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 1, 2019 – 4:00 p.m. – Clark Building – A201

OCTOBER 1, 2019 FACULTY COUNCIL AGENDA ITEMS:

I.   **Faculty Council Agenda – October 1, 2019 – Clark Building – Room A201**
       4:00 p.m.

   A.   **ANNOUNCEMENTS**

      1.   Next Faculty Council Meeting – November 5, 2019 – Clark
             Building - Room A201 – 4:00 p.m.
      2.   Executive Committee Meeting Minutes located on the FC
             website – August 20 and 27, 2019; September 10, 2019
             (http://facultycouncil.colostate.edu/faculty-council-meeting-
             dates-agendas-minutes/)

   B.   **MINUTES TO BE APPROVED**

   C.   **UNFINISHED BUSINESS**

      1.   New CIOSU: Institute for Research in the Social Sciences
             (IRISS) – CUP (pp. 4-7)

   D.   **CONSENT AGENDA**

      1.   UCC meeting minutes – August 23 and August 30, 2019;
             September 6 and September 13, 2019 (pp. 8-22)

      2.   Approval of Degree Candidates – Fall Semester 2019 (p. 23)

   E.   **ACTION ITEMS**

      1.   Elections – Student Representatives (Graduate and
             Undergraduate) – Faculty Council Standing Committees –
             Committee on Faculty Governance (p. 24)

2.	Elections – Faculty Council Standing Committees – Committee on Faculty Governance (pp. 25-26)

3.	Proposed revisions to the *Graduate and Professional Bulletin – Admissions Requirements and Procedures – Readmission –* CoSRGE (pp. 27-28)

4.	Proposed revisions to Section D.5.3.1 Types of Appointments of the *Academic Faculty and Administrative Professional Manual -* CoRSAF (pp. 29-30)

5.	Proposed revisions to Section D.7.18 Retirement of the *Academic Faculty and Administrative Professional Manual –* CoRSAF (p. 31)

6.	Proposed revisions to Section E.2.1 Basic Types of Faculty Appointments of the *Academic Faculty and Administrative Professional Manual –* CoRSAF (pp. 32-38)

7.	Proposed revisions to Section F.3.13 Leave Without Pay of the *Academic Faculty and Administrative Professional Manual –* CoRSAF (p. 39)

8.	Proposed revisions to Section K Resolution of Disputes of the *Academic Faculty and Administrative Professional Manual –* CoRSAF (pp. 40-44)

9.	Proposed revisions to Section K.3.1 A Grievable Action does not include: of the *Academic Faculty and Administrative Professional Manual –* CoRSAF (pp. 45-46)

10.	Proposed revisions to Section K.3.2 Types of Grievable Actions and Burden of Proof of the *Academic Faculty and Administrative Professional Manual –* CoRSAF (pp. 47-48)

11.	Proposed revisions to Section K.12.4 Duties of the University Grievance Officer of the *Academic Faculty and Administrative Professional Manual –* CoRSAF (pp. 49-51)

**F.	REPORTS TO BE RECEIVED**

1.	Provost/Executive Vice President – Rick Miranda

2.	Faculty Council Chair – Tim Gallagher

      3.   Board of Governors Faculty Representative – Stephanie Clemons

      4.   CSU Mental Health Initiatives – Blanche Hughes and Lori Lynn

G.   DISCUSSION

      1.   None.

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.

☐ Existing CIOSU
☒ New CIOSU

Application/Registration
Colorado State University Centers, Institutes and Other Special Units

Name of individual completing this application: Jeni Cross, Ph.D.

Telephone Number: 970-491-0483   Date: November 5, 2018

Requested Start Date for this Center/Institute/Laboratory: FY20

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1.   Name of proposed Center or Institute or Other Special Unite (CIOSU):
        Institute for Research in the Social Sciences (IRISS)

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

Jeni Cross	Director, IRISS	970-491-0483	
Name	Title	Tel #	Signature

CSU Department of Sociology			jeni.cross@colostate.edu
Address		Fax #	E-mail Address

Name	Title	Tel #	Signature

Address		Fax #	E-mail Address

Overseeing Administrator: (responsible for making initial recommendation to continue,
consolidate, or terminate a CIOSU during the biennial reporting process)

Ben Withers	Dean	970-491-5421	
Name	Title	Tel #	Signature

College of Liberal Arts			ben.withers@colostate.edu
College/Address		Fax #	E-mail Address

How administrative director was selected: Jeni Cross, Associate Professor, Department of Sociology, was selected as the administrative director in spring of 2017, when an Emerging Core Facility Proposal was submitted to the CSU Office of the Vice President for Research by the College of Liberal Arts. Kyle Saunders, Professor, Department of Political Science, was selected as a Cross's co-director. Both directorships were approved by Ben Withers, Dean, College of Liberal Arts. In May of 2017 a CSU Emerging Core Facility Proposal was developed to create what was then named the Social Science Research and Data Center (SSRDC) which was funded for two years in August of 2017. Subsequently, the Center was renamed to the Institute for Research in the Social Science (IRISS).

3.   Mission of proposed unit and how this mission relates to the mission and strategic goals of Colorado State University. (Concise summary of 100 words or less)
     IRISS's Mission: *To foster, enhance, and promote social science research that addresses critical and complex societal problems. We connect scientists from diverse disciplines, provide consulting to all scientists on campus, bring together external partners with teams of scientists, and provide training in social science methods and analysis.*
     This mission is related to CSU's mission and supports "… setting the standard for public research universities in teaching, research, and service and extension...." as well as CSU's Strategic Goal 4: Research and Discovery—*Foster and disseminate research, creative artistry and scholarly accomplishments. Nurture and sustain research infrastructure and supports growth of research.*

4.   Statement of goals and/or objectives of the proposed unit.
     IRISS was developed in response to an extensive needs assessment conducted during the spring of 2017. This needs assessment was funded by Ben Withers, Dean of the College of Liberal Arts. Several key needs were identified in the assessment and have been articulated as five objectives of the institute:,
          Objective 1: Enhance Social Science Research Capacity
          Objective 2: Improve Grant Competitiveness University Wide
          Objective 3: Promote Interdisciplinary Research Networking Opportunities
          Objective 4: Enhance Research Methods Training
          Objective 5: Invest in Social Science Facilities
     To meet these objectives and to support the CSU Mission and Strategic Goal 4, IRISS offers the following services for staff, students, faculty, other institutions, and external partners/clients:

1. Research and evaluation design for federal and other grants
2. Survey development, deployment, analyses, and reporting support
3. Interdisciplinary and collaborative team development, training, and support
4. External funding sourcing and post-award support for social science and program evaluation research
5. Data management, data warehousing, and consulting for trans-disciplinary projects
6. Software selection and access support
7. Research methodology training and support
8. Facilitation of scientific teams

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

    True☒   False☐

    (If it does, please attach a separate page describing/explaining the duplication and how the proposed CIOSU will be coordinated with other CIOSUs with similar or complementary functions.)
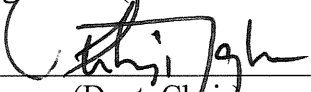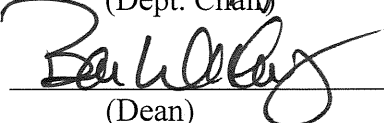
The services offered do not overlap substantially with any existing CIOSU. The Greybill Statistical Laboratory has expressed concern that our center overlaps with their mission. Their mission is to *provide statistical expertise for the benefit of advancing the quality of scientific research at Colorado State University and beyond while educating the next generation of applied statisticians.* In contrast, our clients are in search of expertise in how to conduct social science research involving human subjects and focused primarily on a broad range of research methods and modes of analysis. The Greybill Statistical Laboratory offers no services in social science data collection methods or any of the broad array of data analysis methods beyond statistics. Our mission to bring together diverse groups of faculty and outside partners, strengthen training for social research methods, and expand resources for social science on campus is not overlapping with their mission to provide statistical data analysis expertise.

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

    Office of the Vice President for Research
    College of Liberal Arts
    Department of Sociology, College of Liberal Arts
    Department of Political Science, College of Liberal Arts

7. On a separate single sheet, using both front and back if needed, please provide a description of (a) the organizational and administrative structure and responsibilities, (b) the personal involved, (c) how the CIOSU will be internally governed, and (d) a summary budget showing funding sources and amounts, and expenses such as space, personnel salaries, equipment and other resources required. The budget should include sufficient detail to indicate program viability for a period of at least five years. If funding sources have not been secured, the applicant should indicate potential sources, amounts and an approximate time-frame for securing such funds.

8. CSU Business and Financial Services is available to provide CIOSUs guidance in implementing proper controls over the sales of goods and services. Does the proposed CIOSU plan to charge a fee for the sale of goods and/or services: ☒ Yes ☐ No

Signatures (See Section B.2.6.3 of the Manual)

_____   _____   _____
(Dept. Chair)   Sociology   May 3, 2019
                                               (Department)   (Date)

_____   _____   _____
(Dean)   Liberal Arts   May 6, 2019
                                               (College)   (Date)

_____   _____   _____
          (Dept. Chair)   (Department)   (Date)

_____   _____   _____
          (Dean)   (College)   (Date)
Date Received: Click here to enter text. Month/Year for start of CIOSU: Click here to enter text.

Anticipated month/year for formal evaluation: Click here to enter text.

Signatures: _____   _____
                      (Chair, Faculty Council)   (Date of FC/Committee Action)

                 _____   _____
                 (Provost or Vice President for Research)   (Date of Approval)

Responsible Administrator: ☐ Provost ☐ VP for Research ☐ Other: _____

****

Applicant: Forward this application to the Office of Faculty Council, which will forward a
             copy to the Provost. The Provost shall act as or assign the Responsible
             Administrator for the proposed CIOSU based on its primary mission (See Section
             B.2.6.3 of the <u>Manual</u>).

             If approved, the CIOSU will be subject to periodic evaluations.
             (See Section B.2.6.6 of the <u>Manual</u>).

                                                                    (Revised 1/14)

UNIVERSITY CURRICULUM COMMITTEE MINUTES

A regular meeting of the University Curriculum Committee was held on **August 23, 2019** at 2:00 p.m.
The meeting adjourned at 4:00 p.m.

Minutes
The minutes of May 10, 2019 were electronically approved on May 13, 2019.

Consent Agenda
The Consent Agenda was approved.

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

Study Abroad Course – 1st Offering			
Course #	**Course Title**	**Notes**	**Effective Term**
LB 482B	Study Abroad—Italy: Comparative Legal Studies	**1st offering; 3 credits.** **Travel dates:** 5/24/20 – 6/13/20 *(21 days)*	Summer 2020

New Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
ANEQ 505	Microbiome of Animal Systems	Previously offered as experimental course ANEQ 580A5 (Spring 2019: 11 students). Proposed as required in the Microbiome Science Certificate *(program proposal not started in CIM yet)*.	Spring 2020
CHEM 775	Pillars of Physical Chemistry	Proposed as an elective in the PhD in Chemistry *(program has not been added to catalog yet)*.	Spring 2020
HORT 347	Hydroponics	Offered Distance/Online only.	Spring 2020

Major Changes to Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
AM 371	Merchandise Planning and Control ~~Merchandising Systems~~	Edits to course title, description and credit distribution.	Spring 2020
AM 479	Merchandising Policies and Strategies	Edits to course description and prerequisites. Existing AUCC 4A/4C in APAM-MDSZ-BS: Major in Apparel and Merchandising, Merchandising Concentration	Spring 2020
BIOM 422	Quantitative Systems and Synthetic Biology ~~Kinetics of Biomolecular and Synthetic Biology~~	Edits to course title and description.	Spring 2020
CIVE 438	Fundamentals of Environmental Engr ~~Concepts for Civil Engrs~~	Edit to course title.	Spring 2020
CIVE 502	Fluid Mechanics	Addition of Distance/Online offering; edit to course description; change in grade mode from Student Option to Traditional.	Spring 2020
CON 461	Construction Scheduling ~~and Cost Control~~	Edits to course title, description and prerequisites.	Spring 2020
DM 492	Professional Practice ~~Preinternship Seminar~~	Edits to course title, change in Grade Mode from Instructor Option to Traditional; removal of minimum 2.5 GPA prerequisite; addition of registration restriction: 'No Freshman or Sophomores'.	Spring 2020

University Curriculum Committee Minutes
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ECE 431/ BIOM 431	Biomedical Signal and Image Processing	Addition of Distance/Online offering.	Spring 2020
EDHE 661	Inclusive University	Addition of Distance/Online offering; addition of prerequisite.	Spring 2020
HES 379	Psychology and Sport	Edits to course description, offering term and prerequisites.	Spring 2020
HIST 339	World War II in Europe	Addition of Distance/Online offering; edit to Additional Registration Info: 'Completion of 30 ~~45~~ credits'; addition of 'No Freshman' registration restriction.	Spring 2020
HIST 340	Colonial American Borderlands--1492-1800 ~~Colonial North America, 1492-1800~~	Edits to course title and offering term; edit to Additional Registration Info: 'Completion of 30 ~~45~~ credits'; addition of 'No Freshman' registration restriction.	Spring 2020
HIST 341	Empire, Race, & Revolution--America 1700-1815 ~~Eighteenth Century America~~	Edits to course title and offering term; edit to Additional Registration Info: 'Completion of 30 ~~45~~ credits'; addition of 'No Freshman' registration restriction.	Spring 2020
HIST 348	United States, 1917-1945	Addition of Distance/Online offering.	Spring 2020
MIP 334	Food Microbiology	Edits to course description and offering term.	Spring 2020
MKT 650	Data ~~Marketing~~ Analytics ~~I~~	Edit to course title.	Spring 2020
MKT 651	Applied Data ~~Marketing~~ Analytics ~~II~~	Edit to course title.	Spring 2020
MSE 793	Professional Development Seminar	Edit to course description; change in grade mode from S/U only to Instructor Option; administrative update to Schedule Type from 'Lecture' to 'Seminar'.	Spring 2020
PH 314	Introduction to Modern Physics	Edit to prerequisites; change in grade mode from Student Option to Traditional; change in credit distribution from 4 credits of lecture to 3 credits of lecture and 1 credit of recitation.	Spring 2020
SOWK 110	Contemporary Social Welfare	Removal of AUCC 3C and gtPathways designation.	Spring 2020
STAT 555/ STAA 555	Statistical Consulting Skills	Change in grade mode from Traditional to S/U Only.	Spring 2020

New Undergraduate Certificate		
Program Title	**Notes**	**Effective Term**
Certificate in Sociological Methods		Spring 2020

CONSENT AGENDA

Exception Requests for Third Experimental Course Offering *(Approved by UCC Chair in CIM on behalf of UCC during the Summer)*			
Course #	**Course Title**	**Notes**	**Effective Term**
ANEQ 280A2	Equine Assessment, Evaluation and Retraining	1st offering: Spring 2019 (8 students); 2nd offering: Summer 2019 (1 student). Permanent course ANEQ 205 already approved for Spring 2020.	Fall 2019
BSPM 581A2	Plant Biochemistry in Agriculture	1st offering: Fall 2017 (9 students); 2nd offering: Fall 2018 (5 students).	Fall 2019

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Experimental Courses – 1st Offering *(Approved by UCC Chair in CIM on behalf of UCC during the Summer)*			
Course #	**Course Title**	**Notes/Changes**	**Effective Term**
ART 280A1	Photo Image Making For Non-Art Majors		Fall 2019
ATS 581A2	Chemical Kinetics and Photochem of Atmosphere		Fall 2019
CHEM 381A1	Nanochemistry Laboratory		Fall 2019
CIVE 580B5/ GES 580B5	Assessing the Food, Energy, Water Nexus		Fall 2019
CO 180A1	Writing Seminar – CSU Writing Center	S/U only; written consent of instructor needed.	Fall 2019
ESS 581A2	Citizen Science for Sustainability		Fall 2019
MIP 481A2	Graduate Fellowship Proposal Preparation		Fall 2019
MIP 580B4	Pillars of Immunology		Fall 2019
PSY 280A1	Human Factors and Engineering Psychology	First approved by UCC on 4/1/16, eff. Summer 2016, but it has not been offered yet. Permanent course proposal in workflow: PSY 253	Fall 2019
STAT 581A3	Applied Regression Models		Fall 2019
STAT 581A4	Applied Multivariate Analysis		Fall 2019

Experimental Courses – 2nd Offering *(for informational purposes only)*			
Course #	**Course Title**	**Notes/Changes**	**Effective Term**
AA 380A1	Astrophysics	1st offering: Spring 2019 (19 students).	Spring 2020
ATS 580A4	Geoengineering the Climate	1st offering: Spring 2019 (6 students).	Spring 2020
ATS 681A4	Mountain Meteorology	1st offering: Spring 2018 (12 students).	Spring 2020
ENGR 581A3	Cost Optimization for Systems Engineers	1st offering: Spring 2019 (10 students).	Spring 2020
ENGR 581A4	Human Systems Integration	1st offering: Spring 2019 (21 students).	Spring 2020
HDFS 180A1	Mentoring for First-Year Success	1st offering: Spring 2019 (10 students).	Spring 2020
HDFS 381A1	Leadership Through Peer Mentoring	1st offering: Spring 2019 (10 students).	Spring 2020
MATH 580A3	Linear Algebra for Data Science: Geometric Techniques for Data Reduction	1st offering: Summer 2019 (no enrollment).	Fall 2019
MATH 580A4	Linear Algebra for Data Science: Matrix Factorizations and Transformations	No 1st offering on the schedule.	Fall 2019
MATH 580A5	Linear Algebra for Data Science: Theoretical Foundations	No 1st offering on the schedule.	Fall 2019
MIP 580A5	Introduction to Biology of Disease Vectors	1st offering: Spring 2018 (12 students).	Spring 2020
MIP 580A6	Biology of Arbovirus Vectors/Genetics	1st offering: Spring 2018 (10 students).	Spring 2020
MIP 580A7	Biology of Parasite/Bacteria Vectors	1st offering: Spring 2018 (5 students).	Spring 2020
MIP 581A5	Advanced Virology-Fundamentals/New Insights	1st offering: Spring 2018 (13 students).	Spring 2020
MIP 581A6	Advanced Virology-Mechanisms of Viral Disease	1st offering: Spring 2018 (8 students).	Spring 2020
MIP 581A7	Advanced Virology-Discovery Tools and Control	1st offering: Spring 2018 (9 students).	Spring 2020

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Minor Changes to Courses			
Course #	Course Title	Notes	Effective Term
AM 450	Social-Psychological Aspects of Clothing	Edit to offering year: Every ~~Odd~~ Edit to prerequisites: AM 250; ~~and~~ PSY 100 or SOC 100	Spring 2020
ECE 549	Radar Systems and Design	Edit to offering year: Odd ~~Every~~ Edit to offering term: Spring ~~Fall~~	Spring 2020
FW 405	Fish Physiology	Edit to offering term: Even ~~Odd~~	Spring 2020
FW 469	Conservation and Management of Large Mammals	Edit to prerequisites: (BZ 330 and FW 260 and LIFE 320) and (NR 319 or NR 322) and (STAT 301 or STAT 307)	Spring 2020
FW 605	Advanced Physiological Ecology of Fishes	Edit to offering term: Even ~~Odd~~	Spring 2020
MKT 670	Digital Marketing	Edit to prerequisites: BUS 655~~, MKT 601.~~	Spring 2020
NR 423	Applications of Global Positioning Systems	Edit to prerequisites: NR 319 or NR 322 or NR 505	Spring 2020
SOWK 400	Generalist Practice-Communities	Edit to prerequisites: SOWK 343 with a C or better. ~~may be taken concurrently.~~	Spring 2020

Course Deactivations			
Course #	Course Title	Notes/Changes	Effective Term
ECE 325	Telecommunication Networks	Not referenced in any programs or courses.	Fall 2019
QNT 270	Basic Business Statistics	Not referenced in any programs or active courses.	Spring 2020
TH 275	Self-Scripting and Performance Workshop	Not referenced in any programs or courses.	Spring 2020
WS 182B/ ETST 182B	Study Abroad: Ghana	Not referenced in any programs or courses.	Fall 2019

Updates/Corrections to 4/26/19 Minutes			
Course #	Course Title	Notes	Effective Term
HORT 451	Vegetable Crop Management	Update to 'credit not allowed' statement: OLD: ~~Credit allowed for only one of the following: HORT 450A, HORT 450B, HORT 451, or HORT 480A2.~~ NEW: Credit allowed for only one of the following: HORT 450A, HORT 451, or HORT 480A2. Credit allowed for only one of the following: HORT 450B, HORT 451, or HORT 480A2.	Fall 2019
HORT 453	Principles of Fruit Crop Management	Update to 'credit not allowed' statement: OLD: ~~Credit allowed for only one of the following: HORT 450C, HORT 450D, or HORT 453.~~ NEW: Credit not allowed for both HORT 450C and HORT 453. Credit not allowed for both HORT 450D and HORT 453.	Spring 2019

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Updates/Corrections to 4/5/19 Minutes			
Course #	**Course Title**	**Notes**	**Effective Term**
PPA 500	Research Methods for Public Policy and Admin	Update to effective term: Spring 2020 ~~Fall 2020~~	Spring 2020
PPA 501	Program Evaluation and Quantitative Methods	Update to effective term: Spring 2020 ~~Fall 2020~~	Spring 2020
PPA 540	International Policy Toolkit	Update to effective term: Summer 2020 ~~Fall 2020~~	Summer 2020
PPA 543	Evidence-Based Decision Making	Update to effective term: Spring 2020 ~~Fall 2020~~	Spring 2020

Update/Correction to 2/15/19 Minutes			
Course #	**Course Title**	**Notes**	**Effective Term**
MU 173	Freshman Voice Studio	Update to Add'l Registration Info field: 'May be taken twice for credit.'	Fall 2019

Update/Correction to 2/1/19 Minutes			
Course #	**Course Title**	**Notes**	**Effective Term**
MU 275A	Applied Instruction: Euphonium	Update to Add'l Registration Info field: 'May be taken up to five times for credit.'	Fall 2019

Update/Correction to 10/16/15 Minutes			
Course #	**Course Title**	**Notes**	**Effective Term**
MATH 160	Calculus for Physical Scientists I	Removal of 'Written consent of department chair' from Registration Info. This was not the intent, and it has never been enforced in ARIES/Banner.	Fall 2019

Minutes approved by the University Curriculum Committee on 8/30/19.

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 30, 2019** at 2:00 p.m.
The meeting adjourned at 4:15 p.m.

Minutes
The minutes of August 23, 2019 were approved.

Consent Agenda
The Consent Agenda was approved.

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

Study Abroad Courses – 1st Offering			
Course #	**Course Title**	**Notes**	**Effective Term**
EDAE 582B	Study Abroad—Todos Santos: Community Education Workshop	**1st offering; 3 credits.** **Travel dates:** 11/16/20 – 11/22/20 *(7 days)*	Fall 2020
HIST 382E	Study Abroad—Rome: Roman History	**1st offering; 3 credits.** **Travel dates:** 5/17/20 – 6/6/20 *(21 days)*	Summer 2020
RRM 382A	Study Abroad—Thailand: Hospitality and Tourism	**1st offering; 3 credits.** **Travel dates:** 5/24/20 – 6/6/20 *(14 days)*	Summer 2020

New Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
CIVE 529	Environmental Organic Chemistry	Previously offered as experimental course CIVE 580A5.	Spring 2020
E 344	Shakespeare	Will replace E 342: Shakespeare I and E 343: Shakespeare II.	Spring 2020
ENGR 665	Stochastic Simulation in Engr Applications	Previously offered as experimental course CIVE 680B1. Proposed as an elective in ENGR-CIVZ-ME.	Spring 2020
ESS 650/ ANTH 650	Edge Effects-Place, Embodiment, Environment	Proposed as required in the ANTH-PHD; elective in ECSU-MS and ECSU-PHD.	Spring 2020
IU 274	Learning Assistants in Higher Education	1 cr.; written consent of instructor required. Students must currently be a Catalyst Learning Community member or currently employed or receiving credit from a department as a Learning Assistant. Previously offered as experimental course IU 281A3.	Spring 2020
MECH 477	Algorithms in Scientific Computing	Proposed as an elective in MECH-BS.	Spring 2020
PSY 253	Human Factors & Engineering Psychology	Distance/Online only. Approved as experimental course PSY 280A1 for a 1st offering in Fall 2019.	Spring 2020
SOC 351	Corporate and State Crime	Proposed as an elective in SOCI-CRCZ-BA	Spring 2020

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Major Changes to Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
ACT 205	Fundamentals of Accounting	Removal of 'credit not allowed' statement with ACT 210.	Spring 2020
ACT 210	Introduction to Financial Accounting	Removal of 'credit not allowed' statement with ACT 205.	Spring 2020
CIVE 668 ~~CIVE 563~~	Structural Reliability~~:~~ Theory, Application	Course number/level change; edit to offering term; removal of Distance/Online offering; removed subtopic title 'Theory, Application' and incorporated into the course title field.	Spring 2020
CM 792	Cell and Molecular Biology Seminar	Removal of prerequisite; edit to course description; change in grade mode from Instructor Option to S/U Only.	Spring 2020
CS 535	Big Data	Edits to course description and prerequisites; addition of Distance/Online offering.	Spring 2020
ECE 461	Power Systems	Edit to prerequisites and Additional Registration Info: 'Must have concurrent registration in ECE 462'.	Spring 2020
ECE 462	Power Systems Laboratory	Edit to prerequisites and Additional Registration Info: 'Must have concurrent registration in ECE 461'.	Spring 2020
ECE 537/ BIOM 537	Biomedical Signal Processing	Addition of Distance/Online offering; edits to course description and prerequisites.	Spring 2020
ENGR 550/ MATH 550	Numerical Methods in Science and Engineering	Addition of Distance/Online offering; edit to course description.	Spring 2020
ESS 130	Intro to Systems Theory for Sustainability	Edit to offering term: Fall ~~Spring~~ Edit to prerequisites: ESS 129 or concurrent registration Shortening the Weekly Schedule from 8 weeks to 5 weeks (not including final exam week).	Spring 2020
JTC 347	Audio Production and Editing	Edits to prerequisites and course description.	Spring 2020
MU 518	Post-Tonal Analytic Techniques	Addition of Distance/Online offering; addition of prerequisite; edits to course title, description and offering term.	Spring 2020
NRRT 545	Culinary Tourism	Addition of Mixed Face-to-Face offering; edit to offering term.	Spring 2020
SOC 314	Sociological Approaches to Quantitative Data	Removal of 'credit not allowed' statement with SOC 313.	Spring 2020

Guaranteed Transfer (GT) Pathways Course Resubmissions *(GT-SC1)*			
Course #	**Course Title**	**GTP Category/Notes**	**Effective Term**
CHEM 108	Fundamentals of Chemistry Laboratory	Existing AUCC 3A: Biological & Physical Sciences Addition of Distance/Online offering.	Spring 2020

Guaranteed Transfer (GT) Pathways Course Resubmissions *(GT-AH2)*			
Course #	**Course Title**	**GTP Category/Notes**	**Effective Term**
E 140	The Study of Literature	Existing AUCC Cat 3B: Arts & Humanities Addition of Distance/Online offering.	Spring 2020
E 142	Reading Without Borders	Existing AUCC Cat 3E: Diversity & Cultural Awareness Addition of Distance/Online offering; edit to offering term.	Spring 2020
E 232	Introduction to Humanities	Existing AUCC Cat 3B: Arts & Humanities Addition of Distance/Online offering; edit to course description.	Spring 2020
E 238	Contemporary Global ~~20th Century~~ Fiction	Existing AUCC Cat 3E: Diversity & Cultural Awareness Addition of Distance/Online offering; edits to course title and description.	Spring 2020
E 242	Reading Shakespeare	Existing AUCC Cat 3B: Arts & Humanities Addition of Distance/Online offering; edit to offering term.	Spring 2020

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| E 245 | World Drama | Existing AUCC Cat 3E: Diversity & Cultural Awareness
Addition of Distance/Online offering; edit to offering term. | Spring 2020 |
| E 270 | Introduction to American Literature | Existing AUCC Cat 3B: Arts & Humanities
Addition of Distance/Online offering. | Spring 2020 |

Guaranteed Transfer (GT) Pathways Course Resubmissions *(GT-AH3)*			
Course #	**Course Title**	**GTP Category/Notes**	**Effective Term**
SPCM 201	History and Theory of Rhetoric ~~Rhetoric in Western Thought~~	Existing AUCC Cat 3B: Arts & Humanities Edits to course title and description.	Spring 2020

CONSENT AGENDA

Experimental Courses – 1st Offering			
Course #	**Course Title**	**Notes/Changes**	**Effective Term**
DM 580A2/ MSE 580A2	Fiber Materials and Application		Fall 2019
ENGR 681A3	Surrogate Models for Engr Analysis and Design		Spring 2020
MECH 481A4	Green Engineering—Materials and Environment	Offered Distance/Online and Face-to-face.	Spring 2020
STAT 580A3	Applied Data Wrangling and Visualization	Offered Distance/Online and Face-to-face.	Spring 2020
STAT 580A4	Applied Experimental Design and Analysis	Offered Distance/Online and Face-to-face.	Spring 2020
STAT 581A5	Applied Generalized Regression	Offered Distance/Online and Face-to-face.	Spring 2020

Minor Changes to Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
CIS 350	Operating Systems and Networks	Edit to prerequisite: CIS 240 ~~210~~ Edit to offering term: Fall ~~Spring~~	Fall 2020
FW 430	Waterfowl Ecology and Management	Edit to prerequisites: FW 260 ~~FW 370~~ with a minimum grade of C or LIFE 320 with a minimum grade of C) and (STAT 301 with a minimum grade of C or STAT 307 with a minimum grade of C)	Spring 2020

Minutes approved by the University Curriculum Committee on 9/6/19.

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 6, 2019** at 2:00 p.m. The meeting adjourned at 4:05 p.m.

Minutes
The minutes of August 30, 2019 were approved.

Consent Agenda
The Consent Agenda was approved.

**Please note**: Approved curriculum changes are summarized below. Additional details may be viewed in the Curriculum Management (CIM) system by clicking on the hyperlinked course number or program title below. Once a course proposal is fully approved through the CIM workflow (approved proposal will be viewable under 'History' box on right side of CIM-Courses screen), the course should be available to be added to the Class Schedule in ARIES/Banner (contingent on the effective term approved by UCC and Scheduling deadlines).

New Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
CIVE 530	Environ Engr at the Water-Energy-Health Nexus	Previously offered as experimental course CIVE 580B3 (Spring 2018: 8 students; Spring 2019: 7 students) Proposed as an elective in: • CIVE-MS and CIVE-PHD *(not added to catalog yet)* • ENGR-CIVZ-ME *(not started in CIM yet)*	Spring 2020
MGT 479	Strategic Human Resource Management	Proposed as required in BUSA-HRMZ-BS *(program changes in Statewide Agreement)*	Spring 2020
MGT 492A	Seminar: Supply Chain Management	Proposed as an elective in BUSA-SCMZ-BS *(program change in CIM workflow; MGT 492A has not been added yet)*	Spring 2020
NSCI 696G	Group Study: Natural Science Education	Offered as Distance/Online and Face-to-Face; 1-6 var. cr.	Spring 2020
SPMT 536	Sport and Communities	Offered Distance/Online and Face-to-face; 2 cr.; partial semester; Graduate only.	Spring 2020
SPMT 592	Sport Management Seminar	Offered as Distance/Online and Face-to-Face. 2 cr.; partial semester; Graduate only.	Spring 2020
VS 120	Introduction to Veterinary Science	Proposed as required in the Major in Biomedical Sciences, Veterinary Science Concentration *(saved not submitted)*.	Spring 2020
VS 230	Cultural/Societal Impacts of Animal Disease	Proposed as required in the Major in Biomedical Sciences, Veterinary Science Concentration *(saved not submitted)*.	Spring 2020

Major Changes to Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
FSHN 587A	Internship: Clinical Dietetics	Credit change from 6 to 1-6 variable; addition of course descriptions, addition of 'Graduate only' and 'Written consent of instructor' restrictions; change in grade mode from Instructor Option to S/U Only. Proposal states FSHN 587A-C will be required in FSAN-MS *(not started in CIM yet)*	Spring 2020
FSHN 587B	Internship: Community Dietetics	Credit change from 6 to 1-6 variable; addition of course descriptions, addition of 'Graduate only' and 'Written consent of instructor' restrictions; change in grade mode from Instructor Option to S/U Only.	Spring 2020
FSHN 587C	Internship: Food Service Management	Credit change from 6 to 1-6 variable; addition of course descriptions, addition of 'Graduate only' and 'Written consent of instructor' restrictions; change in grade mode from Instructor Option to S/U Only.	Spring 2020

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STAT 315	Intro to Theory and Practice of Statistics ~~Statistics for Engineers and Scientists~~	Edits to course title and description; change in grade mode from Student Option to Traditional.	Spring 2020

Guaranteed Transfer (GT) Pathways Course Resubmission *(GT-MA1)*			
Course #	**Course Title**	**GTP Category/Notes**	**Effective Term**
College of Natural Sciences			
MATH 101	Math in the Social Sciences	Existing AUCC Cat 1B: Quantitative Reasoning Edit to Add'l Registration Info: Does not satisfy the prerequisite for MATH 117.	Spring 2020

Guaranteed Transfer (GT) Pathways Course Resubmissions *(GT-AH2)*			
Course #	**Course Title**	**GTP Category/Notes**	**Effective Term**
E 276	British Literature—Medieval Period to 1800 ~~Survey of British Literature I~~	Existing AUCC Cat 3B: Arts & Humanities Addition of Distance/Online offering; edit to course title.	Spring 2020
E 277	British Literature—After 1800 ~~Survey of British Literature II~~	Existing AUCC Cat 3B: Arts & Humanities Addition of Distance/Online offering; edit to course title.	Spring 2020

Guaranteed Transfer (GT) Pathways Course **New Course Submission** *(GT-AH3)*			
Course #	**Course Title**	**GTP Category/Notes**	**Effective Term**
CS 201/ PHIL 201	Ethical Computing Systems	Proposed for AUCC Cat 3B: Arts & Humanities and GT-AH3: Ways of Thinking.	Spring 2020

Guaranteed Transfer (GT) Pathways Course Resubmissions *(GT-AH4)*			
Course #	**Course Title**	**GTP Category/Notes**	**Effective Term**
LARA 200	Second-Year Arabic I	Existing AUCC Cat 3B: Arts & Humanities Addition of Distance/Online offering; edit to course description and registration information.	Spring 2020
LARA 201	Second-Year Arabic II	Existing AUCC Cat 3B: Arts & Humanities Addition of Distance/Online offering; edit to course description and registration information.	Spring 2020
LCHI 200	Second-Year Chinese I	Existing AUCC Cat 3B: Arts & Humanities Addition of Distance/Online offering; edit to course description and registration information.	Spring 2020
LCHI 201	Second-Year Chinese II	Existing AUCC Cat 3B: Arts & Humanities Addition of Distance/Online offering; edit to course description and registration information.	Spring 2020
LFRE 200	Second-Year French I	Existing AUCC Cat 3B: Arts & Humanities Addition of Distance/Online offering; edit to course description, offering term and registration information.	Spring 2020
LFRE 201	Second-Year French II	Existing AUCC Cat 3B: Arts & Humanities Addition of Distance/Online offering; edit to course description, offering term and registration information.	Spring 2020
LGER 200	Second-Year German I	Existing AUCC Cat 3B: Arts & Humanities Addition of Distance/Online offering; edit to course description, offering term and registration information.	Spring 2020

LGER 201	Second-Year German II	Existing AUCC Cat 3B: Arts & Humanities Addition of Distance/Online offering; edit to course description, offering term and registration information.	Spring 2020
LITA 200	Second-Year Italian I	Existing AUCC Cat 3B: Arts & Humanities Addition of Distance/Online offering; edit to course description, offering term and registration information.	Spring 2020
LITA 201	Second-Year Italian II	Existing AUCC Cat 3B: Arts & Humanities Addition of Distance/Online offering; edit to course description, offering term and registration information.	Spring 2020
LJPN 200	Second-Year Japanese I	Existing AUCC Cat 3B: Arts & Humanities Addition of Distance/Online offering; edit to course description, offering term and registration information.	Spring 2020
LJPN 201	Second-Year Japanese II	Existing AUCC Cat 3B: Arts & Humanities Addition of Distance/Online offering; edit to course description and registration information.	Spring 2020
LSPA 201	Second-Year Spanish II	Existing AUCC Cat 3B: Arts & Humanities Addition of Distance/Online offering; edit to course description, offering term and registration information.	Spring 2020

CONSENT AGENDA

Experimental Courses – 1st Offering			
Course #	**Course Title**	**Notes/Changes**	**Effective Term**
ECE 480A4	Digital Logic Synthesis		Spring 2020
MECH 581A9	Processing of Polymer Composites	Offered Distance/Online and Face-to-face.	Spring 2020

Minor Changes to Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
CHEM 320	Chemistry of Addictions	Edit to prerequisites: CHEM 241 or CHEM 245 or CHEM 341 or CHEM 345.	Spring 2020
CS 220	Discrete Structures and Their Applications	Edit to prerequisites: (CS 163 with a C or better or CS 164 with C or better; MATH 124 with a B or better) or (CS 150 with a B or better or CS 152 with a B or better; MATH 155 with C or better or MATH 159 with C or better or MATH 160 with C or better.)	Spring 2020
CS 320	Algorithms—Theory and Practice	Edit to prerequisites: (MATH 160 with a minimum grade of C or MATH 155 with a minimum grade of C) and (CS 165 with a minimum grade of C) and (CS 220 with a minimum grade of C) and (DSCI 369 with a minimum grade of C or MATH 229 with a minimum grade of C or MATH 369 with a minimum grade of C). *Existing AUCC 4B course.*	Spring 2020
DSCI 335	Inferential Reasoning in Data Analysis	Edit to prerequisites: CO 300 or CO 301B or CO 302 or JTC 300; STAT 301 or 315	Spring 2020
E 338	Gothic Literature in the United States	Edit to offering term: As Needed Every Edit to prerequisites: 3 credits of E 100-499 or ETST 100-499.	Spring 2020
MIP 342	Immunology	Edit to offering term: Every Fall, Spring Edit to prerequisites: BZ 350 or LIFE 201B or LIFE 210 or MIP 250; CHEM 245 or concurrent registration or CHEM 341 or concurrent registration or CHEM 345 or concurrent registration; MIP 300.	Spring 2020
PH 451	Introductory Quantum Mechanics I	Edit to prerequisites: (MATH 272 or MATH 340 or MATH 345) and (PH 314 with a C or better)	Fall 2020

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| STAT 158 | Introduction to R Programming | Edit to offering term: Spring, Summer ~~Fall~~ | Spring 2020 |
| STAT 460 | Applied Multivariate Analysis | Edit to offering term: Spring ~~Every~~
Edit to prerequisites: ~~(STAT 340 or~~ STAT 341 and (DSCI 369 or MATH 229 or MATH 340 or MATH 369) | Spring 2020 |

Minutes approved by the University Curriculum Committee on 9/13/19.

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 13, 2019** at 2:00 p.m. The meeting adjourned at 3:15 p.m.

Minutes
The minutes of September 6, 2019 were approved.

Consent Agenda
The Consent Agenda was approved.

Please note: Approved curriculum changes are summarized below. Additional details may be viewed in the Curriculum Management (CIM) system by clicking on the hyperlinked course number or program title below. Once a course proposal is fully approved through the CIM workflow (approved proposal will be viewable under 'History' box on right side of CIM-Courses screen), the course should be available to be added to the Class Schedule in ARIES/Banner (contingent on the effective term approved by UCC and Scheduling deadlines).

Study Abroad Courses – 1st Offering			
Course #	**Course Title**	**Notes**	**Effective Term**
EDAE 582A ~~EDAE 682A~~	Study Abroad—Thailand: Spiritual Practices in Thailand	**1st offering; 3 credits.** **Travel dates:** 5/28/20 – 6/11/20 *(15 days)* *Approved by UCC on 10/12/18 (eff. Summer 2019), but not offered yet.* Change in course level/number; edits to course title, description and Universal Restrictions (No Freshman, Sophomores or Juniors). Seniors will be required to have an interview with the facilitator for approval to submit an application for course enrollment.	Summer 2020
INST 382C	Study Abroad--Mexico: Global Citizenship and Community Engagement	**1st offering; 3 credits.** **1 credit taught online Aug. 24-Oct. 16; 2 credits taught in-country.** **Travel dates:** 10/26/20 – 11/6/20 *(12 days)*	Fall 2020

New Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
AB 511	Microbiome of Plant Systems	3 cr.; Graduate only.	Spring 2020
CIS 563	Information Assurance and Security	Offered as Distance/Online and Face-to-Face. Previously offered under CIS 492: Seminar. Required in the new Graduate Certificate in Cybersecurity *(CoSRGE Prep)*	Fall 2020
PSY 500	Advanced Introduction to Positive Psychology	Offered as Distance/Online only.	Spring 2020
NRRT 634	Protected Area Law and Policy	Offered as Distance/Online only. Required in the new Master of Park and Protected Area Management, Plan C. *(CoSRGE Prep)*	Fall 2020

Major Changes to Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
D 320B	Dance Techniques V: Ballet	Credit decrease from 5 to 4; edit to course description.	Spring 2020
D 321B	Dance Techniques VI: Ballet	Credit decrease from 5 to 4; edit to course description.	Spring 2020
SPCM 337 ~~SPCM 437~~	~~Studies in~~ Persuasion	Change to course number/level; edits to course title, offering term, prerequisite, and grade mode. Also listed in IPCQ: Interdisciplinary Minor in Political Communication *(IU – will be administratively updated)*	Spring 2020

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SPCM 346	Digital Media Cultures ~~Virtual Culture and Communication~~	Change in credit distribution from lecture/lab to lecture only; edits to course title, description, and offering term; change in grade mode from Student Option to Traditional.	Spring 2020
SPCM 387	Communication Internship	Credit change from 1 to 1-3 var.; edits to prerequisites and grade mode. Listed in footnote #6 in CMST-BA: Major in Communication Studies	Spring 2020
SPCM 432 ~~SPCM 332~~	Interpersonal Communication ~~Skills~~	Change to course number/level; edits to course title, description, offering term, prerequisites, and grade mode.	Spring 2020

Major Changes to Existing Programs		
Program Title	**Notes**	**Effective Term**
CMST-TCLZ-BA: Major in Communication Studies, Speech Teacher Licensure Concentration	Updates to Program Requirements.	Fall 2020
IBMQ: Interdisciplinary Minor in Biomedical Engineering	Change in administrative 'college' from Intra-University to Walter Scott, Jr. College of Engineering; edits to Program Description and Program Requirements.	Fall 2019

Title Change – New proposals		
Program Title	**Notes**	**Effective Term**
Master of Science in Journalism and Media Communication, Plan A		Spring 2020
Master of Science in Journalism and Media Communication, Plan B		Spring 2020

Title Change – Deactivation proposals			
Program Title	**Notes**	**Last term to admit**	**Last term to complete**
PCAT-MS: Master of Science in Public Communication and Technology, Plan A		Fall 2019	Spring 2021
PCAT-MS: Master of Science in Public Communication and Technology, Plan B		Fall 2019	Spring 2021

New Undergraduate Certificate		
Certificate Title	**Notes**	**Effective Term**
Certificate in Seed Science and Technology	Offered as Online/DCE only. Open to all students in all majors with a focus on agriculture, plant science, and forestry.	Spring 2020

CONSENT AGENDA

Minor Changes to Courses			
Course #	**Course Title**	**Notes**	**Effective Term**
ECE 103	DC Circuit Analysis	Edit to prerequisites: MATH 159 with a minimum grade of C or MATH 160 with a minimum grade of C.	Fall 2020
ECE 509/ ENGR 509	Signal Processing for Power Systems	Edit to prerequisites: ECE 312 with a minimum grade of C. ~~and ECE 461~~	Fall 2020

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VM 721	Non-Mammalian Vertebrae Medicine	Edit to prerequisites: None ~~VM 621~~ Addition of 'Graduate only' and 'Professional Only' registration restrictions.	Fall 2020

Minor Changes to Existing Programs		
Program Title	**Notes**	**Effective Term**
FWCB-CNVZ-BS: Major in Fish, Wildlife, and Conservation Biology, Conservation Biology Concentration	Removing FW 430 and FW 568 from the Plant Biology electives. These two courses were added in error during the previous program change.	Spring 2020
FWCB-FASZ-BS: Major in Fish, Wildlife, and Conservation Biology, Fisheries and Aquatic Sciences Concentration	Removing FW 430 and FW 568 from the Plant Biology electives. These two courses were added in error during the previous program change.	Spring 2020

Minutes approved by the University Curriculum Committee on 9/20/19.

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

MEMORANDUM

DATE: September 23, 2019

TO: Tim Gallagher, Chair Faculty Council

FROM: Rick Miranda, Provost and Executive Vice President

SUBJECT: Approval of Fall Degree Candidates – December 2019 Commencement

Rick Miranda, Provost and Executive Vice President, MOVES THAT FACULTY COUNCIL APPROVE THE

CANDIDATES WHO MEET THE DEGREE REQUIREMENTS FOR GRADUATION AT THE CLOSE OF THE 2019

FALL SEMESTER.

BALLOT
October 1, 2019
Graduate and Undergraduate Student Positions on Faculty Council Standing Committees
(One-Year Term)
Nominations from the Committee on Faculty Governance

Committee on Intercollegiate Athletics

Gaby Brown	Undergraduate Student Representative	2020
TBD	Graduate Student Representative	2020

Committee on Libraries

Ashlyn Foster	Undergraduate Student Representative	2020
TBD	Graduate Student Representative	2020

Committee on Scholarship, Research, and Graduate Education

Matt Saxton	Graduate Student Representative	2020

Committee on Strategic and Financial Planning

Melissa Quesada	Undergraduate Student Representative	2020
Arnold Paeckler	Graduate Student Representative	2020

Committee on Teaching and Learning

Mitch Ballew	Undergraduate Student Representative	2020
Brian Mitchell	Graduate Student Representative	2020

Committee on University Programs

Ashlyn Foster	Undergraduate Student Representative	2020
Ryan Czarny	Graduate Student Representative	2020

University Curriculum Committee

Ryan Ashburn	Undergraduate Student Representative	2020
Chris Whitehead	Graduate Student Representative	2020

BALLOT
Academic Faculty Nominations to Faculty Council Standing Committees
October 1, 2019

COMMITTEE ON TEACHING AND LEARNING

	College	**Term**
Shawn Archibeque (Nominated by Committee on Faculty Governance)	Agricultural Sciences	2022
Matt Hickey (Nominated by Committee on Faculty Governance)	CHHS	2022
Karan Venayagamoorthy (Nominated by Committee on Faculty Governance)	CoE	2022

COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Stephen Mumme (Nominated by Committee on Faculty Governance)	CLA	2022
Chris Weinberger (Nominated by Committee on Faculty Governance)	CoE	2022

COMMITTEE ON NON-TENURE TRACK FACULTY

Ashley Harvey (Nominated by Committee on Faculty Governance)	CHHS	2022
Jamie Neilson (Nominated by Committee on Faculty Governance)	CNS	2022

COMMITTEE ON INTERCOLLEGIATE ATHLETICS

Michael Wilkins (Nominated by Committee on Faculty Governance)	Agricultural Sciences	2022
Karen Hyllegard (Nominated by Committee on Faculty Governance)	CHHS	2022

COMMITTEE ON FACULTY GOVERNANCE

Steven Reising (Nominated by Committee on Faculty Governance)	CoE	2022
Troy Ocheltree (Nominated by Committee on Faculty Governance)	WCNR	2022

COMMITTEE ON SCHOLARSHIP, RESEARCH, AND GRADUATE EDUCATION

	College	Term
Matt Kipper (Nominated by Committee on Faculty Governance)	CoE	2022
Chris Harper (Nominated by Committee on Faculty Governance)	CHHS	2022

COMMITTEE ON LIBRARIES

	College	Term
Jianguo Zhao (Nominated by Committee on Faculty Governance)	CoE	2022

COMMITTEE ON STRATEGIC AND FINANCIAL PLANNING

	College	Term
Matthew Johnston (Nominated by Committee on Faculty Governance	CVMBS	2022
James E. Graham (Nominated by Committee on Faculty Governance	CHHS	2022

COMMITTEE ON SCHOLASTIC STANDARDS

	College	Term
Zachary Johnson (Nominated by Committee on Faculty Governance	Agricultural Sciences	2022
Karen Barrett (Nominated by Committee on Faculty Governance)	CHHS	2022
Michael Gross (Nominated by Committee on Faculty Governance)	CoB	2022

MEMO

TO: Tim Gallagher, Chair, Faculty Council

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

DATE: December 6, 2018

RE: Revisions to the *Graduate and Professional Bulletin* – ADMISSIONS
REQUIREMENTS AND PROCEDURES

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

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

Readmission

Graduate students enrolled in a degree or certificate program are required to be continuously enrolled. If there is an interruption in successive semester-to-semester ~~on-campus resident instruction~~ registration in a degree program, enrollment will lapse and ~~you~~ graduate students will need to reapply for admission. ~~File GS Form 1B to apply for readmission at least two months prior to the term that you plan to return. A check or money order for $150.00 must accompany the GS Form 1B.~~ This applies to all graduate students, on-campus resident instruction or on-line. There is a non-refundable readmission fee.

Readmission is not required for Guest registration or courses taken outside of a degree program.

For a certificate-seeking post-baccalaureate student not enrolled in a degree-program, or, if there is a lapse in continuous enrollment in a certificate program, students will be required to complete a new application. There is a non-refundable application fee.

~~Please note that registration through Continuing Education (CSU Online), Guest Registration, Alternate Site, or an off-campus instruction mode (including Distance Degree) does not constitute readmission.~~

~~The **GS Form 1B** is available online.~~

Rationale

1. The GS Form 1B no longer exists, and graduate students are now able to re-apply through the SLATE application system.
2. Additional language is added to clarify that re-applications for admission is required for all degree-seeking graduate students, including CSU Online students.

3. Additional language clarifies the process for certificate-only seeking graduate students, who must complete a new application when there are lapses in continuous enrollment.

Date: August 30, 2019

To: Tim Gallagher
        Chair, Faculty Council

From: Hong Miao
        Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: Faculty Manual Section D.5.3.1 **Types of Appointments**

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

MOVED, THAT SECTION D.5.3.1 OF THE ACADEMIC FACULTY AND
ADMINISTRATIVE PROFESSIONAL MANUAL, BE AMENDED AS FOLLOWS:

Deletions ~~Overscored~~   Additions <u>Underlined</u>

D.5.3.1 Types of Appointments *(last revised August 8, 2014)*

Administrative professional appointments are at-will, regardless of whether an end date is indicated on an appointment form, and may be made as follows:

a. Regular: 9-month or 12-month appointments may be either full-time or part-time of at least half-time or greater without a fixed termination date. Part time appointments of half-time or greater earn benefits equal to those of full-time appointees of the same type.

b. Special: Appointments with a specified end date, for positions supported by sponsored programs or when funds are available only for a specified duration. A special appointment may be either full-time or part-time of at least one half-time or greater and the same benefits accrue as for regular appointments of the same type.

c. Temporary: Full-time and part-time appointments of less than 9 or 12 months and all ~~aprt~~part-time appointments of less than half time.

For benefits information for all appointment types, see the Human Resources Manual, section 2 and the ~~Administrative Profesional Benefits and Privileges~~

~~Handbook~~ _Faculty and Administrative Professional Privileges and Benefits Summary Plan (SPD)_.

Rationale: The _Faculty and Administrative Professional Benefits and Privileges Handbook_ no longer exists (note that this name was typed wrong in the original Manual language). It has been replaced by the _Faculty and Administrative Professional Privileges and Benefits and Summary Plan (SPD)._

Date: August 30, 2019

To: Tim Gallagher
        Chair, Faculty Council

From: Hong Miao
        Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: Faculty Manual Section D.7.18 **Retirement**

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

MOVED, THAT SECTION D.7.18 OF THE ACADEMIC FACULTY AND
ADMINISTRATIVE PROFESSIONAL MANUAL, BE AMENDED AS FOLLOWS:

Deletions ~~Overscored~~   Additions <u>Underlined</u>

D.7.18 Retirement

Faculty members with tenured academic appointments are entitled to employment
unless terminated for cause under Section E.15 or retired. See ~~*Academic Faculty
and Administrative Professional Benefits and Privileges*Handbook~~ <u>the *Faculty and
Administrative Professional Privileges and Benefits Summary Plan (SPD)*</u> for
retirement eligibility.[4]

Rationale: The *Faculty and Administrative Professional Benefits and Privileges
Handbook* no longer exists. It has been replaced by the *Faculty and
Administrative Professional Privileges and Benefits and Summary Plan (SPD)*.

Date: August 30, 2019

To: Tim Gallagher
Chair, Faculty Council

From: Hong Miao
Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: Faculty Manual Section E.2.1 **Basic Types of Faculty Appointments**

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

MOVED, THAT SECTION E.2.1 OF THE ACADEMIC FACULTY AND
ADMINISTRATIVE PROFESSIONAL MANUAL, BE AMENDED AS FOLLOWS:

Deletions ~~Overscored~~   Additions <u>Underlined</u>

E.2.1 Basic Types of Faculty Appointments *(last revised May 3, 2018)*

Six (6) basic types of appointments exist for members of the faculty. They are tenured faculty, tenure-track faculty, contract faculty, continuing faculty, adjunct faculty, and faculty on transitional appointments. Only faculty members holding tenure-track appointments at the time of consideration are eligible to acquire tenure. See Section E.3 for details of other types of faculty appointments.

Full-time is defined as the academic year or a minimum of nine (9) months. Part-time is defined as any fraction of time less than one hundred (100) percent, but not less than fifty (50) percent of full-time.

The major characteristics of the various types of appointments are as follows.

E.2.1.1 Tenured Appointments *(last revised May 3, 2018)*

A tenured faculty appointment may be either full-time or part-time. If a tenured faculty member is tenured only for part-time service, additional employment may be arranged each year between the faculty member and the department. Responsibilities and salaries are scaled appropriately to the portion of time worked.

If a tenured faculty member changes to a contract, continuing, or adjunct appointment, he or she must relinquish tenure and retire from the University. A tenured faculty member who wishes to gain emeritus/emerita status must apply prior to the time he or she relinquishes tenure and retires.

The following conditions apply to a tenured faculty appointment:

a. It is limited to the ranks of assistant professor, associate professor, and professor.

b. There is no specified ending date.

c. The faculty member shall have full voting rights at departmental and college faculty meetings and is eligible to serve on departmental and college committees.

d. Enrollment in a retirement program is mandatory. The faculty member is eligible for other fringe benefits and privileges (see Sections F and G and the ~~*Academic Faculty and Administrative Professional Benefits and Privileges Handbook*~~ *Faculty and Administrative Professional Privileges and Benefits Summary Plan (SPD)*), and for sabbatical leave (see Section F.3.4).

E.2.1.2 Tenure-Track Appointments *(last revised May 3, 2018)*

A tenure-track faculty member may be either full-time or part-time. The six (6) year time limit for acquisition of tenure applies for both full-time and part-time appointments (see Section E.10.4.c). Criteria, procedures, and regulations for promotion, tenure, and salary for part-time appointments are subject to the rules governing full-time appointments. If a contract, continuous or adjunct faculty member is given a tenure-track faculty appointment, an appropriate amount of credit may be given for this prior service.

The following conditions apply to a tenure-track faculty appointment:

a. It is limited to the ranks of assistant professor, associate professor, and professor.

b. The faculty member shall have full voting rights at departmental and college faculty meetings and is eligible to serve on departmental and college committees.

c. Enrollment in a retirement program is mandatory. The faculty member is eligible for other fringe benefits and privileges (see Sections F and G and the ~~Academic Faculty and Administrative Professional Benefits and Privileges Handbook~~ *Faculty and Administrative Professional Privileges and Benefits Summary Plan (SPD)*), but not for sabbatical leave (see Section F.3.4). However, time spent on a tenure-track appointment does count towards the accumulation of service for sabbatical leave.

E.2.1.3 Contract Faculty Appointments *(last revised May 3, 2018)*

Contract faculty appointments may be either full-time or part-time.

Contract faculty appointments for research may be offered only for research performed for the University. In this case, the unit or department must document that the multi-year contract or extension is necessary for the hiring or retaining of the faculty member.

The following conditions apply to a contract faculty appointment:

a. All contracts shall have a specified ending date and a term of at least two (2) years. At least one (1) year prior to the expiration of the contract, the faculty member shall either be given a new contract or informed that the contract may be allowed to expire. If the contract is allowed to expire, the employment as a contract faculty appointment shall be converted to employment as a continuing faculty appointment, without loss of rank, unless a new contract is agreed to in writing by both parties.

b. The faculty member shall participate in annual reviews and the annual salary exercise in the same manner as tenured faculty.

c. Department and college codes shall specify the voting rights of contract faculty and their eligibility to participate on departmental and college committees. The standard expectation is that contract faculty have voting rights in the governance of their department and college with the exception of decisions relating to tenure and will be eligible to serve on departmental and college committees.

d. Enrollment in a retirement program is mandatory. The faculty member is eligible for other fringe benefits and privileges (see Sections F and G ~~in~~ and the *~~Academic Faculty andAdministrative Professional Benefits and Privileges Handbook~~ Faculty and Administrative Professional Privileges and Benefits Summary Plan (SPD)*), but not for sabbatical leave (see Section F.3.4).

e. A contract faculty member who has at least twelve (12) semesters of employment, or a combined twelve (12) semesters between contract or continuing appointments (or sooner at the discretion of the department) becomes eligible for funding for release time in order to pursue scholarly development. Once such funding has been granted, the faculty member becomes eligible for such funding again after another twelve (12) semesters of such employment. A request for such funding shall be submitted in writing by the faculty member to the department head. This request shall include details regarding the type of scholarly development and the amount of funding requested. The department head shall respond in writing with an approval or denial of the request. In the case of a denial of the request, the reasons for the denial shall be stated in writing in the response.

E.2.1.4 Continuing Faculty Appointments *(last revised May 3, 2018)*

Continuing faculty appointments may be either full-time or part-time. The following conditions apply to a continuing faculty appointment:

a. There is no specified ending date.

b. The appointment is "at will" and is subject to termination by either party at any time. Section D.5.6 regarding the termination of "at will" appointments shall apply to "at will" faculty appointments.

c. The faculty member shall participate in annual reviews and the annual salary exercise in the same manner as tenured faculty.

d. Department and college codes shall specify the voting rights of continuing faculty and their eligibility to participate on departmental and college committees. The standard expectation is that continuing faculty have voting rights in the governance of their department and college with the exception of decisions relating to tenure, and will be eligible to serve on departmental and college committees.

e. Enrollment in a retirement program is mandatory. The faculty member is eligible for other fringe benefits and privileges (see Sections F and G and the *Academic Faculty and Administrative Professional Benefits and Privileges Handbook* *Faculty and Administrative Professional Privileges and Benefits Summary Plan (SPD)*), but not for sabbatical leave (see Section F.3.4).

f. A continuing faculty member who has at least twelve (12) semesters of employment, or a combined twelve (12) semesters between contract or continuing appointments (or sooner at the discretion of the department) becomes eligible for funding for release time in order to pursue scholarly development. Once such funding has been granted, the faculty member becomes eligible for such funding again after another twelve (12) semesters of such employment. A request for such funding shall be submitted in writing by the faculty member to the department head. This request shall include details regarding the type of scholarly development and the amount of funding requested. The department head shall respond in writing with an approval or denial of the request. In the case of a

denial of the request, the reasons for the denial shall be stated in writing in the response.

g. A continuing faculty member who has been employed with this appointment type for at least ten (10) semesters shall be given serious consideration for conversion to a contract faculty appointment. In this circumstance, the faculty member may submit a formal request in writing to the department head for such a conversion. Such a formal request shall be responded to in writing by the department head with an approval or denial of the request. In the case of a denial of the request, the reasons for the denial shall be stated in writing in the response.

E.2.1.5 Adjunct Faculty Appointments *(last revised May 3, 2018)*

Adjunct faculty appointments may be full-time, part-time, or less than half-time.

Adjunct faculty appointments are intended for situations where the previous types of appointment are not appropriate. These include the following situations:

i. Employment at less than half-time.

ii. Employment on an occasional basis, rather than being for every (Fall and Spring) semester. An approved leave without full-time or part-time service (such as Family Medical Leave) shall not constitute employment on an occasional basis.

iii. Employment for only one (1) or two (2) semesters (Fall and Spring).

This appointment type may not be used for a faculty member employed full-time or part-time every semester (Fall and Spring) for more than two (2) semesters.

a. There may or may not be a specified ending date.

b. The appointment is "at will" and is subject to termination by either party at any time. Section D.5.6 regarding the termination of "at will" appointments shall apply to "at will" faculty appointments.

c. The faculty member shall participate in annual reviews and the annual salary exercise in the same manner as tenured faculty.

d. Department and college codes shall specify the voting rights of adjunct faculty and their eligibility to participate on departmental and college committees.

e. Enrollment in a retirement program is mandatory. If the faculty member is full-time or part-time, then he or she is eligible for other fringe benefits and privileges (see Sections F and G and the ~~*Academic Faculty and Administrative Professional Benefits and Privileges Handbook*~~ *Faculty and Administrative Professional Privileges and Benefits Summary Plan (SPD))* but not for sabbatical leave (see Section F.3).

Rationale: The *Faculty and Administrative Professional Benefits and Privileges Handbook* no longer exists. It has been replaced by the *Faculty and Administrative Professional Privileges and Benefits and Summary Plan (SPD).*

Date: August 30, 2019

To: Tim Gallagher
        Chair, Faculty Council

From: Hong Miao
        Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: Faculty Manual Section F.3.13 **Leave Without Pay**

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

MOVED, THAT SECTION F.3.13 OF THE ACADEMIC FACULTY AND
ADMINISTRATIVE PROFESSIONAL MANUAL, BE AMENDED AS FOLLOWS:

Deletions ~~Overscored~~   Additions <u>Underlined</u>

F.3.13 Leave Without Pay *(last revised August 8, 2014)*

A faculty member on a regular, special appointment or senior teaching
appointment or administrative professional on a regular or special appointment
may be granted leave without pay with approval by the Board. A request for such
leave must be sent through channels to the President. See the ~~*Academic Faculty*~~
~~*and Administrative Professional Benefits and Privileges Handbook*~~ <u>*Faculty and*</u>
<u>*Administrative Professional Privileges and Benefits Summary Plan (SPD)*</u>
regarding continuation of benefit coverage while on leave without pay.

An administrative professional on a temporary appointment may be granted leave
without pay only as required under the Family Medical Leave Policy.

Rationale: The *Faculty and Administrative Professional Benefits and Privileges
Handbook* no longer exists. It has been replaced by the *Faculty and
Administrative Professional Privileges and Benefits and Summary Plan (SPD).*

Date: August 30, 2019

To: Tim Gallagher
Chair, Faculty Council

From: Hong Miao
Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: Faculty Manual Section K **Resolution of Disputes**

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

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

Deletions ~~Overscored~~ Additions <u>Underlined</u>

SECTION K. RESOLUTION OF DISPUTES *(Last revised August 10, 2018)*

K.1 General Information

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

Several offices on campus are available to assist with the resolution of other disputes. See the website for the Office of the Ombuds and Employee Assistance Program for details and contact information. An overview of the procedures

described in Section K can be found on the website of the University Grievance Officer.

K.1.1 Participants in the Section K Process and Definition of Terms

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

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

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

[material with no changes has been omitted]

K.3 Definition of an Action, Grievable Action, and Grievance

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

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

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

[material with no changes has been omitted]

K.6 Mediation

K.6.1 Initiation of the Mediation Process

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

[material with no changes has been omitted]

K.10.5 Recommendation of the Hearing Committe

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

[material with no changes has been omitted]

K.10.6.2 Review by the Provost

If the Hearing Record is sent to the Provost, he or she shall review the Hearing Record, together with any appeal from the Grievant (hereinafter referred to collectively as the "Appeal Record"), unless the Recommendation from the

Hearing Committee is that no action be taken as a result of the Grievance and no appeal was submitted by the Grievant within the five (5) working day limit. This review shall be based only on the Appeal Record. No new substantive issues may be introduced.

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

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

K.10.6.3 Appeal of the Recommendation From the Provost

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

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

K.10.6.4 Review by the President

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

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

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

[material with no changes has been omitted]

Rationale: Discrimination is dealt with by the Office of Equal Opportunity, not Section K.

Date: August 30, 2019

To: Tim Gallagher
        Chair, Faculty Council

From: Hong Miao
        Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: Faculty Manual Section K.3.1 **A Grievable Action does not include:**

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

MOVED, THAT SECTION K.3.1 OF THE ACADEMIC FACULTY AND
ADMINISTRATIVE PROFESSIONAL MANUAL, BE AMENDED AS FOLLOWS:

Deletions ~~Overscored~~   Additions <u>Underlined</u>

K.3.1 A Grievable Action does not include:

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

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

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

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

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

<u>f. Placement on paid administrative leave.</u>

~~f~~<u>g</u>. A subsequent complaint for the same action by the same supervisor once a
Grievance regarding the original complaint has concluded.

~~g~~<u>h</u>. Termination of "at-will" employees. For information about the university's policy
regarding at-will employees and the recommended steps and considerations for

termination of at-will employees, employees should refer to the university policy for Administrative Professionals and Non-Tenured Academic Faculty ("At Will" Employment) found in the CSU Policy Library (see also Section D.5.6 and E.2.1 of the *Academic Faculty and Administrative Professional Manual).* Employees may contact the University Grievance Officer with questions about disciplinary action or termination of at-will employees.

Rationale: It is sometimes necessary to place an employee on paid administrative leave while an investigation is conducted. During this time, the employee receives full pay and benefits, so this action is not grievable. This addition makes this clear.

Date: August 30, 2019

To: Tim Gallagher
        Chair, Faculty Council

From: Hong Miao
        Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: Faculty Manual Section K.3.2 **Types of Grievable Actions and Burden of Proof**

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

MOVED, THAT SECTION K.3.2 OF THE ACADEMIC FACULTY AND
ADMINISTRATIVE PROFESSIONAL MANUAL, BE AMENDED AS FOLLOWS:

Deletions ~~Overscored~~   Additions <u>Underlined</u>

K.3.2 Types of Grievable Actions and Burden of Proof

K.3.2.1 ("Class A")

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

~~a. termination of contractual rights;~~

~~b~~<u>a</u>. reduction of salary and/or demotion;

~~c~~<u>b</u>. violation of academic and/or intellectual freedom; or

~~d~~<u>c</u>. assignment of unreasonable workload.

K.3.2.2 ("Class B")

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

a. decision on the amount of salary;

b. ~~denial of reappointment;~~

~~c~~b. denial of tenure and/or promotion;

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

~~e~~d. denial of sabbatical leave.

Rationale:

1) Item K.3.2.1.a predates NTTF contracts, and was never intended to apply to them. Instead, there is an appeals process for termination of NTTF contracts. This appeals process is designated as "final," which means that the matter is not grievable. The only other contracts are for things people such as the football coach. The grievance process should not deal with the termination of such persons.

2) For at-will appointments, neither termination nor denial of reappointment is grievable. This leaves only denial of reappointment for tenure-track faculty during their probationary period. However, this is handled by an appeals process that is designated as "final," which means that it is not grievable either. When NTTF contracts are not renewed, the faculty member is reappointed as a continuing faculty member.

Date: August 30, 2019

To: Tim Gallagher
        Chair, Faculty Council

From: Hong Miao
        Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: Faculty Manual Section K.12.4 **Duties of the University Grievance Officer**

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

MOVED, THAT SECTION K.12.4 OF THE ACADEMIC FACULTY AND
ADMINISTRATIVE PROFESSIONAL MANUAL, BE AMENDED AS FOLLOWS:

Deletions ~~Overscored~~   Additions <u>Underlined</u>

K.12.4 Duties of the University Grievance Officer *(last revised August 10, 2018)*

The UGO shall be responsible for:

a. Maintaining a record of actions taken as part of the processes in Section K and Section<u>s E.11,</u> E.15<u>, E.16, and E.17</u>.

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

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

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

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

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

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

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

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

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

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

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

m. Assisting the Faculty Council and the Administrative Professional Council in their annual evaluations of the UGO ~~by notifying all participants~~

~~in the Section K process of the opportunity to participate in anonymous~~
~~surveys regarding the performance of the UGO~~.

Rationale:

1) The UGO manages and oversees the new appeals processes created in Sections E.11, E.16, and E.17.

2) The evaluation process for the UGO has been changed, and it no longer involves the UGO contacting participants in the Section K process.