

*PLEASE NOTE: Members, when addressing Faculty Council, please stand and identify yourselves. Guests wishing to speak please fill out a guest card to be handed to the Chair prior to speaking.*

*PLEASE NOTE: Members planning to introduce amendments are requested to provide copies to the Faculty Council Office, 18A Administration, at least 24 hours before this meeting.*

## **AGENDA**

### **Faculty Council Meeting**

**Tuesday, October 2, 2018 – 4:00 P.M. – Plant Sciences – C101**

#### **I. FACULTY COUNCIL AGENDA – OCTOBER 2, 2018**

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

1. Next Faculty Council Meeting – November 6, 2018 – Plant Sciences building – Room C101 – 4:00 p.m.
2. President’s Fall Address and University Picnic – October 3, 2018 – on the Oval – 11:30 a.m. – 1:00 p.m.
3. Executive Committee Meeting Minutes located on the FC website – August 21, 2018; September 11, 2018  
(<http://facultycouncil.colostate.edu/faculty-council-meeting-dates-agendas-minutes/>)

##### **B. MINUTES TO BE APPROVED**

1. Faculty Council Meeting Minutes – September 4, 2018 (pp. 3-18)

##### **C. UNFINISHED BUSINESS**

1. Faculty Council Standing Committee Elections – Committee on Faculty Governance (p. 19)
2. University Grievance Panel Elections – Committee on Faculty Governance (p. 20)
3. Faculty Council Standing Committee Elections – Graduate Student Representatives - CoFG (p. 21)
4. Faculty Council Standing Committee Elections – Undergraduate Student Representatives – CoFG (p. 22)

##### **D. REPORTS TO BE RECEIVED**

1. President – Tony Frank
2. Provost/Executive Vice President – Rick Miranda

3. Faculty Council Chair – Tim Gallagher
4. Board of Governors Faculty Representative – Margarita Lenk
5. Faculty Council Standing Committee 2017-18 Annual Reports
  - a. Committee on Libraries (pp. 23-25)
6. Neighbor to Neighbor
  - Deborah Mayer, Housing Solutions Coordinator
  - Emma Chavez, CARE Program Coordinator

**E. CONSENT AGENDA**

1. UCC meeting minutes – August 24 and 31, 2018; September 7 and 14, 2018 (pp. 26-39)

**F. ACTION ITEMS**

1. Proposed revisions to Section C.2.1.9.3 – C.2.1.9.6 Membership and Organization of the *Academic Faculty and Administrative Professional Manual* – CoFG (pp. 40-52)
2. Proposed revisions to the Preface and Section H of the *Academic Faculty and Administrative Professional Manual* - CoRSAF (pp. 53-55)
3. Proposed revisions to Section E.13 Advancement in Rank (Promotion) of the *Academic Faculty and Administrative Professional Manual* - CoRSAF (pp. 56-58)

**G. DISCUSSION**

---

**Secretary's Note:** Please detach at this line, print your name, and leave in attendance box at the Faculty Council Meeting. If you must be absent, you are encouraged to send a substitute representative of academic faculty status in order to provide proper representation at the meeting. Substitutes should turn in the attendance slip at the meeting and indicate on the slip whom they are representing. Members will find it helpful to have copies of the Faculty Council, University Curriculum Committee and Executive Committee minutes available for reference at the meeting.

To Faculty Council Members: Your critical study of these minutes is requested. If you find errors, please call, send a memorandum, or E-mail immediately to Rita Knoll, ext 1-5693.

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

**MINUTES**  
**Faculty Council Meeting**  
**September 4, 2018 – 4:00 p.m. – Plant Sciences – Room C101**

**CALL TO ORDER**

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

Tim called attention to the new voting members of Faculty Council.

**ANNOUNCEMENTS**

1. Next Faculty Council Meeting – October 2, 2018 – Plant Sciences Building – Room C101 – 4:00 p.m.

Gallagher announced that the Faculty Council meeting would be held on October 2, 2018 at 4:00 p.m. – Plant Sciences Building, Room C101.

2. President's Fall Address and University Picnic – October 3, 2018 – on the Oval – 11:30 – 1:00 p.m.
3. Executive Committee Meeting Minutes located on FC website – April 24, 2018; May 8, 2018; August 14, 2018  
[\(http://facultycouncil.colostate.edu/faculty-council-meeting-dates-agendas-minutes/\)](http://facultycouncil.colostate.edu/faculty-council-meeting-dates-agendas-minutes/)

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

4. Schedule of 2018-19 Faculty Council Meeting Dates
5. Faculty Council Membership for 2018-19
6. Faculty Council Standing/Advisory Committees Membership for 2018-19
7. University Committees Membership
8. Parliamentary Motions – Quick Reference
9. Parliamentary Motions – What They Mean

10. UCC Minutes - April 27, 2018 and May 4, 2018 were approved by Executive Committee (May 8, 2018) on behalf of Faculty Council

### **MINUTES TO BE APPROVED**

1. Faculty Council Meeting Minutes – May 1, 2018

Gallagher asked faculty for any corrections or additions.  
There were not corrections or additions.

Faculty Council approved the FC meeting minutes by unanimous consent.

### **UNFINISHED BUSINESS**

1. None.

### **REPORTS TO BE RECEIVED**

1. Provost/Executive Vice President – Rick Miranda

Miranda reported on the following:

- Provost Miranda asked for his PowerPoint presentation to be displayed. Academic news over the summer. On the Dean's front, the Dean of the Warner College of Natural Resources (John Hayes) will go under a 5-year review. Dean of CHHS (Jeff McCubbin) has announced his retirement. Jodie Hanzlik, Dean of Graduate School, has announced her retirement as well, and the search is being led by Kelly Long, Vice Provost for Undergraduate Affairs.
- New VP for International Programs. New Executive Director of the Reinvention Collaborative, formerly chaired by Alan Lamborn. New Senior Director of CSU Online (Amy Smith).
- Program initiative. Arapahoe Community College in Castle Rock partnership with CSU in 2+2 programs. Partnership with Chinese university being considered as well. We have received some money from the state to achieve a cybersecurity program here at CSU. IT, Systems Engineering, Computer Science and CIS as well. New degree programs—with Council of Deans looking at the Core Curriculum and reflecting Student Learning Outcomes forwarded by the CCHE. VPR and the scholarly success initiative and Phase 2 of the Student Success Initiative. Launching a digital learning initiative in a few weeks with resources coming from profits from the new stadium. They made a profit last year and are sharing some of it.

Steve Shulman (CLA College-at-Large): If the stadium made a profit then why do we subsidize the athletic program?

Miranda: The stadium made more money than predicted by models.

Mary Meyer (CNS): I have a follow-up question. Most people, when they hear the stadium is making a profit would assume that is after the mortgage. If that is not the case, then how do you define a profit?

Miranda: Most goes into a reserve fund to pay the mortgage confidently. The stadium profit: Peel off some money for the digital learning initiative

Antonio Pedros-Gascon (CLA College-at-Large): Who would be involved in the international programs?

Mo Salmon (Chair, CUP): INTO—have we made any profit from that private-public initiative?

Miranda: Yes. The students who matriculated past the pathways program have resulted in millions in revenue.

Mo Salmon (Chair, CUP): Did the program break even before the INTO program?

Maura Velazquez-Castillo (CLA College-at-Large): Can we have an accounting of the INTO program with information about money generated and enrollment numbers?

Miranda: Living wage initiative underway. NTTF initiatives continue. RI and distance students are less and less distinct groups. The groups are blurring and the funding model is slowing us down a bit. Still might have a cluster hire initiative. Controlled maintenance and Design Center as well as Western Center are underway. Water program building with discussions of a second building there. Strategic enrollment plan. Strategic planning for the university also underway—refresh process.

New slide: Arapahoe CC expansion underway in Castle Rock and CSU will get some space. Other hubs around the state, perhaps new on the western side of the state.

Initiatives: living wage, Administrative Professional framework and inequities in the HR system applying to APs--Lynn Johnson launching a look at the HR system.

- Enrollment updates: Total cracked 29,000 this season. We haven't had census yet and that 29,000 depends on students on the Semester at Sea ship. All students column = 33,000 which includes online. Transfer student increases healthy as well. Unexpected increases (surge) of students in August who just decided to come to CSU in August. Extra 150 students or so. Still struggling to find beds. Found classes. We are graduating a lot of people, too.

Resident and Non-Resident percentages –37% nonresident. Retention is not so great for this group but we are becoming a more non-resident university every year. Helps with diversity and revenue but not with retention.

Pre-census numbers: Diversity: 27% of incoming class diverse. GPAs and SAT scores highest we've seen. 27% first-generation students.

- Pre-budget numbers. Board asked for an inflationary description. If everything went up by inflation and there were no new students, used 3.4% inflation rate, and produced a revenue picture. Provost explains numbers shown on slide. Predicts 18.2 million increase in revenue with no adjustment for change in students and a 3.4% inflation rate. Net is just over \$13 million.

Joseph DiVerdi (Chair, CoSFP): Why did Board ask for this?

Miranda: They just want to see what would happen if revenues and expenses and enrollment were static, what would things look like?

Multiyear, strategic and quality enhancement expenses (proposals)—zeroed out so with an inflation-only budget with no growth what would be the expense? Around \$13 million.

Michael Pante (CLA): When was the last time faculty-staff salaries matched inflation?

Miranda: I think it has happened once in the past 5 years. Last year was 3.5% overall on campus, including all explanations for salary increases, though faculty merit increases were around 2.5%.

Jenny Morse (Chair, CoNTTF): Do the figures take into consideration the salary increases for NTTF that are anticipated?

Miranda: I don't think so; as yet, only the normal merit salary increases.

Antonio Pedros-Gascon (CLA At-Large): Does the Provost's office have a plan for the NTTF?

Miranda: Quality enhancement.

Matt Malcolm (HHS): Updates on the med school at CSU?

Miranda: We are in conversation with CU-Anschutz. We are nearing naming a co-director. Renovating the 4<sup>th</sup> floor of the new health center, reserved for the health-medical school and hope to start building that out. Roll out not sooner than 2 years from now. Rural and family medicine -- 20-40 students per year. Not a 2+2 program, but with all four years delivered here. Later years are spent in clinical rotations, which could be at various locations. Coordinated with CVMBS. Not that much different between vet students and human health in the first year—there is significant overlap—so there will be a tight integration with the vet med program. It will have its own independent identity though.

Silvia Canetto (CNS): Asked about faculty salary equity exercise.

Miranda: Initial report and annual reports published online.

Karen Barrett (Chair, CoSS): Any thought of integrating the CSU public health program into the med school program?

Miranda: The public health program is a consortium model. The degrees will be given by the CU med school and will use CSU as a site.

Melinda Smith (CNS): Would the Provost care to comment on changes to NSF and new submission of proposals? Is the Provost's office interested in taking a stance on the single submission policy? Provosts at U of NM and other universities are contemplating a position statement/response. Are we?

Miranda: I will follow up.

Mary Meyer (CNS): Back to the stadium . If the stadium is making a profit, then how is profit defined?

Miranda: The way that the business model was laid out for a period of 40 years had a variety of models built in for paying bills, including the mortgage. For each year in the model, there were estimated revenues and expenses for stadium operations, and the

plan also included building up a reserve that we could add to in years that the stadium's revenues/expense bottom line was positive, and draw from in years that it was negative. The existence for a reserve, insisted by the Board of Governors, is part of the responsibilities of the new stadium operations. In that way the financial health of the stadium operations would be secure, and kept separate from the rest of the University (and the Athletics Department general budget too).

Every year will have its own expenses and revenues and will be reported and the Board will examine closely, and in years that the bottom line is positive, the Board will consider recommendations from the President on how to deploy those additional resources – with one main option being to add to the stadium reserve (but not the only one). It came out better this year than the model suggested so the Board exercised discretion to both add to the reserve and put some money toward academic affairs.

Peter Harris (CLA): What is the stage of the cyber security project?

Miranda: Patrick Burns, VP for Information Technology, is leading on this.

Gallagher mentioned that Steve Shulman, EC representative from the College of Liberal Arts, has requested that the Provost's report to Faculty Council be provided in written form prior to Faculty Council meetings. Gallagher indicated that he will pass along this recommendation to the Provost.

Miranda's report was received.

2. Faculty Council Chair – Tim Gallagher

Gallagher reported on the following:

Gallagher explained that a few weeks ago he did an orientation for new members of Faculty Council. Things he wants to highlight are things that are already on the FC website. Some items are from the *Manual*, some from parliamentary procedures, etc., so this is where he was drawn from to copy and paste materials.

Section C is the code and requires a 2/3 vote, plus agreement of the Board of Governors.



Gallagher hears some people ask what good FC is. One, within the university the major policy making body is the FC. Regarding powers and responsibilities, the FC has jurisdiction over the general curriculum, university government and discipline. On this latter point, in regard to the bullying policy, Gallagher argued that the version 1.0 of the bullying policy should have gone through FC instead of being passed by Cabinet, bypassing Faculty Council. Now it is in the *Manual*. Harassment now in the *Manual*. And why did we go from Version 1 to Version 2? Because this policy needs to go through faculty. Get to know your Executive Committee rep because every word that's in your agenda packet was put in there by your EC. Get involved in your standing committees. Every once in a while, EC will act for FC between meetings (for instance during the summer). Substitutes: you are ones who are here but if you can't be here, get a substitute who is a person who is eligible to serve from your academic unit who is qualified to be present. A quorum is needed. Deans and other senior administrators are members of FC and they get the agenda packet at the same time voting members do. Administrators are non-voting members but they are members. Nothing should be a shock when an item goes to a vote. Guests will sometimes see something they feel passionate about and want to speak to an issue. Such persons may speak with permission of the chair. Permission will almost always be granted by the chair. It helps if that person catches Gallagher before the meeting to say there's a desire to speak.

The department heads shall meet with each faculty member at time of evaluation. Some department heads have not done an annual performance evaluation and so one of the things I do is go to the Provost and Dan Bush and say that someone is not doing something. Chair will point out things that the Board points out things that Tony Frank and we must do. If you see anyone who is not following university policy, please contact the FC office. That is what takes up a large percentage of Gallagher's time. When, for instance, a faculty member says, "My department head is not giving me an annual evaluation." The faculty *Manual* is what protects us. It has the force of a contract. If you were harmed in some way due to things being done in a way contrary to the *Manual*, then those people can be held accountable. *General Catalog* and *Graduate and Professional Bulletin*—this does not go to the Board, while changes to the Faculty Council *Manual* do.

Granting of the degrees is symbolic but important. Says that the faculty have the central role for the curriculum. Parliamentary motions. Gallagher notes some highlights. For instance, **you have the right to ask for a ballot**. A ballot is paper. If there's anyone who feels pressure from a department chair or dean and we will have papers of paper, a ballot, so that no one will know how you voted. You say, "I move that we have this vote by ballot" and it requires a second. You have the right to vote your

conscience as you see fit without pressure. A favorite motion: **Call for the previous question.** There has been discussion for a while. When we've started to hear the same points for a second or third time and it's clear what the issues are, then we can cut off debate and have the vote. This requires a 2/3 vote since it's a shutting off of debate. **Motion to amend:** there's a process that must be followed here as well. It's Gallagher's job to help you get there. He wants to ensure that everyone who wanted to have a voice has one. If we propose any change to **Section C (the Code)**, this requires a two-week notification of the membership. Every once in a while someone will ask to go into Informal Discussion when there would be opportunity to "talk about" a topic without the restrictions of procedure. Faculty members who file a lawsuit regarding **freedom of speech** rights loses 3 out of 4 times. Our speech does not have as high a level of protection in the workplace as we do in the public domain, unless we have a contract that gives us this right. And we DO have that contract. This means not just an employment contract but also the contract that is embodied in the faculty *Manual*. The preface of the *Manual* assures this. Many of our colleagues at other universities do not have this. Gallagher explains/narrates how this came to pass when he was FC Chair several years ago in his first term. So, this is why FC is important. To finish: from AAUP, way back in a lawsuit by Myron Huling, the Faculty Council *Manual* was acknowledged by the university as having contractual force. When someone challenges the value of the Faculty Council, please stand up and say this matters. The CLA set a good precedent by having a meeting prior to the meeting prior to the meeting.

### Questions:

Thaddeus Sunseri (History): Do NTTF have academic freedom?

Antonio Pedros-Gascon (CLA At-Large): Regarding the bullying policy, feels that the FC was told that if we didn't approve the version presented that the model would move ahead anyway. States: We were not given the opportunity to make amendments.

Gallagher: There had been a compromise approved by the president. There was no motion to pass. You did not create a motion. Then Gallagher explains the problem with the AP Council having the requirement of prior approval.

Lisa Langstraat (CLA At-Large): The issue of the bullying policy came up at the CLA informal meeting. How is the bullying policy being implemented and update on the status of it being used and enforcement. We need mechanisms for follow up. We need updates so that we as FC get the information that we need and deserve. We would appreciate having

the information brought to us directly. Believes that having this information prior to voting would help as well.

Gallagher's report was received.

3. Board of Governors Faculty Representative – Margarita Lenk

Lenk reported on the following:

Trends: distance education, regional campuses in trouble. All motions passed at August Board of Governors meeting. Various other pieces of information—Arapaho CC campus, etc.

Lenk's report was received.

4. Faculty Council Standing Committee 2017-18 Annual Reports
- a. Faculty Council Report to the Board of Governors
  - b. Committee on Faculty Governance
  - c. Committee on Intercollegiate Athletics
  - d. Committee on Libraries – Pending
  - e. Committee on Non-Tenure Track Faculty
  - f. Committee on Responsibilities and Standing of Academic Faculty
  - g. Committee on Scholarship, Research, and Graduate Education
  - h. Committee on Scholastic Standards
  - i. Committee on Strategic and Financial Planning
  - j. Committee on Teaching and Learning
  - k. Committee on University Programs
  - l. University Curriculum Committee

Antonio Pedros-Gascon (CLA At-Large): Requested last year that the budget from Intercollegiate Athletics be included in the report and wonders why it is not present.

Provost Miranda: It's available publicly.

Antonio Pedros-Gascon (CLA At-Large): Would like to have it available in the report.

Gallagher: Requests from Provost that we get this information into the report.

5. University Benefits Committee

All Faculty Council Standing Committee 2017-18 Annual Reports were approved by unanimous consent.

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

Janelle Patrias presents: Discusses prevention and training for suicide prevention. Asks us to get more and more folks trained. Best practices training has been in effect for a while. Faculty are central as the safety net for students—lost 4 last year and 2 this summer. These were socially isolated students but they were all in classrooms. As the eyes and the ears of the campus, faculty have a vantage point on this issue. Suicide is increasing. Student ability to cope is decreasing. More and more students are showing up for services. 20% of students are seen in counseling services.

Patrias shows us data and talks about warning signs. Steep increases in students contemplating suicide, here at CSU and nationally. Asks us to elevate and feel confident about knowing what to do. Training available: 1) At Risk—45 minute simulation. About 2000 staff and faculty have participated. Use for GTAs. Safety.colostate –site. 2) Notice and Respond: Assisting Students in Distress. This is all relevant to not only students but to our friends and family. In-person workshop that’s 1.5 hours –share with group and pathway forward. Boosts competence and confidence in being equipped to deal with difficult situations and opens up conversations among colleagues. Well received program –people like it.

Kathleen Kelly (CoB): Do we just contact your office for these?

Patrias: Yes. Continues with presentation. This is a facilitated dialogue.

Dawn DeTienne (CoB): Indicates that CoB has done this training and found it very valuable.

Karen Barret (Chair, CoSS): Has used Tell Someone and felt assured that the resources were made available to the student.

Patrias: Call to action: make and ask for the training this year in your department.

Matt Malcolm (HHS): I’m glad you did this today. Can you make your slides available so that we can send out?

Dan Bush (Vice Provost for Faculty Affairs): Tell Someone phone number. If we realize that there’s someone under stress, we call Tell

Someone and they take it from there. You don't have to be an expert.  
Phone number for Tell Someone: 491-1350

Maura Velazquez-Castillo (CLA At-Large): Asks why this is happening now. She wants us to ask the tough questions to get to the bottom of the epidemic.

Patrias: Help-seeking is good and those in most serious situation need immediate help. This is happening in all demographics.

### **CONSENT AGENDA**

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

1. Confirmation of Faculty Council Secretary
2. Confirmation of Faculty Council Professional Registered Parliamentarian

The Consent Agenda was unanimously approved.

### **ACTION ITEMS**

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

Sue Doe, Vice Chair, made a motion on behalf of the Executive Committee of Faculty Council that the resolution found on page 88 of your agenda be adopted. Gallagher explained the history of this in brief form.

Faculty Council unanimously approved the motion.

2. New CIOSU – Geospatial Centroid at CSU – CUP

Mo Salman had left the meeting so was unable to speak to the motion. Gallagher explained it.

Faculty Council unanimously approved the motion

### **DISCUSSION**

1. None

Gallagher adjourned the meeting at 5:50 p.m.

Page 12 - Faculty Council Meeting Minutes  
September 4, 2018

Tim Gallagher, Chair  
Sue Doe, Vice Chair  
Margarita Lenk, Board of Governors Faculty Representative

ATTENDANCE  
**BOLD INDICATES PRESENT AT MEETING**  
UNDERLINE INDICATES ABSENT AT MEETING

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

Page 14 - Faculty Council Meeting Minutes  
September 4, 2018

### Liberal Arts

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

### Natural Resources

<b>Monique Rocca</b>	Ecosystem Science and Sustainability	2020
<b>David Koons</b>	Fish, Wildlife, & Conservation Biology	2021
<b>Chad Hoffman</b>	Forest and Rangeland Stewardship	2020
<u>Bill Sanford</u>	Geosciences	2020
<b>Tara Teel</b>	HDNR in Warner College	2020

### Natural Sciences

<b>Jennifer Nyborg</b>	Biochemistry and Molecular Biology	2019
<b>Melinda Smith</b>	Biology	2021
<u>George Barisas</u> (excused)	Chemistry	2020
<b>Ross McConnell</b>	Computer Science	2019
<u>Yongcheng Zhou</u>	Mathematics	2020
<u>Dylan Yost</u>	Physics	2021
<b>Silvia Canetto</b>	Psychology	2019
<b>Mary Meyer</b>	Statistics	2019
<u>Chuck Anderson</u>	College-at-Large	2020
<u>Anton Betten</u>	College-at-Large	2019
TBD	College-at-Large	2018
<b>Brad Conner</b>	College-at-Large	2021
<u>Alan Van Orden</u>	College-at-Large	2020

### Veterinary Medicine & Biomedical Sciences

<b>DN Rao Veeramachaneni</b>	Biomedical Sciences	2019
<b>Dean Hendrickson</b>	Clinical Sciences	2019



Page 15 - Faculty Council Meeting Minutes  
September 4, 2018

<b>Elizabeth Ryan</b>	Environmental & Radiological Health Sciences	2020
<b>Tony Schountz</b>	Microbiology, Immunology and Pathology	2021
<b>Noreen Reist</b>	College-at-Large	2020
<u>Jennifer Peel</u>	College-at-Large	2020
<u>William Black</u>	College-at-Large	2020
<u>Marie Legare</u>	College-at-Large	2019
<b>Anne Avery</b>	College-at-Large	2019
<u>Tod Clapp</u>	College-at-Large	2019
<b>Dawn Duval</b>	College-at-Large	2019
TBD	College-at-Large	2018
<b>Gerrit (Jerry) Bouma</b>	College-at-Large	2021
TBD	College-at-Large	2018
<b>University Libraries</b>		
<b>Linda Meyer</b>	Libraries	2019
<b><i>Ex Officio Voting Members</i></b>		
<b>Timothy Gallagher</b>	Chair, Faculty Council/Executive Committee	2018
<b>Sue Doe</b>	Vice Chair, Faculty Council	2018
<b>Margarita Lenk</b>	BOG Faculty Representative	2018
Don Estep, Chair	Committee on Faculty Governance	2019
Todd Donovan, Chair	Committee on Intercollegiate Athletics	2017
Nancy Hunter, Chair	Committee on Libraries	2019
<b>Jenny Morse, Chair</b>	Committee on Non-Tenure Track Faculty	2020
Marie Legare, Chair	Committee on Responsibilities & Standing of Academic Faculty	2018
Donald Samelson, Chair	Committee on Scholarship Research and Graduate Education	2019
<b>Karen Barrett, Chair</b>	Committee on Scholastic Standards	2019
<b>Joseph DiVerdi, Chair</b>	Committee on Strategic and Financial Planning	2019
<b>Matt Hickey, Chair</b>	Committee on Teaching and Learning	2019
<b>Mo Salman, Chair</b>	Committee on University Programs	2018
<b>Bradley Goetz, Chair</b>	University Curriculum Committee	2018
Susan (Suellen) Melzer	Committee on Non-Tenure Track Faculty	2021
<b>Denise Apodaca</b>	Committee on Non-Tenure Track Faculty	2021
<b>Christine Pawliuk</b>	Committee on Non-Tenure Track Faculty	2019
<b>Patty Stutz-Tanenbaum</b>	Committee on Non-Tenure Track Faculty	2019
<b>Daniel Baker</b>	Committee on Non-Tenure Track Faculty	2020
<b>Leslie Stone-Roy</b>	Committee on Non-Tenure Track Faculty	2019
Mary Van Buren	Committee on Non-Tenure Track Faculty	2020
<b>Steve Benoit</b>	Committee on Non-Tenure Track Faculty	2019

Page 16 - Faculty Council Meeting Minutes  
September 4, 2018

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

Anthony Frank	President
Rick Miranda	Provost/Executive Vice President
Brett Anderson	Special Advisor to the President
Kim Tobin	Vice President for Advancement
Mary Ontiveros	Vice President for Diversity
Louis Swanson	Vice Provost for Engagement/Director of Extension
Leslie Taylor	Vice President for Enrollment and Access
Dan Bush	Vice Provost for Faculty Affairs
Patrick Burns	Vice President for Information Technology/Dean Libraries
Jim Cooney	Vice Provost for International Affairs
Tom Milligan	Vice President for Public Affairs
Alan Rudolph	Vice President for Research
Blanche M. Hughes	Vice President for Student Affairs
Kelly Long	Vice Provost for Undergraduate Affairs
Lynn Johnson	Vice President for University Operations
Ajay Menon	Dean, College of Agricultural Sciences
Jeff McCubbin	Dean, College of Health and Human Sciences
Beth Walker	Dean, College of Business
David McLean	Dean, College of Engineering
Jodie Hanzlik	Dean, Graduate School
Ben Withers	Dean, College of Liberal Arts
Jan Nerger	Dean, College of Natural Sciences
Mark Stetter	Dean, College of Vet. Medicine & Biomedical Sciences
John Hayes	Dean, Warner College of Natural Resources
Shannon Wagner	Chair, Administrative Professional Council

**BALLOT**  
**Academic Faculty Nominations to Faculty Council Standing Committees**  
**October 2, 2018**

**COMMITTEE ON FACULTY GOVERNANCE**

		<i>Term Expires</i>
<b><u>EMILY MOORE</u></b> (Nominated by Committee on Faculty Governance)	CLA	2021
<b><u>ALLISON LEVEL</u></b> (Nominated by Committee on Faculty Governance)	Libraries	2021

**COMMITTEE ON INTERCOLLEGIATE ATHLETICS**

<b><u>CHRISTIAN PUTTLITZ</u></b> (Nominated by Committee on Faculty Governance)	CoE	2020
--	-----	------

**COMMITTEE ON NON-TENURE TRACK FACULTY**

<b><u>DENISE APODACA</u></b>	CLA	2021
------------------------------	-----	------

**COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY**

<b><u>MARK SHELSTAD</u></b> (Nominated by Committee on Faculty Governance)	Libraries	2021
<b><u>DAVE MUSHINSKI</u></b> (Nominated by Committee on Faculty Governance)	CLA	2021

**COMMITTEE ON SCHOLASTIC STANDARDS**

<b><u>STEVE SIMSKE</u></b> (Nominated by Committee on Faculty Governance)	CoE	2021
--	-----	------

**COMMITTEE ON STRATEGIC AND FINANCIAL PLANNING**

<b><u>MARTIN SHIELDS</u></b> (Nominated by Committee on Faculty Governance)	CLA	2021
--	-----	------

**COMMITTEE ON TEACHING AND LEARNING**

<b><u>TONY BECKER</u></b> (Nominated by Committee on Faculty Governance)	CLA	2021
---	-----	------

**BALLOT**  
**UNIVERSITY GRIEVANCE PANEL**  
**Academic Faculty Positions on University Grievance Panel**  
**October 2, 2018**

<b>Nominee</b>		<b>Term ending</b>
<u>DEREK JOHNSTON</u> (Nominated – Committee on Faculty Governance)	CoB	2019
<u>CHARLES BUTLER</u> (Nominated – Committee on Faculty Governance)	CoB	2019
<u>GINA MOHR</u> (Nominated – Committee on Faculty Governance)	CoB	2020
<u>ELIZABETH PILON-SMITS</u> (Nominated – Committee on Faculty Governance)	CNS	2020

**BALLOT**  
**October 2, 2018**  
**Graduate Student Positions on Faculty Council Standing Committees**  
**(One-Year Term)**

		<b>Term Expires</b>
<b><u>Committee on Intercollegiate Athletics</u></b>		
Savannah Hobbs	Graduate Student	2019
<b><u>Committee on Libraries</u></b>		
Eric Knutson	Graduate Student	2019
<b><u>Committee on Scholarship, Research, and Graduate Education</u></b>		
Reza Ameri	Graduate Student	2019
<b><u>Committee on Strategic and Financial Planning</u></b>		
Arnold Paecklar	Graduate Student	2019
<b><u>Committee on Teaching and Learning</u></b>		
Brian Mitchell	Graduate Student	2019
<b><u>Committee on University Programs</u></b>		
Ryan Czarny	Graduate Student	2019
<b><u>University Curriculum Committee</u></b>		
Kevin Jablonski	Graduate Student	2019

**BALLOT**  
**October 2, 2018**  
*Undergraduate Student Positions on Faculty Council Standing Committees*  
**(One-Year Term)**

		<b>Term Expires</b>
<b><u>Committee on Intercollegiate Athletics</u></b>		
Kanayo Okolo	Undergraduate	2019
<b><u>Committee on Strategic and Financial Planning</u></b>		
Nick Bohn	Undergraduate	2019
<b><u>Committee on Teaching and Learning</u></b>		
Zachary Vaishampayan	Undergraduate	2019

# COMMITTEE ON LIBRARIES

Annual Report for Academic Year 2017-2018

## Introduction

This constitutes the annual report of the Committee on Libraries for academic year 2017-2018, and is submitted by Nancy Hunter, Chair of the Committee. This report is organized to include information on members, meeting attendance, substantive activities, and recommendations for next year.

## Members

Members and their representation are listed below:

- Mazdak Arabi (Engineering)
- Hye Seung Chung (Liberal Arts) – on sabbatical leave fall 2017
- Kellie Enns (Agricultural Sciences)
- Nancy Hunter, Chair of the Committee (University Libraries)
- Laurence Johnson (Business)
- Jerry Magloughlin, (Natural Resources)
- Mehmet Ozbek (Health and Human Sciences)
- Noreen Reist (Veterinary Medicine and Biomedical Sciences)
- James Wilson (Natural Sciences)
- Patrick Burns (Dean, University Libraries – ex officio)
- Ellen Fisher (V.P. for Research Representative – ex officio)
- Tim Gallagher (Chair, Faculty Council – ex officio)
- There was no graduate student and undergraduate representation.

## Meetings

The meeting schedule is provided below. Formal minutes were taken at each meeting, and once approved by the committee, are archived on the Libraries' Staff Wiki

- September 11, 2017
- October 9, 2017
- November 13, 2017
- December 4, 2017
- February 15, 2018
- March 8, 2018
- April 12, 2018
- May 3, 2018

Attendance of members at the meetings is provided in the table below.

Members	Committee on Libraries Attendance							
	Meeting Date							
	9/11	10/9	11/13 CANCELED	12/4 CANCELED	2/15	3/8	4/12	5/3
Mazdak Arabi								
Hye Seung Chung	SL	SL			X	X	X	X
Kellie Enns	X	X			X	X		X
Nancy Hunter	X	X			X	X	X	
Laurence Johnson	X	X			X	SUB	X	X
Jerry Magloughlin	X				X	X	X	X
Mehmet Ozbek	X	X				X		X
Noreen Reist	SUB					X	SUB	
James Wilson	X	X			X	X		X

It is noted that attendance by certain individuals was particularly problematic this year, and we believe this merits the Executive Committee's attention.

## Substantive Activities of the Committee

Significant matters (issues) attended to by the committee include:

- Collection projections and materials reductions (databases, journals, & monographs) – directions, methodology, and impacts. Sustainability is an issue. This topic was addressed at nearly every meeting of the Committee, and was a principal focus of Committee activities this academic year.
- Alma and Primo implementation and updates.
- Open access initiatives and activities.
- Open access subsidy, status, analysis, and policy revision.
- Open Education Resources: status and directions. State and federal funding for OER. Joint Alliance/GWLA (Greater Western Library Alliance) conference on OER.
- Libraries strategic planning – input was solicited from the Committee and analyzed for alignment with the survey results from CSU Libraries staff.
- The Cyberteams grant from the National Science Foundation, to CSU, the University of Colorado and the University of Utah, that provides “cradle to grave” support to faculty and research groups on data, data management, data flow, workflows, and preservation, was presented and discussed.
- Libraries budget / funding issues.
- Discussion of the City of Fort Collins Broadband initiative, including open access and network neutrality. Two open forums on these topics were conducted this year.



## Recommendations

Recommendations for AY 2018-2019 include:

1. The Chair for AY-18-19 is open, as a quorum for election of a chair was not available at the last meeting of this Committee where the election of a new chair was on the agenda. This situation will be dealt with at the first meeting of the Committee for AY 18-19, and the nomination from the meeting will be submitted to the Faculty Council Executive Committee for its approval.
2. We are entering the fourth year of significant unmet budget needs for library collections. To date, the discontinuation of purchases of monographs, databases, and journals necessitated by inadequate budget to sustain collections has not had a significantly deleterious effect on CSU, as CSU Libraries has very creatively been working to find alternative solutions, including creatively rearranging contracts and purchase agreements. The Committee on Libraries has been fully engaged in an advisory role in this activity for all four years running. The Committee is becoming increasingly concerned that significant continued unmet budget may begin to have serious deleterious effects upon our research and academic quality. In addition, the Committee notes that there remain hundreds of thousands of dollars of requests for new content that are also pending and unfunded. These are separate and distinct from the requests for library resources for new program requests that are at least identified for funding and are at times funded. We understand the Dean of Libraries is pursuing this as a significant issue at most ARL libraries, but view success there as both uncertain and if partially or wholly successful, requiring several years to come to fruition. Although, due to some lower than anticipated inflation rates on some of the “big deals” for journals, the inflation rate on Collections will be recalculated and reduced going forward, sustainability in the long term remains a significant concern of the Committee. Ergo, we recommend that the Vice President for Research consider this as a stratagem as part of the Research and Scholarship Success Initiative (RSSI) to address this issue.

We would be happy to be contacted for additional information.

## UNIVERSITY CURRICULUM COMMITTEE MINUTES

A regular meeting of the University Curriculum Committee was held on **August 24, 2018** at 2:00 p.m.

The meeting adjourned at 4:05 p.m.

### Minutes

The minutes of May 4, 2018 were approved electronically on May 7, 2018.

### Consent Agenda

The Consent Agenda was approved.

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

<b>Miscellaneous Memo Requests</b>	
<b>Request</b>	<b>Notes</b>
<a href="#">Request to Reactivate BC 406A, 406B, 406C</a>	Rationale: With the growth of our undergraduate program (doubling in the last few years to over 350 students), we have experienced increased demand to offer opportunities to obtain advanced laboratory skills. In the past, we could accommodate students seeking these skills in our faculty research laboratories, but this is no longer sustainable with the size of our program. Reactivation of BC406A-C will allow our students to acquire additional cutting-edge laboratory skills, which will provide them with advantageous assets for their biochemistry degree on the job market.

<b>Study Abroad Course – 1<sup>st</sup> Offering</b>			
<b>Course #</b>	<b>Course Title</b>	<b>Notes/Changes</b>	<b>Effective Term</b>
<a href="#">WS 382B</a>	Study Abroad – Ghana: Youth Development, Transnational Perspectives	<b>1<sup>st</sup> offering; 3 credits.</b> <b>Travel dates:</b> 12/31/18 – 1/19/19 (20 days)	Spring 2019

<b>New Courses</b>			
<b>Course #</b>	<b>Course Title</b>	<b>Notes</b>	<b>Effective Term</b>
<a href="#">CON 492A</a>	Seminar: Emerging Construction Technologies	1 cr.; Instructor option grade mode; permanent partial semester.	Spring 2019
<a href="#">CON 492B</a>	Seminar: Construction Issues and Trends		Spring 2019
<a href="#">CON 492C</a>	Seminar: Heavy Civil Project Management		Spring 2019
<a href="#">CON 492D</a>	Seminar: Commercial Project Management		Spring 2019
<a href="#">CON 492E</a>	Seminar: Residential Project Management		Spring 2019
<a href="#">CS 515</a>	Software Maintenance & Evolution	4 credits; Graduate only; Face-to-face and Distance/Online; previously offered as experimental course CS 581A3 (Spring 2017: 2 students; Spring 2018: 13 students)	Spring 2019
<a href="#">ECE 527B/ BIOM 527B</a>	Biosensing: Signal and Noise in Biosensors	Permanent partial semester; previously offered as experimental course ECE/BIOM 581B2 (Spring 2017: 11 students; Spring 2018: 19 students).	Spring 2019
<a href="#">EDCO 655</a>	Brief Counseling	Graduate only; ‘Proof of professional counseling liability insurance’ registration restriction.	Spring 2019

<a href="#">FW 430</a>	Waterfowl Ecology and Management	2 cr. of lecture and 1 cr. of lab; previously offered as experimental course FW 481A1 (Spring 2018: 12 students).	Spring 2019
<a href="#">GR 220</a>	Mapping, Cartography, and Spatial Thinking	2 cr. of lecture and 1 cr. of lab; proposed as an elective in the Major in Geography.	Spring 2019
<a href="#">LITA 337</a>	Italian Cinema, Culture, and Society	Proposed as an upper-division required course in the Interdisciplinary Minor in Italian Studies – program proposal has not been started in CIM.	Spring 2019
<a href="#">VS 665D</a>	Advanced Topics in Veterinary Cardiology: Cardiac Electrophysiology & Arrhythmias	Graduate only; 4 <sup>th</sup> in a series of 6 courses on Advanced Topics in Veterinary Cardiology. Previously offered as experimental course VS 680A1.	Spring 2019

### Major Changes to Courses

Course #	Course Title	Notes	Effective Term
<a href="#">AHS 487</a>	Internship in Human Services	Addition of HDFS 201 as a prerequisite; Credit change: <del>3-9</del> <del>1-16</del> ; Edit to offering term: <del>Every Summer</del>	Spring 2019
<a href="#">EDCO 650</a>	<del>Theories of Individual Guidance</del> and Counseling and <del>Development</del>	Edits to course title; change to permanent partial semester.	Spring 2019
<a href="#">EDCO 692</a>	<del>Seminar Seminar-Brief Counseling</del>	Edits to course title, description, and offering term; change in schedule type and credits from 1-0-2 to 1-3 var. cr. of seminar; addition of written consent registration restriction.	Spring 2019
<a href="#">ETST 365</a>	Global Environmental Justice Movements	Addition of Distance/Online offering; edit to offering term.	Spring 2019
<a href="#">JTC 310</a>	Copy Editing	Addition of Distance/Online offering and ‘Sophomore standing’ restriction; changing grade mode from Student Option to Traditional.	Spring 2019
<a href="#">JTC 345</a>	Electronic Field Production	Addition of Distance/Online offering and ‘Junior standing’ restriction; changing grade mode from Student Option to Traditional; dropping the laboratory and increasing lecture credit/contact hours, i.e., changing from 3(2-2-0) to 3(3-0-0).	Spring 2019
<a href="#">JTC 460</a>	Senior Capstone	Edit to prerequisites; addition of ‘Senior standing’ restriction. Existing AUCC Cat 4C.	Spring 2019

### Guaranteed Transfer (GT) Pathways Course Resubmissions: (GT-SCI)

Course #	Course Title	GTP Category/Notes	Effective Term
<a href="#">LIFE 102</a>	Attributes of Living Systems	Sciences w/ Required Laboratory (GT-SCI) Existing AUCC Cat 3A	Spring 2019

### Guaranteed Transfer (GT) Pathways Course Resubmissions: (GT-AH2)

Course #	Course Title	GTP Category/Notes	Effective Term
<a href="#">ETST 240</a>	Native American Cultural Experience	Addition of online offering; edit to offering term. Literature & Humanities (GT-AH2) Existing AUCC Cat 3B	Spring 2019

Guaranteed Transfer (GT) Pathways Course Resubmissions: ( <i>GT-AH3</i> )			
Course #	Course Title	GTP Category/Notes	Effective Term
<a href="#">BUS 220</a>	Ethics in Contemporary Organizations	Change in credit distribution from 3-0-0 to 2-0-1. Arts & Humanities – Ways of Thinking (GT-AH3) Existing AUCC Cat. 3B (approved 9/20/13)	Spring 2019

Program Deactivations			
Program Title	Notes	Last term students may be admitted	Last term students can complete
<a href="#">Ph.D. in Environmental Health, Toxicology Specialization</a>	Replaced by the Ph.D. in Toxicology ( <i>UCC approved 4/12/13</i> ).	Fall 2018	Spring 2021
<a href="#">Master of Science in Environmental Health, Toxicology Specialization, Plan A</a>	Replaced by the MS in Toxicology, Plan A ( <i>UCC approved 4/12/13</i> ).	Fall 2018	Spring 2019
<a href="#">Master of Science in Environmental Health, Toxicology Specialization, Plan B</a>	Replaced by the MS in Toxicology, Plan B ( <i>UCC approved 4/12/13</i> ).	Fall 2018	Spring 2019

## CONSENT AGENDA

Experimental Courses – 1st Offering			
Course #	Course Title	Notes	Effective Term
<a href="#">EDUC 480A2</a>	Secondary Science and Technology Education II	No permanent course proposal found in CIM.	Spring 2019
<a href="#">HIST 481A5</a>	History and Media Production	No permanent course proposal found in CIM.	Spring 2019
<a href="#">NRRT 380A1</a>	Introduction to Culinary Tourism	No permanent course proposal found in CIM.	Spring 2019

Experimental Courses – 1st Offering ( <i>Approved by UCC Chair in CIM on behalf of UCC during the Summer</i> )			
Course #	Course Title	Notes	Effective Term
<a href="#">EDUC 480A1</a>	Secondary Science and Technology Education I	No permanent course proposal found in CIM.	Fall 2018
<a href="#">HORT 481A2</a>	Vegetable Seed Production	No permanent course proposal found in CIM.	Fall 2018
<a href="#">IU 380A4</a>	Becoming a Scientist	No permanent course proposal found in CIM.	Fall 2018
<a href="#">MIP 580B1</a>	Intro to Mechanisms of Bacterial Pathogenesis	No permanent course proposal found in CIM.	Fall 2018
<a href="#">MIP 580B2</a>	Bacterial Pathogenesis Mechanisms & Lifestyle	No permanent course proposal found in CIM.	Fall 2018
<a href="#">MIP 580B3</a>	Bacterial Pathogenesis-Evading Host Defenses	No permanent course proposal found in CIM.	Fall 2018
<a href="#">MSE 580B7/ ECE 580B7</a>	Electronic Properties Material– Band Structure	No permanent course proposal found in CIM.	Fall 2018

<a href="#">MSE 580B8/</a> <a href="#">ECE 580B8</a>	Electronic Properties of Materials–Optical	No permanent course proposal found in CIM.	Fall 2018
<a href="#">MU 381A1</a>	Exceptional Learners in the Music Classroom	First approved for Fall 2017, but was not offered. No permanent course proposal found in CIM.	Fall 2018
<a href="#">VM 680A4</a>	Introduction to Spanish for Veterinarians	No permanent course proposal found in CIM.	Fall 2018
<a href="#">VS 680A1</a>	Advanced Topics in Veterinary Cardiology: Cardiac Electrophysiology & Arrhythmias	No permanent course proposal found in CIM.	Fall 2018

### Experimental Courses – 2<sup>nd</sup> Offering (*for informational purposes only*)

Course #	Course Title	Notes	Effective Term
<a href="#">AGRI 181A1</a>	Contemporary Agricultural Systems	1 <sup>st</sup> offering: Fall 2017 (20 students). No permanent course proposal found.	Fall 2018
<a href="#">ECE 580B4</a>	FPGA Signal Processing/Software-Defined Radio	1 <sup>st</sup> offering: Spring 2017 (17 students). No permanent course proposal found.	Spring 2019
<a href="#">ECE 581B4/</a> <a href="#">BIOM 581B4</a>	Affinity Sensors	1 <sup>st</sup> offering: Spring 2017 (8 students). No permanent course proposal found.	Spring 2019
<a href="#">ECE 581B6/</a> <a href="#">BIOM 581B6</a>	Biophotonic Sensors Using Refractive Index	1 <sup>st</sup> offering: Spring 2017 (4 students). No permanent course proposal found.	Spring 2019
<a href="#">FSHN 580A3</a>	Grant Writing in Nutritional Sciences	1 <sup>st</sup> offering: Fall 2017 (20 students). No permanent course proposal found.	Fall 2018
<a href="#">GES 481A1/</a> <a href="#">MSE 481A1</a>	Sustainable Strategies for E-Waste Management	1 <sup>st</sup> offering: Spring 2018 (8 students). No permanent course proposal found.	Fall 2018

### Minor Changes to Courses

Course #	Course Title	Notes	Effective Term
<a href="#">EDCO 792C</a>	Seminar: Contemplative Practice–Counseling & Practices in Counseling and Education	Edit to offering term: <del>As Needed Summer</del>	Spring 2019

### Course Deactivations

Course #	Course Title	Notes	Effective Term
<a href="#">SOCR 478</a>	Environmental Soil Sciences	Listed as an elective option (and will be administratively removed) from the following programs: <ul style="list-style-type: none"> <li>• IEAQ</li> <li>• IGSQ</li> <li>• CBEG-BMEC-BS</li> <li>• FRRS-RFMZ-BS: listed in Senior year 'select from' list</li> </ul>	Spring 2019
<a href="#">SOCR 479</a>	Environmental Soil Science Laboratory	Listed as an elective option (and will be administratively removed) from the following program: <ul style="list-style-type: none"> <li>• CBEG-BMEC-BS</li> </ul>	Spring 2019

Minutes approved by the University Curriculum Committee on 8/31/18.

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

## UNIVERSITY CURRICULUM COMMITTEE MINUTES

A regular meeting of the University Curriculum Committee was held on **August 31, 2018** at 2:00 p.m.

The meeting adjourned at 3:20 p.m.

### Minutes

The minutes of August 24, 2018 were approved.

### Consent Agenda

The Consent Agenda was approved.

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

New Courses			
Course #	Course Title	Notes	Effective Term
<a href="#">CIVE 663</a>	Structural Stability	Graduate only. Previously offered as experimental course CIVE 680A6 (Spring 2014: 8 students; Spring 2015: 9 students; Spring 2017: 4 students).	Spring 2019
<a href="#">GR 213</a>	Climate Migrants	Proposed as a required course in the Major in Geography and an elective course in the Major in Anthropology – program proposals have not been started in CIM yet.	Spring 2019

Major Changes to Courses			
Course #	Course Title	Notes	Effective Term
<a href="#">AS 101</a>	<del>Heritage and Values Foundations</del> of the <del>US</del> Air Force I	Edits to course title and description.	Fall 2019
<a href="#">AS 102</a>	<del>Heritage and Values Foundations</del> of the <del>US</del> Air Force II	Edits to course title and description.	Spring 2019
<a href="#">AS 201</a>	<del>Evolution of Air Force Team &amp; Leadership Fundamentals and Space Power I</del>	Edits to course title and description.	Fall 2019
<a href="#">AS 202</a>	<del>Evolution of Air Force Team &amp; Leadership Fundamentals and Space Power II</del>	Edits to course title and description.	Spring 2019
<a href="#">AS 301</a>	<del>Leading People and Effective Communication Air Force Leadership Studies-I</del>	Edits to course title and description; addition of AS 202 as a prerequisite.	Fall 2019
<a href="#">AS 302</a>	<del>Leading People and Effective Communication II Air Force Leadership Studies-II</del>	Edits to course title and description.	Spring 2019
<a href="#">CIVE 102</a>	<del>Introduction to Civil and Environmental Engr Introduction: Civil/Environmental Engineering</del>	Edits to course title and description; addition of ‘Engineering majors only’ registration restriction; change in contact hours from 2-3-0 to 2-2-0.	Fall 2019
<a href="#">CIVE 103</a>	Engineering Graphics and Computing	Edit to course description; change in contact hours from 2-2-0 to 2-3-0.	Spring 2019
<a href="#">CIVE 550</a>	Foundation <del>and Retaining Wall</del> Engineering	Edits to course title, description, and offering term; changing grade mode from Student Option to Traditional.	Spring 2019
<a href="#">CS 163</a>	Java (CS1) No Prior Programming	Addition of Distance/Online offering.	Spring 2019
<a href="#">ERHS 502</a>	Fundamentals of Toxicology	Addition of Distance/Online offering; edit to offering term: <del>Fall, Spring Fall</del>	Spring 2019

Major Changes to Existing Programs		
Program Title	Notes	Effective Term
<a href="#">BIOM-BS: Major in Biomedical Sciences</a>	Updates to Sophomore and Junior Year requirements; updates to Major Related Electives.	Fall 2019
<a href="#">GEOQ: Minor in Geology</a>	Adding Geol 110 and Geol 121 as an approved group to fulfill the introductory geology course requirement; updates to footnote limiting the number of reserved number courses that can be applied to the requirements of the minor and ensuring that students are completing a minimum of three 3-4 credit upper-division classes.	Fall 2019

### CONSENT AGENDA

Experimental Courses – 1st Offering			
Course #	Course Title	Notes	Effective Term
<a href="#">BC 580A1</a>	Protein Post-Translational Modifications	No permanent course proposal found in CIM. Seniors only; partial semester.	Spring 2019
<a href="#">ENGR 681A2</a>	Systems Sensing and Imaging Analysis	No permanent course proposal found in CIM.	Fall 2018
<a href="#">ESS 680A1/ ANTH 680A1</a>	Edge Effects-Place, Embodiment, Environment	No permanent course proposal found in CIM.	Spring 2019
<a href="#">GEOL 580B2</a>	Remote Sensing for Geoscientists	No permanent course proposal found in CIM.	Spring 2019
<a href="#">GES 480A3</a>	Sea Level Rise and a Sustainable Future	No permanent course proposal found in CIM.	Spring 2019

Minor Changes to Courses			
Course #	Course Title	Notes	Effective Term
<a href="#">CO 150</a>	College Composition	Edit to prerequisites: CO 130 or Composition Challenge Essay (score of 3, 4, or 5) or SAT Verbal/Critical Reading score of minimum <del>570, 600</del> ; or SAT Evidence Based Reading/Writing score of minimum <del>620, 650</del> ; or ACT COMPOSITE score of minimum 26, or Directed Self-Placement Survey code of 15.	<b>Fall 2018</b> <i>(Note: Due to extenuating circumstances, an exception was made to implement these changes effective Fall 2018 over the Summer.)</i>
<a href="#">BMS 421</a>	Perspectives in Cardiopulmonary Diseases	Edit to prerequisite: <a href="#">BMS 420 or concurrent registration</a> .	Fall 2019
<a href="#">ESS 565</a>	Niche Models	Change in offering term: <del>Odd</del> <b>Even</b>	Fall 2019
<a href="#">LB 392</a>	Junior Seminar	Edit to prerequisite: <del>None LB-200 or concurrent registration</del>	Spring 2019
<a href="#">LB 492</a>	Liberal Arts Capstone Seminar	Existing AUCC Cat 4A. Edit to prerequisite: <a href="#">LB 392 and LB 490 or concurrent registration</a> <del>LB-200</del>	Spring 2019

<b>Course Deactivations</b>			
<b>Course #</b>	<b>Course Title</b>	<b>Notes</b>	<b>Effective Term</b>
<a href="#">CIVE 390</a>	Civil Engineering Student Projects Workshop	Not referenced in any programs or courses.	Spring 2019
<a href="#">CIVE 553</a>	Slope Stability and Retaining Structures	Not referenced in any programs or courses.	Spring 2019
<a href="#">CIVE 624</a>	Control of Floods and Droughts	Not referenced in any programs or courses.	Spring 2019
<a href="#">CIVE 722</a>	Large Scale Hydrology	Not referenced in any programs or courses.	Spring 2019
<a href="#">CM 702E</a>	Methods in Cell and Molecular Biology	Listed in 'Select from' lists (will be administratively removed) from the following programs: <ul style="list-style-type: none"> <li>• BENR-MS</li> <li>• BENR-PHD</li> </ul>	Spring 2019
<a href="#">LB 200</a>	Liberal Arts Research Methods	Not referenced in any programs. Required prerequisite for LB 392 and LB 492 (see Minor Changes to Courses).	Spring 2019
<a href="#">SOCR 514/ STAT 514</a>	Agricultural Experimental Design and Analysis	Not referenced in any programs or courses.	Spring 2019

Minutes approved by the University Curriculum Committee on 9/7/18.

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



## UNIVERSITY CURRICULUM COMMITTEE MINUTES

A regular meeting of the University Curriculum Committee was held on **September 7, 2018** at 2:00 p.m.

The meeting adjourned at 3:40 p.m.

### Minutes

The minutes of August 31, 2018 were approved.

### Consent Agenda

The Consent Agenda was approved.

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

Miscellaneous Memo Requests	
Request	Notes
<a href="#">New Subject Code Request: SPMT (Sport Management)</a>	This request is for a new subject code (SPMT) to facilitate the creation of a new graduate degree program titled Master of Sport Management. This program is designed to obtain and comply with the accreditation requirements from the Commission on Sport Management Association (COSMA). This accreditation requires a formalized process of assessment and evaluation each year that will be difficult to track without a clear subject code for students completing this program. At minimum, having a new subject code, SPMT, specific to this new program will streamline the process of tracking and measure student outcomes as required by COSMA.

Study Abroad Course – 1 <sup>st</sup> Offering			
Course #	Course Title	Notes/Changes	Effective Term
<a href="#">IE 382B</a>	Study Abroad: First Generation Global Experience	<b>1<sup>st</sup> offering; 1 credit.</b> <b>Travel dates:</b> 1/4/19 – 1/15/19 (12 days)	Spring 2019

Study Abroad Course – 2 <sup>nd</sup> Offering			
Course #	Course Title	Notes/Changes	Effective Term
<a href="#">BZ 482B</a>	Study Abroad: Field Course in Dolphin Behavior & Physiology	<b>2<sup>nd</sup> offering; 2 credits.</b> <b>Travel dates:</b> 12/29/18 – 1/5/19 (8 days) Edit to prerequisites: <a href="#">(BZ 110; BZ 111)</a> or <a href="#">(BZ 120 or LIFE 102)</a> . <del>BZ 415.</del> Addition of registration restriction: <a href="#">Sophomore standing.</a>	Spring 2019

New Courses			
Course #	Course Title	Notes	Effective Term
<a href="#">ENGR 596</a>	Group Study–Systems Engineering Skills	Offered as Distance/Online and Face-to-Face. Proposed as an elective in: SYSE-PHD: Ph.D. in Systems Engineering (program change not started in CIM yet) SYSE-MS: Master of Science in Systems Engineering (program change not started in CIM yet) ENGR-SYEZ-ME: Master of Engineering, Plan C, Systems Engineering Specialization (program change not started in CIM yet) Professional Doctorate in Systems Engineering (program proposal is in CPP check and course has not been added)	Spring 2019

<a href="#">ENGR 667</a>	Advanced Model-Based Systems Engineering	Offered as Distance/Online and Face-to-Face. Proposed as an elective in: SYSE-PHD: Ph.D. in Systems Engineering (program change not started in CIM yet) SYSE-MS: Master of Science in Systems Engineering (program change not started in CIM yet) SYSE-ME: Master of Engineering Professional Doctorate in Systems Engineering (program proposal is in CPP check and course has not been added)	Spring 2019
<a href="#">HDFS 315</a>	Disability Across the Lifespan and Culture	Offered as Distance/Online and Face-to-Face. Proposed as an elective in: HDFS-PHPZ-BS: Major in Human Development and Family Studies, Pre-Health Professions Concentration (program change is saved but not submitted in CIM).	Spring 2019
<a href="#">LSGN 304</a>	Deafness and American Sign Language	Previously offered as experimental course LSGN 380A1. Proposed as a required course in a new Interdisciplinary Minor in American Sign Language – program proposal is saved but not submitted in CIM.	Spring 2019
<a href="#">LSGN 347</a>	American Sign Language for Professionals	Previously offered as experimental course LSGN 380A2. Proposed as a required course in a new Interdisciplinary Minor in American Sign Language – program proposal is saved but not submitted in CIM.	Spring 2019
<a href="#">LSPA 347</a>	Spanish for Working with Youth and Families	Previously offered as experimental course LSPA 381A2. Proposed as an elective in the Major in LLC, Spanish Concentration – proposal has not been started in CIM yet.	Spring 2019
<a href="#">MIP 779</a>	Laboratory Animal Pathology Rotation	Previously offered as experimental course MIP 780A1.	Spring 2019
<a href="#">MU 170A</a>	Applied Music Instruction: Euphonium	1 cr.; successful passing of audition required; repeatable up to 9 times for credit.	Spring 2019
<a href="#">PHIL 333</a>	Latin American Philosophy		Spring 2019

Major Changes to Courses			
Course #	Course Title	Notes	Effective Term
<a href="#">CIVE 438</a>	Environmental <del>Engr</del> <del>Engineering</del> Concepts <del>for Civil</del> <del>Engrs</del>	Edits to course title, description and prerequisites; addition of 'Engineering majors only' registration restriction; changing grade mode from Student Option to Traditional.	Spring 2019
<a href="#">CIVE 549</a>	Drainage and Wetland Engineering	Edit to prerequisites: CIVE <del>322</del> <del>425</del> or <del>SOCR 370</del> or <del>SOCR 470</del> <del>CIVE 322</del>	Spring 2019
<a href="#">HDFS 404</a>	Child Life Theory and Practice	Addition of face-to-face offering for a previously online only course; credit increase from 2 to 3.	Spring 2019

<b>CONSENT AGENDA</b>
-----------------------

Experimental Courses – 1st Offering			
Course #	Course Title	Notes	Effective Term
<a href="#">EDUC 380A1</a>	Diversity and Equity in Lifelong Learning	No permanent course proposal found in CIM. Will be offered on Semester at Sea.	Spring 2019

Minor Changes to Courses			
Course #	Course Title	Notes	Effective Term
<a href="#">FSHN 444</a>	Nutrition and Aging	Edit to prerequisites: <a href="#">BZ 101</a> or <a href="#">BZ 110</a> or <a href="#">LIFE 102</a> <del>FSHN 150</del> ; edit to Registration Info: <del>Admission to Gerontology Interdisciplinary Studies Program can be substituted for FSHN 150.</del>	Spring 2019
<a href="#">HDFS 610</a>	Risk and Resilience	Removal of registration restriction: <del>Completion of 6 credits in behavioral science courses.</del>	Spring 2019
<a href="#">HDFS 611</a>	Early Child Development	Removal of registration restriction: <del>Completion of 6 credits in behavioral science courses.</del>	Spring 2019
<a href="#">MIP 342</a>	Immunology	Edit to prerequisites: <a href="#">BZ 350</a> ( <del>CHEM 245, may be taken concurrently</del> or <a href="#">LIFE 210</a> or <a href="#">MIP 250</a> ; <del>CHEM 245 341, may be taken concurrently</del> or <del>concurrent registration</del> or <a href="#">CHEM 341</a> or <del>concurrent registration</del> or <a href="#">CHEM 345</a> or <del>concurrent registration</del> ; <del>MIP 300 345, may be taken concurrently</del> ) and ( <del>LIFE 201B or LIFE 210 or MIP 300</del> )	Spring 2019
<a href="#">RRM 345</a>	Food, Beverage, and Labor Cost Control	Edit to offering term: <del>Every Fall, Spring</del> ; edit to prerequisites: <a href="#">ACT 205</a> <del>and CS 110</del> ; addition of ‘Sophomore standing’ registration restriction.	Spring 2019

Minutes approved by the University Curriculum Committee on 9/14/18.

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

## UNIVERSITY CURRICULUM COMMITTEE MINUTES

A regular meeting of the University Curriculum Committee was held on **September 14, 2018** at 2:00 p.m.  
The meeting adjourned at 4:00 p.m.

### Minutes

The minutes of September 7, 2018 were approved.

### Consent Agenda

The Consent Agenda was approved.

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

Miscellaneous Memo Requests	
Request	Notes
<a href="#">Revisions to the All University Core Curriculum (AUCC)</a>	Approved with eight “yes” votes and one “no” vote.  <i>See CIM memo and attachments for details.</i>

Study Abroad Course – 1 <sup>st</sup> Offering			
Course #	Course Title	Notes/Changes	Effective Term
<a href="#">BUS 482B</a>	Study Abroad – Ecuador: Community and Cultural Engagement	<b>1<sup>st</sup> offering; 3 credits.</b> Business majors and minors only. <b>Travel dates:</b> 1/2/19 – 1/16/19 ( <i>14 days</i> )	Spring 2019

Study Abroad Course – 2 <sup>nd</sup> Offering			
Course #	Course Title	Notes/Changes	Effective Term
<a href="#">IE 382C</a>	Study Abroad: Community Engagement in Mexico	<b>2<sup>nd</sup> offering; 1 credit.</b> <b>Travel dates:</b> 1/3/19 – 1/13/19 ( <i>10 days</i> )	Spring 2019

New Courses			
Course #	Course Title	Notes	Effective Term
<a href="#">FTEC 375</a>	Introduction to Fermentation Unit Operations	Previously offered as experimental course FTEC 480A2 (Fall 2016: 13 students; Spring 2018: 10 students). Proposed as an elective in FMST-BS: Major in Fermentation Science and Technology (program change saved but not submitted in CIM).	Spring 2019
<a href="#">NSCI 693C</a>	Graduate Seminar: Biological Data Analytics	1 credit; Instructor Option grade mode. Proposed as a required seminar in the new <a href="#">Professional Science Master’s in Natural Science, Biological Data Analytics Specialization</a> ( <i>program currently pending with CoSRGE</i> )	Spring 2019
<a href="#">SOCR 413</a>	Seed Vigor Concepts and Testing	Distance/Online only. Previously offered as experimental course SOCR 481A1 (Fall 2017: 2 students; Fall 2018: 1 student).	Spring 2019

Major Change – Course Reactivation			
Course #	Course Title	Notes	Effective Term
<a href="#">BC 406A</a>	Investigative Biochemistry: Protein Biochemistry	Previously deactivated course ( <a href="#">UCC approved reactivation on 8/24/18</a> ). Edits to course description; change in credit/contact hour distribution; change from full semester to permanent partial semester; addition of 'no freshman or sophomore' restriction. Proposed as an elective in the following programs (program changes have not been started in CIM yet): <ul style="list-style-type: none"> <li>BCHM-GBCZ-BS</li> <li>BCHM-HMSZ-BS</li> </ul>	Spring 2019

Major Changes to Courses			
Course #	Course Title	Notes	Effective Term
<a href="#">BC 351</a>	Principles of Biochemistry	Edit to course description.	Spring 2019
<a href="#">BC 401</a>	Comprehensive Biochemistry I	Addition of Distance/Online offering; edit to offering term; addition of 'no freshman' restriction.	Spring 2019
<a href="#">CS 165</a>	Java (CS2) Data Structures and Algorithms	Addition of Distance/Online offering; edit to prerequisites.	Spring 2019
<a href="#">HIST 302</a>	Roman Empire	Addition of Distance/Online offering.	Spring 2019
<a href="#">HIST 349</a>	United States Since 1945	Addition of Distance/Online offering; edit to course description.	Spring 2019
<a href="#">MATH 101</a>	Math in the Social Sciences	Removal of registration restriction. Existing AUCC Cat 1B and GT-MA1 course – course syllabus and CIM form will need to be updated to reflect the full list of Course Student Learning Outcomes for AUCC 1B.	Spring 2019
<a href="#">MECH 539</a>	Advanced Fluid Mechanics	Edits to course description and offering term.	Spring 2019
<a href="#">NRRRT 541</a>	Overview & Trends of Agritourism Management	Edits to course description and offering term.	Spring 2019

Guaranteed Transfer (GT) Pathways Course Resubmissions: ( <i>GT-SC1</i> )			
Course #	Course Title	GTP Category/Notes	Effective Term
<a href="#">CHEM 104</a>	Chemistry in Context Laboratory	Lecture course with Required Laboratory (GT-SC1) Existing AUCC Cat 3A	Spring 2019
<a href="#">CHEM 108</a>	Fundamentals of Chemistry Laboratory		Spring 2019
<a href="#">CHEM 112</a>	General Chemistry Lab I		Spring 2019

Guaranteed Transfer (GT) Pathways Course Resubmissions: ( <i>GT-SC2</i> )			
Course #	Course Title	GTP Category/Notes	Effective Term
<a href="#">CHEM 103</a>	Chemistry in Context	Lecture course without Required Laboratory (GT-SC2) Existing AUCC Cat 3A	Spring 2019
<a href="#">CHEM 107</a>	Fundamentals of Chemistry	Lecture course without Required Laboratory (GT-SC2) Existing AUCC Cat 3A Addition of Distance/Online offering.	Spring 2019
<a href="#">CHEM 111</a>	General Chemistry I	Lecture course without Required Laboratory (GT-SC2) Existing AUCC Cat 3A	Spring 2019

Major Changes to Existing Programs		
Program Title	Notes	Effective Term
<a href="#">Graduate Certificate in Data Analysis</a>	Addition of elective courses in a 'Select from' list; elimination of 'STAT 547 or STAT 552' requirement.	Spring 2019

New Degree		
Program Title	Notes	Effective Term
<a href="#">Master of Conservation Leadership, Plan C</a>	<i>A special action memo will be sent to Faculty Council for this new degree proposal.</i>	Spring 2019

Degree Title Change – 'New' Programs		
Program Title	Notes	Effective Term
<a href="#">Master of Science in Environmental Leadership, Plan A</a>	Essentially the same program requirements as CNLR-GLOZ-MS Plan A (see deactivation proposal below).	Fall 2019
<a href="#">Master of Science in Environmental Leadership, Plan B</a>	Essentially the same program requirements as CNLR-GLOZ-MS Plan B (see deactivation proposal below).	Fall 2019

Degree Title Change – Program Deactivations			
Program Title	Notes	Last Term Students Can Be Admitted	Last Term Students Can Complete
<a href="#">CNLR-MS: Master of Science in Conservation Leadership, Plan A</a>	Title change 'deactivation' (new title is the M.S. in Environmental Leadership, Plan A).	Fall 2018	Spring 2020
<a href="#">CNLR-MS: Master of Science in Conservation Leadership, Plan B</a>	Title change 'deactivation' (new title is the M.S. in Environmental Leadership, Plan B).	Fall 2018	Spring 2020
<a href="#">CNLR-GLOZ-MS: Master of Science in Conservation Leadership, Plan A</a>	Title change 'deactivation' (No significant changes to program of study; will be replaced by M.S. in Environmental Leadership)	Summer 2019	Spring 2020
<a href="#">CNLR-GLOZ-MS: Master of Science in Conservation Leadership, Plan B</a>	Title change 'deactivation' (No significant changes to program of study; will be replaced by M.S. in Environmental Leadership)	Summer 2019	Spring 2020

## CONSENT AGENDA

Experimental Courses – 2 <sup>nd</sup> Offering ( <i>for informational purposes only</i> )			
Course #	Course Title	Notes	Effective Term
<a href="#">GEOL 580A8</a>	Sandstone Petrology	1 <sup>st</sup> offering: Spring 2017 (5 students).	Spring 2019
<a href="#">MECH 580A8</a>	Transportation, Energy, and the Environment	1 <sup>st</sup> offering: Spring 2018 (22 students).	Spring 2019
<a href="#">MIP 680A3</a>	Advanced Prion Biology	1 <sup>st</sup> offering: Spring 2018 (5 students).	Spring 2019

Minor Changes to Courses			
Course #	Course Title	Notes	Effective Term
<a href="#">CS 370</a>	Operating Systems	Edit to prerequisites: (CS <del>155 with a C or better</del> ; <del>CS-156 with a C or better</del> ; <del>ECE-251 with a C or better</del> ) or CS-165 with a C or better) AND better; <del>CS-220 with a C or better</del> ; (CS <del>270 with a C or</del> <del>253 with a C or</del> better OR <del>ECE 251 with a C or</del> <del>CS-270 with a C or</del> better).	Spring 2019
<a href="#">CBE 452</a>	Chemical and Biological Engineering Design	Edit to prerequisites: CBE <del>442</del> <del>451</del> with a minimum grade of <u>C</u> ; <u>CBE 451 with a minimum grade of C</u> .	Spring 2019
<a href="#">LSPA 100</a>	First-Year Spanish I	Removed 'Placement exam required' from Registration Information.	Fall 2018 <i>Note: Due to extenuating circumstances, an exception was made to implement these changes in Banner effective Fall 2018 over the Summer.</i>
<a href="#">MECH 338</a>	Thermal/Fluid Sciences Laboratory	Edit to prerequisites: MECH <del>337</del> ; <del>337 and</del> MECH <del>342</del> ; <u>MECH 344 or concurrent registration, 342</u>	Spring 2019
<a href="#">MGT 486</a>	Practicum in Supply Chain Management	Edit to offering term: <u>Fall</u> , Spring Edit to prerequisites: <u>(MGT 375 or concurrent registration; MGT 376 or concurrent registration) or (MGT 375 or concurrent registration; 375 or MGT 377 or concurrent registration) or (MGT 376 or concurrent registration; MGT 377 or concurrent registration)</u> .	Spring 2019
<a href="#">NRRT 542</a>	Spatial & Community Dimensions of Agritourism	Edit to offering term: <del>Fall</del> <u>Spring</u> Edit to prerequisites: <u>None</u> , <del>NRRT-601</del>	Spring 2019
<a href="#">SOCR 350</a>	Soil Fertility Management	Edit to offering term: <u>Spring</u> <del>Fall</del>	Spring 2020
<a href="#">SOCR 351</a>	Soil Fertility Laboratory	Edit to offering term: <u>Spring</u> <del>Fall</del>	Spring 2020

Course Deactivations			
Course #	Course Title	Notes	Effective Term
<a href="#">BZ 301</a>	Animal Behavior Laboratory	Not referenced in any programs or courses.	Spring 2019
<a href="#">BZ 302</a>	Poisonous Plants	Listed as an elective in (and will be administratively removed from): <ul style="list-style-type: none"> <li>FWCB-WDBZ-BS</li> </ul>	Spring 2019
<a href="#">BZ 321</a>	Aquatic Vascular Plants	Listed as an elective or in a 'Select from' list (and will be administratively removed from): <ul style="list-style-type: none"> <li>FWCB-CNVZ-BS</li> <li>FWCB-FASZ-BS</li> <li>FWCB-WDBZ-BS</li> <li>ISWQ</li> </ul>	Spring 2019

Minutes electronically approved by the University Curriculum Committee on 9/17/18.

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

## MEMORANDUM

DATE: September 12, 2018  
 TO: Chair of Faculty Council  
 FROM: Don Estep, Chair  
 Committee of Faculty Governance

SUBJECT: Proposed revision to Sections C2.1.9.3 of the *ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL*

The Committee on Faculty Governance submits the following amendment:

MOVED, THAT SECTIONS C.2.1.9.3 of the ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL BE AMENDED AS FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

### **C.2.1.9.3 Membership and Organization**

The membership of each standing committee is specified to fit the functions of that committee. Faculty membership on specialized standing committees shall be limited to full-time, part-time, and transitional tenure track and tenured faculty members, as well as contract and continuing faculty members who do not hold an administrative appointment of more than half-time (0.5) at the level of assistant/associate dean or above. Faculty membership on regular standing committees shall be limited to full-time, part-time, and transitional tenure track and tenured faculty members who do not hold an administrative appointment of more than half-time (0.5) at the level of assistant/associate dean or above. The Chair of the Committee on Non-Tenure-Track Faculty (or designee on the CoNTTF), administrators, administrative professionals, classified staff, undergraduate student members representing the Associated Students of Colorado State University (ASCSU), and graduate student members representing the University Graduate Student Council shall be authorized for membership on specified standing committees. ~~Faculty membership on specialized standing committees shall be limited to regular full-time, regular part-time, transitional, and non-tenure track faculty members who do not hold an administrative appointment of more than half-time (0.5) at the level of assistant/associate dean or above. Faculty membership on regular standing committees shall be limited to regular full-time, regular part-time, and transitional faculty members who do not hold an administrative appointment of~~



~~more than half time (0.5) at the level of assistant/associate dean or above.~~ A member of a standing committee who becomes ineligible shall cease to hold this position.

Each standing committee shall have a chairperson whose term of office is twelve (12) months beginning July 1. Each standing committee chairperson shall be elected by and from the membership of that committee. After members of standing committees are elected, as specified in Section C.2.1.9.4, the continuing and newly elected members of each standing committee, other than the Executive Committee, shall meet and elect a committee chairperson for the coming term before May 15. The committee members who are being replaced may attend this meeting, and they may speak, but they shall not cast votes for the new chairperson. However, if a newly elected committee member is unable to attend the meeting, then he or she may allow the committee member that he or she is replacing to cast a vote for the chairperson in his or her place.

Standing committees are expected to consult regularly with those administrators, members of the faculty, or others who can provide information necessary for effective deliberation. Each standing committee may name *ex officio* or associate members in addition to the *ex officio* and associate members specified in C.2.1.9.4. ~~who are expected to attend committee meetings regularly.~~ The appointments shall be reviewed by the standing committee annually. Each standing committee shall identify in its annual report to the Faculty Council its *ex officio* and associate members and others with whom it has regularly conferred. *Ex officio* members are expected to attend committee meetings regularly. All *ex officio* and associate members shall be non-voting, unless specified otherwise.

Standing committees shall convene subcommittees as needed to consider specific issues or perform specific tasks. These subcommittees shall exist to serve the standing committees. A subcommittee of a standing committee or advisory committee shall be chaired by a member of that committee, but may draw other members from throughout the University as appropriate.

~~The Chairperson of Faculty Council shall be an *ex officio*, non-voting member of each standing and specialized committee of the Faculty Council.~~

Unless otherwise specified in the committee's operating procedures, for transacting business at standing committee meetings, a quorum is defined as a simple majority of the voting members.

The elected chairperson of the standing committee shall serve as an *ex officio* voting member of the Faculty Council for the duration of his or her term as chairperson. The chairperson may designate a committee member to substitute as *ex officio* voting member provided prior notice is given to the Chairperson of Faculty Council.

#### **C.2.1.9.4 Election to Membership and Term of Service**

Unless otherwise specified by the University Code, the terms of service for all elected faculty members of standing committees of the Faculty Council shall be three (3) years as defined below with the intent of approximately one-third (1/3) expiring each year. An exception is the Executive Committee, where faculty members serve one (1) year terms. The terms of service for all elected student members of standing committees of the Faculty Council shall be one (1) year. Terms of office for newly elected members of all standing committees are to begin July 1 for faculty members and October 25 for student members. Student members may serve on at most two (2) standing committees at any given time.

Nominations for the elected faculty membership on all standing committees other than Executive Committee (see Section C.2.1.9.5.a) shall be made by the Committee on Faculty Governance, with the slate of nominees to be placed on the agenda of the April meeting of Faculty Council. Nominations may be made from the floor. Voting shall be by written ballot unless otherwise specified. If only one (1) candidate is nominated, voting can be by voice vote. Election shall be by plurality. In the event of a tie for any position, the Faculty Council shall ballot again at the next regular meeting.

Nominations of undergraduate students to standing committees of the Faculty Council shall be made by the ASCSU Director of Academics with the advice and consultation of the President and the Vice President of ASCSU. All such nominees shall be recommended to the ASCSU Senate and shall have majority approval of the ASCSU Senate before the nominations are forwarded to the Faculty Council Committee on Faculty Governance for inclusion on the ballot.

Nominations of graduate student members to Faculty Council standing committees shall be made by the University Graduate Student Council. Graduate student nominations shall be forwarded to the Faculty Council Committee on Faculty Governance for inclusion on the ballot.

Student nominations shall be submitted to the Faculty Council at its October meeting. After nominations have been closed, a vote shall be taken on the floor of the Faculty Council. In the event of a tie, the Faculty Council shall vote again. Election shall be by plurality.

The Committee on Faculty Governance may fill vacancies on standing committees of the Faculty Council occurring between normal elections either by making a temporary appointment to serve a period of time not more than the length of the vacancy being filled or by nominating a replacement to serve for a three-year term ending on June 30 three years hence. A three-year term beginning between the end of spring semester of the previous academic year and December 31 of the current academic year includes the current academic year and two more years. A three-year term beginning between January 1 and end of the spring semester of the current academic year will include the rest of the current spring semester and then three more academic years.

A temporary appointment shall be approved by majority vote of the Committee on Faculty Governance. A replacement serving for a three-year term shall be elected using the regular election procedure as described in C.2.1.9.4 (this section). The Committee on Faculty Governance will communicate with chairs of affected standing committees when replacing a vacancy that occurs between normal elections.

#### **C.2.1.9.5 Standing Committees: Membership and Function**

##### *a. Executive Committee (last revised August 12, 2009)*

The Executive Committee shall consist of the Chairperson of Faculty Council as Chairperson, the Vice Chairperson of Faculty Council as Vice Chairperson, the immediate past Chairperson of Faculty Council (*ex officio*), the Provost (*ex officio*), the faculty representative to the Board, and one (1) elected Faculty Council representative from each college and the Libraries. The continuing and newly-elected Faculty Council members from each college shall choose their representative from among themselves in

April for a one (1) year term beginning July 1. The immediate past Chairperson of Faculty Council shall be a member of the Executive Committee for one (1) year immediately following the expiration of his or her term as Chairperson of the Faculty Council. The duties of the Executive Committee shall be:

1. To receive, review, and evaluate all recommendations from the various standing committees, and to report them to the Faculty Council.
2. To refer matters to standing committees of the Faculty Council.
3. To act for the Faculty Council between meetings of that body.
4. To execute those duties as may from time to time be given it by the Faculty Council or by the Board.
5. To receive petitions for calling additional meetings of the Faculty Council (see Section C.2.1.10, Article I, Section I).
6. To prepare the agenda for Faculty Council meetings.
7. To participate in the evaluation of University officers.
8. To recommend policies pertaining to the University calendar.
9. When appropriate, to establish priorities when assigning issues to Faculty Council standing committees.
10. To meet periodically with the faculty representatives to the Benefits Committee in order to ensure timely Faculty Council input and dialogue concerning University benefits programs.

b. ***Committee on Faculty Governance***

The Committee on Faculty Governance shall consist of one (1) faculty representative from each college and the Libraries and the Chairperson of Faculty Council (*ex officio*).

The duties of this standing committee shall be:

1. To recommend to the Faculty Council amendments to the University Code, including revisions to update it.
2. To periodically review practices and procedures of the Faculty Council and its standing committees to assure compliance with the University Code.

3. To apportion annually the elected representatives of the colleges and University Libraries to the Faculty Council.
4. To provide interpretations of the University Code.
5. To establish uniform procedures for electing Faculty Council officers and members of its standing committees and to supervise the election of representatives to the Faculty Council.
6. To make and forward nominations for standing committees of the Faculty Council and faculty members of Benefits Committee (see Section D.2.1), Grievance Panel (see Section K.15.1), Sexual Harassment Panel (see Appendix 1.III.B.2), and the University Discipline Panel (see Section I.7.3.2), and submit names of nominees for the offices of Faculty Council Chairperson, Vice Chairperson, and Representative to the Board and for other positions as requested by the Faculty Council.

c. *Committee on Intercollegiate Athletics*

The Committee on Intercollegiate Athletics shall consist of one (1) faculty representative from each college, and the Libraries, and the Chairperson of Faculty Council (*ex officio*), the Faculty Athletics Representative (*ex officio*), the Director of Athletics (*ex officio*), one (1) graduate student, and one (1) undergraduate student.

The Committee on Intercollegiate Athletics shall recommend to the Faculty Council policies pertaining to intercollegiate athletics, review compliance with policies adopted, and act in an advisory capacity to the Director of Athletics. Specifically, the standing committee shall have the following responsibilities:

1. To recommend to the Faculty Council policies pertaining to the operation of the Department of Athletics, including rules compliance, academic integrity, and the general welfare and equitable treatment of student-athletes and staff.
2. To review annually intercollegiate athletics' programs and make recommendations to the Director of Athletics regarding the operation of the Department, including selection and retention of sports, academic integrity,

compliance, and the general welfare and equitable treatment of student-athletes and staff.

3. To advise the Director of Athletics and the Faculty Athletics Representative on positions to be taken on national and conference issues.
4. To advise the President on the selection of the Director of Athletics and the Faculty Athletics Representative.
5. To perform functions requested or required of a Faculty Intercollegiate Athletic Committee by the National Collegiate Athletic Association and/or any athletic conferences of which the University may be a member.
6. To review summaries of student-athlete exit surveys, academic progress reports, and other appropriate reports, and to include an assessment of this information in the Committee on Intercollegiate Athletics annual report to the Faculty Council.

d. ***Committee on Libraries***

The Committee on Libraries shall consist of one (1) faculty representative from each college, and the Libraries, the Chairperson of Faculty Council (*ex officio*), the Dean of Libraries (*ex officio*), one (1) representative from the Office of the Vice President for Research (*ex officio*), one (1) graduate student, and one (1) undergraduate student. The duties of this standing committee shall be:

1. To recommend to the Faculty Council policies affecting or impacting the operation of the Libraries.
2. To advise the Committee on Strategic and Financial Planning of the Library's budgetary and service requirements.
3. To advise the Dean of Libraries:
  - a. On strategies and policies for services and collections;
  - b. On the allocation of funds to support Library services; and
  - c. On the needs of its patrons (students, faculty, staff, community at large.)

e. ***Committee on Responsibilities and Standing of Academic Faculty***

The Committee on Responsibilities and Standing of Academic Faculty shall consist of one (1) faculty representative from each college and the Libraries and the Chairperson of Faculty Council (*ex officio*). The duties of this standing committee shall be to recommend to the Faculty Council:

1. Policies defining the general responsibilities of faculty to the University, college, and department.
2. Policies related to the standing of the faculty including selection, appointment, evaluation, merit incentives, rank and promotion, tenure, termination of employment, leaves, and academic freedom.
3. Policies and procedures related to faculty grievances.

f. ***Committee on Scholarship, Research and Graduate Education***

The Committee on Scholarship, Research and Graduate Education shall consist of one (1) faculty representative from each college and the Libraries, the Chairperson of Faculty Council (*ex officio*), ~~one (1) graduate student, and~~ the Vice Provost for Graduate Affairs/Assistant Vice President for Research (*ex officio*), and one (1) graduate student. Annually, the standing committee, in consultation with the Provost and the Chairperson of Faculty Council, shall name *ex officio* members who are expected to actively participate in standing committee deliberations. The duties of this standing committee shall be:

1. To recommend to the Faculty Council policies concerning research and scholarly activities.
2. To recommend to the Faculty Council policies concerning the Graduate School.
3. To review and forward with recommendations to the University Curriculum Committee proposals for new graduate programs and changes in existing graduate programs.
4. To conduct inquiries/investigations of charges of misconduct in research, artistry, and other scholarly activities, including charges of misconduct in science as

federally mandated. The standing committee will coordinate such inquiries/investigations with the VPR and will develop a pool of faculty from which specific panels will be selected. At the discretion of the standing committee, persons who are not members of the faculty may be included on inquiry/investigative panels.

g. ***Committee on Scholastic Standards***

The Committee on Scholastic Standards will consist of one (1) faculty member from each college and the Libraries, the Chairperson of Faculty Council (*ex officio*), and the Director of the Center for Advising and Student Achievement (CASA) (*ex officio*). The duties of this standing committee shall be to recommend to the Faculty Council policies related to undergraduate academic standards and regulations and procedures for implementing and enforcing these policies.

- h. The standing committee shall also act as a hearing board and render decisions on:
1. Appeals of academic dismissal.
  2. Appeals for retroactive withdrawal.

i. ***Committee on Strategic and Financial Planning***

The Committee on Strategic and Financial Planning shall consist of one (1) faculty representative from each college and the Libraries, the Chairperson of Faculty Council (*ex officio*), ~~one (1) undergraduate student, one (1) graduate student~~, one (1) dean (*ex officio*), the Provost (*ex officio*), the Vice President for Finance (*ex officio*), the chair of the Administrative Professional Council (*ex officio* voting), the chair of the Committee on Non-Tenure Track Faculty or designated member of the Committee on Non-Tenure Track Faculty (*ex officio* voting), and the Chair of the Classified Personnel Council (*ex officio*, voting), one (1) undergraduate student, and one (1) graduate student. The duties of this standing committee shall be:

1. To recommend policies to the Faculty Council related to planning and budgeting activities that affect the academic function of the University.



2. To review the procedures, outcomes, and accountability of the University's strategic planning processes and plans.
3. To present the standing committee's evaluations and recommendations on such planning processes and plans to the Faculty Council for approval or disapproval on a semiannual basis.
4. To review University proposals, policies and procedures as they affect the academic programs and structure of the institution.
5. To review new academic program proposals from a strategic and financial planning perspective and report recommendations to Faculty Council.
6. To recommend priorities for resource allocations to achieve University academic planning goals.
7. To recommend policies for the distribution of faculty compensation increases.
8. To monitor the on-going financial status of the University and inform Faculty Council of any conditions likely to result in financial exigency. The Committee should collect information about procedures used in other universities faced with financial exigency and any other information that would aid in developing reasonable plans to deal with current conditions of financial exigency.
9. To consult with the President of the University regarding the declaration of the condition of financial exigency; should a recommendation of financial exigency be made by the President to the Board, the CoSFP chair shall present the views of the committee to the Board.

j. ***Committee on Teaching and Learning***

The Committee on Teaching and Learning shall consist of one (1) faculty member from each college and the Libraries, the Chairperson of Faculty Council (*ex officio*), ~~one (1) graduate student, one (1) undergraduate student~~, the chair of the Committee on Non-Tenure Track Faculty or designated member of the Committee on Non-Tenure Track Faculty (*ex officio* voting), the Provost or his or her designee (*ex officio*), the Vice President for Student Affairs or his or her designee (*ex officio*), and the Director of The Institute for Learning and Teaching (*ex officio*), one (1) graduate student, and one (1)

undergraduate student. The duties of this standing committee shall be to recommend to the Faculty Council:

1. Policies, practices, and standards for maintaining and improving the quality of teaching and learning.
2. Policies related to undergraduate advising.
3. Policies related to academic records and registration and undergraduate admissions.
4. Policies related to the activities of:
  - a. The Institute for Learning and Teaching
  - b. Academic Computing and Networking Services
  - c. Student Outcomes Assessment
  - d. Other offices and programs that directly support instruction and student development.
5. Policies related to standards of student behavior, academic honesty, co-curricular activities and other aspects of campus life.
6. In addition to the foregoing, the Committee on Teaching and Learning will oversee the selection of the University Distinguished Teaching Scholars. The criterion for selection is outstanding teaching. The Committee on Teaching and Learning will develop and publicize the selection process and the specific criteria for making the selection.

k. *Committee on University Programs*

The Committee on University Programs shall consist of one (1) faculty representative from each college and the Libraries, the Chairperson of Faculty Council (ex officio), one (1) graduate student and one (1) undergraduate student. ~~Annually, the standing committee, in consultation with the Provost and the Chairperson of Faculty Council, shall name ex officio members who are expected to actively participate in standing committee deliberations.~~ The duties of this standing committee shall be:

1. Concerning Centers, Institutes, and Other Special Units:

- a. To develop and recommend to Faculty Council criteria for identifying university units subject to Section C.2.3.6 University Centers, Institutes, and Other Special Units.
  - b. To develop and recommend to Faculty Council policies and procedures for the establishment, continuance, and termination of centers, institutes, and other units meeting the established criteria.
  - c. In consultation with other standing committees as appropriate, to evaluate proposals for centers, institutes, and other units meeting the established criteria on the basis of (1) appropriateness and acceptability of the name of the unit and (2) consistency of the mission of the unit with the mission and strategic plan of the University, and to make recommendations based on these evaluations for action by Faculty Council.
2. To recommend policies to the Faculty Council related to University Advancement, Conference Services, and University facilities that affect the academic function of the University.
  3. To recommend policies to the Faculty Council related to international activities, including international education, research and development, training, student services, and Intensive English.

1. *University Curriculum Committee*

The University Curriculum Committee shall consist of one (1) faculty representative from each college and the Libraries, the Chairperson of Faculty Council (*ex officio*), the Provost or his or her designee (*ex officio*), one (1) undergraduate student, and one (1) graduate student., ~~and the Provost or his or her designee (*ex officio*).~~ The duties of this standing committee shall be:

1. To receive or initiate recommendations pertaining to each and every course and program offered for academic credit by any unit of the University.
2. To evaluate all proposals for new undergraduate courses and programs as well as changes in existing courses and programs for correlation with other departments before consideration and approval by the Faculty Council.

3. To evaluate all proposals for new graduate courses and programs as well as changes in existing courses and programs for correlation with other departments. Review of graduate programs is conducted after the Committee on Scholarship, Research, and Graduate Education has recommended approval prior to their submission to the Faculty Council for approval.
4. To develop necessary administrative procedures for informing interested colleges concerning courses under consideration.
5. To evaluate proposals for the establishment of new departments, and the change of academic name, change in college affiliation, dissolution, division, or merger of existing departments.
6. To recommend policies to the Faculty Council related to the operations of the Division of Continuing Education which impact curricula.

#### **C.2.1.9.6 Specialized Standing Committees: Membership and Function**

a. **Committee on Non-Tenure-Track Faculty** *(last revised September xx, 2018)*

The Committee on Non-Tenure-Track Faculty shall consist of one (1) ~~non-tenure-track contract or continuing~~ faculty member ~~(senior teaching, special, or multi-year research appointment)~~ from each college and the Libraries, two (2) ~~regular~~ tenure or tenure track faculty members elected from the Colleges and the Libraries, the Chairperson of Faculty Council (ex officio), one (1) undergraduate student, and one (1) graduate student.

The duties of this specialized standing committee shall be to recommend to the Faculty Council:

1. Policies defining the general responsibilities of ~~non-tenure-track contract, continuing, and adjunct~~ faculty to the University, college, and department.
2. Policies related to the standing of ~~non-tenure-track contract, continuing, and adjunct~~ faculty.

Date: August 24, 2018

To: Tim Gallagher  
Chair, Faculty Council

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

Subject: Preface and Section H

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

MOVED, THAT THE PREFACE AND A NEW SECTION H OF THE ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL, BE CONSIDERED TOGETHER AND BE AMENDED AS FOLLOWS:

Deletions ~~Overscored~~ Additions Underlined

Preface (*last revised August 5, 2016 xxx*)

Unless a proposed change or addition to this *Manual* is necessitated by action of the Board or the Colorado General Assembly, it must be approved by the Faculty Council prior to submission to the Board in accordance with the procedures in Section C.2.2.e and Section H of this *Manual*. ~~Proposed changes or additions to *Manual* sections that apply to administrative professionals are subject to the approval of the Administrative Professional Council prior to action by Faculty Council.~~ Since the Manual governs both Faculty and Administrative Professionals, any change or addition shall follow the process in Section H and reflect the equitable partnership between these two groups.

## SECTION H. CHANGES TO THE ACADEMIC FACULTY & ADMINISTRATIVE PROFESSIONAL MANUAL

### H.1. General Expectations

a. A proposed change to the Academic Faculty & Administrative Professional Manual (hereinafter referred to as the "Manual") may be initiated by either the Faculty Council or the Administrative Professional Council.

b. It is generally expected that a proposed change to the Manual that affects faculty will be approved by the Faculty Council prior to its submission to the Board by the President.

c. It is generally expected that a proposed change to the Manual that affects administrative professionals will be approved by the Administrative Professional Council prior to its submission to the Board by the President.

d. When both councils will be expected to approved a proposed change to the Manual, it is generally expected that the proposed change will be developed jointly by the two councils.

## H.2. Joint Development of Proposed Changes

When either of the two councils decides to initiate a proposed change to the Manual, the initiating council shall inform the other council of its intention to initiate the proposed change. The Chair of each council shall assign an appropriate working group from that council to work on the proposed change. Draft proposals (including proposed changes to previous draft proposals) produced by either working group shall be sent to the other working group for a response. It will often be useful for the two working groups to meet jointly to discuss the proposed change. It is generally expected that the two working groups will come to agreement on a final version of the proposed change prior to its submission to either council for a formal vote.

In the unlikely event that the two working groups cannot reach agreement on a final version of the proposed change, each council may submit a draft proposal to its membership for discussion, possible amendment, and a possible vote. In this case, when the proposed change is presented at the meeting of each council, the agenda packet shall include written arguments from both working groups, and representatives of both working groups shall be allowed to address the council members at the meeting.

If the two councils approve different versions of the proposed change, or if one council votes to oppose a proposed change passed by the other council, then the Chairs of the two councils shall form an ad hoc committee to attempt to resolve any differences. If this committee comes to an agreement on a final version of the proposed change, then it shall be submitted to each council for final approval.

## H.3. Unresolved Differences

In the unlikely event that the ad hoc committee is unable to agree on a final proposal, then each council may decide to present its version of the proposed change to its membership for a vote, or to vote to oppose the proposed change passed by the other council. In this case, when the proposed change is presented at the meeting of each council, the agenda packet shall include written arguments from both working groups, and representatives of both working groups shall be allowed to address the council members at the meeting.

If this results in two different versions of the proposed changes being approved by the two councils, or one council approving a proposed change and the other council voting to oppose

that change, then each council shall send their proposals and arguments to the President. The President shall then decide whether or not to submit a proposed change to the Board for approval.

*Rationale:* The changes are requested to fix the “Preface problem” that gave APC a veto over any changes to the Manual that were approved by Faculty Council. APC officially voted to approve this version of the Preface and the new Section H proposed.

*Note:* Changes in the documents proposed cannot be made without the whole thing going back to APC for reapproval. Currently, with the Preface wording passed by FC in 2016, APC must approve any Manual change that affects APs BEFORE Faculty Council is able to even consider the proposal.

Date: September 21, 2018

To: Tim Gallagher  
Chair, Faculty Council

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

Subject: Faculty Manual E.13 Advancement in Rank (Promotion)

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

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

Deletions ~~Overseored~~ Additions Underlined

**E.13 Advancement in Rank (Promotion)** (*last revised ~~June 21, 2011~~xxx*)

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

- i. Instructors
- ii. Senior Instructors and Assistant Professors
- iii. Master Instructors and Associate Professors
- iv. 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. Department and College codes should 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 a tenure track assistant professor, the individual shall be promoted concurrently to associate professor as part of the tenure process.

Normally, after five (5) years in rank ~~as an associate professor,~~ faculty are eligible to be considered for promotion ~~from associate professor to professor.~~ If the promotion is approved, it shall become effective the following July 1. ~~Advancement from associate professor to professor~~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 ~~to professor~~ 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 appraising the candidate of this possibility.

### **E.13.1 Origin and Processing of Recommendations** *(last revised June 21, 2011~~xxx~~)*

The ~~head of the department~~ 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 ~~department head~~ faculty member should consult with the ~~promotion committee~~ department head before initiating this process. The ~~department head~~ 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. The recommendation shall include a vote summary and a statement of reasons representing the majority and minority points of view. 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.

### **E.13.2 Promotion Committee**

This section describes the membership of the promotion committee and which members of the committee are voting members. Department codes may specify additional requirements beyond those specified in this section.

~~The promotion committee must have at least three (3) voting members and shall consist of all eligible department faculty members, or, if so specified in the department code, a duly elected committee thereof.~~ 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 the committee. A faculty member holding an administrative appointment (as defined in Section K.11.2) of more than half 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 ~~he or she~~ 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 ~~himself or herself~~ oneself. The eligible department faculty members are all other ~~tenured~~ department faculty members of higher rank level than the faculty member under consideration who meet any additional eligibility requirements specified in the department code.

For promotion of a tenured or tenure-track faculty member, only tenured committee members are voting members. For promotion of a non-tenure track faculty member, this restriction does not apply. A department may specify in its code additional requirements for 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) voting members. If a ~~the~~-committee ~~of at least~~ has fewer than three (3) ~~tenured~~eligible voting faculty members of higher rank within the department cannot be constituted, then additional ~~tenured~~eligible voting faculty members of higher rank shall be selected from other departments within the University so as to produce a committee ~~of with~~ three (3) voting members. A department may specify in its code a procedure for narrowing the pool of eligible 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 ~~tenured~~eligible voting faculty members of higher rank 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 faculty members. Faculty members from other departments may decline to serve on the promotion committee.

**Rationale:**

- (1) This incorporates into the promotion process the new ranks that were created in Section E.1.
- (2) This allows the faculty member to initiate the promotion process.
- (3) By using “level” as a guideline for promotion, it greatly simplifies the complex issue of promotion within and between the two paths of advancement. Moreover, in changing from one path of advancement to the other, the use of “levels” as a descriptor for both paths simplifies the description of the promotional process.
- (4) Adding verbiage about revision of department codes conforms to the Provost directive stating that codes need to specify criteria for each rank and title of faculty within their departments.