

MINUTES

Executive Committee

Tuesday, August 27, 2024

3:00pm – Microsoft Teams/Administration 106

Present: **Melinda Smith**, Chair; **Joseph DiVerdi**, Vice Chair; **Jennifer Martin**, BOG Representative; **Sue Doe**, Immediate Past Chair; **Marion Underwood**, Provost/Executive Vice President; **Amy Barkley**, Executive Assistant; **Catie Cramer**, Agricultural Sciences; **Rob Mitchell**, Business; **Peter Jan van Leeuwen**, Engineering; **Antonio Pedros-Gascon**, Liberal Arts; **Christine Pawliuk**, Libraries; **Randall Boone**, Natural Resources; **Steve Benoit**, Natural Sciences; TBD, Veterinary Medicine and Biomedical Sciences

Guests: **Brad Goetz**, Chair University Curriculum Committee; **Susan James**, Vice Provost for Faculty Affairs; **Lumina Albert**, Co-Chair Task Force on Principles of Community; **Jimena Bretón**, Co-Chair Task Force on Principles of Community; **Susana Muñoz**, Task Force on Principles of Community member

Absent: Svetlana Olbina, Health and Human Sciences (excused); TBD, Veterinary Medicine and Biomedical Sciences

Chair Melinda Smith called the meeting to order at 3:02 p.m.

August 27, 2024 EXECUTIVE COMMITTEE AGENDA ITEMS:

I. Minutes to be Approved

II. Items Pending/Discussion Items

A. *Announcements*

1. The Next Executive Committee Meeting will be held on September 10, 2024 – Microsoft Teams/Administration 106 – 3:00 p.m.
2. The Next Faculty Council meeting will be held on September 3, 2024 – Microsoft Teams/Eddy 212 – 4:00 p.m.

B. *Provost/Executive Vice President Report – Provost Marion Underwood*

Provost Marion Underwood: Provided updates on three (3) of the President's priorities that we have been working on:

- Student Success:
 - A task force on revising Institutional Learning Objectives and innovating in the AUCC has been launched to help highlight CSU's distinctive identity.
 - Have been involved with a task force on new academic offerings at CSU Spur. That group has come up with an interdisciplinary studies-style first-year program

for students who live in the Denver area who are not ready to move to Fort Collins and help them get their start at CSU. The aim is to have a cohort start in fall of 2025 and we have been working with Marketing and Communications and Enrollment and Access around this.

- We are searching for a new Associate Vice Provost for Student Success and Academic Advising. An external review that was brought by former interim Vice Provost for Undergraduate Affairs Tom Siller recommended a more centralized structure with lines of communication from a leader in the Office of the Provost to lead advisors in the colleges. This is an internal search.
- We are in the final stages of the search for the new Vice Provost and Dean for Undergraduate Affairs.
- The Provost's Ethics Colloquium will be on the topic of mental health in higher education. It will feature guest speaker Katie Rose Guest Priyal on October 29th from 9:00am to 11:00am in the Lory Student Center Theater.
- Strengthening our Democracy:
 - Martin Carcasson and the Center for Public Deliberation developed some group exercises that were run by our student orientation leaders and Ram Welcome to get them talking about the characteristics of high-quality discussions and the inherent tension in those when people disagree. Carcasson is also developing some in-class activities for first-year seminars and Key communities, including a values exercise, free speech, and ways of thinking.
- World-Class Academic and Research Programs:
 - We have engaged with Academic Analytics and am meeting with their leadership. The American Association for Universities (AAU) relies on Academic Analytics for their data and metrics, so this is a tool that will be available first to our deans and then department heads to help us figure out where we are strong and where we can improve, as well as how we can get more recognition for our faculty.

Provost Underwood: Provided a few more updates. A communication about the budget remodel process went out yesterday. We have hired a new Chief of Staff, who will start on November 1st. The official title is Chief of Staff and Associate Vice Provost for Organizational Leadership.

Executive Committee members asked how many courses are planned to be offered at CSU Spur, as well as whether there will be any course offerings in Spanish as part of the Hispanic-serving Institution initiative.

Provost Underwood: Stated that they were mentioning it would be around twelve (12) to fifteen (15) per semester, so not a huge offering, with some helping fill AUCC requirements, as well as helping bring students forward. The hope is that as it grows, it will become more distinctly CSU Spur.

A member who is on the task force stated that they are modeling this after the exploratory studies tracks. The task force member additionally indicated that courses in Spanish had not been part of discussions but will bring this suggestion and recommendation back to the task force.

Executive Committee members asked if there were specific concerns around academic advising that prompted the external review.

Provost Underwood: It is not so much a concern as a sense that it is not standard across campus and that advisors may feel that they do not have many avenues for professional development. What has been proposed by the three (3) groups that we spoke with is to have more structure and ensure we are elevating academic advising so that we are following best practices and offer appropriate professional development to our advisors.

Vice Provost James: Followed up on the update around Academic Analytics. Would like to clarify that this is not a tool for individual evaluation.

Provost Underwood: Confirmed. That is not how we would use it. Indicated that there is a feature that looks across the web for faculty accomplishments for faculty recognition. The faculty data is currently being loaded and the deans will have the credentials soon.

C. Old Business

D. Action Items

1. Proposed Revisions to Section B.2.6 of the Academic Faculty and Administrative Professional Manual – Committee on Responsibilities and Standing of Academic Faculty – Jennifer Martin, Chair

Richard Eykholt: Procedures for approving and renewing Centers, Institutes, and Other Special Units (CIOSUs) have evolved, so current procedures are out of step with the Manual. Explained that some details, such as who should be notified of decisions, are clarified with these proposed revisions.

Eykholt: Moved that Executive Committee approve placing these proposed revisions to Section B.2.6 on the Faculty Council agenda for October.

Executive Committee members discussed rationale for the changes, including that it has been some time since this section has been revised.

Chair Smith: It is clear through the operation of the Committee on University Programs that the current procedures in place are working and need to be reflected in the Manual.

Eykholt: Noted that the Committee on University Programs additionally brought this to our attention.

Chair Smith: Hearing no further discussion, requested a vote.

Motion passed. Will be placed on the Faculty Council agenda for October 1st.

2. Proposed Revisions to Section K of the Academic Faculty and Administrative Professional Manual – Committee on Responsibilities and Standing of Academic Faculty – Jennifer Martin, Chair

Jennifer Martin: The Committee on Responsibilities and Standing of Academic Faculty are proposing changes to Section K of the Manual, specifically around the process around mediation. The proposed revisions would eliminate the formal mediation involving University Mediators, who are former faculty members, and replacing that with what we have referred to as “conciliation” in the Manual. The proposed revisions rename the conciliation process to be the mediation process.

Executive Committee members discussed the rationale and the verbal explanation. Eykholt and Martin explained the current process. It was suggested that a visual representation of the current process and updated proposed process be provided. Martin agreed to pull something together for the Faculty Council meeting.

Martin: The Committee on Responsibilities and Standing of Academic Faculty move that the revisions to Section K, along with a graphic for presentation purposes, be included on the October Faculty Council agenda.

Chair Smith: Hearing no further discussion, requested a vote.

Motion passed. Will be placed on the Faculty Council agenda for October 1st.

Chair Smith: Explained the rationale for placing these Manual revisions on the October Faculty Council agenda. Doing this will allow new Faculty Council members a chance to go through orientation and for members to also have time to review and consider these revisions.

3. New Undergraduate Degree Program: Major in Construction Engineering – University Curriculum Committee – Brad Goetz, Chair

Brad Goetz: Moved that Executive Committee consider placing a new undergraduate degree program, a major in Construction Engineering, on the Faculty Council agenda for September.

A minor edit was suggested for the memo related to the acronym for the Walter Scott, Jr. College of Engineering. Members requested that the acronym be spelled out instead.

A member asked whether this new degree would borrow students from other existing degrees.

Goetz: Indicated that this was sponsored by the College of Engineering and do not think it will harm other degrees. It will probably take some students, but they will all be in Engineering.

Chair Smith: Hearing no further discussion, requested a vote.

Motion passed. Will be placed on the Faculty Council agenda for September 3rd.

4. New Undergraduate Degree Program: Major in Health Physics – University Curriculum Committee – Brad Goetz, Chair

Goetz: On behalf of the University Curriculum Committee, move that Executive Committee consider placing a new undergraduate degree program, Major in Health Physics, on the Faculty Council agenda.

Executive Committee members discussed the degree. One member pointed out that the document states that this program is only offered online and asked for clarification. It was clarified that this program was specifically targeted towards working professionals and military personnel, thus the online format. Goetz confirmed that all the courses are available online, since CSU Online is part of the approval process.

Chair Smith: Hearing no further discussion, requested a vote.

Motion passed. Will be placed on the Faculty Council agenda for September 3rd.

5. New Graduate Degree Program: Master of Materials Engineering, Plan C – University Curriculum Committee – Brad Goetz, Chair

Goetz: On behalf of the University Curriculum Committee, move that Executive Committee consider placing a new graduate degree program, Master of Materials Engineering, Plan C, on the Faculty Council agenda.

Chair Smith: Reminded members that the process for this degree is a little different. Because it is a graduate degree program, it goes through the Committee on Scholarship, Research and Graduate Education first, and then through the University Curriculum Committee. Hearing no further discussion, requested a vote.

Motion passed. Will be placed on the Faculty Council agenda for September 3rd.

6. Academic Faculty Nominations to Faculty Council Standing Committees – Committee on Faculty Governance – Steve Reising, Chair

Chair Smith: Moved to place the ballot for academic faculty nominations for Faculty Council standing committees on the Faculty Council agenda for September 3rd.

Members requested that the acronym for the Walter Scott, Jr. College of Engineering be corrected on the ballot.

Chair Smith: Hearing no further discussion, requested a vote.

Motion passed. Will be placed on the Faculty Council agenda for September 3rd.

7. Approval of Degree Candidates 2024-2025

Vice Provost Susan James: On behalf of Provost and Executive Vice President Marion Underwood, move that Faculty Council approve the candidates who meet degree requirements for graduation for the 2024-2025 academic year.

Chair Smith: Explained that this is something we do every year in collaboration with the Provost as part of our role in shared governance. Hearing no further discussion, requested a vote.

Motion passed. Will be placed on the Faculty Council agenda for September 3rd.

8. Faculty Council Standing Committee 2023-2024 Annual Reports

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

Chair Smith: We receive these reports over the summer, and they are typically placed on the September Faculty Council agenda as “Reports to be Received.” Made a motion to place these reports on the Faculty Council agenda for September 3rd. Opened the floor for discussion.

Executive Committee members discussed the reports and information provided. Members also discussed the role of standing committee members and frustrations around the lack of participation in some committees. There was additional discussion around issues brought forward in the report from the Committee on Intercollegiate Athletics.

Following discussion, Executive Committee members decided to move all reports forward except for the report from the Committee on Intercollegiate Athletics to get more information on committee activities and more detail on the issues indicated in the report. Chair Smith indicated that she will reach out to the chair of the Committee on Intercollegiate Athletics to invite them to Executive Committee for discussion.

9. University Benefits Committee Annual Report 2023-2024

Chair Smith: Moved to place the University Benefits Committee annual report on the Faculty Council agenda.

Joseph DiVerdi seconded the motion.

Chair Smith: Hearing no further discussion on this annual report, requested a vote.

Motion passed. Will be placed on the Faculty Council agenda for September 3rd.

10. University Policy Review Committee Annual Report 2023-2024

Chair Smith: Moved to place the University Policy Review Committee annual report on the Faculty Council agenda.

DiVerdi seconded the motion.

Chair Smith: Hearing no discussion regarding the report, requested a vote.

Motion passed. Will be placed on the Faculty Council agenda for September 3rd.

E. Reports

1. Faculty Council Chair Report – Melinda Smith

Chair Smith: Provided a few updates on items brought forward during the Executive Committee retreat last week.

- Have contacted Laura DeLancey, who is the Associate Dean of Collections and Discovery in the Libraries to discuss the licensing of films. Will be meeting with DeLancey soon and discuss potentially coming to Executive Committee.
- Have reached out to the Student Disability Center and they will be coming to Executive Committee on September 10th for a discussion. They have requested gathering questions and concerns ahead of that meeting.

Executive Committee members discussed specific concerns around accommodations, as well as how to partner with the Student Disability Center to help them. One member highlighted the need to increase awareness around the Institute for Learning and Teaching (TILT) resources for universal course design.

2. Board of Governors Report – Jennifer Martin

Jennifer Martin: Provided an overview of the June Board of Governors meeting. There were continuing conversations around student mental health, as well as some updates about system security and data security, which we will hear more about this semester. The August Board meeting had us discussing the Board strategic plan, developing a goal for student mental health, and receiving reports from the state demographer's office. We also heard updates on state budget trends and some ballot initiatives.

Members asked whether there would be opportunities for Board of Governors members to attend Faculty Council meetings or engage with Faculty Council members. Other members asked about the transmission of concerns from the other employee councils and whether more direct representation of those councils to the Board of Governors is needed or wanted.

Jennifer Martin: Will defer to the history of the role of the Faculty Council Representative to the Board of Governors and being that liaison. Indicated that this may be the best opportunity for sharing questions and concerns with them. Stated that the employee council leadership group has not yet met this semester. Additionally explained some of the budget conversations going on with the ballot initiatives.

Amy Barkley stated that the timing of the meetings of the employee council leadership group was specifically organized to align with the Board of Governors meetings so that they meet prior to Martin taking report to the Board.

F. Discussion Items

1. Principles of Community Task Force Updates – Lumina Albert, Co-Chair, Jimena Bretón, Co-Chair, & Susana Muñoz, Principles of Community Task Force member

Jimena Bretón: Our charge was to consider how Faculty Council can serve as a model of leadership and amplifying the Principles of Community at CSU, as well as determine whether there is a need for a new Faculty Council standing committee on Principles of Community. Explained the work of the task force. We focused on four key mechanisms within the Faculty Council structure and areas of influence, which are the Faculty Manual, department codes, education and training, and human resource policy.

Susana Muñoz: Provided a summary of the recommendations. The task force landed on how the Principles of Community can serve as a framework to guide some of our questions around some of the documents we have mentioned. We also want to highlight the work already being done on this campus around the Principles of Community. Discussed the need for a strategic plan and the recommendation to partner with other offices to create a strategic plan.

Executive Committee members discussed appropriate next steps for the recommendations and the rationale behind the recommendations. Members asked about whether this would take the responsibility of adhering to the Principles of Community away from committee members, as well as concerns around this adding an additional layer of approvals to processes and whether this work would be duplicative of the work out of the Office of Inclusive Excellence. A member suggested training as a possibility coming out of this task force.

Bretón: Vice President Kauline Cipriani was on the task force, so the work would be collaborative with her office and not duplicative. The task force was able to collaborate with Vice President Cipriani to discuss challenges and opportunities within the Office of Inclusive Excellence. There is interest in what we can do to put a mechanism in place to support faculty on campus.

Executive Committee members discussed the process for collaboration on items going through Faculty Council as part of the considerations of the task force. Members expressed support for a committee that represents faculty, especially minoritized ones and provides an engaging and meaningful way of implementing the Principles of Community.

Bretón: Elaborated on discussion around potential inefficiencies. When we think about diversity, there are a lot of inefficiencies currently due to unjust systems. When we bring in more justice and diversity to a place where people feel they can bring their whole selves, we are improving the efficiency of systems.

Members requested a formal report be created to be presented to Faculty Council, with rationale for the creation of a committee on Principles of Community. The task force was invited to come back to Executive Committee in September ahead of taking this to Faculty Council at their October meeting. An example of this kind of report was requested by the task force and was sent to them.

2. Executive Committee Operating Procedures

Deferred to a future meeting.

3. Discussion around convening special Faculty Council sessions around the state of higher education and the state of athletics

Chair Smith: Suggested a subcommittee of Executive Committee to discuss these potential special sessions regarding these topics.

Jennifer Martin, Vice Provost James, Catie Cramer, and Rob Mitchell volunteered to participate on the subcommittee.

Chair Smith: Asked if there was anything else for the good of the order.

A member requested an update on the syllabus bank that was presented to Executive Committee and Faculty Council last semester.

Executive Committee adjourned at 5:36 p.m.

Melinda Smith, Chair
Joseph DiVerdi, Vice Chair
Jennifer Martin, BOG Representative
Amy Barkley, Executive Assistant