

MINUTES

Executive Committee

Tuesday, November 12, 2024

3:00pm – Microsoft Teams/Administration 106

Present: **Melinda Smith**, Chair; **Joseph DiVerdi**, Vice Chair; **Jennifer Martin**, BOG Representative; **Amy Barkley**, Executive Assistant; **Catie Cramer**, Agricultural Sciences; **Rob Mitchell**, Business; **Peter Jan van Leeuwen**, Engineering; **Svetlana Olbina**, Health and Human Sciences; **Antonio Pedros-Gascon**, Liberal Arts; **Christine Pawliuk**, Libraries; **Randall Boone**, Natural Resources; **Steve Benoit**, Natural Sciences; **Brian Geiss**, Veterinary Medicine and Biomedical Sciences

Guests: **Brad Goetz**, Chair University Curriculum Committee; **Susan James**, Vice Provost for Faculty Affairs; **Lumina Albert**, Chair Committee on Teaching and Learning; **Kimberly Miloch**, Chief of Staff for Office of the Provost and Executive Vice President

Absent: Marion Underwood, Provost/Executive Vice President (excused); Sue Doe, Immediate Past Chair (excused)

Chair Melinda Smith called the meeting to order at 3:00 p.m.

November 12, 2024 EXECUTIVE COMMITTEE AGENDA ITEMS:

I. Minutes to be Approved

A. Executive Committee Minutes – October 29, 2024

Hearing no edits or corrections, Executive Committee minutes approved by unanimous consent.

II. Items Pending/Discussion Items

A. *Announcements*

1. The Next Executive Committee Meeting will be held on November 19, 2024 – Microsoft Teams/Administration 106 – 3:00 p.m.
2. The Next Faculty Council meeting will be held on December 3, 2024 – Microsoft Teams/Eddy 212 – 4:00 p.m.

B. *Old Business*

1. Executive Committee minutes & AI notetaking (see Section IV.C of the Faculty Council Procedures Handbook)

Chair Smith: Discussed the changes based on discussion in Executive Committee last week. There is language added to indicate that these are suggested components for minutes from

standing committees, excluding Executive Committee. Directed members' attention to new language specific to Executive Committee minutes.

A motion was made to approve the changes as suggested by Chair Smith. The motion was seconded. Hearing no further discussion, Chair Smith requested a vote.

Motion passed.

Chair Smith: Regarding AI, the expectation is that an AI notetaker would not take the place of someone at a meeting but could be used for accessibility purposes. If you are anticipating missing a meeting, either a substitute would need to be selected or you just miss, but the notetaker cannot take your place.

Executive Committee members discussed the purpose of AI notetakers and reasoning behind using them in Executive Committee as needed and in relation to accessibility.

Members determined that the discussion regarding AI notetakers should be tabled until Chair Smith hears back from the Office of General Counsel regarding question of use of AI notetakers in meetings. Chair Smith stated that Lola Fehr, Faculty Council Parliamentarian, has been looking into this topic as well from a parliamentary perspective.

2. Adoption of Changes to the Faculty Council Procedures Handbook (Sections I to V.A)

Executive Committee discussed the changes and comments made regarding the revisions and updates. Chair Smith clarified the reasoning behind the updates.

Executive Committee members requested more clarification around the language regarding "rank" in the section regarding compensation. Chair Smith stated that Cheyenne Hall would be contacted to help clarify this language and potentially update it.

A motion was made to approve all the changes, including edits suggested during the meeting, and was seconded.

Motion passed.

An Executive Committee member suggested that a workshop on parliamentary procedures be held by the Faculty Council Parliamentarian. Chair Smith indicated that Fehr would be contacted about this possibility.

C. Action Items

1. UCC Minutes – November 1, 2024

Hearing no discussion, Chair Smith requested a vote to place the University Curriculum Committee minutes on the Faculty Council agenda for December 3rd.

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

Executive Committee members discussed the cutting of courses that is occurring at Texas A&M without input from faculty. Chair Smith suggested members read the article regarding what is happening there and potentially discuss this during Executive Session at next week's Executive Committee meeting.

2. Proposed Revisions to Section I.8 of the Academic Faculty and Administrative Professional Manual – Committee on Teaching and Learning – Lumina Albert, Chair

Lumina Albert: Explained the changes requested by the Committee on Teaching and Learning, which involve cleaning up language to reflect current practices. There is language in this section that states that summaries of course surveys are to be made available to anyone with a CSU eID. This is not possible with the current technology, and it is not something that is offered.

Executive Committee members discussed the reasoning behind offering the summaries in the first place and the changes that occurred with regards to funding. Albert stated that if summaries of the course surveys are something that the students and others want, the Committee on Teaching and Learning is willing to investigate it and discuss how it would work.

An Executive Committee member suggested revising the rationale for the changes to reflect the discussion and the intent to continue to investigate the possibility of providing summaries.

Hearing no further discussion, a motion was made to place these proposed revisions on the Faculty Council agenda. Chair Smith requested a vote.

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

3. Proposed Revisions to Section E.13.1.1 of the Academic Faculty and Administrative Professional Manual – Committee on Responsibilities and Standing of Academic Faculty – Bharad Kannan, Chair

Jennifer Martin: Will be presenting these on behalf of the Committee on Responsibilities and Standing of Academic Faculty. The change to this section deals specifically with the vote for promotion. The changes indicate that the vote must be secret and make it clear that the vote is final, as well as dealing with abstentions and clarifying that abstentions are not allowed for final votes.

Executive Committee members discussed the changes, including the secret vote and what happens with minority votes and expressing concerns regarding the secret vote. A member suggested adding the word "outcome" to a sentence regarding the fact that the final vote cannot be changed. Martin indicated that this would be added as part of the revisions.

Martin stated that similar changes regarding tenure will be presented at Executive Committee next week.

Hearing no further discussion, a motion was made to place the revisions on the Faculty Council agenda. Chair Smith requested a vote.

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

D. Reports

Prior to reports, Chair Smith asked that Chief of Staff Kimberly Miloch be introduced. Executive Committee members made introductions. Miloch provided information about current top priorities, which included the Syllabus Bank that was proposed by ASCSU, the University tenure and promotions committee that was reported on by Provost Marion Underwood, a task force on the Academic Calendar, and subcommittees to help elevate the work being done in academics.

1. Faculty Council Chair Report – Melinda Smith

Chair Smith: There are three (3) new task forces being formed, as well as two (2) getting underway. The Task Force on Faculty Student Mentoring and the Task Force on Departmental Code and Approval are meeting for the first time soon. The three (3) new ones involve the Academic Calendar, Extension faculty, and curricular program review.

Chair Smith: Met with Athletic Director John Weber and attended the Committee on Intercollegiate Athletics meeting prior to the November Faculty Council meeting. Athletic Director Weber intends to provide an Athletics update at the April Faculty Council meeting. Indicated that we are still working on getting the revised annual report from that committee.

Chair Smith: Attended the Colorado Faculty Advisory Council meeting recently, where we received an update on the minimum value threshold that was discussed at a previous meeting. The data on the minimum value threshold will be released soon and will be shared with the Board of Governors. Reminded members what the minimum value threshold meant.

Executive Committee members discussed the implications of the minimum value threshold and what it would mean for degrees and careers. Martin agreed to ask questions regarding the data at the next Board of Governors meeting.

2. Board of Governors Report – Jennifer Martin

Martin: Provided some budget updates. Vice President Brendan Hanlon gave a budget update to Faculty Council in October for the first draft of the budget. Since then, the governor has shared his budget request, and the Joint Budget Committee is currently meeting to discuss the request. Stated that the outlook for higher education is not good and would likely be flat and require cuts. Vice President Hanlon will be coming back to Faculty Council in December and hopefully we will have more clarity on the budget scenario.

Executive Committee members discussed the budget scenarios and current legislation with financial implications. Questions were also asked regarding the System budget and how funds are allocated to the institutions in the CSU System.

E. Discussion Items

1. UGO Survey updates

Executive Committee members discussed the University Grievance Officer survey and potential updates to it to allow it to be administered through the Faculty Council office. Christine Pawliuk agreed to look at the current questions and determine which ones could stay to allow for a quantitative survey only for this year.

An Executive Committee member expressed disappointment at the funding issues surrounding the survey. It was suggested that the Office of the Provost provide a question or two (2) to insert into the survey in the future. A member suggested that one question be retained to allow for longer responses or comments.

Executive Committee members agreed to revisit this discussion next week with the revised questions from Pawliuk.

2. Presidential Survey

Executive Committee did not suggest any changes to the current questions for the Presidential survey. Chair Smith indicated that the President's Office would be contacted to add a question to the survey, and we will move ahead as planned.

3. Reduced Credit Hour Degrees

Joseph DiVerdi: Provided some context around the meetings regarding reduced credit hour degrees, which led to the letter as seen in the agenda packet. Stated that there are three (3) options regarding the letter, which are to endorse it as written, decline to endorse it, or write our own letter.

Miloch: Discussed the recent meeting with the Colorado Commission on Higher Education, where it was pointed out that state statutes stipulate that a bachelor's degree must be a minimum of 120 hours.

Executive Committee members discussed the letter and its support for a 90-credit hour degree. A member stated that the letter as it stands is incorrect because of the statement about state statutes, and another member asked whether community colleges were involved in the conversation about offering these degrees. It was stated that having community colleges offer these degrees had not yet been discussed.

Following discussion, it was determined that Chair Smith should contact the original author to determine if they plan to move ahead with the letter as written and discuss next week based on the response.

Executive Committee adjourned at 5:23 p.m.

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