safety or security of the Tenured Faculty Member or other persons or would substantially impair or disrupt the normal functioning of the University or one of its departments or divisions. Salary shall continue during the period of a suspension.

E.15.3 Discussions to Achieve a Resolution

No later than three (3) working days after confirming the adequacy of the Statement and notifying the appropriate parties, the UGO shall direct the Academic Supervisor, the college dean, and/or the Provost to enter into discussions with the Tenured Faculty Member in an effort to come to a resolution as to possible disciplinary action to be taken against the Tenured Faculty Member by mutual agreement.[3] The agreement by the Tenured Faculty Member to accept such action does not imply admission of responsibility for the charge(s).

If an agreement is reached, it requires the approval of the Provost. If the Provost determines that the agreement is appropriate, and the agreement does not involve revocation of tenure, ~~a~~ demotion, reduction in pay, resignation, or other separation from the University, the Provost is authorized to approve the agreement. If the Provost determines that the agreement is appropriate, and the agreement involves revocation of tenure, ~~a~~ demotion, reduction in pay, resignation, or other separation from the University, the agreement must be approved by the President. If the Provost

determines, after consultation with the UGO, that the agreement is not appropriate, the Provost shall direct that the matter proceed to ~~a~~ the formal Hearing Process. This agreement that states the disciplinary action, if rejected, may not be used in the resulting Hearing. If no agreement can be reached within five (5) working days of the UGO's directive to enter into discussions, the matter shall proceed to ~~a~~ the formal Hearing Process.

If the decision is made to proceed to ~~a~~ the formal Hearing Process, the Tenured Faculty Member shall be notified of the decision and given ten (10) working days to submit a written response (hereinafter termed the "Response") to the allegations in the Statement.

E.15.4 Hearing Process

If the allegations in the Statement are limited to performance of professional duties (Section E.15.a), then the procedures specified in Section E.15.4.1 are to be followed. If the allegations in the Statement are limited to behavior (Section E.15.b), then the procedures specified in Section E.15.4.2 are to be followed. If the Statement contains allegations involving both performance of professional duties and behavior, and each of the two procedures determines that a formal hearing is warranted, then a single Hearing shall be conducted with the participation of both of the Hearing Committees specified in Sections E.15.4.1 and E.15.4.2.

As appropriate, individuals appointed to serve on Hearing Committees assembled under the provisions of Section E.15 may have their effort distributions adjusted, as negotiated with their immediate supervisor, to reflect their involvement in the disciplinary process, or they may receive release time from some of their academic obligations.

E.15.4.1 Performance of Professional Duties

For allegations involving performance of professional duties as described in Section E.15.a, the charges shall be considered in a Phase II Review (see Section E.14.3.2)

before ~~they are considered in a~~ the formal disciplinary Hearing Process is initiated. The Phase II Review Committee shall determine whether or not ~~a~~ the formal disciplinary Hearing Process is warranted. The Provost may, for convincing reasons stated in writing, reverse the decision of the Phase II Review Committee, but this must be done within five (5) working days of being notified of the decision.

If the decision is made to conduct a formal disciplinary Hearing regarding allegations involving performance of professional duties, the Tenured Faculty Member's performance must be judged against the normal expectations within their department, taking into account the tenured faculty member's effort distribution (see Section E.9.1) and workload (see Section E.9.2). In this case, a Hearing Committee of at least six (6) members shall be formed. The persons eligible to serve on this Hearing Committee are the tenured faculty members of the Tenured Faculty Member's department who have the same or higher rank as the Tenured Faculty Member and who have no administrative duties (see Section K.11.2), but excluding the Tenured Faculty Member and their academic supervisor. The Department Code may specify the process for selecting the eligible faculty members to serve on the Hearing Committee. If the Department Code does not specify this process, then the Hearing Committee shall consist of six (6) eligible faculty members drawn by lot by the college dean. If there are fewer than six (6) faculty members of the department eligible for the committee, then additional members shall be drawn by lot by the college dean from a pool consisting of all tenured faculty members of the college who have the same or higher rank as the Tenured Faculty Member and who have no administrative duties (see Section K.11.2). The members of this Hearing Committee shall then select from their membership a chairperson who shall be a voting chair of the committee.

E.15.4.2 Behavior

If the Statement contains allegations involving behavior as described in Section E.15.b, then the UGO and the Chair of the Faculty Council shall jointly appoint a six (6) person Hearing Committee from the tenured faculty members of the Faculty

Grievance Panel (see Section K.15). Neither the Tenured Faculty Member nor their Academic Supervisor may be part of this committee. The members of this Hearing Committee shall then select from their membership a chairperson who shall be a voting chair of the committee.

If the Statement involves allegations of sexual harassment, discrimination, bullying, retaliation, or research misconduct, the procedures appropriate to those allegations shall be followed (see Appendices 1, 2, 3, 6, and 7) before a Hearing Committee is formed.

This Hearing Committee shall conduct a Preliminary Review in which they discuss the allegations in the Statement, evaluate the Tenured Faculty Member's Response and determine whether or not a Hearing is warranted. During this process, the Hearing Committee may request additional statements from the Tenured Faculty Member, the person(s) filing the Statement, and/or other persons deemed to have relevant information. The Hearing Committee shall then retire for private discussion, which shall be confidential. These deliberations shall be followed by a vote to determine if sufficient information exists to warrant a Hearing. The decision to conduct a Hearing requires a majority vote. The Provost may, for convincing reasons stated in writing, reverse this decision by the Hearing Committee, but this must be done within five (5) working days of being notified of the decision.

E.15.4.3 Removal of Hearing Committee Members

Members of a Hearing Committee who believe themselves sufficiently biased or interested that they cannot render an impartial judgment shall remove themselves from the committee on their own initiative. Challenges for cause may be lodged with the UGO by the Tenured Faculty Member, the person(s) who ~~submitted~~ filed the Statement, or any member of the Hearing Committee. The UGO shall decide all challenges with such advice from legal counsel for the University or from the Colorado Department of Law (Office of the Attorney General) as the UGO deems necessary or advisable. The UGO may remove a member of the Hearing Committee even though actual cause cannot be proven. The Tenured Faculty Member shall

have a maximum of two (2) challenges without stated cause, but such challenges must be made within five (5) working days of receiving notification of the membership of the Hearing Committee. If a member is removed from the Hearing Committee, then a replacement member shall be chosen by following the same procedures for the initial selection of the committee members in order to produce a Hearing Committee with six (6) members.

E.15.4.4 Hearing

a. The Hearing Committee(s) may hold organizational meetings which may include meetings with the Tenured Faculty Member, the Academic Supervisor, the person(s) filing the Statement, or other persons, as needed, to (1) clarify the issues, (2) effect stipulations of facts, (3) provide for the exchange of documentary or other information, (4) formulate a list of potential witnesses, and (5) achieve other pre-Hearing objectives as will make the Hearing fair, effective, and expeditious. The UGO shall be present at all meetings of the Hearing Committee(s). The Hearing Committee(s) decide what witnesses will be interviewed and will provide a written explanation of their decision to the UGO. The written explanation of the decision will be shared with Tenured Faculty Member and the person(s) filing the Statement.

b. The Tenured Faculty Member and the person(s) filing the Statement shall be notified in writing of the Hearing ~~and the specific allegations~~ within five (5) working days following the formal decision to proceed with the Hearing. Within five (5) working days of this notification, the Tenured Faculty Member and the person(s) filing the Statement must submit to the UGO any additional materials that they wish the Hearing Committee(s) to consider. The UGO shall forward these materials to the Hearing Committee(s) within three (3) working days of receiving them.

The Hearing shall commence no sooner than twenty (20) working days following receipt of the notice by the Tenured Faculty Member, unless the Tenured Faculty Member requests an earlier Hearing and the Hearing Committee concurs. A notice is deemed to have been received when it is delivered personally to the Tenured Faculty Member, or when it has been sent to the Tenured Faculty Member via email to their

official CSU email address, or when receipt has been confirmed by the UGO by the Tenured Faculty Member.

c. The Hearing and recommendations for action shall be limited to the allegations specified in the Statement. Any additional allegations emerging during the Hearing may be considered only after a new Statement regarding such allegations has been filed with the Hearing Committee(s) and the Tenured Faculty Member has been given an opportunity to submit a new written Response.

d. The Hearing shall be closed, and the proceedings shall remain confidential to the extent permitted by law. During the Hearing, ~~the Tenured Faculty Member and~~ the UGO shall be present at all times, and the Tenured Faculty Member shall be invited to be present at all times. In addition, the Tenured Faculty Member and the Hearing Committee(s) shall each be permitted to have a maximum of two (2) advisors present, consisting of academic advisors and/or legal counsel. These advisors may provide advice and assistance, but they may not actively participate in the proceedings, such as making objections or attempting to argue the case (however, if an advisor is called as a witness, the advisor is allowed to participate in this capacity). Advisors for any participant shall be free to advise the participant fully throughout the proceeding, including assisting the participant in formulating any required written documentation and helping the participant prepare for any oral presentations.

e. The Hearing shall be recorded, a copy of the recording shall be made available, without cost, to the Tenured Faculty Member, and a verbatim transcription shall be made available without cost to the Tenured Faculty Member at the Tenured Faculty Member's request.

f. At least five (5) working days prior to the Hearing, the Tenured Faculty Member and the person(s) filing the Statement ~~Hearing Committee(s)~~ shall be provided ~~at least five (5) working days prior to the Hearing~~ with all written documents scheduled to be presented and the names of all witnesses scheduled to be heard in the proceedings, along with the nature of their proposed testimony. The administration

shall cooperate with ~~the Tenured Faculty Member and~~ the Hearing Committee(s) to the extent possible in securing witnesses and making documentary and other information available.

If the need arises, the Hearing Committee(s) may decide to request additional written documents or call additional witnesses during the Hearing. If so, the Tenured Faculty Member must be given the opportunity to prepare a response to such changes, and this may include presenting new written documents and/or calling additional witnesses. This may require adjournments of the Hearing for periods that the Hearing Committee(s) deem appropriate.

g. The Tenured Faculty Member ~~and the Hearing Committee(s)~~ shall have the right to see all written evidence presented, hear all testimony, and question all witnesses. Furthermore, the Tenured Faculty Member must be afforded the opportunity to question the person(s) filing the Statement. If any person filing the Statement refuses to appear as a witness, then the Hearing shall conclude immediately, and no disciplinary action shall be taken as a result of this Hearing (although the same allegations may be considered again in a newly initiated Hearing). However, harassment of witnesses by the Tenured Faculty Member, as determined by a concurrence of at least two-thirds (2/3) of the members of the Hearing Committee(s), is prohibited. Also, if it is deemed appropriate by at least two-thirds (2/3) of the members of the Hearing Committee(s), the questioning of one (1) or more witnesses may occur with the parties being in different physical locations, but the questioning must occur in a real-time, spontaneous format (e.g., a video conference or a teleconference), unless at least two-thirds (2/3) of the members of the Hearing Committee concur that this is not feasible.

h. The person(s) filing the Statement shall not be present during the testimony of others, unless specifically invited by the Hearing Committee(s). Such an invitation must be agreed to by at least two-thirds (2/3) of the members of the Hearing Committee(s). Such an invitation does not include the right to question either the Tenured Faculty Member or any other witnesses, unless this right is included

explicitly in the invitation. If such an invitation is made, the invited person shall be permitted to have a maximum of two (2) advisors present, consisting of academic advisors and/or legal counsel. These advisors may provide advice and assistance, but they may not actively participate in the proceedings (however, if an advisor is called as a witness, the advisor is allowed to participate in this capacity).

i. The Hearing Committee is not bound by strict rules of legal evidence. Every possible effort shall be made to obtain the most reliable information available.

j. If one or more members of the Hearing Committee cannot complete the Hearing and reporting process, then this process shall continue without them. However, if fewer than five (5) members of the Hearing Committee are able to complete this process, then the process shall be terminated, a new Hearing Committee shall be formed, and a new Hearing shall be conducted.

E.15.5 Procedures Following Completion of the Hearing

After the completion of the Hearing, the Hearing Committee(s) shall retire for private discussion and review with the UGO being present. These deliberations shall remain confidential to the extent permitted by law. If there are two (2) Hearing Committees, they shall have separate deliberations and make separate recommendations.

Each Hearing Committee shall evaluate the information presented to determine if the condition required for disciplinary action exists related to its particular charge (behavior or performance of professional duties). If the Hearing Committee determines that the condition does not exist, then it shall issue a report that states that finding. If the Hearing Committee determines that the condition does exist, then it shall issue a report that states that finding and makes a recommendation for appropriate disciplinary action. In deciding upon appropriate disciplinary action, the Hearing Committee shall consider the totality of the circumstances, including the egregiousness of the Tenured Faculty Member’s actions, the prior actions and history of the Tenured Faculty Member, and whether a pattern exists.

The written report of the Hearing Committee shall include a comprehensive and detailed summary of the relevant facts and the conclusions reached in assessing those facts. ~~If any members of the Hearing Committee disagree with the Committee's recommendation, they shall jointly prepare a minority statement explaining their reasons for disagreement with the majority, and this shall be part of the Hearing Committee's report.~~ If the Recommendation from the Hearing Committee is not unanimous, the report shall explain the reasoning of the dissenting minority, as well as that of the majority.

The Hearing Committee shall issue its final report no later than ten (10) working days after the conclusion of the Hearing.

E.15.6 Recommendations for Disciplinary Action

If at least two-thirds (2/3) of the members of the Hearing Committee concur that disciplinary action is appropriate, a written report shall be prepared that states this conclusion, recommends specific sanctions, and specifies the reasons for this recommendation. The report must include a review of the information and an explanation of the grounds for the recommendation. The sanction(s) recommended must be reasonably related to the seriousness of the offense and may take into account the totality of the circumstances.

A recommendation for revocation of tenure and/or termination of appointment requires the concurrence ~~on~~ of at least two-thirds (2/3) of the members of the Hearing Committee.

If less than two-thirds (2/3) of the members of the Hearing Committee concur that disciplinary action is appropriate, a written report shall be prepared that recommends that no disciplinary action be taken.

E.15.7 Disposition of the Hearing Committee's Report

The Hearing Committee's written report~~, which may include a minority statement,~~ shall be transmitted to the Tenured Faculty Member and their Academic Supervisor, the person(s) filing the Statement, and, at successive steps, to the dean and the Provost.

The Tenured Faculty Member and the person(s) filing the Statement, shall have the right to object in writing to the recommendation of the Hearing Committee. Such an objection shall be limited to five (5) typed pages with normal font size, and it must be submitted to the Faculty Member's Academic Supervisor, no later than five (5) working days after receipt of the Hearing Committee's report. Any objections shall be attached to the recommendation of the Hearing Committee and considered together with this recommendation at each successive level in the administrative chain.

E.15.8 Administrative Action on the Hearing Committee Recommendations

After a recommendation is received from the Hearing Committee, the Academic Supervisor shall review the Hearing Committee's report and recommendation and any written objections and make their own recommendation to the dean within five (5) working days, with copies sent to the Tenured Faculty Member and the person(s) filing the Statement. The dean shall then review the Hearing Committee's report and recommendation, any written objections, and the recommendation from the Academic Supervisor and make their own recommendation to the Provost within five (5) working days, with copies sent to the Tenured Faculty Member, the person(s) filing the Statement, and the Academic Supervisor. If two (2) separate Hearing Committees have made two separate recommendations, each recommendation is considered separately until the two recommendations reach the Provost. The Provost shall then combine the two separate recommendations and make a single recommendation to the President. If someone in the administrative chain fails to issue a recommendation within ~~five (5) working days~~ the specified time limit, the matter shall be forwarded to the next administrative level for review.

If the Provost must combine two separate recommendations into a single recommendation to the President, then the decision of the President is final.

Otherwise, the decision of the Provost is final, unless the decision involves revocation of tenure, ~~a~~ demotion, reduction in pay, resignation, or other separation from the University. If the decision of the Provost involves revocation of tenure, ~~a~~ demotion, reduction in pay, resignation, or other separation from the University, then that decision shall be forwarded to the President as a recommendation, and the decision of the President is final. A final decision by the Provost or a recommendation by the Provost to the President must be made within ten working (10) days of receiving the recommendation from the dean. A final decision by the President must be made within ten (10) working days of receiving the recommendation from the Provost.

An alternate recommendation or final decision that is either more or less severe than the recommendation made by the Hearing Committee(s) shall be issued at a higher administrative level only for compelling reasons that shall be stated in writing to the Tenured Faculty Member, the person(s) filing the Statement, the Hearing Committee(s), and all previous administrators in the administrative chain. In the case of an alternate recommendation, the Tenured Faculty Member, the person(s) filing the Statement, the Hearing Committee(s), and the previous administrators in the administrative chain shall be given five (5) working days from the date of notification of the alternate recommendation to object in writing to the administrator's reasons for making the alternate recommendation, and the alternate recommendation could be reversed at an even higher administrative level. If the Provost must make a recommendation to the President, the Provost's recommendation shall be communicated in writing to the Tenured Faculty Member, the person(s) filing the Statement, the Hearing Committee(s), and all previous administrators in the administrative chain, and it may be objected to the President in the same manner within five (5) working days. Objections shall each be limited to five (5) typed pages with normal font size and shall be forwarded to each successive administrator along with the alternate recommendation and the rationale for it.

E.15.9 Written Records

The recording of the Hearing, the verbatim transcription if requested by the Tenured Faculty Member, and all written records of E.15 documents and proceedings, including the Statement and Response; supporting documents; committee reports and recommendations, ~~including any minority statement(s);~~ administrative reviews of committee recommendations; alternate recommendations; objections to any recommendations; and final decisions, shall be kept on file in the archives of the UGO for three years or for the duration of the employment of the Tenured Faculty Member, whichever is longer, and these shall be considered to be part of the Tenured Faculty Member's official Personnel File (see footnote #2 regarding the official Personnel File).

E.15.10 Term of Continuation of Faculty Salary and Benefits Following Termination of Appointment

Employment, together with salary and benefits, shall terminate upon a final decision to terminate an appointment. However, employment may continue for a period not to exceed one (1) year if the President independently determines or concurs with a recommendation that employment be continued for that specified period to enable the Tenured Faculty Member to complete essential responsibilities.

E.15.11 Time Limit for Action by the Provost

The Provost must act on the final decision regarding disciplinary action within ten (10) working days of the reporting of that decision.

Rationale:

It is made clear that the Hearing Committee decides what witnesses it will interview.

The wording has been changed to clarify the intention that the Tenured Faculty member has the right to be present at all times. The current wording is not clear. Does it mean that the hearing cannot occur if the Tenured Faculty Member refuses to

attend? If so, this allows the Tenured Faculty Member to avoid discipline simply by refusing to attend the hearing. Does the current language mean that the Tenured Faculty Member is required to attend the hearing, and that they can be disciplined for refusing to attend? Neither of these interpretations is the intent of the language. The intent is to state that the Tenured Faculty Member has the right to attend the hearing, but they are not required to attend.

In several places, timelines are made clear.

Date: September 14, 2023

To: Melinda Smith
Chair, Faculty Council

From: Jennifer Martin
Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: **Faculty Manual Section K Proposed Revision**

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

MOVED, THAT SECTION K OF THE ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL BE REVISED AS FOLLOWS:

SECTION K. RESOLUTION OF DISPUTES *(Last revised December 6, 2019)*

K.1 General Information *(last revised December 6, 2019)*

Colorado State University is committed to the timely and fair resolution of disputes. Section K describes procedures for a CSU employee who is a faculty member or administrative professional to challenge a decision, recommendation or action by a supervisor that has or will have an adverse academic and/or professional impact on the faculty member or administrative professional and that is unfair, unreasonable, arbitrary, and/or capricious. If a decision, recommendation or action by a supervisor is retaliatory, it may serve as the basis for a grievance if it has or will have an adverse academic and/or professional impact on the faculty member or administrative professional and is unfair, unreasonable, arbitrary, and/or capricious. Section K provides ~~three~~ two avenues for resolution of such claims: a) informal ~~conciliation, b)~~ mediation~~,~~ and b) a formal grievance hearing process.

Several additional offices on campus are available to assist with the resolution of ~~other disputes~~ conflicts. See the website ~~for~~ https://employeeconflictresolution.colostate.edu for a list of such resources. In particular, note the Office of the Ombuds ~~and Employee Assistance Program for details and contact information~~. An overview of the procedures described in Section

K can be found on the website https://universitygrievanceofficer.colostate.edu of the University Grievance Officer.

K.1.1 Participants in the Section K Process and Definition of Terms *(last revised December 6, 2019)*

Employee Classification – The type of position, either faculty member or administrative professional, held by the employee.

Grievance Panel – A pool of faculty members or administrative professionals who are elected by their peers and who are eligible to serve on Hearing Committees.

Grievant – A CSU employee who is a faculty member or administrative professional and who asserts that one or more decisions, recommendations or actions by a supervisor (1) has an adverse academic and/or professional effect on the faculty member or administrative professional, and (2) is unfair, unreasonable, arbitrary, and/or capricious.

Hearing Committee- A group of five (5) faculty members or administrative professionals from a Grievance Panel who are convened to review and make recommendations about a Grievance.

Parties – The Parties to a Grievance are the Grievant(s) and the Supervisor(s).

Responsible Administrator – A university official to whom the Supervisor in a Grievance reports and who oversees the activities of the unit where the Grievant is employed.

Reviewing Administrators – University officials, namely the Provost and President, responsible for reviewing recommendations from a Hearing Committee and deciding whether or not to accept them. These senior officials are also responsible for supporting, respecting, and enforcing the process and providing required financial resources.

Supervisor – A university administrator, faculty member, or administrative professional who either directly oversees the work of the Grievant or who makes decisions directly affecting the terms and conditions of the Grievant's employment. A supervisor also can be a state classified employee who directs the work of an administrative professional.

University Grievance Officer (UGO) – The university official responsible for administering the Section K process advising Grievants and Supervisors, and coordinating involvement by others.

~~University Mediator (UM) – A neutral person from the university community appointed by the UGO to facilitate a resolution of a dispute or Grievance between a Grievant and a Supervisor.~~

K.2 Expectations for Members of the University Community

a. Cooperation and participation by the members of the University community in the resolution of a complaint under these procedures is necessary.

b. All witnesses shall be truthful in their testimony. Failure to comply with this expectation may result in the imposition of University sanctions.

c. No person shall restrain, interfere with, coerce, attempt to intimidate, or take any reprisal against a participant in the Section K process. Failure to comply with this expectation may result in the imposition of University sanctions.

K.3 Definition of an Action, Grievable Action, and Grievance *(last revised December 6, 2019)*

An Action is a decision, recommendation or other act by a Supervisor.

A Grievable Action is an Action by a Supervisor that has or will have an adverse academic and/or professional effect on the Grievant and is unfair, unreasonable, arbitrary, and/or capricious. If an Action by a Supervisor is retaliatory, it may serve as

the basis for a Grievance if it has or will have an adverse academic and/or professional impact on the Grievant and is unfair, unreasonable, arbitrary, and/or capricious.

A Grievance is a written complaint by a Grievant asserting that a Grievable Action has occurred.

K.3.1 A Grievable Action does not include: *(last revised December 6, 2019)*

a. An issue that does not individually affect a faculty member or administrative professional, such as dissatisfaction with a university policy of general application.

b. Actions specified in the *Academic Faculty and Administrative Professional Manual* as "final" and thus not subject to redress through the grievance process. Any action deemed "final" constitutes exhaustion of internal grievance procedures.

c. An act by any person who is not the Grievant's Supervisor.

d. Terms agreed to by the Grievant under a Section K mediation agreement.

e. Acts in response to violations of law or endangerment of public safety.

f. Placement on paid administrative leave.

g. A subsequent complaint for the same action by the same supervisor once a Grievance regarding the original complaint has concluded.

h. Termination of "at-will" employees. For information about the university's policy regarding at-will employees and the recommended steps and considerations for termination of at-will employees, employees should refer to the university policy for Administrative Professionals and Non-Tenured Academic Faculty ("At Will" Employment) found in the CSU Policy Library (see also Section D.5.6 and E.2.1 of the *Academic Faculty and Administrative Professional Manual).* Employees may

contact the University Grievance Officer with questions about disciplinary action or termination of at-will employees.

K.3.2 Types of Grievable Actions and Burden of Proof *(last revised December 6, 2019)*

K.3.2.1 ("Class A") *(last revised December 6, 2019)*

In a Grievance that involves a complaint about the following specific actions, the burden of proof falls upon the Supervisor:

a. reduction of salary and/or demotion;

b. violation of academic and/or intellectual freedom; or

c. assignment of unreasonable workload.

K.3.2.2 ("Class B")

In a Grievance that involves complaints about a term or condition of employment other than those specific cases that are identified above in Section K.3.2.1, the burden of proof falls upon the Grievant. Examples of such Grievances include:

a. ~~decision on the amount of salary~~ annual salary adjustment;

b. denial of tenure and/or promotion;

c. receipt of a lower evaluation than deserved on a performance review;

d. denial of sabbatical leave.

K.3.3 Determination of the Validity of a Grievance

a. The UGO shall determine whether a Grievance sets forth a Grievable Action, i.e., whether there is a sufficient basis to pursue a hearing (see Section K.~~96~~), based on the written complaint by the Grievant and the Supervisor's response, as well as any

supporting materials. The UGO may seek appropriate legal advice (see Section K.12.6). This determination by the UGO shall be made within five (5) working days of receiving the Grievant's written complaint and the Supervisor's response.

b. If the Grievant disagrees with the UGO's determination, he or she may appeal this decision. Such an appeal must be made in writing to the Chair of the Grievance Panel (see Section K.11.1) ~~having the same~~ for the Employee Classification ~~as~~ of the Grievant within ten (10) working days of receiving written notification via email of the determination by the UGO. If such an appeal is submitted, the Chair of the Grievance Panel shall form an Appeal Committee consisting of three (3) members from the Grievance Panel, including the Chair of the Grievance Panel, for the purpose of reviewing whether the UGO's determination should be reversed or affirmed. The Chair of the Grievance Panel shall chair the Appeal Committee and recruit members following the same procedure as for the formation of a Hearing Committee (see Section K.11.4). The Appeal Committee shall consider the appeal, the written Complaint of the Grievant and any supporting materials provided by the Grievant, as well as the response of the Supervisor and any supporting materials that are included. Within ten (10) working days of the submission of the appeal, the Appeal Committee, with legal advice if appropriate, shall make a determination solely regarding the validity of the Grievant's appeal, specifically whether the Grievance sets forth a Grievable Action. The Appeal Committee's determination shall be made by a majority vote. The Appeal Committee's determination shall be final. The Appeal Committee shall ~~include~~ send a written report to the UGO and the Grievant notifying them of its decision. If the Appeal Committee reverses the determination of the UGO, the members of this Appeal Committee shall not serve on a Hearing Committee for this Grievance.

c. If it is determined that a Grievance sets forth a Grievable Action, then the UGO shall make a determination of whether the Grievance is Class A or Class B.

K.3.4 Basis of Proof

The basis of proof regarding a Grievable Action is determined by a preponderance of the evidence (i.e., that the claim is more likely to be true than not to be true).

K.4 The Right to Grieve

K.4.1 Persons Entitled to Grieve

Any faculty member or administrative professional may pursue resolution of a Grievable Action. Grievances by more than one employee from a single administrative unit may be joined into a common grievance if, in the opinion of the UGO, their Grievances have sufficient commonality to be heard collectively, and if those employees filing Grievances from a single unit agree to join in a common Grievance.

K.4.2 Process

If a Grievant initiates the Section K process, the Grievable Action shall not be effective prior to the completion of the Section K process.

K.4.3 Section K Process

In the spirit of reaching an expeditious resolution of disputes, an aggrieved employee shall follow all applicable parts of the Section K process before initiating legal action with external agents or agencies. However, the Grievant has the right to seek legal advice from outside counsel at any point during the Grievance process. Nothing in Section K shall supersedes the Grievant's rights under federal and/or state laws.

K.5. Initiation of the Section K Process

In order to initiate the Section K process, an administrative professional or a faculty member must contact the UGO in writing no later than twenty (20) working days after the date of the Action giving rise to the Grievable Action or that point in time when the individual could reasonably be expected to have knowledge that a basis for a grievance existed. The UGO shall then meet with the Grievant to discuss the claim.

If the administrative professional or faculty member does not contact the UGO in writing within the required twenty (20) working days, then they forfeit their right to pursue the Section K process (unless the UGO, at the UGO's discretion, decides that extenuating circumstances justify an extension of this deadline).

Within five (5) working days after meeting with the Grievant, the UGO shall contact the Supervisor to schedule a meeting to discuss the claim. After meeting with the Supervisor, the UGO will attempt to resolve the dispute through informal ~~conciliation~~ mediation for a period of up to twenty (20) working days. This may include additional meetings with the Grievant and the Supervisor individually and/or together, as well as meetings with other persons as approved by the Grievant. If informal ~~conciliation~~ mediation is not successful in resolving the dispute, the UGO will notify both the Grievant and the Supervisor of this outcome.

The UGO is not required to pursue informal ~~conciliation~~ mediation if the Action ~~dooes~~ does not constitute a Grievable Action. However, the UGO, at the UGO's discretion, may decide to pursue informal ~~conciliation~~ mediation prior to making a determination of whether or not the Action constitutes a Grievable Action.

~~**K.6 Mediation** *(last revised December 6, 2019)*~~

K.6~~.1~~ Initiation of the ~~Mediation~~ Formal Hearing Process *(last revised December 6, 2019)*

If the Grievant is notified by the UGO that informal ~~conciliation~~ mediation was not successful in resolving the dispute, then the Grievant may choose to initiate the ~~mediation~~ formal hearing process. This must be done within five (5) working days of receiving such notification, and this is done by submitting to the UGO a formal written Complaint. This Complaint must specify the Supervisor and the Grievable Action(s); how this Action has or will have an adverse academic and/or professional impact on the Grievant; and how the Supervisor was unfair, unreasonable, arbitrary, and/or capricious. In some cases, it may be necessary for the UGO to return the Complaint to the Grievant for editing before it has an acceptable format. The formal hearing

process will take place only if it is determined that at least one of the Action(s) specified in the Complaint is a Grievable Action.

If the Grievant does not contact the UGO in writing within the required five (5) working days, then they forfeit their right to pursue the ~~mediation process or the~~ formal hearing process (unless the UGO, at the UGO's discretion, decides that extenuating circumstances justify an extension of this deadline).

Within three (3) working days of receiving an acceptable Complaint from the Grievant, the UGO shall forward the Complaint to the Supervisor for a formal written Response. The Supervisor shall submit this Response to the UGO within five (5) working days of receiving the Complaint from the UGO. This response shall be limited to addressing the claims and statements made in the Complaint. In some cases, it may be necessary for the UGO to return the Response to the Supervisor for editing before it has an acceptable format. Within three (3) working days of receiving an acceptable Response from the Supervisor, the UGO shall forward the Response to the Grievant.

If the Supervisor whose Action is being challenged is no longer ~~is~~ employed by the university or no longer holds the relevant supervisory position, then the Responsible Administrator(s) for the unit shall decide, at the Administrator's discretion, who should represent the unit in the Section K process. The unavailability of the original Supervisor does not affect the right of a Grievant to pursue the Section K process.

When a faculty member is grieving the denial of tenure and/or promotion (see Section E.13.2~~1,~~ paragraph~~s 4 and 5~~ 6 or Section E.10.5.1 paragraph 6), in the case of a negative recommendation by the department head, the Complaint shall be filed against the department head, who shall be responsible to respond. In the case of a positive recommendation by the department head, but a negative recommendation by the dean of the college, the complaint shall be filed against the dean, who shall be responsible to respond. In the case of positive recommendations by both the department head and the dean, but a negative recommendation by the Provost, the complaint shall be filed against the Provost, who shall be responsible to respond.

~~Within five (5) working days after receiving the Response from the Supervisor, the UGO shall select a University Mediator (UM) from the pool to mediate the dispute, and the UGO shall notify the Grievant and the Supervisor of the UM selected. The UM shall have the same Employee Classification as the Grievant. The Grievant and/or the Supervisor shall have five (5) working days from the date of this notification to object to the choice of UM. Such an objection may be based only on the UMs prior or current relationship with Grievant and/or the Supervisor and/or the UM's knowledge of previous related disputes. If objections arise, the UGO may decide to select a different UM. The UGO shall make the final decision on the assignment of a UM, and the UGO shall notify the UM of the UM's assignment within three (3) working days of this decision.~~

~~The UGO is not required to pursue mediation if the Action does not constitute a Grievable Action. However, the UGO, at the UGO's discretion, may decide to allow mediation to occur prior to making a determination of whether or not the Action constitutes a Grievable Action.~~

~~In some cases, the UGO may decide that mediation is unlikely to be productive and that the mediation process should not be initiated. This is generally the case when a faculty member is grieving the denial of tenure and/or promotion. If the UGO decides not to initiate the mediation process, the UGO shall notify the Grievant and the Supervisor of this decision. The Grievant shall then decide whether or not to initiate a formal grievance hearing (see Section K.9).~~

~~K.6.2 Mediation Process~~

~~a. Within ten (10) working days of being assigned by the UGO, the UM shall meet with the Grievant and the Supervisor, discuss their respective positions, and review relevant information.~~

~~b. If the UM believes there is a reasonable chance that mediation efforts may produce a resolution of the dispute, the Grievant, the Supervisor, and the UM shall~~

~~enter into a mediation period of up to twenty (20) working day to attempt to resolve the dispute.~~

~~c. The goal of mediation is for the Grievant and the Supervisor to come to a mutual agreement where reconcilable differences are resolved and where the Grievant and the Supervisor are able to work together in an amicable and productive manner in the future. Successful mediation generally requires compromise by both the Grievant and the Supervisor. If a successful agreement is reached, then the Section K process is completed.~~

~~However, failure by the Supervisor to abide by the terms of the agreement is grievable.~~

~~d. If the UM decides that mediation efforts are not productive, then the UM may choose to terminate the mediation period at any time.~~

~~e. If the mediation period expires or is terminated, the UM shall notify the UGO of this situation in writing within three (3) working days. The UGO shall then notify the Grievant and the Supervisor of this situation within three (3) working days of receiving this notification from the UM. The Grievant shall then have five (5) working days after receiving this notification from the UGO to initiate the formal hearing process regarding any Grievable Action (see Section K.9).~~

~~f. Documentation and other communication created specifically in connection with the resolution of a dispute shall be considered to be part of the Grievant's and the Supervisor's personnel file.[1] Under the Dispute Resolution Act, C.R.S. 13-22-301 et seq., documents and communications that are created solely from the mediation process are confidential and shall not be disclosed and they may not be used as evidence during a Grievance Hearing, except by mutual agreement of the Grievant and the Supervisor, or as may be required by law. When a resolution is reached, documentation and other communication created during the mediation process shall be forwarded to the UGO, who shall retain the materials. Records created prior to initiation of the mediation process are not considered confidential communications~~

~~and may be used in a Grievance Hearing. Information and documents that are otherwise relevant do not become confidential merely because they are presented, discussed, or otherwise used during the course of mediation.~~

~~K.9 Initiating the Hearing Process~~

~~If the grievant is notified by the UGO that mediation was not successful in resolving the dispute, then the Grievant may choose to initiate the hearing process. This must be done within five (5) working days of receiving such notification, and this is done by informing the UGO in writing of the decision to initiate the hearing process. This may be done only if the Actions(s) specified in the Complaint have been determined to be Grievable Action(s).~~

Within ten (10) working days of notification that <u>informal</u> mediation was not successful, the Grievant must submit to the UGO in writing a list of the materials that the Grievant intends to submit at the Hearing, a list of the witnesses that the Grievant intends to call at the Hearing, and the relevance of these materials and witnesses. Within twenty (20) working days of notification that mediation was not successful, the Grievant must submit to the UGO copies of the materials that the Grievant intends to submit at the Hearing. To the extent permitted by law and University policy, each of these submissions from the Grievant shall be forwarded to the Supervisor within three (3) days of their receipt by the UGO.

Within ten (10) working days of receiving the Grievant's list of materials and witnesses, the Supervisor must submit to the UGO in writing a list of the materials that the Supervisor intends to submit at the Hearing, a list of the witnesses that the Supervisor intends to call at the Hearing, and the relevance of these materials and witnesses. Within twenty (20) working days of receiving the Grievant's list of materials and witnesses, the Supervisor must submit to the UGO copies of the material that the Supervisor intends to submit at the Hearing. To the extent permitted by law and University policy, each of these submissions from the Supervisor shall be forwarded to the Grievant within three (3) days of their receipt by the UGO.

The UGO has the right to question and determine the applicability, reasonableness, and relevance to the hearing process of any submitted material. This right may include the refusal by the UGO to accept and forward submitted materials until the UGO judges that they are in compliance with the requirements of Section K (see Section K.~~10~~9.4). Failure by either the Grievant or the Supervisor to bring documents into compliance with Section K requirements by a deadline set by the UGO shall, at the discretion of the UGO, result in the forwarding by the UGO of redacted materials. In this case, the person who submitted the materials will be notified of this decision and sent copies of the redacted materials. In an extreme case, the UGO may decide that the Grievant has forfeited the Grievant's right to pursue the hearing process and notify the Grievant of this decision.

K.7 Documentation *[moved here from earlier]*

~~a. Either the~~ The UGO ~~or the UM assigned to the case~~ may request, and is entitled to receive promptly, any and all materials from the participants in the Grievable Action that ~~either~~ the UGO ~~or the UM~~ may deem relevant to the dispute.

~~b. Any formal resolution reached during mediation by the participants must be in writing and is subject to approval of legal sufficiency by the Office of General Counsel and approval by any other necessary individuals.~~

K.8 Right to Clerical Assistance [*moved here from earlier]*

A Grievant has the right to clerical support from University personnel for preparation of documents for use in this process. Because maintenance of confidentiality is an important element of the Section K process, the clerical support should come from a unit at the next higher level than the one in which the Grievant is housed (e.g., from the college level, for a faculty member, or from the Office of the Provost, for a department head).

K.~~10~~9 Grievance Procedure

K.~~10~~9.1 Hearing Committee

As described in Section K.11.4, a Hearing Committee shall be selected by the UGO, which consists of five (5) members, one of whom shall serve as the Chair of the Hearing Committee. The UGO shall notify the Parties of the members. The Parties shall then have three (3) working days to challenge for cause members of the Hearing Committee. A challenge for cause must be based on a claim that the challenged member of the Hearing Committee, through involvement with the Grievant, the Supervisor, and/or the Grievable Action, may be incapable of rendering an impartial judgment regarding the Grievance. The UGO, with appropriate legal advice (see Section K.12.6), shall decide all such challenges. Members successfully challenged shall be excused from the Hearing Committee and replaced by the UGO as described in Section K.11.4. The UGO may excuse a member of the Hearing Committee even though actual cause cannot be proven.

The UGO shall then set the date(s), time(s), and locations(s) for the Hearing and forward to the members of the Hearing Committee the Complaint, the Response, the lists of witnesses to be called by the Parties, the materials to be submitted by the Parties, the relevance of these witnesses and materials, and any additional material that the UGO deems to be relevant to the Hearing. The UGO shall provide copies to the Parties of all material submitted to the Hearing Committee. If the UGO has decided to redact some of the material submitted by either Party, then that Party may appeal this decision in writing to the Chair of the Hearing Committee. This must be done within five (5) working days of this person being notified of the submission by the UGO. If such an appeal is submitted, the Chair of the Hearing Committee shall make a decision regarding the matter within five (5) working days of receiving the appeal. The decision of the Chair of the Hearing Committee shall be final.

Any member of the Hearing Committee may request that the UGO provide additional materials or that additional witnesses be called (with the relevance of such witnesses being explained). Upon approval of the Chair of the Hearing Committee, these requests will be accommodated to the extent permitted by law and University

policy. Each Party will be sent copies of such additional materials and notified of additional witnesses and their relevance.

For a Class B Grievance, since the burden of proof is on the Grievant, the Hearing Committee may decide without a Hearing that the Complaint lacks substantive merit under the criteria specified in Section K.3 and that a Hearing will not take place. Such a decision requires a unanimous vote by the Hearing Committee. The Grievant shall have the right to appeal to the Provost a recommendation made by a Hearing Committee without a Hearing.

K.~~10~~9.2 Conduct of Grievance Hearings

The rules and procedure outlined below shall apply in any formal Grievance Hearing conducted by a Hearing Committee.

a. Grievance Hearings are confidential and closed to the public.

b. Each Party to the Grievance shall be permitted to have a maximum of two (2) advisors present, consisting of peer advisors and/or legal counsel. These advisors may help the Party prepare for the proceedings, including the preparation of any required written documentation, and may advise the Party during the proceedings, but no advisor may participate actively in the proceedings. Advisors may not make statements, objections or attempt to argue the case (however, if an advisor is called as a witness, the advisor is allowed to participate in this capacity). The only persons who have standing to speak at the Hearing are the members of the Hearing Committee, the UGO, the Parties to the Grievance, and any witnesses called. Each Party shall identify their advisors at the opening of the Hearing and neither Party shall have the right to delay the Hearing because of a lack of or unavailability of advisors, except if an emergency occurs.

c. The Chair of the Hearing Committee (see Section K.11.4) shall open the Hearing by determining that all parties are present and by identifying the advisors chosen by each Party.

d. Once initiated, the Hearings shall continue on a daily basis, depending on the convenience of the Parties, and, the Hearing shall be concluded within ten (10) working days of its opening.

e. The Parties to a Grievance have the responsibility to attend all scheduled meetings of the Hearing. No substitutes for the Parties shall be allowed. If a Party is unable or unwilling to attend any scheduled meeting of the Hearing, the meeting may be held ex parte.

f. If it is deemed appropriate by a majority of the members of the Hearing Committee, a person may participate in the Hearing from a different physical location (e.g., by video conference or teleconference). However, the questioning of witnesses must occur in a real-time, spontaneous format, unless a majority of the Hearing Committee concurs that this is not feasible. Any request to appear or participate in the Hearing from a different physical location must be made in writing and must be submitted to the Hearing Committee at least five (5) working days before the Hearing.

g. The Grievant, the Supervisor, and their advisors ~~and advisors~~ are responsible for abiding by the procedures herein established. Anyone failing to adhere to the procedures may be excluded from participation in the Hearing by a majority vote of the Hearing Committee, and judgment shall be rendered without the presence of any excluded persons.

h. The entirety of the Hearing shall be recorded. Upon request, either Party shall be provided with a copy of this record, as well as any written material submitted during the Hearing. The Office of the Provost shall bear the cost of producing these copies.

K.~~10~~9.3 Order of Proceedings for Grievance Hearings

Subject to the restrictions of Section K.~~10~~9.2.g, the following persons are entitled to be present during the Hearing:

a. The Parties and their advisors;

b. The UGO, the Hearing Committee members, and their legal counsel;

c. Witnesses when testifying; and

d. Such other persons as are specifically authorized by a majority vote of the Hearing Committee, unless their presence is objected to by either Party and the objection is sustained by the UGO.

The Hearing should proceed in the following order (although this order may be altered by a majority vote of the Hearing Committee with the approval of the UGO):

a. Statement by the Party having the burden of proof (hereinafter referred to as the "First Party").

b. Statement by the other Party (hereinafter referred to as the "Second Party").

c. Presentation by the First Party of witnesses and materials, subject to the restrictions of Section K.~~10~~9.4. The First Party shall have the right to call to call oneself as a witness and to call the Second Party as a witness. The Second Party shall have the right to challenge the relevancy and/or authenticity of witness testimony and submitted materials and to question each witness called by the First Party after that witness has been questioned by the First Party. Decisions on such challenges shall be rendered by the Chair of the Hearing Committee. Challenges of procedural decisions by the Chair of the Hearing Committee shall be decided by a majority vote of the remaining members of the Hearing Committee, with tie votes sustaining the Chair.

d. Presentation by the Second Party of witnesses and materials, subject to the restrictions of Section K. ~~10~~9.4. The Second Party shall have the right to call oneself as a witness and to call the First Party as a witness. The First Party shall have the right to challenge the relevancy and/or authenticity of witness testimony and submitted materials and to question each witness called by the Second Party after

that witness has been questioned by the Second Party. Challenges shall be decided as described in the previous paragraph.

e. Members of the Hearing Committee shall have the right to direct questions to witnesses called and to the Parties during these proceedings.

f. Summary arguments by the First Party.

g. Summary arguments by the Second Party.

h. The members of the Hearing Committee shall have the authority to direct any further questions to either or both Parties following both summary arguments, to schedule additional meetings of the Hearing to develop points not yet clarified sufficiently, and/or to call additional witnesses. A decision to schedule additional meetings of the Hearing requires a majority vote of the Hearing Committee. The Chair of the Hearing Committee shall notify the Parties in writing of the scheduling of additional meetings, any points that the Hearing Committee feels require further clarification, and the names and relevance of any additional witnesses to be called by the Hearing Committee.

i. If either Party claims to have been denied access to relevant University records and/or documents, the Hearing Committee may consider this claim in making its final recommendation (see Section K.~~10~~9.5).

K.~~10~~9.4 Rules Regarding Witness Testimony and Submitted Materials

The following rules shall apply to any Grievance Hearing before a Hearing Committee:

a. It shall be the responsibility of the Party seeking to call a witness or submit material to demonstrate to the satisfaction of the Chair of the Hearing Committee the authenticity and relevance of the witness or material.

b. Witnesses called shall have direct and personal knowledge of the points attested to and may be challenged on the ground that they lack such knowledge. A Party calling a witness shall first establish the relevance of the testimony of the witness.

c. Material introduced by either Party shall be accompanied by a showing of authenticity and relevance to the Grievance. Decisions, recommendations, and actions that occur prior to the Grievable Action may be relevant to the Grievable Action if they establish a pattern of action over time.

d. During a witness' testimony, either Party may object to such testimony on the grounds that the witness lacks personal knowledge for such testimony or that such testimony is not relevant to the Grievance. The Party making the objection shall state the reason(s) for the objection, and the other Party shall have the opportunity to respond to the objection. The Chair of the Hearing Committee shall rule on the objection.

~~e. The UM assigned to a specific case may neither attend the Hearing nor be called as a witness for that case.~~

K.~~10~~9.5 Recommendation of the Hearing Committee *(last revised December 6, 2019)*

a. Following the completion of the Hearing, the Hearing Committee shall retire for the purpose of discussion, conference, and decision. These deliberations shall remain confidential to the full extent permitted by law. The Hearing Committee shall review the pertinent information and the Grievable Action solely to determine whether this Action is unfair, unreasonable, arbitrary, and/or capricious, but not to substitute its judgment regarding the substantive merits of the Grievable Action.

b. When the Hearing Committee has agreed on a recommendation (hereinafter referred to as the "Recommendation") by a majority vote, a written statement of the Recommendation shall be prepared that summarizes the relevant information and explains the reasoning that supports the Recommendation. It also shall state

specifically any action necessitated by the Recommendation and identify any proposed relief to be provided. Normally, the Chair of the Hearing Committee shall oversee the preparation of this written statement of the Recommendation. However, if the Chair of the Hearing Committee opposes the majority vote, the members of the majority shall choose from among themselves a person to oversee the preparation of the written statement of the Recommendation. This person shall also represent the Hearing Committee, if necessary, during reviews and appeals.

c. If the Recommendation from the Hearing Committee is not unanimous, the report shall explain the reasoning of the dissenting minority, as well as that of the majority.

d. The written Recommendation from the Hearing Committee shall be submitted to the UGO by the Chair of the Hearing Committee within ten (10) working days of the completion of the Hearing.

e. Within three (3) working days after receiving the Recommendation from the Hearing Committee, the UGO shall send a copy of this Recommendation to the Parties. Within this same time frame, the UGO shall provide copies of the Recommendation, the Complaint, the Response, the record of the Hearing, and any written material submitted during the Hearing (hereinafter referred to collectively as the "Hearing Record") to both the Provost and the President, unless the Provost and/or the President is a Party to the Grievance. If the Provost is a Party to the Grievance, but the President is not, the Hearing Record shall be sent only to the President. If the President is a Party to the Grievance, the Hearing Record shall instead be sent to the Board.

f. If the Grievable Action is the denial of tenure and/or promotion, the Hearing Record shall not be sent to the Provost.

K.10~~.6~~ Appeals and Administrative Reviews

A recommendation from the Hearing Committee that no action be taken as a result of the Grievance Hearing is final, unless the Grievant chooses to appeal this

Recommendation (see Section K.10~~.6~~.1). Any Recommendation from the Hearing Committee that action be taken as a result of the Grievance must be reviewed by both the Provost and President before it becomes final, unless the Provost or the President is a party to the Grievance. If the Provost is a party to the Grievance, but the President is not, the review shall be made only by the President. If the President is a party to the Grievance, the review shall be made only by the Board.

If the Grievable Action is the denial of tenure and/or promotion, only the President shall review the Recommendation.

K.10~~.6~~.1 Appeal of the Recommendation ~~F~~from the Hearing Committee

Whether or not the Recommendation from the Hearing Committee suggests that action be taken as a result of the Grievance, the Grievant has the right to appeal this Recommendation. This appeal must be made within five (5) working days of receipt of the written Recommendation from the Hearing Committee, it must provide reasons for the appeal, and it must not exceed five (5) pages with normal font size. This appeal shall be submitted to the Provost, unless the Provost and/or the President is a Party to the Grievance. If the Provost is a Party to the Grievance, but the President is not, the appeal shall be submitted to the President. If the President is a party to the Grievance, the appeal shall be submitted to the Board.

If the Grievable Action is the denial of tenure and/or promotion, the appeal shall be submitted only to the President.

~~If the Grievable Action is the denial of tenure and/or promotion, the appeal shall be submitted only to the President.~~

If the Grievant submits an appeal to the Provost, the ~~Provost~~ Grievant shall send a copy of this appeal to the UGO at the same time. The UGO shall then send a copy of this appeal to the Supervisor.

K.10~~.6~~.2 Review by the Provost *(last revised December 6, 2019)*

If the Hearing Record is sent to the Provost, ~~he or she~~ they shall review the Hearing Record, together with any appeal from the Grievant (hereinafter referred to collectively as the "Appeal Record"), unless the Recommendation from the Hearing Committee is that no action be taken as a result of the Grievance and no appeal was submitted by the Grievant within the five (5) working day limit. This review shall be based only on the Appeal Record. No new substantive issues may be introduced.

Upon completion of this review, the Provost shall submit a written recommendation to the President, along with a copy of any appeal from the Grievant. The recommendation from the Provost shall include a summary of the relevant information and the reasoning that supports the recommendation. The recommendation from the Provost may differ from the Recommendation from the Hearing Committee only if the Provost finds that the Recommendation from the Hearing Committee is unfair, unreasonable, arbitrary, and/or capricious.

The Provost shall also send a copy of the Provost's recommendation to the UGO, and the UGO shall send copies of this recommendation to the Grievant and the Supervisor. The Provost shall send the Provost's recommendation to the President and the UGO within ten (10) working days of receiving an appeal from the Grievant or the expiration of the five (5) working day limit for submitting an appeal.

K.10~~.6~~.3 Appeal of the Recommendation ~~F~~from the Provost *(last revised December 6, 2019)*

The Grievant has the right to appeal the new recommendation from the Provost. This appeal must be made within five (5) working days of receipt of the written recommendation from the Provost, it must provide reasons for the appeal, and it must not exceed five (5) pages with normal font size.

If the Grievant submits an appeal to the President, the Grievant shall send a copy of this appeal to the UGO at the same time. The UGO shall then send a copy of this appeal to the Supervisor and the Provost.

K.10~~.6~~.4 Review by the President *(last revised December 6, 2019)*

If the Hearing Record is sent to the President, the President shall review the Hearing Record, together with any recommendation from the Provost, and any appeals from the Grievant (hereinafter referred to collectively as the "Final Appeal Record"), unless the Recommendation from the Hearing Committee is that no action be taken as a result of the Grievance and no appeal was submitted by the Grievant within the five (5) working day limit. This review shall be based only on the Final Appeal Record. No new substantive issues may be introduced.

Upon completion of this review, the President shall make a final decision regarding the Grievance. This decision shall be in writing, and it shall include a summary of the relevant information and the reasoning that supports the decision. Regardless of the recommendation from the Provost, the decision of the President may differ from the Recommendation from the Hearing Committee only if the President finds that the Recommendation from the Hearing Committee is unfair, unreasonable, arbitrary, and/or capricious. The President shall send the President's written decision to the UGO within twenty (20) working days of receiving an appeal from the Grievant or the expiration of the five (5) working day limit for submitting an appeal. The UGO shall send copies of this decision to the Grievant, the Supervisor, and the Provost. The decision of the President is final.

If the decision of the President includes taking action as a result of the Grievance, the President shall notify the appropriate individuals of the action to be taken.

K.10~~.6~~.5 Review by the Board

If the President was a party to the Grievance, the Board shall review the Recommendation from the Hearing Committee, together with any appeal from the Grievant (hereinafter referred to collectively as the "Final Appeal Record"), unless the Recommendation suggests that no action be taken as a result of the Grievance and no appeal was submitted by the Grievant within the five (5) working day limit. This review shall be based only on the Final Appeal Record. No new substantive issues

may be introduced. Board Policy 123 contains the procedures to be followed regarding this review.

Upon completion of this review, the Board shall make a final decision regarding the Grievance. This decision shall be in writing, and it shall include a summary of the relevant information and the reasoning that supports the decision. The Chair of the Board shall send this written decision to the UGO, and the UGO shall send copies of this decision to the Grievant, the Supervisor, the Provost, and the President. The decision of the Board is final.

If the decision of the Board includes taking action as a result of the Grievance, the Chair of the Board shall notify the President and the UGO of the action to be taken, and the President shall notify the appropriate individuals. This may involve special Board action.

K.11 Grievance Panels and Hearing Committees

K.11.1 Grievance Panels (*last revised August 10, 2018)*

The Faculty Grievance Panel shall be a pool of eligible Hearing Committee members consisting of one (1) tenured faculty member from each academic department and one (1) tenured faculty member from the Libraries.

The Administrative Professional Grievance Panel shall be a pool of eligible Hearing Committee members consisting of twenty-one (21) administrative professionals, representing at least four (4) administrative areas. Each member shall have had at least five (5) years employment at half-time (0.5) or greater at Colorado State University.

No person having administrative duties, as described in Section K.11.2, shall be qualified to serve on either Grievance Panel.

K.11.1.1 Duties (*last revised August 10, 2018)*

As specified elsewhere in Section K, individual members of the Grievance Panel may be recruited to a) serve on individual Hearing Committees, b) serve on search committees to select a new UGO, and c) consult with the leadership of Faculty Council or the Administrative Professional Council, as appropriate, on policy matters related to the procedures outlined in Section K and the activities of the UGO.

K.11.1.2 Chairs *(last revised August 10, 2018)*

Each year, the Chair of the Faculty Council shall select a Chair for the Faculty Grievance Panel from among its elected members, and the Chair of the Administrative Professional Council shall select a Chair for the Administrative Professional Grievance Panel from among its elected members.

As specified elsewhere in this Section K, the duties of the chairs are:

a. To meet with the UGO as needed to review activities of the UGO,

b. To review challenges to the qualification of grievances by the UGO (Section K.3.3),

c. To appoint a subcommittee to seek nominations for the position of UGO and interview prospective UGO candidates (Section K.12.1),

d. To confer with the Provost and either the Chair of Faculty Council or the Chair of the Administrative Professional Council on the appointment of a Temporary Special University Grievance Officer, as needed (Section K.12.7),

e. To advise the UGO on policy and procedural matters covered in Section K,

f. To advise the Faculty Council and Administrative Professional Council on matters pertaining to rights and responsibilities described in this Section,

g. To provide input for the UGO's annual report (Section K.12.4.i),

h. To provide input on the UGO's annual performance review (Section K.12.1).

K.11.2 Administrative Duties

With respect to qualification to serve on the Grievance Panel, administrative duty or duties refers to the service of those persons acting as the administrators responsible for the various administrative units, departments, colleges, and the University, and responsible for budgets and supervising and evaluating personnel other than state classified personnel, students, or postdocs. This shall include administrators at the level of department head or above, but not assistant or associate department heads. Service by persons as chairs of committees, or as Principal Investigators on contracts and grants shall not be considered to be administrative duties.

K.11.3 Election of Grievance Panel Members

Each academic department and the Libraries shall elect one (1) member of the Grievance Panel from among the eligible members of that unit. The electorate eligible to vote for this member of the Faculty Grievance Panel shall consist of all tenured, tenure-track, contract, continuing, and transitional members of the faculty in that unit who have no administrative duties (see Section K.11.2). The Faculty Council Committee on Faculty Governance shall establish uniform nomination and election procedures throughout the University and shall supervise elections in academic departments and the Libraries to ensure secret ballots and impartial election procedures.

Administrative professionals shall be elected by the Administrative Professional Council. Nominations for candidates shall be opened on February 15, annually, and election shall be held in April.

Election shall be for a three (3) year term starting on the first (1st) day of Fall semester, with the terms staggered so that approximately one-third (1/3) of the faculty members and one-third (1/3) of the administrative professionals have their terms expire each year. Vacancies shall be filled by elections at other times throughout the year following the procedures set forth above.

K.11.4 Formation of Hearing Committees

The UGO shall establish a rotation schedule for the members of the Grievance Panels to serve on Hearing Committees. However, at the discretion of the UGO, members may be skipped due to issues such as conflicts of interest, availability, or appropriate criteria (such as faculty rank). Hearing Committees shall consist of five (5) members having the same Employee Classification as the Grievant. The UGO shall provide each selected member of the Hearing Committee the opportunity to excuse themselves from service because of having an involvement with one or both of the Parties and/or with the Action being challenged that causes the Hearing Committee member to be incapable of rendering an impartial judgment concerning the Grievance. The UGO shall select replacements for any members who excuse themselves. Each Hearing Committee scheduled to hear a Grievance shall select from its membership a Chair, who shall be a voting member of the Hearing Committee, preside over the Hearing, maintain orderly procedures, and supervise the preparation of the written Recommendation regarding the Grievance.

In the event that it is impossible to establish a full Hearing Committee from the membership of the Grievance Panel, the UGO and either the Chair of Faculty Council or the Chair of the Administrative Professional Council, whichever has the same Employee Classification as the Grievant, shall jointly select the remaining members of the Hearing Committee, subject to further challenge for cause as provided in Section K.~~10~~9.1.

K.12 University Grievance Officer

K.12.1 Selection, Qualifications, and Term of the University Grievance Officer

In October of the third year of the UGO's term of office, the chairs of the Grievance Panels shall jointly appoint a subcommittee of the Grievance Panel memberships, consisting of three (3) faculty members and three (3) administrative professionals, to provide nominations for a UGO to serve the next three-year term. In November, this subcommittee shall solicit nominations, and, in January, it shall recommend qualified

persons to the President through the Provost. The UGO shall be selected by the President, after consultation with the members of the subcommittee during the second week of February. The selection must be confirmed by a majority vote of those cast by the Faculty Council and the Administrative Professional Council in April, such confirmations being conducted separately. In the event that a majority vote of those cast is not attained by both the Faculty Council and the Administrative Professional Council, another candidate shall be proposed by the President. The UGO shall take office on July 1 following the vote and shall report administratively to the Provost. The Provost shall keep the President informed regarding the activities of the UGO.

The UGO shall be a tenured, full-time member of the faculty with at least the rank of associate professor and shall have no administrative duties (see Section K.11.2) throughout the term of service. The term of office shall be three (3) consecutive one (1) year appointments. There is no limit to the number of terms a UGO may serve

The UGO shall be evaluated annually. In February, the Executive Committee of Faculty Council and the Executive Committee of the Administrative Professional Council shall each send a written performance evaluation to the Provost. The Provost shall prepare the official evaluation of the UGO and submit it to the President preceding each reappointment. If the position of UGO becomes vacant before expiration of the term, the Grievance Panel shall recommend an interim appointment to the President, through the Provost, to serve until a confirmed UGO, selected the following February, takes office on July 1.

K.12.2 Oversight of the University Grievance Officer *(last revised August 10, 2018)*

The UGO shall be accountable to the Faculty and Administrative Professional Councils on matters pertaining to carrying out the responsibilities of the UGO. The UGO shall seek the advice of the Chairs of the Grievance Panels on procedural matters. The UGO shall report administratively to the Provost.

K.12.3 Service of the University Grievance Officer

The UGO shall ~~be appointed part-time, depending upon the work load~~ have a twelve(12)-month appointment as a tenured faculty member. The appointment fraction as UGO and associated funds shall be negotiated ~~among~~ between the UGO~~,~~ and the Provost~~, and the UGO's department head and may be reviewed as necessary~~ and will depend on the workload as UGO. The fraction of the workload as UGO shall be considered to be service in the overall workload distribution of the UGO. Typically, this will lead to a compensating reduction in the workload within the home department of the UGO. Adequate secretarial and expense support shall be provided by the Office of the Provost.

K.12.4 Duties of the University Grievance Officer *(last revised December 6, 2019)*

The UGO shall be responsible for:

a. Maintaining a record of actions taken as part of the processes in Section K and Sections E.11, E.15, E.16, and E.17.

b. Coordinating and facilitating the activities of the Grievance Panel by maintaining the records of the Panels, scheduling all meetings of the Panels for informational and organizational purposes, scheduling meetings of its Hearing Committees, calling individuals to appear before Hearing Committees, and establishing the rotation order for service by the members of the Panels on Hearing Committees.

c. Overseeing the processes of Section K and Sections E.11, E.15, E.16, and E.17 and preparing reports to the Grievance Panels, including recommendations for improving these processes.

d. Assuring that faculty members and administrative professionals are familiar with the provisions, components, purposes, and procedures of the processes of Section K and Sections E.11, E.15, E.16 and E.17.

e. Consulting with at-will employees and the Office of General Counsel about disciplinary action or termination of at-will employees, as discussed in Section K.3.1.~~g~~h.

f. Making recommendations to Hearing Committees and Appeal Committees regarding guidelines for the operation of these committees pursuant to Section K and Sections E.11, E.15, E.16, and E.17.

g. Advising potential and active parties to a Grievance of their prospects for sustaining a Grievance, including their responsibilities for following the procedural rules of Section K.~~10~~9.

h. Facilitating the conduct of Hearings and Appeals pursuant to Section K and Sections E.11, E.15, E.16, and E.17.

i. Preparing an annual report each December for the Faculty Council and Administrative Professional Council, which summarizes activities and recommendations during the previous year.

~~j. Maintaining and updating the list of University Mediators (UMs).~~

~~k. Appointing appropriate UMs to mediate disputes involving faculty members, administrative professionals, and/or administrators~~.

~~l~~j. Coordinating orientation and training of ~~University Mediators and~~ Grievance Panel members.

~~m~~k. Assisting the Faculty Council and the Administrative Professional Council in their annual evaluations of the UGO.

K.12.5 Right to Extend Deadlines

At the UGO's discretion, the UGO may extend any deadlines or timelines described in Section K and ~~Section E.15~~ Sections E.11, E.15, E.16, and E.17. An individual

involved in these processes may submit to the UGO an objection to such an extension, and the UGO shall give such an objection serious consideration. However, the final decision regarding an extension rests with the UGO.

K.12.6 Legal Advice

At any time, the UGO may seek legal advice from the Office of General Counsel for the University. If the UGO determines that it is appropriate to seek legal advice from outside the Office of the General Counsel for the University, the UGO may request that the Office of the General Counsel engage the services of an attorney from the Colorado Attorney General's Office to give legal advice to the UGO. If the UGO determines that it is necessary to seek legal advice from an attorney who is outside of the Office of the General Counsel and the Colorado Attorney General's Office, the UGO may make such a request to the Office of the General Counsel. Any such engagement must be approved by the Colorado Attorney General's Office. A denial by the Colorado Attorney General's Office of such a request is final.

K.12.7 Temporary Special University Grievance Officer

In the event of a conflict of interest by the UGO in a dispute, or in the event that the UGO becomes a Grievant or requests to be recused, the President, after consultation with the chairs of the Grievance Panels shall appoint a Temporary Special UGO for that dispute. The Temporary Special UGO shall have all the duties described herein of the UGO for the duration of the specific dispute for which the Temporary Special UGO is appointed.

~~K.13 University Mediators~~

~~K.13.1 Qualifications of University Mediators~~

~~The individuals nominated and recommended as UMs shall be presently employed or retired faculty members or administrative professionals who have the skills, credibility~~

and commitment that would enable them to discharge their duties effectively as UMs. A currently employed individual shall obtain prior approval from their department head/supervisor. The UGO is not eligible to serve as a UM.

K.13.1.1 Qualifications of University Mediators for Faculty

Each UM for faculty members shall be a tenured, full-time faculty member with at least the rank of associate professor or a person who previously held such an appointment. The UM shall have no administrative duties (see Section K.11.2) throughout the term of service.

K.13.1.2 Qualifications of University Mediators for Administrative Professionals

Each UM for administrative professionals shall be employed at least half-time (0.5) as an administrative professional at Colorado State University or, a person who previously held such an appointment.

K.13.2 Selection, Terms, and Evaluation of University Mediators for Faculty (*last revised August 10, 2018)*

The Chair of Faculty Council and the Provost shall solicit nominations for faculty UMs prior to the end of each academic year. In consultation with the Executive Committee of Faculty Council, the Chair of Faculty Council and the Provost shall jointly forward recommendations to the President. The President shall appoint at least two (2) faculty UMs for the upcoming year. The faculty UMs for shall take office on July 1 following their appointment by the President.

University Mediators may be eligible to receive supplemental pay based on hours devoted to mediation activities. Moreover, the Provost and the faculty member's department head may choose to provide an adjustment in effort distribution and/or workload. In this case, individuals appointed as faculty UMs may negotiate this

change in effort distribution and/or workload with their department head, to reflect their involvement in the mediation process.

The term of office for a faculty UM shall be three (3) consecutive one (1) year appointments on an at-will basis. There is no limit to the number of terms a UM may serve. A faculty UM who has mediated one or more cases during the calendar year shall be evaluated the following February by the Executive Committee of Faculty Council, who shall send a written performance evaluation to the Provost. The provost shall then prepare the official evaluation of the UM and submit it to the President prior to reappointment of the UM. If the need arises to appoint an additional UM during the academic year, the Chair of Faculty Council and the Provost shall recommend jointly an interim appointment to the President to serve until a new UM is selected and takes office the next July 1.

K.13.3 Selection, Terms, and Evaluation of University Mediators for Administrative Professionals *(last revised August 10, 2018)*

The Chair of the Administrative Professional Council and the Vice President for University Operations shall solicit nominations for administrative professional UMs prior to the end of each academic year. In consultation with the Executive Committee of the Administrative Professional Council, the Chair of the Administrative Professional Council and the Vice President for University Operations shall jointly forward recommendations to the President. The President shall appoint at least two (2) administrative professional UMs for the upcoming year. The administrative professional UMs shall take office on July 1 following their appointment by the President.

University Mediators may be eligible to receive supplemental pay based on hours devoted to mediation activities. Moreover, the Vice President for University Operations and the administrative professional's immediate supervisor may choose to provide an adjustment in effort distribution and/or workload. In this case, individuals appointed as administrative professional UMs may negotiate this change

~~in effort distribution and/or workload with their immediate supervisor, to reflect their involvement in the mediation process.~~

~~The term of office for an administrative professional UM shall be three (3) consecutive one (1) year appointments on an at-will basis. There is no limit to the number of terms a UM may serve. An administrative professional UM who has mediated one or more cases during the calendar year shall be evaluated the following February by the Executive Committee of the Administrative Professional Council who shall send a written performance evaluation to the Vice President for University Operations. The Vice President for University Operations shall then prepare the official evaluation of the UM and submit it to the President prior to the reappointment of the UM. If the need arises to appoint an additional UM during the academic year, the Chair of the Administrative Professional Council and the Vice President for University Operations shall jointly recommend an interim appointment to the President to serve until a new UM is selected and takes office the next July 1.~~

[1] The term “personnel file” refers to information collected because of the employer-employee relationship, and it does not necessarily refer to a single physical file. In order for information to be part of the personnel file, there must be a reasonable expectation that such information will be kept private. Information in the personnel file is generally not made available for public inspection, but it is available to the individual and to his or her supervisors.~~[/vc_column_text][/vc_column][/vc_row]~~

Rationale:

The use of University Mediators has not proven to be effective. In many cases, the UGO has been able to mediate the conflict (which is currently called “conciliation”). It has been seven or eight years since the last time the UGO was unable to mediate a conflict, but a University Mediator was able to mediate the conflict. Instead, the use of University Mediators just seems to delay the opportunity for the Grievant to have a conclusion reached via a grievance hearing. Thus, it makes sense to discontinue the use of University Mediators. Mediation through the Faculty Ombuds

or University Ombuds is still available to faculty members and administrative professionals. The UGO often coordinates mediation with these individuals.

Additional housekeeping changes have been made to correct errors and clean up language.

CSU Spur Mission

CSU Spur integrates **education, public outreach**, and research/scholarship, providing **lifelong experiential learning** in familiar and new ways, **expanding educational access** and launching careers that grapple with the biggest challenges of our time.

CSU SPUR TERRA

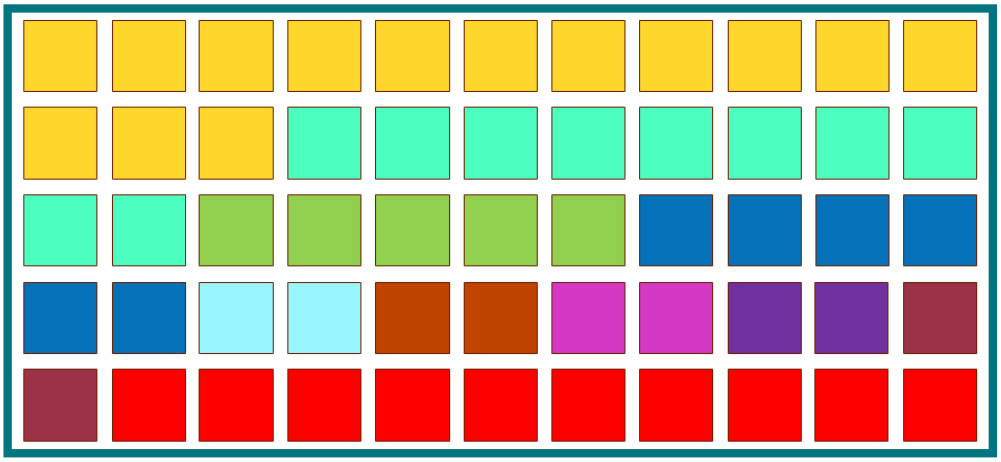
- Food systems
- Urban ag
- Ag technology
- Food innovation
- Nutrition

CSU SPUR VIDA

- Physical & translational medicine
- Equine Assisted Services
- Equine sports medicine
- Animal-human bond
- Virtual Reality

CSU SPUR HYDRO

- One Water best practices
- South Platte & riparian biology
- Water use and conservation
- Water management & policy
- Arts, music & theater



55 CSU Projects at Spur!

CAS/AES	CNS	OEE	WSCOE
CHHS	COB	CVMBS	
CLA	Provost	WCNR	

Spur Educational Model: Pre-K to Gray

Foundational

- Pre-K programing
- K-12 fieldtrips
- Educational Exhibits & Events
- Spur volunteers

Solutions Focused

- Problem-solving
- Practical; day-to-day impact
- Egs: parenting, healthy food choices, personal finance, family counselling

Careers Access

Grade 6-12:

- Career Discovery
- College Prep/Success
- Dual Enrollment
- Certification/micro-credentialing

Degree Seekers:

- On-site CSU Classes
- On-site CSU Degrees
- Professional Development
- Internships/Externships

Degree Alternatives:

- Upskilling
- Certification
- Micro-credentialing
- Short courses

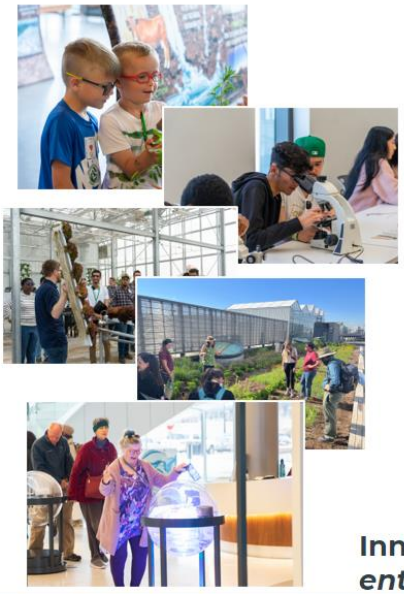
Career Advancement:

- Upskilling
- Certification/Micro-credentialing
- Teacher Professional Development

Lifelong Learning

- Workshops and classes
- Osher Lifelong Learning Institute (OEE)
- Edu-tourism
  - CSU Spur as a destination
  - Partnerships with cultural institutions
  - Statewide, curated experiences

Lifelong Education
"preK to Grey"



Therapy
for humans & animals

Research
unique infrastructure

Innovation
entrepreneurship & industry engagement

Challenges & Opportunities

Fewer CSU System financial resources allocated to projects

Need/opportunity to grow funding streams:

- Student credit hours
- User fees
- Research grants
- Philanthropic giving
- Industry relations

Development of a "sunsetting" strategy

Delivery of robust support for projects and project teams

(Better) alignment of CSU Spur policies and practices with Fort Collins

Public transportation and on-site housing

- *What ideas do you have for engaging with department Chairs and Heads, departments, and faculty?*
- *What are you hearing from from our faculty colleagues about CSU Spur?*

Jim Bradeen
AVP – Spur Strategy
Professor, Agricultural Biology
jim.bradeen@colostate.edu

COLORADO STATE UNIVERSITY
FACULTY COUNCIL ANNUAL REPORT
TO THE BOARD OF GOVERNORS
July 2022 – May 2023

Current Faculty Council Officers:

Sue Doe, Chair
Melinda Smith, Vice Chair
Andrew Norton, BOG Faculty Representative
Lola Fehr, Professional Registered Parliamentarian
Amy Barkley, Executive Assistant

Incoming Faculty Council Officers for 2023-2024:

Melinda Smith, Chair
Joseph DiVerdi, Vice Chair
Andrew Norton, BOG Faculty Representative
Lola Fehr, Professional Registered Parliamentarian
Amy Barkley, Executive Assistant

Faculty Council acts as a representative body for the academic faculty and performs duties delegated to the faculty by acts of the legislature. The Faculty Council, subject to statutes of the State and regulations and policies of the Board of Governors (BOG), has jurisdiction over the general educational policies of the University and passes all rules and regulations necessary to University government. Faculty Council membership consists of one elected representative from each academic department and the Libraries, and a proportionate representation from each college as voting members. Upper-level administrators are *ex officio* non-voting members. The 2022-2023 membership for the Faculty Council is attached. Below is a list of Faculty Council business during the 2022-2023 academic year.

Action Items Requiring BOG Approval – 2022-2023 Academic Year:

Academic Faculty and Administrative Professional Manual Revisions 2022-2023:

- Preface
- Section C.2.1.2 Powers and Responsibilities
- Section C.2.1.3.1 Elected Members
- Section C.2.4.1.1 College Code
- Section C.2.4.2.1 Departmental Codes
- Section C.2.6 Duties of Officers
  - Section C.2.6.1 Deans of the Colleges
  - Section C.2.6.2 Department Heads
- Section C.2.7 Evaluation of Performance of Officers
- Section D.2.2 University Policy Review Committee
- Section E.2 Types of Faculty Appointments
- Section E.10.5 Procedures for the Granting of Tenure

Candidates for Degrees:
Fall Candidates 2022
Spring Candidates 2023
Summer Candidates 2023

New Degree Programs:
- Major in Livestock Business Management

2022-2023 General Catalog Revisions (BOG Approval Not Required)
- Adjustments to "Academic Probation" terminology
- New Student Bereavement Policy
- Updates to Fresh Start Policy
- Adjustments to Undergraduate Planned Leave

2022-2023 Curricular Policies and Procedures Handbook

2022-2023 Graduate & Professional Bulletin Revisions (BOG Approval Not Required)
- Requirements for all Graduate Degrees: Scholastic Standards
- Admissions Requirements and Procedures: Accelerated Master's Degree Programs

New Centers, Institutes and Other Special Units
- Center for Science Communication – *April 2023*

Routine Action Items for Faculty Council Approval (BOG Approval Not Required)
Confirmation of Faculty Council Secretary and Parliamentarian
Elections:
Faculty Council Officers
Faculty Council Standing Committee Members
Graduate and Undergraduate Student Representatives on Faculty Council Standing Committees
Grievance Panel
Discipline Panel
University Benefits Committee
University Policy Review Committee
Approval of Appeal Chair nominees for Student Conduct Services
All-University Core Curriculum (AUCC) language and requirements

Annual Reports (2022-2023):
Faculty Council Standing Committees
University Benefits Committee
University Grievance Officer Annual Report

Changes in Curriculum – 2022-2023
Recommendations for Continuance or Discontinuance of Centers, Institutes, and Other Special Units

Faculty Council Discussion Items 2022-2023:

- Presidential Search
- University Budget
- Faculty Success
- Faculty and Staff Compensation
- Student Success
- Reaccreditation Process

Faculty Council Special Reports 2022-2023:

- *Retirement Plan Revision* – Vice President for Human Resources Robyn Fergus & Joseph DiVerdi, Chair of the Retirement Plan Review Committee – September 2022
- *Special Faculty Council Session on Helios* – Research Integrity Office Kimberly Cox-York and Vice Provost for Faculty Affairs Susan James – September 2022
- *Faculty Success (ADVANCE)* – Faculty Success Team Lead Ruth Hufbauer, Vice Provost for Faculty Affairs Susan James & Faculty Success Program Manager Jen Dawrs – October 2022
- *Accreditation Process Presentation* – Vice Provost for Planning and Effectiveness Laura Jensen – October 2022
- *Vice President for Inclusive Excellence Office Updates and Climate Survey Results* – Vice President for Inclusive Excellence Kauline Cipriani & Associate Vice President for Inclusive Excellence Shannon Archibeque-Engle – November 2022
- *Special Faculty Council Session on the Brand Refresh* – Associate Vice President for Marketing and Communications Nancy Deller – December 2022
- *YOU@CSU Presentation* – CSU Leadership Fellow John McGuire – February 2023
- *Five-Year Progress Report on New Appointment Types* – Co-Chair of the Committee on Non-Tenure Track Faculty Jenny Morse – March 2023
- *Transportation Master Plan Update* – Aaron Fodge – March 2023
- *Housing Initiatives Report* – Audra Montoya-Baker, Employee Housing Programs Coordinator – May 2023
- *Reaccreditation Process Update* – Vice Provost for Planning and Effectiveness Laura Jensen – May 2023

Faculty Council Task Forces 2022-2023:

- Shared Governance Task Force – Fall 2022

  The Shared Governance Task Force undertook a review of Manual language passed by Faculty Council in spring 2021 and rejected by the Office of General Counsel. They worked to understand the concerns and look for possible options for new language.
- Administrative Leave Task Force – Fall 2022

  The Administrative Leave Task Force considered how the notion of administrative leave is being used with faculty, how it was explained within the Manual and University policy, and how existing Manual and policy language interacted with both state statute and faculty experience.
- Continuing, Contract, and Adjunct Faculty Contracts Task Force – Fall 2022

  The Contracts Task Force evaluated the current success of the continuing, contract, and adjunct appointment types, as well as whether contracts are being offered and the form and content of where those contracts where used. The task force additionally

considered whether additional ideas beyond appointment type and contract are viable for increasing job security and satisfaction among non-tenure track faculty at CSU.

- Budget Intro to Capstone Task Force – Fall 2022

  The Budget Intro to Capstone Task Force engaged in deepening the understanding of the University budget processes, how these processes interact with State-driven timelines, how account types are named and explained in University operations, and how to convey this information to the University community. The task force attempted to identify what faculty needs to know about the budget and how faculty might engage in future budget discussions at the highest levels possible with a greater understanding.
- Innovation and Visioning Task Force – Fall 2022

  The Innovations and Visioning Task Force engaged discussions around how faculty can be more involved and have a bigger role in the visioning for the future of CSU. The task force worked to develop processes for identifying and propelling faculty into involvement in potential futures for CSU.
- B.A. – B.S. Task Force

  The B.A. – B.S. Task Force analyzed the differences between B.A. and B.S. degrees and how this relates to the process for approving new degrees. The task force presented their findings and thoughts to the Council of Deans.

Faculty Council Resolutions 2022-2023:

Other Notable Faculty Council Items 2022-2023:

- Faculty Council expanded efforts with Marketing and Communications to coordinate SOURCE articles regarding Faculty Council meetings and issues.
- Faculty Council continued to work with University Archives to archive materials, including the Academic Faculty and Administrative Professional Manual.
- The Faculty Council office began efforts to create a catalogue all Academic Faculty and Administrative Professional Manual changes to date.
- The Faculty Council office undertook an examination of compensation and possible parking subsidies for employees making less than $35,000 a year in coordination with Parking and Transportation Services and the Office of the Vice President for University Operations.

MEMBERSHIP OF THE FACULTY COUNCIL
2022-2023

OFFICERS

Chair: Sue Doe **Vice-Chair: Melinda Smith**
Executive Assistant: Amy Barkley **BOG Representative: Andrew Norton**
Professional Registered Parliamentarian: Lola Fehr

ELECTED MEMBERS	REPRESENTING	TERM
Agricultural Sciences		
Stephan Kroll	Agricultural and Resource Economics	2025
Jennifer Martin	Animal Sciences	2024
Jane Stewart	Agricultural Biology	2024
Kelly Curl	Horticulture & Landscape Architecture	2025
Jim Ippolito	Soil and Crop Sciences	2023
Marco Costanigro	College-at-Large	2023
Bradley Goetz	College-at-Large	2023
Andrew Norton	College-at-Large	2023
Health and Human Sciences		
Ruoh-Nan (Terry) Yan	Design and Merchandising	2024
Jennifer Richards	Health and Exercise Science	2025
David Sampson	Food Science and Human Nutrition	2025
Lisa Daunhauer	Human Development and Family Studies	2023
Erin Arneson	Construction Management	2024
Aaron Eakman	Occupational Therapy	2023
Sharon Anderson	School of Education	2024
Elizabeth Kiehne	School of Social Work	2025
Brian Butki	College-at-Large	2024
Business		
Bill Rankin	Accounting	2023
(Lisa Kutcher substituted for Bill Rankin, on sabbatical Spring 2023)		
John Hoxmeier	Computer Information Systems	2024
Bharadwaj Kannan	Finance and Real Estate	2025
Rob Mitchell	Management	2024
Elizabeth Webb	Marketing	2023
(Jonathan Zhang replaced Elizabeth Webb, Spring 2023)		
Engineering		
Peter Jan van Leeuwen	Atmospheric Science	2024
Ashok Prasad	Chemical and Biological Engineering	2025
Hussam Mahmoud	Civil and Environmental Engineering	2024
Steven Reising	Electrical and Computer Engineering	2025

Kirk McGilvray	Mechanical Engineering	2023
(Soheil Fatehiboroujeni substituted for Kirk McGilvray, Spring 2023)		
Thomas Bradley	Systems Engineering	2023
Sybil Sharvelle	College-at-Large	2023

Liberal Arts

Mary Van Buren	Anthropology & Geography	2023
Mary-Ann Kokoska	Art & Art History	2025
Mark Saunders	Communication Studies	2025
Anders Fremstad	Economics	2024
Tony Becker	English	2023
(Doug Cloud substituted for Tony Becker, on sabbatical Fall 2022)		
Maricela DeMirjyn	Ethnic Studies	2025
(Ernesto Sagas substituted for Maricela DeMirjyn, on sabbatical Spring 2023)		
John Slater	Languages, Literatures, and Cultures	2025
Jared Orsi	History	
2023		
Marilee Long	Journalism and Media Communication	2025
Madeline Harvey	Music, Theatre, and Dance	2025
Andre Archie	Philosophy	2025
Marni Berg	Political Science	2024
KuoRay Mao	Sociology	2025
(substituted for Laura Raynolds, on sabbatical 2022-2023)		

Ajean Ryan	College-at-Large	2023
Antonio Pedros-Gascon	College-at-Large	2025
(sabbatical Fall 2022)		
Emily Morgan	College-at-Large	2023
Lisa Langstraat	College-at-Large	2024
Allison Goar	College-at-Large	2024
(Erica LaFehr substituted for Allison Goar, Fall 2022)		
Abigail Shupe	College-at-Large	2024
John Carlo Pierce	College-at-Large	2024
(Sanam Emami substituted for John Carlo Pierce, Spring 2023)		

Natural Resources

Randall Boone	Ecosystem Science and Sustainability	2023
Chad Hoffman	Forest and Rangeland Stewardship	2024
(Camille Stevens-Rumann substituted for Chad Hoffman, Spring 2023)		
Yoichiro Kanno	Fish, Wildlife, & Conservation Biology	2024
William Sanford	Geosciences	2023
Alan Bright	Human Dimensions of Natural Resources	2023

Natural Sciences

Olve Peersen	Biochemistry & Molecular Biology	2025
Mike Antolin	Biology	2024

Rob Paton	Chemistry	2023
TBD	Computer Science	2022
Emily Hardegree-Ullman	Physics	2024
Silvia Canetto	Psychology	2025
Ander Wilson	Statistics	2025
Yongcheng Zhou	Mathematics	2023
Alan Van Orden	College-at-Large	2023
Joseph DiVerdi	College-at-Large	2025
James Liu	College-at-Large	2023

Veterinary Medicine & Biomedical Sciences

Rao Veermachaneni	Biomedical Sciences	2025
Shari Lanning	Clinical Sciences	2025
Elizabeth Ryan	Environmental & Radiological Health Sciences	2023
Tony Schountz	Microbiology, Immunology and Pathology	2024
Katriana Popichak	College-at-Large	2025
Fiona Hollinshead	College-at-Large	2025
Doreene Hyatt	College-at-Large	2024
Tara Nordgren	College-at-Large	2025
Jennifer Peel	College-at-Large	2023
John Rosecrance	College-at-Large	2023
Zaid Abdo	College-at-Large	2025
(substituted for Sheryl Magzamen, on sabbatical for 2022-2023)		
Brian Geiss	College-at-Large	2025

University Libraries

Christine Pawliuk	Libraries	2025

***Ex Officio* Voting Members**

Sue Doe	Chair, Faculty Council/Executive Committee	2023
Melinda Smith	Vice Chair, Faculty Council	2023
Andrew Norton	BOG Faculty Representative	2023
Steve Reising, Chair	Committee on Faculty Governance	2023
Gregg Griffenhagen, Chair	Committee on Information Technology	2023
Shane Kanatous, Chair	Committee on Intercollegiate Athletics	2023
Jerry Magloughlin, Chair	Committee on Libraries	2023
Jenny Morse, Co-Chair	Committee on Non-Tenure Track Faculty	2023
Olivia Arnold, Co-Chair	Committee on Non-Tenure Track Faculty	2023
Jennifer Martin, Chair	Committee on Responsibilities and Standing of Academic Faculty	2023
William Sanford, Chair	Committee on Scholarship, Research, and Graduate Education	2023
Alan Kennan, Chair	Committee on Scholastic Standards	2023
James Graham, Chair	Committee on Strategic and Financial Planning	2023
Shawn Archibeque, Co-Chair	Committee on Teaching and Learning	2023
Cayla Bellamy, Co-Chair	Committee on Teaching and Learning	2023

Jose Luis Suarez-Garcia, Chair	Committee on University Programs	2023
Brad Goetz, Chair	University Curriculum Committee	2023
Ryan Brooks	Committee on Non-Tenure Track Faculty	2025
Pinar Omur-Ozbek	Committee on Non-Tenure Track Faculty	2023
Thomas Conway	Committee on Non-Tenure Track Faculty	2024
Sean Bryan	Committee on Non-Tenure Track Faculty	2025
Ann Hess	Committee on Non-Tenure Track Faculty	2025
Jennifer Reinke	Committee on Non-Tenure Track Faculty	2025
Scott Weibensohn	Committee on Non-Tenure Track Faculty	2025

***Ex Officio* Non-Voting Members**

Amy Parsons	President (elected December 2022)
Rick Miranda	Interim President (Fall 2022) & Executive Vice President (Spring 2023)
Albert Bimper	Interim Chief of Staff
Jan Nerger	Interim Provost
Karen Dunbar	Co-Interim Vice President for Advancement
Rudy Garcia	Co-Interim Vice President for Advancement
Kathay Rennels	Interim Vice President for Engagement & Extension
TBD	Vice President for Enrollment and Access
TBD	Vice President for Equity, Equal Opportunity & Title IX
Susan James	Vice Provost for Faculty Affairs
Brett Anderson	Interim Vice President for Human Resources
Kauline Cipriani	Vice President for Inclusive Excellence
Brandon Bernier	Vice President for Information Technology
Kathleen Fairfax	Vice Provost for International Affairs
Laura Jensen	Vice Provost for Planning and Effectiveness
Alan Rudolph	Vice President for Research
Blanche M. Hughes	Vice President for Student Affairs
Thomas Siller	Interim Vice Provost for Undergraduate Affairs
Gregory Luft	Interim Vice President for University Marketing & Communications
Brendan Hanlon	Vice President for University Operations
James Pritchett	Dean, College of Agricultural Sciences
Beth Walker	Dean, College of Business
David McLean	Dean, College of Engineering
Lise Youngblade	Dean, College of Health and Human Sciences
Sonia Kreidenweis	Interim Dean, Graduate School (through February 2023)
Colleen Webb	Dean, Graduate School (after March 2023)
Ben Withers	Dean, College of Liberal Arts
Karen Estlund	Dean, Libraries
Simon Tavener	Interim Dean, College of Natural Sciences
Susan VandeWoude	Dean, College of Vet. Medicine & Biomedical Sciences
A. Alonso Aguirre	Dean, Warner College of Natural Resources
Matt Klein	Chair, Administrative Professional Council

COMMITTEE ON FACULTY GOVERNANCE
Annual Report for September 1, 2022 to June 30, 2023

Members for 2022-2023:

Agricultural Sciences: Mike Wilkins
Health and Human Sciences: Svetlana Oblina
Business: Gina Slejko
Engineering: Steven Reising, Chair
Liberal Arts: Doug Cloud (Fall 2022) and Leif Sorensen (Spring 2023)
Natural Resources: Troy Ocheltree
Natural Sciences: Anne Cleary
Veterinary Medicine and Biomedical Sciences: Claudia Gentry-Weeks
University Libraries: Michelle Wilde

The Committee on Faculty Governance met on Zoom on the following dates: 9/12/22, 9/26/22, 10/10/22, 11/14/22, 12/5/22, 2/2/23, 2/23/23, 3/23/23, 4/6/23 and 4/20/23. In addition to these meetings, the CoFG Chair met one-on-one with the Faculty Council Chair several times to discuss pertinent issues. The CoFG Chair attended Executive Committee Meetings on 9/27/22 and 4/11/23 to present Code change motions to be added to upcoming Faculty Council Meeting agendas, as well as to discuss timely issues. The committee also conducted a great deal of business through e-mail discussions and votes on nominations.

<u>The following Code changes were considered by CoFG, and were later approved by Faculty Council:</u>

- Changes to Section D.2.2 of the Manual to add the following: "As the University Officer responsible for overseeing the University Policy Office, the Vice President for University Operations is responsible for convening the University Policy Review Committee (UPRC)." As background, the UPRC was added to Section D.2.2 of the Manual in August 2019, based on a proposal from the Committee on Faculty Governance. Following that, in September 2021, Faculty Council elected two faculty representatives ready to serve in this capacity. However, the UPRC had never been convened. Several policies have been proposed through the University Policy Office that clearly require input from faculty as well as other stakeholders. To ensure that the UPRC fulfills its purpose, this Manual revision specified the University Officer responsible for convening this committee. The proposed revisions to Section D.2.2 were moved by Steven Reising at the Faculty Council Meeting on October 4, 2022. The changes were approved by Faculty Council with a majority of votes. The revisions were approved by the Board of Governors on December 2, 2022, and subsequently implemented in the Manual by the Faculty Council Office.

- Changes to Section C.2.1.3.1 of the Manual to add the following sentence, "In addition, contract and continuing faculty members who do not belong to an academic department or to the Libraries shall elect non-academic unit representative(s) as required to achieve, as nearly as practical, the same proportional representation as that in the academic departments and the Libraries." The rationale for the change was that contract and continuing faculty members who do not belong to an academic department nor to the Libraries currently have no representation on Faculty Council.

Examples of non-represented CCAF are those with appointments in the Honors Program, PLACE, Special Academic Units (SAUs) and the Graduate School. The proposed change was to add new CCAF non-academic unit representative(s) to provide these contract and continuing faculty, as nearly as practical, with the same proportional representation on Faculty Council that exists in the academic departments and the Libraries. The proposed revisions to Section C.2.1.3.1 were moved by Steven Reising at the Faculty Council Meeting on February 7, 2023. They were approved by Faculty Council with the required 2/3 majority. The revisions were approved by the Board of Governors on May 5, 2023, and subsequently implemented in the Manual by the Faculty Council Office.

- Changes to Sections C.2.1.2, C.2.6 and C.2.7 of the Manual to integrate shared governance more fully into the Code, based on the recommendations of the new Shared Governance Task Force. In Section C.2.1.2, Powers and Responsibilities, it was proposed to add "and consistent with the principles of shared governance," to the following sentence, "Subject to the statutes of the State and regulations and policies of the Board, and consistent with the principles of shared governance, the Faculty Council shall have jurisdiction over the general educational policy of the University, shall pass all rules and regulations necessary to University government and discipline, and shall have statutory charge of the laboratories and libraries." In Section C.2.6, Duties of Officers, it was proposed to add "Adhere to principles of shared governance in the implementation of the above responsibilities" as the last item in the list of the responsibilities of the deans of colleges, and the same to the responsibilities of department heads. In addition, it was proposed to add "contributions to shared governance" to the additional responsibilities of department heads. Finally, in Section C.2.7, Evaluation and Performance of Officers, it was proposed to add "and facilitating shared governance" to the following sentence, "Effectiveness of substantial, demonstrable leadership in meeting diversity, equity and inclusion goals, and facilitating shared governance shall be included in evaluations of all administrative officers." The proposed revisions to Sections C.2.1.2, C.2.6 and C.2.7 were moved by Steven Reising at the Faculty Council Meeting on May 2, 2023. They were approved by Faculty Council with the required 2/3 majority. The revisions were approved by the Board of Governors on June 9, 2023, and subsequently implemented in the Manual by the Faculty Council Office.

- Changes to Sections C.2.4.1.1 and C.2.4.2.1 of the Manual to integrate shared governance more fully into the Code, based on the recommendations of the new Shared Governance Task Force. In Section C.2.4.1.1, College Code, it was proposed to add that college codes shall provide for "recognition of shared governance" in part (b), "Recognition of shared governance and any administrative organization within the college, including all college-wide standing committees and their duties." In Section C.2.4.2.1, Departmental Codes, it was proposed to add that departmental codes shall provide for "recognition of shared governance" in part (b), "Recognition of shared governance and any administrative organization within the department." The proposed revisions to Sections C.2.4.1.1 and C.2.4.2.1 were moved by Steven Reising at the Faculty Council Meeting on May 2, 2023. They were approved by Faculty Council with the required 2/3 majority. The revisions were approved by the Board of Governors on June 9, 2023, and subsequently implemented in the Manual by the Faculty Council Office.

CoFG took the following actions regarding elections:

- Conducted annual apportionment based on faculty counts in each College and the Libraries to determine changes in numbers of at-large representatives to be implemented during annual elections.
- Conducted elections for departmental and at-large representatives to Faculty Council.
- Conducted elections for members of Executive Committee.
- Made nominations and conducted elections for Faculty Council officers at the March meeting of Faculty Council.
- Made nominations for representatives of all Colleges and the Libraries to serve on Faculty Council Standing Committees.
- Made nominations for faculty representatives to serve on the Academic Misconduct Review Committee and Appeal Committee.
- Made nominations for faculty representatives to serve on the University Benefits Committee.
- Made nominations and conducted elections for members of the Faculty Grievance Panel.
- Appointed substitutes for temporary vacancies on Faculty Council and its Standing Committees.

Faculty Council Standing Committee on Information Technology
Annual Report – for September 1, 2022 to June 30, 2023

Members:

Name	Representing	Term Ends
Ryan Brooks	Agricultural Sciences	2025
Tobin Lopes	Health and Human Sciences	2025
James Stekelberg	Business	2025
Sudeep Pasricha – Vice-Chair	Engineering	2025
Leisl Carr Childers	Liberal Arts	2025
Jerry Magloughlin	Natural Resources	2026
Robert Paton	Natural Sciences	2025
Gregg Griffenhagen - Chair	Veterinary Medicine and Biomedical Sciences	2025
Lori Oling	University Libraries	2025
Naveenam Asok	Undergraduate Student Representative	2023
	Graduate Student Representative	2023
	ex Officio members	
Brandon Bernier	Office of Vice President for Information Technology	
	The Institute for Teaching and Learning	
Christa Johnson	Associate Vice President for Research	
Gary Senseman	College IT Advisory Council	
Ross Madden	Administrative Professional Council	
Sue Doe	Faculty Council Chair	

Elections for 23-24

- As a new committee that only met for a partial year, Gregg Griffenhagen and Sudeep Pasricha were selected to remain in the Chair and Vice-Chair positions for the full academic year beginning in July 2023.

Meeting dates:

Meetings were held the last Friday of each month in 2023, dates to include:
10-7-22, 01-27-23, 02-24-23, 03-31-23, 04-28-23

Initial meetings were delayed due to holidays conflicting with the Friday schedule.

- Notes on attendance are available in the individual meeting minutes.

As a new standing committee formed in this academic year, few major issues were brought to the committee for discussion. Our main points of business this academic year were to:

- Write, approve and submit Operating procedures to govern the committee going forward
- Elect a Chair and Vice-Chair
- Invite presentations from existing University IT professionals and groups to bring the committee up to speed on current and proposed University and System wide initiatives, especially concerning the proposed (and in progress) IT alignment initiative.

New initiatives discussed within the committee:

- The accounting infrastructure with the University appears to us to be outdated, piecemeal, and opaque. A discussion was initiated around how to update accounting software globally taking into account the needs of academic faculty, staff, and the university as a whole. This discussion will be continued into the next academic year.

Report submitted by Gregg Griffenhagen, Chair 22-23

Faculty Council Committee on Intercollegiate Athletics
Annual Report – From September 2022 to May 2023

Chair of Faculty Council - English Department	Sue Doe	FC		Sue.doe@colostate.edu
Agricultural Sciences	Michael Wilkins	2022		Mike.Wilkins@colostate.edu
Health & Human Sciences	Raoul Reiser	2022		Raoul.Reiser@colostate.edu
Business	Todd Donavan	2023		Todd.donavan@business.colostate.edu
Engineering (Mechanical)	Azer Yalin	2023		Azer.Yalin@colostate.edu
Liberal Arts (Languages, Literatures and Cultures)	John Slater	2022		John.Slater@colostate.edu
Natural Resources (Forestry Rangeland)	Kevin Crooks	2022		Kevin.crooks@colostate.edu
Natural Sciences (Biology)	Shane Kanatous	2023		Shane.Kanatous@colostate.edu
Veterinary Medicine & Biomedical Sciences	Quint Wagner	2023		Quint.Wagner@colostate.edu
University Libraries	Yongli Zhou	2023		Yongli.Zhou@colostate.edu
Student Representative (Graduate)	Rosi Danzman	2023		danzman@colostate.edu
Faculty Representative to Athletics (ex officio)	Kyle Saunders			Kyle.Saunders@colostate.edu
Director of Athletics	Joe Parker			Joe.Parker@colostate.edu
Sr. Associate Athletic Director	Steve Cottingham			Steve.Cottingham@colostate.edu
Sr. Associate Athletic Director	Shalini Shanker			Shalini.Shanker@colostate.edu
Executive Assistant to Faculty Council	Amy Barkley			Amy.Barkley@colostate.edu
Executive Assistant to the AD	Rocky Railey			Rocky.Railey@colostate.edu

Dates of Meetings:

September 7, 2022
October 5, 2022
November 2, 2022
February 8, 2023
March 1, 2023
April 5, 2023
April 26, 2023

FCCIA met during the school year 2022-2023 seven times, including a meeting in the fall semester with the SAAC students. In addition, the chair and at least one other member of the FCCIA committee met with all the athletic teams during the fall and spring semesters to introduce our role and be sure all the team members had our contact information. In addition, we will also took part in the onboarding meetings for the student athletes in fall 2022. In our last meeting in April, Dr. Kanatous was re-elected as the chair of the FCCIA by the by a unanimous vote of all committee members in attendance.

All in all, it was a very quiet year. We only had three academic issues bought to our attention that were easily handled. However, one significant improvement has been in the rebranding of the committee to also serve the students in academic career advice. Numerous students have reached out to different committee members seeking advice on next steps in their academic careers.

Shane B. Kanatous, Ph.D.
Professor in the Department of Biology
Colorado State University
Phone:970-491-0782

MINUTES
Faculty Council Committee on Intercollegiate Athletics (FCCIA)
Wednesday, September 7, 2022
McGraw 3rd Floor CR
3-4 pm
Members present: Steve Cottingham, Shane Kanatous, Joe Parker, Rocky Railey, Raoul Reiser, Kyle Saunders, Shalini Shanker, Mike Wilkins

1. **Shane Kanatous:**
    a. Updated activity with FCCIA thus far, members have attended Student-Athlete Fall BBQ and individual team meetings.

2. **Joe Parker:** Athletic Department Update:
    - **Soccer** 3-1, first home match won 2-0.
    - **Cross Country** was at Wyoming this past week and had a good showing.
    - **Football**, Michigan was a challenge, but a lot of bright spots lessons to build on. Traveled over 1,000 fans, alumni events had over 700 at each event. Football team did their first Ram Walk with alumni players, very impressive! 1st home football on Saturday, 2 pm vs Middle Tennessee, 28,000 anticipated, expecting a big turnout from the students. Staffing for support groups such as Landmark and Oakview are much better.
    - **Men's Golf** opens this weekend at Air Force under new head coach, Michael Wilson
    - **Tennis** in September has dedication of courts, also hosting several youth clinics.
    - **Volleyball** is off to a great start with over 6,000 fans watching victory over North Carolina. They had a couple tougher matches and rebounded to wrap up tournament. Jacqi Van Liefde had to have pinkie surgery and will be out for a couple of weeks.
    - Announced the Bohemian Foundation's $5 million donation for full benefit of women's programs. Joe Zimlich started conversation three years ago. Corresponded with 50th Anniversary of Title IX. $1 million to soccer/softball complex; $4 million phase two Moby locker rooms.
    - **Basketball locker rooms** almost complete, reveal tomorrow with teams. Spectacular, very positive for both teams.
    - **Head Coaches Retreat Review** – Commitment Continuum. Joe reviewed the Championship Culture book discussed at Head Coaches retreat. Sherri Coale, former women's basketball coach at the University of Oklahoma, came in and talked to coaches. Joe shared with the committee the Building and Sustaining a Championship Culture graph from Jeff Janssen's book. (attached).
    - **New Head Coaches**:

- **Michael Wilson**, Men's Golf, held a national search. Feedback from team overwhelmingly positive. Makes everything a competition. Former head coach at Long Beach State; worked three years as a pro, and a former assistant at the University of Washington. Wife is Courtney and son Ben.
- **Andrew Epperson**: Cross Country Head Coach, hired internally has been with CSU the past five years as the program's assistant coach cross country and distance coach. Student athletes have nothing but positive things to say about Andrew. Very active runner. He and his wife, Kaitlin, just had their first baby this past summer.

- **SAAC Realignment**. Last spring at MW spring joint council, SAAC reps from other schools present. Determined we needed to have our SAAC more connected to Exec Staff. We want them better equipped to make decisions to share with wider group. Meet as an exec team, and then entire SAAC. Part of what we share with them is how the budget is made and the department run. Each team has a rep and officers.
- **Facilities Update**: Softball started construction; field is torn up. Softball at alternate sites this fall should be ready by February for their spring competitions.
- **Nutritionist and Mental Health Counselor Update**: Still working to hire the right person, this is ongoing, working to get the right fit. Services are available on site through CSU Health Network so SA's have someone to talk with. Sports Nutritionist onboard, Matt Garrell.
- **2021-22 Student-Athlete Survey Review** Shalini provided overview of last year's survey. Students do not get to see results. Third party allows holds data so not subject to CORA.
- **Women Leaders Panel** on September 15. Five-person panel to present to all female student athletes who are not competing on their personal/professional successes. 5-6 pm, BDH, followed by reception and volleyball White Out vs CU. Shooting for first-ever sellout 8,083, of Moby Arena. Select female community members invited to attend.

3. **Faculty Athletics Representative: Kyle Saunders**
   - All FAR meetings taking place later this week.
   - Gave brief description of what a FAR does, serves at the pleasure of President. NCAA requirement to have a FAR.
   - Discussed NCAA rules, transfer portal, 68% don't find a school. New NCAA transfer rule just passed last week, if a school takes an undergrad, regardless of if they quit or are removed from the team, the school is responsible for the until they graduate or until 5year clock expires. In addition, these transfers will be counted in grad rates, APR, count for everything.

New Business: No new business.

MINUTES
Faculty Council Committee on Intercollegiate Athletics (FCCIA)
Wednesday, October 5, 2022
McGraw 3rd Floor CR
3-4 pm
Members in attendance, Joe Parker, Shalini Shanker, Shane Kanatous, Kyle Saunders, Mike Wilkins, Raul Reiser, John Slater, Quint Winger

1. **Athletic Department: Joe Parker, Shalini Shanker**
2. Sports in Season Update-Joe Parker
3. NCAA Updates – Doing a Women's NIT
4. Tour of Basketball Locker Rooms Niko Medved guest speaker, 3:30 pm

AGENDA
Faculty Council Committee on Intercollegiate Athletics (FCCIA)
Wednesday, February 8, 2023
McGraw 3rd Floor CR
2-3 pm
Members present: Steve Cottingham, Kevin Crooks, Shane Kanatous, Stephen Laffey, Joe Parker, Rocky Railey, Raoul Reiser, Kyle Saunders, Shalini Shanker, John Slater, Quinn Winger
Guest: Emily Kohan, Head Coach, Volleyball

1. **Guest Speaker: E**mily Kohan-Volleyball Head Coach

   Joe introduced Emily to the FCCIA committee. She has spent the past seven years as an assistant within the program. Emily comes from a Ram family, her grandpa played football here and she is very connected to CSU and FOCO. Her whole family are educators, and this is very important to Emily. She attended the U. of Iowa business school and worked in investment banking for two years. Emily is pregnant and due in May. She currently has a two-year-old.

   Emily provided an overview of her experiences, goals for the program, challenges, and coaching philosophy.

   Emily was asked to tell the committee about her assistants. Sonya Anderson, from U. Oregon, is an all-time great collegiate player who played 12 years of pro volleyball in 10 countries. She ended playing professionally in May, Girls love her, she has trained at the best gyms in the world. Dri Blackman has been with us for four seasons. Her husband, Elijah Blackman, was offered a position at Kansas State so she will be leaving. This will be a hard loss for our program. We currently have an offer for Dri's replacement, Jess Aschenbrenner, that we will announce later this week. Jess comes to CSU from Santa Clara and brings her experience as the coach

on the bench with the computer, codes all touches and rates with symbols, data, and analytics. Jess was one of USA volleyball's tech people. We have a student who will continue to code, but they are graduating, and we will need to train for a new one.

Shane told Emily to make sure to know FCCIA Committee members are available for career development, as well as any issues.

2. Athletic Department Update: Joe Parker, Steve Cottingham, Shalini Shanker

- FB just finished recruiting 39 student athletes. Large, diverse class, from 18 different states, three from Colorado. FB got what they needed for talent.
- Denver Roundup at the Denver Country Club on February 1st. We had close to 200 alumni come to hear Jay speak. In addition, we brought five student athletes and talked about the green and gold guard for NIL. Very successful community event.
- Update on teams who are active:
  MBB beat Air Force.
  WBB is doing really well, they beat Wyoming at the buzzer.
  WGolf recently tied for 10th at the FAU Paradise Invitational.
  Tennis won 1st home match this past Sunday against U. of San. Francisco.
  T/F indoor, moving towards MW Championship.
  SB starts this weekend.
  Swim/Dive at MW Championships.
  MGolf in California next week; ranked 21st Connor James ranked high nationally.
- Construction of Softball/Soccer going very well; light poles are up. First-ever night game for softball, April 1, ceremonial game 6 pm. Very pleased with progress.
- Working on Phase II Moby locker rooms.
- Addressed the MBB, students shooting Russia. Picked up by the mic on the broadcast; spread quickly; Steve, Chris Ferris and Kyle Neaves issued statement within 90 minutes. Important to get out as soon as possible. Utah State player, Max, accepted an apology and that closed media activity. Responded to people asking about. We are not the area where discipline is issued, handed over to Student Affairs for further action. Cabinet will need to determine discipline actions.
- Cancer Fight Like a Ram, 4th year at MBB on Feb. 4 went really well. This is UC Health's favorite game. We do a Zoom call with SA's/cancer victim prior to the game and put their name on the back of their jersey.
- Thurs., Feb. 2, we hosted the Education Day Poudre/Thompson Valley School District's. Over 5,350 4th/5th graders attended. Student athletes and staff volunteered, a very positive day. Very proud of community outreach. Mckenna Hofschild was their favorite player. WBB players did a great job signing autographs after the game.
- The annual BOG presentation last week went well. Materials will be posted to the website.

- Chris Ferris is always looking for ways to connect students to campus, working on community outreach connected with admissions. Canvas Community outreach football game; pep bands this summer with Drums Along the Rockies

3. NCAA Updates

Question about transfers allowed coaches leeway but need to make sure student athletes will stay. Coaches must do due diligence. We'll see how this plays out if the coaches get burned. A lot of questions with the NCAA, Shalini is hesitant to do these contracts because it locks us in. Concerned about transfers if they get expelled their scholarship still counts. SA signs but doesn't come, we still must count their scholarship. The Transformation committee came up with the NCAA board endorsed. Keeping track of our transfers, only scholarship tracking our current SA.

4. New Business:

Shane suggested next year for Academic Recognition to invite FCCIA committee.

MINUTES
Faculty Council Committee on Intercollegiate Athletics (FCCIA)
Wednesday, March 1, 2023
McGraw 3rd Floor CR
2-3 pm

Members present: Steve Cottingham, Kevin Crooks, Rosi Danzman, Todd Donavan, Shane Kanatous, Stephen Laffey, Raoul Reiser, Rocky Railey, Kyle Saunders (call-in), Shalini Shanker, Michael Wilkins
Guest: Brian Bedard, Head Coach, Track & Field

1. **Guest Speaker:** Brian Bedard, Head Coach, Track & Field

   Brian Bedard is in his 35th year coaching with CSU. He and his wife, Jill, are former student athletes and members of the CSU Hall of Fame, Brian for T/F, Jill, volleyball. Both of their daughters are also former student athletes, Kelcey, an All-American in the Discus, Hammer and 20-lb weights, and Baylee, soccer.

   With one of our largest team rosters, 110, his teams have set the standard within CSU Athletics for sustained excellence, winning conference championships as well as having student athletes named All-Conference and All-Americans. This past weekend they won the MW Women's Indoor Track & Field Championship and Brian was named Coach of the Year. Three of our student-athletes have qualified for the NCAA indoor championships in Albuquerque.

   Despite the highly competitive atmosphere, Brian's emphasis is on team first. Only 28 men and 28 women go to MW Championships, out of the 60 who are on each roster. This leaves most of the roster in Fort Collins, but his athletes know to get to the MW Conference you have to earn your spot.

   Brian provided an overview of his experiences, goals for the program, challenges, and coaching philosophy.

   Brian's staff is five full-time assistants, and they are the only staff who coach both genders. His expectation for his staff is they need to be onboard with expectations for the entire team and help enforce. He usually lets the event coach monitor and take care of issues within each group. In addition to the specific area they coach, each assistant coach has other duties as assigned, which are based on their talents. He has several volunteer coaches, generally former student-athletes, who he has trust in. To help model his servant leadership through his coaching staff, at the beginning of the year the staff puts on a BBQ for the team.

   Brian is also very supportive of the entire CSU Athletic Program and has had a couple track athletes walk on the football team and several football players who run track. Currently we have a married couple who transferred from BYU, a female track athlete and her husband who is a tight end on the football team. Most of the track and field student athletes are walk-ons, very few on scholarship.

Shane offered to help in any way the student-athletes need assistance.

2. **Athletic Department Update:** Steve Cottingham, Shalini Shanker
    - WBB-3rd in standings, MW Tournament 1st round bye next week: Mon., 8:30 pm most likely will play Boise State.
    - MBB-lost San Jose, last home game vs New Mexico, in 10th place; MW Tournament will play on Wed., in the 1st round, TBD.
    - WGolf-women finished 1st event spring, 2nd at tournament.
    - MGolf continues to do well, finished 6th at top tournament, well positioned to get to the NCAA tournament this spring. Ranked 20th.
    - Tennis is having a great year, ranked 41st highest ranking we have had. Beat Nebraska, BYU, won seven straight matches which is a school record; Mai Ly is doing a great job!
    - Softball has played in three tournaments this spring, they are off this weekend: open March 17, 4 pm on newly renovated facility.
    - April 1 is softball's 1st game under the lights, all invited, Rocky will send invite.
    - Swim completed MW championships finishing 7th, missing depth on dive. Diver going to the NCAA Zones E Meet.
    - Soccer started spring season, few matches end of the month, working out at Canvas Stadium. This fall is the 10th anniversary of women's soccer.
    - Volleyball is moving into spring season with a couple of matches in April.
    - Football spring ball when return from spring break. 2023 MW schedule announced tomorrow, happy with the schedule.
    - Soccer/Softball complex going well.
    - Moby Phase II softball, volleyball, soccer locker rooms and day locker for track, golf, tennis, and new women's staff locker room. Demo next week.

    Steve answered question on the Ukraine MBB game incident: Handed off to student conduct; gathered as much information we could from student entry. Not able to identify who they were. Police officer patrolling the student section. Will do more in OCR and areas close to competition spaces, more directive and less tolerant.

    Mike Wilkins asked a question on the Pac12 expansion and where CSU fits. Steve told the committee there is a lot of conversation; we're the best peer academically, but not athletically. More information to come.

    Steve reminded FCCIA Committee they are welcome to join practices.

3. **Faculty Athletics Representative: Kyle Saunders**
    - FAR groups meetings, watching enforcement mechanisms.
    - Met with President Parsons very of supportive athletics.
    - Taylor Henry-SASS met with Kyle re professors not adhering to university policy, conclusion clearer communication needed.

MINUTES
Faculty Council Committee on Intercollegiate Athletics (FCCIA) Wednesday, April 5, 2023
McGraw 3rd Floor CR
2-3 pm

Members in attendance: Shane Kanatous, Steve Cottingham, Shalini Shanker, Kevin Crooks, Quint Winger, Rocky Railey, Raoul Reiser, Kyle Saunders, Azer Yalin, Stephen Laffey, John Slatter
Guest: Sierra Punte, Director RAM Life

1. Guest speaker, Sierra Puente, new Director of RAM Life. The goal of the program is to help prepare really great individuals for their next phase in life. Three cornerstones include career development, community service, personal enhancements. RAM Life started within the football program three years ago and this past year opened to all student athletes.

Upcoming events: Career Fair working with Career Center and College of Business. Currently have 26 employers confirmed to attend. Shane extended the committee's help to reach out to help develop careers.

Additional programming includes summer integration program, how to live in a dorm, life skills, financial literacy, DEI, helping with academics, study hall, academic workshops, resumes, interviews, etc., to help prepare for career fair.

2. **Athletic Department: Steve Cottingham, Shalini Shanker** Spring sport update:
   - Tennis doing well, heading Laramie this weekend, pod system of who you play. ○ M/WGolf both doing well, men should earn an at large NCAA tournament. ○ Track/Field-hosted outdoor meet last week. ○ Softball-big first game under the lights, standing room only, finishing some of construction. Press box installed. ○ Moving forward on soccer complex, game, and full practice field. Late April-sod installed to give summer to mature. Building construction does not include concessions or bathrooms due to cost increases. Classroom/bathroom in building for soccer team and visiting team. ○ Moby locker room expansion for VB soccer softball, day teams' tennis, golf, T/F ○ Basketballs-recruiting transfer portal season, crazy time of year over 1,000, take rate is very low, CSU has four with one has placed.
   - FB in spring season, committee always invited to attend practice. Spring game April 22.
   - NIL collective available, nationally puts pressure on all programs. Example, Tonje, MBB, offered $200,000 NIL thru collective with Missouri, to be seen what he actually gets. A lot of student athletes being promised large amounts of money that don't come through. Both sides are getting burned. Legally collective group money does not go thru CSU. Taxable income for SA's. Average NIL for CSU is very limited.

Coach will say we have a collective, someone of your caliber we could potentially pay you X $$. Agent can represent you for NIL.

- Steve spoke on sports gaming group for SA's and the dangers of this. Addiction rates are very high. Colorado has a pool of money to help with gambling addiction. Did not use it all the past year, so there are opportunities to tap into.
- CHSAA Football Championships five 2023 4-5A; 2024, add 3A; five-year contract announced tomorrow. Great community, football northern Colorado. Would like to have CSU community onboard for admissions. We can't market it as athletic department due to compliance.
- Canvas Community Classic, three-year extension announced.
- Additional events at the stadium include Drums along the Rockies; and working with a promoter for concerts at stadium.

3. **Faculty Athletics Representative: Kyle Saunders** ○ Updated 1A FAR call, one from each conference FBS level, watching and waiting on national legislation, LGBQ legislation on states legislation; Oklahoma introduced bill to allow employees to be involved in NIL activities. California cannot travel to a state who bans transgender.
   - Reminder committee was sent an email for the MW Strategic Survey, please complete.
   - Question on CSU's policy on transgender, we currently defer to state issues.

April 26 next meeting-Becky Orr, Director of Student-Athlete Support Services

MINUTES
Faculty Council Committee on Intercollegiate Athletics (FCCIA)
Wednesday, April 26, 2023
McGraw 3rd Floor CR
2-3 pm

Members in attendance: Steve Cottingham, Kevin Crooks, Todd Donovan, Shane Kanatous, Stephen Laffey, Joe Parker, Rocky Railey, Raul Reiser, Kyle Saunders, Shalini Shanker, Mike Wilkins, Quint Winger,
Guest: Becky Orr, Director of Student-Athlete Support Services

5. **Athletic Department: Joe Parker**
   - LEAD1 recap AD's meeting: Charlie Baker, new President of NCAA spoke. He is on an ambitious tour to meet with all conferences. Main topics at the conference included NIL conversations, four things he is focused on: National Public registry for all NIL deals; National certification for agents representing students in NIL space; Congress pass law standardized contract; Financial literacy. Greg Sankey keynote, SCC commissioner
   - CSU's Vision-we want to be the school that is able to win the MW, we know this will help enhance value of each degree by making college FB playoffs and winning conference championships.
   - Tax implications for NIL-this is the responsibility of student-athletes. They are learning compensations have value, i.e., for a free car you have to pay taxes.

6. Becky Orr, Director of Student-Athlete Support Services
   - Start working with SA's on their recruiting visits all the way thru.
   - Summer program for FB, MBB, WBB, WVB WSO, includes helping teach them about citations credit
   - Discussed Academic coordinator's caseloads, each one is assigned to a team, FB has three people.
   - Their goal is helping student athletes with graduation and beyond.
   - BSPM102, summer science class encouraged students to take writing components highly successful with teaching study and college skills.
   - SASS addresses students struggling and encourages them to work with advisor on campus first, learning specialist 3X week, objective based study hall.
   - Work closely with coaches to help students succeed.
   - Mentoring program, get all incoming student athletes involved right away
   - Goal 14 credits/semester
   - Travel where faculty assistance really needed. Proctoring assistance by staff. Coaches never proctor.
   - Shawn would like to meet with SASS staff every year and reminded Becky FCCIA also available for help with career paths.
7. Spring Sports Update: Shalini Shanker

- MGolf-left for MW 23rd country, qualify team regionals, 3rd year row.
- WGolf-3rd place in MW, highest finish since 2018. Sophia Torres qualified for the NCAA regionals in West Field, Indiana.
- Tennis-MW conference Las Vegas, bye and then their 1st match vs Air Force
- Softball-final home series vs Fresno State, currently in 4th place 1st year top 6 go to the MW tournament in San Diego
- T/F-final meet of the year, the Doug Max Invitational is this weekend. Also, senior recognition weekend. Fresno MW championships.
- Volleyball, football, and soccer wrapped up spring seasons this past weekend.
- MBB/WBB-transfer portal season
- WBB signed three transfers
- MBB signed one, player. Isaiah Stevens has until May 31, to withdraw from draft.

8. **Faculty Athletics Representative: Kyle Saunders**
    - Met with President Parsons, very impressed with her vision across campus.

    Optimistic about growing athletics.
    - MW meetings Joint Council Sunday. New Commissioner

FACULTY COUNCIL COMMITTEE ON LIBRARIES
Annual Report 2022-2023

INTRODUCTION

This constitutes the annual report of the Faculty Council Committee on Libraries for academic year 2022-2023 and is submitted by Jerry Magloughlin, the chair of the committee for this academic year. This report is organized to include information on members, meeting attendance, substantive activities/discussions, and recommendations for next year.

MEMBERSHIP

Agricultural and Resource Economics	Franck Dayan
Business	Jon Clark
Engineering	Marie Vans
Health and Human Sciences	Rodolfo Valdes Vasquez
Liberal Arts	Hye Seung Chung
Libraries	Randyn Heisserer-Miller
Natural Resources	Jerry Magloughlin, Chair
Natural Sciences	Michael Thomas
Veterinary Medicine and Biomedical Sciences	Noreen Reist
Student Representative (Graduate)	none this year
Student Representative (Undergraduate)	none this year

EX-OFFICIO MEMBERSHIP

Sue Doe, Faculty Council, Chair
Karen Estlund, Libraries, Dean
Dawn Paschal, Libraries, Senior Associate Dean
Meg Brown-Sica, Libraries, Associate Dean
Amy Hoseth, Libraries, Associate Dean
David Paterson, Office of the Vice President for Research

ADMINISTRATIVE SUPPORT

Lani Williams, Libraries

MEETINGS

The meeting schedule is provided below. Formal minutes were taken at each meeting, and once approved by the committee, were archived on the committee's Teams channel.

- September 23, 2022
- October 28, 2022
- November 18, 2022
- February 24, 2023
- March 24, 2023
- April 28, 2023
- May 10, 2023

MEETING ATTENDANCE

Faculty Council Committee on Libraries Attendance								
		Meeting Date						
Representation	Member	Sep 23	Oct 28	Nov 18	Feb 24	Mar 24	Apr 28	May 10
Agricultural and Resource Economics	Franck Dayan	--	Y	--	Y	Y	--	Y
Business	Jon Clark	Y	Y	--	--	Y	Y	Y
Engineering	Marie Vans	Y	Y	Y	Y	--	Y	Y
Health & Human Sciences	Rodolfo Valdes Vasquez	Y	Y	Y	Y	Y	Y	Y
Liberal Arts	Hye Seung Chung	Y	Y	Y	Y	Y	Y	Y
Libraries	Randyn Heisserer-Miller	--	Y	Y	Y	Y	--	Y
Natural Resources	Jerry Magloughlin	Y	Y	--	Y	Y	Y	Y
Natural Sciences	Michael Thomas	Y	Y	Y	Y	Y	Y	--
Veterinary Medicine & Biomedical Sciences	Noreen Reist	--	Y	Y	Y	--	Y	Y
Graduate Student Representative	none	--	--	--	--	--	--	--
Undergraduate Student Representative	none	--	--	--	--	--	--	--
Ex-officio Membership								
Faculty Council, Chair	Sue Doe	Y	--	--	--	--	--	--
Libraries, Dean	Karen Estlund	--	Y	--	Y	--	Y	Y
Libraries, Senior Associate Dean	Dawn Paschal	--	Y	Y	Y	--	Y	
Libraries, Associate Dean	Meg Brown-Sica	Y	Y	--	Y	Y	Y	Y
Libraries, Associate Dean	Amy Hoseth	Y	--	Y	Y	Y	Y	Y
Office of the Vice President for Research	David Paterson	Y	Y	Y	--	Y	--	--
Administrative Support (Libraries)	Lani Williams	Y	Y	Y	Y	Y	Y	Y

SUBSTANTIVE ACTIVITIES / DISCUSSIONS OF THE COMMITTEE

- The committee welcomed new members Michael Thomas and Marie Vans.
- Dean Estlund had conversations with Interim President Rick Miranda and Interim Provost & Vice President for Academic Affairs Jan Nerger. The Libraries has pivoted to an interdisciplinary model for research support through a newly formed unit where library faculty assist across colleges.
- Guest Kimberly Cox-York (Responsible Conduct of Research Coordinator, Office of the Vice President for Research) presented on the White House Office of Science Technology Policy (OSTP). Colorado State University has joined HELIOS. CSU is discussing best practices, what infrastructure is needed, and additional shared repositories.

- Guest Barb Gustison (Director of Finance, Libraries) presented on Historic Budget Overview and Inflation. Comparison data with other R1 institutions in 2020 showed a significant discrepancy between CSU Libraries and our peers in Full-Time Equivalent (FTE) staff salaries. Libraries has about half the FTE staff per students of our peers. The Fundraising Philanthropic Total is $422,232. The July 1, 2022 endowment Balance is $12 million and significantly behind the endowments of our peer institutions.
- Randyn Heisserer-Miller (Head of Collection Strategies, Libraries) presented on subscriptions Retrospective and Future Negotiations. The Elsevier contract from 2020 is up for renegotiation. Serials expenditures to increase due to post-covid inflation. Libraries own less and rent more. Libraries spending is transitioning from closed access spending to open access spending.
- Guests Jimena Sagas (Student Success and Inclusion Librarian, Libraries) and Clarissa Trapp (Digital and Archives Specialist, Libraries) presented on the Libraries Outreach and Partnership Task Force. The task force met with 8 campus partners that work directly with marginalized student populations to identify and analyze existing library services and spaces designed to bridge gaps for marginalized-identifying students. Task Force recommendations include library tours to expand awareness of library services and space, multilingual signage and clear usage guidelines, beyond first year experience opportunities to ensure consistent support, and partnership mapping to develop relationships.
- Dean Karen Estlund presented on the strategy for negotiating with Elsevier for the next contract. The previous contract through the Colorado Alliance of Research Libraries (CARL) was a three-year agreement, 2021-2023. The current contract expires December 31, 2023. CARL has hired negotiator Jeff Spies.
- Guests Mara Sedlins (Data Management Specialist, Libraries) and Khaleedah Thomas (Copyright & Scholarly Communications Librarian, Libraries) presented on the OSTP Nelson Memo & Year of Open Science. The OSTP Nelson Memo released on August 25, 2022 ensures free, immediate, and equitable access to federally funded research. The memo asks agencies to develop strategies to ensure data and other such research outputs and their metadata are findable, accessible, interoperable, and reusable.
- Guest Khaleedah Thomas (Copyright & Scholarly Communications Librarian, Libraries) presented on Evaluating Diversity, Equity, and Inclusion in Morgan Library. An anonymous Qualtrics survey, with over 600 responses, gathered student feedback on sense of belonging, safety and representation to identify gaps in DEI to improve library space and services. FCCOL member Michael Thomas consulted on data validation for analysis. Recommendations included: utilize displays to promote diverse materials, market collections and services, display inclusive art, collaborate with campus partners on events and programs, provide staff training, improve wayfinding, eliminate barriers for patrons who identify as disabled, and adjust technology polices and access.
- Guests Jamie McCue (Information Technology) and Allison Swanson (Assistive Technology Resource Center) presented on the IT Accessibility Policy and Task Force Report. The Dean of Libraries is a co-owner with the Vice President of Technology/Chief Information Officer. The policy is preventative for civil rights

complaints and in response to the CSU System Audit. The policy calls for a proactive approach and language to promote accessibility through Universal Design to reduce last-minute accommodation needs and improve timeliness. A specific task force recommendation is to streamline processes and procedures for audio and captioning.

- FCCOL welcomed Dean Estlund's Leadership and Career Development Program Fellows Xiying Mi and Tatiana Bryant.
- Guest Robert Ayala (Manager of Library Space & User Experience, Libraries) presented a Morgan Library Space Update on major projects including the first Floor South Study Remodel, South Entrance Remodel, and North Entrance & Lobby Remodel.
- Senior Associate Dean Dawn Paschal, Libraries, retired on May 5, 2023. Dawn was a valued member of the staff and active with FC-COL for many years.

RECOMMENDATIONS

- Implementation of IT Accessibility Policy, intersection with student accommodations and student disability center, and resources for instructors
- Elsevier contract negotiation and implementations. Faculty will need to be fully informed and consulted if there is a failure to reach a deal this fall.
- Recommendations from 400 federal agencies for implementation of the Office of Science and Technology Policy--Nelson Memo. This affects access to published works supported by the Federal government, and may significantly affect the process of publication for faculty, graduate students, post-docs, etc.
- Budget for the CSU Libraries should be evaluated in detail and recommendations made pending the final budgetary decisions for FY23-24.

COLORADO STATE UNIVERSITY COMMITTEE ON NON-TENURE TRACK FACULTY
Annual Report for August 2022 to May 2023

MEMBERSHIP 2022-2023

Agricultural Sciences	Ryan Brooks
Health and Human Sciences	Jennifer Reinke
Business	Jenny Morse, Chair
Engineering	Pinar Omur-Ozbek
Liberal Arts	Thomas Conway
Natural Resources	Sean Bryan
Natural Sciences	Ann Hess
Veterinary Medicine and Biomedical Sciences	Olivia Arnold
Libraries	Scott Wiebensohn
Tenured Faculty	Mary Van Buren
Tenured Faculty	--
Graduate Student	Kendall Stephenson
Undergraduate Student	--
At-large member	Joseph DiVerdi

I. Meetings

The Committee on Non-Tenure Track Faculty (CoNTTF) met 16 times during the 2022-2023 academic year. All 16 meetings focused on moving forward with our proposals and recommendations to improve the circumstances of non-tenure track faculty (NTTF) at CSU.

Since all non-tenure track members of CoNTTF are also voting members of Faculty Council, our 9 college reps attended the **9 Faculty Council meetings** during 2022-2023 in addition to their service on the committee. Members of CoNTTF perform *two* service roles, which should be accounted for in both workload and compensation.

8/23/22	Reviewed operating procedures, identified roles for members, reviewed goals from Annual Report.
9/6/22	Discussed contracts with guest Richard Eykholt, UGO.
9/20/22	Received reports from AAUP, Workload Equity Task Force, and GWOC liaisons. Discussed Campus Equity Week plans.
10/4/22	Finalized Campus Equity Week plans.
10/18/22	Discussed Parking Subsidy idea, CLA attempt to change language around Contracts, and finalized Campus Equity Week marketing.
11/1/22	Debriefed on Campus Equity Week, reviewed Contract language and suggested improvements, discussed data that would be useful to collect, and reviewed website updates.
11/15/22	Started discussing a service audit, continued to reflect on website, discussed salary challenges around inversion, compression, and being below a living wage for the area.
11/29/22	Planned questions and strategy for service audit.

1/24/23	Finalized questions and documents for service audit, reviewed updates to contract legislation.
2/7/23	Reviewed motion to C.2.1.3.1 on that day's Faculty Council meeting, reviewed service audit progress, reviewed NTTF/CCA Task Force report, connected with legislators on contract bill.
2/21/23	Reviewed NTTF/CCA Task Force report with guest Christine Pawliuk.
3/7/23	Discussed results of service audit.
3/21/23	Met with guests from AAUP, reviewed website, discussed Service Calculator, started rough draft of Service Audit Report.
4/4/23	Continued work on website, Service Calculator, and Service Audit Report.
4/18/23	Finalized Service Audit Report, discussed living wage proposal from APC.
5/2/23	Held elections for next year's CoNTTF officers, discussed Annual Report.

II. Additional Meetings and Presentations Prepared by CoNTTF members

9/9/22	Tom Conway, as the CoNTTF representative, attended the Workload Equity Task Force.
9/21/22	Sean Bryan met with the WCNR NTTF/CCA committee.
9/26/22	Tom Conway, as the CoNTTF representative, attended the Workload Equity Task Force.
9/30/22	Ann Hess met with CNS NTTF/CCAF.
10/10/22	Tom Conway, as the CoNTTF representative, attended the Workload Equity Task Force.
10/24/22	Jenny Morse and Joseph DiVerdi ran an information session on Contracts vs Continuing as part of Campus Equity Week. Tom Conway, as the CoNTTF representative, attended the Workload Equity Task Force.
10/28/22	CoNTTF held a listening session as part of Campus Equity Week. Ann Hess met with CNS NTTF/CCAF.
11/7/22	Ryan Brooks met with College of Agriculture CCAF Committee.
11/10/22	Sean Bryan met with the WCNR NTTF/CCA committee. Ann Hess met with CNS NTTF/CCAF.
11/14/22	Tom Conway, as the CoNTTF representative, attended the Workload Equity Task Force.
11/18/22	Jenny Morse met with College of Business NTTF committee.
11/28/22	Tom Conway, as the CoNTTF representative, attended the Workload Equity Task Force.
11/29/22	Ryan Brooks updated Animal Sciences CCAF.
12/5/22	Ryan Brooks met with College of Agriculture CCAF Committee.
12/12/22	Tom Conway, as the CoNTTF representative, attended the Workload Equity Task Force.
1/30/23	Ryan Brooks updated Animal Sciences CCAF.
2/6/23	Tom Conway, as the CoNTTF representative, attended the Workload Equity Task Force.
2/8/23	Ryan Brooks met with College of Agriculture CCAF Committee.
2/13/23	Ann Hess met with CNS NTTF/CCAF.

2/20/23	Tom Conway, as the CoNTTF representative, attended the Workload Equity Task Force.
2/22/23	Jenny Morse, Joseph DiVerdi, and Christine Pawliuk met with State Representative Eliza Hamrick to discuss the bill to extend contracts to 5 years.
3/1/23	Scott Wiebensohn provided an update to the Library Faculty Council.
3/2/23	CoNTTF members attended the Budget Town Hall sponsored by AAUP and GWOC.
3/6/23	Tom Conway, as the CoNTTF representative, attended the Workload Equity Task Force.
3/7/23	Jenny Morse, Chair, gave an update to Faculty Council on the state of the appointment types and promotion pathways 5 years after their creation.
3/8/23	Ryan Brooks met with College of Agriculture CCAF Committee.
3/20/23	Tom Conway, as the CoNTTF representative, attended the Workload Equity Task Force.
3/22/23	Ann Hess met with CNS NTTF/CCAF.
3/24/23	Jenny Morse met with College of Business NTTF committee.
3/27/23	Sean Bryan met with the WCNR NTTF/CCA committee.
4/3/23	Tom Conway, as the CoNTTF representative, attended the Workload Equity Task Force.
4/5/23	Ryan Brooks met with College of Agriculture CCAF Committee.
4/17/23	Tom Conway, as the CoNTTF representative, attended the Workload Equity Task Force.
4/21/23	Ann Hess met with CNS NTTF/CCAF.
4/28/23	Jenny Morse met with College of Business NTTF committee.
5/1/23	Tom Conway, as the CoNTTF representative, attended the Workload Equity Task Force.
5/3/23	Scott Wiebensohn provided an update to the Library Faculty Council.
5/5/23	Tom Conway and the Workload Equity Task Force presented to the CLA Council of Chairs.
5/15/23	Jenny Morse met with State Representative Judy Amabile to discuss additional legislation to support non-tenure track faculty.

III. Proposal Documents and Committee Process

Proposed revisions on E.2 from CoRSAF were approved at the Faculty Council meeting on 10/4, which clarified when contracts should be offered and how voting rights should be codified for NTTF outside of departments.
CCA Explained graphic created for Campus Equity Week and available on nttf.colostate.edu (and included below).
Proposed revisions to C.2.1.3.1 from CoFG were approved at the Faculty Council meeting on 2/7, which created one Faculty Council member to represent all Contract and Continuing Faculty outside of departments.
CoNTTF Update: 5 Years Since Appointment and Promotion Pathway Changes presented to Faculty Council 3/7.
Code Audit Report on Service and Service Calculator sent to Provost's Office and Faculty Council 4/26.
FAQ proposal created for Allies & Advocates Toolkit on 5/9 under the ADVANCE grant in response to questions frequently directed to the Committee on Non-Tenure Track Faculty.

IV. Other Committee Business

Leadership and Committee Composition

- Jenny Morse served as Chair for 2022-23.
- **Ryan Brooks** will serve as **Chair** for 2023-2024.
- **Olivia Arnold** served as **Vice-Chair** for 2022-2023 and will continue for 2023-2024.
- Scott Wiebensohn will serve as Webmaster for 2022-2023 and will continue for 2023-2024.
- Pinar Omur-Ozbek served as our connection to Institutional Research and collects relevant data each year about NTTF at CSU for reports, articles, and outside requests for 2022-2023.
- Ann Hess will serve as our connection to Institutional Research and collect the relevant data about NTTF for 2023-2024.
- Sean Bryan served as the CoNTTF rep on the Committee on Teaching and Learning for 2022-2023. We will need to confirm this role for 2023-2024.
- Tom Conway served as the CoNTTF rep on the Workload Equity Task Force for 2022-2023 and will continue in this role for 2023-2024.
- Kendall Stephenson served as our graduate student rep for 2022-2023.
- We look forward to having an undergraduate and graduate student join us for 2023-2024.
- **Mary van Buren** has agreed to another term as one of our **tenure-line members for 2023-2026**.
- **We still need to identify a 2nd tenure-line member to serve on our committee**.
- **Jenny Morse** has been re-elected to the committee through **2026**.
- **Pinar Omur-Ozbek** will be rotating off the committee to serve as a Faculty Council representative for her college.
- **Karen Thorsett-Hill** has been elected as the new COE representative through 2026.

Business

For the upcoming 2023-2024 Academic Year, CoNTTF expects to continue working on clarifying the Contract appointment type as the most secure for non-tenure track faculty, advocating for increased faculty on Contracts, and encouraging the use of 5 years as the term for contracts as approved by the Colorado Legislature. We will also continue to work on workload equity both directly through Tom Conway's service on the Taskforce and through making progress on our recommendations in the Service Code Audit Report provided to the Provost's Office and Faculty Council.

Pay: Issues around salary compression, salary inversion, and salary equity have reached extreme disparity with no resolutions or solutions in sight for 2023-2024. CoNTTF supports the Administrative Professional Council's proposal for a standard dollar amount cost of living wage to be applied to all faculty. We would also encourage new ideas around salary exercises and salary adjustments including devoting funds to uniformly raise all salaries below a living wage for Fort Collins, even if that means salaries at the top end forgoing salary increases. Pay issues are as much about gender as they are compensation. Central administration must review the salaries of all NTTF and establish guidelines for pay at each promotion level to ensure equity across credit hours and workload in spite of supposed "market forces" in individual units and disciplines.

Further areas for work include

- Connecting with the Provost's Office so that CoNTTF works with them directly on all issues

related to NTTF.

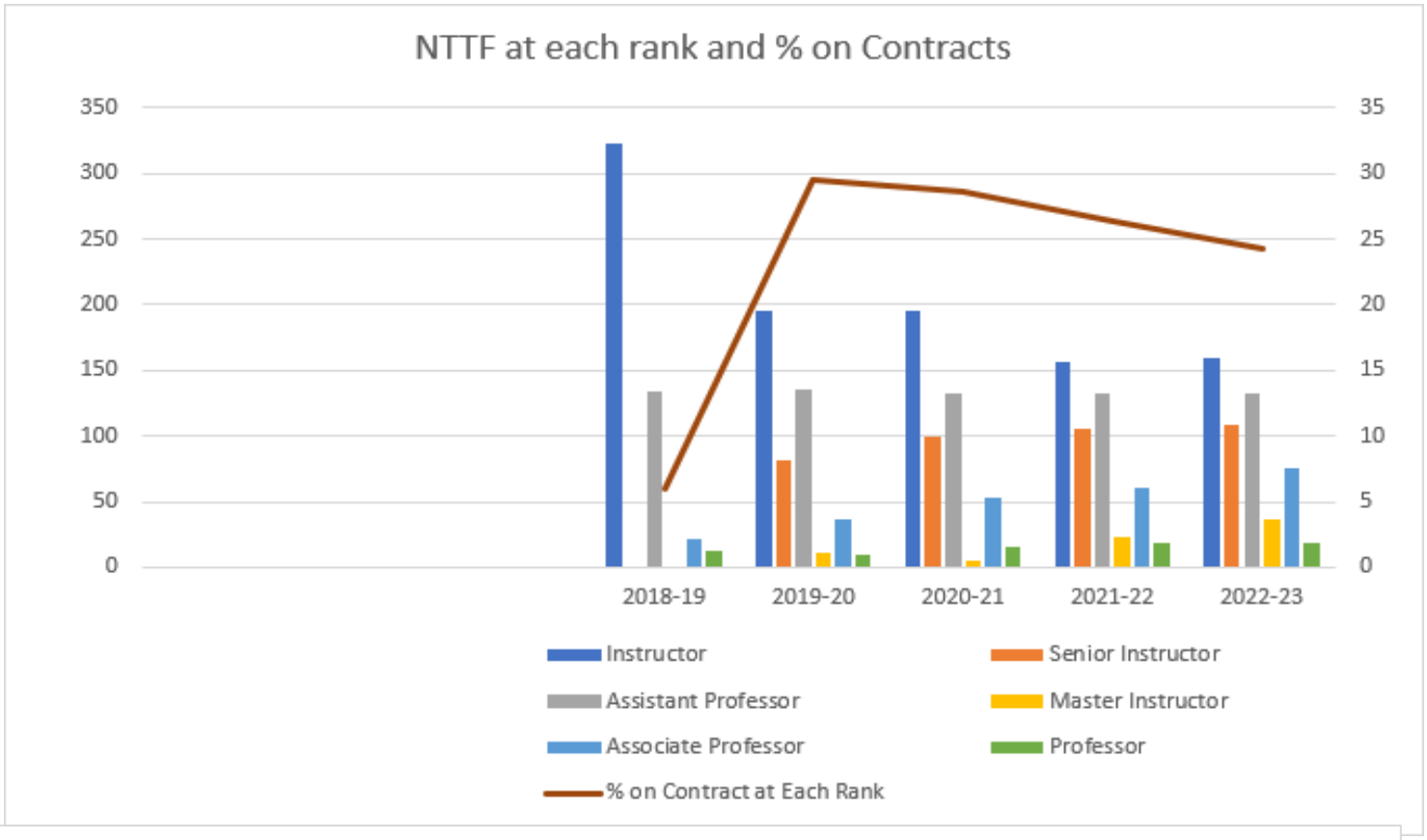
- Improving workload equity for NTTF, especially with regard to service.
- Determining the best appointment type moving forward for non-tenure track faculty and what that involves, whether it's eliminating the Continuing appointment, creating teaching tenure, or something else.
- Educating HR, Department Heads, Deans, and Faculty on the Colorado Law allowing contracts to be awarded for up to 5 years.
- Updating the Provost's template on Contracts.
- Increasing the number of NTTF on Contracts.
- Facilitating the annual NTTF Reception
- Asking for an audit of the budget, particularly to investigate how NTTF are being paid
- Continuing to explore unionization

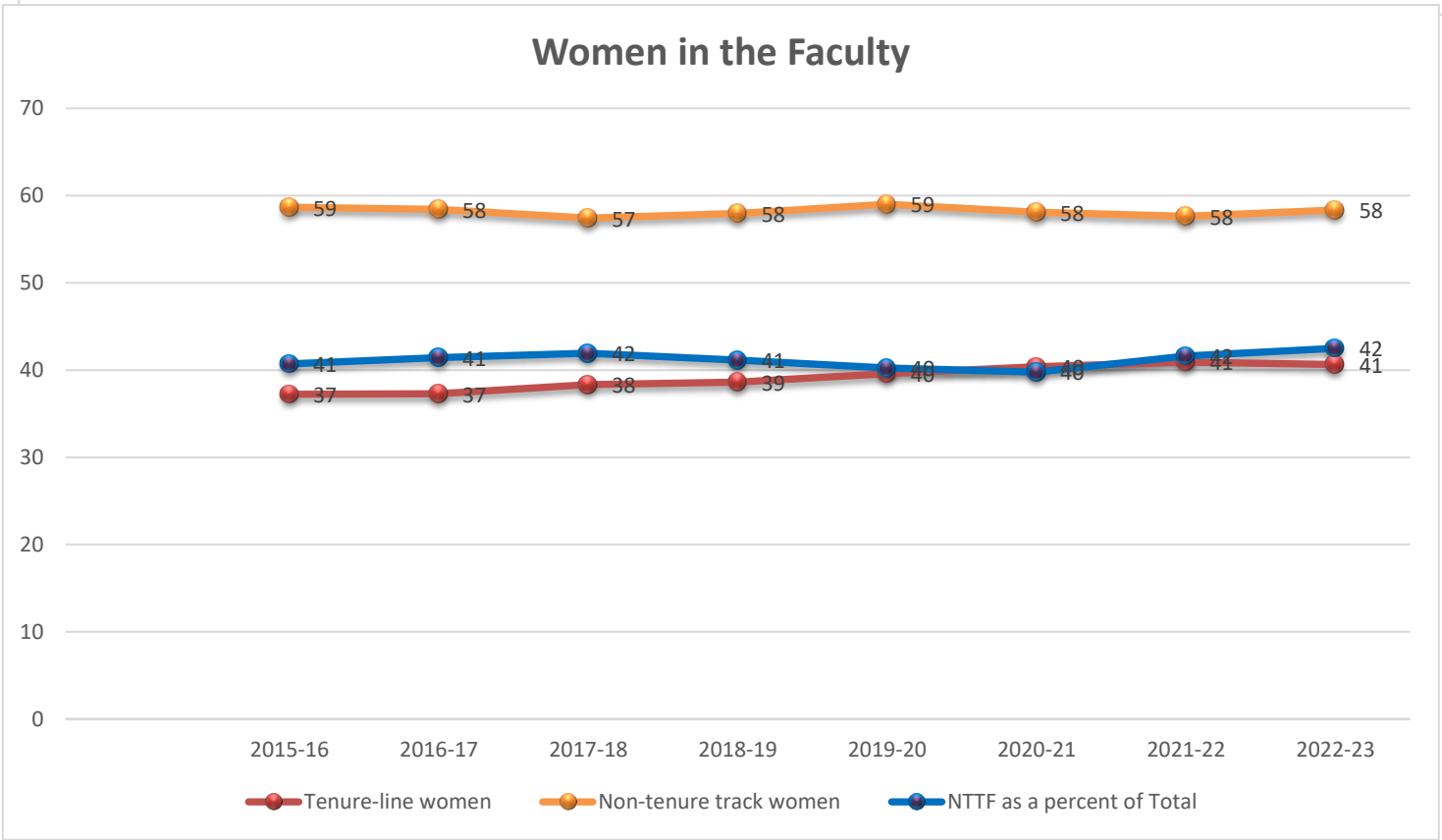
V. Graphic Representations of data from Institutional Research

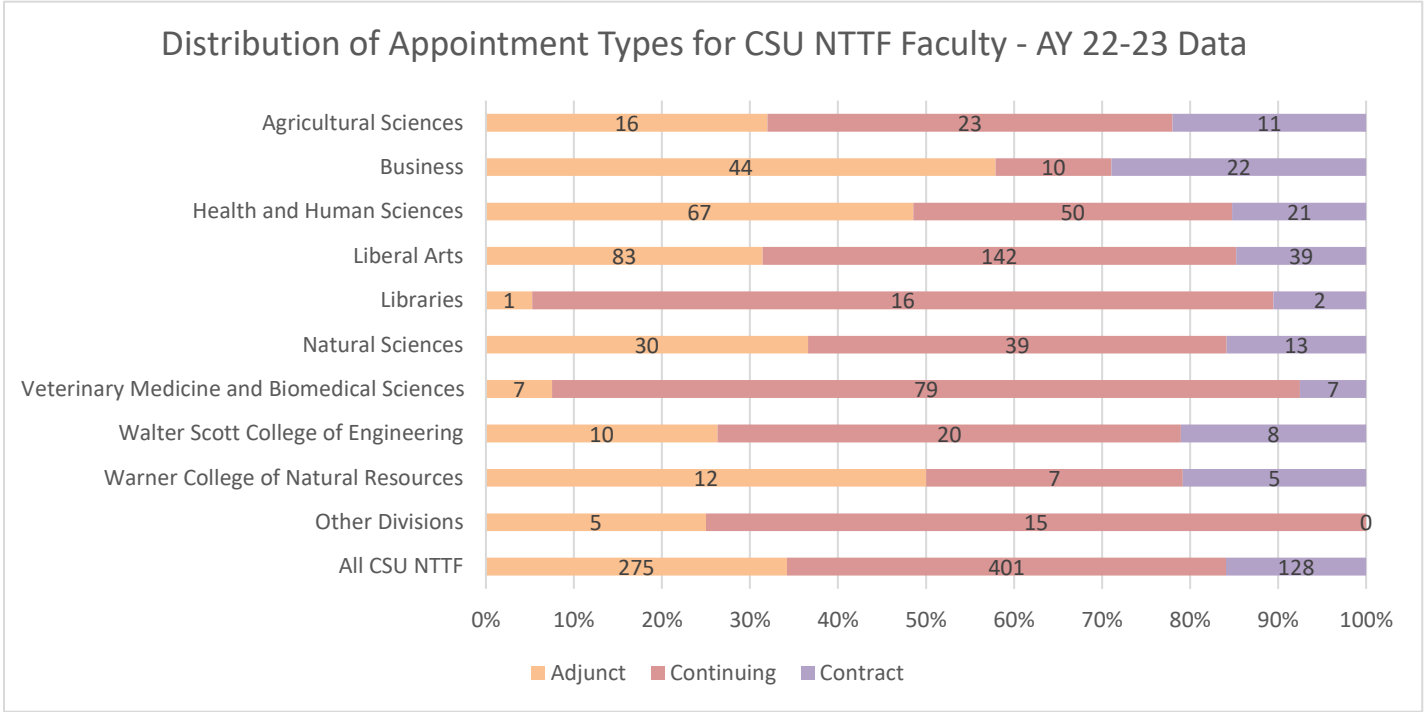
Pinar Omur-Ozbek captured Institutional Research data from Fall 2022 in order to create a more concrete picture of the current circumstances of non-tenure track faculty at CSU. Please note that Institutional Research was unable to provide data according to gender for unknown reasons and that the data is still using the outdated "special" and "temporary" terminology because HR cannot update their system to match the terminology in the Faculty Manual.

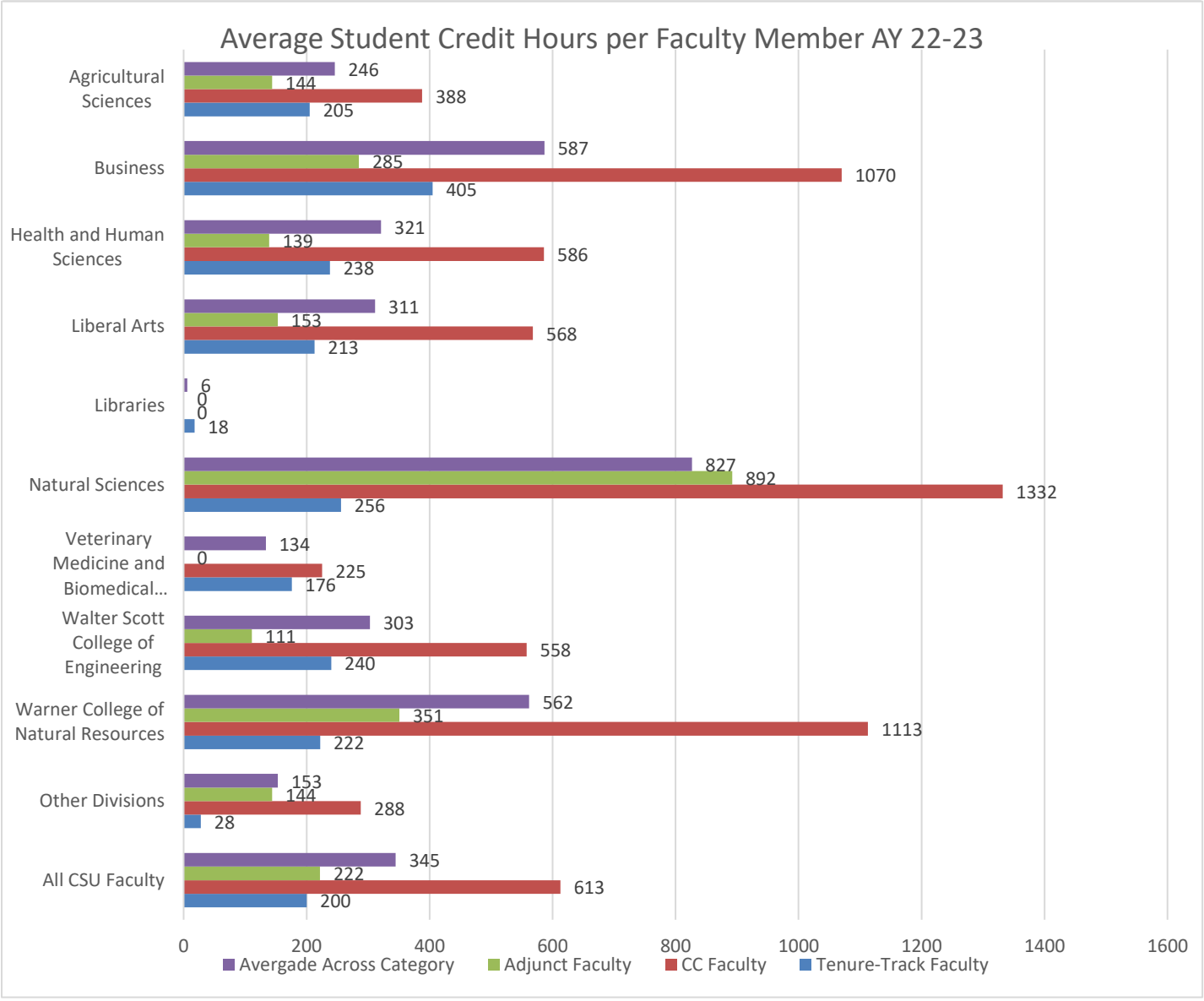
Future graphics should also investigate retention of non-tenure track faculty.

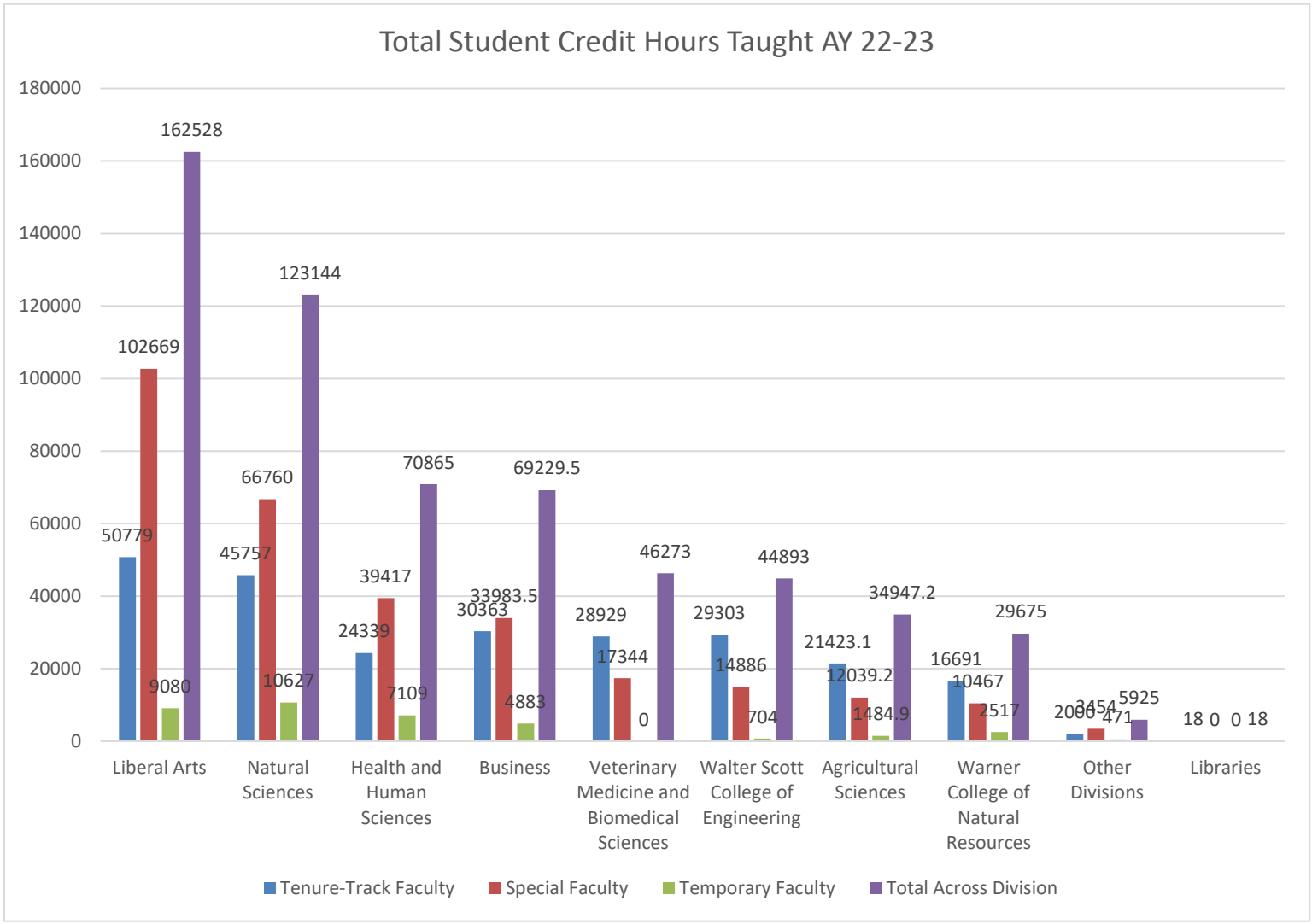
Below are the graphics created to represent that data.

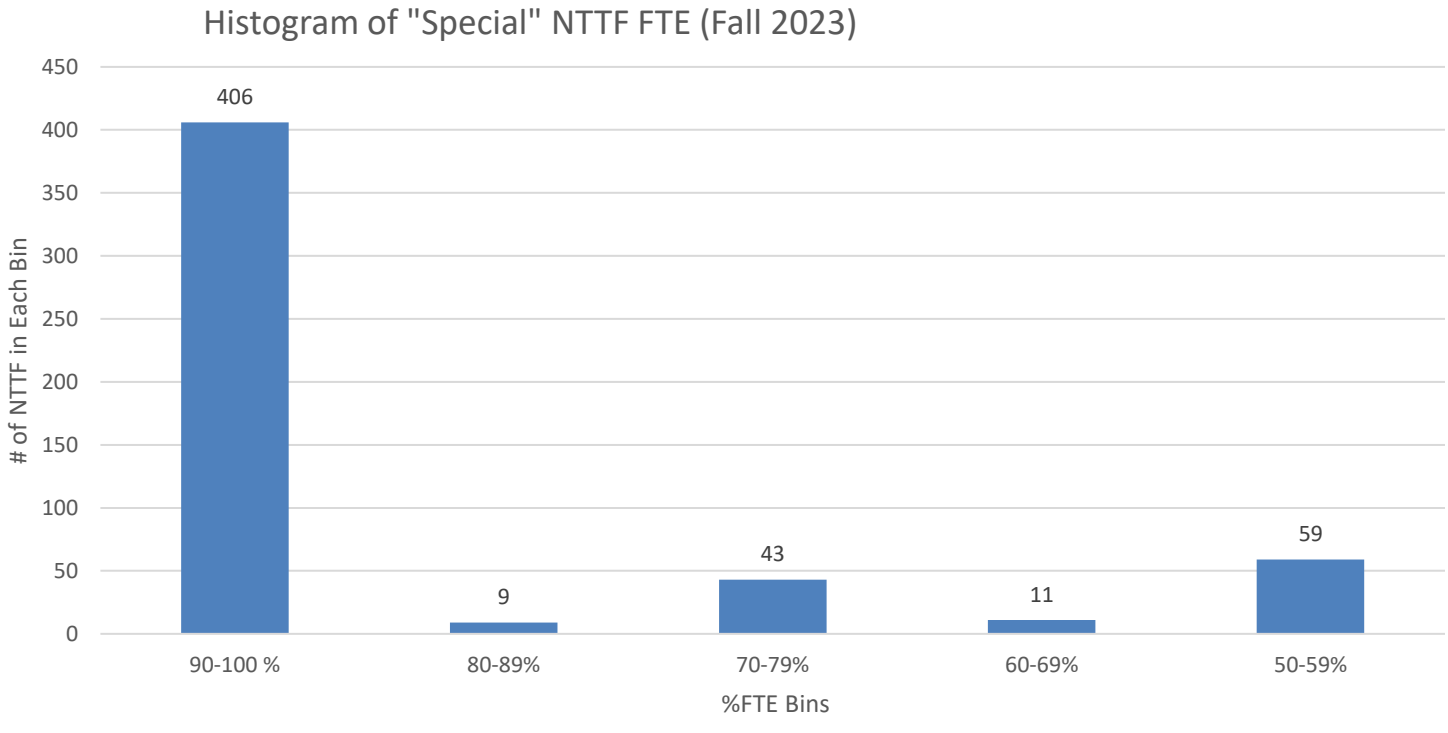

NTTF at each rank and % on Contracts
350
300
250
200
150
100
50
0
35
30
25
20
15
10
5
0
2018-19
2019-20
2020-21
2021-22
2022-23
Instructor
Senior Instructor
Assistant Professor
Master Instructor
Associate Professor
Professor
% on Contract at Each Rank

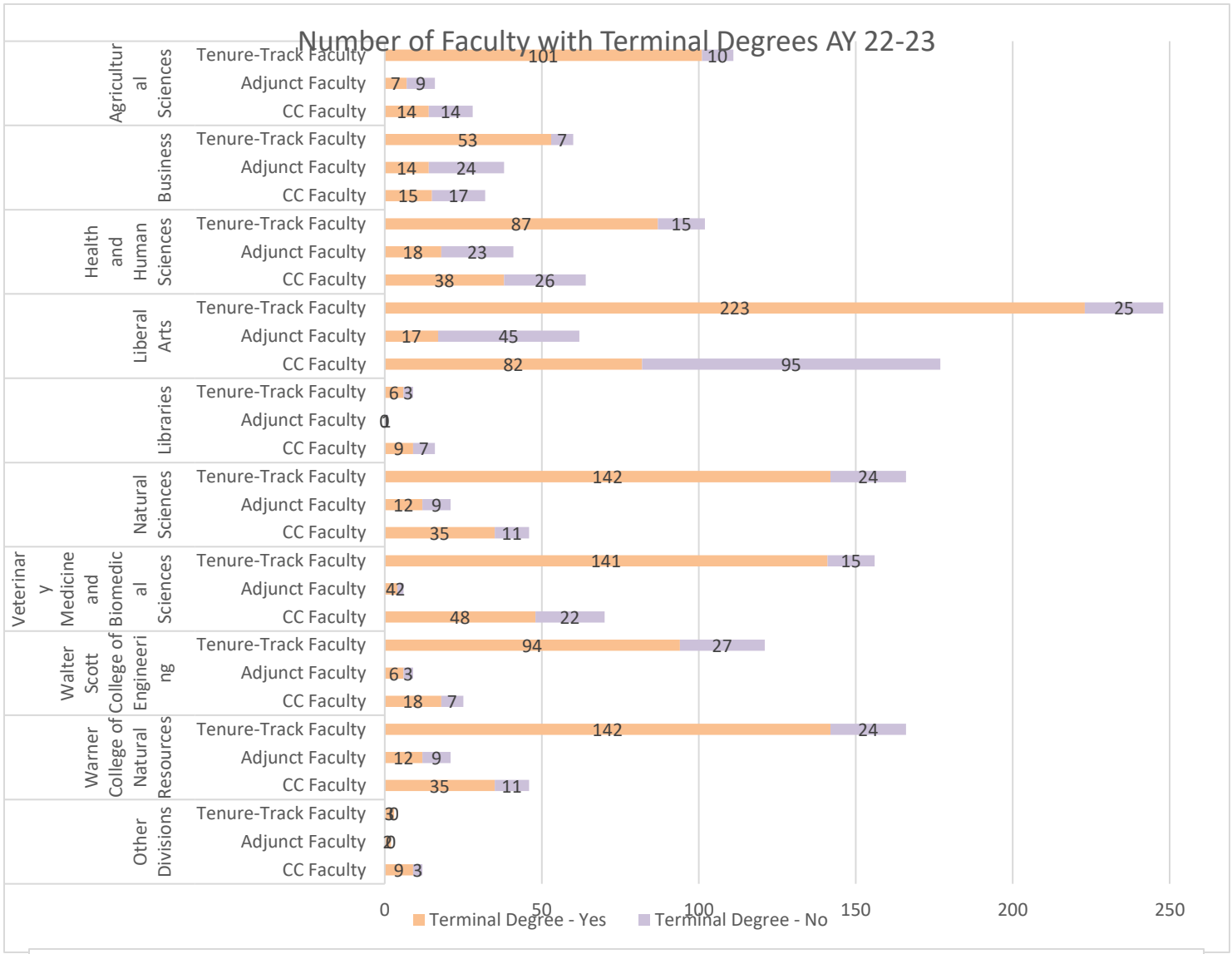

Women in the Faculty
70
60
50
40
30
20
10
0
59
58
57
58
59
58
58
58
41
41
42
41
40
40
41
42
37
37
38
39
40
40
41
41
2015-16
2016-17
2017-18
2018-19
2019-20
2020-21
2021-22
2022-23
Tenure-line women
Non-tenure track women
NTTF as a percent of Total

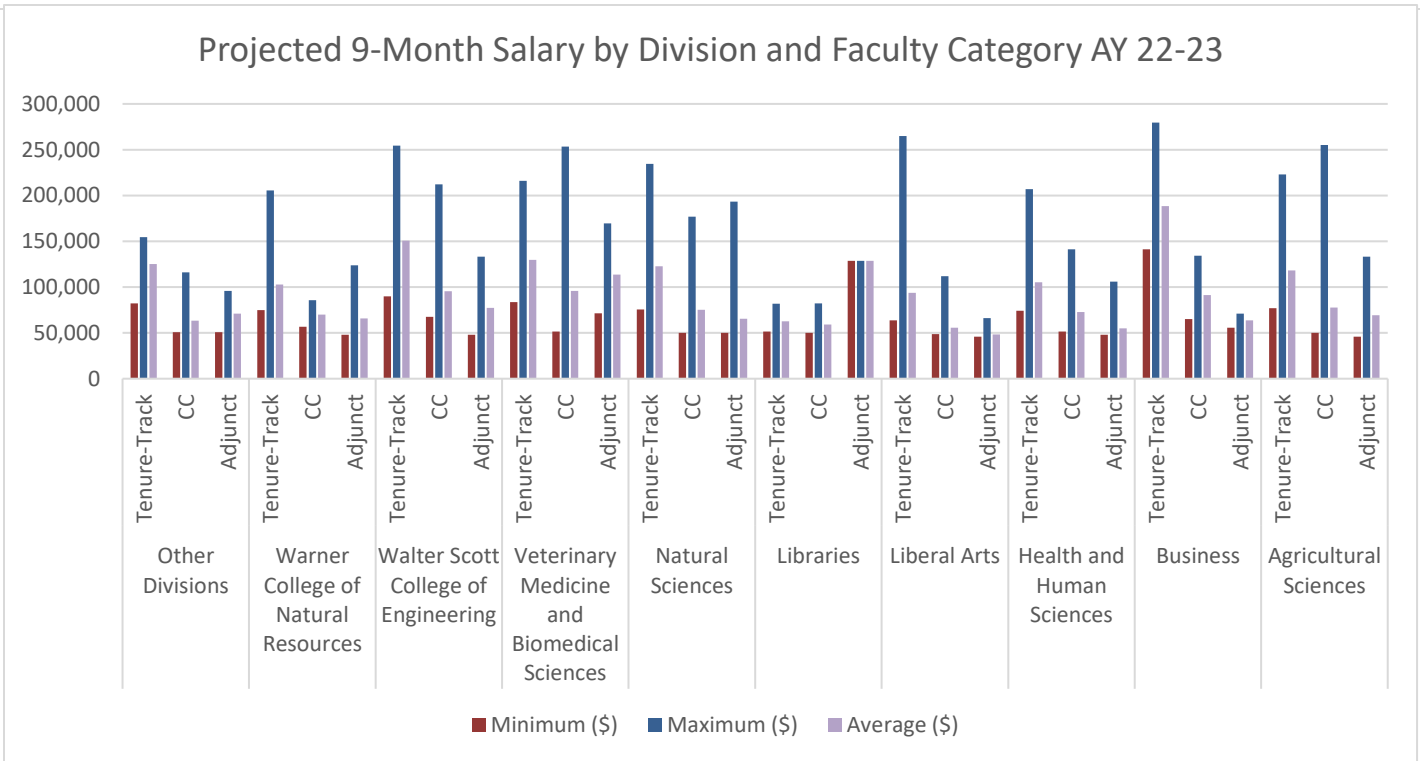

Distribution of Appointment Types for CSU NTTF Faculty - AY 22-23 Data
Agricultural Sciences
Business
Health and Human Sciences
Liberal Arts
Libraries
Natural Sciences
Veterinary Medicine and Biomedical Sciences
Walter Scott College of Engineering
Warner College of Natural Resources
Other Divisions
All CSU NTTF
16
23
11
44
10
22
67
50
21
83
142
39
1
16
2
30
39
13
7
79
7
10
20
8
12
7
5
5
15
0
275
401
128
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%
Adjunct
Continuing
Contract


Average Student Credit Hours per Faculty Member AY 22-23
Agricultural Sciences
246
144
388
205
Business
587
285
1070
405
Health and Human Sciences
321
139
586
238
Liberal Arts
311
153
568
213
Libraries
6
0
0
18
Natural Sciences
827
892
1332
256
Veterinary Medicine and Biomedical...
134
0
225
176
Walter Scott College of Engineering
303
111
558
240
Warner College of Natural Resources
562
351
1113
222
Other Divisions
153
144
288
28
All CSU Faculty
345
222
613
200
0
200
400
600
800
1000
1200
1400
1600
Avergade Across Category
Adjunct Faculty
CC Faculty
Tenure-Track Faculty


Total Student Credit Hours Taught AY 22-23
180000
160000
140000
120000
100000
80000
60000
40000
20000
0
Liberal Arts
Natural Sciences
Health and Human Sciences
Business
Veterinary Medicine and Biomedical Sciences
Walter Scott College of Engineering
Agricultural Sciences
Warner College of Natural Resources
Other Divisions
Libraries
50779
102669
9080
162528
45757
66760
10627
123144
24339
39417
7109
70865
30363
33983.5
4883
69229.5
28929
17344
0
46273
29303
14886
704
44893
21423.1
12039.2
1484.9
34947.2
16691
10467
2517
29675
2000
3454
471
5925
18 0 0 18
Tenure-Track Faculty
Special Faculty
Temporary Faculty
Total Across Division


Histogram of "Special" NTTF FTE (Fall 2023)
# of NTTF in Each Bin
450
400
350
300
250
200
150
100
50
0
406
9
43
11
59
90-100 %
80-89%
70-79%
60-69%
50-59%
%FTE Bins


Number of Faculty with Terminal Degrees AY 22-23
Agricultural Sciences
Tenure-Track Faculty 101 10
Adjunct Faculty 7 9
CC Faculty 14 14
Business
Tenure-Track Faculty 53 7
Adjunct Faculty 14 24
CC Faculty 15 17
Health and Human Sciences
Tenure-Track Faculty 87 15
Adjunct Faculty 18 23
CC Faculty 38 26
Liberal Arts
Tenure-Track Faculty 223 25
Adjunct Faculty 17 45
CC Faculty 82 95
Libraries
Tenure-Track Faculty 6 3
Adjunct Faculty 0 1
CC Faculty 9 7
Natural Sciences
Tenure-Track Faculty 142 24
Adjunct Faculty 12 9
CC Faculty 35 11
Veterinary Medicine and Biomedical Sciences
Tenure-Track Faculty 141 15
Adjunct Faculty 4 2
CC Faculty 48 22
Walter Scott College of Engineering
Tenure-Track Faculty 94 27
Adjunct Faculty 6 3
CC Faculty 18 7
Warner College of Natural Resources
Tenure-Track Faculty 142 24
Adjunct Faculty 12 9
CC Faculty 35 11
Other Divisions
Tenure-Track Faculty 3 0
Adjunct Faculty 2 0
CC Faculty 9 3
0 50 100 150 200 250
Terminal Degree - Yes
Terminal Degree - No


Projected 9-Month Salary by Division and Faculty Category AY 22-23
300,000
250,000
200,000
150,000
100,000
50,000
0
Tenure-Track
CC
Adjunct
Other Divisions
Warner College of Natural Resources
Walter Scott College of Engineering
Veterinary Medicine and Biomedical Sciences
Natural Sciences
Libraries
Liberal Arts
Health and Human Sciences
Business
Agricultural Sciences
Minimum ($)
Maximum ($)
Average ($)

Committee on Responsibilities and Standing of Academic Faculty (CoRSAF)

Annual Report – for August 2022 to May 2023

Members:

Lise Aubry (Natural Resources)
Richard Eykholt (Natural Sciences)
Hong Maio (Business)
Jennifer Martin (Agriculture)- Chair
Blythe Legasse (Liberal Arts)
Caroline Mehaffey (Vet Med and Bio Sci)
Mark Shelstad (Libraries)
Chris Weinberger (Engineering)
Gloria Luong (Health and Human Sciences)
Tony Cheng (Natural Resources)

CoRSAF met twelve (12) times during the 2022-2023 academic year: September 1, September 22, September 29, October 13, November 3, January 25, February 15, March 8, April 7, April 12, April 19, and April 27

Actions taken by CoRSAF and outcomes on the revisions suggested to the Administrative and Faculty Manual included the following:

- **Faculty Manual Section E.2**
  - Action: Additional revisions following feedback from Faculty Council from Spring 2022.
  - Outcome: Revisions were submitted to Faculty Council in October 2023 and passed during October Faculty Council meeting. Board of Governors approved updates in Spring 2023.

- **Faculty Manual Section E.10.5**
  - Action Items: Added clarification of language related to the Promotion & Tenure process, specifically related to the finality of the decision
  - Outcome: Revisions were submitted to Faculty Council in January 2023 and presented at the February Faculty Council meeting.

- **Faculty Manual Section J**

  - Action Items: Committee worked closely with the Office of General Council (Linda Schutjer) to review committee recommendations for the complete revision of Section J. Committee members discussed changes with their constituents and answered questions before submitting proposed revisions for Faculty Council consideration.
  - Outcome: Revisions were submitted to Faculty Council for consideration. Request was made from the Office of General Counsel in April 2023 to send the revisions back to CoRSAF for further deliberation and input from OGC staff members. Additional input from OGC was received in May 2023. CoRSAF will resume working on approving revisions in Fall 2023.

- **Faculty Manual Preface**
  - Action Items: CoRSAF proposed revisions to the Preface of the Faculty Manual for clarification that state or federal regulations and Board policies override the manual
  - Outcome: Revisions were submitted to Faculty Council in January 2023 and presented at the February Faculty Council meeting.

- **Administrative Leave Policy**
  - Action Items: CoRSAF members met with Dr. Michael Antolin, chair of the Task Force on Administrative Leave, to review the campus Administrative Leave policies and identify opportunities to revise the manual to offer clarification and guidance.
  - Outcome: The committee will resume this work in Fall 2023

Respectfully,

Jennifer Martin, Ph.D.
Chair of CoRSAF
Associate Professor
Department of Animal Sciences
jennifer.martin@colostate.edu

Colorado State University
Committee on Scholarship, Research, and Graduate Education Report
Sept 2022 - May 2023

Members:

Members: Bill Sanford, Chair (Warner College of Natural Resources), Melinda Smith, Vice Chair (College of Natural Sciences), Colleen Webb, Graduate School Dean (Ex-officio), Nick Roberts (College of Business), Gregory Graff (Agricultural Sciences), Todd Bandhauer (Walter Scott, Jr. College of Engineering), Kimberly Cox-York (Health and Human Sciences), Rachelle Ramer (University Libraries), Dawn Grapes (College of Liberal Arts), Kim Seonil (Veterinary Medicine & Biomedical Sciences), Kenny Peeples (Graduate Student Representative), Sue Doe (Chair, Faculty Council Ex-officio)

Graduate School:

Ludy Avalos, Allison DeWaele, Sandy Dailey, Interim Dean Sonia Kreidenweis

Activities for the year:

New Programs (2)
Master of Science in Human Development and Family Studies, Marriage and Family Therapy Specialization, Plan B
Master of Science in Human Development and Family Studies, Plan A.

Changes to programs (59)
Master of Music, Music Education Specialization, Plan A
Master of Music, Music Education Specialization, Plan B
Master of Engineering, Plan C, Systems Engineering Specialization
Doctor of Engineering (D.Eng.) in Systems Engineering
Master of Science in Systems Engineering, Plan A
Master of Science in Systems Engineering, Plan B
Ph.D. in Systems Engineering
Master of Tourism Management, Plan C
Master of Natural Resources Stewardship, Plan C, Ecological Restoration Specialization
Master of Natural Resources Stewardship, Plan C, Forest Sciences Specialization
Master of Natural Resources Stewardship, Plan C, Rangeland Ecology and Management Specialization
Master of Natural Resources Stewardship, Plan C, Western Ranch Management and Ecosystem Stewardship
Master of Science in Student Affairs in Higher Education, Plan A
Master of Science in Student Affairs in Higher Education, Plan B
Ph.D. in Mechanical Engineering.
Master of Science in Mechanical Engineering, Plan B
Master of Science in Mechanical Engineering, Plan A

Master of Engineering, Plan C, Mechanical Engineering Specialization
Master of Engineering, Plan C, Aerospace Engineering Specialization
Master of Engineering, Plan C, Advanced Manufacturing Specialization
Master of Arts in History, Liberal Arts Specialization, Plan B
Master of Arts in History, Liberal Arts Specialization, Plan A
Master of Arts in History, Public History Specialization, Cultural Resource Management & Historic Preservation Option, Plan B
Master of Science in Human Development and Family Studies, Plan A, Prevention Science Specialization
Master of Science in Human Development and Family Studies, Marriage and Family Therapy Specialization, Plan A
Master of Education in Education and Human Resource Studies, Education Sciences Specialization
Master of Communications and Media Management (M.C.M.M., Plan C)
Master of Business Administration
Master of Addiction Counseling in Psychology and Social Work, Advanced Standing Program.
Master of Addiction Counseling in Psychology and Social Work
Ph.D. in Environmental Health, Epidemiology Specialization
Master of Arts in Anthropology, Plan A, Humans and the Environment Specialization
Master of Arts in Anthropology, Plan A, International Development Specialization
Master of Arts in Anthropology, Plan A, Professional Methods and Techniques Specialization
Master of Arts in Anthropology, Plan B, Professional Methods and Techniques Specialization
Ph.D. in Anthropology
Master of Arts in Anthropology, Plan B, International Development Specialization
Master of Arts in Anthropology, Plan B, Humans and the Environment Specialization
Master of Arts in Anthropology, Plan A, The Anthropology of Health and Well-Being Specialization
Master of Arts in Anthropology, Plan B, The Anthropology of Health and Well-Being Specialization
Ph.D. in Social Work
Master of Arts in Philosophy, Plan A
Master of Arts in Philosophy, Plan B
Master of Science in Horticulture, Plan B, Horticulture and Human Health Specialization
Master of Business Administration, Impact Specialization
Master of Agribusiness and Food Innovation Management, Plan C
Master of Public Policy and Administration, Plan C, Public Management Specialization
Master of Public Policy and Administration, Plan C
Master of Public Policy and Administration, Plan C, Public Policy Specialization
Master of Public Policy and Administration, Plan C, International Policy and Management Specialization
Master of Science in Ecosystem Sustainability, Plan A
Ph.D. in Ecosystem Sustainability
Professional Science Master's in Natural Sciences - Zoo, Aquarium, and Animal Shelter Management Specialization
Master of Science in Ecology, Plan A
Master of Science in Ecology, Plan B
Ph.D. in Ecology

Doctor of Veterinary Medicine
Ph.D. in Ecology, Human-Environment Interactions Specialization
Master of Business Administration, Marketing Data Analytics Specialization

New grad certs (7)
Graduate Certificate in Political Economy
Graduate Certificate in Sustainable Business
Graduate Certificate in International Security
Graduate Certificate in Climate Adaptation and Risk Management
Graduate Certificate in Global Supply Chain Management
Graduate Certificate in Wildlife Conservation Actions
Graduate Certificate in Hydraulic Design

Changes to grad certs (11)
Graduate Certificate in Organizational Leadership
Graduate Certificate in Aerospace Engineering
Graduate Certificate in Entrepreneurship and Innovation
Graduate Certificate in Sustainable Military Lands Management
Graduate Certificate in Organizational Leadership
Graduate Certificate in Aerospace: Satellites, Radars and Remote Sensing
Graduate Certificate in PreK-12 School Social Worker
Graduate Certificate in Applied Finance
Graduate Certificate in Marketing Management
Graduate Certificate in Human-Centered Design Thinking
Graduate Certificate in Spanish for the Veterinary Professional

Deactivation (2)
Political Economy Graduate Interdisciplinary Studies Program
Graduate Certificate in Conservation Actions with Lands, Animals, and People

Name Change (2)
School of Advanced Materials Discovery to School of Materials Science and Engineering
Department of Ethnic Studies to Department of Race, Gender, and Ethnic Studies

Bulletin Resolutions (3)
Revisions to the section “Scholastic Standards” and updates to all instances referencing academic probation and probationary to Academic Dismissal Warning of the Graduate and Professional Bulletin.
Bulletin change to the Accelerated Master's Programs (AMP).
Bulletin resolution on revisions to the Graduate Assistantships section regarding the Mandatory Fee Coverage Plan.

Committee Appointment Reviews and Approvals (10)

Appointment of Dr. Bonne Ford to serve on Olivia Sablan's graduate committee
Appointment of Dr. Reesa Conrey to serve on Miranda Middleton's graduate committee
Appointment of Dr. Rebecca Bolinger to serve on Ayesha Wilkinson's graduate committee
Appointment of Mr. Mathew Fairchild to serve on Taylor Stack's graduate committee
Appointment of Dr. Amy Sullivan to serve on En Li's graduate committee
Appointment of Dr. Bailey Fosdick to serve on Connor Gibbs and Sierra Pughs graduate committee
Appointment of Dr. James Halle to serve on Adam Snitker's graduate committee
Appointment of Dr. Phil Klotzbach to serve on Tyler Barbero's graduate committee
Appointment of Dr. Guillaume Bastille-Rousseau to serve on Nelson Mwangi's graduate committee

Respectably Submitted by William Sanford (chair)

COLORADO STATE UNIVERSITY COMMITTEE ON SCHOLASTIC STANDARDS

Annual Report for September 2022 to June 2023

COLLEGE MEMBERSHIP 2022-2023

- Agricultural Sciences: Jason Ahola ○ Health and Human Sciences: Tobin Lopes ○ Business: Michael Gross ○ Engineering: Steve Simske ○ Liberal Arts: Jason Frazier ○ Natural Resources: Sean Gallen ○ Natural Sciences: Alan Kennan (Chair)
- Veterinary Medicine and Biomedical Sciences: Jerry Bouma (Fall 2022), Kristy Dowers (Spring 2023) ○ Libraries:

Scott Wiebensohn

- Office of the Provost (ex officio) Jill Putman and Gaye DiGregorio, University Academic Advising and Outreach

I. MEETINGS & ATTENDANCE-

The Committee on Scholastic Standards met 10 times during the 2022-2023 academic year. Two of the meetings included review of academic dismissal appeals (Fall 2022 and Spring 2023).

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

07/12/22 Review of retroactive withdrawal requests
Members with excused absence: Jerry Bouma and Michael Gross
09/28/22 Review of retroactive withdrawal requests
Members with excused absence: Jason Ahola and Kristy Dowers
10/26/22 Review of retroactive withdrawal requests
Sue Doe, Faculty Council Chair, joined the meeting
12/07/22 Review of retroactive withdrawals
Members with excused absence: Jason Frazier, Jason Ahola, and Kristy Dowers
01/06/23 Review of academic retroactive withdrawal and academic dismissal requests
Member with excused absence: Jason Ahola and Sean Gallen
02/01/23 Review of retroactive withdrawal requests Member with excused absence: Jason Ahola
03/01/23 Review of retroactive withdrawal requests
Member with excused absence: Kristy Dowers
03/29/23 Review of retroactive withdrawal requests
Members with excused absence: Jason Ahola and Tobin Lopes
04/26/23 Review of retroactive withdrawal requests
Members with excused absence: Jason Ahola, Kristy Dowers, and Tobin Lopes
06/02/23 Review of academic retroactive withdrawal and academic dismissal requests
Members with excused absence- Steve Simske and Jason Ahola

II. Retroactive Withdrawal Requests 2021-2022 compared to previous years:

Outcomes	**2022-23 (total 201)**	**%**	**2021-22 (total 109)**	**%**	**2020-21 (total 160)**	**%**	**2019-20 (total 155)**	**%**	**2018-19 (total 157)**	**%**	**2017-18 (total 125)**	**%**
Denied	13	6.5	9	8	7	6.3	4	2.5	9	5.8	8	5.1
Granted	137	68.2	69	63.3	88	78.6	132	82.5	109	71.2	121	77.1
Not Yet Decided (Incomplete)	3	1.5	14	12.8	2	1.8	4	2.5	3	2.0	2	1.3
Partially Granted & Denied	2	1.0	5	4.6	3	2.7	0	0	2	1.3	0	0
Partially Granted – Denied & Tabled	1	0.5	1	0.1	1	0.9	2	1.25	0	0	3	1.9
Tabled	45	22.4	11	10	11	9.8	18	19	30*	19.6*	23	14.7

*Tabled requests may be evaluated in future terms and numbers will be corrected on future reports.

III. Academic Dismissal Appeal Decisions

	2022-23 (total 158)	**%**	**2021-22 (total 89)**	**%**	**2020-21 (total 61)**	**%**	**2019-20 (total 93)**	**%**	**2018-19 (total 188)**	**%**	**2017-18 (total 151)**	**%**
Denied	26	16.5	44	49.4	20	32.8	45	48.4	81	43.1	57	37.7

Granted	**132**	83.5	45	50.5	41	67.2	48	51.6	107	56.9	94	62.3

A. Fall 2022 Original
Appeals:
· 61 total appeals
· 0 not eligible and not reviewed
· 3 earned a cumulative GPA of 2.0 or higher (did not need to be reviewed)

Of the 58 reviewed:
· 49 granted with an average 13.8 QPD*
· 9 denied with an average 39.3 QPD*

B. Spring 2023
Original Appeals:
· 109 total appeals
· 4 not eligible and not reviewed
· 5 earned a cumulative GPA of 2.0 or higher (did not need to be reviewed)

Of the 100 reviewed:
· 83 granted with an average 17.7 QPD*
· 17 denied with an average 30.1 QPD* o 7 received information about investigating a potential retroactive withdrawal.

**TIP: QPD = Quality Point Deficiency = number of credits needed with no less than a B grade in the course to repair GPA. Most students can do around 7-10 Quality Points in one semester, and 30 Quality Points is obtainable with 15 credits of only A grades.*

Leadership and Committee Composition

o Alan Kennan served as chair for the 2022-23 academic year. o Kristy Dowers replaced Jerry Bouma on the committee for Spring 2023 **Business**
The Committee focused on policy and terminology revisions this year regarding probation terminology and the Accelerated Fresh Start and Fresh Start policies which were proposed and approved by Faculty Council.

Changed Probation Terminology
The probation terminology was changed based on negative connotations for "probation" to more asset-based language. Academic Probation will be referred to as Academic Standing and Academic Watch will be used for the first semester in the process and Academic Dismissal Warning will be used for the second semester in the process.

As part of the probation terminology discussions, it was decided that students that earn between 2.0-2.2 gpa, would not be on "academic notice". Instead, there will be encouragement for advisors and support networks to engage with students who have between a 2.0-2.2 cumulative GPA as necessary to offer support.

Eliminated Accelerated Fresh Start and streamlined the Fresh Start Policy
Based on student outcome data, the Accelerated Fresh Start policy did not increase student persistence and success; the policy was eliminated. To increase accessibility to returning to CSU, the eligibility to use Fresh Start decreased from two years away from the university to one year.

Determined Implementation of the next Fresh Start policy
Motion on Fresh Start SP23 2_10_2023.pdf. Students that are currently in the accelerated fresh start policy process will default into the old policy but can opt into the new policy. Current Accelerated Fresh Start (PX) students who do not receive a semester GPA above 2.0 will be dismissed. However, these students can appeal the decision to the Committee on Scholastic Standards. Previously, no appeal was allowed under the old policy. Current first semester students who earn less than 1.0 GPA this spring will be placed on Academic Probation 1 (soon to be called Academic Watch). No new students will be placed on PX. For students who left the university while on PX. When they apply, they would return on Academic Probation 1 (Academic Watch). If they have been away for at least one (1) calendar year, they can apply for Fresh Start.

Discontinued the S/U Proposal for First Year Students
There was a discussion of an S/U proposal for first year students that was being considered by the Committee along with feedback about the proposal from the Registrar's Office, Institutional Research, and the Advising Network. It was decided not to move forward with this proposal.

Other Activities
Facilitated updated language about retroactive withdrawals on the website and heard from Jennifer van Norman and Jennie Baran in Student Case Management and Justin Dove from the Student Disability Center to provide an overview of services and student trends.

New Business
For the 2023-2024 year, the Committee will invite representatives from the Health Network and the Women and Gender Advocacy Center to a meeting and streamline the review process of Academic Standing appeals.

Committee on Strategic and Financial Planning (CoSFP) Annual Report, 2022-2023 Academic Year

Committee Membership:

Geoff Morris	(Agricultural Sciences)
Robert Schwebach	(Business)
David Dandy	(Engineering)
James Graham	(Health & Human Sciences)
Gamze Cavdar	(Liberal Arts)
Lina Xiong	(Natural Resources)
Benjamin Clegg	(Natural Sciences)
Felix Duerr	(Veterinary Medicine & Biomedical Sciences)
Heidi Zuniga	(Libraries)
Michael Diehl	(Graduate Student Representative)
Rob Long	(Undergraduate Student Representative)
Benjamin Withers	(College Dean Representative, *ex-officio*)
Sue Doe	(Faculty Council Chair, *ex-officio*)
Matt Klein	(Administrative Professional Council, *ex-officio, voting*)
Adrian Macdonald	(Classified Personnel Council, *ex-officio, voting*)
Joseph DiVerdi	(Contract & Continuing Faculty, *ex-officio, voting*)
Laura Jensen	(Provost Office, *ex-officio*)
Angela Nielsen	(Finance Office, *ex-officio*)

Meetings and Participation:

The CoSFP met consistently on the second Thursday of the month from 9-10am during the academic year. Meetings were in-person in the Provost's Conference Room or virtual on Teams. Overview of monthly topics and member attendance are included in the agenda notes.

Proposed Program Reviews:

The *Committee* reviewed documents and/or hosted presentations for the following program changes:

- New degree: BA in Arts Management
- New degree: Plan C, Master of Materials Engineering
- Name change: School of Advanced Materials Discovery to School of Materials Science and Engineering

- New degree: BS in Construction Engineering
- New degree: BS in Applied Statistics
- Name change: Department of Ethnic Studies to Department of Race, Gender, and Ethnic Studies

Summary of Activities and Priority Issues:
There were several personnel changes in upper administration during summer 2022, so the *Committee* began the academic year by reevaluating communication and engagement strategies with interim leadership and confirming our role in the institution's ongoing strategic and financial planning initiatives. Further, there was no consensus on the status of continuing priorities, including the Courageous Strategic Transformation, Academic Master Plan, and New Budget Model, all three of which dominated the *Committee's* efforts in 2021-2022.

The *Committee* also revisited a couple of carryover items from the spring semester. We discussed the potential implications of the Testing Center closure and how that would impact different units. We also discussed the lack of leadership opportunities for CCA faculty as most leadership job descriptions list tenure-track and ranks as required qualifications.

The program proposal process remained a frequent agenda item in 2022-2023. The *Committee* agreed that the process has strayed from the established protocol in recent years and that our role has become less prominent than in prior years. Interim President Rick Miranda, Chief of Staff Albert Bimper, and Brad Goetz, Chair of the University Curriculum Committee, attended a monthly meeting to share their views on the current state of the process and suggestions for improving it moving forward. Several barriers and potential opportunities were identified during these discussions and the *Committee* concluded that a dedicated task force or subcommittee should be charged with refining and articulating specific recommendations. Rick Miranda, in his new role as Executive Vice President, agreed to participate in and support those efforts.

Somewhat related to the program proposal process, the *Committee* also discussed CSU's clear interest in developing certificates and other non-degree credentials. There are several financial and strategic implications related to this parallel offering, yet the CoSFP has not been asked to weigh in on any of those discussions.

Prominent financial issues were discussed at various times and in different formats throughout the academic year. Brendan Hanlon, VP of University Operations and Chief Financial Officer, briefed the *Committee* on the University's interest in exploring alternative budget models to replace or integrate with the current (mostly) incremental budget model. The *Committee* also met with Andrew Comrie, who the University brought in as an expert advisor. The University is at the early stage of a multi-year exploration and implementation process, but the *Committee* is encouraged that it will be actively engaged in both the information-finding and decision-making processes and is committed to being responsive to upper administration requests.

Salary equity and cost-of-living concerns were two other notable financial issues. The *Committee* reviewed different proposals and memos put forward by other committees and individual CSU administrators. The *Committee* also met with Brendan Hanlon and President Amy Parsons to discuss short-term options for the FY24 budget. We sent a follow up email ranking our immediate recommendations with a request to more thoroughly explore and prioritize salary decisions moving forward, with an emphasis on explicitly linking financial investments to the institution's mission, values, and stated priorities.

Of note, in Fall 2023, two separate Faculty Council Task Forces were charged with exploring challenges and opportunities related to CSU's budget and innovation environment, respectively. In their reports to Faculty Council, both Task Forces reiterated the utility of actively including the CoSFP in all associated activities.

During the May 11, 2023, meeting, the *Committee* elected Gamze Cavdar, from the College of Liberal Arts, to be Chair for the 2023-2024 academic year.

Committee on Teaching and Learning
Annual Report
2022-2023 Academic year

Committee Membership

Lumina Albert (COB), *Shawn Archibeque (Chair, COAS), Cayla Bellamy (co chair, CLA), Jess Ellis Hagman (CNS), Director of Academics (ASCSU), Jody Donovan (Dean of Students, ex officio), Sue Doe (Chair, Faculty Council, ex officio), * Katy Little and Allison Penfield (co-Director, TILT, ex officio), Joshua Schaeffer (CVMBS), * Katie Risheill (Registrar's Office, ex officio), * Seth Davis (WCNR), Dan Baker (COE), Kristy Lueshen (CSU Libraries). Leslie Stone-Roy (Committee on Non-tenure Track Faculty), *Susan James (VPFA, ex officio), *James Folkestad (CHHS), Thomas Siller (VPUA, ex officio**).**

Major CoTL Activities:

1. Student Bereavement Policy

a. Proposal to add Student Bereavement Policy to Catalog - discussed 2 versions
b. Cayla moved to accept Option #2 with the edits made, James Folkestad seconded.
c. Unanimously passed
d. Shawn will pass this on to Faculty Council Executive Committee to be reviewed prior to Faculty Council
e. Jody Donovan and Jennifer Van Norman, Director of Student Case Management & Referral Coordination will attend the Faculty Council meeting to answer questions if/when it is on the agenda

2. Discussion of campus assessment Stephanie Foster.

a. From IRPE
b. Would like to get started with some systematic learning outcomes assessment
c. Involved in study for HLC accreditation
d. Working on gathering stories to contribute to learning assessment
e. Working on AUCC Learning Assessment
f. Putting together team to help with that assessment
g. Would like ideas of who would be interesting in working with Stephanie moving forward
h. Working with Dan Beachy-Quick and Kelly Bradbury on a few projects

3. **Game Day Parking for Athletic Events: - Steve Cottingham and Matt Klein**

In 2012 when stadium was brought to campus, there were discussions with various committees about how to handle the parking.

i. We (CSU Athletics) have preference for Saturday Afternoon games
ii. For Friday games, no requests for classes to have impact; for late Friday games, requests parking to be cleared by 3pm.
iii. Provost Office ask Deans to provide list of faculty/students that have need to be on campus. Athletics has never said no to a request for individuals to be

provided parking through this process.

b. There are some CSU lots that are not utilized for game day

c. Would like to make sure work is impacted as little as possible. If departments need passes, they are working hard to accommodate all those requests.

d. Freshman student parking is coordinated through parking services and housing and dining.

e. Took guidance from other institutions with similar events/impact

f. Suggestion: Can we centralize the request process that doesn't require department chain of command approval; Response: to engage the provost office.

g. Discussion: athletic parking revenue have impact to the overall parking costs to academic year parking passes

h. Discussion: Impacts of Friday afternoon games, students needing to miss class to re-park their cars, staff feeling they cannot be on campus.

i. Athletics providing different parking options/timing for staff and students, requesting fans arrive later

j. Agreed that communication is key.

4. Bereavement policy feedback

a. Meeting a few weeks ago with executive committee

b. Reconsider phrasing around 5-day leave - reasoning for requesting 5-days if students are working with case management, does providing a limit provide a sense of uncaring. Also, clarify if the 5-days being consecutive or can they be disbursed. What if a student had to travel long distances to go home, would 5 days be enough time?

c. 5-days was taken from the faculty/staff policy

d. Would more than 5 days sink a student academically

e. Suggesting students go through this process if requesting more leave needed than outlined as in the syllabus

f. Should an "up to 5-day" baseline be provided unless Student Case Management advocates for additional.

g. Meet with Student Case Management to see if this is too big of an ask for them to take on, if there workload cannot accommodate the requirement to meet with case management

h. Jody: Case Management wants to see these students and provide support to students experiencing trauma/loss

i. Make up working being not possible - is that at the whim of the faculty

j. Add clarifying language regarding collaborative and laboratory projects. . . phrasing that some academic experiences cannot be replicated

k. More specific notes coming from the committee

l. Will need to go back to executive committee, October agenda was shared on

Friday. This will miss the October meeting so plan for November.

5. Motion on Student Bereavement

a. Proposed language for Student Bereavement
b. Discussion:
c. "student is responsible to discuss with faculty amount of excused bereavement" added
d. written agreement between student and faculty
e. Discussion around 5-day limit
f. Decided to keep 5-day limit in
g. Reasoning:
h. University give 5 days to faculty members
i. To keep them from missing too much learning time in the classroom
j. University will require 5 days but professor can do more
k. Movement:
l. Motion to move forward with revised bereavement policy: Cayla Bellamy
m. Seconded by Joshua Schaeffer
n. All affirmed; motion carries

6. **Students with invisible disabilities/head injuries / discussion on inclusive learning**

a. Justin Dove, Jason Vanrossum, Sarah Beetch visiting
a. SDC cannot approve a lot of accommodations because of compliance reasons
b. Some inclusive measures suggested:
c. Make materials available; share in PDF format
d. Consistency with Canvas shells/modules
e. Communicate attendance policy, able to take breaks, etc.
    i. Concise, bulleted lists; summaries; color contrasts
f. Optional methods to present or do group-work; extra time to respond/present
g. Flexibility in dropping assignments/assessments or multiple attempts
h. Time estimates on exams/assignments
i. Consider what the classroom routine is; let them know if changes will occur
j. Repeating/rephrasing/responses from students
k. Repeat a question that other students say
l. Lights bothersome; allow students to wear sunglasses, hats, bring fidgets, allow students to sit in front/back as necessary
m. Other issues:
n. Faculty say they have been told not to do that
o. In-person attendance decreases when videos are available
p. It is difficult for students to advocate for themselves and self-identify as needing accommodations
q. Suggestions:
r. Non-tenure track folk - FTE changes from semester-to-semester; can we pay them to make resources for improved inclusivity when they have those openings?
s. Require faculty in department to attend one of TILT's inclusive pedagogy courses.

7. **AUCC changes**
   Feedback from group on guidance committee focused on AUCC 3E to 1C. A few years ago, there was concern from the student population about heinous events on campus. Students pushed for mandatory core curriculum on DEIJ aspects. Shawn is representing us on this as far as guidelines for what will become 1C. (Some courses will transfer, some won't.) Discussion, comments, thoughts?

   a. Link: AUCC 3E; 1C

   b. Coming up with a rubric of what to consider when look at adding these classes to 1C.

   c. Description of 3E/1C seems to be the same now, but we are coming up with new language. Shawn shared his screen with the new proposed language and asked whether the language was specific enough.

   d. What are GT Pathways? (Core curriculum we have to follow from the Dept of Higher Ed. so we have standardization across the state.)

   e. Similar to what 3E used to be-edits in red on Shawn's screen. Focus on making sure all students have some training in DEIJ. Transfer students-if had something that qualified for 3E before, it probably would still work for this. Are we missing anything? Anything anyone feels strongly about? What should be included in these discussions? Early on, there was suggestion that every language course would add diversity, but the committee thought the spirit of 1C wouldn't be met through learning a language.

   f. The two docs Shawn shared weren't emailed out to the group because they are still works in progress, but want COTL feedback.

   g. Building off the description-not always a dive into a single culture/area (like language) but promotes contrast, discussion, thinking across (not siloed).

   h. Shawn asks we keep thinking about this and if you have suggestions, please share with him and he'll make sure they get presented to the group working on this.

   i. Reaccreditation 3.B.-CSU working on HLC assurance argument. COTL has been asked to find identifying evidence for this.

   j. Katy and Ali are leading this workgroup to create this narrative. Sue Doe, Brad Goetz, Andrew Norton and Andrea Duffy are part of this workgroup. Laura J. wants to collect powerful pieces of evidence for last 10 years to show we meet these reaccreditation points. Doesn't have to be exhaustive-can be high-level benchmarking. If you have thoughts on evidence for 3.B, reach out to Katy and Ali.

   k. Comments/thoughts?

   l. One highlight would be changes in general catalog for teaching effectiveness assessment (approved assessment of what is happening in the classroom, course survey changes.) Some will also pertain to changes to AUCC that we just discussed.

   m. To clarify-are you looking for course/program-based evidence? Giving Laura as much as we can, and she can decide what she wants to use. (Robin will send Ali a few items.)

8. Testing center and SDC

A. The Testing Center was discontinued during the COVID pandemic. Much of its various services have been decentralized through different tools used by different departments/colleges for specific tasks and needs.
B. The main concern being raised is on-campus makeup exams, especially for very large undergraduate lectures. This is an ongoing need not fully met through the decentralized tools mentioned above. The question being posed is, could we find a way for the SDC, which still has its own testing center, to facilitate make-up exams for non-disability related needs?
C. As it is, the SDC is at or beyond capacity just meeting disability-related needs. Staffing capacity and space/time constrains would both need to be addressed to serve additional students.
i. The Clockwork scheduling/database system would not work for non-disability related purposes. A new tool/software would be needed here.
ii. Currently there is one staff person managing all testing activities (~10k exams per year). Additional staffing would be essential if the SDC were to expand its testing services, as well as additional space for testing.
D. Thoughts/Questions/Comments
i. Did the Testing Center have notice/timing requirements?
a. No exact answer, but a policy in this regard would probably be needed as well.
ii. It would be important that students with accommodations be served first and receive priority – there are some concerns about how added demand might impact the primary population SDC serves.
iii. What if the student who needs a make-up is also disabled? How do we make sure they don't have to jump through even more hoops?
iv. The Testing Center (which was under a student-funded model) was eliminated mostly for funding reasons, and SDC is already under-funded. But, could this provide the justification behind an ask for additional support?
v. Sometimes students with accommodations prefer to use the same testing center/facility as everyone else, in addition to proctoring other types of tests (e.g. GMAT, LSAT). So maybe there should be an ask around larger testing support for all of these purposes (looking at all testing holistically).
E. To understand additional capacity needs and other impacts, and to inform any future decisions or requests, we first need to know the expected demand.
i. Low-hanging fruit is to connect with the former Testing Center administrator (Paula) to learn about their historical service levels.
ii. It was suggested that there could be a university-wide survey or other systematic data collection effort to assess what needs/demand would really be, as well as what additional space might be required. There will be follow up efforts along these lines for the spring semester.

9. **Chat GPT**
   a. Concern that students would use ChatGPT for homework assignments, writing papers, translation purposes, finding mistakes for coding, however, it isn't very good at math. Still learning about all the possibilities. Too early to make policy because it is morphing rapidly
   b. Sue Doe added link: https://wac.colostate.edu/repository/collections/ai-text-generators-

and-teaching-writing-starting-points-for-inquiry/

c.
d. Questions:
e. Cayla: Do we already have policies that might address this, from a conduct lens? Answer: Current Conduct Code covers this already (Plagiarism and Cheating), however, it's hard to discover if there's been cheating, although there are some tools being developed (however the tools are flawed)
f. Robin: Large course is vulnerable to Chat GPT. The only assessment that is not vulnerable is iClicker engagement, so what changes should be made and how much should we trust students? Is it worth all the work to catch academic dishonesty? Answer: Worth experimenting/implementing with Chat GPT submissions into Turnitin to provide the types of cheating that may occur. But it is a lot of labor/time on behalf of faculty. Tips: Acknowledge that Chat GPT exists. Make it clear that submitting anything from that tool in this class will be considered academic dishonesty. This should prevent the majority of students from cheating.
g. Lumina: Colleagues are implementing policies, encouraging faculty to put things on their syllabus articulating what is and isn't acceptable. Answer: Joseph is collecting a variety of syllabus statements and will post on the TILT website.
h. Sarah: What evidence will be needed for a conduct case? Answer: Suspicion…Conduct uses preponderance of the evidence.
i. Joseph shared two additional links:
https://www.nbcnews.com/meet-the-press/data-download/chatgpt-ai-tech-leaves-americans-concerned-excited-rcna71369
https://www.nytimes.com/2023/02/16/technology/bing-chatbot-microsoft-chatgpt.html?searchResultPosition=4

10. Planned leave of absence

Gaye Digregorio suggested changes to the existing Planned Leave policy based on student experience and feedback (has already vetted these proposed changes with many offices and has been universally approved):

o Currently the timeframe is 2 semesters and would like to extend to 3 semesters
o Include 2nd bachelors students (hadn't thought about including them originally)
o Extend the deadline for Planned Leave (move from the Thursday before classes to the Sunday before classes beginning)
• Questions or Concerns?
o Jody – supportive, will significantly help students
o Katie – reason it is 11:59 p.m. on Sunday is because if it goes past Monday, it becomes a withdrawal rather than a planned leave.
• Changing "University Withdrawal" to "Semester Withdrawal" to help students be more likely to return.
• Need to take off the health fee portion to the word document.
• Cayla Bellamy moves to take this on as a topic to facilitate it moving forward. Robin Rothfeder seconded the motion. Motion passes.

11. Leadership nominations and vote

Shawn Archibeque will be stepping down as Chair following this year
Lumina Albert is willing to join as Chair. Member vote in favor (unanimous).
Lumina nominates Cayla Bellamy as continued Co-Chair of COTL. Member vote in favor (unanimous).

12. CSU Health Network and Written Excuses

Laurel Halsey is present representing CSU Health Network to talk about healthcare needs of students and the documentation process. Single page summary of documentation instances as two primary instances:

- Accommodations needed when coursework or academic events are impacted.
- Sick / illness notices, COVID positive tests.

Concern is "after the fact" documentation of absences when course policies require health center documentation to excuse absences or allow for late coursework. CSU Health Center goal is to remove providers from this process.

- Retroactive excuses are problematic.
- Notes are not proactively given.
- Difficulties arise when students have not had appointments then later request illness documentation.
- Unsure at the moment how to quantify this issue, but it seems pervasive and impactful to the Health Center's capacity to care for students.
- Goal is not necessarily a policy to be presented to Faculty Council but to clarify internal protocols for the Health Network.
  - Suggestion to potentially include syllabus template statements.
  - Also perhaps add a mechanism for documenting phone calls or telehealth visits to the Health Center to avoid students overwhelming the center when a visit is not necessary (self care at home, high contagion, etc.).
  - Concern that removal of the Health Center does not solve the issue of faculty implementing attendance policies and students needing documentation.
  - Intent is not to exclude care of persons with disabilities or those with invisible or longer term accommodations.
- Potential for "recommended practices" document from COTL and Health Network.
  - Network is open to creating a draft of best practices.
  - Same policy for every student is not always equitable.
  - TILT can facilitate planning

COMMITTEE NAME: Committee on University Programs (CUP)
Annual Report - for September 1, 2022 to - June 30, 2023

Members: Committee Chair: José Luis Suárez-García.
Committee Members: Thomas Borch, Aniredy Reddy, Jocelyn Boice, Joe Fry, Peter Jan van Leeuwen, David Koons, Laurie Carlson, Sue Doe (Faculty Council Chair), Tian Wang, Dinaida Egan (OVPR), Joe Frye (OVPR Fall). Elleanor Sitter (Student Rep. undergraduate). Khaleedah Thomas, Sarah Raabis.

The annual report (Summary of activities) From Jose Luis Suárez-García, CUP chair

I. **Dates of meetings held**. Two meetings online scheduled via Zoom: Feb. 9, Second meeting scheduled with two members not able to participate in the first meeting (meeting content completed via email)

Agenda and documents discussed:

1. Evaluation of the new application. 6 in favor of approval (one of them approval with reservation); 2 against approval. (Following the CUP meeting all members supported the new application)
2. Biennial reports. the main report has Report Synopsis
   a. 2 CIOSUs are recommended for termination by the Dean or Overseeing Administrator. The committee accepted such recommendation.
   b. 18 CIOUSs are recommended for continuation (unanimous rec. by the 3 CUP members evaluating)
   c. 4 CIOSUs have some questions marks by one com. member (3 members indicated "continuation" as final recommendation; the 4 CIOSUs were also approved for continuation following the CUP meeting)
   d. 1 (One) CIOSU received the following marks:
      i. Continuation with Reservation /Continuation/Termination
      ii. CIOSU approved for continuation at the CUP meeting.

The CUP group continued evaluating centers that (from our point of view and following the evaluation guidelines) have, or seem to have, issues with the number of units.

1. New applications (1). Report enclosed.
   a. Approved

The Center for Science and Communication (CSC)

   b. Not approved

N/A

2. Regular Biennial report (Summary/Synopsis enclosed doc. to the committee):
   - Total 25 CIOSUs evaluated. All reports had 2 or 3 evaluators (CUP chair evaluated all CIOSU applications)

- 18 CIOSUs received "Continuation" recommendation by all evaluators
- 1 New application (Center for Science Communication)
- 2 CIOSUs received Termination recommendation (Requested. CIOSU Dean/Director/Overseeing administrator)
-

Magnetic Materials and Applied Magnetics Laboratory
Central Instrument Facility

- Some CIOSUs have received comments expressing concerns or deficiencies (CIOSU Guidelines), in most cases connected to the ***budget*** and/or the ***# of units**** None of the CIOSUs evaluated under this group received a majority in favor of Termination; nevertheless, this is an important issue that needs the CUP attention and discussion. to be done this semester.

II. **Membership and attendance.** We had two meetings (via Zoom) and numerous email conversations to discuss issues related to the CIOSU applications (annual reviews and new applications). I (CUP chair) had several email exchanges and online meetings with Dinaida Egan to discuss issue related to the documents under evaluation. Because of the complexity of having meetings (online or in person) with all CIOSU members, most of the CUP work was handled online (meeting with individuals) or via email. One student representative participated in our discussions. All CUP members have regularly been available, and supportive of our work as committee.

III. **Substantive matters (issues) brought to the committee.**

Since Fall the committee worked with the following main issues:

a. Election of a new committee chair
Jose Luis Suárez-García, Professor, Languages, Literatures and Cultures;
b. Evaluation of biennial applications (fully completed online during the Winter break). Meeting to discuss the results held in Spring prior to submitting our report to Faculty Council

a) Full evaluation of new applications (one approved)
b) Initial evaluation of issues concerning CIOUS guidelines. Pending full evaluation of the issue.

IV. **The outcome of the response or recommendation**

Recommendations submitted to Faculty Council in Spring 2023 and approved by Faculty Council.

-Applications are recommended for renewal/continuation (23)
-Applications not recommended for renewal/continuation (2)
-Comments on the evaluation process.
-New applications (1 recommended to have CIOSU status)

V. **Spring Semester.**

Completed and outcomes.

1. Completion of the CUP reports with Faculty Council discussion and approval.
2. CUP chair contacted by other CIOSUs to evaluate the possibility of using the *CIOSU Change form* (for structural changes to be done prior to the new biennial evaluation process) created in 2022 for internal changes in the CIOSU structure.
3. Provided feedback (on campus meeting and numerous emails) to ne the application evaluated in Spring (and approved by CUP and Faculty Council)
4. CUP chair met with Faculty Council (Executive Comm. and General FC) to present all CUP reports (biennial report and new applications).

5. Still pending: Changes in the CIOSU guidelines to have a more flexible evaluation of applications and include a more inclusive language in the guidelines.
6. A number of new centers (interested in CIOSU status) requested support from CUP (several emails and online conferences with CUP chair) to prepare applications to be submitted in the future.
7. Support to existing CIOSUs that had questions related to potential changes in their existing administration structure/operations.

- Final note. A final note to express my sincere gratitude to the committee and three individuals (Sue Doe (Faculty Council Chair), Dinaida Egan (OPVR) and Amy Barkley (Executive Assistant to the Faculty Council) for their constant personal and professional support in the last two years that I have chaired the Committee on University Programs.

Respectfully submitted,
Jose Luis Suárez-Garcia, CUP chair

Supporting documents enclosed:

1. *Reports from the CUP sent and evaluated by Faculty Council (Executive comm. first and then by general FC)*
2. *Summary of Report on biennial applications, and new application used by the CUP during the evaluation process, also presented at FC.*
3. *Supporting document with general information presented at FC to discuss the new CIOSU application*

MEMORANDUM

Date: February. 23, 2023

To: Sue Doe, Chair of Faculty Council

From: José Luis Suárez-García, Chair, Committee on University Programs (CUP)

Re: CUP Recommendations for the Renewal of Centers, Institutes, and Other Special Units (CIOSUs) for 2022 Biennial Reviews

On behalf of the CUP members, we would like to share with Faculty Council the recommendations for the applications of renewal/continuation of the CIOSUs reviewed in 2022 (report 2023). Detailed scoring and the renewal criteria are available upon request. The Committee would like to thank Dinaida Egan (RAO Associate Director, Office of the VP for Research, and ex officio committee member) for her unique, meticulous, and permanent support to complete this task by acting as the liaison between CUP and the applicants during Fall 2022 and helping the process with any questions raised by our committee. Again, this year the individual evaluations were completed during Winter break and the beginning of the Spring semester. Dinaida has also been instrumental in monitoring that all applications were complete, on time, and revised all aspects of the ***InfoReady*** system used during the assessment of the applicants. A total of 28 CIOSUs were evaluated for renewal (continuation), consolidation or termination (biennial report); 1 new application was also evaluated (different Memo).

Finally, as CUP chair, I would like to take this opportunity to thank our committee members (including Dr. Sue Doe, CUP ex officio member) and the two student representatives for their support and input/feedback during the entire process. The CUP is composed of members from all CSU colleges and as indicated, by two student representatives.

I. The following list of applications are recommended for Renewal/Continuation (26) by the Committee on University Programs (CUP). This recommendation concurs with the recommendation of the dean/overseeing administrator for each CIOSU evaluated.

Director	College or Division	CIOSU	Name of CIOSU	CUP Recommendation
Graham, James	CHHS	CHHS_CCP	Center for Community Partnerships	Continuation
Holmquist-Johnson, Helen	CHHS	CHHS_HABIC	Human-Animal Bond in Colorado (HABIC) Center	Continuation
Roll, Marla	CHHS	CHHS_ATRC	Assistive Technology Resource Center	Continuation
Doe, Sue	CLA	CLA_CSAL	Center for the Study of Academic Labor	Continuation
G'Schwind, Stephanie	CLA	CLA_CLP	The Center for Literary Publishing	Continuation
Raynolds, Laura	CLA	CLA_CFAT	Center for Fair & Alternative Trade	Continuation
Weiler, Stephan	CLA	CLA_REDI@CSU	Regional Economic Development Institute	Continuation
Chen, Eugene	CNS	CNS_CSUMAP	Center for Sustainable Monomers & Polymers (CSuMAP)	Continuation
Di Pietro, Santiago	CNS	CNS_FMIAC	Fluorescence Microscopy/Image Analysis Center	Continuation
Warnock, Andrew	CNS	CNS_CEN	College of Natural Sciences Education and Outreach Center	Continuation
Wu, Mingzhong	CNS	CNS_MMAML	Magnetic Materials and Applied Magnetics Laboratory	Continuation
Ebel, Gregory	CVMBS	CVMBS_AIDL	Center for Vector-Borne Infectious Diseases (CVID)	Continuation
Goodrich, Laurie	CVMBS	CVMBS_ORC	Orthopaedic Research Center (ORC)	Continuation
Hansen, Thomas (Tod)	CVMBS	CVMBS_ARBL	Animal Reproduction and Biotechnology Laboratory CIOSU	Continuation
Telling, Glenn	CVMBS	CVMBS_PRC	Prion Research Center	Continuation
Wall, Diana	Provost	Provost_SOGES	School of Global Environmental Sustainability	Continuation
Anderson, David	WCNR	WCNR_CNHP	Colorado Natural Heritage Program (CNHP)	Continuation
Bestgen, Kevin	WCNR	WCNR_LFL	Larval Fish Laboratory	Continuation
Chapa, Reymundo	WCNR	WCNR_CEMML	CEMML	Continuation
Finchum, Ryan	WCNR	WCNR_CPAMT	Center for Protected Area Management	Continuation
Hufbauer, Ruth	WCNR	WCNR_GDPE	Graduate Degree Program in Ecology	Continuation
Moore, John	WCNR	WCNR_NREL	Natural Resources Ecology Laboratory	Continuation
Stafford, Nicole	WCNR	WCNR_ELC	CSU Environmental Learning Center	Continuation
Winkelman, Dana	WCNR	WCNR_CRU	Colorado Cooperative Fish and Wildlife Research Unit	Continuation*
Chen, Suren	WSCOE	COE_CSITS	Center for Sustainable and Intelligent Transportation Systems	Continuation
Randall, David	WSCOE	COE_ESMEI	Earth Science Modeling and Education Institute (ESMEI)	Continuation

* Each CIOSU was evaluated by 3 CUP members, including the chair of the CUP who evaluated all the applications, and then the entire report was assessed/evaluated by the entire committee. For the WCNR one committee member has recommended Termination.

II. The following CIOSUs are not recommended for Continuation (Termination) per CIOSU Director request, supported by the dean/overseeing administrator and the Committee on University Programs (CUP)

Director or Co-Director (Applic. ID #)	College or Division	CIOSU	Name of CIOSU	CUP Recommendation
Wu, Mingzhong	CNS	CNS_MMAML	Magnetic Materials and Applied Magnetics Laboratory	Termination
Hoffman, Denef, Karolien	CNS	CNS_CIF	Central Instrument Facility	Termination

Observations of the 2022 (2023) biennial report.

We continue evaluating applications with two important issues: some CIOSUs operate under a single dept./unit (per guideline CIOSUs operating under one unit do not need to apply to be CIOSUs) and at times the budget provided does not have sufficient/clear information, as requested in the application form. The CUP is recommending Continuation of them following the individual evaluation of the applications (3 sub-committee members for each application), the discussion of all applications/individual evaluations (CUP), and the recommendation of the Dept. Head and Dean/Overseeing Administrator for each CIOSU. The committee is also aware of this recurrent issue and is planning on evaluating the CIOSU application *Guidelines* for the next application cycle. Our list of changes/clarifications will include:

1. Clarify the language or implications for CIOSU with members from one dept./unit.
2. Clarify the language about budgets (we continue getting many budgets with "weak" or incomplete information)
3. Use a language that is inclusive (Ex. make sure that “schools” are not called “depts”)
4. Create a section called FAQ to provide information for new applications or current biennial reports that may have "recurrent" questions.

CIOSU New Application (2023)

The Center for Science Communication (CSC)

Director: Dr. Jaime Jacobsen (JMC)

Responsible administrator:

Dr. Benjamin Withers, Dean CLA

Mission: CSC is a hub for interdisciplinary, stakeholder-engaged scholarship in science communication. We explore the political, social, and ethical dimensions of science through the lens of communication processes. We bring together experts, professionals, and students in pursuit of research-driven strategies for understanding the communication of science and science-related topics.

Goals/Objectives

The Center for Science Communication (CSC)

- Our work increases trust in science and scientists, fosters equity and inclusion through culturally relevant science communication, and encourages university and community stakeholders to talk across differences.
- primary goal is to foster better communication outcomes in pursuit of socially sustainable agricultural, environmental, and health systems.
- encourage a culture that fosters collaborative innovation in the ***science*** of science communication.
- focus on: **Research**, **Teaching**, and **Engagement**, we help stakeholders communicate effectively about science and provide expert solutions to science communication problems.

Organization (personnel)

Director: *Dr. Jaime Jacobsen (Dept. of Journalism and Media Communication), dept. Steering Comm. and an Interdisciplinary Advisory Board (8 members).*

Affiliated with: **The College of Agriculture; The Warner College of Natural Resources; The College of Engineering; The Business School; The School of Global Environmental Sustainability (SoGES); The CSU School of Medicine; The Vet School; The Masters of Public Health (MPh) Program; The One Health Program; IRSS and four depts. of the CLA**

Research, Teaching, Engagement (Sample)

- spearhead collaborative innovation in the science of science communication on a local and national level.
- share our scholarship through a variety of channels, including academic journals, workshops and conferences, citizen science initiatives, social marketing and public outreach campaigns, and award-winning documentary films and educational video series.
- connect students to local communities to conduct applied research. Our *interdisciplinary Science Communication* minor attracts prospective students to CSU to pursue undergraduate and graduate degrees
- offering hands-on training and professional development in the field of science communication.
- students are involved in projects tied to the Center via internships, part-time work, portfolio pieces, and class projects
- developing effective science communication strategies and advancing public understanding of contemporary scientific issues.
- provide hands-on science communication training workshops targeted towards STEM students, researchers, and faculty, where we disseminate knowledge and build local capacity
- public engagement ***activities, including guest speakers, panels, workshops, roundtables, and other events***, in order to foster collaborative innovation in the *science* of science communication among faculty, students, staff, and the greater community.

UNIVERSITY CURRICULUM COMMITTEE
Annual Report for 2022-2023
(July 1, 2022 through June 30, 2023)

1) Major actions submitted to Faculty Council through the minutes:

New Specializations
- Master of Education in Education and Human Resource Studies, Educational Leadership with K-12 Principal Licensure Specialization (12/9/22)
- Master of Education in Education and Human Resource Studies, Teacher Licensure Specialization (12/9/22)

New Concentrations
- Major in Mathematics, Computational Mathematics Concentration (3/10/23)
- Major in Dance, Dance Education Concentration (5/5/23)

New Graduate Certificates
- Graduate Certificate in Tailings Engineering (9/16/22)
- Graduate Certificate in Sustainable Business (10/21/22)
- Graduate Certificate in International Security (11/11/22)
- Graduate Certificate in Political Economy (12/9/22) – *pending CCHE approval*
- Graduate Certificate in Climate Adaptation and Risk Management (CARMA) (12/9/22) – *pending HLC and CCHE approval*
- Graduate Certificate in Global Supply Chain Management (2/10/23) – *pending CCHE approval*
- Graduate Certificate in Spanish for the Veterinary Professional (5/5/23) – *pending HLC, BOG, and CCHE approval*

New Minors
- Minor in Agroecosystems (10/7/22)
- Minor in Human Development and Family Studies (1/27/23)
- Minor in Music Business (1/27/23)

New Undergraduate Certificates
- Certificate in Global Biomedical Engineering (12/9/22)
- Certificate in Sports Statistics and Analysis (1/27/23)

Changes to Program Titles and Components Thereof
- **New title:** Certificate in Applied Social Research (9/30/22)
  - **Deactivated title:** Certificate in Sociological Methods (9/30/22)
- **New title:** Graduate Certificate in Wildlife Conservation Actions (4/14/23)
  - **Deactivated title:** Graduate Certificate in Conservation Actions with Lands, Animals, and People (4/14/23)
- **New title:** Major in Hospitality and Event Management (5/5/23)
  - **Deactivated title:** Major in Hospitality Management (5/5/23)
- **New title:** Major in Nutrition and Food Science, Food Science Concentration (5/5/23)
  - **Deactivated title:** Major in Nutrition and Food Science, Food Safety and Nutrition Concentration (5/5/23)
- **New title:** Major in Nutrition and Food Science, Pre-Health Nutrition Concentration (5/5/23)

- **Deactivated title:** Major in Nutrition and Food Science, Nutritional Sciences Concentration (5/5/23)

Previously Unpublished Graduate Programs – Approved Program Requirements added to the Catalog

- Master of Science in Environmental Health, Plan A (10/28/22)
- Ph.D. in Environmental Health (10/28/22)
- Master of Science in Human Development and Family Studies, Plan A (2/24/23)
- Master of Science in Human Development and Family Studies, Marriage and Family Therapy Specialization, Plan B (2/24/23)

Deactivated Programs

- Interdisciplinary Minor in Environmental Affairs (9/23/22)
- Political Economy Graduate Interdisciplinary Studies Program (12/9/22)
- Options under the Master of Education in Education and Human Resource Studies, Education Sciences Specialization (12/9/22; this Specialization remains active, while all the Options are deactivated)
  - Option 1 – Instructional Sciences (remains as this Education Sciences Specialization)
  - Option 2 – Administration (replaced by Education Leadership with K-12 Principal Licensure Specialization above)
  - Option 3 – Teacher Licensure (replaced by Teacher Licensure Specialization above)

New Subject Code

- LHEB: Language-Hebrew-LHEB (11/11/22)

Department and Special Academic Unit Name Changes

- School of Advanced Materials Discovery ***to*** School of Materials Science and Engineering (12/9/22) *– pending Faculty Council and BOG approval*
- Department of Ethnic Studies ***to*** Department of Race, Gender, and Ethnic Studies (5/5/23) *– pending Committee on Faculty Governance, Faculty Council, and BOG approval*

Administrative Unit Moves

- Moved *from* the College of Liberal Arts *to* the Department of Ethnic Studies (3/31/23)
  - WS-Women's Studies subject code courses
  - Major in Women's and Gender Studies
  - Interdisciplinary Minor in Women's Study
  - Graduate Certificate in Gender, Power and Difference
- Moved *from* the College of Liberal Arts *to* the Department of Political Science (4/28/23)
  - Master of Public Policy and Administration
    - International Policy & Management Specialization
    - Public Management Specialization
    - Public Policy Specialization
  - Public Policy Analysis Certificate

CSU Online – New Online/Distance Degree Program Codes

- Master of Science in Bioagricultural Sciences, Plan B, Pest Management Specialization (9/9/22)
- Major in Sociology, General Sociology Concentration (11/4/22)
- Certificate in Design Thinking (2/24/23)
- Minor in Design Thinking (2/24/23)
- Professional Science Master's in Natural Sciences – Zoo, Aquarium, and Animal Shelter Management Specialization (3/24/23)

- Major in Soil and Crop Sciences, Sustainable Agricultural Management Concentration (4/28/23)

Removal of Main Campus Face-to-face Program Code – Retain CSU Online Program Code

- Graduate Certificate in PreK-12 School Social Worker (3/24/23)

Newly Designated AUCC/Guaranteed Transfer (GT) Pathways Courses

- Category 1B: Mathematics
  - **MATH 120**: College Algebra (10/7/22)
- Category 1C: Diversity, Equity, and Inclusion
  - **IU 173A**: Thinking Toward a Thriving Planet: Approaches to Diversity, Equity, Inclusion (2/3/23)
  - **IU 174A**: Questions for Human Flourishing: Approaches to Diversity, Equity, Inclusion (2/3/23)
  - **AREC 222**: Economics of Food Systems (3/10/23)
  - **SOWK 130**: Identity, Power, and Social Justice (3/10/23)
- Category 3A: Biological and Physical Sciences
  - **AB 111**: Feeding the World in a Changing Climate (1/27/23)
- Category 3B**:** Arts and Humanities
  - **IU 173B**: Thinking Toward a Thriving Planet: Approaches to Diversity, Equity, Inclusion (2/3/23)
  - **IU 174B**: Questions for Human Flourishing: Approaches to the Social/Behav. Sciences (2/3/23)
  - **BUS 225**: Sustainable Leadership and Organizations (3/31/23)
  - **E 204**: Creative Writing as Transformative Practice (4/7/23)
- Category 3C: Social and Behavioral Sciences
  - **IU 173C**: Thinking Toward a Thriving Planet: Approaches to Diversity, Equity, Inclusion (2/3/23)
  - **IU 174C**: Questions for Human Flourishing: Approaches to Social and Behavioral Science (2/3/23)
  - **IDEA 110**: Design Your Life with Social Impact (2/17/23)
- Category 3D: Historical Perspectives
  - **IU 173D**: Thinking Toward a Thriving Planet: Approaches to History (2/3/23)
  - **IU 174D**: Questions for Human Flourishing: Approaches to History (2/3/23)

Guaranteed Transfer (GT) Pathways Courses – Resubmissions reviewed by UCC to verify compliance with mandated CDHE content criteria and competencies.

- Human Behavior, Culture, or Social Frameworks (GT-SS3)
  - **SOCR 171/HORT 171**: Environmental Issues in Agriculture (3/10/23)
  - **AM 250:** Dress ~~Clothing, Adornment~~ and Human Behavior (4/7/23)

Category Change to AUCC/Guaranteed Transfer (GT) Pathways Course

- Moved from Category 1C to Category 3C (GT-SS3): Social and Behavioral Sciences
  - **AM 250**: Dress ~~Clothing, Adornment~~ and Human Behavior (4/7/23)

2) Processed CIM course proposals:

- 19.1% decrease compared to previous 5-year average (2017-18 through 2021-22)

College	New	Major Change	Minor Change	Deacti-vation	Study Abroad	Experimental – 1st offering	Experimental – 2nd offering FYIs	Total	*Change from 21-22*
Agricultural Sciences	8	23	7	12	0	10	0	**60**	*-11*
Business	8	1	9	5	3	2	0	**28**	*-2*
Engineering	10	7	21	7	4	8	0	**57**	*-5*
Health and Human Sciences	14	21	29	31	1	7	0	**103**	*+41*
Intra-university	12	2	0	0	1	8	0	**23**	*+10*
Liberal Arts	43	54	70	9	9	17	1	**203**	*-44*
Natural Resources	14	9	2	12	0	3	0	**40**	*-6*
Natural Sciences	26	27	26	9	3	10	0	**101**	*+16*
Vet Med and Biomedical Sciences	14	9	0	2	0	3	0	**28**	*-1*
Total	**149**	**153**	**164**	**87**	**21**	**68**	**1**	**643**	***-2***
Change from 2021-22	*-6*	*-49*	*+19*	*+60*	*+3*	*-24*	*-5*	***-2***	

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

'Experimental' category: Exceptions for 3rd experimental offerings are listed in the 'Miscellaneous Request' table below.

'Study Abroad' category: Includes all provisional (-82) and permanent Study Abroad course proposals.

3) Processed CIM program proposals:

- 14.7% increase compared to previous 5-year average (2017-18 through 2021-22)

College	New	New UG Cert	New Grad Cert	Major Change	Deactivation	Title Change -New	Title Change-Deactivation	Minor Change	Total	*Change from 2021-22*
Agricultural Sciences	1	0	0	19	0	0	0	1	**21**	*-1*
Business	1	0	2	1	0	0	0	8	**12**	*-13*
Engineering	0	1	1	17	0	0	0	14	**33**	*+18*
Health and Human Sciences	3	0	0	22	0	3	3	0	**31**	*+8*
Intra-university	0	0	0	4	0	0	0	5	**9**	*+3*
Liberal Arts	1	0	3	33	2	1	1	34	**75**	*+26*
Natural Resources	0	0	1	13	0	1	1	6	**22**	*+5*
Natural Sciences	1	1	0	26	0	0	0	0	**28**	*+4*
Vet Med and Biomedical Sciences	0	0	0	5	0	0	0	1	**6**	*+3*
Total	**7**	**2**	**7**	**140**	**2**	**5**	**5**	**69**	**237**	***+53***
Change from 2021-22	*-25*	*0*	*0*	*+57*	*-12*	*-3*	*-4*	*+40*	***+53***	

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

'Major Change' category: Includes **6** proposals to add Online/Distance degree codes to existing programs and **4** previously unpublished graduate programs, which submitted their program requirements for inclusion in the General Catalog.

4) Processed CIM <u>miscellaneous request</u> proposals:

- 16.7% decrease compared to previous 5-year average (2017-18 through 2021-22)

College	New Special Academic Unit	New/ Change Subject Code	Department/ Unit Name Change	Pre-Major code	Third Experimental Request	Temp. Stop Admission	Other	Total	*Change from 21-22*
Agricultural Sciences	0	0	0	0	0	0	0	**0**	*-1*
Business	0	0	0	0	0	0	0	**0**	*0*
Engineering	0	0	0	0	3	0	0	**3**	*+2*
Health and Human Sciences	0	0	0	0	1	0	0	**1**	*+1*
Intra-university	0	0	1	0	1	0	0	**2**	*+2*
Liberal Arts	0	1	1	0	2	0	2	**6**	*0*
Natural Resources	0	0	0	0	1	0	0	**1**	*+1*
Natural Sciences	0	0	0	0	2	0	0	**2**	*-1*
Vet Med and Biomedical Sciences	0	0	0	0	2	0	0	**2**	*-4*
Total	**0**	**1**	**2**	**0**	**12**	**0**	**2**	**17**	***0***
Change from 2021-22	*0*	*0*	*+2*	*0*	*0*	*-4*	*+2*	***0***	

<u>'Other' category</u>: Includes course reactivation and documentation of various updates submitted to Faculty Council to AUCC guidelines, etc.

5) <u>Administrative Updates</u> processed by the Curriculum & Catalog Unit on behalf of UCC:

- 7.4% increase compared to previous 4-year average (2018-19 through 2021-22)

College of the change that necessitated Admin. Updates	Credit Not Allowed Statement	Course Deactivation	Course # or Subject Code Changes	Administrative Unit Move	Updates/ Corrections	Total	*Change from 21-22*
Agricultural Sciences	0	2	4	0	6	**12**	*+10*
Business	0	2	0	0	0	**2**	*+2*
Engineering	0	0	2	0	2	**4**	*-15*
Health and Human Sciences	0	0	0	0	7	**7**	*+5*
Intra-university	0	0	0	0	4	**4**	*+2*
Liberal Arts	0	1	0	30	10	**41**	*+26*
Natural Resources	0	19	0	0	0	**19**	*+12*
Natural Sciences	0	12	14	0	20	**46**	*+43*
Vet Med and Biomedical Sciences	0	0	0	0	0	**0**	*-2*
Total	**0**	**36**	**20**	**30**	**49**	**135**	***+83***
Change from 2021-22	*-3*	*+27*	*+3*	*+30*	*+26*	***+83***	

<u>'Credit Not Allowed Statement' category</u>: Added CNA statements to affected courses when UCC approved adding statement to corresponding course.

<u>'Course Deactivation' category</u>: Removed deactivated courses from program requirements (**35** program updates processed for **10** course deactivations; **1** course prerequisite updated for **1** course deactivation).

<u>'Course # or Subject Code Change' category</u>: Updated course number or subject code in **20** programs and **0** courses from **7** Course and Miscellaneous Request proposals.

'Updates/Corrections' category: Administratively updated/corrected programs and courses for course credit changes **(32)**, course repeatability statements **(4)**, withdrawn/reversed proposals **(0)**, effective terms **(2)**, titles **(0)**, prerequisite/registration information **(1)**, etc. **(10)**.

6) Other Business:

- Approved Curriculum Deadlines for 2023-2024 for actions effective Spring 2024-Fall 2025 (4/28/2023)
- Brad Goetz was approved as the 2023-2024 UCC Chair (4/28/2023)

7) Attendance:

UCC Representatives	**Present**	**Substitute/Excused**
Brad Goetz, Agricultural Sciences *(Chair)*	27	0
Ralph Switzer, Business	26	1
Brad Reisfeld, Engineering	27	0
Brian Tracy, Health and Human Sciences	26	1
Diane Margolf, Liberal Arts	27	0
John Ridley, Natural Resources *(Fall 2022)*	13	0
Seth Davis, Natural Resources *(Spring 2023)*	12	2
Martin Gelfand, Natural Sciences	27	0
Doreene Hyatt, Veterinary Medicine and Biomedical Sciences	25	2
Kristy Nowak, University Libraries	25	2
Nancy Ghanem, Graduate Representative	2	25
Undergraduate Representative	0	27
Andrea Duffy, Assistant Vice Provost / Tom Siller, Interim Vice Provost for Undergraduate Affairs *(ex officio, non-voting)*	25	2
Administrative Support and Regular Guests	**Present**	**Substitute/Excused**
Shelly Ellerby, Curriculum Liaison Specialist	19	8
Erin Niswender, Curriculum & Catalog Coordinator	25	2
Office of the Registrar Guests	26	1
Division of Continuing Education (CSU Online) Guests	22	5

8) Meeting dates and minutes:

The UCC held scheduled meetings on the dates below and acted on items, as reflected in the minutes (https://curriculum.colostate.edu/ucc-agendas-minutes/archives-agendas-minutes/).

August 26, 2022
September 2, 2022
September 9, 2022
September 16, 2022
September 23, 2022
September 30, 2022
October 7, 2022
October 21, 2022
October 28, 2022
November 4, 2022
November 11, 2022
December 2, 2022
December 9, 2022
January 20, 2023
January 27, 2023
February 3, 2023
February 10, 2023
February 17, 2023
February 24, 2023
March 3, 2023
March 10, 2023
March 24, 2023
March 31, 2023
April 7, 2023
April 14, 2023
April 28, 2023
May 5, 2023

THE INSTITUTE FOR LEARNING AND TEACHING

COLORADO STATE UNIVERSITY

tilt.colostate.edu

OUR MISSION

The Institute for Learning and Teaching (TILT) at Colorado State University (CSU) promotes teaching and learning that enhances student experiences in and out of the classroom. TILT supports the educational mission of CSU and enriches the learning experiences of its students by partnering with members of the university community to help them become more effective teachers and learners.

OUR VISION

TILT aspires to create a campus community that embraces research on teaching and learning, advances evidence-based learning and teaching practices, and creates learning environments in which all students and instructors can excel.

CORE ACTIVITIES

To achieve our mission and vision, we focus our work on faculty and graduate student development and undergraduate student engagement in learning, scholarships and fellowships, and research and artistry.

THE INSTITUTE FOR LEARNING AND TEACHING
COLORADO STATE UNIVERSITY

TILT Staff

TILT Welcomes New Executive Director

Dr. Sue Doe joined TILT as the organization's third Executive Director on May 3rd, 2023.

For more than 25 years, Sue has served CSU in a variety of roles, most recently as Chair of the Faculty Council. She has held several leadership roles in the English Department including Director of Composition, Assistant Chair, Director of the gtPathways Writing Integration (in close collaboration with TILT), and Associate Director of the Writing Center and Writing Across the Curriculum. Sue is a HERS Fellow and a Faculty Institute for Inclusive Excellence Fellow. She received the College of Liberal Arts Excellence in Teaching Award, the University Cermak Award for Graduate Advising, and the Harry Rosenberg Award for Service.

Dr. Doe has partnered with TILT over the years on various teaching and learning projects and has demonstrated her strong commitment to teaching excellence. Welcome, Dr. Doe!

Operations

Barb Houser
Operations Manager

Dean Klinkerman
Communications Manager

Nolan Smith
Systems Admin & Application Developer

Adam Stark
Fiscal and Budget Manager

Assessment

Rebekah LeMahieu
Associate Director of Assessment

Barb Maynard
Learning Analyst

Office for Scholarship and Fellowship Advising

Mary Swanson
Program Director

Eliz Hale
Program Coordinator

Academic Affairs

Allison Penfield
Associate Director for Student Success

Joseph Brown
Academic Integrity Program Director

Stacey Clark
Learning Assistant Program Coordinator

Jennifer Roche
Learning Assistant Program Coordinator

Ricky Guzman
Tutoring Program Coordinator

Office for Undergraduate Research and Artistry (OURA)

Louise Allen
Director of Student Engagement

Courtney Ngai
Associate Director of OURA

Jenniffer Riley
OURA Lab Program Coordinator

Danyel Addes
Community Engaged Learning Program Coordinator

Instructional Innovation and Engagement

Katy Little
Associate Director for Faculty Success

Karen Falkenberg
Director of Teaching Excellence

Tonya Buchan
Senior Faculty Developer

Chris Geanious
Senior Instructional Designer

Jen Todd
Senior Faculty Developer

Justin Switzer
Senior Instructional Designer

Kristi Ouimet
Instructional Designer

Stan Kruse
Learning Technology and Analytics Program Manager

Andy Swanson
Accessibility Specialist

THE INSTITUTE FOR LEARNING AND TEACHING
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Supporting Teaching Success

Teaching Effectiveness Framework

See TEF featured in the CSU Source!

The Teaching Effectiveness Framework (TEF) provides instructors with a set of pedagogical competencies to help focus their developing teaching practice. The TEF is comprised of seven essential, interrelated domains of effective teaching practice, grounded in the scholarship of teaching and learning. Faculty are encouraged to focus their teaching development efforts in one domain at a time and to use the TEF as a tool to demonstrate their teaching effectiveness for annual review and promotion and tenure (P&T). All faculty professional development offered by TILT is consistent with the domains of the framework.

During Summer 2022 - Spring 2023, TILT instructional designers redesigned the TEF self-assessment rubrics and evidence-based teaching practice list to improve ease of use and accessibility, redesigned the five-year recommended P&T process document as it pertains to teaching, collaborated with Fish, Wildlife and Conservation Biology to simplify the recommended goal-setting process for the inclusion of evidence of teaching excellence in annual review, and added a goal-setting bank for teaching with example goals for annual review.

How is the TEF used at CSU?

In Spring 2023, TILT surveyed department heads and chairs about how the TEF was used in their departments. We received 30 responses, representing about 47% of departments.

Annual Review & Goal Setting

27 departments have faculty who are using the TEF for annual review and goal setting

Departmental Processes

The TEF has been formally incorporated into the department code, annual review or promotion & tenure processes of 16 departments

Supporting CCA Faculty

7 chairs and heads specifically use the TEF for annual review and promotion of Contract, Continuing, and Adjunct (CCA) faculty in their departments

"The Teaching Effectiveness Framework gave me a straightforward tool to use to structure my application materials [for my tenure application] ... The TILT resources were easy to digest, understand, and apply, and I believe the teaching portion of my tenure application would have been less coherent and successful had I tried to put it together in the absence of the TEF."
- Dr. Ellison Carter, newly tenured faculty in Civil Engineering

Diego Krapf, Professor of Electrical and Computer Engineering, used the TEF to make modifications to his course for Spring 2022. He broke two major exams into six small, low-stakes exams and incorporated more opportunities for active learning into his instruction. When he compared his students' grades from Spring 2022 to the previous two spring semesters, he found that the fail rate (students who got a D or F) was cut by about half, going from 13% to 7%.
- CSU Source

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Supporting Teaching Success

Teaching Effectiveness Initiative Program

In Fall 2021, TILT launched the Teaching Effectiveness Initiative Program to recognize faculty invested in growing their teaching practice. The TEI Program provides a structure to engage in developing teaching effectiveness through implementation, self-reflection, and growth, grounded in the evidence-based teaching practices of the CSU Teaching Effectiveness Framework (TEF). TEI Program participants can earn a Certificate of Achievement in each of the seven domains of the TEF upon completion of professional development experiences.

Summer 2022 - Spring 2023 TEI Program Highlights

25
Unique faculty participants

7 → 14
Growth in # of certificates earned from SP22 to SP23

Classroom Climate
TEF domain with highest number of certificates earned (8)

6 of 7
One faculty member has earned certificates in 6 out of 7 domains

Progress Tracking
TILT developed a faculty dashboard for faculty to self-monitor their progress

CSU Source
TEI was featured in CSU Source

"[The TEI] has been particularly helpful to me as I'm looking towards putting together my promotion packet for promotion and tenure since those materials, by design, align very well with the TEI and the TEF. I felt as I've been putting together the materials for these domain certificates, I'm really actually putting together materials for my own promotion packet."
- Kayleigh Keller, Statistics

"I particularly recommend getting involved in the TEI because it provides structure to promote authentic growth in teaching effectiveness. It motivates me to use what I learned during a professional development opportunity, implement it, assess how it went, and reflect on the process and what's next. Doing so not only leads to improved teaching practices and student success, but also provides faculty with evidence of their teaching effectiveness they can use in annual review and T&P."
- Julie Taylor-Massey, HDFS

"Working through the TEF and TEI has had very positive effects on my teaching and classroom climate. The reflections and [TILT's] feedback will be great to add to my T&P appendices."
- Stephen Aichele, HDFS

Hear more faculty perspectives of TEI at CSU!

Summer 2022 - Spring 2023
Certificate of Achievement Earners

- Aramati Casper - Biology
- Annie Krieg - Art History*
- Ashley Harvey - Human Development and Family Studies*
- Blythe LaGasse - Music
- Jennifer Reinke - Human Development and Family Studies*
- Julie Taylor-Massey - Human Development and Family Studies
- Kimberly Jeckel - Biomedical Sciences
- Mindy Van Kalsbeek - Social Work
- Ray Miller - Economics*
- Shari Lanning - Clinical Sciences*
- Stephen Aichele - Human Development and Family Studies*

*Letter of Commendation earner

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Supporting Teaching Success

Best Practices in Teaching Courses

TILT continues to develop and offer the Best Practices in Teaching (BPiT) curriculum, a series of online courses based in research and scholarship on learning and teaching.

In each three-week course, 25-30 faculty, staff and graduate student participants learn about, apply, and reflect on pedagogical techniques aligned with TILT's Teaching Effectiveness Framework.

The BPiT courses also serve to build community among instructors and provide an opportunity to earn Teaching Effectiveness Initiative Program domain experience units.

What's new for BPiT this year?

- TILT instructional designers developed, built and piloted a new Rubrics as a Tool to Support Student Success course and offered two sections in Fall 2022.
- TILT collaborated with the Accessibility Technology Resource Center (ATRC) to incorporate their Accessible and Inclusive Electronic Content into the BPiT curriculum. This course is offered every semester with the intention of improving baseline knowledge for creating accessible electronic materials on campus.
- First Four Weeks (FFW) now includes a Canvas module for faculty on messaging to students during the first four weeks, created and generously contributed by CSU professors Ashley Harvey, Meara Faw, and Rodolfo Valdes Vasquez.
- Accessible and Inclusive Electronic Content, First Four Weeks, Rethink the Syllabus, and Teaching Online were restructured to be more user-friendly and better aligned with Quality Matters standards.
- All BPiT courses are regularly reviewed and revised based on new research and participant feedback.

12 BPiT courses were offered from Summer 2022 - Spring 2023:

- Accessible and Inclusive Electronic Content
- Active Learning
- Classroom Climate
- Create Assignments
- Critical Thinking
- First Four Weeks
- Inclusive Pedagogy
- Learning Outcomes and Course Alignment
- Planning an Effective Class Session
- Rethinking the Syllabus
- Rubrics as a Tool to Support Student Success
- Student Motivation

BPiT Participation

171
Unique individuals completed at least 1 BPiT during SUM22-SP23

758
Unique individuals completed 1 or more BPiT courses since FA19

106
Individuals completed their first BPiT course during SUM22-SP23

47%
Of participants have completed more than one BPiT course

19%
Of all CSU faculty have completed one or more BPiT courses

1
Participant has completed all 13 BPiT courses offered

BPiT Impact

- All BPiT participants submit written reflections on how they will incorporate new instructional strategies into their courses through small, manageable changes.
- Each BPiT course includes a survey designed to measure participants' changes in learning, self-efficacy, or commitment to trying new practices. Survey results are included in the BPiT assessment report.

View the SUM22-SP23 BPiT Assessment Report

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Supporting Teaching Success

TILT Summer Conference

TILT's annual Summer Conference, held each May, focuses on teaching, learning, and student success. This year's theme was "Explore and Embrace Equitable Assessment Practices." Twenty-one sessions were offered across two days. Dr. Lisa Adler-Kassner, Associate Vice Chancellor of Teaching and Learning at the University of California, Santa Barbara, provided a keynote address on using assessment as a lever for institutional equity.

131

131 faculty & staff attended Summer Conference, an 11% increase from 2022.

96%

96% said the conference increased their understanding of the principles of equitable feedback & assessment.*

97%

97% found the information presented applicable to their work at CSU.*

*Based on post-conference survey with 33% response rate

GTA Training

All first-time Graduate Teaching Assistants (GTAs) at CSU are required to participate in GTA Training, a joint effort among TILT, CSU Graduate School, Student Affairs, and the Office of Inclusive Excellence. GTAs are introduced to universal learning and teaching issues, pedagogical best practices, and strategies for assessing student outcomes.

306 GTAs completed the training in-person and online in Fall 2022, and 45 GTAs completed an online Spring 2023 training for a total of 390 GTAs trained during Fall 2022 and Spring 2023.

Alternative Grading Community of Practice

TILT launched a Community of Practice (CoP) in Spring 2023 focused on Alternative Grading Practices.

Twenty-nine faculty members participated in the CoP and met a total of four times throughout the semester.

The CoP created two topic groups:

- Exploration of Alternative Grading Practices (for faculty just getting started with alternative grading)
- Application of Alternative Grading Practices (for faculty already using alternative grading who are looking to expand their methods)

CoP members shared their work at the 2023 TILT Summer Conference.

TILT will continue the Alternative Assessment CoP in Fall 2023.

Community Engaged Learning

TILT provides support for CSU faculty who are designing and conducting Community Engaged Learning (CEL) in their courses. This includes a range of academic and scholarly activities designed to support community-identified projects while providing rich experiential learning opportunities for students.

In February 2023, TILT hired Danyel Addes in a reimagined role as Community Engaged Learning Program Coordinator to advance a contemporary CEL program. The coordinator provides direct consultation to faculty on course design, critical reflection, and grading and assessment for CEL courses.

Other program development efforts include inventorying existing CEL courses to identify assets, needs, and partnerships, creating a program website and documents, and prototyping a database to record and track CEL courses and partnerships.

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Supporting Teaching Success

Caption Support

TILT's Caption Support coordinates with instructors to provide accurate, edited, closed-caption accommodations on course videos. Providing closed-caption accommodations is required under the Americans with Disabilities Act, and it is CSU policy for every course video to include captions.

Captioning by the Numbers

51 Students provided with accommodations	**2,926** Videos captioned	**2,690** Hours of video captioned
25 Student caption editors employed by TILT	**6,508** Hours of student employee time spent editing captions	**139** Courses served

Outreach, Service and Education

- Presented at the CSU Inclusive Excellence Symposium on closed-captioning best practices
- Presented CSU's model for providing in-house captioning accommodations at the Colorado Learning and Teaching with Technology Conference
- Served on the CSU IT Accessibility Taskforce
- Served on the CSU Inclusive Physical and Virtual Space Committee
- Created Echo user manual for academic departments
- The Caption Support team was recognized by the Employee Appreciation Board (EAB) for their work on Veterinary Medicine and Biomedical Sciences captions

Academic Integrity

Leadership in Artificial Intelligence

Following the rapid rise of Artificial Intelligence (AI) tools, such as ChatGPT, at the beginning of Spring 2023, TILT's Academic Integrity program provided key leadership on campus to address AI in the classroom.

This quick pivot resulted in:

- Representation on the Provost's Ethics Colloquium
- A TILT Summer Conference presentation on AI and Process Model Writing
- Creation of an AI Community of Practice to shape campus efforts and resources related to AI
- Development of the AI & AI Blog, the hub for campus issues at the intersection of Artificial Intelligence and Academic Integrity

Faculty can find many resources and guidance on AI in TILT's newly created AI Survival Toolkit.

Summer 2022 - Spring 2023 Program Highlights

41

Faculty coaching consultations

2,837

Students completed the Academic Integrity Tutorial

Dr. Joseph Brown, TILT's Academic Integrity Program Director, served as Co-Editor for the "Student Breaches of Academic Integrity" section of Springer Press' Handbook for Academic Integrity, published in Spring 2023.

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Supporting Student Success

TILT Tutoring

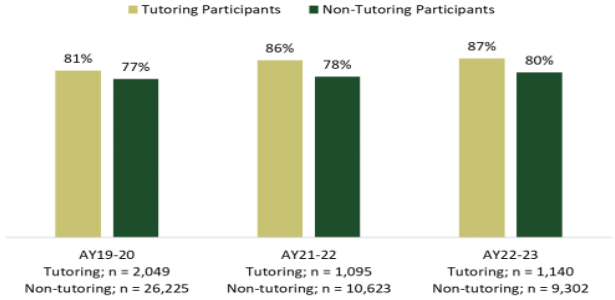
During Fall 2022 and Spring 2023, TILT Tutoring provided in-person drop-in group tutoring for students enrolled in 18 large enrollment, high DFWU math and science courses. Tutoring is held Sunday through Thursday evenings in the TILT Great Hall and, for some courses, at El Centro.

TILT Tutoring by the Numbers

55 Peer tutors hired, trained & supervised	**4,382** Student visits to TILT Tutoring	**904** Students accessed TILT Tutoring
50% Tutoring attendees hold a minoritized identity*	**59%** Tutoring attendees were juniors or seniors	**64%** Students attended tutoring multiple times

*First Generation, Limited Income, or Racially Minoritized

Student Success Rates were 7 percentage points higher among students who attended TILT Tutoring than those who did not attend



View the AY22-23 TILT Tutoring Assessment Report

Student Success Initiative Funding

In Spring 2021, TILT, along with seven campus student academic support partners, collaboratively submitted a successful proposal to the Provost Office Student Success Initiative and received funding through the Board of Governors to increase pay equity across campus tutoring centers.

TILT used these funds to increase tutor and Learning Assistant pay from a starting wage of $13.65/hour (minimum wage) to $15/hour beginning in Spring 2022.

Student Perspectives

Students reported TILT Tutoring increased their understanding of course concepts (86%), improved their course grade (90%), and was welcoming (98%) and inclusive (99%).*

"The tutors are incredible. I felt so much more confident learning class material with help from them." - MATH 155 student

"[My tutors] gave me helpful tips and tricks and ways to help me study that made it much more impactful. I genuinely enjoyed going to TILT because they made learning the material not so overwhelming and fun to learn." - BMS 301 student

I love TILT so much! I have gotten help from the tutors since last year and I could not have passed my classes without their help! [The tutors] are really good at answering questions and helping me understand topics and explain them in ways that I can understand. - CHEM 341 student

"Probably the best tutoring resource on campus!" - MATH 155 student

*Based on end-of-semester survey with 11% response rate

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Supporting Student Success

Learning Assistant Program

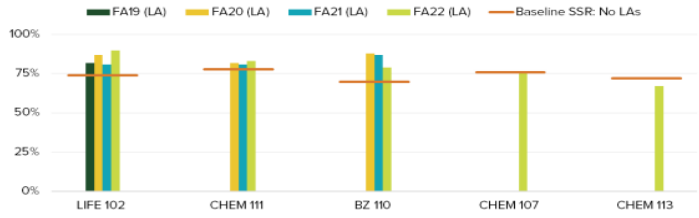
Through TILT's Learning Assistant (LA) Program, trained peer educators help faculty integrate active learning into large-enrollment, high-DFWU courses. LAs promote deeper learning and build community so large courses feel like small ones.

LA Program by the Numbers

	LAs hired, trained, & supervised	Student enrollments supported	Attendance at academic support activities
Fall	**110**	**3,818**	**1,173** unique students
Spring	**105**	**2,749**	**1,254** unique students

The TILT LA Program has consistently shown a measurable positive impact on student success rates in established courses: LIFE 102, CHEM 111 and BZ 110. In new LA courses (CHEM 107 & CHEM 113), increases in student success rates lagged as the program coordinators worked to attain student-to-LA ratios to levels recommended by the Learning Assistant Alliance. In addition, the LA coordinators increased faculty development opportunities to better support active learning in LA-supported courses.

Course Student Success Rates before LAs (baseline) and after LAs



View the AY22-23 LA Program Assessment Report

Student Perspectives

"The LAs for this course were fantastic. They made me feel that success was possible even after earning a 40 on the second exam. I am now on track to pass with a B (80%>) and I attribute part of that to confidence gained from the learning assistants and my peers." - CHEM 107 Student

"I found that the material was so much easier to understand when explained by other students, and they created a very positive, welcoming learning atmosphere." - CHEM 111 Student

"The LAs make learning challenging material fun. Creating connections with people who I relate to is really special and they have single-handedly helped me succeed in this course." - CHEM 107 Student

Faculty Perspectives

"The ability to bring in more active learning into the classroom, more engaged thinking...when you're doing it on your own in a large classroom especially, that can just seem insurmountable. Having the LA Program and that support allows me to bring in new ways of teaching material."
- Jennifer Neuwald, LIFE 102

"I've found that LAs are the best source of "real-time" information that moves from our students directly to me. Rather than dictate what we should do "next week," I prefer to listen to the LAs and let them lead the undergraduate learning process."
- Erik Arthun LIFE 102

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Supporting Student Success

Scholarship and Fellowship Advising

TILT's Office of Scholarship and Fellowship Advising provides CSU students guidance and support in applying for nationally competitive awards.

2022 - 2023 Application Cycle Highlights

44	42	$2,149,000
Awards won	Students awarded	Total award value

Students received 44 awards from 13 funding entities: Astronaut Scholarship, Critical Language Scholarship, DAAD Rise Internship, Fulbright Summer Institute, Fulbright U.S. Student Program, Gilman Scholarship, Goldwater Scholarship, NSF Graduate Research Fellowship Program, Philanthropic Educational Organization (P.E.O.) Scholarship, Presidential Management Fellowship, Rotary Global Grant, Udall Scholarship and Voyager Scholarship.

Program Growth

The number of funding entities and awards won by CSU students continues to grow. In the past decade, the number of grants awarded grew from eight to 42, and the number of funding entities grew from four to 13.

Notable Accomplishments

- The number of NSF GRFP recipients doubled from four to eight compared to the 2021 - 2022 application cycle.
- More than half of CSU's Fulbright applicants were named semi-finalists (10 out of 16).
- For the 9th year in a row, a CSU student won the Udall Scholarship.
- Of the five P.E.O. Scholars from Colorado, three were from CSU.
- 163 students registered for two Canvas modules designed to guide them through the NSF GRFP and Fulbright applications.

Office of Undergraduate Research and Artistry (OURA)

Mentored Research and Artistry Distinction (MRAD)

Colorado State University is one of a small, but growing, number of universities to specifically note research on a student's transcript – at CSU through the Mentored Research and Artistry Distinction (MRAD).

The goal of MRAD is to promote and deepen undergraduate inquiry and creativity at CSU, while recognizing student excellence in undergraduate research, artistry, and other creative work. Successful completion is noted on students' final transcripts, and students earn the right to wear silver cords with their graduation regalia and to list this distinction among their academic achievements.

Since relaunching in Spring 2022 and increasing awareness of the distinction, more than 100 students have signed up to work towards the distinction, and 21 students have earned the distinction.

Celebrate Undergraduate Research and Creativity (CURC)

Celebrate Undergraduate Research and Creativity (CURC) is an annual event held in April showcasing the creativity and scholarship of undergraduate students across various disciplines through a research and service learning poster symposium, oral and visual arts presentations, written work submissions, and a performing arts symposium.

In Spring 2023, CURC was hosted at the University Center for the Arts for the first time to encourage participation in artistic presentations at CURC .

242	210	8
Student presenters	Faculty, staff & graduate student volunteer judges	All 8 colleges represented

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Supporting Student Success

TILT OURA Lab

The TILT OURA Lab provides a research skills development experience for CSU STEM students and aims to reduce barriers to entry and increase rates of undergraduate research participation among undergraduate students historically excluded in STEM.

Participation

Two six-week cohorts of 45 students participated in the lab in Fall 2022 and one 12-week cohort of United in STEMM students participated in Spring 2023. Since the program began, a total of 126 students have participated in the lab.

Fall 2022 and Spring 2023 OURA Lab participants were more racially diverse than the CSU undergraduate population (31% vs. 26%) and were predominately female (81%), furthering the lab's mission of supporting students with identities that have been historically excluded from STEM.

Outcomes

After the OURA Lab, students reported greatest growth in their:

- Confidence and independence as researchers
- Practical research skills, such as keeping a lab notebook and pipetting
- Research comprehension and communication skills
- Recognition of mistakes as learning opportunities

View the AY22-23 TILT OURA Lab Assessment Report

What happens after the OURA Lab?

A primary goal of the OURA Lab is to provide students with the skills and experience to launch into further undergraduate research opportunities.

To better understand what research experiences students pursued after the OURA Lab, TILT hosted an OURA Lab alumni event in Spring 2023 to collect data on students' research engagement.
From this, we learned that:

- At least 20 of the 126 lab participants have engaged in a subsequent research experience.
- At least 14 students secured positions in on-campus research labs with a faculty Principle Investigator.
- Two students acquired competitive summer research internships.

Student Spotlight

After participating in the OURA Lab in Spring 2023, freshman Katelyn Yee secured an undergraduate research assistant position in the Brainwaves Lab in the CSU Music Department.

Katelyn shared that before the OURA Lab, she didn't know how to get into research labs and thought she didn't have enough experience.

"Confidence is a big thing that I gained [from the OURA Lab]. I never really had a lot of lab experience, so I wasn't super comfortable in a lab [before OURA]."

TILT OURA Lab participants culminate their experience by completing an independent experiment and presenting their projects at the Multicultural Undergraduate Research Art and Leadership Symposium (MURALS) or the OURA Lab Showcase, a new event in Spring 2023. These experiences provide students the opportunity to explore research topics connected to their identities and interests and to practice their research communication skills, network with other researchers on campus, and showcase their work in the OURA Lab.

GOALS AND VALUES REGARDING THE BUDGET MODEL

A Report

Submitted to Faculty Council at Colorado State University

by

The Committee of Strategic and Financial Planning (CoSFP)

September 21, 2023

Background:

After being invited by President Amy Parsons in Spring 2023 to contribute to the development of a new budget model, CoSFP members decided to work throughout the summer so that the committee could provide timely feedback. For that purpose, Dr. Gamze Cavdar, Chair of CoSFP called for volunteers to organize a subcommittee to work throughout the summer months of 2023 (June, July, and August). Many members including those with nine-month contracts volunteered to work. A total of eight out of 12 voting members actively participated in the subcommittee work. Once the draft was completed, the report was submitted to the entire committee at the beginning of the academic year. The Committee reviewed the draft and finalized it.

The subcommittee work was informed by the book entitled *Like Nobody's Business: An Insider's Guide to How US University Finances Really Work by* Andrew Comrie. Comrie recommends that the development of a budget should start with a list of "values" that would set up the parameters of the new budget model and inform all steps that come after. That's because, Comrie believes, before units begin getting into nitty gritty details and advocating their own interests, they have a best chance of collectively deciding what values they want the new budget model to be created around. Because these values are "common denominators" and because they are agreed before any details are known, the document of "Goals and Values" acts like a "constitution" of the budget model shaping and informing all other documents that are developed later and taking precedence in case of a conflict.

Goals and Values for Budget Model

GOALS:

This statement of values, respectfully submitted by CoSFP to inform the current budget design process, reflects the Committee's overarching goals of continuing to maintain and increase the overall effectiveness of all CSU employees in Fort Collins in achieving the University's core mission as the land-grant university of Colorado.

VALUES:

1) CORE ACADEMIC MISSION FIRST: As the land-grant university of Colorado, our core academic missions are "teaching, research, service and extension for the benefit of the citizens of Colorado, the United States, and the world." [1] The budget model is only a tool to achieve our mission.

2) COMMON GOOD: The model should prioritize what is best for the University and our core academic mission instead of individual units.

3) UNIVERSITY AS AN ECOSYSTEM: The model should acknowledge and promote interdependence among individual units. As the principle of shared governance dictates, faculty are the primary stakeholder in decision-making concerning the curriculum and the elimination of programs cannot be solely made based on budgetary concerns.

4) DIVERSITY, EQUITY, INCLUSION AND SOCIAL JUSTICE (DEISJ): The budget model should continue to support DEISJ goals.

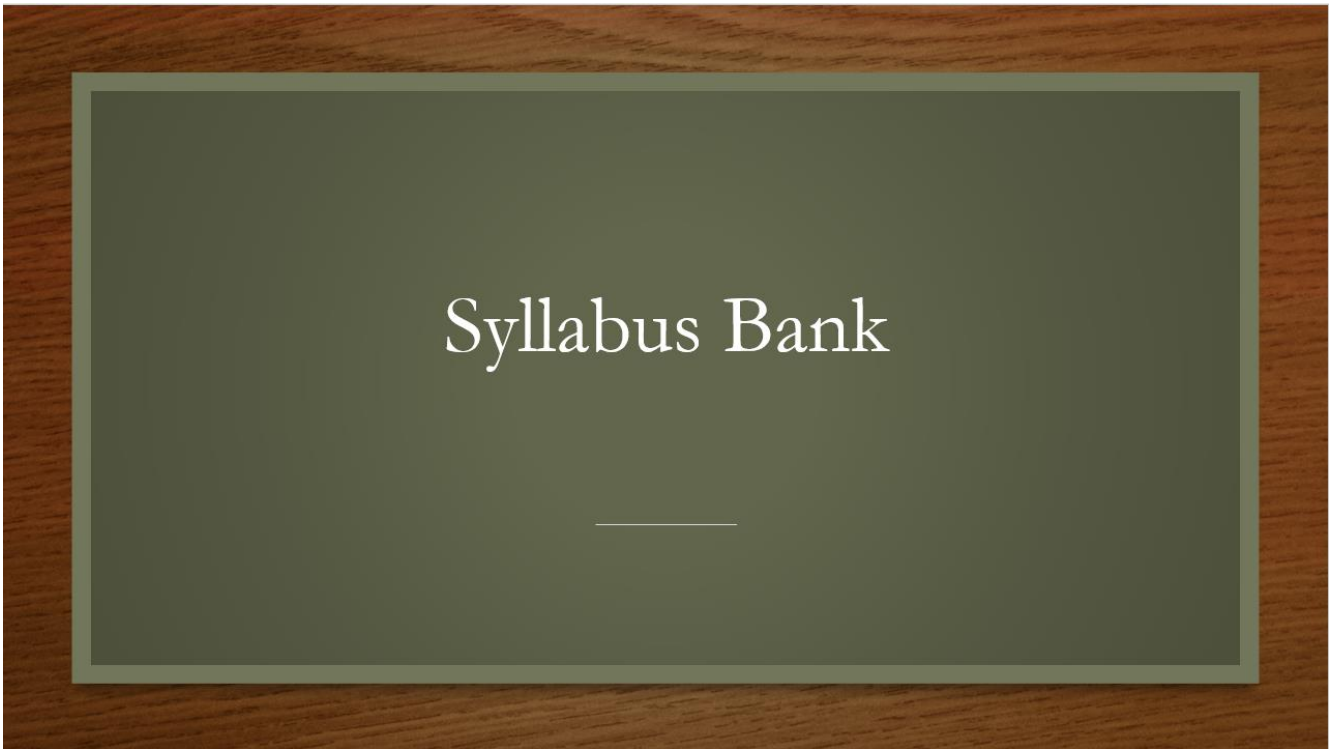
5) STUDENT SUCCESS: The model should encourage initiatives for attracting, retaining, and supporting quality students and broad diversity goals.

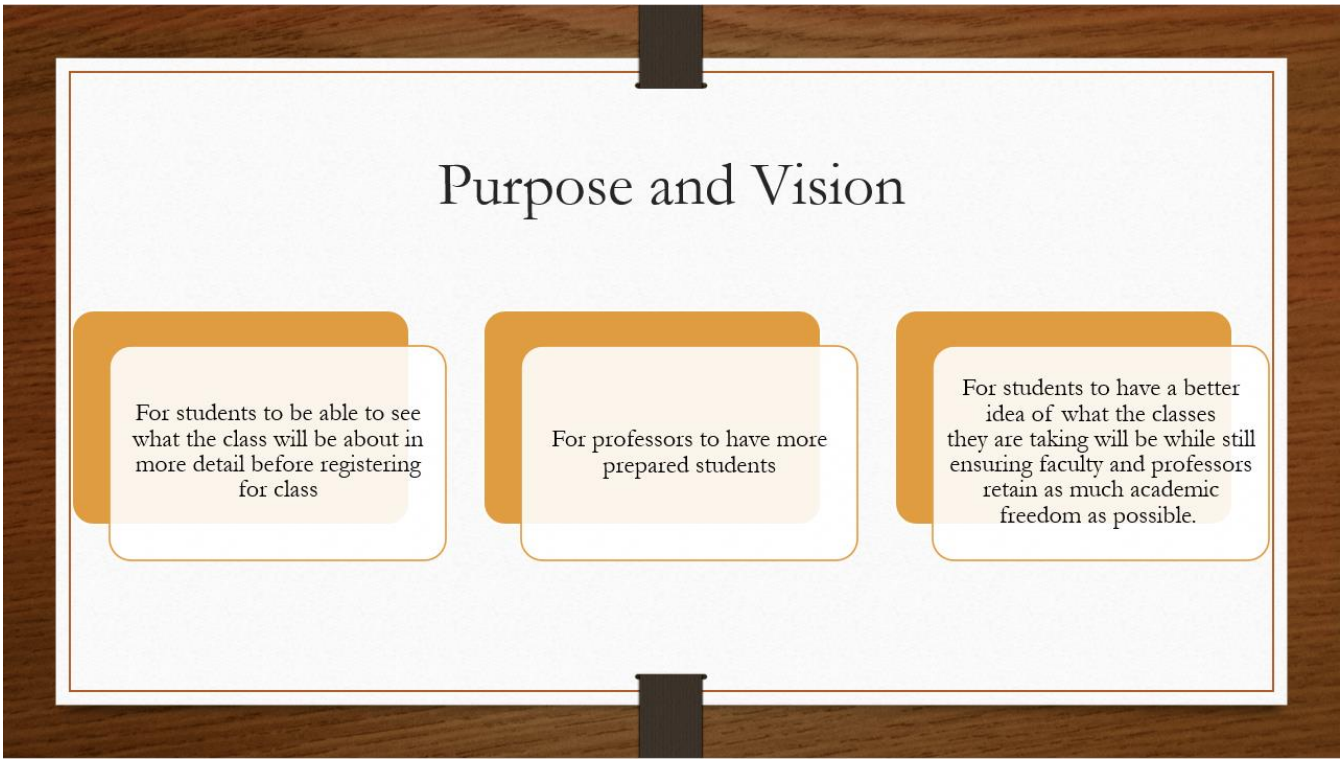
6) FACULTY AND STAFF SUCCESS: The model should encourage initiatives for recruiting, retaining, and advancing quality faculty and staff and establish compensation mechanisms to address both internal equity goals and external market demands.

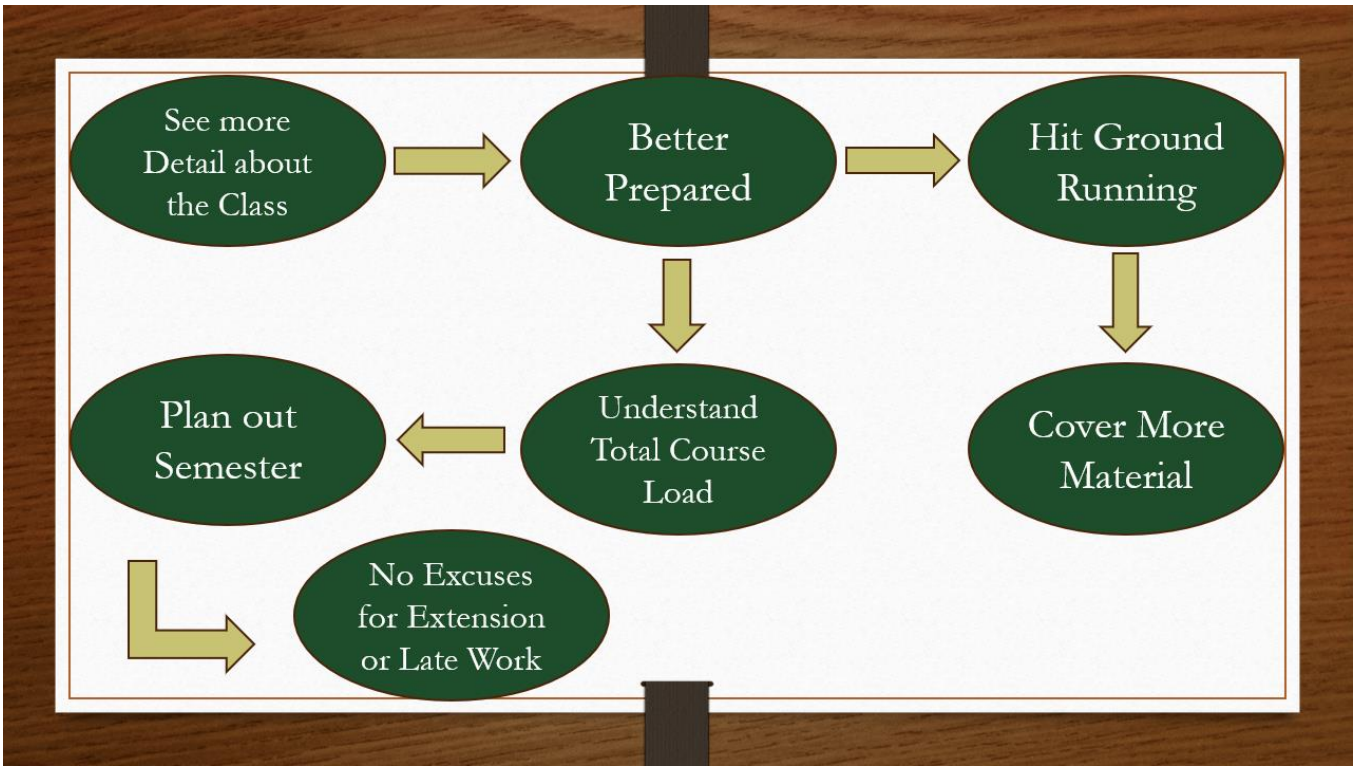
7) INNOVATION, CREATIVITY, and FLEXIBILITY: The model should provide opportunities for innovative ideas, such as interdisciplinary and multidisciplinary initiatives, as well as for substantiable growth and agility.

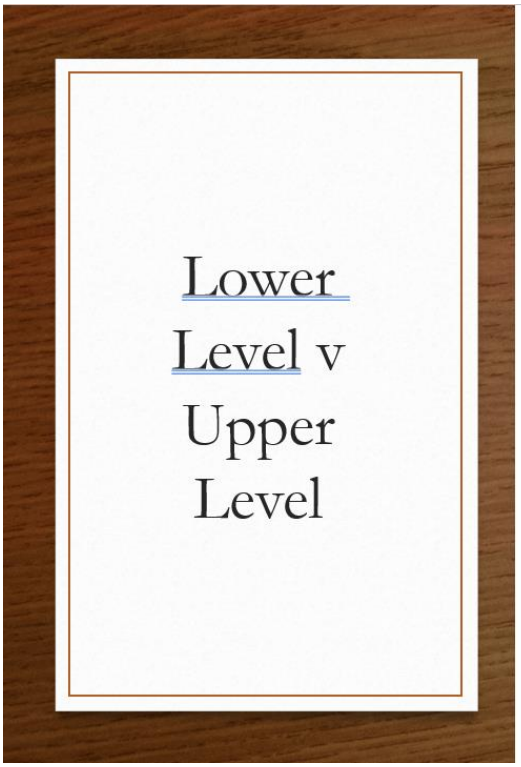
8) TRANSPARENCY, ACCOUNTABILITY, and SHARED GOVERNANCE: Both the budget model itself and the development process should maintain transparency, accountability, and shared governance. The process should be unhurried.

9) SIMPLICITY: The model should allow for informative and understandable calculations and projections.


Syllabus Bank


Purpose and Vision
For students to be able to see what the class will be about in more detail before registering for class
For professors to have more prepared students
For students to have a better idea of what the classes they are taking will be while still ensuring faculty and professors retain as much academic freedom as possible.





- Lower-Level courses teach Fundamentals
- Upper-Level courses teach Complexities
- Fundamentals tend not to change while complexities do
- More Leeway will be given for Upper-Level course
- Recurring Topics v Variable Topics
- Exceptions will be made on Case-by-Case basis

Questions/Comments/Concerns